

CURRICULUM VITAE

Curriculum vitae Europass

Personal Information

First Name / Last name **Teodora Magdalena ACHIMET**

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Nationality Romanian

Work Experience

Period	January 2016-present
Occupation or position held	Economic Director
Main activities and responsibilities	Manage and organise the financial – accounting department; - exercise preventive financial control; - ensure compliance with fiscal legislation; - report financial results; - economic analysis, income and expenditure budgets; - ensure control of economic and financial transactions performed by the company as well as the accuracy of provided accounting data; - ensure the necessary liquid assets and permanently maintain the payment capacity of the company; - ensure timely payment of amounts owed by the company towards the state budget as well as towards third parties; - verify the statutory financial statements pursuant to Order of the Ministry of Public Finances No. 3055; - financial analysis on profit centres; - coordination and verification of monthly reports to the management; - financial planning and monitoring of expenditure; - analysis of cost structure at division level based on their nature and on cost centres; - monthly monitoring the achievement of consolidated income and expenditure budget of the company and analysis of forecasted versus achieved income and expenditure; - ensure and monitor compliance with procedures and rules on carrying out economic-financial operations at branch level;
Employer's name	S.N.G.N. ROMGAZ S.A – Medias Branch
Type of business or sector	Natural gas production
Period	March 2013 – January 2016
Occupation or position held	Interim Economic Director
Main activities and responsibilities	- Manage and organise the financial – accounting department; - exercise preventive financial control; - ensure compliance with fiscal legislation; - report financial results; - economic analysis, income and expenditure budgets; - ensure control of economic and financial transactions performed by the company as well as the accuracy of provided accounting data; - ensure the necessary liquid assets and permanently maintain the payment capacity of the company; - ensure timely payment of amounts owed by the company towards the state budget as well as towards third parties; - verify the statutory financial statements pursuant to Order of the Ministry of Public Finances No. 3055; - financial analysis on profit centres; - coordination and verification of monthly reports to the management; - financial planning and monitoring of expenditure; - analysis of cost structure at division level based on their nature and on cost centres; - monthly monitoring the achievement of consolidated income and expenditure budget of the company and analysis of forecasted versus achieved income and expenditure; - ensure and monitor compliance with procedures and rules on carrying out economic-financial operations at branch level;
Employer's name	S.N.G.N. ROMGAZ S.A –Medias Branch
Type of business or sector	Natural gas production

Period	September 2001 - March 2013
Occupation or position held	Economist
Main activities and responsibilities	<ul style="list-style-type: none"> - record of tangible, intangible assets and their amortization. - record of lands. - analytic record of suppliers concerning investment works. - perform payments to suppliers. - record of RON bank accounts - monitoring the performance bonds of investment providers.
Employer's name	S.N.G.N. ROMGAZ S.A – Medias Branch
Type of business or sector	Natural gas production
Period	April 2001 - September 2001
Occupation or position held	Economist
Main activities and responsibilities	<ul style="list-style-type: none"> - Analytic record of suppliers in financial and management accounting. - registration of payment documents towards suppliers. - issue invoices to clients.
Employer's name	S.N.G.N. ROMGAZ S.A – Medias Branch
Type of business or sector	Natural gas production
Period	July 1999 – April 2001
Occupation or position held	Economic Advisor
Main activities and responsibilities	<ul style="list-style-type: none"> - primary accounting record. - inventory accounting in financial and management accounting.
Employer's name	Exprogaz Medias
Type of business or sector	Natural gas production
Period	December 1998 - July 1999
Occupation or position held	Accountant
Main activities and responsibilities	<ul style="list-style-type: none"> - inventory accounting in financial and management accounting.
Employer's name	Exprogaz Medias
Type of business or sector	Natural gas production
Education and training	<p>2009-2011 - „Lucian Blaga Sibiu” University; Faculty of Economics. – Master's degree studies – Major: „Strategies and policies in company management and marketing– Business Administration”</p> <p>2006-2007 – „Babes-Bolyai Cluj Napoca” University; Faculty of Environmental Science – Master's degree studies – Major: „Environmental Science”.</p> <p>2004-2007 – Body of Expert and Licensed Accountants of Romania – Sibiu Subsidiary – Expert Accountant Internship</p> <p>1998-2000 – „Transilvania Brasov” University; Faculty of Economics – Economics– Major: „Tourism and services”</p> <p>1995-1998 - „Transilvania Brasov” University; Forestry, Economic and IT University College – Major: „Business and Tourism Units Management”</p> <p>1993-1996 - „Transilvania Brasov” University; Technical University College– Major: „Automobiles”</p> <p>1989-1993 – „Axente Sever Medias” Highschool – Major: Mathematics and Physics</p>

Personal Skills

Licensed Expert Accountant in Romania – member of **CECCAR** (Body of Expert and Licensed Accountants of Romania).

Public Procurement Expert
 Oil and Gas Contracts Negotiation
 Training certificate “Financial Control”
 Notions of Budgetary Programming. Income and Expenditure Budget Rectification
 Economic-financial Inspection and Financial Management Control
 Fiscal and Accounting National Workshop
 Economic Management in Time of Crisis
 Fiscal and Accounting Regulations in Romania
 One-to-one Business English Course

Mother tongue

Romanian

Other language(s)

Auto-evaluation

European level (*)

English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	Writing
good	good	good	good	good

Social skills

- excelent communication skills, dynamic, sociable
- adaptation to work conditions
- easy learning and building of professional skills
- hard-working and sustained effort.
- team work and communication
- planning and prioritising

Organisational skills

Leadership: independent in decision-making, creative thinking, team contribution;
Management: efficient organisation of multiple simultaneous projects with short deadlines;
 High stress tolerance
 Decision making skills
 Conceptual skills

Technical skills

- Excellent technical skills as a result of graduating a technical college

Computer skills

Very good command of Excel, Word and Outlook as a result of using these tools in day-to-day work and of completing the training: „Use of IBM-PC compatible computers, MS-DOS and Windows”– approved by the Ministry of Education.

Driving licence

- B category

Artistic skills

- reading, traveling and music

Additional Information

Other skills: positive attitude, organized, practical, attentive, prudent