

## Contact

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## Top Skills

Box Cloud  
Annotation  
Valuation

# Dumitru Iulia-Melania

General Manager at PSSSLAV SRL  
Bucharest, Romania

## Experience

### PSSSLAV SRL

4 years 4 months

### Freelance Translator

September 2022 - Present (1 year 2 months)

Bucharest, Romania

Translation services from English to Romanian and vice versa, tailored to each specific demand:

1. Marketing Materials: Brochures, flyers, tables, product lists, guides, etc.
2. Legal Documents: Commercial contracts, employment contracts, correspondence, price offers, price lists, conversions, company documents, civil loan contracts, loan contracts between the company and the employee, etc.
3. Financial & Accounting Documents: Balance Sheet, Profit and Loss Statement (P&L), General Ledger, Cash Register, Sales Invoices, Purchase Invoices, Receipts, Vouchers, Bank Statement, Financial Statements, VAT Report, Payment Orders, Expense Reports, Physical Inventory, Bank Statements, Contracts and Agreements, Expense Receipts, Declarations, Authorizations, and many other items.
4. Literary Content: Books, articles, pamphlets, skits, PowerPoint presentations (PPTs), etc.
5. Technical translation: user manuals, technical specifications, engineering documents, medical reports, scientific research papers, patents, software documentation, etc.
6. Proofreading
7. Search engine evaluation

### General Manager

July 2019 - Present (4 years 4 months)

Bucharest, Romania

### FS France SARL

Accountant

June 2019 - Present (4 years 5 months)

Paris, Île-de-France, France

As a primary accountant in France, I have a series of essential responsibilities for efficiently managing the financial and accounting aspects of the company.

My main duties include:

- Entering documents into the accounting system: I am responsible for inputting all relevant financial documents into the accounting system, such as purchase invoices, receipts, and other financial records. I ensure that this data is accurate and complete, so that the financial records are precise and up-to-date.
- Coding products according to the Intrastat system: In the context of trade with other countries in the European Union, I have the role of coding products according to the Intrastat classification. This step is crucial for correctly preparing and submitting the Intrastat declaration and for complying with legal requirements related to international trade.
- Issuing invoices to clients according to requirements: As a primary accountant, I am involved in the process of issuing invoices to clients. I make sure that these documents are carefully prepared, adhering to the specific requirements of the company and the applicable tax regulations. Accurate and timely invoicing contributes to the smooth functioning of the client relationships and maintains the financial stability of the company.

In addition to these main responsibilities, I also have other tasks, such as reconciling accounts, managing payments and receipts, and preparing periodic financial reports.

Used programs:

# Accounting programs: EBP, Cegid and Sage.

# Invoicing: Odoo, Refrens, Invoicely, Zoho, Square, Invoice Ninja, Hiveage, Wave,

# MS Office (Word, Excel, PowerPoint, Access, Outlook)

WingXu Trans

Freelance Translator

December 2017 - Present (5 years 11 months)

Hong Kong SAR

Translation services from English to Romanian and vice versa, tailored to each specific project:

1. Marketing Materials: Brochures, flyers, tables, product lists, guides, etc.

2. Legal Documents: Commercial contracts, employment contracts, correspondence, price offers, price lists, conversions, company documents, civil loan contracts, loan contracts between the company and the employee, etc.
3. Audiovisual Translation: Subtitles for films, documentaries, shows, presentations, programs, events, etc
4. Audio transcription
5. Technical translation: user manuals, technical specifications, engineering documents, medical reports, scientific research papers, patents, software documentation, etc.
6. Financial & Accounting: Balance Sheet, Profit and Loss Statement (P&L), General Ledger, Cash Register, Sales Invoices, Purchase Invoices, Receipts, Vouchers, Bank Statement, Financial Statements, VAT Report, Payment Orders, Payment Orders, Expense Reports, Physical Inventory, Bank Statements, Contracts and Agreements, Expense Receipts, Declarations, Authorizations, and many other items.
6. Proofreading
7. Search engine evaluation

## Confidential

### Human Resources Officer

September 2013 - Present (10 years 2 months)

Bucharest, Romania

#### Used programs:

# HR programs: Revisal, Revisal+

# Accounting programs: Saga C

# MS Office (Word, Excel, PowerPoint, Access, Outlook)

## Freelance

### Accountant

September 2013 - Present (10 years 2 months)

Bucharest, Romania

As a freelance accountant, I have had the privilege of collaborating with multiple accounting firms, providing outsourced services to companies within their client portfolio. This collaboration allows me to engage in a variety of projects and tailor my services according to the specific context of each company.

