

Alexandra Ceuca

Email adda.ceuca@yahoo.com
Address Mircea Eliade nr. 4
Phone 0751051113



Objective

Motivated by challenges, I'm seeking a position where I can maximize my program development experience. Being involved in implementing multiple projects, I'm able to collaborate with senior stakeholders, lead project teams and ultimately deliver clients.

Experience

Deputy Travel Expenses Senior Analyst

SIG Combibloc, Cluj-Napoca (Romania)
January-2019 - Currently

- Working with key stakeholders to define requirements and delivery milestones for implementing Concur travel and expenses in the subsidiaries from America.
- Coordinate and lead training sessions for end users on reporting, profile set up, travel and expense loading reports.
- Enrolled on trainings of project management and leadership
- Taking over the manager's daily duties when she is absent - including supervising employees, attending meetings, motivating employees to improve productivity, formulating strategic plans, communicating with external stakeholders, managing the department finances and ensuring that all of the systems in the department are running smoothly

Travel Expenses Analyst

SIG Combibloc, Cluj (Romania)
March-2018 - January-2019

- Worked on implementing 3 new projects from scratch - the biggest one was Concur
- Acting like SPOC on travel topics for all of the 3 projects.
- Assist with technical configuration and implementation of T&E systems for global SIG entities.
- Monitor and analyze reports to identify duplicate expenses entered by employees. Investigate each report to confirm if duplicates and coordinate with employees for reimbursements to the company.
- Process all checks for reimbursements to the company, including personal charges, cash advances, duplicates, and reclasses.
- Create and upload journal entry templates with SAP. Identify instances where a reclass is necessary.
- Assist with answering general end user inquiries through both phone and email.
- Build relationships with finance teams in each business to promote transparency of T&E spend.
- Support quarterly close process, including auditing expense reports and sending notifications to employees.
- Periodically present updates on projects and trends to team leaders.
- Liaison with external and internal services for T&E transparency and reporting purposes

Service Customer Administrator

Emerson SRL, Cluj-Napoca (Romania)

December-2015 - March-2018

- Loading orders into Oracle EBS system.
- Assume responsibility and ownership for the entire Order Entry process of orders received from Sales Representatives, Customers and Distributors. Ensure that all orders are handle in a manner compliant with Emerson Trade Compliance policies, Record Retention policies and leading Work Instructions.
- Issue quotes in CRM as per customer request;
- Work with Sales offices on sales alignment;
- Issuing purchase orders for all third party involved in our service process.
- Ensure Sales Order Acknowledgements, Purchase Orders and Reschedules of orders are communicated with involved parties in a timely manner.
- Make sure that all Customer Service Request are dealt with in an accurate and timely manner.
- Using technical information and qualification coming from the Proposal Team, produce sales quotations for spares, repairs, education and engineering services;
- Enter orders into the sales order processing systems (ORACLE) ensuring all data is checked and accurate;
- Liaison with Factories for Sales & Shipment related requirements, information and coordination.
- Establish visit day together with the customer and the service engineer;
- Calculate the workout table after the Field Engineer Report was approved;
- Ask the customer revised PO when needed;
- Take responsibility for invoicing the order against customer PO once jobs are complete;
- Close out all Field Engineering Reports and system projects once invoice;
- Assist in the on-boarding process and training of the new hires on the service team;

Internship DataBase Administrator

Cluj HUB, Cluj-Napoca (Romania)

July-2015 - July-2015

- Adding all the company customers to a small database;
- Dividing the clients into categories based on their orders;
- Validating customers company and address information using different sources/business tools;
- Presenting the output to the manager;

Education

Accounting and Organisation

Master - english line

Faculty of Economics, Cluj-Napoca (Romania)

2018

- Linear Algebra and Probabilities;
- Calculus and Optimization;
- General Accounting;
- Microeconomics;

Bachelor Degree - Accounting, english line

Faculty of Economics, Cluj-Napoca (Romania)

2016

- Basic Accounting
- Financial Accounting
- Applied Accounting
- Managerial Accounting
- Advanced Accounting

Mathematics and informatics

National College "Emil Racoviță", Cluj-Napoca

2013

Skills

- SAP ERP, FI - advanced
- Oracle EBS - advanced
- CRM
- Concur
- JDE
- Analysis of Customer Requirments
- Microsoft Office™: Word, Excel, Power Point, Outlook;
- Decision making
- Time management

Languages

English - Cambridge Certificate

Proficient

French

Intermediate