

# Nikolaos I. NOUTSOS

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## Personal Information:

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| Address                 | 9 Terpsichoris Street – 15562, Holargos- Athens |
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| Email                   | niknouts@gmail.com                              |
| Place and Date of Birth | Piraeus, December 20, 1963                      |
| Nationality             | Greek   |



## Consultancy:

Mikel coffee group  
EasyHome

## Employment History:

May 2019 – To Date

**Accounting Officer, Hellenic Institute PASTEUR Athens, GR**

Budgeting & Reporting, Payroll

Major Accomplishments: Implementation of Public Accounting system. Re-design of accounting/Reporting system and implementation of ERP (SL Galaxy . )

November 2017 - March 2018

**General Manager, MAGNA COFFEE SOLUTIONS, (Kimboespresso), Athens, GR**

Major Accomplishments: New sales Ground Plan Development and Implementation of a systematic Coverage Plan ,New Price list-tactical actions (Direct & Indirect Sales ), New products Launch, Review-Negotiate product pricing-suppliers, Technical Service department restructure-management process , Sales Team's Training

December 2016- October 2017

**Accounting Manager, MARKET IN SA, Athens, GR**

Major Accomplishments: Automated control of Bank and cash transactions for all chain's stores New systems developed and major processes re-engineered. The productivity increased.

August 2014 – May 2015

**Finance Director, VEROPOULOS BROS SA, Athens, GR**

Major Accomplishments: The re-organization of the Finance department.

New systems developed and major processes re-engineered. The productivity increased.

February 2013- July 2014

**Finance Director, AGROTIKOS OIKOS SPIROU, Athens, GR**

(Listed company in Athens Stock Exchange)

Major Accomplishments: The re-design of the ERP (Navision) of the Company and the implementation of it in the affiliate countries abroad.

The creation of infrastructure (Data warehouse) that will enhance the development of Reporting System

The re-organization of Finance department.

March 2002- January 2013

**Managing Director, KAFEA S.A. (illy espresso), Athens, GR**

**Managing Director, ATTICA TERRA FOOD & DRINKS S.A. (Dimello espresso), Athens, GR**

**Managing Director, IN DEVELOPMENTS S.A., Athens, GR**

**Finance and Administration Director,(CFO), KAFEA S.A. (illy), Athens, GR**

Responsibilities: As the Managing Director I was responsible for the strategic business development of the group, emphasizing on the commercial and global aspects, managing directly the finance dpt. ensuring the healthy financial structure, the control and the smooth daily operation of all the group's companies.

Major Accomplishments: The transformation of a family company (7mil) to a group of companies (50mil) with a wide portfolio of products, modern infrastructure, systems and capability to perform complex activities.

The foundation and establishment of a production unit Attica Terra S.A.

The production, the launch and market the Dimello coffee.

The transformation of IN Developments S.A. to a Logistics 3PL company.

The establishment and control of four companies in the Balkan countries that support the export activity of Attica Terra S.A.

The establishment and control of five companies in Greece that support indirectly the commercial activity of the group.

Design and implementation of ERP (SEN with Aberon WMS) system and Reporting tool (BI)

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Manage during the current recession to sustain the group's position and retain the group's turnover and profitability.

Total Business Growth: (99/11) Turnover – CAGR: 18%, EBITA: 30%, Revenue per employee from 152K to 438K

November 1999 – April 2000

***Customer Service & In Market Logistics Manager, GENERAL MILLS S.A., Athens, GR***

Responsibilities: Credit Control/ Trade Receivables & Collections management/ Order Processing/ Invoicing/ Stock management for Food Service & Retail/ Logistics for Food Service & Retail/ Third parties Logistics

January 1997 – November 1999

***Business Unit Manager ( Document Supplies ), XEROX HELLAS S.A., Athens, GR***

Responsibilities: The Operation & Performance of the Document Supplies Entity/ Marketing & Sales Manager (Direct-Indirect-Telesales-Retail)/ Order Taking Procurement & Logistics/ Financial Performance/ Internal Controls

Major Accomplishments: Telesales on-line system and new reporting system developed/ New products Launch/ New Ground Plan & Coverage expansion

Total Business Growth: (97/96): Paper volume 12% - Profit (PBT): 12%

(98/97): Paper volume 10% - Profit (PBT): 19%

Number of direct reported employees: 3 Salesmen plus 2 Inbound & 2 Outbound Telesales

March 1991 – December 1996

***Customer Administration Manager, XEROX HELLAS S.A., Athens, GR***

Responsibilities: Credit Control/ Trade Receivables & Collections management/ Receivables Analysis & Management Reporting/ Contract Control & Order Processing/ Revenue Billing Accounting & Reporting/ Business Planning/ Pricing process participation/ Administrative Support for marketing procedures/ Customer's File Quality management/ Systems, Accounting & Tax Law Compliance for the above/ Internal Controls/ Management Process (ICMP).

