

## MIHAELA IRINA GAMAN

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### Career goal

Availability: Full time

Willing to travel: Yes

### Experience

#### **Arrears Officer**

Period: February 2012 - present (4 years and 4 months)

Company and location: ALPHA BANK ROMANIA SA, BUCURESTI

Job domain / occupation: Finance

*The management of the insolvency / bankruptcy cases, preparing files for insolvency / bankruptcy legal department, various litigious files on the portal for creditors meetings, establishing strategies for the realization of assets and restructuring loans*

#### **Specialist Workout**

Period: April 2011 - August 2011 (4 months)

Company and location: CREDIT EUROPE BANK SA, BUCURESTI

Job domain / occupation: Finance

*Insolvency / bankruptcy case files preparation*

#### **Follow-Up Specialist** (Full time)

Period: July 2010 - April 2011 (9 months)

Company and location: CREDIT EUROPE BANK SA, BUCURESTI

Job domain / occupation: Finance

*Enforcement case files preparation as well as insolvency / bankruptcy case files preparation.*

#### **Credits Specialist** (Full time)

Period: March 2007 - July 2010 (3 years and 4 months)

Company and location: CREDIT EUROPE BANK SA, BUCURESTI

Job domain / occupation: Finance

*Employees' credit files preparation, analysis, granting and administration*

#### **SME Junior Credit Administrator** (Full time)

Period: November 2006 - March 2007 (4 months)

Company and location: CREDIT EUROPE BANK SA, BUCURESTI

Job domain / occupation: Finance

*Preparing credit files based on the documents received from the subsidiary, granting the credits; setting the reimbursement chart; registering the guarantees; collecting the commissions; making the reimbursements; maintaining a permanent cover with the approved collaterals*

#### **Junior Sales Agent** (Full time)

Period: October 2005 - November 2006 (1 years and 1 months)

Company and location: CREDIT EUROPE BANK SA, BUCURESTI

Job domain / occupation: Finance

*Promoting bank products, preparing individuals' loans and credit card applications*

#### **Assistant manager** (Full time)

Period: July 2005 - September 2005 (2 months)

Company and location: MEGA IMAGE SRL, BUCURESTI

Job domain / occupation: Sales

*Store assistant manager .*

*Store Surveillance (office managing activities, checking orders and receiving products)*

## Education

### **Master / Postuniversity degree**

Universitatea Crestina Dimitrie Cantemir (2006 - 2008), BUCURESTI

Major: European Studies

*Specialization European Integration - Master's degree diploma (full time courses)*

### **University (graduate)**

Universitatea Crestina Dimitrie Cantemir (2001 - 2005), BUCURESTI

Major: Political sciences

*Specialization : Political Science (full time courses )*

### **High School / Vocational School**

National College „Mihai Eminescu” , Bucharest (1997 - 2001), BUCURESTI

Major: Foreign Languages and Literature

*Specialization Foreign Languages - Intensive French Language*

*Humanistic profile – Intensive foreign languages*

## Skills

Driving license: Yes

Spoken foreign languages:

Romanian - Native

French - Medium

English - Medium