



Oana-Alexandra Manea

Date of birth: 30/07/1989

Nationality: Romanian



europass

WORK EXPERIENCE

04/07/2022 Hague, Netherlands

Operational Analyst/FMN Custodian - present NATO Communication and Information Agency

- Custodian for Command&Control Cyberspace, CIS Security and Service Management&Control in Federated Mission Networking.
- Data Modelling in Architecture tools (Aris, Archi).
- Producing, under time pressure, accurate (i.e., verified, validated and consistent) data sets using MS Office tools at an expert level.
- Developing Excel spreadsheet models requiring the ability to use and develop VBA Macros to support analyses.
- Carrying out data collection, collation and analysis using a range of tools (predominantly MS Excel and MS Access but also PowerBI).
- Summarizing results to be presented in MS PowerPoint presentations and MS Word documents.
- Supporting OA SL staff in the development and update of documentation/ reports.
- The work may involve the use of OA techniques such as optimization and use of GIS, simulation, data analysis and statistical software.

31/03/2022 – 29/06/2022 Bucharest, Romania

Senior Project Management Analyst Luxoft (DXC Technology Company)

- Working with Deutsche Bank Customer
- Vendor Management:
 - Local Vendor Management Process - Forecast, Timesheets, invoices confirmation and Monthly Accrual.
 - Vendor Risk Management - Chargebacks & applications, amounts to be recovered, documents & other checks for the VRM transactions.
 - Intra-Group Vendor management - support and manage the 3rd party contract management for the local legal entity in relationship with the consuming intragroup legal entities with all that it entails (i.e., supporting the drafting and signing of Intra group service agreements, schedule of services, GDPR assessments, local committee reviews, reporting, etc.).
 - Portfolio reporting:
 - Prepare operational reports at technology center level for executive stakeholders and audience (scorecards, Headcount Report, FC vs Allocation, etc.)
 - Prepare divisional reports and support the CIO organizations with pre-defined and ad-hoc reporting, business case and analysis need for controlling and/or planning purposes.
 - Stakeholder management:
 - Efficiently engage, manage, and influence the main stakeholders, along with the related emerging risks and opportunities.
 - Continuous Improvement for all the involved-in processes

14/11/2021 – 30/03/2022 Bucharest, Romania

Corporate Finance Analyst British American Tobacco Trading

- Coordinate the carry out of financial processes and budget control according to global planning requirements, facilitate timely and reliable information for the decision-making process.
- Consolidate financial information generated and report accurate financial position for a specific period.
- Analyze financial information, actuals as well as budgeted, validate its integrity and facilitate the decision-making process at all levels.
- Budget and financial monitoring of entities in direct responsibility.
- Provide financial information (historical and forecasted) as well as analyses of real variations and tendencies to other departments, markets, or functions, to give awareness on financial issues of company's interest.
- Guarantee quality, reliability and opportunity of financial information through the analysis and coordination with finance.
- Perform product cost analysis and validate the rationale of deviations.
- Coordinate month end closure activities.
- Build strong business relationship with related teams and departments.

31/01/2021 – 13/11/2021 Bucharest, Romania

Team Leader Data Management British American Tobacco GBS

- Generate and share comprehensive and detailed reports about department performance, mission-related objectives and deadlines
- Maintaining robust data management policies, procedures and processes, and a robust control environment
- Ensure service levels and targets are consistent with quality and timeliness, and that service is delivered in accordance with agreed SLA and TAT
- Ensure that Data Management processes are in accordance with the internal and external audit requirements
- Ensure a controlled environment in which all reports are accurately and timely rolled out, in line with all global standards
- Communicate efficiently with the internal and external Audit teams
- Involved in Data Management projects and initiatives; SOX Controls (daily, weekly, monthly); Initiate and lead Data Management continuous improvement projects
- Proactively communicate and collaborate with Stakeholders to analyze information needs and functional requirements
- Leadership of a team with 6 members
- Coordinating two processes: External Customers and Sales pricing; Verifying two other processes: External Vendors and Exchange Rates
- Maintaining business relationships with Internal and External Audit teams
- Continuous improvement - Projects done: Cherwell, Alteryx - ZA11 weekly report, New Joiners Accesses, Outlook project, Knowledge tests within the team, Daily & Weekly Huddle in Power BI, MDG integration in SAP for External Customers process WIP, Scripts project for external customers and sales pricing WIP)

