



# VALENTIN BUCUR

Sales Assistant - New Business



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www.valentinbucur.com

## Languages

- Romanian (Native)
- English (Intermediate)
- Italian (Beginner)

## Expertise

- Sales
- Making Offers
- Tenders
- Financial Consultancy
- Banking Services
- Negotiation
- Brand Management
- Marketing
- Self-Publishing Books
- Project Management

## Professional Experience

### Sales Assistant, New Business

ALD Automotive - Bucharest, Romania

Apr 2023 - Present

Management of sales activities of the office:

- Preparation of offers, on the needs of clients;
- Preparation of offers and optimization of pricing;
- Participation and preparation of strategies for tenders;
- Discussions with clients on needs, budget, support, and improving relations with them;
- Responsible for the client portfolio, large local or international corporations;
- Administrative tasks (letters, faxes, emails from the commercial department);
- Creation of annexes and contractual changes.

### Banking Services Specialist

Banca Transilvania - Bucharest, Romania

Mar 2022 - Apr 2023

### Financial Consultant

Bucur M. Valentin - Intermediar în Brokeraj

July 2021 - Apr 2023

## Education

### Polytechnic University of Bucharest

Master's Degree

Advanced Technologies in the Food Industry  
2021 - 2023

### Polytechnic University of Bucharest

Food Products Engineering  
2017 - 2021

## Skills developed in the professional environment

Sales Management	
Making Offers	
Tenders	
Negotiation	
Microsoft Office 365	
Financial Consultancy	
Project Management	
Salesforce	
Customer Relationship Management	

## Skills developed independently and through volunteering

Illustrator	
Self-Publishing Books	
Photoshop	
E-commerce	
Marketing	
Brand Management	
SEO	
Volunteering	
Entrepreneurship	

## Trainings

### PISA

Innovative Teachers – Entrepreneurial Students  
Oct 2019 - Apr 2021

### LEADERS Explore - Leadership

LEADERS Foundation  
July 2020 - Apr 2021

## Volunteering

### EESTEC Bucharest

Dec 2019 - Alumnus Member

### OSB - Polytechnic University of Bucharest

Sep 2017 - June 2021

## Courses and certifications

### Project Management

How to Create a Gantt Chart in Wrike  
Jan 2024

### Self-Publishing Books

Amazon Kindle Direct Publishing  
Aug 2022

### Organic Marketing

Social Media Groups for Small Businesses  
Aug 2022

### Google Ads for Beginners

Aug 2022

### Investment risk management

July 2022

### Intermediary in insurance and/or reinsurance

Institutul de Studii Financiare (ISF)  
Sep 2021 - Expired

### Fundamentals of Graphic Design

Aug 2020

### Agro-food safety

Aug 2020

### Google Digital Workshop

Apr 2020

### Entrepreneurial Skills Certificate

Oct 2018

## Projects

### Self-Publishing and Branding

Younotebook & Bucur House  
Sep 2020 - Present

### Fashion Merchandising and Branding

Trendish  
July 2021 - Jan 2022

### Design Sprint

EESTEC Bucharest  
Dec 2019 - Feb 2020

### Data analyst champaign electorales

OviBees Ventures LLC.  
Sep 2019 - Nov 2019

# CURRICULUM VITAE

VALENTIN BUCUR

## DETAILED VERSION



# Bucur Valentin

Sales Assistant, New Business - ALD Automotive

## Contact details

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**Tel:** +40787418998

**City:** Bucharest

## About me

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Find more information on my website: [www.valentinbucur.com](http://www.valentinbucur.com)

## Professional experience

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### **Apr 2023 - present**     **Sales Assistant, New Business - ALD Automotive**

Bucharest | Sales | Auto / Automotive

Manage sales activities of the office acting as backup to KAM, including accomplishments such as:

- Assisting KAM and the sales team to complete tasks and achieve results;
- Preparation of tenders to obtain the best offers from car suppliers, on the needs of customers;
- Preparation of operational leasing offers with included services and optimization of pricing;
- Participation and preparation of strategies for auctions;
- Discussions with clients on needs, budget, support, and improving relations with them;
- Responsible for the client portfolio, large local or international corporations;
- Administrative tasks (letters, faxes, emails from the commercial department);
- Use of software programs for all the documents required by the sales department (quotes, establishing correspondence between the quote and the credit line, exporting electronic attachments for monthly invoices; exporting reports from the system, creating prospects/customers in the system; entering/modifying users/cost centers );
- Completion of annexes: payment term modification annex; client name change annex according to the new registration certificate; contract amendment annex, early closing annex, contract extension annex, optional introduction/exclusion annex;
- Visits to suppliers to improve relations with them and within the framework of new product launches;
- Contacting customers by phone to update the database with current information.

## **Mar 2022 - Apr 2023 Banking Services Specialist - Banca Transilvania**

Bucharest | Banks | Financial / Banking

Communicating with the bank's customers and recommending the right products or services based on the identified needs.

I support customers to befriend and use all alternative channels through which they can transact and interact with the bank.

## **Jul 2021 - Apr 2023 Financial consultant - Bucur M. Valentin - Intermediar in Brokeraj**

Bucharest | Audit / Consulting | Financial / Banking

Independent financial consultant for all financial products on the Romanian market and financial planner.

The main roles of a financial consultant were to provide advice and strategies for effective money and investment management:

- Budget planning for clients and setting financial objectives;
- Evaluation of the client's current financial situation and identification of strong and weak points;
- Development of a savings and investment plan appropriate to the client's objectives and risk profile.

## **Education**

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**2021 - 2023**

### **Master's degree - Faculty of Biotechnical Systems Engineering**

Advanced Technologies in the Food Industry | Bucharest

Polytechnic University of Bucharest

**2017 - 2021**

### **Bachelor's degree - Faculty of Biotechnical Systems Engineering**

Food Engineering | Bucharest

Polytechnic University of Bucharest

## **Foreign languages**

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**Romanian:** Native

**English:** Intermediate

**Italian:** Beginner

## Other sections

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### Cerifications

#### **Project Management: How to Create a Gantt Chart in Wrike**

date acquired Jan 2024

Coursera

Verify at [coursera.org/verify/2YXSX7RM4G9J](https://coursera.org/verify/2YXSX7RM4G9J)

Coursera has confirmed the identity of this individual and their participation in the project.

#### **Google Ads for Beginners**

date acquired Aug 2022

Coursera

Verify at [coursera.org/verify/R3VYVVXYP86M](https://coursera.org/verify/R3VYVVXYP86M)

Coursera has confirmed the identity of this individual and their participation in the project.

#### **Organic Marketing: Facebook Groups For Small Businesses**

date acquired Aug 2022

Coursera

Verify at [coursera.org/verify/NUF5BHTLZVD2](https://coursera.org/verify/NUF5BHTLZVD2)

Coursera has confirmed the identity of this individual and their participation in the course.

#### **Self Publish Your Book on Amazon Kindle Direct Publishing**

date acquired Aug 2022

Coursera

Verify at [coursera.org/verify/KVT39B8CMXMA](https://coursera.org/verify/KVT39B8CMXMA)

Coursera has confirmed the identity of this individual and their participation in the course.

#### **How to increase engagement to Instagram Business profile**

date acquired Jul 2022

Coursera

Verify at [coursera.org/verify/GZ2J74B44TPD](https://coursera.org/verify/GZ2J74B44TPD)

Coursera has confirmed the identity of this individual and their participation in the course.

#### **Investment risk management**

date acquired Jul 2022

Coursera

Verify at [coursera.org/verify/NAXR2S36FADZ](https://coursera.org/verify/NAXR2S36FADZ)

Coursera has confirmed the identity of this individual and their participation in the course.

