

## Contact

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## Top Skills

Microsoft Office  
Customer Service  
Management

## Languages

Spanish (Full Professional)  
French (Professional Working)  
English (Limited Working)

# Andreea Mihailescu

Billing Consultant at SNC-Lavalin  
Romania

## Summary

Communication skills, Fast learner, dedication/hard-working/work ethic/tenacity, Attention to details

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## Experience

SNC-Lavalin  
Billing Consultant  
August 2018 - Present  
Bucharest, Romania

METAPLAST SRL  
Accountant - METAPLAST SRL  
January 2017 - Present  
Bucharest, Romania

closes the advances from suppliers  
registration in CHARISMA of all utilities, leasings, etc for invoices  
creates NIRS, resort facilities and private consumptions  
checks the correct registration between accounts and its closure(Class 2, 3, accounts 401, 404, 408, 409, 481, class 6)  
month end journals for all acquisitions  
creates deductible expenses  
creates INTRASTAT declaration for acquisitions  
has to know all policies established by the Handbook of Policies and Accounting Procedures

Help Net Farma  
Invoice operator  
May 2014 - December 2016 (2 years 8 months)  
BUCURESTI

Creating, validation and registration of invoices in the informatic system for the accounting of stocs, accompanying documents between pharmacies, returns of products to other suppliers, assures a relation with other departaments such as acquisition and accounting .

Since september 2015 i am in the Financial-Accounting team and i must take the invoices from 40 pharmacies, meaning data verification for the bills, correction of errors, documents archive and relation with The Assurance Houses of Health for those bills.

#### Valoris

Call center agent

October 2013 - February 2014 (5 months)

Bucuresti

Support for telecom clients. Meal tickets

#### Field Insights

Call center agent

February 2013 - October 2013 (9 months)

Realises qualitative and quantitative studies, surveys in different fields

#### Bitech Company

Call center agent

December 2012 - January 2013 (2 months)

Bucharest, Romania

Making telephone calls, contacting ENEL clients and providing information of their account.

Negotiating deadlines for invoice payment

Updating the information system based on the new data obtained It was a definite term project. Meal tickets

#### Remark Call Direct

Customer Care Agent

September 2012 - November 2012 (3 months)

Bucharest, Romania

Contacting potential clients Promotion and selling by telephone cosmetics products Meal tickets

#### Swiss Solutions

Translator

September 2010 - August 2012 (2 years)

Bucharest, Romania

spanish translations

#### Everest Foods

HR inspector (part time)

January 2008 - January 2010 (2 years 1 month)

Preparing the documents for hiring new employees, verifying that all requested documents have been brought and the file is complete

Preparing the labor contracts and registering them at the Labor House

Preparing the decisions for ceasing the labor contracts, or additional acts and registering them at the Labor House

Screening resumes

## FINCO&PARTNERS

### BROKER

October 2007 - March 2008 (6 months)

Bucharest, Romania

- closure of contracts for private allowances
- searches the market for clients
- presents the company's offer

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## Education

Universitatea „Hyperion” din București

Bachelor's degree · (2015 - 2018)

### Continuous Learning

Certification, General Studies · (2012 - 2016)

University of Bucharest

Master's degree, TRADUCEREA TEXTULUI LITERAR  
CONTEMPORAN · (2010 - 2012)

### Continuous Learning

General Studies, Certification · (2007 - 2012)

University of Bucharest

Licentiate degree, LIMBI SI LITERATURI STRAINE · (2007 - 2010)