

Curriculum vitae Europass



Informații personale

First name(s) / Surname(s) **Dobrin Silvia**

Telephone(s) 0216477985 Mobile: 0740883997

E-mail silviadobrin@icpe-ca.ro

Nationality Romanian

Date of birth 19.04.1963

Sex Feminin

Work experience

Dates	1981-2001
Occupation or position held	Economist
Main activities and responsibilities	<i>Accounting expenses as statements (invoice, travel orders, vouchers) in Exman. The verification of expenses incurred under the contract and accounting expenses in research programmes in progress. Recording in the financial accounting of expenditures, their financial recording, according to contracts. Inserting Goods Received Note, Consumption Bills and Transfer Bills. Liaising between INCDIE ICPE CA, banking and treasury.</i>
Name and address of employer	I.C.P.E Bucharest, Splaiul Unirii Street, no. 313
Type of business or sector	Financial Accounting and Bookkeeping Information
Dates	2001-2007
Occupation or position held	Economic operator
Main activities and responsibilities	Economic activities
Name and address of employer	I.N.C.D.I.E I.C.P.E-C.A
Type of business or sector	Research
Dates	2007-
Occupation or position held	Economist
Main activities and responsibilities	Economic activities
Name and address of employer	I.N.C.D.I.E I.C.P.E-C.A
Type of business or sector	Research

Education and training

Dates 2008-2010

Title of qualification awarded Masters degree in Marketing and Business Negotiation

Principal subjects/occupational skills covered
 Marketing; Management; Business Negotiation

Name and type of organisation providing education and training
 „Dimitrie Cantemir” Christian University; Faculty of Marketing

Dates
 2005-2008

Title of qualification awarded
 Bachelor of Economics

Principal subjects/occupational skills covered
 Microeconomics; Financial Mathematics; Accounting.

Name and type of organisation providing education and training
 „Dimitrie Cantemir” Christian University; Faculty of Finance, Banking and Accounting

Dates
 1978-1982

Title of qualification awarded
 Highschool Diploma

Principal subjects/occupational skills covered
 Mathematics; Accounting

Name and type of organisation providing education and training
 „Nicolae Kretzulescu” Economic Highschool no. 2

Personal skills and competences

Mother tongue **Romanian**

Other language **English**

Self-assessment

English

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
A1		A1		A1		A1		A1	

Social skills and competences Sociable, hard working and ambitious.

Organisational skills and competences Hard-working person with highly developed management skills.

Computer skills and competences Experience in using Microsoft Office and Exmen Accounting program.

Driving licence Yes

Additional information Further informations will be available on request