

Curriculum vitae



Personal Information

First Name/Last Name **Dumitrache Mihaela Anamaria**

Address -

Telephone 0726 738017

Nationality Romanian

Political Affiliation Politically unaffiliated

Birth Date December 20th, 1979

Gender Female

Work Experience

Period **February 18th, 2019 – to date**

Job title or Position held **Deputy Director General** selected in accordance with the provisions of EGO no. 109/ 2011 on corporate governance of public enterprises, for a four-year mandate

Between 18.01.2020 – 04.02.2020 I had the capacity of DIRECTOR GENERAL.

Main activities and responsibilities Ensuring the management of the human resources activity, the legal assistance and representation activity, as well as the activity of the following organizational structures: Communication and Corporate Governance Unit, Contract Tracking Department, Management Systems and Internal Control Management Department, Strategic Projects Department, Environment Authorization Office and Information Security Office

Performance of the duties and responsibilities of the Director General when he is not present in the company

Achieving the objectives and performance indicators set by the Board of Directors in accordance with the Management Plan

Employer's Name and Address The company CONPET S.A. Ploiesti

Activity type or Area Transport of crude oil, rich gas, ethane and condensate by pipelines

Period **February, 2018 - February 17th, 2019**

Job title or Position held Deputy Director General

Main activities and responsibilities Coordinating the activity of the Commercial, Environment and Administrative Unit, Human Resources Department, Legal Department, Contract Tracking Department, Management Systems and Internal Control Management Department, Communication and Public Relations Department, Strategic Projects Department, Corporate Governance Office

Performance of the duties and responsibilities of the Director General when he is not present in the company

Definition and achievement of the objectives under my competence so as to achieve the integrated objectives of the company.

Employer's Name and Address The company CONPET S.A. - Ploiesti

Period **June 12th, 2017 – January 31st, 2018**

Job title or Position held Director of Commercial and Regulated Activities Direction

Main activities and responsibilities Organization and pursuit of the procurement procedures in compliance with the Internal Procedural Norms;
Tracking contracts performance from the commercial point of view;
Definition and realization of the department goals, to achieve the company's integrated objectives.

Employer's Name and Address The company CONPET S.A. Ploiesti

Period **April 15th, 2016 – June 11th, 2017**

Job title or Position held Head of the Legal and Regulated Activities Unit

Main activities and responsibilities Organization and coordination of the activity of the Legal Department, the Prevention and Protection and Emergency Situations Department, the Environmental Permits Office;
Definition and achievement of the unit's objectives to reach the company's integrated goals.

Employer's Name and Address The company CONPET S.A. Ploiesti

Period **December 15th, 2014 - April 14th, 2016**

Job title or Position held Director of the Corporate Management Direction

Main activities and responsibilities Organization and coordination of the Legal Department, the Human Resources Department, the Investor Relations and Capital Market Department and of the Management Systems' Certification Department.
Defining and achieving the objectives of the direction so as to achieve the integrated objectives of the company.

Employer's Name and Address The company CONPET S.A. Ploiesti

Period **November 2012 – December 14th, 2014**

Job title or Position held Head of Legal and Litigation Department

Main activities and responsibilities Coordination of all legal assistance activity and representation of the company's interests against the Courts, as well as in relation with third parties.

Employer's Name and Address The company CONPET S.A. Ploiesti

Period **April 2009 - November 2012**

Job title or Position held Head of the Legal Department

Main activities and responsibilities Coordination of all legal assistance and representation activities in order to ensure the legality of the documents signed or issued by the company and represent the interests thereof against the Courts as well as in relation with third parties.

Employer's Name and Address The company CONPET S.A. Ploiesti

Period **March 2003 – April 2009**

Job title or Position held Legal Adviser

Main activities and responsibilities Legal assistance and representation of the company's interests

Employer's Name and Address The company CONPET S.A. Ploiesti

Period **2004-2005**

Job title or Position held Junior teaching assistant
Employer's Name and Address „Oil & Gas” University Ploiesti

Education and Training

Period January 2021

Qualification/Diploma Implementer anti bribery management system according to ISO standard 37001:2016

Name and type of organization providing education and training SGS

Period November 2020

Qualification/Diploma English in business – Intensive

Name and type of organization providing education and training Next Level Impact

Period August 2020

Qualification/Diploma Specialist in procedures and tools for the security of information systems

Name and type of organization providing education and training First Mixt Development – 1MD

Period September 2020

Qualification/Diploma Disaster and Emergency Situations Management

Name and type of organization providing education and training Success in Education and Sport Association

