



## Personal Information

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

Address -

Telephone 0726 738017

Nationality Romanian

Political Affiliation Politically unaffiliated

Birth Date December 20, 1979

Gender Female

## Work Experience

Period

**February 18, 2019 – to date** selected and appointed in compliance with the provisions of the GEO no. 109/2011 regarding the corporate governance of the public enterprises, as follows:

**18.02.2019 – 17.02.2023**, 4 year-mandate

**18.02.2023 – 19.02.2023**, provisional mandate

**20.10.2023 – 19.10.2027** selected and appointed for a mandate of 4 years

Job title or Position held

**Deputy Director General**

Between **19.01.2020 – 04.02.2020** I also fulfilled the position of **Director General**, exercising all the duties and having all the responsibilities related to this position

Main activities and responsibilities

- **Managing the human resources activity, the legal assistance and representation activity, as well as the activity of the following organizational structures: the Communication and Corporate Governance Unit, the Contract Tracking Department, the Management Systems and Managerial Internal Control Department and the Information Security Office;**

- **Fulfilling the duties and responsibilities of the position of Director General when the holder is absent from the company;**

- Participating in the development of the company's Revenues and Expenditure budget;

- Responsible for the substantiation and execution/implementation of the annual budget regarding personnel expenses - in the amount of approx. 40 million euros/year;

- Participating in the development and implementation of the company's Investment Programs;

- Participating in all meetings with analysts within the events regarding the presentation of the company's results;

- Coordinating the implementation and continuous development of the internal managerial control system;

- Leading or participating in negotiations with the Union for the conclusion or amendment of the CLA (Ro. CCM) at the company level;

- Defining and achieving the directorate's objectives so that the company's integrated objectives are achieved;

- Achieving the objectives and performance indicators established by the Board of Directors in accordance with the Administration Plan.

Employer's Name and Address

The company CONPET S.A.

Activity type or business area

Transport of crude oil, rich gas, ethane and condensate by pipelines

Period	<b>February 1, 2018 - February 17, 2019</b>
Job title or Position held	<b>Deputy Director General 1</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Coordinating and organizing the activity of the <b>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.</b></li> <li>- Responsible for the substantiation and execution/implementation of the annual budget regarding personnel expenses - in the amount of approx. 40 million euros/year;</li> <li>- Participating in all meetings with analysts within the events regarding the presentation of the company's results;</li> <li>- Coordinating the implementation and continuous development of the internal managerial control system;</li> <li>- I led the negotiations with the social partner regarding the conclusion or amendment of the CLA (Ro. CCM) at the company level;</li> <li>- Fulfilling the duties and responsibilities of the Director General when he is absent from the company</li> <li>- Defining and achieving the objectives in the area of expertise so that the company's integrated objectives be achieved</li> </ul>
Employer's Name and Address	The company CONPET S.A. - Ploiesti
Activity type or business area	Transport of crude oil, rich gas, ethane and condensate by pipelines
Period	<b>June 12, 2017 – January 31, 2018</b>
Job title or Position held	<b>Director of Commercial and Regulated Activities Directorate</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Organizing and pursuing the procurement procedures in compliance with the Internal Procedural Norms;</li> <li>- Tracking contracts' performance from the commercial point of view;</li> <li>- Definition and realization of the directorate's goals, to achieve the company's integrated objectives;</li> <li>- Participating in the meetings with analysts during events regarding the presentation of the company's results;</li> <li>- Participating in the negotiations with the social partner regarding the conclusion or amendment of the CLA (Ro. CCM) at the company level;</li> </ul>
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or business area	Transport of crude oil, rich gas, ethane and condensate through pipelines
Period	<b>April 15, 2016 – June 11, 2017</b>
Job title or Position held	<b>Head of the Legal and Regulated Activities Unit</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Organizing and coordinating the activity of the Legal Department, the Prevention and Protection and Emergency Situations Department, the Environmental Permits Office;</li> <li>- Defining and achieving the unit's objectives as to reach the company's integrated goals;</li> <li>- Participating in the meetings with analysts occasioned by the events on the presentation of the company's results.</li> </ul>
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or business area	Transport of crude oil, rich gas, ethane and condensate through pipelines
Period	<b>December 15, 2014 - April 14, 2016</b>
Job title or Position held	<b>Director of the Corporate Management Directorate</b>

Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Organizing and coordinating the Legal Department, the Human Resources Department, the Investor Relations and Capital Market Department and the Management Systems' Certification Department;</li> <li>- Participating in the negotiations with the social partner regarding the conclusion or amendment of the CLA (Ro. CCM) at the company level;</li> <li>- Participating in the meetings with analysts occasioned by the events on the presentation of the company's results;</li> <li>- Defining and achieving the objectives of the direction so as to achieve the integrated objectives of the company.</li> </ul>
Employer's Name and Address	The company CONPET S.A. Ploiesti
Period	<b>November 8, 2012 – December 14, 2014</b>
Job title or Position held	<b>Head of the Legal and Litigation Department</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Coordinating all the legal assistance activity and representation of the company's interests against the Courts, as well as in relation with third parties;</li> <li>- Participating in the negotiations with the social partner regarding the conclusion or amendment of the CLA (Ro. CCM) at the company level.</li> </ul>
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or business area	Transport of crude oil, rich gas, ethane and condensate through pipelines
Period	<b>April 10, 2009 – November 7, 2012</b>
Job title or Position held	<b>Head of the Legal Department</b>
Main activities and responsibilities	Coordinating 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
Activity type or business area	Transport of crude oil, rich gas, ethane and condensate through pipelines
Period	<b>March 3, 2003 – April 9, 2009</b>
Job title or Position held	<b>Legal Adviser</b>
Main activities and responsibilities	Legal assistance and representation of the company's interests
Employer's Name and Address	The company CONPET S.A. Ploiesti
Activity type or business area	Transport of crude oil, rich gas, ethane and condensate through pipelines
Period	<b>2004-2005</b>
Job title or Position held	<b>Junior teaching assistant</b>
Employer's Name and Address	„Oil & Gas” University Ploiesti
<b>Education and Training</b>	
Period	March 2024
Qualification/Diploma	Diploma – <b>Practical implementation of the internal managerial control code in the public entities (OSGG 600/2018)</b>
Name and type of organization providing education and training	Dotis Training SRL
The main disciplines studied/acquired professional skills	Practical aspects of the implementation of the managerial internal control code in public entities (OSGG 600/2018)

<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>August 2023</p> <p><b>“Recent amendments brought to the labor legislation”</b></p> <p>Prahova Chamber of Commerce of Industry</p> <p>Practical aspects regarding the drafting of the individual employment contract; salary and social rights of the employees; theoretical and practical aspects related to social dialogue; collective negotiation and company reorganization: good HR practices</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>June 2023</p> <p>Certificate <b>UNELM accredited member - Labor law expert</b></p> <p><b>UNELM – the National Union of Experts in Labor Legislation</b></p> <p>Expert in labor legislation</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>October – December 2021</p> <p>Specialization course <b>Expert in labor legislation</b></p> <p>Lex Academy - Institute for administrative studies and labor legislation - Bucharest</p> <p>Application of national, European and international labor and social security legislation; drafting and/or approving CIM/CCM as well as all documents specific to labor legislation and social security; work organization and the development of payroll systems at the unit level; application of the procedures regarding dismissal for reasons related or not related to the person of the employee; carrying out the disciplinary investigation, as well as the application of legal procedures regarding patrimonial liability; conciliation of labor conflicts and provision of specialized consulting services in labor and social security legislation; extrajudicial representation of employers / trade unions in relation to labor and social security authorities.</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>December 2022</p> <p>Certificate – <b>participation in taxation &amp; accounting seminar;</b></p> <p>Top Training Center SRL</p> <p>Continuous training program Top Training Center Executive Program 2022 Taxation &amp; accounting; current and prospective tax regulations; Preparing to close the 2022 fiscal year; IFRS.</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>March 2022</p> <p>Participation diploma – <b>National Anticorruption Strategy 2021- 2025</b></p> <p>Dotis Training Ploiești</p> <p>National anti-corruption strategy 2021-2025; Continuity and differences from previous strategies. Ethics and Integrity Measures.</p>
<p>Period</p>	<p>January 2021</p>

Qualification/Diploma	Certificate - <b>Implementer of anti-bribery management system according to ISO standard 37001:2016</b>
Name and type of organization providing education and training	SGS Bucharest
The main disciplines studied/acquired professional skills	The SR ISO 37001 requirements implementation program within CONPET:2017 "Anti-bribery management systems"; Elaboration/ completion/ updating of the SMI documentation/ regarding the requirements of ISO 37001; Internal audit activity for the anti-bribery management system
Period	July 2020
Qualification/Diploma	Certificate of participation in the integrated training program "Cyber - Security and Inside Information"
Name and type of organization providing education and training	INTENSEC Cyber Division SRL
The main disciplines studied/acquired professional skills	Cyber- Security and Inside Information
Period	August 2020
Qualification/Diploma	Certificate of Graduation - <b>Specialist in IT systems security procedures and tools</b>
Name and type of organization providing education and training	First Mixt Development – 1MD
The main disciplines studied/acquired professional skills	Applying the legal provisions regarding OHS and Emergency Situations; application of environmental protection rules; application of quality procedures; identification of information security requirements; design of Security procedures; developing the information security implementation program; reviewing the threat and vulnerability model; staff training; IT Security software and hardware tools.
Period	September 2020
Qualification/Diploma	Certificate of Graduation – <b>Management of Disasters and Emergency Situations</b>
Name and type of organization providing education and training	Success in Education and Sports Association and Prahova Chamber of Commerce and Industry
The main disciplines studied/acquired professional skills	Management of Disasters and Emergency Situations
Period	July 2020
Qualification/Diploma	Attendance Certificate - <b>Bussiness Presentation Skills Training</b>
Name and type of organization providing education and training	Red Carpet
The main disciplines studied/acquired professional skills	Verbal, non-verbal, para-verbal communication in the physical and online environment
Period	June 2020
Qualification/Diploma	Digital Certificate – <b>Incoterms 2020 news, challenges and opportunities</b>
Name and type of organization providing education and training	Incoterms 2020 and ICC Prahova Chamber of Industry and Commerce

