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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.com](mailto:cvcontacts@gulfjobseekers.com)  We 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 |

**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** |

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| 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 |
| Language: | * English: advanced * Spanish: medium * Greek: medium |

I also enjoy keeping fit, dance classes, listening to music and watching TV dramas

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