

## PERSONAL INFORMATION

### Anca - Paula NECHITA



📍 Iasi (Romania)

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Sex Female | Date of birth 05/09/1986 | Nationality Romanian | Driving Licence B

## PERSONAL STATEMENT

A full professional with over 12 years of experience in various industries and multicultural environments. Master in Organizational Management, with expertise in database analysis with a strong power of observation, organized, determined, and committed to the company's business priorities and revenue goals. Focused on continuing professional development, also an enthusiastic traveller, and a continuous learner with a "can - do" attitude.

## WORK EXPERIENCE

11/2019–06/2020

### Technical Assistant / Recruiter for Nuclear Power Plant

Areva International, Eurajoki (Finland)

- daily use of CMS Software for creating Periodic Tests, Work Orders and punctual updates requested by email;
- compiling data into weekly report 4WLA and indicating to Planning & Scheduling, which are the WO's to be executed in the following 4 weeks;
- managing the budgeting and recruitment process for PSM department in strong collaboration with Procurement and Cost Control departments (from opening positions until arrival on site);
- creation, validation and tracking of purchase requests (for manpower, materials, trainings, etc.);
- regular reporting and KPI's;
- support in all analytical tasks;
- management of staff time sheets;
- organizing and attending meetings and trainings, writing procedures, and all secretarial works (PSM staffing – 85 employees).

Business or sector Oil & Energy

12/2018–09/2019

### Student - Full Time Finnish language course

Valmenuskeskus OY Finland, Pori (Finland)

- intensive language course, as part of foreigners' integration program;
- Language Certificate - A 2.2 proficiency.

05/2016–05/2018

### Forecast Specialist/Sales Analyst

Zeelandia Romania, Iasi (Romania)

- drafting, checking and validation of documents for the export of goods and finished goods to NON-EU country;
- team coordinator responsible for expiration risk reduction and forecasting process improvement;
- coordinating, implementing and applying ABC analysis method in sales, supply chain and production departments for inventory optimization;
- monthly sales volume forecast (portfolio of 600 items), resulting in a 40 % out of stock drop in 2017 compared to 2016;
- calculating forecast accuracy using excel, identifying and implementing new methods to improve the process, creating procedures for streamline the forecast - supply - production flow;
- analysing market trends and seasonality;
- analysis-based delisting proposals for non-performing items;
- implementing and use of sales forecast software.

Business or sector Food

- 05/2012–05/2016 **Sales and Marketing Customer Service Representative**  
Brikston Construction Solutions, Iasi (Romania)
- direct communication with customers, providing support and accuracy of the requested information;
  - documents preparation and verification for export of products to EU and NON – EU countries;
  - solving contractual penalties through cancellation, based on clear justification and evidence;
  - sending proforma invoices according to the agreed commercial conditions, tracking their traceability up to the collection, invoicing orders;
  - responsible for the accuracy of the registered payment instruments and for the various financial statements sent at client's request (ex: due debts, invoices to be issued, accounts receivable, sales discounts, etc.);
  - inventory-management and products custody (excel reports to clients and sales managers, by request);
  - promoting products according to the company strategy.
- Business or sector Constructions
- 07/2011–05/2012 **Customer Support in IT Services for UK**  
SCC Romania, Iasi (Romania)
- checking, validating and entering data in the system, updating database and procedures, processing the orders and monitoring the deliveries;
  - identifying details regarding suppliers' product categories, prices, product availability and delivery dates;
  - processing orders in the internal system and placing them on supplier's webpage, contacting suppliers, creating part codes within deadlines.
- Business or sector IT Services
- 08/2008–06/2011 **Risk Administrator**  
Viitorul Cooperative Bank, Iasi (Romania)
- making monthly analysis of compliance limits for each risk and draw up recommendations on measures to be taken in case of exceeding them, for both headquarter and working point;
  - centralizing and analysing reported risk data and creating accurate reports for management;
  - informing Risk Management Committee on the risk indicators evolution;
  - direct reporting to the audit of the National Bank of Romania;
  - coordinating training sessions for employees regarding the identification, evaluation and control of operational risk.
- Business or sector Banking
- 10/2006–07/2007 **Insurance referent**  
Generali Insurance, Iasi (Romania)
- providing necessary information regarding damage compensation;
  - supporting clients in filling damage compensation files;
  - preparing the daily schedule, permanently updating the database;
  - performing all administrative tasks;
  - archive management.
- Business or sector Financial and insurance activities

## EDUCATION AND TRAINING

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- 2008–2010 **Master Degree in Organizational Management (MBA)**  
Alexandru Ioan Cuza University, Iasi (Romania)

2005–2008 **Bachelor degree in Economics**  
Alexandru Ioan Cuza University, Iasi (Romania)

2001–2005 **College degree - Technician in finance and commerce**  
Economic & Administrative College, Iasi (Romania)

## PERSONAL SKILLS

Mother tongue(s) Romanian

### Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
Finnish	A2	A2	A2	A2	A2
German	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

**Communication skills** -great communication and technical skills, gained through my vast experience in working with people, solving difficult tasks and also implementing and managing processes.

**Job-related skills**

- managing the staff budget and recruitment process for PSM department in Olkiluoto Nuclear Power Plant;
- project member „Sales Excellence – Product Portfolio Management”, developed by House of Performance (NL);
- project member in applying of ABC analysis method, considering the organizational particularities;
- CAPEX for implementing and using a forecast software;
- product Status Portfolio Management for 600 SKU's;
- project coordinator „Loss-limiting actions caused by expiry”.

**Organizational skills**

- ability to adapt and learn quickly;
- multi-tasking, focus, task prioritization;
- fast decision – making, flexible, analysis and synthesis capacity;
- repetitive – tasks resistance, details attention, work with figures;
- good time management, communicative, motivated, positive thinking, team player;
- responsibility, correctitude, seriousness, trustworthiness, persuasive, open-minded.

**Digital skills**

- Microsoft Office Suite: advanced Excel (pivot tables, VLOOKUP, formulas, advanced filters, dashboard charts, etc.), Power Point, Word and Microsoft Outlook);
- ERP's: CMS, Scala, Synchron, Smart Forecast, etc.;
- Introduction in Programming (with Python) – Wantsome 2020;
- Microsoft Certification „ Data Analysis using Excel”.