

Nicoleta Ecaterina CIUREZ



Personal data:

Date / place of birth: May 04, 1976 / Bals / Olt.

Address: 13 Vladeasa St, C32 block, 7th floor, 100 suit, Bucharest.

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Marital status: single.

Education:

Present: University of Craiova, 6th year of studying for Doctor in Economics (no attendance form).

2004 (April – July): University of Craiova, Diploma for “Opportunities for Financing in the European Integration process for Romania” courses.

1998-1999: University of Craiova, Master in European Economic Integration.

1994-1998: Faculty of International Economic Relations, University of Craiova.

1990-1994: High School, Math-Physics Class, Bals, Olt.

Practical Activities:

Iulie 2007 - Present: **Leasing Contracts Administrator**, *Volksbank Leasing Romania*

Responsibilities:

- Develops corporate - client portofolio;
- Represents the company in relationship with potential clients for leasing;
- Collect and analyze the leasing documents and prepares the offers including the financing conditions;
- Analyse and approve the leasing applications;
- Inform the customers about the financing resolution and issue the leasing contracts;
- Negotiates the leasing terms with the main customers;
- Inform the payment department about the leasing contracts;
- Maintain and improve the relationship with the car suppliers, including the selection of the suppliers, the negotiation of the contracts signed with them and their follow up;
- Marketing and sales activities;
- Prepares sales analysis and reports;

August 2005 - Present: **Sales Administration Manager** at *Daewoo Automobile Romania S.A.*, Sales and Marketing Department, Bucharest Head Quarter.

Responsibilities:

- Organize, coordinate and control of all the activities within the sales department (organizing the activity of the subordinated personnel and allocating tasks in accordance with the attributions of every subordinate);
- Permanent cars stock control and orders monitoring;
- Responsible for assuring the needed cars in the country stockyards;
- Elaborate the monthly production orders;
- Elaborate and implement price calculation for each model (depends on the production description summary and compressed option code);
- Elaborate the analyses, forecasts and reports regarding the car sales activity;
- Check the approvals for car sales special conditions (fleet sales, sales cancellations, special discounts and others);
- Elaborate the monthly dealers evaluation based on their activities and results;
- Elaborate and implement the sales budgets and plans;
- Check the expenses of the regions and follow up the local budgets;

July 2002 – July 2005: **Sales Coordinator** at *Daewoo Automobile Romania S.A.*, Sales Department, Bucharest Head Quarter.

Responsibilities:

- Logistic operations handling: cars transportation all over the country by trailers by wagons and by wheels; also, follow up the contracts with transportation companies and orders for renting car carriers;
- Follow up the cars deliveries according with the production orders;
- Follow up the status of cars sales in case of cash / installment / leasing;
- Checking the budgets and expenses of the Daewoo Regional Offices;
- Preparing sales reports (monthly, weekly, daily);
- Price comparison analysis;
- Quality management system implementation in the office;
- Project development in cooperation with the Technical dpt;
- Preparation of fairs and exhibitions in cooperation with the Marketing dpt.

May 2000 – July 2002: **Export Assistant Manager** at *Daewoo Automobile Romania S.A.*, Export Department.

Responsibilities:

- Support the Export Director in day-to-day business;
- Calculation and determination of export prices;
- Edited and checked the export documents (included the export contracts);
- Participated at business negotiations (delivery dates, methods of payment, concluded for the best contract terms, methods of solving claims);
- Followed up the payment status and overdue amounts;

- Maintaining the commercial correspondence with the business partners;
- Translations of documents related to export activities, interpretation from English to Romanian and Romanian to English;
- Drew-up weekly activity reports to company's top management;
- Periodical market research regarding passenger cars segment, clients and prices.

Sept.1999 – May2000: **Accountant** at *S.C.Parc-Turism S.A* Financial-Accounting Department (Craiova).

Responsibilities:

- Carried out all the inferred procedures and supervised the aspects concerning payrolls and income taxes calculation;
- Edited, checked and collected basic accountancy documents;
- Determined a wide range of financial indicators concerning the business operations' effectiveness and profitability;
- Participated in the elaboration of the periodic synthetic reports to the Financial Administration.

Additional Information:

Languages: English (fluent), French (medium).

Computer skills: Word, Excel, Power Point, Access, Internet Explorer, Microsoft Outlook.

Certificates, attending courses:

- The course refers to: Fiscal implication of goods international sales, KPMG Bucuresti;
- Michael Porter conference, Strategy and Leadership, Bucuresti.
- Certificate of computer programming - S.C. SICO S.A. Craiova.
- Certificate of business English - Chamber of Commerce and Industry.

Driving License: Cat. B (from February, 2001).

Others:

- Communication, negotiations and organizational skills;
- Ability to work well both in a team or independently;
- Capacity to work under stress;
- Availability for travel;
- Hobby: driving, travels, ski, literature, music.