




PERSONAL INFORMATION

Sorana Mihaela MĂNOIU (căș. MIHAI)



 Cluj-Napoca (Romania)
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 manoiu_sorana@yahoo.com;

Sex Female | Date of birth 18/09/1988 | Nationality Romanian

WORK EXPERIENCE

02/2017–Present

General Ledger Specialist

E.ON Business Services Cluj S.R.L., Cluj-Napoca (Romania)

- Internal Controls Spock for General Ledger UK market
- member of internal projects (reconciliation of accounts, implementing a new tool regarding the internal updated procedures, Standardization project).
- Contract capturer for IFRS 16 Leasing accounting project: captures accounting relevant data of each single contract for new and any accounting relevant contract changes and also trainer for new team members of Leasing Accounting Department.
- TAGETIK project: involvement in the process of implementing the new consolidation reporting platform and provide help and explanations for the other colleagues from UK and Italy markets when they needed.
- internal trainer for General Ledger Department: involvement in the onboarding process, in the internal project "GL Knowledge Sharing", preparation of assessments for the new joiners and evaluation of results, organizing the internal trainings and organizing the team building activities.
- being involved and have the responsibility in the UNIPER deconsolidation analyses.
- responsible for Open Items Project for General Ledger UK market.
- responsible for technical close of sub-ledger and general ledger accounts [key user task] and for revaluation of accounts.
- perform month-end, quarter-end and year-end account closing activities and reconciliations for complex companies.
- perform I/C reconciliations of balance sheet, income statement and segments as well as perform I/C adjustment postings for complex companies.
- maintain general ledger accounts and prepare journal entries for accruals, prepayments and variances.
- perform accounting analysis and prepare tax pack for complex companies, to give a clear and accurate picture regarding the costs/revenues incurred during one fiscal year and determine whether those are allowable.
- provide appropriate accounting information to customers/ Accounting Business Partners when needed.
- ensure accuracy of financial statements in accordance with local GAAP/IFRS and compliance to internal procedures.
- reporting of management and legal statistics to support decision-making purposes for complex companies.

Business or sector Accounting activities

08/2014–01/2017

General Ledger Clerk

E.ON Business Services Cluj S.R.L., Cluj-Napoca (Romania)

- member of internal projects (reconciliation of accounts, implementing a new tool regarding the internal updated procedures and Standardization project).

- perform month-end, quarter-end and year-end account closing activities and reconciliations.
- maintain general ledger accounts and prepare journal entries for accruals, prepayments and variances.
- perform consolidation reporting including supplemental forms, inter-company transactions and reconciliations using SAP SEM and ICBI tool.
- perform accounting analysis and prepare *tax pack*, to give a clear and accurate picture regarding the costs/revenues incurred during one fiscal year and determine whether those are allowable.
- provide appropriate accounting information to customers/ Accounting Business Partners.
- balance sheet accounts reconciliations that are in GL responsibility.
- perform bank reconciliation activities (analyse bank statements in different currencies, prepare the actual journals taking in account the sales invoices, the monthly debts, cash call activity).
- ensure accuracy of financial statements in accordance with local GAAP/IFRS and compliance to internal procedures.
- analyse source documentation and execute IFRS and recurring GL postings independently.
- trained new joiners on General Ledger process.
- reporting of management and legal statistics to support decision-making purposes.

Business or sector Accounting activities

11/2013–07/2014

Junior Accounting Clerk / Master Data Clerk

E.ON Business Services Cluj SRL, Cluj-Napoca (Romania)

- processes required accounting documents in SAP (master data entries).
- ensures timely and accurate processing of relevant accounting documents in accordance with performance and quality standards defined in the applicable desktop procedures.
- work in a project of clearing the double entry vendors for Sweden.
- involvement in the transition and standardization process (Germany).
- keeping in touch with the support team from Germany.
- creates, changes and removes vendor master data, as required, in MDH, Outlook and Workflow;
- performs regular checks on double entries.
- internal control of the department.
- introduce in system (SAP) the certificates of exemption for vendors that work in construction.
- achieving periodic checks of the database to prevent double entries.

Business or sector Accounting activities

10/2011–12/2011

Participant in the project "Implementation of a system consistent with European powers in the Master degree in economic analysis and evaluation of assets and business" Contract POSDRU/86/1.2/S/53849

(Romania)

Analyzed financial statements and annual trial balances for a number of four companies in order to process the information and calculate the financial indicators

Business or sector Education

09/2009–09/2013

Accountant

Doctors

Cash accounting: prepare financial documents and statements to assess accuracy, completeness and conformance to reporting and procedural standards.