My responsibilities as a freelance accountant vary from contract to contract, owing to the diversity of industries and the unique needs of each company.

The services I offer include, but are not limited to:

- Primary Accounting: Recording and managing financial transactions, including invoices, receipts, and other relevant documents for financial records.
- Financial Reporting: Preparing periodic financial reports such as balance sheets and financial statements to provide a clear and accurate picture of the company's financial position.
- Tax Consultation: Providing assistance and advice in tax matters to ensure compliance with current tax regulations and maximize tax efficiency.

As a separate service, I also provide:

- Intrastat Declaration Preparation and Filing: For commercial transactions with countries in the European Union, I handle the accurate completion and filing of intrastat declarations, ensuring that all data complies with customs and tax requirements.
- CN8 Coding for Import/Export and Declaration: Leveraging my expertise, I ensure correct coding of products according to the CN8 classification for imports and exports. This streamlines the customs process and minimizes the risk of errors.

Used programs:

# HR programs: Revisal

# Accounting programs: Saga C, Alzex – Personal Finance, Sage Intacct, Zoho, Wave, Quickbook, Xero, Netsuite, SAP, Refrens

# Invoicing: SmartBill, Odoo, Refrens, Invoicely, Zoho, Square, Invoice Ninja, Hiveage, Wave, Fgo

# MS Office (Word, Excel, PowerPoint, Access, Outlook)

LXT

AI Trainer - Romanian Language

May 2023 - Present (6 months)

Bucharest

Total Advice Consulting SRL

4 years 4 months

Freelance Translator

September 2013 - December 2017 (4 years 4 months)

Bucharest, Romania

Translation services from English to Romanian and vice versa, tailored to each specific project:

1. Marketing Materials: Brochures, flyers, tables, product lists, guides, etc.
2. Legal Documents: Commercial contracts, employment contracts, correspondence, price offers, price lists, conversions, company documents, civil loan contracts, loan contracts between the company and the employee, etc.
3. Financial & Accounting: Balance Sheet, Profit and Loss Statement (P&L), General Ledger, Cash Register, Sales Invoices, Purchase Invoices, Receipts, Vouchers, Bank Statement, Financial Statements, VAT Report, Payment Orders, Payment Orders, Expense Reports, Physical Inventory, Bank Statements, Contracts and Agreements, Expense Receipts, Declarations, Authorizations, and many other items.
4. Administrative documents.
6. Proofreading
7. Search engine evaluation

### Commercial Manager

September 2013 - June 2015 (1 year 10 months)

Bucharest, Romania

Responsibilities as a Commercial Director:

As the Commercial Director, I hold a diverse set of responsibilities that revolve around sales, business development, and human resources management.

Some of my key tasks include:

1. Developing and executing sales strategies aimed at achieving revenue targets and fostering business growth.
2. Providing leadership and guidance to the sales team to ensure their effective performance and successful goal attainment.
3. Assisting in the implementation of HR policies and strategies within client companies, including conducting analyses on human resources needs, managing employee recruitment, and evaluating employee performance.
4. Collaborating with the managerial departments of our clients to identify and address HR-related issues, while also implementing efficient HR practices.
5. Ensuring the preparation and maintenance of personnel files for employees, in strict compliance with company policies and regulations.

6. Conducting job-specific training programs and evaluating employee performance to enhance overall workforce productivity.
7. Participating in the creation and enforcement of internal order regulations to foster a well-organized and harmonious work environment.

Used programs:

# Accounting programs: Saga C

# MS Office (Word, Excel, PowerPoint, Access, Outlook)

Terra Construct Development SRL

Commercial Manager

September 2013 - March 2014 (7 months)

Bucharest, Romania

Responsibilities as a Commercial Director:

As the Commercial Director, I have a wide range of responsibilities related to sales, business development, and human resources management. Some of my key responsibilities include:

- Developing and implementing sales strategies to achieve revenue targets and drive business growth.
- Providing leadership and guidance to the sales team to ensure effective performance and goal attainment.
- Assisting in the implementation of HR policies and strategies in client companies, including the analysis of human resources needs, employee recruitment, and performance evaluation.
- Collaborating with the managerial departments of clients to identify and address HR-related issues and implement effective HR practices.
- Preparing and maintaining personnel files for employees, ensuring compliance with company policies and regulations.
- Providing job-specific training and evaluating employee performance to enhance workforce productivity.
- Participating in the creation and implementation of internal order regulations to maintain an organized and harmonious work environment.
- Translation of documents.

Additionally, I am actively involved in various projects, including:

1. Arrangement of stands at Mall Liberty.
2. Development of the Rotary Ensemble of Villas as a Subcontractor.
3. Development of Apartments in the Doftana Ensemble.

