

Personal information	Ignat Laura Bucharest, Sector 3 Date of birth: 26.08.1979 Nationality: Romanian
Work experience	
06.03.2018 - present	Deputy Secretary General Ministry of Justice, Bucharest, Sector 5, 17 Apolor Street, www.just.ro Main activities and responsibilities: <ul style="list-style-type: none">• helps the secretary general achieve the specific tasks;• accomplishes the specific tasks resulted from the coordination of the departments of the ministry or of the units subordinated to this one, established by order of the minister of justice and has right of signature for their works, under the conditions established by order of the minister of justice;• monitors the accomplishment of the current and perspective tasks of the Ministry of Justice, of its subordinated units and of the law courts in the field of finance-accounting, technique-investments, for the assurance of the logistics base and the asset management;• coordinates the specific activities necessary to provide the material conditions and the funds necessary for the carrying out of the Ministry of Justice work, of its subordinated units, as well as of the law courts in optimal conditions;• monitors the specific activities referring to the formation, administration, commitment and use of the allocated public funds, the organization and keeping of the accounts, the organization of its own preventive financial control and staff remuneration, for their accomplishment under optimal conditions, with the observance of the legislation in this field;• carries out specific activities established by regulatory acts or, as the case may be, by order of the minister of justice Type of activity: coordination, management Sector of activity: central public administration
08.03.2010 - 05.03.2018	Director Ministry of Justice, Bucharest, Sector 5, 17 Apolodor Street, www.just.ro Main activities and responsibilities: <ul style="list-style-type: none">• providing the necessary funds for the carrying out of the activity of law courts, ministry and its subordinated units;• ensuring compliance with the methodological rules on the organization and keeping of accounts of the public institutions;• organization of its own preventive financial control activity,

01.12.2007 - 07.03.2010

establishing the operations and documents submitted to the preventive financial control, as well as the persons exercising this control;

- ensuring compliance of the legal provisions on granting salary rights for the employees of the minister;
- centralisation of financial situations, at the level of the ministry, ensuring their submission at the deadlines and under the conditions imposed by the Ministry of Public Finance;
- ensuring that the subordinated persons took note of the strategy and objectives of the ministry in general, as well as of the specific ones, according to the priorities established by the ministry's management.

Type of activity: coordination, management Financial Accounting Directorate

Economist

Ministry of Justice, Bucharest, Sector 5, 17 Apolodor Street, www.just.ro

Main activities and responsibilities:

- drawing up of the accounting notes afferent to the operations realised through cashier and treasury;
- verification of the reality of data registered in the financial-accounting documents;
- drawing up of the analysis on budgetary execution;
- drawing up of quarterly and annual financial situations for its own apparatus of the Ministry of Justice;
- drawing up of the operations necessary for opening the credits, of the explanatory memorandum and the transmission of the funding needs to the Budget Service;
- participation in the implementation of the new computer software specific to the financial-accounting field;
- management and accounting of the funds afferent to the projects financed from non-repayable funds.

Sector of activity: Central Public Administration

01.04.2003 - 30.11.2007

Economic Director

D.M.C. DISTRIBUTION S.R.L., Craiova

Main activities and responsibilities:

- drawing up of the budget of incomes and expenses, pursuit and analysis of its execution;
- coordination and management of financial resources;
- calculation and payment of wages;
- works of accounting synthesis;
- works of operative evidence of financial operations;
- connection with third parties and State bodies;
- reports to top management.

Sector of activity: wholesale, sole distributor of Murfatlar products of Oltenia and Banat areas

Economist

OLTENIA PLAST 2000 SRL, Craiova

Main activities and responsibilities:

- accounting and financial activities (fees and treasury, pay

01.03.2002 - 31.03.2003

sheets etc.);

- collection and archiving of primary accounting documents;
- filling out of financial documents: checks, promissory notes, payment orders;
- reports on the status and movement of stocks, situation of suppliers, situation of the provisions of the services' situation;
- drawing up of the trial balance.

Sector of activity: production - manufacture of polyethylene products

Obtained qualification: chartered accountant

Association of Chartered Accounts and Certified Public Accountants in Romania, Bucharest

- accounting, fiscality, law, economic and financial evaluation of enterprises, audit, accounting expertise and doctrine and deontology of accounting profession.

Education and training

Licensed economist

University of Craiova, Faculty of Economic Sciences

2007 - 2010

High School Diploma, Certificate of statistician accountant
Economic High School Craiova

Romanian language

1998 - 2002

Understanding		Speaking		Writing
Listening	Reading	Participation	Oral	
		conversation	speech	

1994 - 1998

B2	B2	B2	B2	B2
B1	B1	B1	B1	B1

Levels: A1/2: elementary user - B1/2: independent user - C1/2: experienced user

Personal skills

Common European Framework of Reference for Languages

Mother tongue

Other known language

- good communication skills acquired from the experience of economic manager, the communication being made with the top management, the management of subordinated institutions and with the subordinated execution staff

English language
French language

Capacity of organising, leading and motivating a group of persons; strictness in the performance of professional tasks.
• Experience in project and team management.

Communication skills

- organizational sense, capacity of accomplishing fixed objectives, of making use of acquired knowledge, initiative spirit, capacity of analysis and synthesis;
- capacity to process information, to interpret and make use of them by taking decisions, correctness, tenacity, seriousness.

Abilities to use the computer and computer equipment:

- good knowledge of Microsoft Office™ tools;
- Oracle database (I have actively participated and coordinated

Organisational/managerial skills	the implementation of two computer management, logistics and accounting systems, in private and public domains)
Job-related skills	<ul style="list-style-type: none"> • Financial manager within the projects carried out by the Ministry of Justice as project promoter within the Norwegian Financial Mechanism 2009 - 2014 • Economic expert co-opted within the Tender Evaluation Committees for PHARE 2006 projects, Facility of Transition 2007
Computer use skills	<ul style="list-style-type: none"> • Certificate for participation in the training program “Legislative amendments in the accounting of public institutions“ (year 2016) • Certificate attesting the knowledge acquired in the field of the European System of Accounts (year 2014) • Certificate for participation in the training program “Preparation of budgets” (year 2012)
Other skills	
Additional information	
Professional training courses	