

# XENIA TSANGARIDES

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## EDUCATION AND QUALIFICATIONS

- September 2013 - September 2014      **University of East Anglia, MSc International Accounting and Financial Management**  
Subjects Studied: Corporate Financial Management, International Financial Reporting, Managerial Accounting, Accounting, Finance and Technology Management  
**Result obtained:** Postgraduate Merit
- September 2010 - May 2013      **University of East Anglia, BSc (Hons) Economics**  
Subjects Studied: Quantitative Methods, Mathematical Economics, Methods of Economic Research, Topics in Economic Analysis, The Economics of Corporate Finance  
**Result obtained:** 2:1
- September 2004 - June 2010      **Grammar School, Nicosia, Cyprus**  
**A levels (2008-2010):** Economics (A), Mathematics (B), Biology (C), Chemistry (D)  
**GCSE's (2006-2008):** English (B), French (B), Mathematics (A\*), Economics (A\*), Biology (A\*) and Chemistry (A\*)  
**O level and A level Greek (A)**
- September 2009      **International English Language Testing System:** Overall score of 7.5

## WORK EXPERIENCE

- February 2022 - Present      **Group Credit Control Officer, Logicom Public Ltd**
- Insuring Receivables by securing Credit Limits from the Insurance Companies
  - Ensuring that the maximum number of customers and receivables are insured, in order to mitigate the Credit / Default Risk
  - Daily input and update of Credit-related information into the internal system
  - Assisting in the monthly calculation of the Group's Credit Risk exposure, and identifying gaps where there is room for improvement
  - Preparing Ageing reports and conducting weekly calls with the Credit Control teams to monitor and set targets for payment collections
  - Reviewing high-risk orders, or orders placed from high-risk customers, and escalating to higher management where deemed necessary
  - Responsible for identifying delayed payers, submitting claims to the Insurance Company, as well as for following up on the outcome of each case
  - Communicating changes in procedures to the local Credit Controllers
  - Preparing reports for the management on an ad-hoc basis using Excel
- October 2020 - January 2022      **Senior Back Office Auditor, HF Markets (Europe) Ltd**
- Responsible for coordinating, monitoring and reporting progress of the Audit team to the Head of Back Office
  - Preparing monthly statistics to review and manage the workload accordingly
  - Exploring ways to optimize the performance of the reconciliation procedure
  - Detecting technical and operational issues and assisting the relevant departments with the implementation of internal controls to address these
  - Updating Audit checks in line with the KPIs of department on an ad-hoc basis

- June 2016 - September 2020      **Back Office Auditor, HF Markets (Europe) Ltd**
- Reconciliation of incoming and outgoing payments against statements from PSPs and Banks, to ensure that the correct amounts are recorded in the clients' accounts and the company's records
  - Liaising with the relevant departments for the integration of new PSPs and Banks into the files and systems used in the reconciliation procedure
  - Presentation of results in Excel and putting forward suggestions to management
  - Carrying out sample checks to ensure compliance with Company procedures
- March 2015 - May 2016      **Junior Brokerage Officer, HF Markets (Europe) Ltd**
- Monitored and analysed client accounts from a financial perspective
  - Ensured clients complied with the Company procedures and conditions
  - Investigated and responded to client queries regarding trading issues
  - Assisted in the preparation of Competitive Analysis reports to be used by the management for decision-making
- July 2013      **Short-term Employment at C. Varianos Co. Ltd – Accountants and Auditors**
- Worked on Caseware and Excel Audit Programs and assisted with client audits
  - Entered tax invoices into the accounting records
- June 2013      **Summer Internship in Tax Department, Ernst & Young, Cyprus**
- Conducted tax procedures for various clients
  - Prepared Tax Returns and other forms
  - Built Excel spreadsheets used for tax calculations
  - Attended training in introductory Tax Legislation and literature
- July 2011 - August 2011      **Summer Internship in Audit Department, KPMG, Cyprus**
- Vouched and casted - frequent checks on financial transactions
  - Assisted in the preparation of financial statements
  - Performed audit tasks for a client of the company
  - Participated in a group project analyzing the strategy and business of Starbucks

## PROFESSIONAL QUALIFICATIONS

- May 2015 & June 2017      *Chartered Institute for Securities & Investment (CISI):*  
Financial Services Legal Framework: Basic & Advanced Examination  
Results: Pass, Pass
- November 2014      *ICAEW Certificate in Finance, Accounting and Business (CFAB)*

## LANGUAGE SKILLS

1) **Greek** – Native; 2) **English** – Fluent; 3) **French** – Basic; 4) **Spanish** – Basic

## COMPUTER SKILLS

Very good knowledge of Excel, Microsoft Word, PowerPoint and in PASW 18 Statistics

## INTERESTS, ACTIVITIES AND ACHIEVEMENTS

Marathon running, Dancing, Cycling & Swimming (completed a life-saving course)