

Curriculum vitae Europass



Personal Information

First Name / Last Name	Sanda Toader
Address	-
Telephone	0244/402 380
Fax	0244/402 381
E-mail	conpet@conpet.ro
Nationality	Romanian
Birth Date	-
Gender	Female

Work Experience

Period	02.06.2014- to date
Job title or Position held	ECONOMIC DIRECTOR
Main Activities and Responsibilities	
Employer's Name and Address	CONPET SA, No.1-3, Anul 1848 Str., Ploiesti
Activity type or Area	Crude oil, rich gas and liquid ethane national transport through pipelines
Period	08.11.2012- 01.06.2014
Job title or Position held	FINANCIAL DIRECTOR
Main Activities and Responsibilities	Coordonation of the Financial Direction
Employer's Name and Address	CONPET SA, No.1-3, Anul 1848 Str., Ploiesti
Activity type or Area	Crude oil rich gas and liquid ethane transport through pipelines
Period	07.2011-10.2012
Job title or Position held	MANAGER

Main Activities and Responsibilities	<ul style="list-style-type: none"> Coordinating financial audits performed at the companies: Hidro Prahova SA; Neptun SA; Forja Neptun SRL; Automecanica Moreni Factory SA; IMUT SA Moreni; Fibec SA; Fibec Holding SA; Planoil Industries SA; Remat SA and internal audits at: Astra Romana Refinery SA; Palace SA; Medimfarm SA Developing partnership relations with customers; Participation in quality audits as mision responsible; Business consulting, activities restructuring Preparing and supporting business plans and/or feasibility study for investment projects financed out of structural funds; Audititing the projects financed from non-reimbursable European funds (POR, POSMEDIU and POSDRU).
Employer's Name and Address	SC FISCAL CONSULT SRL, Sinaia, No. 11Octavian Goga Street, Prahova
Period	07.2010-02.2011
Job title or Position held	PUBLIC ADMINISTRATOR
Main Activities and Responsibilities	Chief Authorising Officer
Employer's Name and Address	Ploiesti Municipality
Period	12. 2009- 05 2010
Job title or position held	DEPUTY COORDINATING DIRECTOR
Main Activities and responsibilities	Coordinate the methodology and management of State income
Employer's Name and Address	PRAHOVA PUBLIC FINANCE DIRECTORATE
Perioada	03.2003-11.2009
Job title or position held	ECONOMIC MANAGER
Main Activities and responsibilities	<ul style="list-style-type: none"> Coordinating financial audits performed at the companies: Neptun SA; Forja Neptun SRL; Automecanica Moreni Factory SA; IMUT SA Moreni; Fibec SA; Fibec Holding SA; Planoil Industries SA; Remat SA , Staff Collection SRL; CAN Serv SRL, Free Zone Administration Giurgiu and internal audits in firms: Astra Romana Refinery SA; Palace SA; Medimfarm SA; Developing partnership relations with customers; Participation in quality audits as mision responsible; Expert responsible in missions related to preparation of the companies reorganisation projects by division or merger ; Business consulting, activities restructuring Preparing and supporting the business plan and/or feasibility study for investment projects financed out of structural funds; Audititing the projects financed from European funds
Employer's Name and Address	TOPCONSULT LTD , SINAIA
Activity type or Area	Audit and accounting expertise
Period	01.10.1990- 03.2003
Job title or position held	FINANCIAL MANAGER

