



BÎRLA CARMEN-MARIA

Legal Adviser – Campeni Chronic Hospital

Age 28 from Bistra, diorced

Applicant ID : 15594823

Contact details

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Address: Calea Turzii 142A Bistra Alba Romania

Professional experience

Experience by departments

Alimentation: **8 months**

Human resources : **5 months**

Legal: **7 years and 3 months**

Nov 2015 - present

3 years and 9 months

Legal Adviser - Campeni Chronic Hospital

Alba Iulia | Legal | Medicine / Health

It represents the company in cases of disputes or to establish special contractual situations

Conducting the business activity in accordance with legal rules and advice from a legal departments and their management.

Provide assistance, advice and legal representation of the company and its employees.

Solve applications legally in all areas of law.

Drafting of contracts and legal clauses negotiated contract.

Elaborates, approves and countersigns legal documents, verify the identity of the parties, consent, content and date signed documents concerning the company.

Check the legality of administrative acts legally and received his opinion.

Manages the permanent updating of the information base law firm.

Acquired skills and knowledge:

Good knowledge of legislation;

- concentration capacity, the analysis and synthesis;
- emotional balance;
- ease in establishing interpersonal relationships;
- ability to make decisions and to assume responsibility;
- ability to inform and teach permanently;
- perseverance, tracking and goal completion.

Nov 2014 - Mar 2015

5 months

H.R Inspector - S.C HOFMANN SPEDITION S.R.L

Alba Iulia | Human resources | Transport / Logistics / Import – Export

Check the validity of documents presented by employees in order to register their employment record / register of employees.

Ensure the preparation of individual employment contracts, and archiving.

Manages the records of employment contracts.

Calculate the remuneration according to time sheets, employment contracts, company policy and legislation.

Ensure the completion and submission formalities necessary for preparing the bank salary cards.

Prepares and distributes flyers salaries.

ITM supporting documents submitted monthly salary payment and all other acts necessary to fulfill the conditions of legality of employment contracts.

Obtain necessary approvals for opening and closing work books.

Provide the necessary books and operate in their work records.

Receive, verify and archive medical certificates.
Check random condicile this with timesheets.

Apr 2011 - Sep 2014

3 years and 6 months

Registrar – Campeni Court

Alba Iulia | Legal | Law

1. Make and supervise the answering of integrity, information requested by litigants, lawyers and legal advisers, according to art. 92 of the Regulation, checking that no document on the file may not be removed or modified;
2. informs persons acting parts or they are empowered by law on the data requested in cases where they are directly concerned;
3. Makes corresponding entries in the register files, alphabetical list, register for information and records changes in circuit operating terms, cases;

Sep 2010 - Apr 2011

8 months

Assistant manager - S.C. Arieșul Mic Vidra S.R.L

Alba Iulia | Alimentation | Commerce / Retail

responsible for relations company with banks - check
returns monthly employees of the company - document management company (sorting and
sending mail, archiving company, management contracts signed by the company, sorting,
archiving and records their secure data is confidential)
- coordinate relationship the company's suppliers

Education

2015 - 2017

Master's degree - Lucian Blaga University

Public Administration | Sibiu: I have studied public administration for two years in Sibiu , in the law faculty and
obtained a master degree in july 2017 in public administartion

2011 - 2017

Bachelor's degree - Vasile Goldis Arad University

Psichology | Arad: I studied the psichology faculty for three years in Arad . You analyze the behavior,
thoughts and emotions in order to better understand and offer advice on certain actions and / or
psychological problems. As a psychologist expert, you can choose to specialize in a number of
areas, including occupational psychology, educational psychology and mental sport.

2010 - 2015

Bachelor's degree - Agora University Oradea

Right builds you as a person, it anchored in reality and helps you find the necessary balance after
high school. The essence of this college lies in the ability to sort and to confront what comes after
graduation, because the challenge lies not in going through the large volume of information or to
learn quips in Latin, but to succeed in the legal area , diplomatic, economic, after the four years of
study.Law Faculty | Oradea

2006 - 2010

High School / Vocational school - Avram Iancu National College

Mathematics-Informatics intensive English | Cîmpeni

www.ejobs.ro

contact@ejobs.ro

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Skills

General skills

Adaptability and flexibility, high energy and positive attitude, Dynamic personality, Communication , listening,
entertainment,colaboration

Skills from work experience

Interpersonal Skills, Problem-Solving Skills, Teamwork
,Organisation Skills, Self-Confidence and Self-Esteem

Foreign languages

English - Advanced, French - Medium, Romanian - Advanced, Spanish - Advanced

Other info

Driving license

Category B acquired on

04 Jun 2010