

CURRICULUM VITAE

PERSONAL INFORMATION

Name **PAULA LUMINITA COMAN**
Nationality Romanian
Date of birth 08.08.1967
Sex female
Employer / Field of activity **Antibiotice
Financial Unit**

WORK EXPERIENCE

Dates 03.06.2011 – to date
Occupation or position held Financial Director

Main activities and responsibilities

- is responsible for drafting the quarterly and monthly plans and breakdown of expenditure budget according to the approved plans and annual income and expenditure budget;
- drafts proposals to update the company's strategic plan drafted on a period of 3-5 years;
- elaborates the proposals for annual plans and expenditure budget by correlation with the company's annual draft plan and income and expenditure budget, taking into account the objectives derived from the strategic plan;
- is responsible for observing and applying the prudence and preventive control principles, the principle of negotiation for protecting the economical, commercial and technological interests of the company;
- is responsible for the analysis of the receivables and adopts measures in view of recovering the counter value of the products delivered on the contractual terms, otherwise proposing to file a lawsuit against the clients who don't pay;
- is responsible for providing the cash – flow;
- is responsible for drafting the income and expenses budget;
- is responsible for tracking the payment of internal and external suppliers as well as complying to the contractual clauses with respect to payment terms;
- is responsible for the due application of the accounting regulations (according to law 82/1991 republished)
- is responsible for recording the assets of the company according to the legislation in force;
- decides on the methodology for drafting financial and accounting papers while complying with the applicable legislation;
- is in charge of drafting monthly a correct report on the financial results and those related to assets;
- Is liable in a civil, material, disciplinary, contravention or penal point of view for the lawfulness of assets operations;

Name and address of employer Antibiotice – Iași, 1, Valea Lupului street
Type of business or sector Manufacture of medicines and pharmaceutical products

Dates 15.01.2003 – 03.06.2011

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| Occupation or position held | Head of the financial-accounting department |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Plans, organizes and coordinates the activity of the financial-accounting department; • Checks and coordinates the financial statements; • Actively participates to drafting the balance sheet as well as to its analysis and interpretation ; • Actively participates to drafting the synthesized statements needed by the company or requested by certain institutions; • Actively participates to drafting the yearly and quarterly income and expenditure budget; • Actively participates to drafting the annual and monthly manufacturing program. • verification of service provision contracts, performance of works, loans, leasing as beneficiary; • participates in negotiating rates and coefficients based on which the works/papers are prepared ; • monitoring costs on expenditure items, costing items and consumption locations and analyzing the evolution of their products and services costs in time; • analyzes and identifies optimal timing for updating the prices in the portfolio; • Establishes the price of new products launched. • Analyzes how asset movements is reflected in accounting records, in accordance with the applicable laws and takes measures to correct errors; |
| Name and address of employer | Antibiotice trading company 1, Valea Lupului street, Iași |
| Type of business or sector | Medicines and pharmaceutical products manufacture |
| Dates | 17/08 /1998– 15/01/2003 |
| Occupation or position held | Head of the Financial Analysis Department |
| Main activities and responsibilities | <ul style="list-style-type: none"> • Preparation and checking documentation required for price proposals; • Performing work on setting maximum prices; • Tracking and analyzing price evolution ; • Develop future plans on cost by revamping and applying advanced technologies; • Drafting plans on production cost for planned production; • Analyzing cost on assets, places of consumption, product costs and production facilities, the calculation items and expense items, materials settlements on products and the consumption of auxiliary materials; • Analyzing requests to modify the prices proposed by suppliers; • Participates to drafting the income and expenditure budget; • Exerting preventive financial control; • Analyzes profitability of new products in the first period of manufacture; • Analyzes the tenders and setting the priorities for bidding. • Formulates strategies on the pricing policy for each product • Solving the major problems related to the participation in the tender or products awarded by tender. |
| Name and address of employer | Antibiotice trading company 1, Valea Lupului street, Iași |
| Type of business or sector | Medicines and pharmaceutical products manufacture |
| Dates | 1991 – 17/08/1998 |
| Occupation or position held | Economist in the Efficiency-indicators department |

