

Europass Curriculum Vitae



Personal information

First name(s) / Surname(s) **Ludmila DUCA**

Address 19, Hristo Botev Str., ap.118
MD-2043 Chisinau (Moldova)

Mobile +373 68 102020

E-mail(s) duca.liudmila@mail.ru

Nationality Moldovian

Date of birth 08/12/1957

Gender Female

Work experience

| | |
|--------------------------------------|--|
| Dates | 2020-2021 |
| Occupation or position held | Financial manager |
| Main activities and responsibilities | Planning, managing, budgeting, reporting financial means. Financial consultations |
| Name and address of employer | Project "Renaissance of the authentic crafts folk-common cultural heritage as a focal point for sustainable economic and tourism development", Joint Operational Programme Romania – Republic of Moldova 2014-2020 |
| Dates | 2020, February-November |
| Occupation or position held | Mentor. Chairman of the business plan competition committee |
| Main activities and responsibilities | Consulting young entrepreneurs in rural areas in initiating and managing businesses in the agricultural field. Business plan analysis. Organizing the activity of the Competition Commission |
| Name and address of employer | Project High Value Agriculture Activity in Moldova (HVAA) "Support APA for Promotion of Entrepreneurship to organize and conduct a series of trainings and seminars for young people to better understand the agricultural sector and agribusiness" (USAID), |
| Dates | 2019 |
| Occupation or position held | Consultant in planning, implementation and reporting of international projects and budget programs |
| Main activities and responsibilities | Planning and implementation of budgets, analysis of the execution of the activity plan, correlation with performance indicators. |
| Name and address of employer | South Regional Development Agency, Cimislia |
| Dates | 2007 - 2018 |
| Occupation or position held | Financial Director |
| Main activities and responsibilities | <ul style="list-style-type: none"> - Book-keeping; - Financial management; - Financial planning; - Financial control of programs financed donors or from state budget - Elaboration and control of organization financial plan; - Collaboration with financial institutions; - Elaboration of financial reports; - Elaboration of statistical reports; - Elaboration of informative materials; - Render of entrepreneurial consultations; - Human resources management; |

| | |
|--------------------------------------|---|
| Name and address of employer | Organization for Small and Medium Enterprises Development Chisinau (Moldova) |
| Dates | 1999 - 2007 |
| Occupation or position held | Head of Division "Economic and Finance" |
| Main activities and responsibilities | <ul style="list-style-type: none"> - Control and book-keeping of financial means; - Analyses of economic activities of potential clients; - Programs and projects writing, directed to support the development of SME; - Elaboration and control of organization financial plan; - Render of entrepreneurial consultations; - Human resources management; |
| Name and address of employer | Fond for Entrepreneurial Support and Small Business Development Chisinau (Moldova) |
| Dates | 1993 - 1999 |
| Occupation or position held | Head of Division "Economic and Finance" |
| Main activities and responsibilities | <ul style="list-style-type: none"> - Control and book-keeping of financial means; - Planning economic activities of the Union; - Plan company's incomes and expenses, and monitor the plan implementation process; - Elaboration and implementation of the programs directed to support the development of SME; - Render of entrepreneurial consultations; |
| Name and address of employer | Moldavian Entrepreneurs and Renters Union Chisinau (Moldova) |
| Dates | 1991 - 1993 |
| Occupation or position held | Accountant Chief |
| Main activities and responsibilities | <ul style="list-style-type: none"> - Control and book-keeping of financial means; - Elaboration of financial reports; - Elaboration of informative materials; - Consulting; |
| Name and address of employer | Training and Consulting Centre Chisinau (Moldova) |
| Occupation or position held | Accountant Chief |
| Name and address of employer | Know- how Exchange Program (KEP) on Credit Guarantee Fund |
| Occupation or position held | Info Line Manager |
| Name and address of employer | USAID Newbiznet |
| Occupation or position held | Accountant Chief |
| Name and address of employer | Project for " Farmer's guideline development" "Eurasia" Found |

Education and training

| | |
|--|--|
| Dates | 1974 - 1979 |
| Principal subjects / occupational skills covered | Licentiate in engineering and economics |
| Name and type of organisation providing education and training | State University of Moldova Chisinau (Moldova) |
| Dates | 10/2012 |
| Principal subjects / occupational skills covered | "MSME Lending Seminar" |
| Name and type of organisation providing education and training | Business & Finance Consulting Republic of Moldova |
| Dates | 2011-2014, 2019-2020 |

