



Adina Andreea Neamțu (Chiotoroiu)

WORK EXPERIENCE

National Business Coordinator

ALDI SÜD HOLDING [01/01/2024 – Current]

City: Salzburg

Country: Austria

- Leading multiple international projects with internal and external stakeholders, incl. project development, planning, implementation and monitoring
- Driving the implementation of projects results within the respective teams
- Analysing data to provide valuable commercial insights
- Developing strategic partnerships with stakeholders
- Providing internal training, as required

Project manager

Pfizer Inc. [01/04/2022 – 15/05/2023]

City: Bucharest

Country: Romania

Take full ownership for effective management of 4 Therapeutic Areas, mapping, and development of new ways of collaborating for more efficiency. Co-ordinate, attend, and support various international events.

Developed and pioneered innovative projects enabling faster availability of valuable information and insights from scientific events than the competitive intelligence reports.

- Acknowledged efficacy and effectiveness of new project at Pfizer, and adopted by 75% of the department.
- Optimised performance of both department and competitive intelligence team by implementing this innovative project
- Established and introduced new internship manual to educate, support, and guide last year's Pharmacy students in their time spent at Pfizer.

Project Specialist

Parexel [06/2020 – Current]

Country: Romania

- Control team workload in the project.
- Request project resources and control resource utilization.
- Arrange and assist telephone conferences, client meetings, investigator meetings as appropriate.
- Assist in maintaining applicable systems according to data entry guidelines.
- Assist team members with collecting and preparation of study specific documentation, customization of forms, add version-control as well as filing in the Electronic Documents Management System.
- Request Study related supplies and arrange distribution.
- Control of pass through costs invoices.

Credit analyst

Oracle Corporation [04/2019 – 06/2020]

Country: Romania

- evaluating clients' credit data and financial statements in order to determine the degree of risk involved in making business with them;
- analyzing client records and using the data to recommend payment plans;
- helping sales department in managing financial orders to help them control credit exposure;
- preparing reports about the degree of risk in lending money to clients;

Collections Analyst UK SMB

Oracle Corporation [31/10/2018 – Current]

City: Bucharest

Country: Romania

- Daily interaction with customers by all means (phone, mails etc) to achieve the collection targets. Application of the specific collections process to ensure the individual and team targets are achieved following the department requirements.
- Analysis, investigation and reconciliation of customers' transactions to ensure accurate balance account.
- Main contact person for the customers (internal & external) for invoices/payment related situations; understanding and clarifying the challenges raised by customers and using all the available resources to solve them timely. Answering all customers' requests in a professional manner.
- Timely escalations to first line manager, providing relevant and complete information.
- Collaboration with other departments to ensure target achievements and to solve customers' challenges.
- Understanding and application of the internal policies and procedures, contributes to the process improvement through creative approaches and challenging the existing practices to increase department's results and efficiency.
- Registration in the system of all relevant information gathered while interacting with customers to track record for a better quality of future actions.

Internal Trainer

Oracle Corporation [30/11/2018 – Current]

City: Bucharest

Country: Romania

- Identify training needs by evaluating strengths and weaknesses
- Translate requirements into training programs that will groom employees for the next step of their career path
- Prepare teaching plans
- Develop or oversee the production of classroom handouts, instructional materials, aids and manuals
- Deliver training courses
- Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behavior

Backoffice Specialist

Oracle Romania [31/07/2017 – 30/10/2018]

City: Bucharest

Country: Romania

- Analyze and summarize the other teams within Oracle issues in order to prepare appropriate solutions/clarifications to respond to them.
- Evaluate and prioritize the other teams inquiries to better serve them.
- Deliver prompt and professional solutions for the other teams inquiries via phone, email, online chat etc.
- Maintain history records and related problem documentations for future reference.
- Take ownership of the other teams issues in order to follow-up on outstanding requests and escalate issues when necessary.
- Analyze the other teams issues so as to develop tools and processes to increase their satisfaction.
- Maintain broad knowledge about company's products, services and processes.
- Sending all the invoices for Oracle's partners within the EMEA (Europe, Middle-East and Africa) region, taking into consideration all the different legislations for specific countries(e.g. Turkey, Russia, Spain, Poland, Italy, United Arab Emirates, South Africa, and so on).-

Account Payable Responsible with French

Genpact [25/03/2016 – 28/06/2016]

City: Bucharest

Country: Romania

- Assemble, review and verify invoices and check requests.
- Flag and clarify any unusual or questionable invoice items or prices.
- Set invoices up for payment.
- Enter and upload invoices into system.
- Reconcile accounts payable transactions.