<p>The main disciplines studied/acquired professional skills</p>	<p>Knowledge of information security risks, threats and vulnerabilities; Knowledge of IT&amp;C systems protection methods and techniques; Ways to combat cyber-attacks; Implementation of an effective information security system</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>January 2020</p> <p><b>Project Manager</b></p> <p>SC ATC &amp;IT Solutions SRL</p> <p>Establishing the scope and requirements of the integrated project management; carrying out procurement procedures for the project; management of the use of costs and operational resources for the project, risk and quality management of the project.</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>February 2020</p> <p>Participation Certificate – <b>Strategic Management. Investments Management</b></p> <p>ATC&amp;IT Solutions SRL</p> <p>Elaboration of the strategy at the organization level; identification and analysis of factors influencing the organization's strategy; monitoring and controlling the implementation of the strategy at the organization level; strategic integration of project and program initiatives across organizations.</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>February 2019</p> <p>Certificate of Graduation - <b>Processes Improvement Manager</b></p> <p>Prahova Chamber of Industry and Commerce</p> <p>Continuous personal development; Coordination of the process improvement team, workplace organization; Organization of the workplace Identifying the value flow and impact factors on process performance; Establishing the system of indicators to improve process performance; Determination of the process improvement plan; Development of the visual process management system; Self-assessment of the performance level of the processes; Making decisions to implement improvement solutions.</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>May 2019</p> <p>Certificate of Graduation – <b>Labor Norming</b></p> <p>Stentor Consulting Bucharest</p> <p>Collecting and processing the data necessary to determine the standard time, using the direct timing method; gathering and processing the data necessary to determine the weight/duration of the elements of the production process, using the method of instantaneous observations.</p>
<p>Period</p> <p>Qualification/Diploma</p> <p>Name and type of organization providing education and training</p> <p>The main disciplines studied/acquired professional skills</p>	<p>December 2018</p> <p>Graduation Certificate - <b>Manager of the Risk Manager System</b> (Management and Risk Management – amendments brought to the Order of the Government General Secretariate no. 600/2018)</p> <p>Expert Aktiv Group SRL – Onești</p> <p>Risk management: identification, risk reduction plan, monitoring and control risk assessment; Risk management standards and regulations.</p>
<p>Period</p>	<p>October 2018</p>

Qualification/Diploma	Graduation Certificate – Manager of the Risk Management System
Name and type of organization providing education and training	Expert Aktiv Group SRL - Onești
The main disciplines studied/acquired professional skills	Internal control system - SCIM; Implementation, Development, Procedures and Indicators. Risks and the integration of internal managerial control in the current activity. The Internal Audit of the System for the prevention of corruption in a public entity
Period	March 2017
Qualification/Diploma	<b>Certificate of Attendance Completion of Training on the Prevention and Control of Corruption Within Companies, Through USA Best Practices</b>
Name and type of organization providing education and training	TRACE INTERNATIONAL
The main disciplines studied/acquired professional skills	Prevention and control of corruption within companies
Period	July – September 2016
Qualification/Diploma	<b>Assessor of hazards for occupational health and safety</b>
Name and type of organization providing education and training	HSEQ CONSULTING SRL
The main disciplines studied/acquired professional skills	Systematic identification of occupational injury and illness risks; Evaluation of the level of risk at the workplace; Hierarchization of the professional risks and management-level planning of programs of prevention and protection measures; Implementation of the measure programs related to the prevention and protection by establishing clear deadlines and responsibilities; Monitoring and continuous improvement of the occupational health and safety system.
Period	May 2016
Qualification/Diploma	Certificate of graduation – <b>Technical staff with attributes in the field of fire prevention and extinguishing</b>
Name and type of organization providing education and training	WNR International SRL Ploiești
The main disciplines studied/acquired professional skills	Planning, organizing, monitoring and controlling fire prevention and extinguishing activity and providing specialist technical support, guidance and assistance.
Period	June 2016
Qualification/Diploma	Certificate of Graduation – <b>OHS Inspector</b>
Name and type of organization providing education and training	WNR International SRL Ploiești
The main disciplines studied/acquired professional skills	Organization of occupational health and safety activities, staff training on occupational health and safety issues, monitoring occupational health and safety activities, investigating the causes of occupational accidents and illnesses.
Period	December 2015

