

MIHAELA HELSTERN

Bucharest, Romania

With a robust background in the oil and gas sector and a commitment to continuous improvement, I am dedicated to driving efficiency and innovation in procurement, logistics operations and engineering. I am a seasoned professional currently serving as the Procurement Manager and Transportation Manager & Safety Advisor, at SMAPE SRL. My role encompasses development and command of procurement strategies, ensuring global compliance and managing personnel to achieve operational excellence.

Technical skills include proficiency in Office Suite, AutoCAD, SAP (MM, PM, SD, FI, CO, HANA, WISE, SRM, ACM), ARIBA, ORACLE, CRM, IVALUA.

In addition to my technical expertise, I am fluent in four foreign languages: Italian, French, Spanish, and English, which enhances my ability to effectively communicate and collaborate in diverse international environments.

Key strengths: Supplier Relationship Management, Logistics Coordination, Contract Negotiation, Process Improvement, Data Analysis and Reporting, Compliance Management.

EXPERIENCE

SMAPE SRL

November 2019 – present

PROCUREMENT MANAGER

Implemented the most recent and innovative best practices in the procurement process for efficiently purchasing goods, materials, components, or services according to set targets for price, quality, and delivery time.

Continuous monitoring of market trends, peers' supply chain strategies, and suppliers, advising the Head of Branch about potential improvements and corrective actions.

Ensured compliance with health, safety, and environmental regulations, and enforced these standards among subordinates.

Adhered to company guidelines, policies, and procedures when interacting with suppliers, maintaining a professional and ethical approach.

Managed and oversaw personnel within the procurement department while ensuring subordinates are aware of their HSE responsibilities and have access to necessary documents.

Conducted risk assessments for procurement activities and ensured safe working methods by participating in company HSE initiatives and promptly reporting any safety concerns to management.

Ensured compliance with company policies and procedures among assigned personnel. Verified proper use of company tools and resources by personnel.

Collaborated with QHSE and HR departments to implement training plans and ensure competency. Provided feedback and evaluations for personnel, proposing staffing changes as needed. Approved personnel expense reports in accordance with company policies.

Monitored market trends, identified new suppliers, and negotiated contracts within authorized limits.

Evaluated supplier performance, managing related records, and resolving issues promptly.

Supported logistics for equipment and materials as required.

Issued timely reports to superiors, including monthly, quarterly, and annual updates.

Monitored costs and expenses, proposing reduction plans when necessary.

Main achievements:

- Implemented automated workflows for requisition orders, purchase orders (POs), approvals, quality assurance (QA), invoicing, and financial data management.
- Conducted SWOT analysis on your procurement process and supply chain.
- Achieved better supplier quality to lead to cost savings, reduced risks, and improved overall performance.
- Diversified suppliers base to enhance resilience and reduce dependency on a single source.

TRANSPORTATION MANAGER & SAFETY ADVISOR

February 2023 – present

Fleet Management

Ensured all employees in road safety roles hold valid professional certificates as per legal requirements.
Verified the existence of all necessary transport documents (e.g., driver's license, I.T.P., car registration, RCA insurance).
Issued and obtained necessary documents and authorizations for public road transport.
Managed transport license acquisition and compliance for individual trucks.
Handled registration and cancellation activities.
Maintained relationships with insurance companies and oversee claim files.
Represented the company with authorities such as ARR, RAR, and Police.
Optimized transport costs while managing the fleet and budget.
Planned, organized, and controlled transport activities, keeping the Operations Manager informed.
Scheduled and optimized routes with drivers, ensuring quality and adherence to deadlines.
Monitored maintenance and operation of the car fleet with support from logistics and mechanical teams.
Determined spare parts and consumables needs, adhering to supply order approval limits.
Handled transport orders and provided optimal transport solutions to external customers.
Tracked fleet movements, fuel consumption, and document maintenance activities.
Issued activity reports and forecast departmental expenses.

Safety Advisory

Ensured compliance with regulations for transporting dangerous goods.
Verified transport documentation and supervised dangerous goods operations.
Monitored and improved procedures for identifying, transporting, and handling dangerous goods.
Trained employees in dangerous goods handling and emergency procedures.
Conducted analyses and reported on accidents or incidents, applying measures to prevent recurrence.
Equipped transport means and personnel with appropriate safety gear.
Issued annual reports to company management and the Romanian Road Authority on dangerous goods transport activities.