Account Manager- Sales Department for busines

Telinfinity(partner Telekom Romania) [12/03/2015 – 09/08/2015]

City: Bucharest

Country: Romania

- Telephone approach; discussing with clients for possible meetings and establishing collaborations;
- Having meetings with clients and negotiating the offers and the contracts;
- Creating and processing of data bases;
- Sending e-mails with the questionnaires and related offers for each company.

Intern

SC AREXIM AUDIT SRL [29/08/2015 – 30/09/2015]

City: Bucharest

Country: Romania

- Create and update the employee personnel files;
- Process employee salary increases, manage awards & allowances;
- Administering payroll and maintaining employee records;
- Check if the accounts payable invoices are processed correctly;
- Verify the financial documents received from the customers;
- Perform reporting activities;
- Process all customer related payments and invoices;

Volunteer

British Council [14/10/2015 – 09/09/2016]

City: Bucharest

Country: Romania

- planning the different events held by the British Council, for example Education UK Exhibition at the Sheraton Hotel in Bucharest;
- helping before the events and also at the events(mainly with the translating issues);
- have copies of any important background information at the events for both the guests and the visitors.

Volunteer at the Marketing Department

Student Union Academy of Economic Studies of Bucharest [30/09/2015 – 01/12/2016]

City: Bucharest

Country: Romania

- participating in the various projects in progress;
- develop content for promotional materials including direct mail pieces, print and electronic newsletters, web site and social media stories, medial releases, and other materials as needed;
- create, assemble and mail publicity for special events and programs;
- keeping the social media channels updated;

EDUCATION AND TRAINING

PhD In Economic Statistics

University of Economic Studies of Bucharest [01/10/2021 – Current]

Country: Romania

Business Administration, English - Bachelor's Degree

Academy of Economic Studies of Bucharest(ASE) [30/09/2014 – 30/06/2017]

City: Bucharest

Country: Romania

Level in EQF: EQF level 6

Master`s Degree in Business Administration

University of Economic Studies of Bucharest [30/09/2017 – 07/2019]

City: Bucharest

Country: Romania

Level in EQF: EQF level 7

LANGUAGE SKILLS

Mother tongue(s): **Romanian**

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

French

LISTENING B1 READING B2 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

German

LISTENING A1 READING A2 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Japanese

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

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

DIGITAL SKILLS

Microsoft Word Microsoft Excel Microsoft Powerpoint Microsoft Project / Visual Basic for Application(VBA ExcelAccess) / Microsoft SQL (basic) / R Language (Basic) / Organizational and planning skills / Analytical skills / Zoom / Skype

DRIVING LICENCE

Driving Licence: B

HONOURS AND AWARDS

Sesiunea de Comunicări Științifice - Locul III

ACADEMIA DE STUDII ECONOMICE DIN BUCUREȘTI [2019]

Econometrics & Macroeconomics research paper: "Analysis of scares resources on the oil market"

Coordinator : prof.univ.dr. Daniela Șerban, prof. univ. dr. Marta-Christina Suciu

Sesiunea de Comunicări Științifice- Locul II

ACADEMIA DE STUDII ECONOMICE DIN BUCUREȘTI [2017]

Econometrics research paper: "Correlation between arable land, agricultural machinery and male employment in Romania between 1980-2013"

Coordinator : prof.univ.dr. Daniela Șerban

Sesiunea de Comunicări Științifice- Locul III

ACADEMIA DE STUDII ECONOMICE DIN BUCUREȘTI [2017]

Banking Techniques : "Banking Techniques and Operations for Business- Electromagnetica SA credit risk analysis"

Coordinator : prof.univ.dr. Alina Dima

Olimpiada Națională a Economiștilor în Formare

Universitatea "Ștefan cel Mare" Suceava [2017]

Econometrics research paper: "Correlation between arable land, agricultural machinery and male employment in Romania between 1980-2013"

Coordinator : prof.univ.dr. Daniela Șerban

Sesiunea de Comunicări Științifice - Mențiune

ACADEMIA DE STUDII ECONOMICE DIN BUCUREȘTI [2016]

Statistics research paper: "Do anti-smoking campaigns have an impact on students?"

Coordinator : prof.univ.dr. Daniela Șerban

"Carieră de succes în audit și contabilitate" -Locul II

Arexim Audit [2015]

Fondul Social European

Programul Operațional Sectorial Dezvoltarea Resurselor Umane 2007-2013

Axă prioritară 2- Corelarea învățării pe tot parcursul vieții cu piața muncii

Domeniul major de intervenție 2.1 -Tranziția de la școală la viața activă

Titlul proiectului: Carieră de succes în audit și contabilitate

Contract: POSDRU/161/2.1/G/136223, cod SMIS 51518

Neamțu (Chitoroiu) Andreea Adina

09 Iulie 2024