



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) **Durluț, Iuliana**
Address(es) 11 Calea Apeductului, RO- 060912, Bucharest, Romania
Telephone(s) +40 2114303642 Mobile: +40 0722309276
E-mail i.durlut@rundata.ro
Nationality Romanian
Date of birth 31.07.1965
Gender feminine

Desired employment / Occupational field

Person responsible for financial settlement

Work experience

Dates	06.12.2010 - present
Occupation or position held	economic director
Main activities and responsibilities	<ul style="list-style-type: none">- planning, managing and coordinating the financial accounting department- coordinating and controlling the projects of the institute- managing and consolidating all financial data required for an exact accounting- coordinating and preparing internal and external financial reports- generating and checking the trial balance and preparing the yearly balance sheet- providing financial procedures required to implement projects carried out in the institute- evaluating current accounting operations, providing recommendations for implementation and improvement of new procedures- preparing reports to management, applications for reimbursement and interim and final reports- tracking resource usage per project and comparing it to available resources
Name and address of employer	National Scientific Research Institute for Labour and Social Protection 6-8 Povernei Street, Bucharest, Romania; http://www.incsmps.ro/
Type of business or sector	Socioeconomic research
Dates	01.03.2002 – 06.12.2010
Occupation or position held	economic director
Main activities and responsibilities	<ul style="list-style-type: none">- planning, managing and coordinating the financial accounting department- coordinating and controlling several projects at the same time- managing and consolidating all financial data required for an exact accounting- coordinating and preparing internal and external financial reports- generating and checking the trial balance and preparing the yearly balance sheet- providing financial reports at clients' request- evaluating current accounting operations, providing recommendations for implementation and improvement of new procedures- preparing reports to management- coordinating the activity of junior and senior accountants
Name and address of employer	Eurodata Accounting
Type of business or sector	Accounting, financial advice, audit

Dates	01.10.1998 – 01.03.2002
Occupation or position held	internal auditor
Main activities and responsibilities	<ul style="list-style-type: none"> - planning and carrying out the internal audit of the company - reporting directly to the Board of Directors and to the Director General - management consultancy in matters related to risk management and internal control - developing and maintaining a permanent contact with the Romanian regulatory authorities
Name and address of employer	Sara Merkur SA
Type of business or sector	Life insurance
Dates	02.05.1995 – 01.11.1998
Occupation or position held	Chief Accountant
Main activities and responsibilities	<ul style="list-style-type: none"> - planning, organizing, coordinating and supervising financial accounting - ensuring regular and timely realisation of the balance sheet, in accordance with legal requirements - ensuring that the trial balance and the book of account are provided monthly - ensuring that the balance is reconciled permanently, especially the banking transactions, the situation of fixed assets, the customer accounts and those of suppliers - responsible for the correctness of the accounting records, of the reports and of the periodic statements - involvement in drafting monthly statements - establishing and delegating tasks in the financial accounting department
Name and address of employer	National Institute of Biology
Type of business or sector	Fundamental research
Dates	01.09.1987 – 02.05.1995
Occupation or position held	economist within the financial accounting department
Main activities and responsibilities	<ul style="list-style-type: none"> - registering invoices in accordance with company procedures - checking the accuracy of invoices - communicating with internal and external suppliers - communicating with the person responsible for the internal management control and with the internal auditor - participating in the closing month activities (formation of provisions) - coordinating the process of payments - account reconciliation - checking and reconciling the financial accounting records - identifying problems in the accounts and recommending solutions to the head of the department
Name and address of employer	Cesarom SA
Type of business or sector	ceramic industry

Education and training

Dates	02.02.2010 – 31.03.2010
Title of qualification awarded	tax advisor
Name and type of organisation providing education and training	Chamber of Tax Consultants of Romania http://www.ccfiscali.ro/
Dates	since 02.10.2003
Title of qualification awarded	financial auditor
Name and type of organisation providing education and training	Chamber of Financial Auditors of Romania http://www.cafr.ro/
Dates	since 01.02.2000
Title of qualification awarded	expert accountant
Name and type of organisation providing education and training	The Body of Expert and Licensed Accountants of Romania http://ceccar.ro/ro/

Dates since 01.04.1995
 Title of qualification awarded accountant
 Name and type of organisation providing education and training Chamber of Financial Auditors of Romania, <http://www.cafr.ro/>

Personal skills and competences

Mother tongue **Romanian**

Other language(s) **English**

Self-assessment
European level ()*

English

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
good	good	good	good	good

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences I consider myself an upright, honest and communicative person.

Organisational skills and competences I am analytical and I have the necessary abilities for investigating.

Technical skills and competences I have the necessary knowledge of the national and international accounting regulations. I am familiar with and I understand the business environment.

Computer skills and competences Computer Literate, particularly Windows software and work experience with various accounting software.

Driving licence B

Additional information

Hobby I enjoy travelling and learning about different cultural backgrounds.