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| Principal subjects/ occupational skills covered | <ul style="list-style-type: none"> • Establishing and elaborating the plan on production costs for the planned production; • Drafting the documentation required for price proposals at the new products; • Determinates the unit rates relative to the provision of services; • tracking and analyzing the evolution of costs for products and services and production costs to cost centers (assets); • Conducting comparative analyzes of prices for products manufactured by the company against those made by other similar establishments at home and abroad; • Analyzing utilities, from a quantity and quality point of view, on plants and per item; • Analyze profitability of new products in the first period of manufacture; • Preparing financial and economic analyzes; • Analyzing monthly/quarterly sales in terms of profitability per product, plant, therapeutic class. |
| Name and address of employer | Antibiotice trading company 1, Valea Lupului street, Iași |
| Type of business or sector | Medicines and pharmaceutical products manufacture |
| Dates | 1990-1991 |
| Occupation or position held | Economist |
| Principal subjects/ occupational skills covered | |
| Name and address of employer | Moldova S.A. Iasi 1, Anastasie Panu street |
| Type of business or sector | Financial-accounting |
| Education and formation | |
| Dates | 1986 - 1990 |
| Title of qualification awarded | Accounting and agricultural economics |
| Principal subjects/ occupational skills covered | Accounting, Economic Analysis, Forecasting and Planning Agricultural Economics |
| Name and type of organisation providing education and training | Alexandru Ioan Cuza Iasi, The Faculty of Economic Sciences |
| Level in national/international classification | Economist |
| Dates | June – July 2012 |
| Title of qualification awarded | Certificate of attendance |
| Principal subjects/ occupational skills covered | Summer School a+ , 3rd edition, <i>Module I</i> Creativity, Innovation and Improvement with the two components: <i>Ideas are free of charge</i> and <i>Process Management</i> |
| Name and type of organisation providing education and training | Speakers from Alexandru Ioan Cuza University, Iași, The Faculty of Economy and Business Administration |
| Level in national/international classification | postgraduate |
| Dates | June - July 2011 |

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| Title of qualification awarded | Certificate of attendance |
| Principal subjects/ occupational skills covered | Summer School a+ , 2nd edition,, <i>Module I</i> Creativity and innovation <i>Module III</i> Labour legislation |
| Name and type of organisation providing education and training | Speakers from Alexandru Ioan Cuza University, Iași, The Faculty of Economy and Business Administration Specialists from the Territorial Labor Inspectorate Iași |
| Level in national/international classification | postgraduate |
| Dates | 28-30 January 2011 |
| Title of qualification awarded | Training GEO 117 / 23.12.2010 – The new change of the tax code effective since 01.01.2011. Closing the fiscal year 2010 |
| Principal subjects/ occupational skills covered | Tax-related knowledge |
| Name and type of organisation providing education and training | Doma Training |
| Level in national/international classification | - |
| Dates | 27-29 September 2010 |
| Title of qualification awarded | “Employeeeship Program” |
| Principal subjects/ occupational skills covered | Leadership |
| Name and type of organisation providing education and training | TMI |
| Level in national/international classification | international |
| Dates | 27-29 September 2010 |
| Title of qualification awarded | Training in “Time Management – Priorities & Results Program” |
| Principal subjects/ occupational skills covered | Time management |
| Name and type of organisation providing education and training | TMI |
| Level in national/international classification | international |
| Dates | 17-19 September 2010 |
| Title of qualification awarded | Training on “Communication & Presentation Skills” |
| Principal subjects/ occupational skills covered | Communication and presentation skills |
| Name and type of organisation providing education and training | TMI |

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| Level in national/international classification | international |
| Dates | 29.06. - 09.07.2010 |
| Title of qualification awarded | Certificate of attendance |
| Principal subjects/ occupational skills covered | Summer School a+ , module Management and development in the turbulence age |
| Name and type of organisation providing education and training | Speakers from the Alexandru Ioan Cuza University, Iași, The Faculty of Economy and Business Administration |
| Level in national/international classification | postgraduate |
| Dates | 04-07 February 2010 |
| Title of qualification awarded | Certificate : Tax Code 2010 |
| Principal subjects/ occupational skills covered | |
| Name and type of organisation providing education and training | OK Service Corporation |
| Level in national/international classification | national |
| Dates | March 2007 |
| Dates | March 2007 |
| Title of qualification awarded | Tax Consultant |
| Principal subjects/ occupational skills covered | |
| Name and type of organisation providing education and training | Public Finance Minister |
| Level in national/international classification | national |
| Dates | promotion 2006 |
| Title of qualification awarded | Chartered accountant |
| Principal subjects/ occupational skills covered | |
| Level in national/international classification | national |
| Dates | May 2001 |
| Title of qualification awarded | Cost analysis course |
| Name and type of organisation providing education and training | World Trade Institute Bucharest |

Level in national/international classification

Continuous training

Dates

November 2001

Title of qualification awarded

Strategic Management course

Principal subjects/ occupational skills covered

Continuous training

Name and type of organisation providing education and training

World Trade Institute Bucharest

Level in national/international classification

national

Dates

June 2000

Dates

Financial Management course

Title of qualification awarded

Continuous training

Principal subjects/ occupational skills covered

OK Services Ploiesti

Name and type of organisation providing education and training

national

Dates

May 2000

Dates

Company evaluation course

Title of qualification awarded

Company evaluation

Principal subjects/ occupational skills covered

ANEVAR Bucharest

Name and type of organisation providing education and training

SOCIAL SKILLS AND COMPETENCES

Mother tongue

Romanian

Foreign languages

Self-evaluation

European level (*)

English

| Understanding | | Speaking | | Writing |
|---------------|----------------|--------------|-------------|------------|
| Listening | Reading skills | Conversation | Oral speech | Writing |
| Basic user | Basic user | Basic user | Basic user | Basic user |