30/06/2019 – 27/02/2021 Bucharest, Romania

IT Professional Finance Specialist British American Tobacco GBS

- Coordinate with end markets and other GBS departments to ensure that issues regarding IT recharges are solved
- Ensure all billings are done on time
- Prepare and submit weekly/monthly reports
- Preparation of monthly/yearly closings
- BPC forecasting for IT recharges - CY and CY+1
- Adjusting P&L (monthly) & BS/CF (in SOP4 and SOP10)
- Calculate accruals for the unbilled internal invoices - Alteryx improvement for monthly/quarterly accruals
- Reconcile the recharges file with SAP/BPC actuals
- Calculate WHT accruals
- Prepare journals for IT global recharges billing as per the group timetable
- **Involved also in other BAT projects - Black Belt improvement project (IT recharges and BS mismatches alignment)**

31/12/2017 – 29/06/2019

Financial Analyst Banca Transilvania

Banking

- Performing the economic and financial analysis, evaluating the financial performance of the client, checking the applicant's eligibility criteria in the product specific criteria
- Verifying the existence of all documents and information necessary for the preparation of the facility proposal / credit report; verifying the factual and scriptic existence of the proposed collateral; preparing the facility proposal / credit report on the basis of the analyzes performed
- Complex financial analyses and models to aid in investment decisions
- Conduct due diligence investigations of client companies
- Research price, distribution and other transactions and make suggestions for the company to improve revenue
- Support the preparation of detailed memoranda and presentations describing the key attributes of client companies
- Managing over 50% local customers – full analysis and customer service

31/03/2015 – 30/12/2017

Engineering Sales Administrator & Key Account Manager Fluorocarbon Group UK

Oil & Gas

- Develop trust relationships with a portfolio of major clients to ensure they do not turn to competition (Army, Defense, Aerospace, Medical, Auto Industries)
- Acquire a thorough understanding of key customer needs and requirements
- Expand the relationships with existing customers by continuously proposing solutions that meet their objectives
- Ensure the correct products and services are delivered to customers in a timely manner

- Serve as the link of communication between key customers and internal teams
- Resolve any issues and problems faced by customers and deal with complaints to maintain trust
- International Sales, Plastics, Continuous Improvement, Product Development, Customer service
- Supply Chain Management, Negotiation, Engineering, Materials, Quality System
- Play an integral part in generating new sales that will turn into long-lasting relationships
- Prepare regular reports of progress and forecasts to internal and external stakeholders using key account metrics
- New business development, Details for machining
- Machine tools, Lean manufacturing
- Selling machined products
- Preparing weekly sales meeting
- Training new joiners
- Strong business relationships with Finance, AR/AP departments

08/2010 – 06/2011 Zimnicea

● **Back Office (Internship)** Birou Notarial "Florian Chirita"

Juridical

- Preparing specific contracts, inheritance, succession etc.
- Managing relationships with local associations, national or international
- Maintaining relationships with clients
- Preparing & arranging documents

EDUCATION AND TRAINING

● **01/10/2022 – CURRENT** Bucharest, Romania

● **PhD in Management - WIP** SNSPA

● **13/05/2020 – CURRENT**

● **CIMA - in progress** CIMA - Certif Level done, E1 Managing Finance in a Digital World done, F1 Financial Reporting WIP

● **08/2011 – 06/2013** Targoviste

● **Strategic Marketing** Faculty of Economic Sciences

Master's degree. *PR, Marketing researches, Strategic marketing, Supply Chain Management, Consumer behavior, Promotional techniques, Statistics, Logistics*

● **08/2008 – 06/2011** Targoviste

● **Business Administration** Faculty of Economic Sciences

Bachelor's degree. *Accountancy, Public finances, Management of Human Resources, Marketing, Global economy, Tourism economy, Hotel and restaurant technology, International Trade, Statistics, Econometrics*

● **07/2004 – 05/2008** Zimnicea

● **Mathematics and Informatics** Theoretical High School

Mathematics, Informatics, Geography, English.

LANGUAGE SKILLS

MOTHER TONGUE(S): Romanian

Other language(s):

English

Listening C1

Spoken production C1

Reading C1

Spoken interaction C1

Writing C1

DIGITAL SKILLS

Microsoft Office: proficient user of Word, Excel and Powerpoint | SAP MDM | SAP - Online software for accounting, SAP ERP (FICO MM Success Factors) | Agile (Scrum & Kanban) | Lean Six Sigma | Power apps: Power BI | CRM - Siebel | SIEBEL | SAP, Charisma MS Office suite(Excel, Power Point, Word) MS Windows | money, banking and finance | communication: word, skype, teams, banking tools | IT Service Management (Cherwell) | eFlow | BPC Tool | SAP Business Planning and Consolidation (SAP BPC) | DMS / SharePoint | SQL (MySQL) | VBA macros creation for Excel

