

Curriculum vitae Europass



Personal information

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

Address(es) -

Telephone(s) 0244401360

anamaria.dumitrache@conpet.ro

Nationality Romanian

Date of birth -

Gender female

Professional experience

Period **June 12th 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 15th 2016 – June 11th 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 15th 2014 – April 14th 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
Name and address of employer	CONPET S.A. Ploiești
Period	November 2012 – December 14th 2014
Occupation or position held	Head of Legal and Litigation Department
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. Ploiești
Period	April 2009 – November 2012
Occupation or position held	Head of Legal Department
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	March 2003 – April 2009
Occupation or position held	Legal counsellor
Main activities and responsibilities	Legal assistance and representation of company interests
Name and address of employer	CONPET S.A. Ploiești
Period	2004-2005
Occupation or position held	Graduate assistant
Name and address of employer	“Oil and Gases” University
Education and training	
Period	March 2017
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	March - April 2017
Title or qualification awarded	Intensive course of Business English
Name and type of organisation providing education and training	EUROPE-LINK LIMITED
Period	July - September 2016
Title or qualification awarded	Risk evaluator for occupational health and safety

Name and type of organisation providing education and training	HSEQ CONSULTING SRL
Period	June 2016
Title or qualification awarded	Occupational health and safety inspector
Name and type of organisation providing education and training	WNR INTERNATIONAL SRL
Period	May 2016
Title or qualification awarded	Fire prevention and extinction technical responsible
Name and type of organisation providing education and training	WNR INTERNATIONAL SRL
Period	December 2015
Title or qualification awarded	Human resources manager
Name and type of organisation providing education and training	EXPERT AKTIV GROUP SRL
Period	July 2015
Title or qualification awarded	Organization and communication bases
Name and type of organisation providing education and training	MIRaur SRL
Period	September 2013
Title or qualification awarded	International Financial Reporting Standards - IFRS
Name and type of organisation providing education and training	KPMG AUDIT SRL
Period	July 2013
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	May 2013
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	March 2012
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	2006

Title or qualification awarded Name and type of organisation providing education and training	Graduate of Module III – “Enforcement of harmonized legislation in industry and commerce” Ministry of Economy and Commerce																				
Period Title or qualification awarded	2004-2005 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 Title or qualification awarded	March 2003 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 Title or qualification awarded	1998 - 2002 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Understanding</th> <th colspan="2" style="text-align: center;">Speaking</th> <th style="text-align: center;">Writing</th> </tr> <tr> <th style="text-align: center;">Listening</th> <th style="text-align: center;">Reading</th> <th style="text-align: center;">Spoken interaction</th> <th style="text-align: center;">Spoken production</th> <th style="text-align: center;">Writing</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Very good</td> </tr> <tr> <td style="text-align: center;">good</td> </tr> </tbody> </table>	Understanding		Speaking		Writing	Listening	Reading	Spoken interaction	Spoken production	Writing	Very good	good	good	good	good	good				
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Listening	Reading	Spoken interaction	Spoken production	Writing																	
Very good	Very good	Very good	Very good	Very good																	
good	good	good	good	good																	
Self-assessment																					
<i>English</i>																					
<i>French</i>																					
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																				