

CURRICULUM VITAE

PERSONAL INFORMATION

Name, surname **MINEA NICOLAE**

Address no. 8 Petrila St., Sibiu, Romania

Telephone

E-mail nicolae.minea@hilton.com

Nationality Romanian

Date of birth 11.06.1957

Sex Male

WORK EXPERIENCE

Date (from – to) April 2014 – June 2016

Occupation or position held President, position regarded as Secretary of State (according to G.D. 837/2004)
Appointed by the Decision of the Prime Minister no 157/04.04.2014, published in the Official Gazette of Romania no 244 of 04.04.2014

Employer's name Authority for Management of State Ownership (AMSO)

Main activities and responsibilities

- Represents AMSO in its relationship with the Government, Ministries and specialty entities of the central public administration, with the local public administration, with other institutions, with foreign and Romanian legal and natural persons as well as before the courts of law and arbitrary courts;
- Ensures the management of AMSO;
- Establishes by Order the duties and responsibilities of the vice presidents,
- Appoints and dismisses, under the law the AMSO staff;
- Draws up and submits for the approval of the Surveillance and Guidance Council the policy and strategy in the field of administration and management of the state assets within the portfolio of AMSO, including in the field of privatisation and the responsibilities of its staff;
- Ensures the preparation of the draft revenue and expense budget related to the activity for the privatisation and capitalization of the state assets I submit for approval to the Surveillance and Guidance Council;
- Grants, by Order, facilities for the payment of debts taken over based on some legal acts in line with the provisions in the field of state aid;

- Provides operative measures for the application of the legal provisions related to AMSO, as well as for the compliance with the policy and strategy in the field of administration and capitalization of the state assets within the portfolio of AMSO, including in the field of privatisation;
- Presents, with the Economy Minister's approval and with the approval of the Prime Minister, until the 30th of June of the following year the annual activity report of AMSO; upon the request of the Ministry of Economy or of the Prime Minister;
- Approves the content of the special mandates of the AMSO representatives in the general assemblies of companies, defined and taken over according to the law in the portfolio of AMSO, who organized the meetings in order to take decisions on the: Dissolution, liquidation, operational closing or the extension of the duration of the company's operation. The dissolution of one or more units of the company, merger or division, the dissolution of some subsidiaries, defined according to the law, the increase or reduction in equity, modification of the core activity, the establishment of guarantees over some assets of the company or their lease; the asset sale;
- Approves the proposals of the specialty compartments of AMSO on the promotion of legal acts for the improvement of the activity of the institution and for adapting its functional legal framework to the necessities occurring in the activity;
- Takes note of the findings related to the committal of disciplinary deviations and orders the application of the appropriate sanctions, according to the law;
- Approves the commitment of expenditure within AMSO, according to the law;
- Manages and supervises the personnel related activity, according to the law;
- Approves the annual activity plans of the compartments under the subordination of the AMSO President;
- Decides on the necessary measures for the preparation and for the development of internal/management control system, including the procedures adapted according to the activities carried out;
- Approves the activity reports, the situations, the materials /financial/accounting projects prepared by the specialty structures of AMSO and ensures the compliance with the procedures related to their transmittal to the institutions provided by the specific laws in force;

- Ensures the organization of preventive internal financial control and the record of legal commitments of AMSO in line with the provisions of the specific laws;
- Leads the sessions of the Management Board;
- Takes note of the Decisions of the Management Board and approves/rejects the measures proposed. As for the notes under the field of activity of the Supervisory and Guidance Committee, he endorses them and submits them to its Secretariat office;
- Approves, under the law, the measures promoted by the Vice president of the functional compartments in line with the field of activity of AMSO and his own tasks;
- Approves, under the law the internal working procedures of AMSO;
- Manages and provides guidance to the activity of the subordinate functional compartments.

Date (from – to)	July 2009 – April 2014
Occupation or position held	Director General
Employer's name	Hilton Hotel, Sibiu
Type of activity or sector	Hotel-Restaurant
Date (from – to)	October 1995 – June 2009
Occupation or position held	Director General
Employer's name and address	Palace Resort and Spa, Sibiu
Type of activity or sector	Hotel-Restaurant
Date (from – to)	January 1991 – April 1992
Occupation or position held	Commercial director
Employer's name	SC Cibunul S.A. Sibiu
Type of activity or sector	Tourism
Date (from – to)	April 1986 – April 1990
Occupation or position held	Commercial director
Employer's name	The County Tourism Office, Sibiu
Type of activity or sector	Tourism

Date (from – to)	May 1985 – March 1986
Occupation or position held	Economist
Employer's name	The Company Textila, Cismadie
Type of activity or sector	Production and sale of carpets
Date (from – to)	November 1984 – April 1985
Occupation or position held	Economist
Employer's name	The factory of equipment and accessories, Agnita
Type of activity or sector	Foreign Trade
EDUCATION AND TRAINING	
Date (from – to)	1981 – 1986
Education or training organisation's name	ECONOMIC STUDIES ACADEMY – Bucharest
Principal subjects covered or skills acquired	International economic relations
Diploma/Qualification	Diplomat
Date (from – to)	1991 -1994
Education or training organisation's name	Tourism Management Institute of Paris – France
Principal subjects covered or skills acquired	University courses for capital markets, Direct investments Management Marketing management
Diploma/Qualification	Sales techniques Patent – Tourism management
Date (from – to)	1972 – 1976
Education or training organisation's name	Octavian Goga Highschool of Sibiu
Principal subjects covered or skills acquired	
Trainings and qualifications	
Trainings	Hilton Generic Brand Service Standards Customer Focused Selling eSales Selling Leisure Hilton Pricing Management Hilton Journey Ambassador
Period	January – April 2006

Course Finance and Management Accounting London – England

Period January – June 2009

Course Bussiness Planning Geneva – Switzerland

Certificate: Sales management

Period December 2014

Course Implementing, development and self-evaluation of the Internal/management control system:
Risk Management, Corporate governance

Period November 2015

Course News related to the Internal/management control system

PERSONAL SKILLS

Mother tongue(s) **Romanian**

Other language(s) **English** – fluent

French – fluent

German – intermediate

Italian – intermediate

SOCIAL SKILLS AND ABILITIES

Ethical and professional behaviour;

Good communication and learning skills;

Dynamic;

Sociable;

Analytical thinking;

Team spirit;

Perseverance,

Ambition;

Self-confidence.

ORGANIZATIONAL SKILLS

Leadership;

Positive attitude, results oriented perseverance;

Business professional look,

Communication and negotiation skills,

Professionalism.

COMPUTER SKILLS

Good knowledge of Microsoft (Word, Excel and Power Point)

HOBBY

Theater, music, reading, trips, tennis, football.