| | |
|--|---|
| Principal subjects / occupational skills covered | Periodic training |
| Name and type of organisation providing education and training | BRCT, JTS Republic of Moldova |
| Dates | 2013- 2014 |
| Principal subjects / occupational skills covered | Financial Assistant "Regional Business Incubator's Network" (Black Sea BI-Net) |
| Name and type of organisation providing education and training | Republic of Moldova |
| Dates | 2011- 2013 |
| Principal subjects / occupational skills covered | Financial Coordinator "Lead Your Way to Business" |
| Name and type of organisation providing education and training | Republic of Moldova |
| Dates | 2011- 2012 |
| Principal subjects / occupational skills covered | Financial Administrator "Black Sea Network for Regional Development Programme" |
| Name and type of organisation providing education and training | Republic of Moldova |
| Dates | 2011- 2012 |
| Principal subjects / occupational skills covered | Financial Administrator "Upgrading and modernizing the Project" |
| Name and type of organisation providing education and training | Republic of Moldova |
| Dates | 02-10/2009 |
| Principal subjects / occupational skills covered | Financial Coordinator "Strengthening the Credits Guarantee Fund" within the Know-how Exchange Programme (KEP) |
| Name and type of organisation providing education and training | Republic of Moldova |
| Dates | 2010 |
| -2012Principal subjects / occupational skills covered | Financial Coordinator "Supporting the implementation of the migration and development component of the EU-Moldova Mobility Partnership" |
| Name and type of organisation providing education and training | Republic of Moldova |
| Dates | 11/2009 - |
| Title of qualification awarded | Certificate "Financial Programming and Policies" |
| Name and type of organisation providing education and training | Joint Vienna Institute (Austria) |
| Dates | 10/2009 |
| Principal subjects / occupational skills covered | Credit guarantee fund operations |
| Name and type of organisation providing education and training | Austria Wirtschaftsservice Gesellschaft mbh (AWS) (Austria) |
| Dates | 10/2008 |
| Principal subjects / occupational skills covered | Support infrastructure for SME |
| Name and type of organisation providing education and training | FITPRO (Czech Republic) |

| | |
|--|---|
| Dates | 10/2007 |
| Title of qualification awarded | Certificate „Risk Management House Bank Operation” |
| Name and type of organisation providing education and training | Training Center of National Bank from Greece (Greece) |
| Dates | 09/2007 |
| Principal subjects / occupational skills covered | Study Tour Ireland for Moldova Officials financing of European Commission's TACIS Programme |
| Name and type of organisation providing education and training | International Development Ireland Dublin (Ireland) |
| Dates | 03/2005 |
| Principal subjects / occupational skills covered | Study Tour „Public-Private Dialogue” |
| Name and type of organisation providing education and training | Budapest (Hungary) |
| Dates | 06/2004 |
| Principal subjects / occupational skills covered | Web sites development for IMM |
| Name and type of organisation providing education and training | Moscow (Russia) |
| Dates | 07/2003 |
| Principal subjects / occupational skills covered | Women entrepreneurship in Ukraine, Moldova and Uzbekistan |
| Name and type of organisation providing education and training | (Moldova) |
| Dates | 01/2000 - 08/2000 |
| Principal subjects / occupational skills covered | Specialized trainings for info line consultation for economic agents |
| Name and type of organisation providing education and training | Kiev (Ukraine) |
| Dates | 10/1999 |
| Principal subjects / occupational skills covered | Gender problem in Entrepreneurial Development |
| Name and type of organisation providing education and training | Erevan (Armenia) |
| Dates | 07/1998 |
| Title of qualification awarded | Certificate of attendance “Account and small enterprises in book-keeping” |
| Name and type of organisation providing education and training | EOMMEX Athena (Greece) |

Personal skills and competences

- Team work and individual work capacity well developed;
- Active mind;
- Flexible to changes regarding professional environment;
- Responsible and communicative person.

Other language(s)

Self-assessment
European level ()*

| Understanding | | Speaking | | Writing |
|---------------|---------|--------------------|-------------------|---------|
| Listening | Reading | Spoken interaction | Spoken production | |

| | | | | | | | | | | |
|----------------|----|-----------------|----|-----------------|----|------------------|----|------------------|----|------------------|
| Russian | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user | C2 | Proficient user |
| French | C1 | Proficient user | C1 | Proficient user | B1 | Independent user | B1 | Independent user | B1 | Independent user |
| English | A2 | Basic User | A2 | Basic User | A2 | Basic User | A2 | Basic User | A2 | Basic User |

| | |
|---------------------------------------|--|
| Social skills and competences | <p>Practical Experience in elaboration of programs related to entrepreneurial activities;</p> <p>Practical Experience in elaboration of state policy, legislative-normative acts and regulations towards entrepreneurial activities;</p> <p>Experience in implementation of international projects;</p> <p>Experience in cooperation with national and international NGO's.</p> <p>Experience in accounting and financial record;</p> <p>Wide experience in rendering financial & accounting consultation, etc.</p> |
| Organisational skills and competences | <p>knowledge of administrative and organizational work, capacity of strategic thinking, analysis, results orientation; skills for problem solving and decision making, organization and planning, teamwork; the ability to understand human behavior, a spirit of initiative;</p> <p>Excellent communication skills, dynamic, sociable, easily adaptable resistant to stress; disciplined; responsible; careful;</p> |
| Technical skills and competences | <p>User 1C; efficient use of computer networks and office techniques: scanner, printers, copier, video projector, etc. Operation of the "Bank - Client" service</p> |
| Computer skills and competences | <p>I am familiar with PC's structure and I have strong hardware knowledge. I have also solid knowledge regarding the following software: all Microsoft Windows versions, Microsoft Office, Web Browsers, Mail Organizers, etc.</p> |
| Membership skills | <ul style="list-style-type: none"> - Member of several working groups for the implementation of state programs to support small and medium business -Member of the Guarantee Committee under the Credit Guarantee Fund -Member of the National Committee for awarding "The best entrepreneur of the SME Sector"; - Member of the Businesswomen Association border; - Assistant to the Alliance for entrepreneurial development in Moldova; - Member of the FINN "Divident" censor board. |
| Publications | <ul style="list-style-type: none"> - Developing Micro financing system in Moldova for the INVESTGUIDE 2002- 2003 CEI/ONU - Micro financing and consulting services for SME's for CEI EBRD |