HONEYWELL INTERNATIONAL SERVICES

February 2017 – October 2019

INDIRECT SENIOR BUYER CoE PROCUREMENT COORDINATOR ITALIAN & FRANCE SITES

As an Indirect CoE Senior Buyer, I was responsible for managing all strategic activities related to indirect spend. My key responsibilities included:

- *Team Coordination:* Led a team of 40 requesters and stakeholders across Italy and France, ensuring efficient indirect procurement processes.
- *Cost Savings and Productivity:* Identified and implemented saving opportunities and productivity projects, focusing on consumption reduction and value engineering through effective negotiations.
- *Tender Management:* Conducted tenders for goods and services via the Ariba portal, ensuring optimal value for the business.
- *Supplier Relationship Management:* Revisited and renegotiated terms with existing suppliers to enhance productivity and improve working capital.
- *Annual Operating Plan Development:* Collaborated with the Business and Commodity Strategic Team to develop and implement the Annual Operating Plan.
- *Strategic Procurement Methods:* Created and applied strategic procurement methods to reduce costs across all categories of goods and services.
- *Business Alignment Events:* Organized and executed Business Alignment Events in collaboration with business partners and stakeholders in France and Italy.
- *Order Management:* Managed orders and modifications through various platforms, including ERP systems.
- *Invoice Discrepancy Resolution:* Addressed invoice discrepancies in collaboration with stakeholders, suppliers, and the Accounts Payable team.
- *Stakeholder Communication:* Engaged with stakeholders and requisitioners to improve understanding and efficiency of indirect procurement processes and tools.
- *SAP Module Management:* Implemented, customized, and maintained SAP modules.
- *SAP Project Involvement:* Played an active role in SAP projects, including implementation, rollout, support, and maintenance in assigned functional areas.
- *Bug Testing:* Tested and resolved bugs between SharePoint and SAP (.XML, CSV).

- *Business Solution Development:* Proposed, programmed, configured, documented, and tested business solutions.
- *Business Process Knowledge:* Demonstrated strong understanding of business processes across various industries.
- *Communication Skills:* Maintained effective communication across all business levels.
- *Client Cooperation:* Experienced in direct communication and cooperation with clients on-site.

This role demanded a strategic approach to procurement, ensuring cost efficiency, compliance with company policies, and fostering strong supplier relationships.

ENEL SERVICII COMUNE S.A

February 2014 – January 2017

BUYER

- *Annual Procurement Plan Management:* Responsible for the annual procurement plan for goods, services, and works.
- *Tender Preparation and Launch:* Prepared and launched tenders in compliance with Public Procurement Law and internal policies and procedures.
- *Market Monitoring and Analysis:* Monitored supply markets and conducted specific analyses to support purchasing decisions for relevant categories, including supplier evaluation, price trends, and technology assessments.
- *SAP System Management:* Managed purchase requisitions and contracts in the SAP system for Enel Distributie.
- *Supplier and Internal Team Engagement:* Engaged directly with suppliers and internal functional teams globally to drive the implementation of supply strategies and ensure supply chain success.
- *Cross-Functional Planning Support:* Supported the development and implementation of plans with cross-functional partners to meet annual goals, including supplier strategy, productivity/cost-reduction, working capital improvement, and supplier quality.
- *Procurement Documentation Implementation:* Ensured the proper implementation of procurement documentation for contracts and framework agreements.
- *Contract Management:* Managed contracts using SAP MM, ensuring efficient and effective contract execution and compliance.

ENEL GREEN POWER ROMANIA

August 2012 – January 2014

BUYER

- *Contract Issuance:* Issue contracts in accordance with the company's policies, including PO 80, PO33, and tender procedures.
- *Tender Process Management:* Oversee the entire tender process, from setting the procurement strategy, preparing the vendor list, launching the tender, receiving and analyzing offers, meeting with suppliers, negotiating, awarding contracts, and preparing contract documents, all in compliance with company procedures.
- *SAP Support:* Provide support to all departments regarding SAP records, including the addition of new suppliers and contracts.
- *Acquisition Problem Resolution:* Address and resolve any acquisition issues that arise between the requesting unit and suppliers.
- *Process Owner for SAP EGP Global Implementation:* Led the implementation of SAP EGP Global for Enel Green Power Romania, involving:
 - Analyzing the new SAP system, including the preparation of BPR and BBP.
 - Defining roles (job descriptions, RACI, and BPML matrix).
 - Utilizing data migration tools.
 - Conducting module and final integration tests.
 - Providing post go-live support for procurement users and other users of the MM-PUR module (Purchase Requisition, Specification, Service Entry Sheets).
 - Managing contracts in the SRM system.
 - Managing supplier information in VMDS, including Vendor Master Data Management in SAP, updating vendor data, error management, and transferring supplier data to SAP.
 - Conducting training for all company personnel on SAP, SRM, and ARIBA systems.

