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| **ANA MARIE LOUA – CV No 2009802**To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> addressing to HR Consultant on email: cvcontacts@gulfjobseekers.comWe will contact the candidate first to ensure their availability for your job and send you the quotation for our HR Consulting Fees.  |

**CURRICULUM VITAE**

**Personal Data**

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| Name:   | ANA MARIE LOUA |
| Date of Birth: | 08.05.86 |
| Nationality: | Romanian |

**Personal skills**

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|  | * Good communication skills
* High learning potential
* Customer oriented
* Team interaction skills
* Willing to improve my knowledge
* Positive attitude
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**Work Experience**

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| Role: | **Account Manager** |
| Dates: | **05.2015 – 06.2016** |
| Responsibilities: | * Manage portfolio of clients
* Establish strong operational client relationships
* Maintain a high quality of communications internally and externally
* Closing contracts, making offers generating proposals
* Ensuring all essential aspects of contracts were properly checked
 |
| Company: | DIRECT LINE GROUP (UK) |
| Role: | **Receptionist** |
| Dates: | **02.2014 – 11.2014** |
| Responsibilities: | * Greeting customers on the welcome desk
* Solving administrative tasks
* Receiving telephone calls
 |
| Company: | TEAMNET INTERNATIONAL |
| Role: | **Office Assistant** |
| Dates: | **21.11.2011 – 25.05.2013** |
| Responsibilities: | * Making and receiving telephone calls
* Organising correspondences
* Booking hotels and flight tickets
* Managing employee records
* General assistant to all departments
 |

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| Company: | DIE KUNSTFABRIK S.R.L |
| Role: | **Office Assistant** |
| Dates: | **02.2010 – 01.2011** |
| Responsibilities: | * Handling office correspondence
* Preparing accounting reports
* Liaising closely with the bank
* Organizing business events
 |

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| Company: | LA SELVA DEL MAR |
| Role: | **Bartender** |
| Dates: | **07.2007 – 12.2008** |
| Responsibilities: | * Serving Drinks
* Training other employees
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| Company: | MINI BLUE |
| Role: | **Shop Assistant**  |
| Dates: | **01.2007 – 06.2007** |
| Responsibilities: | * Promoting and selling products
* Taking inventories
 |

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| Company: | REFUGEE WOMEN'S ORGANIZATION -ROMANIA |
| Role: | **Volunteer Project coordinator** |
| Dates: | **06.2003 – 01.2005** |
| Responsibilities: | * Provide support for promotional special events
* Monitor the progress of activities and work of staff
 |

 **Education and Qualifications**

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| Institution: | „Carol Davila University” |
| Qualifications: | **General Nursing (1 Year)** |
| Dates: | **2011** |

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| Institution: | „Teamnet International Training Program” |
| Qualifications: | **ECDL** |
| Dates: | **2013** |

|  |  |
| --- | --- |
| Institution: | ,,Sf. Pantelimon’’ - High School |
| Qualifications: | **Baccalaureat – 8.49** |
| Dates: | **2001 – 2005** |

**Additional Skills**

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| --- | --- |
| Computer: | * Microsoft office – Word, Excel, Powerpoint
* Internet
* Outlook
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| Language: | * English: advanced
* Spanish: medium
* Greek: medium
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I also enjoy keeping fit, dance classes, listening to music and watching TV dramas

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