



Curriculum vitae Europass

Personal data

Name / Surname: GHEORGHE, Roxana Elena

Address:

PHONE:

Fax:

E-mail:

Nationality: Romanian

Date of birth:

Personal data:

Work Experience

Period of time: 2015 - present date:

Position or capacity: Manager Trade Operations

Main activities and responsibilities:

- Takes part in the elaboration of the business development strategy;
- Applies the strategy and policies in the field of electricity, administration of cashing and invoicing flow in the electronic system of customer data bases;
- Negotiates the contracts for access to the network with the distribution and transportation operators;
- Manages and follows up the electricity supply agreements, signed with the distribution operators;
- Signs and follows up the service agreements related to support activities in view of providing electricity, as well as customer relations generated by the application of some legal dispositions;
- Signs and follows up the transportation, system services and market administration agreements;
- Provides the elaboration and implementation of the call center development and running plan;
- Organizes the monitoring and checks the conformity with the dispositions of the supply activity performance standard.

Name and address of the employer:

Type and field of activity: Electricity supply

Period of time:

Position or capacity:

Main activities and responsibilities:

2013 - present date:

Administration Board Member

- Sets the main directions and approves the company development strategies and policies;
- Sets the accounting policies and the financial control system and approves the financial planning;
- Approves the proposals related to the development, retechnologization, modernization and financial and economic restructuring global strategies of the company;

Name and address of the employer:

Type and field of activity:

CONPET S.A. Ploiești, Str. Anul 1848, nr.1-3, Ploiești

Transport administration of oil products within the national system

Period of time:

Position or capacity:

Main activities and responsibilities:

2014 – 2015

Specialized Main Economist within the Post Sale Customer Relations

- solves complaints and notifications recorded within the Record office of Electrica Furnizare S.A.;
- provides consultancy to the customers in the specific activity field;
- provides the customer information on aspects related to the relation with the energy provider

Name and address of the employer:

S. ELECTRICA FURNIZARE S.A. Bucharest, Sos. Stefan cel Mare, No. 1 A, sector 1, Bucharest

Type and field of activity	Consultance on electricity supply
Period of time	2003 – 2014
Position or capacity	President of the Administration Board
Main activities and responsibilities	<ul style="list-style-type: none"> - Sets the main directos and approves the company developmet strategies and policies; - Sets the accounting policies and the financial control system and approves the financial planning; - Approves the proposals related to the developpment, retechnologization, modernization and financial and econmomic restructuring global strategies of the company; - negotiating, signing and following up financing contracts with banking and financial entities; - direct coordination of the activity related to producing and purchasing electricity; managing the agreements on electricity and gas; sale and purchase of green certificates; - management on the balancing market; management of electricity contracts (angro market, PCCB, PZU, purchase and supply based on regulations and negotiations, high efficiency cogeneration – granting and receiving bonuses), - offers and operation on the electronic platforms specific to the Electricity Market (PZU, PCCB-NC, The Balancing Market); - obtaining authorizations, activity licenses, producing electricity; supplying gas; elaborating documentation and obtaining high efficiency cogeneration bonuses; - analysis and assessment of the electricity market conditions; coordinating the import export of electricity - coordinating as project manager of the structural fund projects;
Name and address of the employer	S.C. NEPTUN S.A. , Str. Bobâlna, No. 57-63, Câmpina
Type and field of activity	Projecting, production of mechanical transmissions, production, providing electricity,
Period of time	2011 – 2014
Position or capacity	Deputy General Manager
Main activities and responsibilities	<ul style="list-style-type: none"> - management of the financial, technological and human resources, necessary for an efficient activity of the company; - negotiating, signing and following up financing contracts with banking and financial entities;
Name and address of the employer	S.C. PALTINU S.A. Câmpina , Str. Bobâlna, No. 57-63, Câmpina
Type and field of activity	Renting and subrenting real estate assets owned or rented
Period of time	2005 – 2014
Position or capacity	Director or General Manager
Main activities and responsibilities	<ul style="list-style-type: none"> - Setting the general objectives of the company and quarterly/semester/yearly of the degree of accomplishment; - Elaborating and following the budgets of revenues and expences; - Coordinating the trade, marketing, technical, financial and accounting, human resources activities; - Identifying the business opportunities, monitoring the specific market and identifying opportunities and contraints in the areas of legislation, financial, technology and social of the business environment of the company, identifying the development methods of the services offered by the company according to the market tendencies, identifying and attracting the resources required to the implementation of the new ideas in business.
Name and address of the employer	S.C. NEPTUN TRADING S.R.L. , Str. Bobâlna, No. 57-63, Câmpina
Type and field of activity	Wholesale of electrical home devices, radios and tv sets
Period of time	2005 – 2014
Position or capacity	President of the Administration Board

