

Curriculum Vitae Europass



Personal informations

First name(s) / Surname(s) **HADA VASILE-CRISTIAN**
Address Tibiscum nr.4, 300303 Timișoara (Romania)
Phone 0720174708
E-mail cristian.hada@yahoo.com
Nationality Romanien
Date of birth 23/12/1983
Gender male

Work experience

<p> Period 01/10/2006 → Present Occupation or position held Secretary Activities and responsibilities </p>	<p> - Using SAP software for the purchase of materials of the department in which I work, preparing proposals and reports regarding the purchase of materials from research contract ((CNCSIS,POSTDRU etc.) - Using UMS software for the accountancy of students/masters - Elaboration of school situations and diplomas of graduation - Calculate averages of students - personnel records management : records leave , timesheets , pay by the hour - provide the necessary data for the preparation of annual statistical reports . </p>
<p> Name and address of employer Type of business or sector of activity </p>	<p> West University Bdul. Vasile Pârvan nr.4, Timișoara (Romania) Secretariat </p>
<p> Period 01/05/2008 - 01/09/2008 Occupation or position held Tourist guide Activities and responsibilities </p>	<p> - tourist assistance all stay - selling optional tours and accompanying groups of tourists - Making rooming list accommodation - Computer operation in a personalized program - daily transfer to the accommodation units for optional tours program and providing various useful informations to tourists about the resort and surrounding locations </p>
<p> Name and address of employer Type of business or sector of activity </p>	<p> Armira Travel Paralia Katerini (Greece) Tourism/Hotel </p>

Period 01/06/2010 - 15/09/2010 ; 01/06/2011 - 15/09/2011;
 Occupation or position held Team-leader
 Activities and responsibilities - verification the identity cards of the tourists and their seats in the bus following the diagram of the bus
 - presentantion of the route and optional excursions that can be purchased when tourists arrive at the destination
 - collection/handing out the passports at border points
 - accompany tourists in accommodation establishments and their distribution according to the rooming list
 Name and address of employer Varbittour
 Alba Iulia nr.1, Timișoara (Romania)
 Type of business or sector of activity Tourism

Education and training

Period 2006 - 2008
 Title of qualification awarded Development and planning of tourism
 Name and type of organisation West University
 Bdul. Vasile Pârvan nr.4, Timișoara (Romania)

Period 2002 - 2006
 Qualification / diploma obtained Degree in Geography
 Name and type of organisation providing education and training West University
 Bdul. Vasile Pârvan nr.4, Timișoara (Romania)

Personal skills and competences

Mother tongue **Romanien**

Other language

European level (*)

English

French

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
B1	Enter level	B1	Enter level	B1	Enter level	B1	Enter level	B1	Enter level
B1	Enter level	B1	Enter level	B1	Enter level	B1	Enter level	B1	Enter level

(*) Common European Framework of Reference for Languages

Communications skills

- team work
- good communication skills
- sociable

Organisational skills and competences

- Quick adapation work
- the ability to learn quickly everything
- ordered

Computer skills and competences

- competent with most Microsoft Office programmes (Word, Excel, PowerPoint)
- computer graphics applications Adobe Photoshop
- experience with HTML

Other skills	- hobbies: love to travel and experience different culture, enjoy all sports particularly football, tennis and hockey and the art photography
Driving licence	B