



# ELENA BUTNARIU

**Identity card:**      **Date of Birth:**      |      **Place of Birth:**      |  
**Citizenship:** Romanian      **Phone Number:**      **E-mail:**      |      **Address:**

## ● PROFESSIONAL EXPERIENCE

□ **TTS (Transport Trade Services) S.A. – Bucharest, Romania**

**Member of the Board of Directors** – 2021 – present

□ **HEMS Consult SRL – Constanța, Romania**

**Company Administrator** – 2007 – 2022

Management of an accounting and tax consultancy firm. CECCAR license no. 5418/2007 and CCFISCALI license no. 176/2008. Coordination and organization of accounting for companies based on contractual relationships under Accounting Law no. 82/1991.

Preparation and submission of financial statements

Representation before fiscal authorities

□ **Administration of Navigable Canals – Constanța, Romania**

**Chief Financial Officer** – 2005 – 2007

□ **Bancpost S.A. – Constanța, Romania**

**Credit Coordinator** – 2001 – 2005

□ **Administration of Navigable Canals – Constanța, Romania**

**Chief Financial Officer** – 1994 – 2001

□ **Administration of Navigable Canals – Constanța, Romania**

**Head of Financial Accounting Department** – 1990 – 1994

□ **Administration of Navigable Canals – Constanța, Romania**

**Economist** – 1986 – 1990

□ **Cimentul Medgidia – Medgidia, Romania**

**Economist** – 1986 – 1990

## ● EDUCATION AND PROFESSIONAL TRAINING

1979 – 1983 – Bucharest, Romania

**Economist, Bucharest University of Economic Studies – Faculty of Finance and Accounting**

1994 – present

**Licensed Accountant, License no. 7458, Body of Expert and Licensed Accountants of Romania (CECCAR)**

2007 – present

**Licensed Tax Consultant, License no. 237, Chamber of Tax Consultants**

## ● LANGUAGE SKILLS

Mother tongue:      **ROMANIAN**

Other language(s):

	<b>Comprehension</b>	<b>Speaking</b>		<b>Writing</b>
	Speaking comprehension	Reading	Written expression	Conversation
<b>ENGLISH</b>	B1	B1	B1	B1

*Levels: A1 and A2 – Basic user, B1 and B2 – Independent user, C1 and C2 – Proficient user*

● **SKILLS**

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ACCOUNTING SOFTWARE | Microsoft Office | Microsoft Word | Internet Navigation | Microsoft Excel | Zoom

● **DRIVING LICENSE**

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**DRIVING LICENSE:** B