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|  | **Camelia Pop**  Timisoara, Romania  +40743139175 • cmlpop@yahoo.com www.linkedin.com/in/camelia-pop-2b45b02a  Personal Details:  27th June 1973 • Timisoara • Romanian  Female • Single |  |

**Financial Analyst**

*Financial Planning / Cash Handling*

Analytical and proactive professional with 15+ years of experience showcasing a blend of unique skill sets in business management and financial operations. Proven success managing accounting records, evaluating and managing risk, publishing financial statements, analyzing financial data, and coordinating auditing processes. Adapt at scrutinizing problems, determining root causes, and providing appropriate solutions.

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| * Financial Management * Accounts Payable/Receivables * Project Development | * Regulatory Compliance * Client Management * Reporting & Documentation |

**Professional Experience**

OTP Bank Romania S.A.

**Corporate Officer**, Nov 2018–Present

Drive personalized banking and finance services for corporate clients; ascertain highest possible standards for account maintenance, documentation and file management. Ensure adherence of account transactions to bank policies and procedures relative to regulatory compliance including Anti-Money Laundering Act. Oversee production of monthly/quarterly reports for budget/expense (Key Performance Indicators) control and budget forecast/variance analysis for maintaining data within budgetary confinement.

* Establish, smoothen, and speed-up process of customers’ Payable/Receivables instruments
* Input and review file applications for compliance with Know-Your-Customer regulations.
* Prepare requested financial reports and statistics; monitor customers activity in relation with principles of Anti Money Laundering policy and procedures.

Citibank

**Operations Coordinator**, Dec 2005–Nov 2018

Supervised day-to-day operational and administrative tasks including performance management, audit, reporting & documentation, invoice reconciliation, and quality review. Operated cross functionally across multiple levels and various business partners and clients to fulfill business needs. Resolved customer complaints, non-routine inquiries, and a variety of escalated situations as well as maintained professional relationships with authorities. Liaised with project managers, across firm for program execution, ensuring on-time completion of projects and deliverables. Guaranteed control and compliance to processes pertaining to accounts Payable/Receivable and reviewing internal policies & procedures and financial reporting. Interacted and collaborated with all staff within the business and cross-functional business units for carrying out accountabilities, to develop and recommend alternatives, and to implement improvement opportunities.

Spearheaded and successfully delivered to top management, the following projects:

* **EMEA Regional Project** – *Trade Propositions for Shared Service Centers*
* **EMEA Regional Project** – *Central Share Point for the KPI’s for all of Customer Service and Electronic Banking units*
* **EMEA Regional Project** – *Establish Consistent Service Model.*

*Additional Experience as* ***Customer Service Officer*** *at* ***Citibank*** *and* ***Operaions Officer*** *at****. Banca Turco Romania****.*

**Education and Credentials**

**Masters in Accounting**

Western University – Timisoara, Romania

**Bachelor’s Degree in Mathematics**

High School C.D. Loga – Timisoara, Romania

***Languages***

**Romanian**: *Native* | **English**: *Fluent* | **Esperanto**: *Intermediar* | **German**: *Basic*

**Professional Trainings**

Documentary Business, Dresdner Bank, Frankfurt, Germany **|** International Trade Products, Istanbul, Turkey **|** LINK Academy: one-year Education Program IT Management for Competence of a Certified IT Manager – 2018 & 2019 **|** Management Leadership 1, Bucharest, Romania **|** Productivity Workshop, Bucharest, Romania