

ARISTOMENIS - MICHAEL MOUSTAKIS

Finance, Accounting And Operations Associate

AGIOS STEFANOS, ATHENS

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PROFESSIONAL PROFILE

Finance professional with experience in multinational environments. Skilled in managing financial operations and client-supplier agreements. Dedicated to accuracy, detailed financial reporting and improving business workflows.

WORK EXPERIENCE

AON GREECE | Finance & Accounting Associate *November 2024 – Present*

- **Financial Data Management:** Managing accurate entry and maintenance of accounting records in double-entry systems.
- **Banking & Reconciliations:** Monitoring bank statements and reconciling accounts to ensure financial integrity.
- **Digital Transformation (MyData):** Handling daily updates of electronic books and ensuring full compliance with the MyData platform.
- **Tax Compliance:** Preparing VAT declarations and tax-related entries while meeting strict corporate deadlines.
- **Account Analysis:** Identifying and resolving discrepancies through detailed reconciliation of accounting accounts.
- **Operations Support:** Assisting the finance department with month-end closing procedures and daily operational tasks

AON GREECE | Client & Supplier Agreements Coordinator *September 2023 – November 2024*

- **Payment & Collection Management:** Supervised incoming client payments and outgoing supplier settlements.
- **Stakeholder Coordination:** Acted as the primary point of contact for clients and vendors regarding financial agreements and schedules.
- **Audit Support:** Prepared and delivered comprehensive documentation for internal and external auditors.
- **Conflict Resolution:** Reconciled balances and resolved financial disputes with third-party partners.

PC-BONUS | Accounting & Operations Assistant *October 2020 – October 2022*

- **Payroll & HR Support:** Executed payroll processes and managed the

ERGANI platform for employment compliance.

- **Inventory Management:** Responsible for stock control, warehouse recording and inventory auditing.
- **General Bookkeeping:** Handled bookkeeping, document filing and bank reconciliations for a fast-paced business environment.

AVIN INTERNATIONAL LTD | Accounting Intern July 2019 – July 2019

EDUCATION

UNIVERSITY OF PATRAS | BSc in Business Management & Administration
Graduated: February 2021

SKILLS & CERTIFICATIONS

- **Languages:** English (C2 - ESB Certificate), German (Basic Knowledge), Greek (Native).
- **Digital Skills: * Data & Analysis:** SQL (Basic), PowerBI (Basic), R Program, Eviews, Microsoft Access.
- **ERP & Software:** SoftOne, Epsilon Net (Accounting & Payroll), WorkDay.
- **Business Suite:** Advanced MS Office (Excel, Word, PowerPoint), MS Teams, Skype.
- **Certifications:** Accountant License (Class B') – Member of the Economic Chamber of Greece (O.E.E.).
- **Military Service:** Fulfilled.
- **Licenses:** Driving License (Car & Motorcycle).

VOLUNTEERING & SEMINARS

- **Certified Volunteer Firefighter (2015 – 2021):** Certified by the Fire Academy; Volunteer at the Civil Protection Association of Agios Stefanos.
- **Seminar (2017):** AIESEC Workshop on Business Plan Development (Patras).

INTERESTS

- **Traveling & Exploration:** Enjoy traveling both in Greece and abroad, with a passion for exploring new destinations on a motorcycle.
 - **Music:** Dedicated to learning the bouzouki (traditional Greek instrument).
 - **Culture:** Avid reader of Greek and international literature; frequently attend theater performances and concerts.
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