

# RAZVAN CRISTIAN GHETU

---

M, 18.12.1985, unmarried

**Address:** Bd. Chisinau nr 25

**Phone:** 0758098820

**Email** gheturazvan@yahoo.com

**Driving License:** Cat. B., since 01.01.2005

## OBJECTIVE

**Tip job:** *Full time*

**Department:**

**Residence city:** *Bucuresti*

**Working City:** *Bucuresti*

**Career Level:** *Mid-Level/Peste 3 Ani Exp*

**Availability:** *anytime*

## WORK EXPERIENCE

**Financial Analyst** 01.02.2007 - 01.10.2010

**Company:** Geboc Romania / APT resources SRL.

**Working city:** Bucuresti

**Salariu:** CONFIDENTIAL

**Department:** Customer/Client Service

**Company activity field:** IT industry

**Responsibilities:**

- validating and approving claims received from the customer
- logging claims in the sistem and resolving them
- keeping track of older , unresolved claims.
- follow up
- inventory management

**Achievements:**

- our team grew steadily , surpassing its own revenue records for 5 times in one year

**Benefits:**

- luch tickets
- medical insurance
- free pases for spa , pool , squash

**Project Controller** 10.01.2010 - prezent

**Company:** Geboc Romania

**Working city:** Bucuresti

**Salariu:** CONFIDENTIAL

**Department:** Finance/Accounting

**Company activity field:** IT industry

**Responsibilities:**

- Invoicing on a weekly basis and maintaining and tracking project financial
- 3rd party purchasing process
- Account reconciliation (Accruals and Deferrals checking);
- Financial reports analysis and forecasting, reporting - data preparation
- Teleconferences regarding project status meetings and maintaining HP standard project documentation.

**Benefits:**

- Lunch tickets -medical insurance
- free passes for spa , pool , squash

## EDUCATION

**Studies:**

2005-2008 Bachelor`s degree in Management Informatics at Romanian American University

**Courses, certificates & awards:**

-

## ABILITIES

**Foreign Languages(writing/speech/reading):**

english (advanced,advanced,advanced)

**PC Skills:**

- SAP – Financial module
- SAP - Material Management module
- SAP - BW
- IRL, SANDY, GED1 - Various web based applications for reporting and logistics.
- Pandora - Web based application used to register complains from the customer
- Excellent usage of Microsoft Windows
- Troubleshooting skills for Windows
- Experienced in using Video and Sound editing software
- Web design capabilities , SEO and SEF

**\*\*\*\*Other skills or details that are relevant to your CV**

- Proactive
- Stress resistant
- Flexibility
- Ability to work under minimum supervision
- Client orientation
- Easily adaptive.
- Resourcefull