

Curriculum vitae



Personal Information

Surname /Name **MATEȘ ANGELA-ANETA**
Address No. 9, CONSTANTIN BRÂNCOVEANU street, MEDIAȘ, the county of SIBIU, ROMANIA
Telephone
Fax
E-mail
Nationality Romanian
Date of birth 10.11.1958
Sex female

Work/ Occupational field

Work experience

Period 05.03.2018-present
Occupation or position held Organization and Human Resources Division Director
Main activities and responsibilities Coordination of the activity of the division
Employer's name and address SNTGN TRANSGAZ S.A.MEDIAS
Type of activity or sector Management
Period December 2011 – 04.03.2018

Occupation or position held **Organization and Human Resources Division Director**
Main activities and responsibilities Human resources management, personnel cost calculation, vocational training, activity and work organization, social development, social relations, negotiation and application of the collective labor agreement, wage policies, petitions.
Employer's name and address SNTGN TRANSGAZ S.A. MEDIAȘ
Type of activity or sector Management
Period August 2007 – November 2011

Occupation or position held **Accounting Unit Director**
Main activities and responsibilities The management, organization and management of the accounting activity of the company and the application of the accounting and tax policies of the company
Employer's name and address SNTGN TRANSGAZ S.A. MEDIAȘ
Type of activity or sector Management
Period April 2000 –July 2007

Occupation or position held **Head accountant of the subsidiary**
Main activities and responsibilities Coordination of the financial-accounting activity of the subsidiary
Employer's name and address SNTGN TRANSGAZ S.A.- Research and Design Subsidiary
Type of activity or sector Execution Management
Period December 1995 -April 2000

Occupation or position held **Head accountant of the subsidiary**
Main activities and responsibilities Coordination of the financial-accounting activity of the subsidiary
Employer's name and address ROMGAZ RA.- Research and Design Subsidiary
Type of activity or sector Execution Management
Period April 1994 –November 1995

Occupation or position held **Economist**
Main activities and responsibilities Currency settlements
Employer's name and address ROMGAZ RA-Currency settlements department
Type of activity or sector Execution

Period September 1990 – March 1994

Occupation or position held **Head accountant**
Main activities and responsibilities Coordination of the financial accounting activity in tourism
Employer's name and address SC CENTRAL SA Mediaş
Type of activity or sector Management
Period December 1988-August 1990

Occupation or position held **Head accountant of the agency**
Main activities and responsibilities Coordination of the financial accounting activity in tourism
Employer's name and address OJT Sibiu- Mediaş Agency
Type of activity or sector Management
Period July 1986 –November 1988

Occupation or position held **Economist**
Main activities and responsibilities Accounting
Employer's name and address Methane gas company Mediaş
Type of activity or sector Execution
Period October 1982-July 1986

Occupation or position held **Economist**
Main activities and responsibilities Prices and tariffs
Employer's name and address CGM-Mechanical Plant Methane Gas Mediaş
Type of activity or sector Execution

Education and training

Date (from – to) 1978 - 1982
Obtained Qualification/diploma Economist
Principal subjects covered or skills Industry, Transport and Construction Economy
acquired
Education or training organisation's name Economic Sciences Faculty Cluj-Napoca
National or international classification Licence
of levels of training
1974 – 1977
Date (from – to)
Obtained Qualification/diploma Baccalaureate diploma
Principal subjects covered or skills
acquired
Education or training organisation's name Theoretical Highschool " Iacob Muresianu" Blaj
National or international classification Baccalaureate
of levels of training

Personal skills Accounting Expert, member of CECCAR from 1995
Financial Auditor, member of the Chamber of Financial Auditors of Romania, from 2001

Mother tongue(s) **Romanian**

Other foreign language(s) Self-evaluation	Comprehension		Speaking				Writing			
	Listening		Reading		Conversation		Oral speech		Writing	
English	B2	Independent user	B2	Independent user	B1	Independent user	B1	Independent user	B1	Independent user
French	B1	Independent user	B1	Independent user	A2	Basic	A2	Basic	A2	Basic

Social skills and abilities Ability to work in a team, open and communicative, honest, correct, fair and punctual
Founding member of a charity association from Mediaş, since 1993

ORGANIZATIONAL SKILLS AND ABILITIES From 1988 and until now I have carried out the management and coordination of the activity of the subordinated persons, respectively from the financial-accounting departments and at present of the organization, payroll and human resources.

Technical skills The ability to find technical solutions to overcome the problems that occur frequently in the activity
Computer skills MICROSOFT WORD and EXCEL user

Other skills Resistance to stress and demanding work, knowledge of the accounting system at experienced level
Driver's license B category

Additional information

Date,
21.06.2018

Signature,