## **Insurance and / or reinsurance intermediary**

date acquired Sep 2021 - Expired

Institute of Financial Studies (ISF)

## **Fundamentals of Graphic Design**

date acquired Aug 2020

Faculty, Program in Graphic Design  
School of Art

Verify at [coursera.org/verify/8A5USLARVGQG](https://coursera.org/verify/8A5USLARVGQG)

Coursera has confirmed the identity of this individual and their participation in the course.

## **Agri-food safety**

date acquired Aug 2020

Universidad Nacional Autónoma de México

Verify at [coursera.org/verify/Z7AERU4ACUMZ](https://coursera.org/verify/Z7AERU4ACUMZ)

Coursera has confirmed the identity of this individual and their participation in the course.

## **Google Digital Workshop**

date acquired Apr 2020

Build your business plan, How to identify and to define the problem of your customers, Digital marketing for start-ups, Build your pitch for investors.

## **Entrepreneurial Competence Certificate**

date acquired Oct 2018

Youth Association "Liberte de pensee"

Level 4 qualification certificate

ISCED 4

Level 4 CEC

## **Projects**

### **Self-Publishing: Branding**

period Sep 2020 - Present

Self-publishing activity, ranging from graphic design to marketing to brand creation and management.

Managing and developing several brands in the book industry.

### **Fashion Merchandising: Branding**

period Jul 2021 - Present

A print-on-demand project, similar to the self-publishing system. I built a small clothing brand that you can find by searching for "Trendishs.com".

## **Design Sprint**

period Dec 2019 - Feb 2020

The purpose of the event was to help students who are passionate about graphic design discover their artistic side and to stimulate their creativity in this direction.

The participants were 90% from several European countries, being an international event held at the Politehnica University of Bucharest. They became familiar with editing programs such as Illustrator, Photoshop, InDesign, After Effects, Premier Pro, etc.

In addition to the role of organizer of the event, I had the role of HR in the project team.

## **Data analyst champaign electorales**

period Sep 2019 - Nov 2019

As a data analyst, I collected, cleaned, and interpreted datasets to assist a member of parliament in his electoral candidacy in Sri Lanka. Project on which I worked with two expert mentors, including the founder of the Leaders Foundation, helping to find answers to essential questions and to solve significant problems to increase the chances of the client's electoral candidacy.

## **Trainings**

### **PISA**

period Oct 2019 - Apr 2021

Innovative Teachers – Entrepreneurial Students!

Entrepreneurship, remedial program, counseling, and career guidance services.

### **Leadership Certificate**

period Jul 2020 - Aug 2020

LEADERS Explore

- Identifying values and discovering how they influence our behaviors or attitudes. At the same time, understanding the role of personal values in my future projection;
- Part of a team that identified a need at the community level. I thought and implemented, together with my teammates, a project for the benefit of the community;
- I had the opportunity to discuss, in 1-hour sessions, with the leaders I listen to in podcasts, follow them in vlogs or at conferences;
- I had the chance to develop the following skills:
  - Self-knowledge;
  - Critical thinking;
  - Self-Leadership;
  - Emotional intelligence;



## **Volunteering**

### **EESTEC**

period Dec 2019 - Alumnus Member

I was volunteering on engineering projects, at national and international levels.

Directly involved in the PR and HR departments, responsible for the organization of the Design Sprint event and the HR role in the event team.

Trainer in the PR department on the graphic design side to teach new members in the direction of using the necessary programs and branding, but also creating a digital course for members together with two other trainers.

Mentor for new members in 2021 and 2022, starting from the position of junior mentor and reaching the position of advanced mentor, to integrate new members and educate them in all the processes necessary to organize a large event in all areas of the NGO's departments.

Facilitator of team building to help the members of the organization to have a good relationship with others, to know themselves, and allow them to express themselves freely, removing emotional barriers and exposing without restraint their most important experiences.

### **OSB - Polytechnic University of Bucharest**

period Sep 2017 - Jun 2021

Volunteering at the faculty level, in the humanitarian direction.

## **Driving license**

### **Category B**

date acquired 14 Aug 2017