

Dimitra Kavalieraki - Foka

Finance & Accounting Professional | Lecturer Treasury Management | Sustainable Development | PhDc

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LinkedIn Profile: Dimitra Kavalieraki-Foka

PROFESSIONAL COMPETENCIES

- Strategic Cash Management
- Accounting & Finance
- Compliance
- Sustainability Strategy Development
- Forecasting & Reporting
- Decision Making
- Problem Solving
- Lifelong Learning
- Planning & Organizing
- Teaching & Mentoring

STUDIES

- 2020** **PhD Candidate – Department of Business Administration**
University of West Attica, Greece
- 2019** **Master in Business Administration – MBA**
University of West Attica, Greece
- 2006** **BSc in Economics**
National & Kapodistrian University of Athens, Greece

PROFESSIONAL EXPERIENCE

FINANCE & ACCOUNTING PROFESSIONAL | LECTURER

My entire career is dedicated to Treasury, Accounting and Finance as a corporate executive, freelance and academic lecturer. Currently, I am developing my career skills and actively looking for a new challenging role in the field of accounting education.

IVT AKMI | PIRAEUS – GREECE | 02/2024 – TODAY PROFESSOR

IVT AKMI is Greece's leading private vocational training institute, offering over 100 state-recognized degree programs across 14 key professional fields in the labor market. Leveraging more than 25 years of experience as an economist-accountant, I was offered the opportunity to serve as a professor in the fields of accounting and economics at IVT AKMI, where I designed and delivered comprehensive lessons to enhance students' theoretical knowledge and practical skills in alignment with market demands. Main duties:

- Teaching and Instruction: Delivering engaging lectures and practical sessions, fostering a learning environment that emphasized both theoretical knowledge and hands-on application.
- Student Evaluation: Assessed student progress through examinations, projects, and presentations, providing constructive feedback to support their academic and professional growth.
- Continuous Improvement: Stayed up to date with industry developments and integrated emerging trends into the course content to maintain relevance and quality in education.
- Organizing Seminars: Organized additional seminars in relevant fields to enhance students' knowledge and exposure beyond regular classroom lessons.

- Collaboration: Coordinated with other faculty members and administrative staff to enhance overall educational experience and participate in program development initiatives.

UNIVERSITY OF WEST ATTICA | ATHENS – GREECE | 02/2021 – TODAY

LECTURER SCIENTIFIC PARTNER

University of West Attica - Business Administration department offered me the opportunity to develop and grow myself as a professional Lecturer and Researcher. This cooperation started when I was an MBA student and continues on a project basis until now. Main duties:

- Auxiliary teaching staff at the accounting sector of the Business Administration department
- Member of "Accounting, Economics & Financial Research Lab - AC.E.FI.R."
- Research collaboration
- Publication and dissemination
- Actively participating in research symposiums and conferences and organizing related events
- Providing mentoring to students
- Conducting supplementary teaching

LINDE HELLAS | ATTICA – GREECE | 08/2007 – 11/2023

SENIOR TREASURY MANAGEMENT OFFICER & SUSTAINABILITY AMBASSADOR

Linde Hellas subsidiary of Linde Group is one of the leading providers of industrial and medical gases in Greece. I started my career as a Cashier and by using my devotion, skills, knowledge, and efficiency I developed to the company's Treasurer. Alongside my treasury duties I was assigned also with the role of Sustainability Ambassador, contributing to the company's financial health and sustainable development. My roles included:

- Overseeing daily cash positioning activities (daily liquidity, cash transactions etc.)
- Management of the overall relationships with the Banks
- Generating cash flow reporting, liquidity forecast, monthly flash report and treasury monthly report (Hyperion)
- Tax accounting / VIES-Intrastat / Accounts reconciliations / AP-AR
- Process improvement and creating new internal procedures
- Implementing the sustainability strategy and generating related reports to the top management

ACCOUNTANT (FREELANCE) | 08/1996 – 07/2007

Alongside my bachelor's degree studies I started my career in accounting working in accounting offices, associations and commercial enterprises. My roles included mainly:

- Bookkeeping | Tax preparation | Financial statement preparation | Payroll services | Budgeting and forecasting | Consulting | Audit support | Relationship management | Organizing accounting seminars

IT SKILLS

➤ **ACCOUNTING SOFTWARES:**

- ⊕ SAP-FI
- ⊕ Kefalaio
- ⊕ Anaconda
- ⊕ Accountant by Singular Logic
- ⊕ Union
- ⊕ Softone

➤ **MICROSOFT OFFICE SUITE:**

- ⊕ Word
- ⊕ Excel
- ⊕ Power Point
- ⊕ Outlook
- ⊕ MS Teams
- SPSS (Statistical Package)

TRAININGS

Focusing on personal and professional growth I have attended a significant number of training courses and seminars related to the following topics:

- **Accounting**
- **Sustainability**
- **Marketing/Management**
- **Treasury**
- **Finance**
- **Adult Education**
- **Astrophysics**
- **Volunteering**
- **First Aid**

VOLUNTEER EXPERIENCE

- **Organizing volunteering events for Linde Hellas:**
 - Workplace blood donation | Corporate tree planting | Recycling of used clothing | Recycling-reusing of electric devices | Humanitarian aid | Donations (food, medicine, bed linen, extinguishers).
- **Active member and supporter of NGO's**

LANGUAGES

- **English**, Professional Proficiency
- **Greek**, Full Professional Proficiency (Native Language)