



First name(s) / Surname(s)

**Horia Mihail Acatrinei**

Address

Telephone(s)

E-mail(s)

Nationality Romanian

Date of birth 14.12.1977

Gender Male

**Work experience:**

Dates February 2013-May 2014

Name and address of employer

**Ministry for Public Finance**

Occupation or position held

**Personal Advisor Ministry for Budget**

Main activities and responsibilities

- Provide the transmission of the public documents and the Public Finance Ministry legislation to General Secretary of the Government;
- Ensure an efficient communication between Budget Ministry Office and Secretary of State Offices, General Secretary of Public Finance Ministry and all departments and divisions;
- Coordination the activity of the State Secretary Office for Treasury and Public Debt;
- Monitoring the stages of the programs for achieving the public commitments with IMF and EU;
- Participation in debates related to new legislation projects, which involve the competence of the Public Finance Ministry; Participation in the meetings of the Senate and Chamber of Deputies permanent committees;

Dates 2011-2013

Name and address of employer

**S.C. RD Best Prod S.R.L.**

Occupation or position held

**Financial Advisor**

Main activities and responsibilities

- Develop and cultivate the client base/Prospect and service clients Business;
- Analyze investment opportunities and client needs, and recommend appropriate strategies;
- Build client relationships based upon developing strategies to their financial goals through the use of financial planning and wealth management;
- Prepare and deliver presentations/seminars to clients and prospects for business development purposes;
- Ability to create a sales and marketing strategy for new client relationships;

<p>Dates</p> <p>Name and address of employer</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>2006-2011</p> <p><b>Credit Europe Bank Romania S.A.</b> <b>Voluntari Branch</b></p> <p><b>Operations Manager</b></p> <ul style="list-style-type: none"> <li>• Organize the activity of the branch as all operations (Teller, Customer Service, Credit Administration, Administrative) are performed according to legal legislation and internal procedures;</li> <li>• Monitor and control the branch's daily operational activity in accordance with internal and legal regulations;</li> <li>• Ensure that all operations are run efficiently and effectively to achieve targets;</li> <li>• Constant monitoring and checking of the documents received from customers according to regulations ("Know Your Customer" procedures, Black List verifications) in order to prevent potential risks;</li> <li>• Manage the clients accounts (opening and closing current accounts, savings and deposit accounts);</li> <li>• Authorization of payment orders, promissory notes, cheque;</li> <li>• Money laundering reports;</li> <li>• Participate to the evaluation of the employees;</li> <li>• Execute investments and interbank loans according to the bank's liquidity and maintain reserve balance;</li> <li>• Monitor the cash flow of the bank;</li> <li>• Execute securities operations on primary market;</li> </ul>
---	--

<p>Dates</p> <p>Name and address of employer</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>2004-2006</p> <p><b>Finansbank Romania S.A.</b> <b>1 Mai Branch</b></p> <p><b>Specialist Accounting Officer</b></p> <ul style="list-style-type: none"> <li>• Administrate the income and expense accounts of the Branch;</li> <li>• Monitor the GL transitory and suspense accounts;</li> <li>• Book and pays the RON amounts related to contracts / invoices related to administrative expenses;</li> <li>• Book into accounting system the inventory objects, sundry debtors and creditors;</li> <li>• Manage and develop reports for Management and NBR;</li> <li>• Daily reconciliation of Unit's accounting balance;</li> <li>• Prepares on a regular basis and upon request financial reports;</li> </ul>
---	--

<p>Dates</p> <p>Name and address of employer</p> <p>Occupation or position held</p> <p>Main activities and responsibilities</p>	<p>2004-2006</p> <p><b>Finansbank Romania S.A.</b> <b>1 Mai Branch</b></p> <p><b>Senior Credit Administrator</b></p> <ul style="list-style-type: none"> <li>• Promote the products and services provided by the Bank;</li> <li>• Check of the documentation received from clients on credit applications;</li> <li>• Ensure the information/notification of the Clients on the approval/rejection criteria (value, term, costs, guarantees, insurance policies) after the approval/rejection of the credit;</li> <li>• Ensure the signing of loan agreements / addendums, security agreements;</li> <li>• Provide consultancy during the performance of the credits, providing information on the instalment due date, the interest value, the cost amendment;</li> </ul>
---	---

