



Christos Bousis

ID: AZ206465 | **Work permit:** Greek | **Date of birth:** 13/02/1985 | **Nationality:** Greek |
Gender: Male | **Phone number:** (+30) 6979891738 (Mobile) | **Email address:**
christos.bousis@gmail.com | **Address:** Kolokotroni 11, 54641, Thessaloniki, Greece (Work)

WORK EXPERIENCE

07/03/2017 – CURRENT Thessaloniki, Greece

ACCOUNTANT-TAX EXPERT FREELANCER

(a) Accounting Management:

--Integration of documents into the Journal articles according to the Greek Accounting Standards,
--Issue of Summary Statements, cross-checking of balances, balances of cards,
--Monthly, quarterly / annual closing, issuance of Results, tax & VAT settlement, employer contributions payments,
export of statistical data, calculation of fixed asset depreciation,
--Payments / transfers, extrait (check and reconciliation of balances),
--Submission / modification of electronic forms of all relevant public bodies: Tax Office: Changes in data
Income and Income Tax, Rents, Declarations E1, E2, E3, E9, Reformation of Declarations, Debt Settlement, monthly-
annual salary certificates. GEMI: Board of Directors Acts, Changes to Agreement-Company-Statute.

(b) Tax Management:

-- VAT, VIES, IntraStat, Listing, Withholdings of Personal Income Tax-Personal Income Tax, Updates-Corrections myData.

(c) Payroll Management:

--Submission / modification of electronic forms of all relevant public bodies: ERGANI: Contracts,
Benefits, Gifts, E3, E4, E5, E6, E7, E11, Work Program. SEPE: Technical Safety Program, Accident Declaration. EFKA: Main
and Auxiliary Employer-Employee Insurance Contributions (APD), Debt Settlement
KEAO.

--Issuance of Monthly Payroll Statement for Employees or Daily Workers, --Calculation of Allowances, Leave,
Overtime.

(d) Excellent handling of all government and professional websites, including: taxisnet, yeka, ikaefka, oaed, sepenet,
businessportal, notifybusiness, myData.

(e) Processing of pension applications and communication with the central administration of foreign countries to
retrieve
documents.

(f) Issuance of residence permits for third-country nationals and communication with local authorities for their
renewal.

(g) Processing of income tax returns for residents abroad and constant updating of them on tax changes in legislation.

(h) Mediation in financial disputes between citizens and local bodies, tax or municipal authorities in order to settle
them.

EDUCATION AND TRAINING

01/11/2018 – 20/12/2023 Thessaloniki, Greece

MASTER'S DEGREE IN APPLIED ACCOUNTING AND AUDITING University of Macedonia

Website www.uom.gr | **Level in EQF** EQF level 7

01/06/2004 – 19/12/2012 Patras, Greece

BACHELOR OF BUSINESS ADMINISTRATION University of Technology of Patras

Website <https://www.upatras.gr/> | **Level in EQF** EQF level 6

15/05/2015 – 20/01/2016 Thessaloniki, Greece

SEMINAR IN ACCOUNTING AND COMPUTERIZATION Herakleitos Accounting Center

Website <https://hraklitosaccounting.gr/> | **Level in EQF** EQF level 6

LANGUAGE SKILLS

Mother tongue(s): **GREEK**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

word | Microsoft Windows | Gmail | Skype | INTERNET | MICROSOFT OFFICE | Emails | EXCEL | POWERPOINT | Outlook | Social Media (Facebook Instagram Youtube) | Microsoft Office (Word Excel Access PowerPoint VBA)