

PERSONAL INFORMATION

**Dobre Dumitra**

 8, Fizicienilor street Bucharest-Magurele, Romania

 0725599005

 mioara.dobre@infim.ro

Sex F | Date of birth 18/02/1968 | Nationality Romanian

WORK EXPERIENCE

2017 - present **Economist / Head of Financial Accounting Service**

National Institute of Materials Physics

- Accounting records and post-calculation preparation

2011 – 2017 **Economist**

National Institute of Materials Physics

- Accounting records and post-calculation preparation

2007 – 2011 **Technician**

National Institute of Materials Physics

- CDI Laboratory

1993 – 2002 **Substitute teacher**

General school no. 291 Clinceni

- Grades I - IV (primary cycle)

1986 – 1991 **Lathe operator, Locksmith**

Magurele Nuclear Equipment Factory

EDUCATION AND TRAINING

2008 – 2011 **Economist / Bachelor's Degree in Accounting and Management Informatics**

"Spiru Haret" University - Faculty of Accounting and Management Informatics

- Accounting and Management Information Systems

1986 – 1992 **Physical Engineer / Bachelor of Technological Physics**

The Faculty of Physics of the University of Bucharest

- Technological physics

1982 – 1986 **Baccalaureate - Industrial Chemistry**

High School of Mathematics - Physics no. 4 Bucharest

- Technological physics

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

- Communication skills**
- Willingness to learn to be constantly up to date with news, ability to work under stress.
 - Good communicator with the availability to work in a team.

- Organisational / managerial skills**
- Special skills in interpersonal relationships, working under stress
- Job-related skills**
- Rapid integration in any field of activity as well as in any team

- Computer skills**
- Windows, Office, Excel, Internet, Adobe , ERP

- Driving licence**
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