Main activities and responsibilities	<ul style="list-style-type: none"> - elaborating all the documents required and useful for the company in the accomplishment of the company activity; - approval of the yearly procurement plan; - signing legal documents on behalf and for the company; - Sets the main directions and approves the company development strategies and policies; - Approves the proposals related to the development, retechnologization, modernization and financial and economic restructuring global strategies of the company; - negotiating, signing and following up financing contracts with banking and financial entities; - coordinating as project manager of the structural fund projects;
Name and address of the employer	S.C. SOCERAM S.A. Bucureşti,
Type and field of activity	Production of construction materials
Period of time	2009 – 2014
Position or capacity	President of the Administration Board
Main activities and responsibilities	<ul style="list-style-type: none"> - Sets the main directions and approves the company development strategies and policies; - Approves the proposals related to the development, retechnologization, modernization and financial and economic restructuring global strategies of the company;
Name and address of the employer	S.C. HIDROTEHNICA GALAȚI S.A., Str. Lunca Siretului, No. 1, Galați
Type and field of activity	Hydrotechnical constructions
Period of time	2007 – 2013
Position or capacity	Counselor
Main activities and responsibilities	<ul style="list-style-type: none"> - Consultancy in the field of energy and in obtaining European funds for the accomplishment of the activity
Name and address of the employer	S.C. ELECTROUTILAJ S.A. Câmpina, Str. Bobâlna, No. 44, Câmpina
Type and field of activity	Manufacturing electricity control and distribution devices
Period of time	2004 – 2005
Position or capacity	general Manager
Main activities and responsibilities	<ul style="list-style-type: none"> - Management, organization and assuring the company activity in maximum efficiency by elaboration of the development strategies, identification of opportunities, financial resources, technology and human resources necessary, coordination of the strategic planning of the financial resources, administration of the fixed means, of the financial capital, in observance of the organizational business plan.
Name and address of the employer	S.C. METALEUROEST S.R.L, Str. Fabricii No. 37-39, Câmpina
Type and field of activity	Trade of iron mixtures and metals for casting plants
Period of time	2003 – 2004
Position or capacity	President of the Administration Board
Main activities and responsibilities	<ul style="list-style-type: none"> - approval of the company development strategies and policies; - Elaborating and following the budgets of revenues and expenses; - identification of business opportunities, specific market monitoring and identification of the development opportunities.
Name and address of the employer	S.C. MEDIMFARM S.A., Str. Târgoviştei, nr. 11, Ploieşti
Type and field of activity	Wholesale of pharma products
Period of time	2000 – 2004
Position or capacity	Commercial Manager

Main activities and responsibilities	<ul style="list-style-type: none"> - Takes part in the elaboration and development of the company and the elaboration of the commercial strategy of the company; - Coordinating the trade, marketing, technical, financial and accounting, human resources activities; - representation of the company in the relations with the thirds natural and legal persons.
Name and address of the employer	S.C. METALEUROEST S.R.L. , Str. Fabricii No. 37-39, Câmpina
Type and field of activity	Wholesale with iron based products and non, for casting plants
Period of time	1997 – 2000
Position or capacity	Economist
Main activities and responsibilities	<ul style="list-style-type: none"> - Negotiation with the providers abroad, of the offers related to iron based and non iron based products, of the agreement terms, imports, duane formalities, offers to the casting plants, sale of the materials, following the cashed amounts.
Name and address of the employer	S.C. METALEUROEST S.R.L. , Str. Fabricii No. 37-39, Câmpina
Type and field of activity	Wholesale with iron based products and non, for casting plants
Training and Education	
time	Period of
Qualification / degree obtained	2016
Name and type of the education organization / training provider	Certificate of Public Procurement Expert based on the laws 98 and 99/2016 Ministry of Education
Period of time	2014
Qualification / degree obtained	Certificate of Public Procurement Expert
Name and type of the education organization / training provider	Ministry of Education
Period of time	2010
Qualification / degree obtained	Certificate of Project Manager for Structural Funds
Name and type of the education organization / training provider	Chamber of Commerce and Industry Prahova
Period of time	2009
Qualification / degree obtained	Access to the programs financed by the Fund Administration for the Environment
Name and type of the education organization / training provider	Bordun Tehnologica
Period of time	2007 – 2008
Qualification / degree obtained	MANAGEMENT PERFORMANCE
Name and type of the education organization / training provider	CODECS The Open University
Period of time	2004
Qualification / degree obtained	Certificate of Human Resources Inspector
Name and type of the education organization / training provider	Chamber of Commerce and Industry Prahova
Period of time	2002
Qualification / degree obtained	Science of Business in the Commercial Management
Name and type of the education organization / training provider	Perfect Service Bucharest

Period of time	1997
Qualification / degree obtained	Course of Assisted Accounting on computer specific to management
Name and type of the education organization / training provider	PRO MANAGEMENT Bucharest
Period of time	1992 – 1997
Qualification / degree obtained	Economist
Name and type of the education organization / training provider	Academy of Economic Studies Bucharest, Commerce Faculty - Economic Profile, Specialization Tourism and Services
Period of time	1987 – 1991
Qualification / degree obtained	Bacheloors Degree
Name and type of the education organization / training provider	Highschool No. 3 Câmpina, Electrotechnical Profile, Certificate of Specialist in Energo-energy

Personal skills and competences

Mother language	Romanian
Foreign Languages	English, writing and spoken, conversational level
Social Skills and Competences	PR competences (social, good communication), team spirit, adaptation ability, motivation, creative spirit, seriousness.
Organizational skills and competences	Very good experience in the project management and team management. Leadership skills, synthesis ability, decision making ability.
Computer skills and competences	User of Windows, Internet, OPEN
Driver's License	Category B