



Oana-Elena Amăriuții

Quotation Specialist at Hewlett Packard Enterprise

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Summary

My long-term goal involve growing with a company where I can continue to learn, improve my skills and contribute as much as I can.

I have a good team spirit, very good communication skills, analysis and planning capacity, adaptability. I am ambitious to perform and interested in projects work.

Experience

Quotation Specialist at Hewlett Packard Enterprise

October 2016 – Present (Bucharest)

- In charge with the discounts and deals approval;
- Daily contact with the sales team for pricing and hardware configuration;
- Support for the stakeholders team (Business Unit and EMEA managers).

Credit Analyst at Genpact

August 2015 – January 2016 (6 months, Bucharest)

- Making the entire cycle of daily activities, working with the account manager to ensure customer satisfaction compliance policies Risk Management;
- Monitoring current positions sounding with activities related to the outstanding debt;
- Last performance monitoring and assessing the risk of each asset for each year review / semi-annual and renewal process undertaken by the Department of Risk;
- Creating customized customer statements and sending them to them.

Volunteer Executive Member at The Romanian Youth Forum

December 2014 - January 2016 (1 year and 2 months, Bucharest)

- Organizing annual events;
- Recruiting people;
- Organizing and providing training sessions.

Officer customers informations at Webhelp

June 2015 - July 2015 (1 month, Bucharest)

- Perform database operations in compliance with predetermined procedures;
- Performing impact on the client's website and its databases;
- Drafting and updating commercial offer the end user customer.

Volunteer at Foundation Princess Margareta of Romania

November 2013 – October 2014 (1 year, Bucharest)

- Supporting the children in school homework classes I-VIII;
- Teaching english language;
- Organizing celebrations;

Assistant manager at Markus Korman Limited

March 2012 – September 2012 (7 months, London, UK)

- Managing incoming/outgoing communications, screen and direct phone calls, processing expense reports and maintaining accurate files, including those of a confidential nature;
- Prioritizing, handling and routing incoming correspondence, external mail, emails and internal information/paper flow;
- Creating and implementing social medial content and activity, including posting relevant content.

Assistant manager at Church of Scientology Dianetics

February 2011 – June 2011 (5 months, Torino, Italy)

- Scheduling employee work times;
- Resolving customers issues and ensuring payroll accuracy;
- Assisting in hiring new employees by choosing a few applicants with the most potential and then work with the manager through the selection process.

Lead Receptionist at Hotel Atlantic

July 2007 – April 2010 (2 years and 10 months, Adjud)

- Coordination of the activities of the reception team;
- Coordination of the activities of the cleannes team;
- Promoting online hotel services;
- Performing primary accounting;
- Invoice management;
- Ensure compliance with all company policies, procedures and guidelines.

Education

University of Agronomy and Veterinary Medicine, Bucharest

Master's Degree, Management and Internal Audit, 2013 – 2015

Spiru Haret University, Faculty of International Relations and European Studies, Bucharest

Bachelor's Degree, 2005 – 2008

Theoretical High School "Emil Botta"

High School, Specialization: Natural Sciences: Chemistry - Biology, 2000 – 2004

Skills

General skills

- Good communication skills resulted from the reviewer;
- Good ability to adapt to multicultural environments;
- Teamwork;
- Knowledge of basic accounting;
- A good knowledge of online promotion;
- Knowledge of SAP ERP, Microsoft Office, Eclipse, Salesforce.

Foreign languages

English – C1, Italian – C1, French – B2

Certifications

Trainer accredited certificate course A.N.C.

February 2015

Youth Education and Society Association, Bucharest (Romania)

Language proficiency to communicate in English and French

July 2008

Faculty of Foreign Languages - Department of Germanic, Slavic and Oriental - Department of Romance Languages; Spiru Haret University, Bucharest

Technician in tourism industry

May 2006 - December 2006

Technician qualification certificate in tourism industry, Business School, Bacau