Dates  
Name and address of employer  
  
Occupation or position held  
Main activities and responsibilities

2003-2004  
**Finansbank Romania S.A.**  
**1 Mai Branch**

**Account Officer**

- Provide the processing of instructions received from the clients (payment orders, promissory notes, cheques, exchange transactions);
- Opening/closing current account, term deposits, overnight deposits, saving accounts;
- Provide the dual, daily check of all support documents forming the basis of performing the client operations;
- Provide the keeping of the foreign exchange office documents and of the afferent reports;

Dates  
Name and address of employer  
  
Occupation or position held  
Main activities and responsibilities

May 1998 -2002  
**Romanian International Bank**

**Back Office Officer within Treasury Division**

- Dealing responsibilities with the purpose of covering Bank's position;
- Attraction of deposits for banking and non-banking customer;
- Dealing operations, spot and forward, with the purpose of obtaining profit;
- Make placements on the capital market (T/bills placements);
- Create database regarding FX information by Reuters;
- Responsible for the promptness and correctness of the transactions made and the compliance with the legislation in force and the internal norms;
- Negotiate with representatives of branches or directly with clients the exchange rates, the interest rates and other discounts for their transactions;
- Provide exchange rates to branches for customer operations;
- Inform the department responsible for interbank transactions (MM, FX & Derivatives) on transactions already negotiated or signed on behalf of clients in order to be covered in the market;
- Prepare reports on customer transactions;
- Analyze customers' data base and specific requirements related on foreign exchange or interest rates;
- Perform the daily self-control regarding the activity carried out on Bank, according to the above mentioned provisions, indicating to his superior its findings which are not in accordance with rules and procedures and legislation, in order to solve them and to prevent the possible risks to which the Bank could be exposed;

Dates  
Name and address of employer  
  
Occupation or position held  
Main activities and responsibilities

December 1997 - March 1998  
**Turkish Romanian Bank**

**Marketing Officer within Marketing Division**

- Periodically quantitative and qualitative, internal and external studies and research to monitor the targeted market perception of the bank's products and services;
- Analysis related to the market evolution (research of the market: gathering, correlation and interpretation of the existing data);
- Issuance of financial reports concerning the Romanian companies status and general market conditions;

Dates  
Name and address of employer

May 1997 - November 1997  
**Turkish Romanian Bank**

Occupation or position held  
Main activities and responsibilities

**Back Office Officer within Treasury Division**

- Debit instruments processing: issuance, remittance for collection, payments, incidents;
- Clearing process settlements;

**Education and training**

Dates	February 2002
Name and type of organisation providing education and training	I.B.R. (International Financial Systems)
Dates	February 1999
Name and type of organisation providing education and training	Romanian International Bank
Title of qualification awarded	Correspondent Banking & Treasury
Dates	January 1999
Title of qualification awarded	Member of FOREX CLUB ROMANIA
Dates	May 1998 - June 1998
Name and type of organisation providing education and training	Turkish Romanian Bank
Title of qualification awarded	Training course (Financial Analysis)
Principal subjects / occupational skills covered	-Financial analysis; -Risk management; -International Finance; -Private Banking; -Global economic environment;
Dates	January 1998
Name and type of organisation providing education and training	Turkish Romanian Bank
Title of qualification awarded	Training course (Situational services)
Dates	November 1997
Name and type of organisation providing education and training	Turkish Romanian Bank
Title of qualification awarded	Training course (Team Building and solidarity)
Dates	September 1997
Name and type of organisation providing education and training	Turkish Romanian Bank
Title of qualification awarded	Training course (Professional relationship building and financial selling skills)
Dates	July 1996
Name and type of organisation providing education and training	Computer operator license
Dates	1997 - 2002

Title of qualification awarded	Economist
Name and type of organisation providing education and training	Romanian-American University (Faculty of Management and Marketing) Bucharest (Romania)

**Personal skills and competences**

Mother tongue(s)	Romanian
------------------	----------

Other language(s)	English: C2- Proficiency user* French: B2-Independent user* <i>(*) <u>Common European Framework of Reference (CEF) level</u></i>
-------------------	--

Organisational skills and competences	-Leadership; -Sense of organisation; -Good experience in team management;
---------------------------------------	---

Computer skills and competences	-Good command of Microsoft Office tools (Word, Excel, Power Point), Outlook;
---------------------------------	--

Other skills and competences	Sports, travelling, music;
------------------------------	----------------------------

Driving licence(s)	B
--------------------	---