



Andrada Ioana Sabau

ABOUT ME

With a master degree in accounting expertise and financial audit, a bachelor degree in business administration, and work experience in audit, economics, HR and administration, I really enjoy solving problems and identify the people needs. Since 2020, beside other activities, my focus was on researching the topic of corporate governance and financial fraud, in the context of my PHD studies. Capable of proposing structural and strategic changes that will make the business more profitable and more efficient. Keen learner and open in learning new approaches.

On the personal level, I'm passionate about reading, especially books about philosophy and personal development. Also I really enjoy traveling and connecting with people.

WORK EXPERIENCE

[01/12/2022 – Current]

Chief Financial Officer

ELRON ENERGY CO SRL

City: Cluj-Napoca | **Country:** Romania

- selecting the invoices intended for payments;
- managing the suppliers payment process;
- tracking the expenses at the level of the economic entity;
- keeping the track of cost per project/activity;
- issue invoices;
- keeping in contact with the clients regarding the payments;
- preparing the monthly documents for the accounting department;
- maintaining the relationship with the accounting department;
- solving problems which might appear;
- keeping in touch with the bank;
- preparing files for the bank;
- tracking the necessarily criteria for the banks;
- paying the monthly salaries per employee;
- tracking the expenses per employee.

[01/10/2022 – 15/07/2023]

Associate Professor

Faculty of Business Administration

City: Cluj-Napoca | **Country:** Romania

- during the academic year, I was associate professor in the finance department of the Faculty of Business Administration, Cluj-Napoca.
- I prepared the materials for application and practical activities. In the first semester the topic was on the company's finances and in the second semester, public finances.
- I have graded the students during the semester;
- I have verified and graded the students for the projects;
- I went as a supervisor professor for the exams;

- I have graded the exams;
- To have a organized procedure, I have created a worksheet in which every student was graded per activity, project and exam;
- I have organized the presentation of the students projects.

[01/06/2021 – 30/11/2022]

Office manager

ELRON GRUP SRL

City: Cluj-Napoca | **Country:** Romania

Project processes:

- managing the process with the files placed at the City Hall;
- understanding the client's needs and clarifying it with the team;
- the link person between the client-City Hall-company
- able to effectively collaborate as part of a productive team, as well as self-manage during independent projects.

Human resources activities:

- managing a team of 5 people;
- paying the salaries;
- tickets ordering;
- planning interviews;
- collecting documents from employees;
- managing the hiring process;
- keeping in contact with the needs of the employees;
- maintaining the relationship with AJOFM.

Financial activities:

- managing the payment process;
- keeping the track of cost per project/activity;
- issue invoices;
- preparing the monthly documents for the accounting company;
- maintaining the relationship with the accounting company
- solving problems which might appear;
- keeping in touch with the bank;

Company's fleet:

- keeping the track for the gas cards;
- managing the car registration process;

Administrative activities:

- making sure we have everything we need at the office.

[28/11/2019 – 31/05/2021]

Assistant Manager

ELRON GRUP SRL

City: Cluj-Napoca | **Country:** Romania

- supported senior managers with day-to-day operational requirements;
- contributed to budget development and forecasting by gathering revenue data;
- assisted with developing new company policies, procedures, and standards;
- supervising and updating the stages of the conducted projects;
- able to effectively collaborate as part of a productive team, as well as self-manage during independent projects.

[01/11/2018 – 01/09/2019]

Financial auditor

JP Auditors & Advisors

City: Cluj-Napoca | **Country:** Romania

- going through the steps in performing audit tests;
- participate in the inventory;

- balance confirmations;
- maintaining contact with the client;
- able to effectively collaborate as part of a productive team, as well as self-manage during independent projects.

[10/2017 – 12/2017] **Human Resources Intern**

Double Tree by Hilton

City: Cluj-Napoca | **Country:** Romania

- organize documents, files;
- translation of the documents.

[05/2017 – 06/2017] **Marketing Intern**

Hotel Transilvania

City: Alba-Iulia | **Country:** Romania

During the month I have spent doing my study practice I had to:

- make an analysis of competition;
- create some graphics with the result of the study and interpreted them;
- the opportunity to create content for their blog page about weddings
- create the top client list and help with different activities they had there.

[02/2016 – 07/2016] **Project Manager Intern**

"U" Business Sports Club

City: Cluj-Napoca | **Country:** Romania

During this internship I had to two main activities:

- I was part of the organizing team, of the event "Euro2016" at Cluj Arena.
- I was responsible for the project "School of internship". I was the connection between the employer and potential employee (identified the needs of the employer and the skills of the employee).

EDUCATION AND TRAINING

[01/10/2020 – Current] **PHD in Finance**

Babes-Bolyai University of Cluj-Napoca, Faculty of Economics and Business Administration

City: Cluj-Napoca | **Country:** Romania |

[01/10/2018 – 01/07/2020] **Master degree in Accounting expertise and financial audit**

Babes-Bolyai University of Cluj-Napoca, Babes-Bolyai University of Cluj-Napoca, Faculty of Economic

[2017 – 2018] **Star-UBB Scholarship, for research**

Babes-Bolyai University of Cluj-Napoca, Faculty of Economics and Business Administration

[09/2016 – 01/2017] **Erasmus Student - Business Administration**

- Universidade Catolica Portuguesa

City: Porto | **Country:** Portugal |

[2015 – 2018] **Bachelor degree in Business Administration**

Babes-Bolyai University of Cluj-Napoca, Faculty of Economics and Business Administration

City: Cluj-Napoca | **Country:** Romania |

[2015 – 2018] **Psychopedagogical training program level I and II**

Babes-Bolyai University of Cluj-Napoca, Faculty of Psychology and Educational Sciences

City: Cluj-Napoca | **Country:** Romania |

[2011 – 2015] **High School in Economics**

"Dionisie Pop Martian" Economic College

City: Alba-Iulia | **Country:** Romania |

LANGUAGE SKILLS

Mother tongue(s): Romanian

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

German

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

VOLUNTEERING

[2015 – 2018] **Business Student Association (ASB)- Babes-Bolyai University of Cluj-Napoca, Faculty of Economics and Business Administration**

Cluj-Napoca

- event organization;
- project idea identification;
- project management;
- human resources management;
- fundraising.

[2015 – 2018] **Students' representative in the Faculty Board - Babes-Bolyai University of Cluj-Napoca, Faculty of Economics and Business Administration**

Cluj-Napoca

- attending meetings;
- identifying students' needs/problems and discussing them during board meetings;
- different organizing activities.

[2011 – 2012] **YouthBank International** Alba-Iulia

- getting involved in philanthropic actions/activities for the community;
- identifying project ideas and writing project funding applications, project implementation;
- assessment and funding of student projects.