

CURRICULUM VITAE

Personal Information

Name **LUIZA-MARIA TIRCU**
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 Nationality Romanian
 Date Of Birth 26 April 1983
 Gender Female
 Marital Status Single
 Driving License Cat. B, Since July 2003

Professional Experience

Date	April 2015 – present
Employer	Alpha Bank Romania – Pitesti Regional Branch
Position	Prime Relationship Manager Retail
Tasks And Responsabilities	<ul style="list-style-type: none"> - promote and sell Bank's products and services to the Prime Banking Customers - execution of all operations and transactions required by Prime Banking Customers - administration of the existing Prime Banking Customers portofolio, but also looking to grow it
Date	August 2009 – March 2015
Employer	Alpha Bank Romania – Pitesti Regional Branch
Position	Relationship Manager Retail
Tasks and responsibilities	<ul style="list-style-type: none"> - knowledge of bank's products and services, their advantages and benefits in relation to competition's products - promote Bank's products and services both to the Bank's premises and to the customers's premises and offices, - telemarketing campagne, - maintain the relation with the customer, customer care, after sale service and networking - administration of the existing credit portofolio in order to maximize the number of owned products, to increase the customer's satisfaction and ensuring retention - looking to grow the credit portofolio by getting referrals from existing customers, attracting new customers visits or other sources
Date	February 2007 – July 2009
Employer	Alpha Bank Romania – Pitesti Regional Branch
Position	Retail Credit Analyst
Tasks And Responsabilities	<ul style="list-style-type: none"> - knowledge of bank's products and services, their advantages and benefits in relation to competition's products - promote Bank's products and services - analysis, prepare credit proposals and offering opinions about the credit worthiness - analysis and documentation for the credit committee
Date	2004 – February 2007
Employer	Lizmar Nt 60 – Pitesti

Position	Accounting
Tasks And Responsibilities	<ul style="list-style-type: none"> - primary book keeping - issuing invoices - managing the payments - maintaing the relation with the Banks
Education And Formation	
Date	2006 – 2008
Institute	University Of Pitesti, Faculty Of Economics
Specialization	Master in European Banking
Date	2002 – 2006
Institute	University Of Pitesti, Faculty Of Economics
Specialization	Banking and Finance
Date	1998 – 2002
Institute	Zinca Golescu High School
Specialization	Foreign Languages
Other certificates	<ul style="list-style-type: none"> -May 2016 Stand For Development – Training Certificate – “Business Networking” -December 2015 Finacial Training Center “ MILLENIUM”- Investment consultant -November 2015 Trend Consult – Training Certificate – “Advanced Selling Skills” - June 2015 Alpha Bank Romania SA – Training Certificate - “Presentation Skills” - May 2015 Alpha Bank Romania SA and Euro Solutions Company - Training Certificate - Essential techniques in consultative sale” - 2014 - 2015 JA Romania – Financial education program for high school students BANIQ – Volunteering Certificate (Project financed by Visa Europe and member banks) - July 2014 Alpha Bank Romania SA and Euro Solution Company - Training Certificate - “Telesales, Total Success in Phone Sales” - 2013 Insurance Management Institute - Professional qualification for insurance agents - individuals - 2013 Alpha Bank Romania SA – Banking Academy “Share Knowledge Project” - 2008-2009 Romanian Banking Institute - “Management and Marketing in Banking“ - 2003-2004 Pitesti University - Jean Monnet Module “ European Policies in the field of sustainable regional development” - 2002-2006 Pitesti University - Pedagogic Module
Other personal skills and aptitudes	
Mother language	Romanian
Other known languages	English - high level knowledge Able to communicate clearly and accurately in both written and spoken English
Social aptitudes	Experience working as a team Very communicative person
Organisational skills	Good organizer, result and deadline oriented
Driving License	Yes, B category
Additional Information	Volunteering (2014,2015)
Hobby	Literature, voyages, music, sports