Major Accomplishments: New systems developed and major processes re-engineered. The productivity increased with significant impact to Customer satisfaction and on the Financial results of the company. Reporting System Infrastructure Design and implementation.

Receivables performance: Receivables Balances From 7,5 \$m in 1992 to 4,8\$m in 1996.

Receivables as % of revenue: From 36,5 in 1992 to 15 in 1996.

Productivity Increase: 100% in administration work & 40% in field activity.

Number of subordinates: Directly reported: 4 Administrative & 2 Credit Mgs. Indirectly: 17 collectors

November 1989 – March 1991

***General Administration Supervisor, XEROX HELLAS S.A., Athens, GR***

Responsibilities: Inventories (Imports-Stocks-Consumption) Costing & Accounting/ Management Reporting – Intercompany Accounts monitoring & accounting/ Payroll & tax/pension obligations/ Fixed assets accounting/ Facilities/ Management & Security/ Local purchases

Number of subordinates: 4 employees

January 1987 – November 1989

***Finance& Administration Supervisor, PORCEL MINING COMPANY S.A., Athens, Greece***

Responsibilities: The development of the Accounting system and the relevant procedures according to the Standard Chart of Accounts/ General & Cost Accounting/ Annual Accounts preparation/ Business & Operation Planning & Reporting/ Cash flow management/ Tax Law compliance/ Payroll (100 employees)/ Labor Law obligations compliance/ Computer applications development & Operation's monitoring

Number of subordinates: 4 employees

Member of Company's Management Committee

April 1982 – January 1987

***Accountant – Assistant to the Financial Supervisor, DELTA DAIRY PRODUCTS S.A., Athens, GR***

Responsibilities: General Accounting/ Stocks Accounting/ Inventories Monitoring (Fast moving materials: purchases & consumption)/ Cash flow (payments-collections-loans)/ Preparation & accounting/ Payroll tax & pension

**Member of Board of Directors:**

Attica Terra Food & Drinks S.A. (former Horeca S.A.) (until June 2011)/ Notios Chora S.A. / Kafedynamiki S.A./ Kafeanodos S.A./ NI Anaptiksis S.A.

**Academic Education:**

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1986 - 1987

**Hellenic Centre for Productivity (ELKEPA), Greece**

**Postgraduate Program in Financial Management**

Subjects: Cost Analysis, Managerial Accounting, Financial Analysis & Policy, Cost of Capital & Investment Appraising, Treasury Management, Business Planning, Controlling & Analysis

1981 - 1986

**University of Athens, Greece**

**BSc in Economics**

## Training Programs - Seminars:

**Marketing:** 2006, ***Mastering Guerrilla Marketing***, JCLevinson

**Management:** 2006, ***Primal Leadership***, Dr D.Goleman

1997, ***Professional Selling Skills III***, AMS

1996, ***Management Training***, TEAM LTD, XEROX S.A.

Subjects: Effective communication, Presentation Skills, Customer Service, Building Team.

1995, ***Executive Development Program***, XEROX UK Training Center

Subjects: Marketing, Business & Financial Strategy.

1993, ***People Management Workshop***, XEROX S.A. (Internal Seminar)

Subjects: Leadership, Team Performance, Empowerment, Appraising, Interviewing, Coaching & Counseling.

1992, ***Total Quality Management***, XEROX S.A. (Internal Seminar)

Subjects: Business Effectiveness, Processes Re- engineering, Problem Solving Process (PSP)

1991, ***Management Development Training***, XEROX S.A. (Internal Seminar)

Subjects: Communication, Decision Making, Leadership & Motivation, Recruitment & Selection, Coaching & Counseling, Project Management, Managing Stress, Time Management.

1988, ***Decision Support Systems***, HELLENIC MANAGEMENT ASSOCIATION (EEDE)

**Finance:** 1990, ***Budgeting***, ATHENS COLLEGE

1988-89, ***Stock Market & Portfolio Theory***, ATHENS COLLEGE

1988-89, ***Money & Currency Markets***, ATHENS COLLEGE

**Information Systems:** 1998, ***Access***, HELLENIC MANAGEMENT ASSOCIATION (EEDE)

1995, ***Windows –Excel –Word –Power Point***, XEROX S.A. (Internal Seminar)

1990, ***Lotus 1-2-3: Financial Applications***, XEROX S.A. (Internal Seminar)

1987, ***Lotus 1-2-3: Financial Applications***, ELKEPA

1983-84, ***Computer Programming: Cobol- Basic (400 hrs)***, CONTROL DATA INSTITUTE

**Languages:**

Greek (mother tongue), English (fluent)

**Computer skills:**

MS Office, Lotus Notes, SEN, Crystal Reports, OBI, MS-Navision, SAP

**Professional qualifications:**

Qualified Accountant A' Level

**Activities/Interests:**

Painting, Philosophy, Music

**References:**

Available upon request