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Professional goal

The combination and the exploitation of my legal , negotiation, mediation, dispute resolution and financial knowledge and working experience along with the commercial and business practice

Special Skills

- Training & Management
- Identify and resolve various Problems
- Negotiating Skills
- Non Violence Communication

- Adjustment in corporate culture
- Analyzing data
- Legal Knowledge
- Mediation Knowledge

Professional Experience

STRATIGOPOULOS-KOKKINIDIS & PARTNERS LAW OFFICE

Lawyer-Mediator-Mediators Trainer-Professional Negotiator(10/2013 – today)

- ❖ Legal Services (Law of Obligations, Property Law, Family Law, Employment Law, Criminal Law, Commercial Law)
- ❖ Mediation Services
- ❖ Negotiation Services
- ❖ Dispute Resolution
- ❖ Deal Facilitation

For more informations please visit : www.skplaw.gr

ATTICA DEPARTMENT STORES SA (09/2005 – today)

Legal Advisor (10/2013 – today)

- ❖ Negotiations with Suppliers
- ❖ Cooperation with Law Firms
- ❖ Contracts & Deals
- ❖ Commercial law
- ❖ Business Law
- ❖ Labour Law
- ❖ Consumers Rights

Director of Branch Network/ Legal Department (03/2007 – 09/2013)

- ❖ Prepare the private contracts of the commercial co operations
- ❖ Control of the proper implementation of private contracts
- ❖ Administration of the Stores Managers (Attica Panepistimiou str., Attica Golden Hall, Attica Mediterranean Cosmos)

- ❖ Coordination and implementation of the company's trade policy
- ❖ Coordination and control implementation of the stores proper operational procedures
- ❖ Coordination and control of the personnel administration
- ❖ Prepare and control the sales budgets of the stores

Store Manager (09/2005 – 2/2007)

- ❖ Sales management (establishing targets, follow up sales and results, reports)
- ❖ Personnel administration (800 sellers, 8 dpt heads, 1 head of personnel, 1 assistant manager)
- ❖ Suggestions planning for sales growth (main purpose the improvement of procedures and functions)
- ❖ Sales and personnel budget planning
- ❖ Contribution to the company's trade policy planning (projects for changes, accessions, or termination of collaborations, based on upgrading the commercial mixture and status of the department store)
- ❖ Implementation of the commercial policy (planning the timetable of changes, contact with suppliers, evaluation of special offers and their implementation)
- ❖ In charge of the facilities and the proper function of the store (technical department - operation)
- ❖ Evaluation and analyze of financial results and suggestions for profitability increase
- ❖ Implementation of marketing plan

NCS Hellas SA (subsidiary company of the NAF NAF S.A FRANCE) (05/2003 – 08/2005)

Commercial Director

- ❖ Administration of the sales and marketing department
- ❖ Planning of 3 years project development aiming the growth of the financial added value
- ❖ Planning the company's business plan and proposal for extension to the Turkey market
- ❖ Planning of the commercial and pricing policy
- ❖ Establishing targets for the departments individually and for the company overall
- ❖ Evaluation and analyze of the financial results
- ❖ Planning of network development and implementation
- ❖ Visit abroad stores and also the head office of the company in Paris
- ❖ Planning of purchases budget and monitoring the plan d' game
- ❖ Recruitment and evaluation of personnel
- ❖ Frequent visits to the stores, the franchising network and considerable clients
- ❖ Prepare and implementation of negotiations for new contracts
- ❖ Supervision, coordination, monitoring and support of employees

SARAH LAWRENCE S.A (12/2001-04/2003)

Developer of Branch Network & Sales in North Greece

- ❖ Planning and implementation of stores network development
- ❖ Research of real estate market and opportunities notices for opening new stores
- ❖ Negotiation of stores' rents and configuration of lease contracts
- ❖ Planning the budget of the new stores (required investment, estimated turnover)
- ❖ Cooperation with architects, supervisors and suppliers for the stores preparation and opening
- ❖ Prepare and manage the budget of the branch in N. Greece
- ❖ Search for new franchisees, interviews and evaluation
- ❖ Supervision, coordination, control and support of the personnel in the branch office of N.Greece
- ❖ Configuration and implementation of the sales plan
- ❖ Cooperation with the credit control dpt and the finance division for the customers credit policy and balances
- ❖ Personal contact and communication ducting with N.Greece clientele and Greek franchisees

LABROPOULI BROS SA (01/1998-11/2001)

Manager of Athens' Department Store (02/2000-11/2001)

- ❖ In charge of the proper functioning of the store, the compliance of the operating rules and the personnel administration
- ❖ Planning the sales budget per shop in shop and follow up for its implementation
- ❖ Cooperation with the decorator in charge, for the window displays and the internal decoration of the store
- ❖ Cooperation with administration, contact with supplies for merchandising completeness
- ❖ Evaluation of customers needs and demands

