

# Carmen marinache – cv essay



**ASSIGN  
BUSTER**

15, Danubiu Street, bl. 52A, entry B, apt. 19, Sector 3, Bucharest 0722 236 765; 021 / 334 35 82 [email protected] com Personal Data: Carmen Adriana Marinache 1. Marital status : single 2. Nationality: Romanian 3. Age: 35 years old 4. Date / Place of birth: 20th of February 1978 / Slobozia Education: 1) October 2000-March 2002 Academy of Economic Studies, Bucharest Programme of Master in Business Administration ? Diploma of postgraduate courses 2) September 1996-September 2000 Academy of Economic Studies, Bucharest Faculty of International Business Relations Main subjects: International Commerce, International Transactions, International Finance, International Economic Law, Economic Analyses and Statistics, Romanian Statutory Accounting; | Degree: in Economics, specialisation International Business, marked 9. 75 3) September 1992 - June 1996 " Mihai Viteazu " High School, Slobozia, Ialomita Information Technology Vocation Certification: Certificate of General Education (marked 10 ) Diplomas / Attended courses: ? ELA Certification (European Logistics Association) -Junior level „ Basic Supply-Chain Concepts" - Session 2 /2011 - promotion percentage 75. 8% ? „ Sourcing and Procurement" - Session 3 / 2011- promotion percentage 63. 87%; ? „ Inventory management"- Session 3 / 2011- promotion percentage 83. 63% ? „ Core Management Skills" - Session 1 / 2012 - promotion percentage 81. 2% ? Logistics and Supply-Chain Management „ Supply-Chain Management Center" Bucharest Session June 2011 - mark 9. 75 ? Stocks and Acquisitions Management „ Supply-Chain Management Center" Bucharest Session November 2011 - mark 9. 50 Operations Management „ Supply-Chain Management Center" Bucharest Session June 2012 - mark 7. 75 Foreign Languages: ? English (reading, speaking, writing ) - advanced | French (reading, speaking, writing) - <https://assignbuster.com/carmen-marinache-cv-essay/>

medium Computer skills: • Windows NT, Microsoft Office ( Word, Excel, Outlook Express ), Internet Explorer Professional experience: 1) January 2006 - current date EXPRESS INTERFRACHT ROMANIA SRL International Transportation and Freight Forwarding, Bucharest Customer Service Manager - Railway Transportation Dept. | Involvement: Coordinating and supervising operational activity performed within Railway Dept. ? Developing the same activity when organising railway transportation of different cargoes, from the seller up to the buyer ( see below, point 2); ? Advising department personnel within solving different problems and taking the necessary decisions; ? Solving special problems: contacting Railways representatives, negotiating new tariffs and conditions, discussing with clients and partners, elaborating correspondence addressed to railways, clients and partners. ; ?

Assuming complex businesses in which company is part of: - organising logistics operations ( railway transportation from station of departure to station of destination, reception of wagons at final station of destination, unloading the cargo from wagons and loading it into trucks / handling, delivery up to the client's terminal); - organising special transports such as munitions transportation in transit via Romania; - organising cargo exports from Romania with guard protection on route; - organising oversized transportation, export from Romania to different countries, which implies: obtaining loading drawing from an authorised company, obtaining approval for transportation from the railways and infrastructure, issuing CIM railway bills, coordinating the transport with foreign railways on traffic and obtaining all necessary traffic permission by keeping in touch with all our external partners, solving problems that might occur while transportation is

performed; - organising exports from Romania to different countries from exCIS in special SZD wagons (wagons from CIS countries), obtaining all traffic permissions, keeping in contact with clients and partners for a prompt solving of all difficult situations; - organising transportation of wagons on their own wheels as well as of locomotives; - participating to organisation of multimodal traffic - Ex: cargo coming by vessel, unloading directly or indirectly to wagons and customs clearance through a sister company specialised in port in such kind of operations), railway transportation up to one station in Europe, unloading of cargo and delivery by trucks to consignee, etc. ? Keeping in contact with Accounting and Financial Dept. in order to mutually solve problems related to the financial part of the business; ? Based on the information received from the Controlling Dept. , analysing and proposing to the Executive Manager personal evaluation for personnel; ? Monthly analysing the activity of the Railway Dept. calculating estimated operational profit, calculating the total tonnage, presenting the situations to Executive Director; ? Contacting and visiting potential clients; ? Taking part to set up of transport and freight forwarding contracts with Romanian and foreign clients/partners ; ? Representing the company within international exhibitions and fairs, in Romania and abroad, to Express Interfracht Holding own stand, and within conferences having as topic the improvement of railway transportation; ? Issuing the documentation of company presentation and representing the company within different tenders opened by big production companies in Romania, in order to choose logistic supplier ; ?

Receiving clients and partners, attending discussions and negotiations, finding together solutions to different matters as well as paying visits to our partners' or clients' offices for the same kind of situations arisen; ?

Substituting the Executive Manager during his absence. 2) October 2004 - December 2005 EXPRESS ROMANIA SRL - International Transportation and Freight Forwarding, Bucharest | Economist - Railway Transportation

Department / CSI and Balkans relations ( Bulgaria, Greece, Turkey), import, export and transit operations, inland and ferry-boat | Involvement: ?

Receiving freight inquiries from clients; ? Contacting other freight forwarding companies from CIS and Balkan countries, negotiating tariffs for obtaining the best quotations and conditions for clients; ?

Calculating international freight quotations for different transport areas ( CIS and Balkans); ? Presenting quotations, in writing, to Romanian and foreign clients; ? Receiving firm orders from clients, starting and performing forwarding business: - giving/receiving railway transport instructions to/from clients; - completing CIM Railway Bills ( the railway transportation documents) for export operations; - making all necessary interventions (to the Romanian Railway-CFR, foreign freight forwarding companies, etc. ); - advising clients within different matters ( choosing the right transportation route, the right conditions of transport: transloading / transshipment of cargo, changing of wagons' axels, etc. ; - solving the problems that might occur while transportation is performed; - keeping permanently in contact with clients in order to inform them about wagon position during transportation and date of arrival at destination; - checking invoices received from Railways or other freight forwarding companies for provided services ; - elaborating

and sending invoices to clients for provided services; - following settling of payments by the clients; - typing any other necessary documents, answering the telephone and talking to clients, English correspondence. ? Monthly analysing and calculating the registered profit by each operation and presenting it to the manager of the department. 3) November 2001 - December 2004 ROMTRANS S. A. International Transportation and Freight Forwarding Bucharest (see point no. 2 - the same activity) + Implementation ISO 9001 / 2000 Quality System within the Railway Dept. 4) December 2000 - November 2001 ROMTRANS SA - International Transportation and Freight Forwarding Bucharest Economist - Marketing Department 5. Involvement: ? English correspondence with foreign clients; ? Ensuring implementation of Quality Management System ISO 9001/2000; ? Monitoring international transport and freight forwarding journals/magazines; ? Elaboration of internal journal; ? Representing the company to business meetings organised by the Chamber of Commerce and Industry of Romania; ?

Participating to fairs and exhibitions in Romania at Romtrans' own stand.

Other experience: | Supply - Chain Management Centre Bucharest - Trainer on Railway Transportation | ARILOG active member ( Romanian Logistics Association) Other skills: Personal strengths: | Driving Licence category B 6. responsibility and reliability in approaching job specific situations 7. well organised and able to establish priorities 8. loyal, dynamic, hard working 9. more efficient while working in a team 10. willing to learn, willing to improve my knowledge and adapt to the environment Hobbies: | History, Theatre, Literature, Travelling, Sports.