



**Oana
Ciulei**

Date of birth: 10/12/1999

Nationality: Romanian

Gender: Female

CONTACT



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EDUCATION AND TRAINING

2017 – 2021 – Bucharest, Romania

Bachelor's Degree in Domestic and International Business, Banking and Finance

Romanian-American University

2013 – 2017 – Vaslui, Romania

Baccalaureate Diploma

"Emil Racovita" Theoretical Highschool

Philology

30/09/2021 – 07/2023 – Romania

Master's Degree in Business Management and Audit

Romanian-American University

WORK EXPERIENCE

07/02/2021 – 07/07/2021 – Bucharest, Romania

Collections Analyst Internship

Cameron, a Schlumberger Company

Following up on assigned customer's accounts by telephone, fax or e-mail.

Initiating necessary action to maximize cash inflows by:

- Daily usage of Outlook, SAP and an internal tool for collections.
- Following up on all assigned customers.
- Review and reconcile customer's balances.
- If necessary, initiating and coordinating corrective action on discrepant paperwork for accounts receivable.
- Taking actions regarding following-up and problem solving on the accounts receivable in the SAP system.
- Prepare background investigation and collection analysis on new and existing customers as assigned.
- Working closely with the corporate credit group, sales department and billing department.

06/2021 – 07/2022 – Bucharest

Collections Analyst

Cameron, a Schlumberger Company

My responsibilities were related to maximizing cash inflows by:

- Daily usage of Get PAID, Outlook, Excel and SAP;
- Daily usage of SAP for analyzing the AR balance, sales orders, billing documents, customer master data, vendor master data;
- Following up on all assigned customer's accounts by telephone, fax or e-mail on a daily basis in order to achieve the quarterly KPIs.
- Reviewing and reconciling customer's balances;
- Preparing a background investigation and collection analysis on existing customers;
- Maintaining a continuous communication with customers and providing supporting documentation for the invoices if necessary;
- Assigning disputes and identifying the necessary action when an invoice is rejected;

- Working closely with the corporate credit group, sales department, billing department and cash application team;
- Presenting monthly reports for the high value invoices with problems and for the seriously outstanding invoices and assigning the corrective action to the person in charge.

01/08/2022 – CURRENT – Bucharest

Cash Application Analyst

Cameron, a Schlumberger Company

My current role related activities are: running daily bank reports and saving them on a designated server, posting cash receipts and direct debits, posting AR adjustments, researching and resolving accounts receivable related issues with the internal customers, reconciling cash accounts to bank reports, performing bank to bank transfers, posting/reconciling ZBA accounts, posting forex deals, dividends deals, intercompany transactions, write offs, tax deductions, customer/vendor discounts etc.

As a cash applier I am using SAP, Excel and Outlook on a daily basis. I am also accessing bank's sites and other internal sites.

LANGUAGE SKILLS

MOTHER TONGUE(S): Romanian

OTHER LANGUAGE(S):

English

Listening
C1

Reading
C1

**Spoken
production**
B2

**Spoken
interaction**
C1

Writing
C1

DIGITAL SKILLS

My Digital Skills

Microsoft office(WordExcel Powerpoint Outlook)

ORGANISATIONAL SKILLS

Organisational skills

I've gained organisational skills by being a part of a multinational company, by volunteering and by participating at different courses that required teamwork and leadership.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

I gained communication skills by partaking to monthly reports/calls and by actively communicating with my co-workers and my teams. Also, my volunteering, involvement in the University's student club and my participation in various extracurricular activities helped to improve my communication and interpersonal abilities.

EXTRACURRICULAR COURSES HELD BY PROFESSORS FROM US AND EUROPE

Extracurricular Courses held by professors from US and Europe

Corporate Social Responsibility;

International Marketing;

International Business Ethics;

Topics in Corporate Finance;

Social Networking;

Strategic Communications: Planning and Executing Effective Campaigns;

Money Laundering Using Cryptocurrencies and International Cooperation

PRESENTATIONS

● Presentations

On my jobs I had to present monthly online reports such as the Accounts Receivable Aging Reports, these being presented to the AR Controller, Sales Team or to the Corporate Credit Team. These reports have been used to analyze the customers with an increased aging score and to establish further actions needed to collect the significantly overdue invoices.

During my university activities I attended the **Session of Student Scientific Communications** (Romanian-American University) with presentations such as: European Policies, Home Insurance, Management Styles and Types of Management, Banking Risk Management in Romanian Banking System.

By holding such presentations, I was able to develop my public speaking skills and to aim a better interaction with the public. I was also able to improve my knowledge for the Microsoft Office package usage (Word, PowerPoint and Excel mainly).

DRIVING LICENCE

● Driving Licence: B