ENEL SERVICII COMUNE

May 2010 – July 2012

BUYER

- *Annual Procurement Plan:* Develop and execute the annual procurement plan for goods, services, and works.
- *Procurement Documentation:* Prepared and implemented procurement documentation for contracts and framework agreements, including publishing contracts in the SEAP (National Electronic System for Public Procurement) and the EU's Official Journal.
- *Contract Conclusion:* Finalized contracts for the supply of goods, services, and works.
- *Contract Management:* Managed contracts using SAP MM.
- *Market Monitoring and Analysis:* Monitored supply markets and conducted specific analyses to support purchasing decisions, including supplier assessments, price trends, and technology evaluations for relevant categories.
- *Translation Services:* Provided Italian, Romanian, and English translations for various activities as needed.

GENPACT ROMANIA

July 2017 – April 2010

SENIOR BUYER

- *Requisition Processing:* Process requisitions through SAP R3 for the Alanno (Pescara) division and secondary locations in Romagnano (Milan) and Turin, Italy.
- *Purchase Requisition Analysis:* Analyze purchase requisitions, including vendor and material scope, material group, insurance and Confidential Agreements (CDA), cost centers, and sourcing strategies.
- *Database Updates:* Update Purchase Information Records (PIR) and source lists in the database. Compile monthly Intrastat reports and handle emergency process orders.
- *Request for Quotation (RFQ):* Issue RFQs via SAP and negotiate with suppliers.
- *Supplier Management:* Create a database for new suppliers and complete vendor master forms.
- *Workflow Management:* Approve and report orders, address price and quantity mismatches, create Accounts Payable (AP) instructions, manage rejected Process Orders (PO), and scout for new suppliers.

PROEDUS WORKING CITY

January 2017 – present

TRAINER: ITALIAN LANGUAGE

Italian Language Coursed for Beginners, Intermediary and Advanced speakers

EDUCATION AND TRAINING

PhD Studies - Research of The Effect of Polymers on Collector Rocks

University of "Petroleum and Gas" from Ploiesti

2021 – present

Master's Degree – Oil Extraction

Faculty of Petroleum and Gas Engineering, University of "Petroleum and Gas" from Ploiesti

2020 – 2022

Bachelor's degree - Hydrocarbon Transportation and Storage Equipment

Faculty of Mechanical and Electrical Engineering, University of "Petroleum and Gas" from Ploiesti

2002 – 2007

COURSES, CERTIFICATES & AWARDS

2024 **Project manager** - Ministry of Labor and Ministry of Education - Fundația Centrul de Formare APSAP

2022 **Training certification** – Ministry of Education – Kofoed Edu Srl

2021 **Transportation manager** – certificate received from Ministry of Transport and Infrastructure

2021 **Safety advisor classes 2/3/4.1/4.2/4.3/5.1/5.2/6.1/6.2/8/9** – certificate received from Ministry of Transport and Infrastructure

2021 **First aid certification** – certificate received from Romanian Red Cross
2021 **Technical Fire Safety Officer** with responsibilities in the field of fire prevention and extinguishing certificate received from Ministry of Labor and Social Protection
2016 **Effective Communication Strategies** – Equatorial Training the working life 2015-2016 Building results - Equatorial Training the working life
2013 **Training certification** – Alpha Language Center
2012 Participation to the course "JET Program and International. 27 "- Enel University Italy Rome part 2
2011 Participation to the course "JET Program and International. 27 "- Enel University Italy Rome part 1 2011 Certificate of proficiency in Spanish, the Spanish Cervantes Institute, Bucharest, Romania
2010 - 2012 Certification as a **Procurement Specialist**- public tenders acc. to Romanian law 2011
2010 Internal certificates of participation to the course: "Promoting the culture of entrepreneurs, adaptability', dynamism, initiative for the Electronics Industry", - the European Social Fond - Svasta ICG, Bucharest, Romania
2010 Certification at the Italian Institute of Culture in Bucharest as an **Italian language speaker**.
2009 Certification at the British Council in Bucharest as an **English language speaker**
2012 Certification at the Spanish Cervantes Institute in Bucharest as a **Spanish language speaker**
2008 Traineeship -Kimberly Clark Romagnano and Alanno, Italy, 1st of October – 23rd of October

SKILLS AND COMPETENCES

Proficient user: **Office Suite, AutoCAD, SAP (MM, PM, SD, FI, CO, HANA, WISE, SRM, ACM), ARIBA, ORACLE, CRM, IVALUA.**

Fluent in **Italian, English, French, Spanish.**

Creative skills: engaging concepts, high impact presentations, events organization, developing comms materials, training materials, etc.
Organized multiple internal events with the aim to raise awareness on different projects and drive change management.