Period July 2020

Qualification/Diploma Bussines Presentation Skills Training

Name and type of organization providing education and training Red Carpet

Period June 2020

Qualification/Diploma Incoterms 2020 news, challenges and opportunities

Name and type of organization providing education and training Incoterms 2020

Period January – February 2020

Qualification/Diploma Project manager

Name and type of organization providing education and training SC ATC &IT Solutions SRL

Period	February 2020
Qualification/Diploma	Business&Competitive intelligence
Name and type of organization providing education and training	Prahova Commerce and Industry Chamber
Period	February 2020
Qualification/Diploma	Strategic management. Investment management.
Name and type of organization providing education and training	ATC&IT Solutions SRL
Period	February 2019
Qualification/Diploma	Process Improvement Manager
Name and type of organization providing education and training	Prahova Commerce and Industry Chamber
Period	May 2019
Qualification/Diploma	Labor norming
Name and type of organization providing education and training	Stentor Consulting
Period	December 2018
Qualification/Diploma	Manager of Risk Management System (Risk Management – changes brought to GGSO no.600/2018)
Name and type of organization providing education and training	Expert Aktiv Group SRL
Period	October 2018
Qualification/Diploma	Manager of the risk management system (Internal control system – Ro. SCIM; Implementation, Development, Procedures and Indicators. Risks and integration of internal control management into the current activity. Internal Audit of the System for the Prevention of Corruption in a Public Entity)
Name and type of organization providing education and training	Expert Aktiv Group SRL
Period	March – April 2017
Qualification/Diploma	“Business without Corruption” Training
Name and type of organization providing education and training	Romanian Chamber of Commerce and Industry
Period	March - April 2017
Qualification/Diploma	Intensive Business English Course
Name and type of organization providing education and training	EUROPE-LINK LIMITED

Period	December 2016
Qualification/Diploma	Human resources manager
Name and type of organization providing education and training	SC Expert Aktiv Group SRL
Period	July - September 2016
Qualification/Diploma	Occupational Health and Safety related Risks Appraiser
Name and type of organization providing education and training	HSEQ CONSULTING S.R.L.
Period	July 2016
Qualification/Diploma	Technical framework with attributes in the field of fire prevention and extinguishment
Name and type of organization providing education and training	WNR International SRL
Period	June 2016
Qualification/Diploma	Occupational Health and Safety Inspector
Name and type of organization providing education and training	WNR INTERNATIONAL SRL
Period	July 2015
Qualification/Diploma	The organization and foundations of communication
Name and type of organization providing education and training	MIRAUR SRL
Period	September 2013
Qualification/Diploma	International Financial Reporting Standards - IFRS
Name and type of organization providing education and training	KPMG AUDIT SRL
Period	July 2013
Qualification/Diploma	Internal auditor in the public sector
Name and type of organization providing education and training	The Ministry of National Education and Ministry of Labor, Family, Social Protection and Elders' Safety
Period	May 2013
Qualification/Diploma	Course "Evaluation of the Implementation of the Internal / Managerial Control System, Internal Audit, Risk Management, Corporate Governance "
Name and type of organization providing education and training	Contaplus Project
Period	March 2012
Qualification/Diploma	Participation to the program "The internal/managerial control standards system, system procedure. OMFA operational procedure no. 946/2005."
Name and type of organization providing education and training	Cadet&Training
Period	September 2006
Qualification/Diploma	Graduate of Module III - „Applying harmonized legislation in industry and trade"

Name and type of organization providing education and training	SC Formenerg S.A
Period	June 2006
Qualification/Diploma	Master of Business Administration – FESE MBA - FESE (Greece)
Name and type of organization providing education and training	Free European School of Economics
Period	2004-2005
Qualification/Diploma	Graduate of the MBA „Economic Litigation Management”
Name and type of organization providing education and training	Pan-European post-University College and „Oil & Gas” University
Period	March 2003
Qualification/Diploma	Graduate of the course „Applying the New Labor Code and Settlement of the Labor Disputes”
Name and type of organization providing education and training	Prahova Chamber of Industry and Commerce
Period	1998 - 2002
Qualification/Diploma	Bachelor of Law
Name and type of organization providing education and training	Romanian - American University, Bucharest

Personal Skills and Competences

Foreign languages

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written production
English	Proficient User	Proficient User	Proficient User	Proficient User	Proficient User
French	Independent user	Independent user	Independent user	Independent user	Independent user

Social skills and competences

- interpersonal communication skills
- team spirit
- strong personality, honorable, dynamic, sociable, communicative person

Organizational skills and competences

- capacity to respond to deadlines and work under pressure
- organized and analytical
- oriented towards performance and results
- efficient time management by prioritizing activities

PS skills and competences Proficiency in PC, MS Office (Word, Excel, Power Point etc.)

Driving license B Category