

## Top Skills

Strategic Sourcing

Microsoft Excel

English

## Languages

English (Professional Working)

French (Limited Working)

Spanish (Elementary)

## Senior Procurement Officer

Bucharest, Bucharest, Romania

## Experience

### OTP Bank

#### Senior Procurement Officer

November 2022 - Present (1 year 10 months)

Bucharest, Romania

Managing the purchase requests within the Bank and harmonizing them with the Group's requirements;

Creating an efficient relationship with internal beneficiaries and cost managers, in order to establish complete technical requirements;

Maintaining relationships with vendors, including negotiating contracts and reviewing contracts for legal compliance;

Reviewing purchase orders and ensuring that they are in line with company policies and procedures;

Analyzing costs and recommending ways to reduce expenses by identifying opportunities for process improvement or technology enhancement;

Recommending new suppliers and negotiating supplier contracts to ensure that all terms are met;

Perform the Procurement activities (market research, supplier selection, contract drafting & negotiation) from my area of responsibility, to ensure that the appropriate goods/services are available in the requested quantity, quality and on time, while minimizing working capital and risk of obsolescence;

In charge of all necessary activities in order to ensure on time and at efficient costs all the requested contracting terms for commercial spaces, taking into consideration all the policies and procedures of OTP Bank Romania and OTP Group;

Take all necessary steps to prepare negotiating sessions with owners of contracts in portfolio (considering the contract duration and the evolution of contractual terms in time, perform market research on rents in the afferent obtain information/approvals from relevant departments of the bank) to ensure contracting space and cost effective conditions for the bank;

Set meetings with the owners, negotiate and draw up the lease contracts, based on the draft of the standard contract and under the conditions agreed in negotiation (technical, commercial, legal);

Obtaining necessary approvals to ensure contracting from all decision makers in the bank (legal, finance, compliance, technical, commercial), according to the procedures in force.

### Megaconstruct S.A.

#### Procurement and Facilities Manager

February 2019 - February 2023 (4 years 1 month)

Bucharest, Romania

#### Main responsibilities

In charge of all necessary activities in order to ensure on time and at efficient costs all the requested contracting terms for the supply of materials, equipment and services of the company, taking into consideration all the policies and procedures of Megaconstruct SA;

#### Supply Chain / Procurement

Review purchase requisitions and identify sources of supply;

Perform the Procurement activities (market research, supplier selection, contract drafting & negotiation) from my area of responsibility, to ensure that the appropriate goods/services are available in the requested quantity, quality and on time, while minimizing working capital and risk of obsolescence;

Plan, supervise and coordinate personnel and processes within the operations area of Procurement and Supply Chain;

Manages the day-to-day operations of the team;

#### Fleet Management

Supervises the maintenance, usage, allocation and acquisitions of the company's Car Fleet;

Ensure that the vehicles have technical inspections, road tax, RCA and CASCO insurance policies, guarantees granted by vehicle manufacturers and also that they are equipped with the relevant security tools, the right fuel and are in good mechanical condition;

Prepare and follow up a maintenance schedule for the vehicles with all the relevant reports;

Issuing of daily, monthly, and quarterly reports;

#### Facilities Management

Coordinates all the maintenance activities related to the company's headquarter (cleaning, ventilation and air conditioning equipment, electricity, etc.), making sure that all the premises meet the required standards.

### Raiffeisen Bank Romania

#### Procurement Officer/Order Management Responsible

June 2016 - February 2019 (2 years 9 months)

Bucharest, Romania

Establishing and developing strong, long term relationships with the landlords of rented spaces (about 450 branches);

Establishing and developing relationships with utilities suppliers for rented spaces;

Managing and developing the supplier database in IProcurement, GoogleApps for Work and Excel;

Identifying solutions and implementing new ways of optimizing work department;

Analyzing spend reports, suppliers, purchasing categories, costs included in service charge for rented spaces and propose cost reduction measures;

Identifying possible unjustified costs, included in the service charge, and imputed to the company;

Negotiation with landlords to eliminate / solve the blur regarding service charge;

Actively collaborating with internal clients for efficient budget control strategy development;

Exploring the real estate market for relocation opportunities;

Preparing quarterly activity and results reports, accompanied by PowerPoint presentation;

In charge of informing all areas involved in the project about the status and provide communication channels and support needed for all people involved in the projects.

## Megaconstruct S.A.

5 years 2 months

Procurement and Facilities Manager  
June 2012 - June 2016 (4 years 1 month)

Bucharest, Romania

Coordinating administrative operations before and after production: supply-chain representative,

orders' reception, material planning and stocks;

Optimization of supply & transport costs;

Submitting activity reports and forecasts regarding administrative expenses;

Rendering quarterly and annual analyses for the automotive fleet, communications, inventory objects and administrative expenses;

Participation in the business strategy of the company;

Evaluation and selection of suppliers according to the internal purchase procedure, negotiating offers,

review of the purchase agreements drafts;  
Monitoring the progress of the contract up to products delivery: type, quantities, required accompanying documentations and clarification with the supplier of all issues resulted during the process of the contract as well as of all issues concerning the quantity or quality of products;  
Planning, coordinating and controlling administrative personnel activities (Fleet Manager, security, sanitation, maintenance, protocol);  
Managing, coordinating and keeping records of the automotive fleet (40 vehicles – cars, utility vehicles and heavy machinery);  
Periodic inspection of the technical conditions of the vehicles in the fleet, of the maintenance operations performed by users, according to their job description;  
Keeping records of all data in order to determine each vehicle historical (technical inspections, Vignette, Civil Liability Insurance and optional insurance policies, drivers' logbook, fuel consumption, etc);  
Providing the transport necessary of the company and, having examined the necessary or the technical condition of the fleet, suggestion, if appropriate, to sell, purchase or replacement of the vehicles / equipments;  
Maintaining the relationship with leasing and insurance companies, accepted car repairs shops, utilities, internet and phone services suppliers;  
Recruitment – new valuable personal , training and evaluation of the existing team members.

Economist- Finance and Accounting Department

May 2011 - June 2012 (1 year 2 months)

Bucharest, Romania

Analysis of incomes from sales of gas and services versus expenditures;  
estimation of budgeted income versus achieved income;  
Records of fixed assets;  
Registration of entries of goods based on the documents received from the storage houses of the operating divisions (inter-company and extra-company invoices and Goods received note);

Registration of accounting notes according to the law in force;  
Monthly check-up of operating divisions inventory: entries and disbursements check-up; correct classification of consumptions according to the type of work and profit centres;  
Confront the stocks registered in the balance sheet at the end of each month with the store houses check lists;  
Check-up of investments per operating divisions;  
Participation in and check-up of the inventories performed in the operating divisions;  
Records of the services agreements in progress (for embranchments, utilization equipments, cofinancing);  
Verifying the income accounts, deadlines and related collection of payments.

#### S.C. ASIROM S.A.

Insurance Sales Agent

April 2006 - June 2008 (2 years 3 months)

Focsani

Insurance sales: Civil Liability Insurance and optional insurance policies for cars

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## Education

Academia de Studii Economice din București

Master's Degree, Business Administration and Management,

General · (2010 - 2012)

Universitatea „Bioterra” din București

Bachelor's Degree, Tourist Management · (2007 - 2011)

Academia de Studii Economice din București

Bachelor's Degree, Business Administration and Management,

General · (2007 - 2010)

Colegiul National Unirea Focsani

High School, Mathematics and Computer Science · (2003 - 2007)