- ❖ Market and competitors research, reports and suggestions to the Store Manager
- ❖ Planning the annual schedule for staffing needs and its implementation
- ❖ Conducting interviews and recruitment of personnel
- ❖ Supervision and control of the warehouse and the proper merchandise supply of the shops in shop
- ❖ Cooperation with architects and supervisors for shops in shop renovations as well as for store's floors
- ❖ Control and coordination of the security personnel and the technical staff of the department store
- ❖ Proposals for conducting seminars and personnel training courses
- ❖ Promotion of the proper and professional company image through the development of excellent relationship and interpersonal skills with the customers
- ❖ Efficient cooperation with the management of the company

Manager of Thessaloniki Department Store (02/1999-01/2000)

- ❖ In charge of the proper functioning of the store, the compliance of the operating rules and the personnel administration
- ❖ Planning the sales budget per shop in shop and follow up for its implementation
- ❖ Cooperation with the decorator in charge, for the window displays and the internal decoration of the store
- ❖ Cooperation with administration, contact with supplies for merchandising completeness
- ❖ Evaluation of customers needs and demands
- ❖ Market and competitors research, reports and suggestions to the Store Manager
- ❖ Planning the annual schedule for staffing needs and its implementation
- ❖ Conducting interviews and recruitment of personnel
- ❖ Recruitment of floor department heads
- ❖ Supervision and control of the warehouse and the proper merchandise supply of the shops in shop
- ❖ Cooperation with architects and supervisors for shops in shop renovations as well as for store's floors
- ❖ Participation in the SELPTHE and department store's promotion
- ❖ Proposals for conducting seminars and personnel training courses

Manager of Piraeus Department Store (12/1998-01/1999)

- ❖ In charge of the proper functioning of the store, the compliance of the operating rules and the personnel administration
- ❖ Planning the sales budget per shop in shop and proposal for its implementation
- ❖ Cooperation with administration, contact with supplies for merchandising completeness
- ❖ Market and competitors research, reports and suggestions to the Store Manager
- ❖ Conducting interviews and recruitment of personnel
- ❖ Supervision and control of the warehouse and the proper merchandise supply of the shops in shop
- ❖ Cooperation with architects and supervisors for shops in shop renovations as well as for store's floors

Middle Manager of Piraeus' department section (01/1998-11/1998)

- ❖ In charge of the proper functioning of the shop in shop in the particular section
- ❖ Implementation of the sales budget per shop in shop
- ❖ Contact with suppliers for merchandising completeness
- ❖ Market and competitors research, reports and suggestions to the Store Manager
- ❖ Monitoring and evaluation of personnel, formulating proposals for staffing needs
- ❖ Planning of personnel working schedule and work permission
- ❖ Customer service and promotion or corporate image

Education

MIKK / PMC (10/2014)

Certified Advanced Family Mediator / Family Mediation

PMC / Jamie Walker (10/2014)

Certified School Mediator and in Violence Prevention

MIKK / PMC (02/2014)

Certified Family Mediator, Family Mediation

Athens University of Economics & Business (AUEB) (10/2013-07/2014)

Diploma In Negotiations, Negotiations

International Mediation Institue / ACB Foundation/ Nomiki Bibliothiki (09/2013)

Certified Professional Negotiator, Negotiations

Tool Kit Company/Nomiki Bibliothiki (08/2013)

Certified Mediators Trainer, Dispute Resolution Trainer

Tool Kit Company/ PMC (05/2013)

Certified Mediator, Medaition

Ethnikon & Kapodistriakon Panepistimion Athinon (EKPA) (01/2010-05/2010)

Certificate, Law & Economics

Ethnikon & Kapodistriakon Panepistimion Athinon (EKPA) (10/2009-03/2010)

Certificate, Labor Law & Social Security

Ethnikon & Kapodistriakon Panepistimion Athinon (EKPA) (10/2009-08/2010)

Certificate, Business/ Managerial Economics

Athens University of Economics & Business (AUEB) (01/2003-09/2004)

Postgraduate Course in Business Administration

Section: Executives

Subject: International MBA (former Decision Sciences)

Direction: Management Science

Ethnikon & Kapodistriakon Panepistimion Athinon (EKPA) (01/1998-09/2004)

School of Law, Economic & Political Science

Section of Law

Ethnikon & Kapodistriakon Panepistimion Athinon (EKPA) (09/1991-05/1995)

School of Law, Economic & Political Science

Section of Political Science and Public Administration - Specialization: International and European Studies

Special seminars and courses

Philip Kotler on Marketing: How to create, win and dominate Markets (10/2004)

KPMG

Papastratio forum : Tom Peters (11/2002)

Administration – Performance, Team LTD – Labropouli Bros (04/1999)

Seminar by: Demetrios Bourantas – Vlassis Stathakopoulos

Leader, Leadership and Basic Principles of Management, Team LTD – Labropouli Bros (05/1999)

Seminar by: Demetrios Bourantas – Vlassis Stathakopoulos

Customer Service, Team LTD – Labropouli Bros (03/1999)

Seminar by: Demetrios Bourantas

Foreign Languages

ENGLISH: Excellent written and oral command

FRENCH : Beginners level

SPANISH : Quite well

Computer Skills

M/S Office: WORD ❖ EXCEL ❖ POWERPOINT ❖ INTERNET EXPLORER