Qualification/Diploma	Certificate of graduation – <b>Human Resources Manager</b>
Name and type of organization providing education and training	Expert Aktiv Group SRL Onești
The main disciplines studied/acquired professional skills	Advising other managers on HR matters. Coordinating the human resources activities; coordinating the development of human resources policies and programs; coordination of personnel in the human resources department; developing the human resources strategy; monitoring personnel costs; monitoring the labor relations system; organizing the activity of the human resources department; representing the human resources department.
Period	June 2013
Qualification/Diploma	Certificate of graduation – <b>Internal Auditor in the public sector</b>
Name and type of organization providing education and training	TSI Consultanta si Training S.R.L.
The main disciplines studied/acquired professional skills	Preparing the audit mission; gathering information; risk assessment; preliminary assessment of internal control; scheduling the internal audit mission; development of internal audit tests; formulation of internal audit findings, conclusions and recommendations and preparation of the internal audit report, supervision of the internal audit mission; capitalizing on internal audit recommendations; developing operational relations with audited entities; ensuring the quality of the internal audit activity; evaluation of the organizational system, the system regarding risk management, internal control and governance; evaluation of legal/financial-accounting/information technology/financing process activity.
Period	July 2013
Qualification/Diploma	Assessment of the implementation of the Internal/Managerial Control System, Internal Audit, Risk Management, Corporate Governance
Name and type of organization providing education and training	TSI Consultanta si Training S.R.L.
The main disciplines studied/acquired professional skills	Implementation of the Internal/Managerial Control System, Internal Audit, Risk Management, Corporate Governance.
Period	March 2012
Qualification/Diploma	Participation diploma - participation in the <b>program "System of internal control standards/managerial system procedure. OMFA operational procedure no. 946/2005"</b>
Name and type of organization providing education and training	Cadet&Training
The main disciplines studied/acquired professional skills	Implementation of the internal control/managerial standards and the operational procedure OMFA no. 946/2005.
Period	September 2006
Qualification/Diploma	Certificate of graduation – of Module III – <b>Application of the legislation harmonized in industry and trade</b>
Name and type of organization providing education and training	SC Formenerg S.A Bucharest



The main disciplines studied/acquired professional skills	Establishing the eligibility criteria of public procurement offers in relation to the requirements of the regulated fields; analyzing technical offers in relation to the requirements of the regulated fields; analyzing the legislation applicable to the activity carried out within the institution; management of specialized documents.				
Period	2004 - 2005				
Qualification/Diploma	MBA Graduate – “Management of the economic litigations”				
Name and type of organization providing education and training	Pan-European Postgraduate College and "Oil and Gas" University - Ploiesti				
The main disciplines studied/acquired professional skills	Management of the economic litigations Rules, regulations and practices of investment in countries with transitional economic legal system				
Period	March 2003				
Qualification/Diploma	Graduate of the course "The Application of the New Labor Code and the Settlement of Labor Disputes”				
Name and type of organization providing education and training	Prahova Chamber of Industry of Commerce				
The main disciplines studied/acquired professional skills	The New Labor Code and Settlement of Labor Disputes”				
Period	1998 - 2002				
Qualification/Diploma	Batchelor of Sciences – Faculty of Law – majoring in Legal Sciences				
Name and type of organization providing education and training	Bucharest Romanian - American University				
The main disciplines studied/acquired professional skills	Legal Sciences				
Period	August 1998				
Qualification/Diploma	Professional certificate English interpreter				
Name and type of organization providing education and training	“I.L.Caragiale” Ploiești National College				
The main disciplines studied/acquired professional skills	English language interpreter				
Personal Skills and Competences					
Foreign languages					
Self-assessment					
English language					
French language					
Social skills and competences					
- interpersonal communication skills					
- team spirit					
- strong personality, honorable, dynamic, sociable, communicative person					

<b>Organizational skills and competences</b>	<ul style="list-style-type: none"><li>- capacity to respond to deadlines and work under pressure</li><li>- organized and analytical</li><li>- oriented towards performance and results</li></ul>
<b>PS skills and competences</b>	Proficiency in PC, MS Office (Word, Excel, Power Point etc.)
<b>Driving license</b>	B Category