



Curriculum vitae Europass

Personal information

Name / Surname Mureşan Daniela
 Adresse(e) Cluj-Napoca, Romania
 Mobil 004/264599170
 Fax(s) 004/264590110
 E-mail(s) Daniela.muresan@ubbcluj.ro
 Nationality Romanian
 Date of birth -
 Sex F

Occupation field Administrative

Professional experience

Period of time 2008- Present
 Job title Financial Administrator
 Main Responsibilities Cashier
 Company/ Institution Faculty of Business, Babeş-Bolyai University, Cluj-Napoca, Romania
 Period of time 1988-1993
 Company/ Institution SC ICEPIAF
 Job title Technical draftsman
 Period of time 2003-2008
 Company/ Institution "Drumu Nou" Craft Production Cooperative

Education

2009-2012
 Graduated in Business Administration, Faculty of Business, Babeş-Bolyai University

Personal skills

Mother tongue ROMANIAN
 Foreign languages ENGLISH

Autoevaluation
 European level(*)

ENGLISH

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	Writing
A1	A1	A1	A1	A1

Communication skills

Sociable, Communicative, Adaptable to stressful situations, Teamwork, Availability in the relationship with the public.

Organisational/ managerial skills	Manages the financial records of the faculty's budgetary and extra-budgetary revenues and expenses
Technical skills and competences	It collects tuition fees and other fees owed by students, coordinates the records of fee-paying students, sends consumption vouchers to the Supply Service, sends correspondence to the UBB Rectorate.
Computer skills	Word, Excel, Power Point, Internet-social platforms
Other skills	-