NIKITAKI CHRISOULA

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NATIONALITY:GREEK

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WORKING EXPERIENCE

9/2024- OCEANFREIGHTERS LTD-CREW DEPT

- Prepare the seamen's travel arrangements for signing on/off crew with the manning agents

-Checking invoices and statements from travel agents.

-Arranging for the timely dispatch of all correspondence to/from vessel.

-Informing master and port agent for arrivals and departures company's sup/dents.

-Communicate with vessels' masters and agents about replacements which would be carried out for joining crew

-Arranging all seafarers medical examinations prior their embarkation

03/2022-09/2024 COPPA IKE – ACCOUNT DEPT

-Responsible for issuing invoices and delivery notes

-Registration of all cash and accounting records

-Tracking of orders to suppliers

-Responsible for suppliers payments, payments to customers, employees payments, monitoring of bank transactions.

12/2019-10/2021 PAP OIL SA-ACCOUNT DEPT

- Issuing invoices and delivery notes

- Responsible for suppliers payments, payments to customers, monitoring of bank transactions.

03/1997-08/2019 MARMARAS NAVIGATION LTD-CREW DEPT

-Prepare the seamen's travel arrangements for signing on/off crew with the manning agents

-Arranging for the timely dispatch of all correspondence to/from vessel.

-Informing master and port agent for arrivals and departures company's sup/dents.

-Communicate with vessels' masters and agents about replacements which would be carried out for joining crew.

-Checking invoices and statements from travel agents.

-Organizing crew changes in cooperation with crew manager.

-Arranging all seafarers medical examinations prior their embarkation.

05/1990-03-1997 FORUM MARITIME SA-FINACE DEPT

-P.A to Account Man

-Responsible for staff's payment.

-Arranging seamen allotments and checking MGA

-Prepare weekly cash flow budgets for creditors settlement.

-Preparing cheques and banks remittances for creditor's invoice statements.

EDUCATION

1986	Graduate for 4th High Scholl in Piraeus
1987-1988	Papaspyrou School graduate with training accountant assistant.

LANGUAGES -English (Proficiency of Michigan)
-Italy (Intermedio)

COMPUTER SKILLS -MS OFFICE-EXCEL WORD
-A/S 400,Danaos,Maestro 10,Softone
-Singular Logic Control,Pylon Singular

SKILLS Organize, consistency,high level of professionalism, ability solving problems

MORE INFORMATIONS - Available upon request