**Andrei Florin Bogdan**

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**Internal Audit Manager**

Highly accomplished and results-driven professional with solid experience in audit, advisory, and accounting for various companies. Strong qualifications in developing and implementing internal controls and processes in addition to productivity, improvements, and change management. Skilled in leveraging a record of accomplishment encompassing client relations, account, audit, and staff management to increase organizational productivity. Possesses great leadership & entrepreneurship, communication, and interpersonal skills to establish rapport with all levels of staff and management. ***Proven expertise in:***

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| --- | --- |
| * Audit & Internal Control * Financial Analysis & Reporting * Continuous Process Improvement * Quality Assurance | * Regulatory Compliance * Team Training & Leadership * Relationship Building * Effective Communication |

**Professional Experience**

VIG Viena Insurance Group / Generali Romania Asigurare Reasigurare S.A. / Bank Leumi Romania S.A.

**Chief Internal Auditor,** 2008 to Present

*Direct audit staff in planning, organizing, and monitoring internal auditing operations that includes assisting in hiring, training, and evaluating staff and taking effective actions to address performance matters.*

Evaluate overall performance of audit procedures, including determining and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures. Guide audit staff in conducting interviews, revising documents, organizing and overseeing surveys, composing summary memos, and formulating working papers. Communicate results of audit and consulting projects via written reports and oral presentations on timely basis to management and board of directors. Carry out related work as assigned by audit committee of board of directors. Educate audit staff in identification, development, and documentation of audit issues and recommendations for improvement. Create and preserve productive team-oriented client, staff, management, and board relationships through individual contacts and group meetings.

***Key Contributions:***

* Continued professional development opportunities, such as internal and external training and professional association membership as well as exchanged information with co-workers.
* Possessed great knowledge and expertise in implementing internal auditing & management accounting principles and practices.
* Consummated operational duties effectively and efficiently by adhering to internal working schedules.
* Held accountable for knowledge and compliance with banking industry policies, procedures, laws, general assembly of shareholders, regulations, board, audit committee, and management committee resolutions.
* Reorganized and resurrected an aging internal audit team and transformed image of internal audit entity being very poorly perceived in company.

**Additional Experience:**

* **Internal Auditor** at Bank Leumi, Romania, S.A.
* **Chef Department** at Statutory Reports, Bancpost, S.A.
* **Chef Department** at Internal Audit Banca Italo, Romena, SpA.
* **Economist** at Financial Accounting Department Banca de Credit Pater S.A.
* **Head of International Accounting Department** at Banca Internationala a Religiilor S.A., Head Office Bucharest, Romania
* **Accountant** **of Accounting Department** at Metro Cash & Cary, Otopeni
* **Accountant of Accounting Division** at Banca Agricola S.A., Head Office Bucharest, Romania

**Education and Certification**

**Financial Auditor** (2008 - Present)

Active member of Financial Auditors Chamber Romania (member ID. 2913)

**The Faculty of Commerce and Tourism** (2000)

The University Dimitrie Cantemir, Bucharest, Romania

**QUALIFICATION AND DIPLOMAS**

**Romanian Auditors Financial Chamber** – Auditor Certification on European financing projects | **Romanian Banking Institute, International Audit** – course, Bucharest | **Romanian Banking Institute, International Accounting Standards** – course, Bucharest | **The centre of qualification in IT** – course, Bucharest | Romanian Banking Institute, Office – course, Bucharest

**Professional Skills**

Microsoft Office Suite | MS-DOS | MS Access | Internet

**Languages**

English