

rosuotilia

Experienced in double-entry bookkeeping accounting system

- Celbridge, Ireland

W: <http://www.worky.com/rosu-otilia>

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rosuotilia's Education and Qualifications

2012 **Bachelor/Degree - Honorus Bachelor Degree**

National Qualifications Authority of Ireland

University qualification is recognised by the National Qualifications Authority of Ireland and considered comparable to an Honorus Bachelor Degree - Level 8.

2008 **Bachelor/Degree - Accounting and Management Information Systems**

" Aurel Vlaicu" University of Arad

I have graduated from the university with the title Bachelor Of Science (BS) in Economics in the field: Accounting.

Competences acquired after finishing the programme of studies:

-knowledge, understanding and use of economic concepts and theories, specific to market economy.

-explaining and interpreting processes, states (situations) and tendencies specific to economic activities.

-communication for professional purposes using at least one international foreign language and the use of modern information technology (proficient in Oracle based programs, MS Office).

-knowledge, understanding and the use of accounting concepts and means in order to computerize them.

-capacity for analysing, synthesizing and interpreting accounting data

-professional communication of information specific for computer-assisted accounting

-keeping financial and management accounting

-identification and evaluation of financial sources

-preparation and elaboration of financial statements and reports

-organization and the use of management information systems.

University qualification is recognised by the National Qualifications Authority of Ireland and considered comparable to an Honorus Bachelor Degree.

www.uav.ro

College Level -

I have completed 2 years post-high school courses at the "Vasile Goldis" Post High School being declared: Specialized Technician - Management Assistant in the Economic field.

Jul 2006 - Jul
2006

Feroneria SA - Intern

Worked as an intern at the Accounting Department at Feroneria SA, a company that activates in the iron products industry

Company Website

rosuotilia's Professional Experience

2011 - Present

Rawal Ventures Ltd-Dublin - Womenswear Sales Assistant

Customer service including assisting with clothing choices, sizes and styling on the floor in a

friendly and efficient manner.

Handling the register including all cash, eftpos and credit sales plus refunds and exchanges.
Stock management - restocking sizes from the stockroom, assisting with inventory stocktakes.
Regular cleaning duties around the store include vacuuming, dusting, cleaning mirrors and steaming clothing.

Key Skills Banking, Cleaning, Customer Service, Stock Management

2008 - 2011 **A&A Medical Srl - Economist**

Company activity field: The company is operating in the distribution of pharmaceutical and Parapharmaceutical products, with a total of 21 employees. The company is one of the five branches in the country, with headquarters in Bucharest. Timisoara Branch includes the areas of distribution: Caras-Severin, Timisoara, Arad and Hunedoara.

Responsibilities:

Reporting to the Director and supervising a team of 21 staff. Providing all client management accounting services for a large portfolio of clients, including quality management accounting services, clear communication, credit control and annual regulatory reports.

-accounting , conducting economic analysis and financial weekly (incomes situation), monthly (sales report, expenses report) and quarterly (calculating profit on pharmaceuticals groups: dialysis, TBC, oncology, cerezyme and others)

- managing the daily cash and bank collections and recording all transactions relating to the cashier and bank statements

- presenting management reports to board level

- enter invoices /supporting documents in the management software

- maintaining the relationships with customers, suppliers and representatives of manufacturing firms (reports)

- maintaing the relationships with banks and state institutions, including drawing statements related.

Thanks position I have I am relating with the following departments: Warehouse Department, Finance - Accounting Department, Business and Marketing Department.

Key Skills Board Level, Cashier, Client management, Credit Control, finance, invoices, Management Accounting, Management Reports, Marketing, pharmaceutical, Reports

2007 - 2007 **SC Dualtech Mobile SRL - Accountant Assistant**

The activity of the company was selling mobile phones and GSM terminals. The main task that i had to carry through during my hiring was to register all accounting operations both in national and european currency . Also I was responsible for secretarial tasks, maintaining relationships with customers, making records that highlight the financial statements of clients and suppliers.

Key Skills financial statements

rosuotilia's Additional Information

Languages

English - Fluent
