



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 | August 2022 – to date |
| Occupation or position held | Member of the Board of Directors |
| Name and employer address | Conpet SA Ploiesti |
| Period | 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> <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, apart from 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 AFFICHAGE ROMANIA SRL
Activity type or sector of activity	Advertising
Period	October 2017 – April 2019
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, except for 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 MULTIRECLAMA SRL
Activity type or sector of activity	Advertising
Period	2018 - 2020
Occupation or position held	Special Administrator
Main activities and responsibilities	
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	<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, except for 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 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 AND TRAINING

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
C1	C1	C1	C1	C1
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)