#### 4. Improvement and finishing of houses in the Dorobanti Area.

Used programs:

# Accounting programs: Saga C

# Management programs: Scop C

# Graphics programs: Corel Draw, SketchUp

# MS Office (Word, Excel, PowerPoint, Access, Outlook)

#### Abil Construct Development SRL

Office Clerk

February 2011 - August 2013 (2 years 7 months)

Bucharest, Romania

Responsibilities as an Office Clerk:

As the Office Clerk, I had a diverse range of responsibilities aimed at ensuring the smooth functioning of the office. Some of my key responsibilities included:

- Overseeing and coordinating daily office operations to maintain productivity and organization.
- Managing office supplies, equipment, and facilities to ensure they are well-maintained and readily available.
- Supervising administrative staff and providing guidance on their daily tasks and performance.
- Assisting in the administration of human resources, including the implementation of HR policies and strategies, analyzing human resources needs, employee recruitment, and performance evaluation.
- Preparing and maintaining personnel files and ensuring that employees receive job-specific training.
- Playing a role in the creation and implementation of internal order regulations to ensure a harmonious and efficient work environment.
- Collaborating with management on various administrative tasks and data entry.

Projects in which I was involved:

1. Building of Villas in Pipera Area.
2. Development of Apartments Ensemble in Militari Area.
3. Construction and finishing of villas in Magurele.
4. Construction of a Hotel in Luceafar Area.

Available Human Resources:

I managed a team of 80-100 employees, with a monthly fluctuation of 35%. The available positions in the company included Unqualified Construction Worker, Carpenter-Blacksmith, Tiler, Finisher, Drywaller, Plumber, Low-voltage Electrician, Electrician Foreman, Sanitary Foreman, Sanitary Engineer, Electrician Engineer, Construction Engineer, Commercial Director, Architect, Quantity Surveyor, Sketcher, SSM, and PSI Inspector.

Used programs:

# HR programs: Revisal

# Accounting programs: Saga C, Ciel, WinMentor

# Management programs: Scop C

# Graphics programs: Corel Draw, SketchUp

# MS Office (Word, Excel, PowerPoint, Access, Outlook)

### Tulica & Caruntu Development SRL

Office Clerk

May 2008 - November 2011 (3 years 7 months)

Bucharest, Romania

Responsibilities as an Office Clerk:

As the Office clerk, I had a diverse range of responsibilities aimed at ensuring the efficient and smooth functioning of the office. Some of my key responsibilities included:

- Overseeing and coordinating daily office operations to maintain productivity and organization.
- Managing office supplies, equipment, and facilities to ensure they are well-maintained and readily available.
- Supervising administrative staff and providing guidance on their daily tasks and performance.
- Assisting in the recruitment and onboarding process for new office personnel.
- Preparing and maintaining personnel files and ensuring that employees receive job-specific training.
- Playing a role in the creation and implementation of internal order regulations to ensure a harmonious and efficient work environment.
- Supporting management in various administrative tasks and data entry.

Projects I was involved in:

1. Arrangement of stands at Mall Liberty.
2. Development of the Rotary Ensemble of Villas as a Subcontractor.
3. Development of Apartments in the Doftana Ensemble.
4. Improvement and finishing of houses in the Dorobanti Area.



#### Available Human Resources:

I managed a team of 80-100 employees, with a monthly fluctuation of 55%. The available positions in the company included Real Estate Broker, Marketing Director, Administrative Director, Driver, Mechanical Engineer, Site Manager, Unqualified Construction Worker, Carpenter-Blacksmith, Tiler, Finisher, Drywaller, Plumber, Low-voltage Electrician, Electrician Foreman, Sanitary Foreman, Sanitary Engineer, Electrician Engineer, Construction Engineer, Commercial Director, Architect, Quantity Surveyor, Sketcher, SSM, and PSI Inspector.

#### Used programs:

# HR programs: Revisal

# Accounting programs: Saga C, Ciel, WinMentor

# Management programs: Scop C

# Graphics programs: Corel Draw, SketchUp

# MS Office (Word, Excel, PowerPoint, Access, Outlook)

#### Consiliul Local Vultureni

Referent Agent for development (Manager for UE Fund)

2007 - 2008 (1 year)

Vultureni, Cluj, Romania

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## Education

### ANC

Certification, Accountant · (February 2015 - August 2015)

### ANC

Certification, Inspector Resurse Umane · (March 2015 - July 2015)

### INA

Certification, UE Funds Project Manager · (February 2008 - February 2008)

### Liceul Terapia

Bacalaureat, Stiintele naturii · (September 1999 - June 2003)