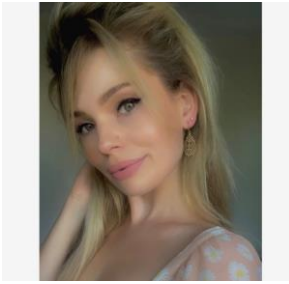


PERSONAL INFORMATION

Karina Teodorescu



📍 Aleea barajul cucuteni, nr.4, sector 3, Bucharest, Romania

☎ +40721304596

✉ karina.teodorescu@yahoo.com

Sex Feminin | Date of birth 28/06/1994 | Nationality Romanian

WORK EXPERIENCE

February 2020 – present:

Oracle Romania: Support Renewal Advisor with german language.

Responsibilities: My responsibilities consist in: successfully ensuring the renewal of support service contracts for small and medium sized customers, handling customers' queries regarding their contracts, selling support services, accurately forecasting business targets and opportunities.

Sector: Finance, sales

February 2019 – January 2020:

Kellogg's Romania: Order to cash department, Credit and Collections analyst with german language.

Responsibilities: My job responsibilities in the Order to Cash department, included: chasing the customers to ensure invoice reception and the payment is in progress, order releases during the cut off and orders kept on hold, ensuring an efficient and accurate communication with Kellogg's customers, managing collection of aged receivables for customers.

Sector: Accounting and finance

May 2018 – February 2019:

Honeywell Elster Romania: Accountant with german, invoice processing, Accounts Payable, P2P.

Responsibilities: My job responsibilities in the Accounts payable department consisted in: invoice processing in SAP and EKS system, ensuring an accurate communication in german language with suppliers, solving their enquiries regarding the process of paying their invoices.

Sector: Accounting and finance

July 2017- April 2018:

Accenture: Accountant with german, Accounts Payable, P2P.

Responsibilities: As far as my responsibilities were concerned, I had to process invoices in SAP system, to manage vendor reconciliation process, to ensure client satisfaction by solving their queries, to accurately execute all the tasks required, to actively participate in process improvement initiatives.

Sector: Accounting

October 2016 – July 2017:

UniCredit Business Integrated Solutions: Financial expert reviewer in back office.

Responsibilities: Providing operational support in foreign payments investigation department, through different specific transactions.

Sector: Banking

March - April 2015:

Roedl & Partner Audit Practice, multinational audit company.

Sector: Audit

October 2014:

Transfer Pricing Services: internship at a consulting company

Sector: Consulting

September 2014:

Practice at OTP Bank.

Sector: Banking

EDUCATION TRAINING

AND

2016 – 2018:

Master in Business Administration (MBA) at University of Bucharest, Faculty of Philosophy, organized by the Department - UNESCO Chair in Inter-cultural and Inter-religious Exchanges

2013-2016:

Finance, Insurance, Banking and Stock Exchange at Bucharest University of Economic Studies

2009-2013:

Mathematics at Mihai Viteazul National College Bucharest

2001-2009:
Alexandru Ioan Cuza nr.199 primary school

PERSONAL SKILLS

Sociable, hardworking, ambitious, dynamic, self-confident, analytical, keen on learning new things in different domains.

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1 Proficient user Cambridge Advanced Exam	C1 Proficient user Cambridge Advanced Exam	C1 Proficient user Cambridge Advanced Exam	C1 Proficient user Cambridge Advanced Exam	C1 Proficient user Cambridge Advanced Exam
German	B1 Independent user Zertifikat	B2 Independent user Deutsch niveau B1	B1 Independent user Zertifikat	B1 Independent user Zertifikat	B2 Independent user Zertifikat
French	Independent user				

Communication skills

- Good communication skills acquired through the internships that I attended to.
- Good communication skills in english gained through the courses at British Council
- Good communication skills in german achieved by taking part at the courses at Schiller Haus

Job-related skills

Being able to work under pressure and meet deadlines. Analytical, dynamic, focused, willingness to work in team.

Digital competence

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

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

Replace with name of ICT-certificate(s)

- Computer skills certificate: ECDL - standard modules: Microsoft Word, Excel, Power point, Access

Driving licence

B Category

ADDITIONAL INFORMATION

Presentations

February 2022:
Master's thesis presentation

July 2016:
Bachelor's thesis presentation

Honours and awards

Scholarship during the second year of master (oct. 2017 - sept. 2018), based on the good grades
Scholarship during the first semester in the first year of college, based on the good grades
Scholarship during highschool Mihai Viteazul National College Bucharest

Certifications

Computer skills certificate: ECDL standard modules: Microsoft Word, Excel, Power point, Access.
Cambridge Advanced Exam, level C1
Zertifikat Deutsch Niveau B1

ANNEXES

Computer skills certificate: ECDL-standard modules: Microsoft Word, Excel, Power point, Access.
Cambridge Advanced Exam, level C1
Zertifikat Deutsch Niveau B1