

# Curriculum Vitae

CV- Junior auditor /  
Senior projects auditor

**Name:** Elena GÎNCU,

**Nationality:** Moldova.

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## PERSONAL INFORMATION:

### OVERVIEW:

*A well-organized with a can-do attitude person. Responsible, attentive to details, and oriented to results.*

### CREER OBJECTIVE & QUALITIES:

*To be a part of an organization where my qualifications, experience and abilities can be fully utilized to contribute to the accomplishment of the company's vision and mission, thus providing for both a career growth. I am highly organized person, with analytical thinking, willing to learn and improve myself.*

### WORK EXPERIENCE: 15.03.2013 – PRESENT

#### **Junior Auditor "Moldauditing" LTD / MOLDOVA, CHISINAU** **Assignments:**

- *Financial audit of Teamdress Stein Deutschland GmbH – Production factory Moldova branch – Starline LTD.*
- *Verification procedures at Volkswagen and Audi Distributor Moldova – RUMEON - control procedures related to the bookkeeping of spare parts sales and of the costs for repair services provided by the entity.*
- *Auditing of projects financed by Europe Union Member States, according to the ISRS 4400 for Black Sea, EaPTC, GIZ Moldova programmes.*
- *Auditing of the projects financed by relevant Donors as:*
  - *Foundation Liechtenstein Development Service (LED) – Germany.*

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- *City of Mannheim, Engagement Global GmbH – Germany.*
- *The World Bank*
- *The Austrian Development Agency*
- *The Swiss Agency for Development and Cooperation*
- *The Representation “IM Swedish Development Partner” in Moldova*
- *The Embassy of Finland in Bucharest*
- *The British Embassy in Moldova*
- *The Pestalozzi Children’s Foundation*

- *Issue of the audit certificates in EMS’s reporting systems Danube & Black-Sea projects.*
- *Audit of the projects financed by Hilfswerk International by operating in SAPI – a project management and financial reporting tool.*
- *Expenditure Verification of a Service Contract (fee-based) - External Actions of the European Union.*
- *Audit of the project financed under SGP’s programme.*
- *Providing of other related services and auditing procedures performed according to the Donor’s requirements and Terms of References for an audit.*
- *Project’s evaluation procedures, going-concerning analysis.*
- *Verification of the investment projects financed by IFAD. On-site monitoring. Evaluation of the investment project proposals with the actual activities carried by the beneficiaries.*
- *Issue of factual findings reports in English, Romanian, Russian languages.*
- *Issue of the letters to the management - including audit findings, risks and impacts, as well as the audit recommendations in English and Romanian.*
- *Translating of management letters (including audit findings, risks identified, recommendations) from Romanian/Russian into English.*

01.09.2012-01.03.2013

**ACCOUNTANT (wholesales/inventories) “AlfCeramiks” LTD / RUSSIA, MOSCOW**  
**Responsibilities / main tasks:**

- *Wholesale accounts recording.*

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01.10.2008–01.08.2012

- Invoicing – sales department.
- Online-banking (3 local bank systems), bank payment orders processing.

## **ACCOUNTANT AT “BauConstruct” LTD / MOLDOVA, CHISINAU** **Responsibilities / main tasks:**

- The bookkeeping of primary documentation.
- Invoice processing – supply department
- Wholesale and retail sale invoicing.
- Wholesale and retail sale daily reporting.
- Time-sheets verification – sales department.
- Recording of monthly administrative expenses.
- Preparation of Internal financial statements according to the management’s requirement.
- Operating in on-line bank systems - payment ordering, transfers

01.03.2006-01.11.2006  
01.03.2007-01.11.2007

## **STUDY INTERSHIP / UNITED KINGDOM, KENT AREA.**

### **B R Brooks & Son at Langdon Manor Farm,** **Responsibilities / main tasks:**

- Quality supervising in packing process.
- Supervising a team of 40 students (Russian, Romanian, Ukrainian and Bulgarian nationalities).

## **EDUCATION AND TRAININGS:**

### **Studies:**

**Diploma in Economy – 5 Years Degree ( Attached diploma)**

**Academy of Economic Studies of Moldova.**

Accounting and Auditing

September, 2003 – May 2008.

