



# Mihaela Neacșu

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**Address:** Str. Prieteniei nr. 52A, Ap. 11, Et. 3, 600217, Bacău, Romania (Home)

## ● WORK EXPERIENCE

01/09/2009 – CURRENT Bacău, Romania

**TEACHER OF ECONOMIC** DUMITRU MANGERON TECHNOLOGICAL HIGH SCHOOL

Analyzing the school curriculum.  
Designing learning activities/experiences that involve the use of ICT resources.  
Implementation of educational projects/programs.  
Organization and management of teaching-learning activities.  
Use of appropriate teaching materials.  
Elaboration of proposals and contents of the curriculum at the decision of the school.  
Organization, coordination, and/or implementation of extracurricular activities.  
Organization, coordination, and monitoring of groups of students.  
**Address** Bacău, Romania

01/11/2014 – CURRENT Bacău, Romania

**ACCOUNTING EXPERT** ACCOUNTING EXPERT NEACȘU MIHAELA

Organizes, manages, keeps, verifies, and supervises the accounting, prepares and signs the financial statements and performs fiscal works, namely the calculation of taxes, fees, and contributions, the preparation and submission of fiscal declarations and ensuring the representation of the client in the relationship with the fiscal authorities, as part of a service contract in the field of accounting.  
It provides specialized assistance regarding the organization and keeping of accounting.

16/04/2020 – CURRENT Bacău, Romania

**VOLUNTARY** ORTHODOX PARISH LAZARET

Supporting the elderly in Bacău county, as a result of the measures to limit the spread of COVID-19.  
Preparation and distribution of food packages to financially vulnerable people in Bacău county.

01/07/2019 – 15/11/2020 Bacău, Romania

**FINANCIAL MANAGER** DUMITRU MANGERON TECHNOLOGICAL HIGH SCHOOL

Project "Dynamics of cultural identity in the Bacău area. Prophecies about the past"  
Checks the supporting documents and prepares the payment instruments for the incurred expenses.  
Prepares financial documentation for Expense Reimbursement Requests.  
Participate in the preparation of technical reports, and validate the eligibility of expenses incurred in the project.  
Tracks the necessary costs and expenses incurred in the project, and their inclusion in the approved budget.  
Participates in the realization of the procurement plan and public procurement documentation.

01/11/2019 – 31/08/2020 Bacău, Romania

**PURCHASE PLANNER** DUMITRU MANGERON TECHNOLOGICAL HIGH SCHOOL - ROSE PROJECT

It plans to carry out the procurement related to the project according to the Grant Agreement and this Guide, in compliance with the applicable legislation.  
Prepares and updates the Procurement Plan and, after approval by the Grant Coordinator, submits it to the assigned monitor for approval.  
Launches and coordinates the procurement procedures for goods/works/services provided for in the project, in compliance with the Procurement Plan, the Grant Agreement.  
Participates in the development of technical specifications/work estimates/terms of reference and prepares related procurement documentation.  
Send invitations to participate to potential bidders and publish specific announcements.

Coordinates the activities of receiving, opening, and evaluating offers/letters of interest/technical and financial proposals and ensures the communication of the results of the procedure to all participants in the procedure (including the publication of the award notice, if applicable).

01/07/2017 – 15/11/2017 Bacău, Romania

**FINANCIAL MANAGER** DUMITRU MANGERON TECHNOLOGICAL HIGH SCHOOL - PROJECT "BACĂU, SOURCE OF CULTURAL IDENTITY"

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Checks the supporting documents and prepares the payment instruments for the incurred expenses.

Prepares financial documentation for Expense Reimbursement Requests.

Participate in the preparation of technical reports, and validate the eligibility of expenses incurred in the project.

Tracks the necessary costs and expenses incurred in the project, and their inclusion in the approved budget.

Participates in the realization of the procurement plan and public procurement documentation.

01/07/2015 – 12/11/2015 Bacău, Romania

**FINANCIAL MANAGER** DUMITRU MANGERON TECHNOLOGICAL HIGH SCHOOL

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Project "Promotion of Bacauan cultural values among young people"

Checks the supporting documents and prepares the payment instruments for the incurred expenses.

Prepares financial documentation for Expense Reimbursement Requests.

Participate in the preparation of technical reports, and validate the eligibility of expenses incurred in the project.

Tracks the necessary costs and expenses incurred in the project, and their inclusion in the approved budget.

Participates in the realization of the procurement plan and public procurement documentation.

**Address** BACĂU, Romania

22/01/2015 – 23/06/2015 Bacău, Romania

**LEARNING MENTOR** ISJ BACĂU

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Coordination of student teams in the realization of economic practice.

Organization and planning of students' practice activities.

Evaluation of the training level of practicing students.

**Address** Bacău, Romania

01/07/2014 – 12/11/2014 Bacău, Romania

**FINANCIAL MANAGER** DUMITRU MANGERON TECHNOLOGICAL HIGH SCHOOL

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Project "Băcăuanului Village. Traditions. Secularity. Continuity."

Checks the supporting documents and prepares the payment instruments for the incurred expenses.

Prepares financial documentation for Expense Reimbursement Requests.

Participate in the preparation of technical reports, and validate the eligibility of expenses incurred in the project.

Tracks the necessary costs and expenses incurred in the project, and their inclusion in the approved budget.

Participates in the realization of the procurement plan and public procurement documentation.