PUBLICATIONS

Publications

- "Inserting a Microsoft platform in a book deposit" - Supplier relationship management (2009, *Targoviste, Romania*)
- "International trade: from theory to practice" | preface and content, Lucretia Mariana Constantinescu (2010, *Targoviste, Romania*)
- "Comparative analyze of hotel's services quality" (2011, *Targoviste, Romania*)

- "Strategies for tourism development in the South of Romania" (2012, *Alba-Iulia, Romania*)
- "Benchmarking: Hotel Inter 4* Romania and Hotel Spa Perun 4* Bulgaria" (2013, *Targoviste, Romania*)
- "Fluorocarbon's competitor analysis for PEEK material in Europe in medical and aerospace industries" (2015, *Alexandria, Romania*)
- "The balance - Accountancy" (2018, *Bucharest, Romania*)
- "Internal and external communication in Fluorocarbon UK Group" (2018, *Bucharest, Romania*)
- "Managing Businesses in a Digital World - Covid 19 Impact: Innovation Tools and Techniques" (2022, *Graz, Austria*)

Link <https://www.conference.ase.ro/>

DRIVING LICENCE

Driving Licence: B

PROJECTS

Projects

- jobssup | Marketing Business Developer (starting with dec. 2017)
- Accessing EU Structural Funds (nov. 2018)
- Accruals for IT recharges - 1.4 hours saving/month (nov.2020)
- South Africa weekly and ad-hoc report (Data Management - external customers) - 12 hours saving/month - Yellow Belt certified (June 2021)

HONOURS AND AWARDS

Honours and awards

- entrenews.net | nominalized for Best Mobile Website - Gala Best Mobile Awards (2016, *Bucharest, Romania*)
- Geography | second place - County Olympics (2003, *Teleorman, Romania*)

JOB-RELATED SKILLS

Job-related skills

- Innovation/Creativity
- Volunteering
- Team spirit
- Leadership/Coaching

OTHER SKILLS

Other skills

- Good communication skills gained through my experience
- Good command of quality's control processes
- Oriented attitude by solving problems

TRAININGS

Trainings

- Sharepoint, Banking&IT Security, Project Management, Vendor Risk Management, Retention Strategy (2022, Bucharest, Romania)
- Corporate finance trainings: IFRS16; P&L, BS, CF; Accruals for Year End (2022, Bucharest, Romania)
- SOx Controls for External Customers, External Vendors and Exchange Rates (2021, Bucharest, Romania)
- Coaching, Leadership, Motivate by creating meaning, Managing team conflict, Design thinking, Cultivating mental agility, Strategic thinking, Communicating with diplomacy & tact, Digital DNA, How to stop wasting time in meetings (2021, Bucharest, Romania)
- ECC for Financing & BPC Management (2019, Bucharest, Romania)
- Legal Training - Corporate (may 2019, Bucharest, Romania)
- Entrepreneurship (nov. 2018, Azuga, Romania)
- Financial Analysis (aug. 2018, Bucharest, Romania)
- Accountancy, Finance & Banking (jan. 2018, Alexandria, Romania)
- Engineering (oct. 2017, Alexandria, Romania)
- New business strategies (apr. - aug. 2017, Alexandria, Romania)
- Technical PTFE sheets & tape + etching (may 2017, Manchester, UK)
- Brexit (sept. 2016 - jan. 2017, Hertford, UK)
- Purchasing - PO from MRP, PO manual item, PO manual services (oct. 2016 Alexandria, Romania)

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- Wrike Project Management - Technical requests (jul. 2016, Hertford, UK)
 - Spanish for Business (jan. 2016 - dec. 2017, Alexandria, Romania)
 - Best practices for communications (jun. - aug. 2016, Hertford, UK)
 - Logistics / Incoterms | Debbie Hopkins - Chamber of Commerce UK (aug. 2015, Alexandria, Romania)
 - Public relations + IT - Genesis Application SmappGo (jun. 2014, Bucharest, Romania)
 - English for Business (sep. 2007 - jun. 2008, Zimnicea, Romania)

PRESENTATIONS

Presentations

- Daily/Weekly Agile meetings
- Monthly departmental Data Management meetings - Top Team
- Quarterly meetings NWEA, Africa, Asia - FD's & other types of stakeholders
- Monthly/Quarterly meetings with different DRBU's/Company Codes/End Markets

HOBBIES

Hobbies

Art, Music, Ski, Tennis