### **Language courses:**

- **English course (2 academic years) provided by the Ministry of Education and Youth of Republic of Moldova. (Attached diploma)**  
August 2006 - November 2008
- **German courses** at Lingua Terra Language Center.  
July 2019 – Present (A2-B1 Levels)

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## ***Professional continuing qualification trainings:***

***CAP Certificate*** (Certified Accounting Practitioner), accredited by IFAC, **(Certificate attached).**

The certification programme included:

- 1-Managerial Accounting MA1,
- 2-Financial Accounting -FA1,
- 3-Taxation
- 4- Business Law

## ***Training on public speaking:***

***Public speaking training (Certificate attached)***

04.10.2016 - 04.11.2016

## **LANGUAGE SKILLS:**

***Romanian*** – fluent (native)

***Russian*** – fluent (native)

***English*** – fluent (B2)

***German*** – ***Basic at the moment (A2-B1, go on German courses)***

***Italian*** - basic communicational level

## **COMPUTER SKILLS**

**Operating with:**

- MS-Excel, Word, Outlook, windows operating system, internet surfing.
- EMS reporting system.
- Financial reporting tool SAPI.

## **COMMUNICATION SKILLS:**

*Good social and communicational skills were gained, working within different countries as: Republic of Moldova, The United Kingdom, Russia.*

*Professional skills gained through all my experience, highly adaptable and self-motivated. Able to work in a team as an effective team member and deliver both team and individual results.*



REPUBLIC OF MOLDOVA  
MINISTRY OF EDUCATION AND YOUTH

# DIPLOMA

OF LICENTIATE  
Higher Education

According to the decision of the Licence Examination Commission  
of **26 May 2008**

**ROMANIUC ELENA**

personal No **2001021436672**

admitted in **2003**, graduate of

**Academy of Economic Studies of Moldova,**

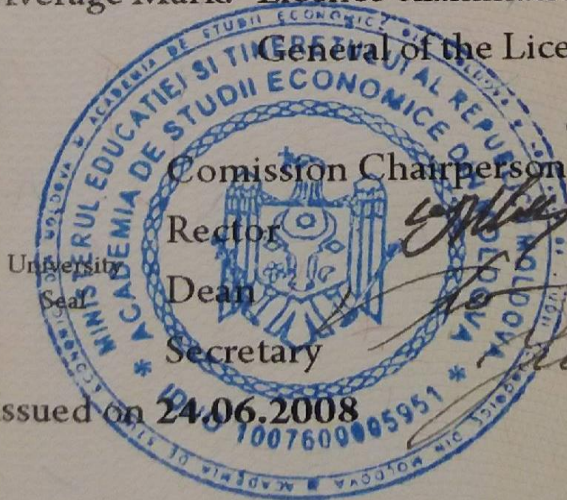
has been awarded the degree of **Licentiate in Economics**  
in the field of **Economics**

speciality **Accounting and Auditing**

specialization **Accounting and Auditing**

Average Mark: Licence examination **8,75 (eight,75)**

General of the Licence **8,12 (eight,12)**



**Drucec Claudia**

**Belostecinic Grigor**

**Țurcanu Viorel**

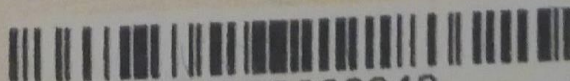
**Frunze Rodica**

Issued on **24.06.2008**

**50810200966**

Registration No. \_\_\_\_\_

Signature of Holder \_\_\_\_\_



ALI000000940



*Curriculum Vitae*



# Curriculum Vitae

<p>Republica Moldova Ministerul Educației și Tineretului Direcția generală educație, tineret și sport a Consiliului municipal Chișinău CURSURILE DE LIMBI STRĂINE</p> <p><b>ADEVERINȚA Nr. <u>11680</u></b></p> <p>Prezenta adeverință este eliberată cetăț. <u>Romaniuc</u> <u>Elena</u> născut(ă) "<u>15</u>" "<u>03</u>" în anul <u>1985</u>, precum că el(ea) a învățat la secția de limbă <u>engleză</u> a Cursurilor de limbi străine din mun. Chișinău după programa ciclului de <u>doi</u> ani,</p>	<p>a terminat aceste Cursuri în anul <u>2008</u> și a susținut examenul de absolvire pe nota <u>10 (zece)</u>.</p> <p> L.S.</p> <p>Directorul Cursurilor <u>[Signature]</u> Profesorii <u>[Signatures]</u> Secretarul <u>[Signature]</u></p> <p>or. Chișinău "<u>27</u>" "<u>noiembrie</u>" <u>2008</u></p>
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**Certificat**

DE PARTICIPARE LA CURSUL DE DICȚIE

DICTIE.MD certifică participarea în cadrul cursului de dicție  
organizat în perioada 04.10.2016 – 04-11.2016  
a cursantului Elena Romaniuc

  
Antrenor: V. Nastasiu  
*Vera Nastasiu*

Antrenorul de dicție, Vera Nastasiu este acreditată în calitate de formator de Autoritatea Națională pentru Calificări din România, Ministerul român al Educației Naționale și Ministerul Muncii Protecției Sociale și Persoanelor Vrstnice de la București.  
Seria L, nr. 00043454.