



Diana-Alexandra Patrascu

My Contact



[Redacted email address]



[Redacted phone number]



Bucharest, Romania

Education Background

- **Romanian-American University**
Masters - Audit and Accounting
October 2023 - expected to graduate 2025
- **Manchester Metropolitan University**
Bachelor of Arts - BA, Hospitality Business Administration/ Management · (2017 - 2020)
- **Nicolae Grigorescu National Highschool, Campina**
Baccalaureate, Mathematics and Computer Science · (2013 - 2017)

Volunteering

- Last year I took part in a volunteering session organized by the company that I work for, at SOS Satele Copiilor, where we cleaned up a children's park in their "village".
- In 2016 and 2017 I have been volunteering at the mountain bike event "Race for Autism" held by RAA association, being in the Logistics Team.
- I have participated in "Leaders of the 3rd Millenium" course, led in partnership with British Council where I have developed my Leadership and Public Speaking skills.
- In high school I have also been volunteer at a special school for children with disabilities in Breaza, Prahova.

About Me

Detail-oriented person with a proven track record of accurately and efficiently managing different financial processes.

Professional Experience

SNC Lavalin Inc. | Billing Analyst with French and English
May 2021 - Present

Key responsibilities:

- Prepare client invoices based on billing conditions and instructions in Oracle EBS;
- Prepare intercompany invoices and gather back-up payments;
- Issue and send clients invoices, including submission on client self-service portal;
- Issue credit memos;
- Issue monthly statement of accounts for internal and external clients;
- Maintain project information to ensure billing conditions are timely entered and updated;
- Conducting training and support for new joiners, regarding billing metrics and reports.

Societe Generale Global Solution Centre Romania
| KYC Analyst with French

July 2020 - March 2021

- Key responsibilities:
- Thoroughly and succinctly document the research and analysis related to the financial activity and related entities of Clients;
- Review customer files in order to identify missing or non-compliant documents;
- Complied with internal controls and french government regulations;
- Report compliance risks identified according to the legal framework;
- Periodically evaluate existing Clients according to established policies and procedures;
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.

Languages

- English - full professional proficiency
- IELTS B2
- French - professional working proficiency (B1 level) - Lingua Transcript Courses
- Spanish and German - elementary proficiency