Business or sector Accounting activities

04/2009–06/2009 **Intern in Financial Accounting Department**

SC Waldhaus SRL
Vidraru Street, no. 17-19, Cluj-Napoca (Romania)

Business or sector Accounting activities

EDUCATION AND TRAINING

11/2017–12/2017 **Train the Trainers Training**

Obtain the Trainer Certificate.

10/2012–Present **PhD Student**

Babeş-Bolyai University, Faculty of Economics and Business Administration, Cluj-Napoca (Romania)

Corporate Governance and the financial reporting process - areas of research

Teaching activities (seminars on Basic Accounting).

Principal Courses: Policies and accounting treatments, Audit and Management Control, Econometrics.

For one year (October 2014 – September 2015) I was implicated in the POSDRU Project "Performance and excellence in doctoral and postdoctoral research in the field of economic sciences in Romania", **POSDRU/159/1.5/S/134197** CONTRACT.

Research activities including the participation in research seminars and projects, publication of scientific papers, participation in national and international academic conferences.

CONFERENCES:

- International Conference in Economics, Management and Accounting (**ICMEA**), November 2012, Alba Iulia.
- International Conference ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS (**AMIS**), Faculty of Accounting and Management Information System, The Bucharest University of Economics Studies, June 2013.
- International Conference ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS (**AMIS**), Faculty of Accounting and Management Information System, The Bucharest University of Economics Studies, June 2014.
- POSDRU 134197 Conference, Bucharest, December 2014
- International Conference Finance and Performance of Firms in Science, Education and Practice, **Tomas Bata University in Zlin, Czech Republic**, April 2015.
- Conference 18th Edition, Current Issues in the Economic and Social Thinking, Science and Practice, Dimitrie Cantemir Christian University Bucharest, Faculty of Economic Sciences Cluj-Napoca, May 2015.

RESEARCH SEMINARS:

- Workshop **IAAER**, ACCA, Faculty of Accounting and Management Information System, The Bucharest University of Economics Studies.
- Doctoral Course **AAC**, Faculty of Economics and Business Administration, Cluj-Napoca.

10/2010–07/2012 **MASTER OF ACCOUNTING AND AUDITING EXPERTISE**

Babeş-Bolyai University, Faculty of Economics and Business Administration, Cluj-Napoca (Romania)

Intercultural communication in business (English), International Accounting, Auditing Standards, Evaluation for financial reporting, Financial Diagnosis, International Financial Reporting Standards, Strategic Management of Human Resources.

Participant in the project "Implementation of a system consistent with European powers in the Master degree in economic analysis and evaluation of assets and business" **POSDRU/86/1.2/S/53849** Contract

10/2007–07/2010

Bachelor in Economics - ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS

Babeş-Bolyai University, Faculty of Economics and Business Administration, Cluj-Napoca (Romania)

Financial Accounting, Financial Analysis, Financial and banking management, Foreign language applied to business (English), Business communication (Spanish), Deontology and Ethics in Accounting, Financial Auditing, Databases and Programs.

Obtain the Certificate LINGUA of Language Ability in Business English (20/03/2010).

09/2003–06/2007

High School Diploma – Science

High School " Nicolae Titulescu", Pucioasa (Romania)

Chemistry, Biology, Physics, Economy, Mathematics M1-2.

Obtain the European Computer Driving Licence - ECDL (06/12/2006).

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	B2	B2	B2
Obtain the Certificate LINGUA of Language Ability in Business English (20/03/2010).					
French	B2	B2	B1	B1	B1
Spanish	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

Team work spirit and sociable (I have worked in various types of teams from research teams to project teams).

Communication skills and networking (teaching and public presentations improved my abilities of expression and communication).

Organisational / managerial skills

Good experience in team and project management, sense of organization and eager to learn new things. I made voluntary at TNT (Young for Young).

Job-related skills

During time, I have acquired skills such as: capacity of analysis and synthesis, to meet my deadlines, attention to details, to manage my time well and achievement of the responsibilities according to priorities. Also, I have demonstrated that I am a proactive person that meet the deadlines and have initiative in process improvements.

Building collaborative relationships - I have the ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.

Thoroughness - ensuring that one's own and others' work and information are complete and accurate. I prefer the quality work instead of quantity one.

Detailed oriented and achievement of the responsibilities according to priority.

Digital competence

Good command of Microsoft Office (Word, Excel, PowerPoint, Outlook), SAP FI and SAP SEM knowledge, ICBI tool, Visual FoxPro. Competent with accounting software (Saga). Obtain the E.C.D.L. European Computer Driver Licence (2006).