

CURRICULUM VITAE

PERSONAL INFORMATION

Name and Surname: Luiza Nicoleta DUSESCU
Place and date of Birth: Bucharest, Rumania, 21-07-1982
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ABILITIES:

Largely experienced in the administration field, with strong organizational skills, hardworking, organized, always looking for self-improvement, with high ability to learn as it goes and adapt to new scenarios and requirements, high flexibility and positive results when working under pressure.

Large experience and knowledge of the Omani Labour Law and active contact with the local authorities in order to achieve the fulfillment of the company's planning regarding all aspects of its activities in Oman.

WORK EXPERIENCE:

8/11/2012 – present day Abengoa

Administrative construction Sea Water Treatment Plant Barka, Omán

Project accounting and administration: financial management of the project including all the activities related to accounting reports, invoice issuing, payments to the suppliers, SAP accounting, documentation control, financial closure, external audit, tax declarations, etc.

Treasury Management: petty cash, banks, cash flow follow up, liquid assets control, suppliers and subcontractors management- negotiations, contracting, invoicing, payments, and general office administration.

HR Management: local management of HR department, obtaining and control of visas and work permit, pay slips, timesheets, hiring and firing personnel, Social Security. Support to Central Office HR department.

10/11/2009 – 07/11/2012 Abengoa

Administrative construction 2 Waste Water Treatment Plants, Romania

Administrative assistant EPC and Business Development

Financial management of the ongoing projects and of Abengoa's Romanian companies

Tax and accounting administration for the 2 projects and for the companies representing the Spanish group: general and analytical accounting, financial reports, PPB issuing, invoicing, payments, tax and accounting adjustments regarding local tax requirements.

Treasury administration:: petty cash, banks (form account opening to the Exchange rate negotiation), cash flow planning and follow up, liquid assets control, suppliers and subcontractors management- negotiations, contracting, invoicing, payments, contracts.

HR Management: local management of HR department, payslips, timesheets, hiring and firing personnel, Social Security. Support to Central Office HR department.

Legal management of the Romanian companies together with the Central Legal Department of Abengoa.

Support for the entrance in the local market of Eastern and Central Europe

Support to Abengoa Central Office regarding the search and follow up of tenders in Eastern and Central Europe, the corresponding reporting, meetings with potential clients. Support to the offer department concerning the financial analysis of the tenders, general conditions, risk reporting for potential clients.

Contact and negotiate with banks in order to obtain factoring, confirming lines, bank endorsement, etc.

01/09/07- 03/11/2009 Aguinaga Holding

Administration Manager and Personal assistant of the CEO

Management of activities related to the Romanian and Spanish Public Administration
Request of all the licenses and permits, draw of the necessary minutes, certificates, bylaws for the startup and execution of the building works

Draw up all the internal company changes, such as increase in share capital, share sale and purchase, financial relationship between the different companies belonging to the same group.

Develop and manage all companies' constitution, administrators and statutory changes. Maintain contact with the main shareholders, preparing al necessary reports regarding the company`s development and the concerned market evolution and opportunities.

01/9/06 - 01/09/07: Aguinaga Holding

Administrative Assistant and Personal assistant of the CEO

Company dedicated to Real Estate in Spain and Romania.

Managing the personal agenda of the CEO, meetings, and trips. Direct communication with high executives of Spanish and Romanian companies such as FCC, Realia, public personalities such as presidents, mayors, municipality board members, etc.

Translation of all type of documents, public and private, into Romanian, Spanish, French, English.

21/3/ 2006 - 5/9/ 2006 Halcón Viajes Travel Agency in Madrid

Internship at travel agency of Halcón Viajes Franchise, during my studies at the Faculty of Tourism within the Administration University in Madrid. Customer service, draw up all type of holiday packages, negotiation with wholesalers, translations, etc.

15 /5/ 2004 - 20/3/ 2006 Private English teacher

During my studies at the Faculty of Tourism I gave private English classes to pupils of all ages, from 10 years old to grownups that used English at work, with very good results.

7/1/2000 - 7/6/2000 UNESCO office in Bucharest

Internship at the UNESCO offices in Bucharest during my studies at the Union European University. Development and management of proposals for Projects related to the protection of the endangered natural sites and monuments all over the world, proposals to be presented for evaluation to the UNESCO Committee in Paris.

ACCADEMIC AND ADDITIONAL TRAINING

At the moment studying the 3rd course of the **Economy Degree at the Economic and Management Science University in Madrid (UNED)**

Tax classes for the European Union, Bucharest, Romania (27.05.2011-21.08.2011)

Contaplús classes (accountancy program) (07.07.2008-17.07.2008) in Madrid

IT Accountancy classes (26.03.2008-02.06.2008) in Madrid

Tourism Degree with the Economic and Management Science University in Madrid (UNED) (2003-2007)

European Union Studies Degree within the Bucharest Public University (1999-2002)

Computing

Windows XP, Windows 7 and Windows Vista, Word, Access, Excel, PowerPoint; Internet, Outlook Express, Lotus Notes, SAP.

Languages

INGLES: Bilingual.
Certificate in Advanced English at the British Council de Bucharest in 2002

SPANISH Bilingual.

RUMANO: Native

FRANCES: Spoken and written medium level