



# ALEXANDRA CATALIN

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My professional objective is to secure a challenging and rewarding role at a steel company, where utilizing my exceptional communication and management skills and in-depth knowledge of purchasing and administrative procedures, can add significant value in driving the success of the company.

## EXPERIENCE

DEC 2021 – DEC 2022

### **PURCHASING MANAGER, MORAD METAL, ROMANIA**

- Overseeing the procurement of raw materials, equipment, and supplies necessary for the production of steel and rebar
- Identifying and evaluating suppliers, negotiating contracts and prices
- Managing the purchasing process to ensure timely delivery of goods and materials
- Developing and maintaining relationships with suppliers
- Staying informed about market trends and price fluctuations
- Working closely with other departments such as production, finance and logistics to ensure timely delivery of materials
- Ensuring that all purchasing activities are carried out in compliance with company policies and procedures
- Playing a critical role in the success of the factory by ensuring the company has the materials it needs to operate efficiently and effectively.

AUG 2020 – OCT 2021

### **ADMINISTRATIVE TRANSLATOR, ROMANIAN EMBASSY IN LEBANON**

- Facilitating accurate and timely translation of a wide range of official documents.
- Providing support and guidance to visa applicants throughout the visa application process.
- Legalizing personal documents, such as death, birth, and marriage certificates to ensure their authenticity and validity for official use.

DEC 2017 – AUG 2018

### **PROJECT COORDINATOR, ONIX RESIDENCE, ROMANIA**

- Coordinating and overseeing the work of contractors and vendors
- Assisting with budget preparation and management
- Assisting with human resources and recruiting tasks such as scheduling interviews and onboarding new hires
- Assisting with the planning and coordination of events and projects
- Assisting with the preparation of presentations, reports and other documents

**DEC 2016 – DEC 2017**

**PROJECT MANAGER, TOP EXPERT, ROMANIA**

- Successfully managed four company projects, implementing strategies to ensure efficient stock maintenance and movement.
- Successfully applied for and obtained full funding for a company project through the "Startup Nation" EU grant program.
- Organized and established a sales department, resulting in improved performance and productivity.
- Attended the FIATA conference in Zurich, Switzerland to stay informed of industry developments and network with industry professionals.
- Created a storage facility from the ground up, including financial planning and budgeting.
- Established relations with agents in China and negotiated favorable contract terms and payment methods.
- Collaborated with multiple international transport service providers to ensure efficient and timely delivery of goods.

**NOV 2015 – SEPT 2016**

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**APR 2015 – OCT 2015**

**PROJECT ASSISTANT, K-BUILD C&E, LEBANON**

- Responsible for purchasing supplies for all projects and coordinating their delivery to sites.
- Accounted for labor salaries for 350 on-site employees.
- Assisted in employment duties, including hiring and conducting interviews.
- Prepared reports for each project to ensure efficient flow of goods to the construction site.

**SEPT 2012 – MAY 2015**

**OFFICE MANAGER, AMIRA INDUSTRIES N.V, LEBANON**

- Prepared reports for upper management to provide insight into logistics operations and performance.
- Facilitated communication between production, sales, and distribution stages to promote a healthy and efficient supply chain.
- Outsourced employees for the company and related companies to support logistics operations.
- Provided travel information and booking assistance to support logistics-related business travel.
- Managed purchasing and logistics orders for the firm and sister companies, ensuring timely and accurate delivery of goods.

## EDUCATION

JUNE 2018

**MASTER'S DEGREE IN INTERNATIONAL BUSINESS MANAGEMENT**, ASE –  
UNIVERSITY OF ECONOMIC STUDIES - ROMANIA

MAY 2016

**BACHELOR'S DEGREE IN BUSINESS MANAGEMENT**, AMERICAN UNIVERSITY OF  
SCIENCE, ART & TECHNOLOGY – LEBANON

## SKILLS

- MS - Office
- Official Document Translation
- Communication
- Project Management
- Negotiation

## LANGUAGES

- **Romanian**: (written spoken excellent) (typing)
- **Arabic** (written, spoken excellent) (typing)
- **English**: (written spoken excellent) (typing)
- **French**: (written, spoken conversational)

## DRIVING LICENSE

- B Category