

# Luminita Zamfir, BA, E

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## Professional experience

**Assistant Manager                      RomTrailer Ltd.                      1998 - 1999**

(exclusive Romanian representative for SCHMITZ-Cargobull AG, the German Producer of trailers and semitrailers – number one in Europe.)

Starting **1999** promoted to position of **Administrative & Financial Supervisor**; in this position in charge with:

### *(Responsibilities:)*

- Coordination and Development of leasing contracts portfolio within the Sales Department.
- Actively involved in import – export operations / activities; drawing up external invoices and ensuring the correct and efficient circulation of customs papers / documents
- Managing Credits – Debts Interrelation and Debts Recovery within Financial and Administrative Departments; interacting with the German Producer

**Sales Officer      Alpha Leasing Romania S.A.      2004 - present**

### *(Responsibilities:)*

- Collects information and data from the local market and performs market studies
- Initiates and maintains relationships with commodity and equipment suppliers
- Maintains cooperation and information relations with the Marketing Specialists working at the branches of Alpha Bank Romania
- Initiates relationships with potential clients (direct sales)
- Selects cooperation proposals from advertising agencies and suppliers of related services
- Monitors the annual seminar, conference, fair and exhibition schedule, the implementation of the decision to participate and the results.

### *(Achievements:)*

- In depth knowledge of the business of leasing
- Good business and professional communication skills.
- Thorough understanding and application of financial management tools.

