







PERSONAL INFORMATION

Alin Timiș



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Sex Male | Date of birth 17/03/1987 | Nationality română

WORK EXPERIENCE

05/03/2018–Present

Sales director

TATAMI PRO SRL
 Calea Dorobantilor, Nr.65, Cluj-Napoca (Romania)
www.pardoselicopii.ro

- taking and processing orders made in online stores managed by the company
- assisting clients in placing online orders processing returns
- verification of stockpiles in the warehouse
- Generate shipping documents (AWB) from the courier company's online application
- Contact new customers and present them with concrete collaboration suggestions
- follow the collection of the amounts owed by the clients by the contracts.

Business or sector Internet/e-Commerce

01/02/2017–02/03/2018

Operator Data

IMO CASA SOLUTIONS SRL
 STR. EDGAR QUINET 53 A, CLUJ (Romania)
www.proprietarcluj.ro

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Research and obtain further information for incomplete documents
- Keep information confidential
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
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Business or sector Real estate activities

16/06/2016–27/01/2017

SALES CONSULTANT

SC HR FRANCHISING S.R.L
 BD. MUNCII, NR.18, CLUJ-NAPOCA (ROMANIA)
WWW.EUROGSM.COM

- Interacts with clients, identifies their communication needs and proposes the most advantageous solutions;
- Promotes the company by observing the rules of mercantization and marketing;
- Operations with cash register, drawing up primary accounting documents as well as other reports and situations on request;

02/02/2016–31/05/2016

REAL ESTATE CONSULTANT

DOMUS REX IMOBILIARE S.R.L
STR.ONISIFOR GHIBU NR.14, CLUJ (Romania)
WWW.DOMUSREX.RO

- Sale and rental of real estate
- Identification of new offers
- Customer identification ▪ Field work ▪ Entering real estate offers in the database ▪ Maintaining a professional relationship with clients

Business or sector Real estate activities

17/06/2014–30/09/2015

Insurance Agent

S.C. ASISTEL AGENT DE ASIGURARE S.R.L
CLUJ-NAPOCA,STR.CALEA TURZI NR.150, CLUJ (Romania)

- Making outbound calls to potential customers.
- Sale of insurance
- Presentation of the offer
- Telephone calls
- Concluding insurance policies

Business or sector Financial and insurance activities

01/07/2013–31/12/2013

REAL ESTATE CONSULTANT

EDIL CASA S.R.L
Iuliu Maniu/Nr.17, Cluj-Napoca (Romania)
<http://www.edil.ro/>

- Maintaining a professional relationship with clients
- Entering the real estate offer database
- Fieldwork
- Customer identification
- Identify new offers
- Sale and rental of real estate

Business or sector Real estate activities

01/11/2011–31/08/2012

KFC Cashier

KFC/US Food Network, Cluj-Napoca (Romania)
<http://www.kfc.ro/>

Business or sector Customer, Client Service , Food industry, Restaurant, FoodService

EDUCATION AND TRAINING

01/09/2014–30/06/2016

Applied Informatics and Programming

Technical University of Cluj Napoca, Cluj (Romania)

- Office and Internet applications
- Programming complements
- Making sites and applications for www
- Programming user interfaces
- Creating and exploiting relational databases
- Programming in C #
- Operating systems and computer networks

01/10/2011–30/06/2013

MASTER PRODUCTION MEDIA

Babes - Bolyai University / Faculty of Political, Administrative and Communication Sciences, Cluj-Napoca (Romania)

01/10/2006–31/07/2010

License / Communication and Public Relations

Babes - Bolyai University / Faculty of Political, Administrative and Communication Sciences
Str. Traian Moșoiu/Nr. 71, 400132 Cluj-Napoca (Romania)

<http://www.polito.ubbcluj.ro>

General skills:

- the ability to analyze and synthesize information, of whatever nature, from various sources, irrespective of the amount of information;
- the ability to empathize with the social environment;
- the capacity of critical assimilation, processing and exploitation, in practice, of theoretical information.

Specific skills:

- communicator competences: optimal contour of language resources (verbal, paraverbal and nonverbal) in communication;
- competent in the development and management of public relations campaigns;
- competent in designing and managing advertising strategies;
- competent in the application of sociological research methods and techniques in the field of public relations and publicity;
- competent in the implementation of the development of organizational communication systems internally and externally;
- competent mediator in foreign and conflict management;
- competent in interpersonal, inter-institutional, intercultural and international communication.

01/09/2002–30/06/2005

HIGH SCHOOL DIPLOMA

THE ADVENTIST THEOLOGICAL LICE "MARANATHA", CLUJ-NAPOCA (Romania)

01/09/1994–30/06/2002

CERTIFICATE OF CAPACITY

GENERAL SCHOOL WITH CLASSES I-VIII NR.4, SIGHETUL MARMATIEI (Romania)

PERSONAL SKILLS

Mother tongue(s)

Română

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B1
Certificat de competente lingvistica					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Organisational / managerial skills

Analytical and organized thinking, positive and constructive attitude in preventing or eliminating

problems, ability to motivate and coordinate the team.

- Job-related skills**
- the ability to work in a team;
 - Ability to organize work according to priorities;
 - ability to organize and coordinate important activities.
 - the ability to put into practice everything that's new.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Proficient user	Independent user	Independent user	Proficient user

Digital skills - Self-assessment grid

- MS Office
- Photoshop
- Databases: MySQL
- Programming languages: HTML, CSS, JAVASCRIPT, PHP
- Transfer protocols: HTTP, FTP
- Operating systems: Linux, Windows

Driving licence AM, B1, B

ADDITIONAL INFORMATION

Certificate eMarketing si Webdesign

My projects <http://www.lentile-de-noapte.eu>