



MĂRGĂRIT MARIA

maria21ro2000@yahoo.com

<http://ro.linkedin.com/pub/margarit-maria/48/202/797>

Mobile: (+40) 724-720966

PROFESSIONAL ABILITIES:

Communication ◇ Ability to work under pressure ◇ Decision making ◇ Time Management ◇ Conflict resolution ◇ Leadership & Adaptability ◇ Effective communication ◇ Teamwork skills ◇ Problem-solving ◇ Creativity ◇ Positive attitude and energy ◇ Planning and organizing ◇ Professionalism and work ethics ◇ Self-motivation

PROFESSIONAL HIGHLIGHTS:

2016-2018-JR PROJECT MANAGER, S.C. ROMALEXIS S.R.L, AGIGEA PORT,CONSTANTA,ROMANIA

2015 – 2016: TRAINER, S.C. MINERVA COMPANY S.A., CONSTANTA, ROMANIA

2015: BUSINESS TRAINER WITHIN THE POSDRU PROJECT 182/2.3/S/154241,,QUALIFICATION IS MY CHANCE”, S.C. MINERVA COMPNAY S.A., CONSTANTA, ROMANIA

2014 – 2015: ECONOMIST & BRANCH OPERATIONAL CHIEF; SC. United PVS S.R.L - Romania branch (Group of United Agency Dubai) & PVS International (S) PTE.LTD

2006 - 2008: CREWING MANAGER (for sea-going personnel), SC.TINECOMAR 98 S.R.L, CONSTANTA, ROMANIA

2004 – 2006: PRIMARY SCHOOL TEACHER, NO.7 SCHOOL, CONSTANTA, ROMANIA

WORK EXPERIENCE:

2016 – 2018:

S.C. ROMALEXIS S.R.L.

(PRIVATE SECTOR - ROMANIA)

2015– 2016:

SC.MINERVA COMPANY S.A.

(PRIVATE SECTOR - ROMANIA)

AUGUST TO NOVEMBER 2015:

SC. MINERVA COMPANY S.A.

(PRIVATE SECTOR - ROMANIA)

Jr. PROJECT MANAGER

Main activities and responsibilities:

- Manage the trucking/rail operations team and planning working shifts.
- Manage all terminal's staff and promote a positive working environment.
- Manage the day to day operations of the terminal.
- Daily checking in the Gate in&out containers report,daily checking of the warehouse stocks.
- Daily preparing estimates and excel file/photos for containers.

TRAINER

Main activities and responsibilities:

- Performing as a professional adults trainer endorsed by the Romanian Ministry of Education and Employment
- Creating and delivering personal development programs
- Doing the evaluation of the participants through written and oral tests

- Advertising the courses towards the targeted subjects
- Building partnerships with different institutions involved in the personal development, such as Miscarea Culturala (The Cultural Movement)

BUSINESS TRAINER

WITHIN THE POSDRU PROJECT (Government Educational Project)

2014 – 2015:

S.C. UNITED PVS – GROUP OF UNITED AGENCY DUBAI & PVS INTERNATIONAL(S) PTE.LTD (PRIVATE SECTOR – ROMANIA BRANCH)

2006 – 2008:

S.C. TINCOMAR 98 SRL (PRIVATE SECTOR - ROMANIA)

- Proactivity handling the specific needs of the Human Resources department, required by the management

2006 – 2008:

LOCAL PRIMARY SCHOOL No. 7 (PUBLIC SECTOR - ROMANIA)

ECONOMIST & BRANCH OPERATIONAL CHIEF

Main activities and responsibilities:

- Creating employee timesheets and keeping an evidence of all the documents that regulates employment aspects.
- Archiving employment contracts, purchase contracts and company documents.
- Sending all accounting documents to the accounting department (invoices, receipts, bill of loading, etc.)
- Keeping cash register and performing specific operations through cashier
- Doing and keeping an evidence of all the documents regarding the loading for deliveries (export invoices, packing list, etc.)
- Doing daily the stock report and sending via internet to Dubai office
- Providing the necessary purchase orders for consumables, stationery for office and yard
- Scheduling and transmitting to the Finance Department the employees' leave requests leave
- Maintaining and developing professional relations with various suppliers.

CREWING MANAGER (for sea-going personnel)

Main activities and responsibilities:

- Updating and organizing of the seafarers' application forms
- Handing over and explaining the contracts and the flight details to the seafarers
- Continuous updating of the agency's seafarer data base
- Managing office related activities: document scanning to the foreign partners, electronic (e-mail) correspondence with the same above mentioned foreign partners, in the area of the crewing movements.
- Editing and updating of the sea-going personnel turnover reports, specific other kind related to the Human Resources
- Keeping an evidence of all the documents that regulate the employment aspects
- (Certificates of any kind, addendums, managerial decisions, etc.)
- Keeping agency's mailing activity and issuing monthly reports about the accounting status
- Implementing for the first time in my crewing agency the recruiting and advertising of positions via internet on specific internet sites

PRIMARY SCHOOL TEACHER

Main activities and responsibilities:

- Establishment of the class plan, planning of the syllabus, choosing of the optional (alternative) learning system.

- Creation of the school Orgchart
- Organizing of the monthly meetings with the pupil's parents.
- Participation to didactic and extracurricular activities.
- Participation to various school contests
- Oversight and evaluation of the pupils

EDUCATION:

2012 – 2014: **Master Degree in Quality Management Assurance – Ovidius University, Constanta, Romania**
2008 – 2011: **Financial and Accounting Management Faculty – Spiru Haret University, Constanta, Romania**
2000 – 2003: **Social – Psychological – Pedagogical Faculty with specialization in Primary School Teaching – Ovidius University, Constanta, Romania**

CERTIFICATES OBTAINED:

2103/2016: Auditor/Lead Auditor for Quality Management Systems: EN ISO 9001:2008, 9001:2015, Romania
2016: Evaluator of suppliers and formation program, Constanta, Romania
2015: Project Management, Constanta, Romania
2012: Train the Trainer, Constanta, Romania
2012: Certificate for practical module, in stimulated factories, within the project “Real access to the labour market, through stimulated factories”, Constanta, Romania
2012: Certificate of graduating the module, Counselling and professional orientation of master degree graduates”, speciality tourism, Constanta, Romania
2012: Diploma in Public Administration and Safety, Bucharest, Romania
2006: Course of counselling and orientation (in shaping the personal development of the pupils, emotional intelligence and creativity) Educatia 2000+ Centre, Constanta, Romania

SPECIAL DIPLOMAS:

- ✓ RECOGNITION DIPLOMA – NOVEMBER 2013 for the contribution in managing the event included in the project „Caravana carierei” (Career Carrier), a project co-financed by the European Social Trust Fund for the development of the Human Resources Program for 2007-2013
- ✓ CERTIFICATE OF EXCELLENCE – OCTOBER 2006 for an outstanding contribution within the contest „Si eu voi fi stea” (I will also become a star), organized by the International College of Informatics

LANGUAGE SKILLS AND OTHER SKILLS AND COMPETENCES:

- ✓ Fluent: English and Romanian / Mid-level: French and Italian / Beginner: Greek

- ✓ Able to search information, identifying of the different types of data and use of a broad variety of sources, in order to be able to offer comprehensive decision making background.
- ✓ Practical orientation by applying of the ideas and assuming responsibilities regarding all the professional aspects within my area of competency.
- ✓ Computers: Windows proficient user (various OS version to the latest), MS Office proficient user (with all its applications to the latest version), professional applications user (e.g. Revisal,SAP), etc..
- ✓ Driving license