Main Activities and responsibilities	<ul style="list-style-type: none"> • Organizing and managing the financial activity • Providing for proper management of company assets • Ensuring compliance with tax legislation at company level, organizing the company accounts in compliance with the legal dispositions and ensuring the performance of registrations on time; • Reporting on economic and financial activity and presenting it in front of the Board of Administration and the company's Shareholders; • Preparation of income and expenditure budgets and cash flows ; • Developing programs for financial indicators improvement; • Participation, as member, at the steering committee meetingd ; • Responsible of Risk Management Program; • Preparing working procedure for financial – accounting department • Preparing and presenting investments projects
Employer's Name and Address	PALACE SA, Sinaia
Activity type or Area	Tourism, hotels and restaurants
Perioda	12.1985-30.09.1990
Job title or position held	FINANCIAL MANAGER
Main Activities and responsibilities	<ul style="list-style-type: none"> • Providing for proper management of company assets • Ensuring compliance with tax legislation at company, organization of the company accounts in accordance with the laws and ensuring the registrations on time; • Preparing the general budget and cash flow of the company and supporting them in front of the management, together with new proposals for business development; • Ensure the preparation of trial balances, biannual and annual balances and monthly reports on key financial indicators in time and in accordance with the law; • Reporting the financial results of the company, analyzing the financial results and presenting proposals in order to improve profitability; • Development and implementation of records management general system of the company; • management and organization of the finance – accounting activity; • Develop programs for improving financial indicators; • Responsible of Risk Management Program; • Develop working procedures for financial-accounting department; • organization and realization of the OJT PRAHOVA division in 11 companies
Employer's Name and Address	OJT PRAHOVA, Sinaia
Activity type or Area	Tourism, hotels and restaurants
Education and Training	
Period	2007-2009
Qualification/Diploma	Master
Main subjects studied / professional skills acquired	Public Administration and European Integration
Name and type of organization providing education and training	Bucharest Academy of Economic Studies
Period	2007 I acquired fiscal consultant qualification
Qualification/Diploma	
Main subjects studied / professional skills acquired	
Name and type of organization providing education and training	
Period	1979-1983

Qualification/Diploma	Bachelor's Degree																																							
Main subjects studied / professional skills acquired	Finance and Accounting Faculty																																							
Name and type of organization providing education and training	Bucharest Academy of Economic Studies																																							
Cursuri și calificări	<ul style="list-style-type: none">• 2005 course "Financial audit of the capital market entities" organized by the financial training center "Millenium"• 2002 Course - The International Accounting and Financial Audit Standards, organized by the Romanian Financial Institute• 2000 I acquired the capacity of reorganization and judicial liquidation practitioner• 2000 I acquired the capacity of financial auditor;• 1998 I acquired the capacity of ANEVAR appraiser and member (Real Estate Valuation Expert)• 1997 evaluators training course, organized by A.N.Privatizare Bucharest• 1995 postgraduate course organized by the Academy of Economic Studies 'International Law'• 1994 course organized by PHARE "Management in Tourism"• 1992 I acquired the capacity of chartered accountant• 1989 postgraduate course organized by the Academy of Economic Studies "Accounting Methods and Modern Techniques "																																							
Personal Skills and Competences																																								
Mother language	Romanian																																							
Foreign language	French																																							
	<table><tr><th colspan="4">Understanding</th><th colspan="4">Speaking</th><th colspan="2">Writing</th></tr><tr><th colspan="2">Listening</th><th colspan="2">Reading</th><th colspan="2">Participation in Conversation</th><th colspan="2">Spoken</th><th colspan="2">Written Expression</th></tr><tr><td>B2</td><td>Independent User</td><td>B1</td><td>Independent User</td><td>B2</td><td>Independent User</td><td>B1</td><td>Independent User</td><td>B1</td><td>Independent User</td></tr></table>				Understanding				Speaking				Writing		Listening		Reading		Participation in Conversation		Spoken		Written Expression		B2	Independent User	B1	Independent User	B2	Independent User	B1	Independent User	B1	Independent User						
Understanding				Speaking				Writing																																
Listening		Reading		Participation in Conversation		Spoken		Written Expression																																
B2	Independent User	B1	Independent User	B2	Independent User	B1	Independent User	B1	Independent User																															
	(*)Common European Framework of Reference for Languages																																							
Social skills and Competences	<ul style="list-style-type: none">- Interpersonal communication skills- Proactive attitude, enthusiasm and motivation- Team spirit- Customer orientation, solving the tense situations with tact- Initiative and persuasiveness																																							
Organisational skills and competences	<ul style="list-style-type: none">- Ability to use knowledge, techniques and specific resources in solving the assigned tasks;- The ability to analyze the decision making;- Decisional capability in organizational problems at entity level;- Quick understanding of an entity complexity;- Organized and analytical person;- Involvement in the preparation process of the new team members;- Involvement in the settlement of conflicting situations arising inside the entity;- Efficient time management by prioritizing activities																																							
PS skills and competences	Proficiency in PC, MS Office (Word, Excel, Power Point etc.)																																							
Driving license	B category																																							
Additional Information	2003-2006 President of the National Union of Insolvency Practitioners in Romania (UNPIR) - Prahova Branch; 2006-2010 - Disciplinary Committee Chairman of UNPIR. Prahova Branch																																							