

PERSONAL INFORMATION

Nicoleta Andreea Raducu

+40747442522

nicoleta.andreea.raducu@gmail.com

Sex Female | Date of birth 20/12/1991 | Nationality Romanian

WORK EXPERIENCE

From March 202 to present

Freelance Automation Tester

Zürich, Switzerland

- Developing automation scripts for small-scale websites;
- Defining test plans, test reports and other testing-related documentation;
- Performing functional and nonfunctional testing for web applications;

From November 2019 to February 2020

Software Engineering - Internship

Orange Romania S.A., Bucharest, Romania

- Participating in the software development lifecycle of an internal financial reporting application;
- Creating and maintaining automated testing scripts that would test specific modules of the application;
- Liaising with subject matter experts to determine business use cases to be tested;

From April 2017 to March 2020

E-PrePay Specialist

Orange Romania S.A., Bucharest, Romania

- Reporting financial indicators twice a month for the pre-closing and closing periods to the Controlling and Accounting departments;
- Analyzing reports with monthly turnover, bad debts, payment habits;
- Developing specific reports required by the Logistics, Financial, Indirect Sales Departments;
- Responsible for the annual credit limit re-evaluation, respecting specific rules, following a complex process;
- Taking part in new projects from the documentation to the implementation phase;
- Issuing invoices according to the commercial offers (financial settlements), penalties, commissions;
- Offering audit support.

From October 2016 to April 2017

Sales Data System Analyst

Orange Romania S.A., Bucharest, Romania

- Contributing to the quality of sales administration process through data analysis on postpaid and PrePay acquisitions, distribution network evolutions for all Orange sales channels;
- Assuring commercial equipments (including laptops and data devices and PrePay equipments) offering administration inclusive support for special offers implementation;
- Delivering day by day analysis adapted to sales channel's needs, as well as synthetically and detailed analysis needed for managerial decision;
- Performing complex analysis of data (reports) periodically or on demand as support for business requirements;

From August 2014 to October 2016

Cash Collection Officer

Orange Romania S.A., Bucharest, Romania

- Grant amounts in advance to Orange employees and keep the evidence of the cash they spend for professional purposes.
- Monitor the cash collection activity of Orange partners.

- Reconcile daily the sales made using credit cards.
- Gather data and assemble written reports.
- Answer internal customer enquiries.
- Represent Orange in daily activities related to banks.
- Manage the salary cards for Orange employees.

Business sector: Finance/ Cash & Risk

From November 2013 to August 2014

Customer Care Representative

Telecom Global Services Center (Orange Services), Bucharest, Romania

- Providing precise information regarding Orange products and services.
- Promoting and selling Orange services and products.
- Registering and solving different problems reported by Orange clients.

Business sector: Telecommunications / Sales

From April 2013 to November 2013

Public Relations and Communications Assistant

Computer Generated Solutions, Bucharest, Romania

- Process changes in clients' accounts according to internal procedures and work instructions.
- Answer incoming calls related to Business customers segment accounts.
- Promote and sell products and services through ingoing and outgoing calls.
- Monitoring the proper functioning of software or hardware systems.

Business sector: Telecommunications / Sales

From November 2012 to December 2012

Public Relations and Communication Assistant (Internship)

Orange, Bucharest, Romania

- Selling Orange products and subscriptions.
- Providing information about Orange services to clients.

Business sector: Sales

From October 2012 to August 2014

Volunteer

League of Students from Bucharest, Bucharest, Romania

- Organizing events for students.
- Conducting fundraising campaigns.

Business sector: Non-governmental Organization

EDUCATION AND TRAINING

From 2013 to 2015

Master's Degree in Management, Economics

Bucharest Academy of Economic Studies, Faculty of Management

Activities and courses:

- Human Resources Management
- Strategic Management
- Negotiations

From 2010 to 2013

Bachelor's Degree in Economic Management

Bucharest Academy of Economic Studies, Faculty of Management

Activities and courses:

- Accounting
- Macroeconomics
- Statistics

Independent Coursework Successful Negotiations: Essential Strategies and Skills, course offered by University of Michigan through Coursera.org.

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	C1
Replace with name of language certificate. Enter level if known.					
French	B1	B1	A1	A2	B1
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Personal skills

- Enhanced attention to details developed during my work as cash collection officer.
- Proactivity developed after participating at volunteering projects.
- Eager to solve problems and gain knowledge in various fields.
- Experience in working in a multinational environment.

Computer skills

- Solid knowledge of Java and Selenium Web Driver, Testng, MySql, Tableau.
- Solid knowledge of using Microsoft Office suite.
- Solid knowledge of using Microsoft Project.
- Basic knowledge in Windows scripting languages such as Batch and Powershell.

Driving licence I own a B-category driver licence.

ADDITIONAL INFORMATION