



Curriculum vitae

Europass

Personal Information

First name(s) / Surname(s) **Zaman Andrei Mihai**
Address(es)
Mobile
Facsimile(s)
E-mail(s)
Nationality Romanian
Date of birth -
Gender Male

Professional Experience

	Period June 2022 – to date
Occupation or position held	Director General
Main activities and responsibilities	<ul style="list-style-type: none">- Establishing, in agreement with the GMS representatives and the management team the general, specific and operational objectives of the company, for the short, medium and long term;- Identification and allocation of financial, informational, material and human resources in the company, in order to achieve the established objectives;- Elaboration and approval of financial, technological and human resources investment plans;- Planning of the organizational structures, according to the needs of the company and the planned activities;
Name and employer address	SC AFFICHAGE ROMANIA SRL
Activity type or sector of activity	Advertising
	Period April 2018 – to date
Occupation or position held	Administrator
Main activities and responsibilities	<p>Ensuring the management, the organization and operation of the company with maximum efficiency by elaborating development strategies, identifying opportunities, employing the necessary financial, technological and human resources.</p> <p>Coordination of the activities of directors and managers by function: research, production, commercial, financial-accounting, human resources.</p> <p>Elaboration of the job description for the personnel who will be hired, along with the heads of the departments.</p> <p>The responsibility of archiving documents and storing them in the archive, for 10 (ten) years, of all the accounting registries and the supporting documents that are the basis of the accounting entries, with the exception of the salary statements that are stored for 50 (fifty) years.</p> <p>Ensuring compliance with the regulations issued by the Ministry of Finance regarding the elaboration and usage of the supporting documents for all patrimonial operations and their registration in accounting in the period to which it refers to.</p> <p>Signing accounting purchase documents in accordance with the provisions of the Law.</p>
Name and employer address	SC EFECT MEDIA SRL
Activity type or sector of activity	Advertising
	Period May 2019 – June 2022
Occupation or position held	Administrator
Main activities and responsibilities	<p>Ensuring the management, the organization and operation of the company with maximum efficiency by developing development strategies, identifying opportunities, employing the necessary financial, technological and human resources.</p> <p>Coordination of the activities of directors and managers by function: research, production, commercial, financial-accounting, human resources.</p> <p>Elaboration of the job description for the personnel who will be hired, along with the heads of the departments.</p>

Name and employer address	The responsibility of archiving documents and storing them in the archive, for 10 (ten) years, of all the accounting registries and the supporting documents that are the basis of the accounting entries, apart from the salary statements that are stored for 50 (fifty) years.
Activity type or sector of activity	Ensuring compliance with the regulations issued by the Ministry of Finance regarding the elaboration and usage of the supporting documents for all patrimonial operations and their registration in accounting in the period to which it refers to.
	Signing accounting purchase documents in accordance with the provisions of the Law.
Name and employer address	SC AFFICHAGE ROMANIA SRL
Activity type or sector of activity	Advertising
Period	October 2017 – April 2019
Occupation or position held	Administrator
Main activities and responsibilities	Ensuring the management, the organization and operation of the company with maximum efficiency by elaborating development strategies, identifying opportunities, employing the necessary financial, technological, and human resources. Coordination of the activities of directors and managers by function: research, production, commercial, financial-accounting, human resources. Elaboration of the job description for the personnel who will be hired, along with the heads of the departments. The responsibility of archiving documents and storing them in the archive, for 10 (ten) years, of all the accounting registries and the supporting documents that are the basis of the accounting entries, except for the salary statements that are stored for 50 (fifty) years.
	Ensuring compliance with the regulations issued by the Ministry of Finance regarding the elaboration and usage of the supporting documents for all patrimonial operations and their registration in accounting in the period to which it refers to.
	Signing accounting purchase documents in accordance with the provisions of the Law.
Name and employer address	SC MULTIRECLAMA SRL
Activity type or sector of activity	Advertising
Period	2018 - 2020
Occupation or position held	Special Administrator
Main activities and responsibilities	Ensuring the management, the organization and operation of the company with maximum efficiency by elaborating development strategies, identifying opportunities, employing the necessary financial, technological and human resources. Coordination of the activities of directors and managers by function: research, production, commercial, financial-accounting, human resources. Elaboration of the job description for the personnel who will be hired, along with the heads of the departments. The responsibility of archiving documents and storing them in the archive, for 10 (ten) years, of all the accounting registries and the supporting documents that are the basis of the accounting entries, except for the salary statements that are stored for 50 (fifty) years.
Name and employer address	SC LED MEGA CONCERT SRL
Activity type or sector of activity	Event organizing
Period	2013 – to date
Occupation or position held	Administrator
Main activities and responsibilities	Ensuring the management, the organization and operation of the company with maximum efficiency by elaborating development strategies, identifying opportunities, employing the necessary financial, technological and human resources. Coordination of the activities of directors and managers by function: research, production, commercial, financial-accounting, human resources. Elaboration of the job description for the personnel who will be hired, along with the heads of the departments. The responsibility of archiving documents and storing them in the archive, for 10 (ten) years, of all the accounting registries and the supporting documents that are the basis of the accounting entries, except for the salary statements that are stored for 50 (fifty) years.
	Ensuring compliance with the regulations issued by the Ministry of Finance regarding the elaboration and usage of the supporting documents for all patrimonial operations and their registration in accounting in the period to which it refers to.
	Signing accounting purchase documents in accordance with the provisions of the Law.
Name and employer address	SC RIVIERA GREEN SRL
Activity type or sector of activity	Real estate sales
Period	December 2007 – April 2009
Occupation or position held	Real estate agent

Education	
Period	1999 – 2003
Qualification/diploma	Graduation diploma
Name of the educational entity	Câmpina Oil High School, Electro-technical field of study
National/ international ranking	
Period	2018 – 2021
Qualification/diploma	Bachelor's degree
Name of the educational entity	Faculty of Economics - Marketing Studies, Spiru Haret University
National/ international ranking	National
Period	2021 – to date
Qualification/diploma	Master's degree
Name of the educational entity	Bioterra University Bucharest - Efficient management in public food services, agritourism and consumer protection
National/ international ranking	National

Personal skills and competences

Foreign languages

Self-assessment

European level (*)

English

French

	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written Production
English	C1	C1	C1	C1	C1
French	A2	A2	A2	A2	A2

(*) [Common European Framework of Reference \(CEF\) level](#)

Social skills and competences

- Communication and negotiation skills acquired in management activities;

Organizational skills and competences

- Coordination and organizational skills;
- Ability to develop and manage budgets;
- Resource management skills;
- Ability to organize and coordinate teams.

Computer skills and competences

MS Windows, MS Office (Word, Power Point, Excel)