**Address** BACĂU, Romania

01/11/2009 – 25/09/2014 Bacău, Romania

**ECONOMIST** SC ETWO DIRECT SRL

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Operation and analysis of receipts and payments through the bank or cash register, tracking the document circuit, according to the entity's work procedures.

Operation and analysis of entry-exit documents in/from the company.

Ensuring the rhythmic development and good conditions of certain operations specific to the financial-accounting activity (settlement with suppliers and beneficiaries, registration of invoices, adjustment of stock balances, monthly analysis of accounts, etc.).

Preparation of accounting notes, accounting registers, and centralizing documents.

Tracking and operation of receipts and payment documents through the bank.

Drawing up and verifying the balance sheet, the annual balance sheet, and the company's inventory.

Preparation of financial statements, according to the legislation in force.

Liaising with banks and other financial institutions.

**Address** BACĂU, Romania

17/03/2008 – 19/06/2009 Bacău, Romania

**ECONOMIST SC LONNE EURO MOB SA**

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Operation and analysis of receipts and payments through the bank or cash register, tracking the document circuit, according to the entity's work procedures.

Operation and analysis of entry-exit documents in/from the company.

Ensuring the rhythmic development and good conditions of certain operations specific to the financial-accounting activity (settlement with suppliers and beneficiaries, registration of invoices, adjustment of stock balances, monthly analysis of accounts, etc.).

Preparation of accounting notes, accounting registers, and centralizing documents.

Tracking and operation of receipts and payment documents through the bank.

**Address** BACĂU, Romania

19/09/2007 – 14/03/2008 Bacău, Romania

**ECONOMIST SC NECO MOTORS SRL**

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Operation and analysis of receipts and payments through the bank or cash register, tracking the document circuit, according to the entity's work procedures.

Operation and analysis of entry-exit documents in/from the company.

Ensuring the rhythmic development and good conditions of certain operations specific to the financial-accounting activity (settlement with suppliers and beneficiaries, registration of invoices, adjustment of stock balances, monthly analysis of accounts, etc.).

Preparation of accounting notes, accounting registers, and centralizing documents.

Tracking and operation of receipts and payment documents through the bank.

**Address** BACĂU, Romania

● **EDUCATION AND TRAINING**

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01/10/2021 – CURRENT Iași, Romania

**PHD IN ACCOUNTING** Alexandru Ioan Cuza University of Iași, Faculty of Economics and Business

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**Address** Iași, Iași, Romania | **Website** [www.uaic.ro](http://www.uaic.ro)

01/10/2010 – 30/10/2014 BACĂU, Romania

**ACCOUNTING EXPERT** CECCAR BACĂU

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**Address** Str. Vasile Alecsandri, nr. 43, BACĂU, Romania | **Website** <https://ceccarbacau.ro/ro/contact/>

01/10/2010 – 30/06/2012 BACĂU, Romania

**MASTER'S IN ACCOUNTING FINANCIAL MANAGEMENT** "George Bacovia" University

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**Address** Str. Pictor Aman 96, Bacău, BACĂU, Romania

01/10/2007 – 30/06/2008 Iași, Romania

**IN-DEPTH STUDIES IN AUDIT AND ACCOUNTING MANAGEMENT** Alexandru Ioan Cuza University of Iași, Faculty of Economics and Business

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**Address** Iași, Iași, Romania | **Website** [www.uaic.ro](http://www.uaic.ro)

01/10/2003 – 30/06/2007 Iași, Romania

**BACHELOR'S DEGREE IN ACCOUNTING ECONOMIST** Alexandru Ioan Cuza University of Iași, Faculty of Economics and Business

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**Address** Iași, Iași, Romania | **Website** [www.uaic.ro](http://www.uaic.ro)

● **LANGUAGE SKILLS**

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Mother tongue(s): **ROMÂNĂ**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLEZĂ</b>	B1	B1	B1	B1	B1
<b>FRANCEZĂ</b>	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● **DIGITAL SKILLS**

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Social Media | Microsoft Word | Microsoft Excel | Microsoft Office | Microsoft Word Microsoft Excel Power Point

## ● **ADDITIONAL INFORMATION**

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### **DRIVING LICENCE**

**Driving Licence:** B1

**Driving Licence:** B

### **CONFERENCES AND SEMINARS**

**Training courses** Formed

HR inspector

Entrepreneurial skills

Educational counseling strategies for parents

Quality management in education

The computer and interdisciplinary projects

Coordinates a new national curriculum reference framework

Quality control in an expertise office + Management of an expertise office + Doctrine

ICT-ECON

### **ORGANISATIONAL SKILLS**

**Organizational skills** Leadership skills, the ability to develop and implement a project, the ability to coordinate work teams, the ability to take initiative, and the ability to respond positively in crises, to manage inter-individual differences in work actions.

### **COMMUNICATION AND INTERPERSONAL SKILLS**

**Communication and interpersonal skills** Team spirit, the ability to create relationships based on trust and empathy, the ability to communicate constructively in different social situations, active listening and counseling skills, and the ability to mediate interpersonal relationships.

### **COMPETENȚE DOBÂNDITE LA LOCUL DE MUNCĂ**

#### **Skills acquired at work**

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Good communication and relationship skills within a socio-professional group, teamwork skills, spirit of initiative, flexibility, inventiveness, ability to work under stress, risk management ability and to resolve crisis situations, ability adapting to changes in the work environment