



**Bogdan
Man**

Date of birth: 29/12/1995

Nationality: Romanian

Gender: Male

CONTACT



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WORK EXPERIENCE

01/04/2020 – 01/02/2021 – Alba Iulia, Romania

Depot Manager

Ddm Hopt+Schuler SRL

My main responsibilities were:

- unloading pallets with products/raw material/machines/boxes used for production
- checking that the quantity received is the same with the one ordered and also the quality of products
- distribution of goods according to type/series/code in the correct place, in industrial shelves using forklift and in special shelves using the Kanban management method
- taking orders and distributing raw parts to the assembly section with or without co-workers
- checking the quantities/qualities of the products received after the assembly process
- packaging the products in different boxes and special blisters for each type of part and labeling them.
- writing the list with the type of product and their quantity so it can be included in the final invoice
- filling in a CMR
- loading the goods

Manufacturing / Alba Iulia, Romania

EDUCATION AND TRAINING

2011 – 2015 – Aiud, Romania

High School Diploma

Titu Maiorescu National College

- Science profile, Mathematics and Computer Science

2015 – 2017 – Cluj-Napoca, Romania

Discontinued

Babes-Bolyai University, Faculty of Mathematics and Computer Science

- Mathematics and Computer Science

2017 – 2018 – Cluj-Napoca, Romania

Discontinued

Facultatea de Științe Economice și Gestiunea Afacerilor

- Management
- Economics
- Mathematics
- Law
- Finances

08/05/2017 – 19/05/2017 – Cluj-Napoca, Romania

Graduation Certificate

Asociația TEACHING

Field(s) of study

- Information and Communication Technologies : *Software and applications development and analysis*

18/01/2022 – 12/05/2022

Certificate of Completion

Zero To Mastery

Field(s) of study

- Information and Communication Technologies : *Software and applications development and analysis*

<https://zerotomastery.io/>

06/04/2022 – CURRENT

Certificate of Completion

Zero To Mastery

<https://zerotomastery.io/>

LANGUAGE SKILLS

MOTHER TONGUE(S): Romanian

OTHER LANGUAGE(S):

English

Listening
B2

Reading
B1

**Spoken
production**
B2

**Spoken
interaction**
B2

Writing
B2

Italian

Listening
B1

Reading
A2

**Spoken
production**
A2

**Spoken
interaction**
A2

Writing
A1

DIGITAL SKILLS

Microsoft Powerpoint / Internet user / PowerPoint / Google Drive / Decision-making / Creativity and problem solving / Microsoft Office (Word Excel) / Good listener and communicator / Quick learner / Flexibility

ORGANISATIONAL SKILLS

Organisational skills

- Experienced in employee management
- Experience in team-leading for attending as a couch volunteer in karate
- Solving tasks in groups gained after volunteering in Erasmus+ program

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Good communication skills gained through my experience as a volunteer and participating in school projects