




PERSONAL  
INFORMATION



Bogdan Gabriel Balaci

 Bucharest, Romania  
 +40754212223  
 [bogdanbalaci2016@gmail.com](mailto:bogdanbalaci2016@gmail.com)

Sex male | Date of birth 11/05/1979 | Nationality Romanian

JOB APPLIED FOR  
POSITION  
PREFERRED JOB  
STUDIES APPLIED FOR

**Pursuit of continuous professional growth, recognition of experience, skills, dedication and performance are my main objectives and lifelong learning in a dynamic environment is how I plan to reach my goals.**

WORK EXPERIENCE

06.2014 – 11.2018

**Assistant Manager**

S.C NET CONSULTING AND TRADING S.R.L

- Preparation of the offers and specific tourist packages at the clients' request (calculation rates, special offers);
- Selling of service packages to the clients, according to company's offer;
- Making, picking up and checking reservations and preventing problems appeared;
- Preparation of related documents before and during the sale (invoicing, issuing tax and travel documents);
- Keeping good relationships with travel agencies, hoteliers, partners and collaborators;
- Reporting to manager, implementation of his ad hoc decisions;

06.2011 – 12.2011

**Sales Representative**

GLS GENERAL LOGISTICS SYSTEMS ROMANIA S.R.L.

- Present, promote and sell the company's products/services using solid arguments to existing and prospective customers;
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs;
- Establish, develop and maintain positive business and customer relationships;

07.2010 – 06.2011

**Sales Agent**

C.N. POSTA ROMANA S.A.

- Contract management
- Marketing/sales activities

05.2009 – 07.2010

**Sales Consultant**

S.C. PAN INTERNATIONAL S.R.L BUCHAREST

- Contract management
- Identifying and attracting developers for exclusive project promotion
- Designing and implementing marketing and sales strategy

- 11.2006 – 05.2009 **Administrator**  
S.C. ALEBO TRADING S.R.L
- Develop sales and activity planning
  - Sales policies implementation
  - Negotiating and signing of contracts
  - Supervising the entire activity of the company
  - Budget dimensioning
  - Order management
- 06.2007 – 06.2008 **Sales Agent**  
TOTAL AQUA DISTRIBUTION S.R.L
- Signing new customers and maintaining relationships with the existing ones
  - Receiving orders
  - Drafting invoices
- 02.2000 – 06.2004 **Tourism agent**  
S.C. TUDOR TOURISM S.R.L
- Hotel and transportation booking
  - Invoice issuing
  - Events planning and organizing
  - Business to business relation management with partner agencies and companies

## EDUCATION AND TRAINING

---

- 09.2008 - 06.2011 **High School**  
CRONOS – Bucuresti
- 09.1996 - 06.1999 **Professional School**  
Grup Scolar Busteni

## PROFESSIONAL AND PERSONAL SKILLS

---

- Computer skills**
- Good command of Microsoft Office package (excel, word, outlook, power point)
  - Excellent internet browsing and online communication skills
  - Excellent social media tools management
  - Performance oriented no matter the task
- Job-related skills**
- Good quality control skills acquired while doing various evaluation visits to the postal offices
  - Dynamic person with the desire to meet and exceed the expectations
- Communication skills**
- Good communication skills gained through extensive direct contact with customers in the tourism industry
  - Good communication skills with business partners, contract negotiation, signing and follow up gained as a business to business representative
- Mother tongue(s)**
- Romanian - native
- Other language(s)**
- English - fluent
- Organisational / managerial skills**
- Low and middle management level leadership (coordinating teams up to 10 people)
  - Good time management and attention towards details
  - Good task management, work load evaluation and attention towards meeting the timelines
- Other skills**
- Experienced driver with endurance on long routes
  - Good crisis management (inside the department and customer related)
  - Basic accounting
- Driving licence**
- B category