

PERSONAL INFORMATION

Ștefăniță Munteanu

WORK EXPERIENCE

(September 2020 – to date)

Indirect sales manager

Electrica Furnizare S.A. (Buzău, Romania)

- Developing and implementing the strategic plan for achieving the sales objectives by creating and coordinating an indirect sales channel;
- Identifying potential partners for the sale of electricity and gas supply services;
- Contributing to the definition of the sales strategy through regional partners and ensuring its implementation;
- Participating in the preparation of studies related to: portfolio of partners, potential customers, demand for services and products, the state of the competitive environment and any other relevant information;
- Aiming to achieve individual and global monthly/quarterly/annual sales targets at regional level.

(03 September 2019 – September 2020)

Deputy Director AFEE Buzău

Electrica Furnizare S.A. (Buzău, Romania)

(September 2019 – 02 September 2019)

Management Consultant

Electrica Furnizare S.A. (Bucharest, Romania)

- Carries out actions in order to increase the market share, the gross commercial margin and aims at streamlining the activity on the competitive electricity market;
- Offering customers based on elaborate calculations;
- Determining, centralising and monitoring company-wide performance indicators for eligible electricity customers;
- Participating in the identification, analysis, evaluation, prioritization, control and monitoring of risks at the department level and proposing actions to control them;
- Ensuring the administration of the distributed patrimony.

(February 2018 – February 2019)

Advisor to the State Secretary

Ministry of Waters and Forests (Bucharest, Romania)

(May 2017 – January 2018)

Advisor to the Prime Minister

General Secretariat of the Government (Bucharest, Romania)

(January 2017 – May 2017)

Deputy Secretary General

Ministry of Tourism (Bucharest, Romania)

- Ensuring the proper functioning of the departments and functional activities within the ministry;
- Leading, organizing, guiding and monitoring the Economic-Financial, Administrative and IT Department;
- Coordinating the distribution of goods under the management of the Ministry of Tourism;
- Fulfilling other attributions established by law or by other legal acts in the field of activity, as well as any other tasks delegated by the Minister of Tourism, in accordance with the legislation in force.

(November 2016 – January 2017)

Assistant inspector

Racovițeni Town hall (Racovițeni, Romania)

- Organizing the receipt and verification of technical documentation on site;
- Keeping clear records of the issued urbanism certificates and building permits;
- Ensuring the annual verification and inventory or whenever necessary of the temporary and permanent constructions;
- Observing the compliance with the law;
- Preparing various statistical reports, reports and miscellaneous information and transmits them to those authorized to receive them.

(December 2012 – October 2016)

Economic Director

Sisco Trading SRL (Buzău, Romania)

- Negotiating and being responsible for the correct performance of contracts and agreements concluded with clients in the portfolio;
- Being responsible for the preparation of delivery documents (fiscal invoices in accordance with the agreements concluded with customers), receipts and payments;
- Aiming to permanently attract new customers;
- Aiming to the achievement of the monthly and annual sales plan;
- Periodically preparing synthesis documents (reports and statistics) and presentation materials (estimated budgets);
- Providing technical and commercial assistance to clients and potential clients.

(May 2006 – December 2012)

Administrator

Uno Art Construct SRL (Buzău, Romania)

- Analyzing the market and looking for new customers;
- Managing the portfolio and maintaining the relationship with active clients;
- Centralizing, analyzing and preparing reports on existing situations in the territory (opportunities and problems) and identifying ways to solve them;
- Aiming to the achievement of the sales plan;
- Maintaining permanent connection with the sales team.

(May 2005 – May 2006)

Sales Director

Tegola Romania (Bucharest, Romania)

- Elaborating and proposing the sales plan accompanied by a dynamic policy of continuous growth of the sales volume;
- Aiming to the achievement of the sales plan;
- Weekly analyzing and making decisions regarding customer orders for products/services;
- Participating in the elaboration of strategies and in the organization of promotion campaigns for new products/services;
- Contacting new clients and presenting them with real collaboration proposals;
- Aiming to the collect at the deadlines established by contracts the amounts owed by customers;
- Always following the activity of the competition.

EDUCATION AND TRAINING

(September 2002 – September 2006)

Bachelor's Degree of Economics

Faculty of Management and Marketing, Romanian-American University (Bucharest, Romania)

(September 1998 – June 2002)

High School Diploma

National College B.P. Haşdeu

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	B2
French	B1	B1	A2	A2	A2
Italian	B1	B1	B1	B1	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

- Communication skills
- Adaptability
 - Public relations and teamwork skills
 - Ability to investigate, analyze and solve problems
 - Energetic, responsible, organized
 - Persuasion and negotiation skills
 - Ability to adapt, communicate and professional self-development, creativity
 - Self control

- Organisational / managerial skills
- Coordination
 - Document management, public relations, organization
 - Management experience
 - Initiative
 - Good crisis management
 - Stress resistance
 - Ability to synthesize and analyze

- Computer skills
- Internet browsing/Microsoft Office (Excel PowerPoint Word) - intermediate level/Good use of communication programs (sky messenger e-mail)/Social Media

- Driving licence
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ADDITIONAL INFORMATION

- Politics
- September 2020 – to date
County Counsellor, Buzău County Council
- Volunteering
- Initiator of the volunteer project "I believe in Buzău", Buzău