PERSONAL INFORMATION

Mihai Bogdan

📍 Cluj-Napoca, Romania

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Sex Male |

EXPERIENCE

November 2021 – Present

Team Leader Data Analytics
Ernst & Young

- Extract, clean and transform customer data in order to generate the following types of analyses: General Ledger, Trade Receivables and Trade Payables, Property Plant and Equipment, Cash, Payroll, and Inventory.
- Process the data in tools such as: MS Excel, SQL, Alteryx, Power BI, Python, Spotfire, Monarch etc.
- Review and verify the integrity, completeness, validity, accuracy and consistency of data needed for analyses.
- Nurture a continuous learning culture within the team, offer support for the development of the team members.
- Set objectives, delegate tasks, and measure performance within the team.

December 2018 – October 2021

Business Intelligence Senior Specialist
Alstom (former Bombardier Transportation) – Procurement & Supply Chain

- Owner of the **Reporting** and **Governance** for Headcount Management within Procurement & Supply Chain Function;
- Main *stakeholders*:
    (1) Capacity & Capability Manager, Finance Controller and HR Planning Manager in order to implement the Forecast and Budget Exercises;
    (2) Regional PMOs for alignment between HR and Finance, receive input for budgeting and monthly evolution of actual headcount vs. budgeted headcount.
- **Developed Dashboards** in **Microsoft Excel**, **Power BI** and **Qlik Sense**, delivered ad-hoc analyses;
- Upload Headcount Budget in Planning Tool (**SAP** *BEx Analyzer*);
- **Trainer** for **Microsoft Excel** (100+ hours of class training)
- **Lead coordinator** for the adoption of **Power BI** and **Qlik Sense** within the department.

October 2019 – May 2020 (2 semesters)

Associated Teacher
Babeș-Bolyai University – Faculty of Economics and Business Administration

- Develop and deliver teaching materials for **Strategic Management** and **Entrepreneurship** subjects;
- Assess project presentations and provide feedback;
- Create and grade tests for students.

June 2017 – November 2018

Coordinator – Material Master Data Management
Genpact Romania

- Database administration for materials (SKUs) in **SAP**: pricelist uploading, material creation, material changes (availability, pricing, extension), lead times;
- Database maintenance through **SQL**: data preparation, data uploading, data validation; converting unstructured data into structured data;
- End-to-end Knowledge Management transition: from designing the process until handover to a new team: establishing procedures, process maps, standardization, automation where possible, writing standard operating procedures and delivering training;
- **Trainer for Microsoft Excel** (170+ hours of class trainings);
- **Trainer** for future trainers.

November 2015 – May 2017	**Process Associate/ Senior Process Associate – Order Management** **Genpact Romania**

- *Order processing*: working on customer's orders in **SAP/ JD Edwards**, ensuring SLAs such as turnaround time and accuracy, materials in stock management are met;
- *Customer service activities:* answering customer's queries, reverse logistics;
- *Lean Promoter* – disseminating *lean philosophy,* implementing & mentoring improvements on operations, presenting team's status to higher management;
- *Reporting activities (*volumes, accuracy, lead times).

October 2013 - May 2016	Volunteer **Economists Students Organization**

SKILLS

Language skills Romanian (Native); **English** (C1); **French** (A2 understanding, A1 speaking and writing)

Human skills **Leadership:** practiced through coordinating activities, development initiatives, team huddles.
Trainer (Excel and Power BI Trainer and trainer for future trainers) – **Teacher** (Babes-Bolyai University) – **Coach** (Leadership Academy Genpact).
Presentation skills: grounded while delivering class trainings and teaching.
Interviewing and assessment: interviewer for new hires or internal roles where had responsibilities to evaluate candidates, decide, and provide feedback.
Knowledge dissemination: by being involved into a handover transition, creating Excel, Power BI and Qlik Sense training materials and standard operating procedures.
Curiosity and initiative: learned on my own **Python, R, Power BI** and **Qlik Sense** using online courses and books.
Business acumen on Procurement and Supply Chain processes: Strategic Approval Assessment of Suppliers, Supplier Performance Management, Supplier Risk Management, Supplier Chargeback, etc.

Hard skills **Microsoft Power BI:** applied the knowledge to develop dashboards on my process, created training materials and delivered internal trainings together with some colleagues.
Qlik Sense: created dashboards and delivered three introduction sessions to my colleagues.
Microsoft Excel: run the day-to-day activities on my current role and implemented process automations.
SAP: the working ERP system for *order management* and *material master data* roles.
SAP *BEx Analyzer* as headcount planning tool.
SQL: liaison between unstructured and structured data, running data queries, creating/ changing master data rules.
JD Edwards ERP: on the *order management* role.
Python: worked on this programming language for my PhD research (data analysis, data visualization, machine learning, text mining - by using *numpy, pandas, Scikit-learn, seaborn, matplotlib. pyplot, NLTK* packages etc.).
R: performed statistical analyses for my research; meta-analysis (by using *meta, metafor, metaSEM, ggplot2* and other packages etc.).
Strong analytical skills: reporting activities for customers and top management, designed employee performance assessment scorecards, calculated productivity impact of process improvements.
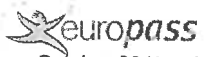
EDUCATION

October 2017 - Present	PhD Student

Babeș-Bolyai University – Faculty of Economics and Business Administration
Domain: Management

- Research topic: *Big Data Analytics impact upon Organizational Performance;*
- Published 4 articles as first author;
- Speaker at 3 International management conferences 1 in Cluj-Napoca and 2 in Bucharest;
- Participated at *Data Science International Summer School* on August 2018 organized by Bucharest University of Economic Studies.

October 2015 – July 2017

Master's Degree

Babeș-Bolyai University – Faculty of Economics and Business Administration

Specialization: Entrepreneurship and Business Administration

October 2012 – July 2015

Bachelor's Degree - *Valedictorian*

Babeș-Bolyai University – Faculty of Economics and Business Administration

Specialization: Management