

## Curriculum vitae Europass



### Personal information

First name(s) / Surname(s) **Dumitrache Mihaela Anamaria**

Address(es) -

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Nationality Romanian

Date of birth -

Gender female

### Professional experience

Period **June 12<sup>th</sup> 2017 - present**

Occupation or position held **Commercial and Regulated Activities Direction Director**

Main activities and responsibilities Organization and performance of procurement procedures according to the Internal Procedural Norms  
Monitoring of contract execution from commercial point of view  
Definition and achievement of direction objectives so as to reach the company integrated objectives

Name and address of employer CONPET S.A. Ploiesti

Activity type or sector of activity National oil, gasoline and liquid ethane transporter via pipelines

Period **April 15<sup>th</sup> 2016 – June 11<sup>th</sup> 2017**

Occupation or position held **Head of Legal, Regulated Activities Department**

Main activities and responsibilities Organization and coordination of the activity of the Legal Department, Prevention and Protection, Emergency situations Department and Environmental Permits Office  
Definition and achievement of department objectives so as to reach the company integrated objectives

Name and address of employer CONPET S.A. Ploiesti

Activity type or sector of activity National oil, gasoline and liquid ethane transporter via pipelines

Period **December 15<sup>th</sup> 2014 – April 14<sup>th</sup> 2016**

Occupation or position held **Corporate Management Direction Director**

Main activities and responsibilities	Organization and coordination of the Legal Department, Human Resources Department, Investor Relations and Capital Market Department and Management System Certification Department
	Definition and achievement of direction objectives so as to reach the company integrated objectives
Name and address of employer	CONPET S.A. Ploiesti
Period	<b>November 2012 – December 14<sup>th</sup> 2014</b>
Occupation or position held	<b>Head of Legal and Litigation Department</b>
Main activities and responsibilities	Coordination of the entire activity of legal assistance and representation of company interests before jurisdictional bodies, as well as in relations with third parties
Name and address of employer	CONPET S.A. Ploiesti
Period	<b>April 2009 – November 2012</b>
Occupation or position held	<b>Head of Legal Department</b>
Main activities and responsibilities	Coordination of the entire activity of legal assistance and representation in order to ensure the legality of documents concluded or issued by the company and representation of its interests before jurisdictional bodies, as well as in relations with third parties
Name and address of employer	CONPET S.A. Ploiești
Period	<b>March 2003 – April 2009</b>
Occupation or position held	<b>Legal counsellor</b>
Main activities and responsibilities	Legal assistance and representation of company interests
Name and address of employer	CONPET S.A. Ploiești
Period	<b>2004-2005</b>
Occupation or position held	<b>Graduate assistant</b>
Name and address of employer	“Oil and Gases” University
<b>Education and training</b>	
Period	<b>March 2017</b>
Title or qualification awarded	“Business without Corruption” training
Name and type of organisation providing education and training	Chamber of Commerce and Industry from Romania
Period	<b>March - April 2017</b>
Title or qualification awarded	Intensive course of Business English
Name and type of organisation providing education and training	EUROPE-LINK LIMITED
Period	<b>July - September 2016</b>
Title or qualification awarded	Risk evaluator for occupational health and safety

Name and type of organisation providing education and training	HSEQ CONSULTING SRL
Period	<b>June 2016</b>
Title or qualification awarded	Occupational health and safety inspector
Name and type of organisation providing education and training	WNR INTERNATIONAL SRL
Period	<b>May 2016</b>
Title or qualification awarded	Fire prevention and extinction technical responsible
Name and type of organisation providing education and training	WNR INTERNATIONAL SRL
Period	<b>December 2015</b>
Title or qualification awarded	Human resources manager
Name and type of organisation providing education and training	EXPERT AKTIV GROUP SRL
Period	<b>July 2015</b>
Title or qualification awarded	Organization and communication bases
Name and type of organisation providing education and training	MIRAUR SRL
Period	<b>September 2013</b>
Title or qualification awarded	International Financial Reporting Standards - IFRS
Name and type of organisation providing education and training	KPMG AUDIT SRL
Period	<b>July 2013</b>
Title or qualification awarded	Internal auditor in the public sector
Name and type of organisation providing education and training	Ministry of National Education and Ministry of Labour, Family, Social Protection and Elderly
Period	<b>May 2013</b>
Title or qualification awarded	Course "Evaluation of Internal/Managerial Control System Implementation, Internal Audit, Risk Management, Corporate Governance"
Name and type of organisation providing education and training	Contaplus project
Period	<b>March 2012</b>
Title or qualification awarded	Participation at the program "System of internal/managerial control standards, system procedure. Operational procedure OMFA no. 946/2005"
Name and type of organisation providing education and training	Cadet & Training
Period	<b>2006</b>

Title or qualification awarded	Graduate of Module III – “Enforcement of harmonized legislation in industry and commerce”				
Name and type of organisation providing education and training	Ministry of Economy and Commerce				
Period	2004-2005				
Title or qualification awarded	Graduate of “Management of economic litigations” MBA				
Name and type of organisation providing education and training	Pan-European Post-university College and “Oil and Gases” University				
Period	March 2003				
Title or qualification awarded	Graduate of the course “Application of the New Labour Code and Settlement of Labour Litigations”				
Name and type of organisation providing education and training	Chamber of Commerce and Industry Prahova				
Period	1998 - 2002				
Title or qualification awarded	Bachelor of the Faculty of Law				
Name and type of organisation providing education and training	Romanian-American University Bucharest				
Personal skills and competences					
Foreign language(s) known	Understanding		Speaking		Writing
Self-assessment	Listening	Reading	Spoken interaction	Spoken production	Writing
English	Very good	Very good	Very good	Very good	Very good
French	good	good	good	good	good
Skills and competences	High capacity of concentration, of reacting within the deadline and working under stress, strong personality, active, dynamic, sociable, communicative, team spirit, focused on results and performance				
Computer skills and competences	Advanced knowledge of PC operation, MS Office (Word, Excel, Power Point etc.)				
Driving license(s)	Holder of B category driving license				