

ANGELA ANTONI

● MSc in HRM ●

EMPLOYMENT HISTORY

PERSONAL INFORMATION

Birth date: 18 October 1995

Place of birth: Jersey, United Kingdom

Nationality: Cypriot

CONTACT DETAILS

Larnaca, Cyprus

[Angela Antoni](#) 

PROFESSIONAL SKILLS

Communication

Customer Engagement

Conflict Management

Planning & Organizing

Teamwork Spirit

LANGUAGES

English

Greek

PROFESSIONAL DEVELOPMENT

Certified Seminar in Managing Change – Kesea, May 2020

LCCI Level 3 Certificate in Accounting – Grade: Pass - 2013

Administration Officer at AXIA Chartered Surveyors, Nicosia

2018 — to date

- Prepare employment contracts, new hire documentation, and maintain employee records.
- Ensure compliance with labor laws, social insurance, and internal HR policies.
- Administer employee onboarding and offboarding processes via the Ergani system, including new hire declarations and resignation filings.
- Issue and send invoices to clients, monitor payment statuses, and manage follow-up communication for overdue accounts to ensure timely payment collection.
- Handle payroll processing, including receiving payroll data from accountants, coordinating employee payments, and distributing payslips monthly.
- Manage monthly social insurance submissions via the SISnet platform and coordinate quarterly VAT payments.
- Gather and organize all receipts and payments for submission to accountants, supporting accurate and timely financial records.
- Regularly review the company's bank accounts to record received payments and adjust outstanding balances accordingly.
- Respond to telephone inquiries and emails from customers and internal teams, ensuring prompt, professional communication.
- Maintain and update company databases.

Assistant for Telesales at MTN Cyprus Ltd, Nicosia (Cyprus)

June 2016 — August 2016

Summer Internship

- Contacted customers with long-overdue payments, maintaining professionalism and patience despite challenging customer attitudes.
- Updated the contacts database when necessary to ensure accurate and up-to-date information.

EDUCATION

MSc in Human Resource Management, Alliance Manchester Business School, Manchester (United Kingdom)

2017 — 2018

Class: Distinction

Dissertation Title: Flexible Work Arrangements in Cyprus: Intentions of Managers to Implement and Intentions of Working Mothers to take up FWAs in the Private Sector.

▣ TECHNICAL SKILLS ▣

Microsoft Office Suite

Quickbooks

Coursework:

- HRM: Strategy & Practice
- HRM: Context & Organisation
- Research Methods for Organisations
- International HRM
- Industrial Relations
- Employment Law
- Employment Policy and Practice
- Multinationals & Comparative Employment Systems

Final Grade: 70.83/100

BSc in Business Administration and Public Business, *University of Cyprus, Nicosia*

2013 — 2017

Specialization: Management

Main Coursework:

- Business Ethics
- Business Communication
- Human Resource Management
- Organizational Behavior
- Strategic Management
- Leadership
- Entrepreneurship and Innovation

Final Grade: 7.78/10

School Certificate, *Lyceum Makariou III, Larnaca (Cyprus)*

2010 — 2013

Main Subjects: Mathematics, Accounting, English, Economics

Final Grade: 19.55/20