


PERSONAL INFORMATION

Alexandru Bîrsan



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 alex_brsn2007@yahoo.com

Sex Male | Date of birth 30/09/1989 | Nationality Romanian

WORK EXPERIENCE

01/04/2016–Present

Accounts Receivables - Process Associate

SC Genpact Romania SRL

9-9A Dimitrie Pompei street, building 19, sector 2,, Bucharest (Romania)

- Completes the entire cycle of activities related to daily assignments, coordinating with Account Manager, to ensure customer satisfaction while respecting Risk Management policies;
- Monitors current positions by performing sounding activities related to outstanding debt;
- Monitors past due performance evaluating risk of each assignment and for annual/semi-annual review and renewal process undertaken by Risk Department;
- Works closely with Cash Application team to ensure correct matching of payments;
- Receives requirements to perform changes to the customer database;
- Follows up with customers, requests for payments and investigates the reasons for non-payments;
- Follow-up on accounts and payments;
- Communicates with internal and external customers;
- Updating the working procedures periodically.

03/06/2014–31/03/2016

Accounts Payable - Process Associate

SC Genpact Romania SRL

9-9A Dimitrie Pompei street, building 19, sector 2, Bucharest (Romania)

- Open incoming invoices and check supplier data and details in ERP systems on UK, Ireland and Belgium markets;
- Manage the invoices assigned and performing regular checks to ensure accuracy;
- Maintain a constant level of communication with the client;
- Resolution of suppliers queries, major discrepancies;
- Reconciliations and reporting (refund, debit balances, direct debits, prepayments);
- Month close reporting and periodic dashboard reporting as well as ad hoc reporting;
- Taking part in internal projects;
- Providing a professional Accounts Payable service to external suppliers on AP related queries;
- Encouraging compliance and improvements at team level;
- Providing advice to resolve incoming queries either by email or phone;
- Achieving monthly performance by handling a large number of queries and meeting the deadlines;
- Resolving independently long story cases and retaining information that could be shared with the team.

Business or sector Other service activities

07/06/2013–Present

Insurance representative

Allianz-Tîriac Asigurări - Agency Drumul Taberei
15 1 Mai Boulevard, sector 6, Bucureşti (Romania)

- Searching for possible clients
- Helping possible clients acknowledging the most common risks
- Consulting and providing the most accurate solutions in terms of general insurances, saving and financial protection plans;
- Finalizing the selling process;
- Developing and maintaining the portfolio of clients

Business or sector Financial and insurance activities

20/07/2012–22/05/2013

Financial advisor

AXA Life Insurance S.A. - Agency 4
150 Ştirbei Vodă street, sector 1, Bucharest (Romania)

- Searching for possible clients
- Helping possible clients acknowledging the most common risks
- Consulting and providing the most accurate solutions in terms of saving and financial protection plans;
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- Finalizing the selling process;
- Developing and maintaining the portfolio of clients

Business or sector Financial and insurance activities

15/03/2012–18/05/2012

Internship

AXA Life Insurance SA - Agency 4
150 Ştirbei Vodă street, sector 1, Bucharest (Romania)

Making a diagnosis of the company, from the point of view of the management of cost centres.

Business or sector Financial and insurance activities

EDUCATION AND TRAINING

01/10/2014–Present

PhD Candidate

Academy of Economics, Bucharest (Romania)

Thesis: "Intelligent Collective Networks as tools in developing a Knowledge Based Economy"

01/10/2011–01/07/2013

Master Degree

Academy of Economics - Faculty of Management, Bucharest (Romania)

01/10/2008–11/07/2011

Bachelor Degree

Academy of Economics - Faculty of Management, Bucharest (Romania)

15/09/2004–15/06/2008

High School Degree

„Spiru Haret” National College, Bucharest (Romania)

Mathematics, Informatics, English

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C1
International English Language Testing System - Academic, Band Score 8.0					
French	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills Communication and listening skills

Organisational / managerial skills

- Team spirit and capable of working as part of a team.
- Responsibility over taken decisions and actions
- Time management and good organise
- Participant to the „Antreneaza managerul din tine" workshop - 2013
- Certificate of entrepreneurial competences - March 2013
- Certificate of SME Management- 2011

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital competences - Self-assessment grid

- Excellent operator of MS Office programs
- Good operator of different programming applications (Borland C/C++, Borland Pascal, Visual Fox Pro, HTML/Java)
- Web Design Certificate - 2011
- Certificate of computer competences - May 2008

Driving licence B

ADDITIONAL INFORMATION

Honours and awards

- Scientific Dissertation, April 2011 – „Mențiune"
- Scientific Dissertation, April 2013 – „Mențiune"

Projects

Co-author of „Carta alba a IMM-urilor", 8th Edition, 2010