

**Europass  
Curriculum Vitae**

First name / Surname  
Address  
Telephone

**Docan Mirela**

Tecumseh, str.1 decembrie 1918 no.135 Bl.T7 SC.1, Jud.Galați  
00393895516164

E-mail  
Nationality  
Date of birth  
Gender

Halla\_elektra\_21@yahoo.com  
Romanian  
26.10.1987  
Female

**Desired employment /  
Occupational field**

Administrative / accounting primary / Assistant Manager / operator pc, customer, supplier relationships, Insurance, secretariat

Dates  
Occupation or position held

2007 – 2012 CEZALI Auto Service  
Administrative –Primary accounting- Assistant Manager

Main activities and responsibilities

- ✓ Primary accounting (recording their documents ,management and accounting software, inputs, billing, cash book .. etc..)
- ✓ Responsible environment (collaboration with their authorized company, often sending waste management situation monthly REPA, completing paperwork and everything take the necessary documentation environment, presentation documents and situations to regular checks)
- ✓ Responsabil returns and warranty
- ✓ Customer Advisor
- ✓ Relationships with suppliers and partners
- ✓ Secretary (Protocol activities, reception phone calls, sending faxes, email )
- ✓ Relationship with insurance
- ✓ Insurance agents, ISSUE INSURANCE
- ✓ Activities managed

Name and address of employer  
Type of business

SC CEZALI SRL  
AUTO SERVICE -MAINTENANCE AND REPAIR CAR

**Languages**

Learn English an Italian

**Education and training**

PROFESSIONAL SCHOOL

Social skills and competences  
Organisational skills

- ✓ Communication skills
- ✓ Develop positive relationships with colleagues, family, local community
- ✓ Ability to establish appropriate relationships consistent with the role assumed
- ✓ Teamwork skills based on cooperation
- ✓ The ability to build a suitable climate for professional activity, effective collaboration with colleagues / partners
- ✓ Initiating and supporting activities with humanitarian
- ✓ Ability to integrate self and community feedback career in personal projects
- ✓ Flexibility, sense of observation and analysis
- ✓ Constant concern for improvement, willingness to engage in activities
- ✓ Mediation skills to conflict situations
- ✓ Predisposition to support the team and boost performance