

Tiberius Alexandru Ciobanu

WHSE COORD
STOREKEEPER
LOGISTIC COORD
GRAPHIC DESIGNER

TRAININGS SKILLS - CERTIFICATIONS

- OPITO BOSIET + HUET (Basic Offshore Safety Induction and Emergency Training + Helicopter Underwater Escape Training)
- Firefighting and First Aid
- AMOS, SAP
- MS Office (Outlook, Word, Excel, PP)
- Microsoft Internet Utilities & Windows Software Management
- Microsoft Power Automate & PowerBI
- OpenAI ChatGPT
- Adobe Photoshop, Indesign, Illustrator Camera RAW, Microsoft Designer
- Wordpress, Webflow, Wix, Canva

📍 Nice 06300, FRANCE

✉ alexibio@gmail.com

☎ +33621021830

NATIONALITY Romanian

DRIVING LICENSE Yes

Professional Experience

WEB & GRAPHIC DESIGN - FREELANCER

July 2022 - Present

Freelance Web & Graphic Designer -

99designs.com

“99designs is a global creative platform that connects businesses with talented designers to create custom designs for logos, websites, packaging, and more. They have a trusted designer community that has helped thousands of businesses launch, grow, expand, and rebrand with custom, professional design.”

As a graphic designer I express myself through the results of my work, a blend of creative aesthetics and technical proficiency. I have been gaining invaluable experience and achieving recognition, including obtaining Brand Guide & Top-Level Certification in designing:

- Book cover
- Magazine cover
- Other book or magazine
- Logo design
- Business card
- Stationery
- Illustration or graphics
- T-shirt
- Signage
- Other business or advertising
- App design
- Logo & business card
- Icon or button
- Banner ad
- Other design

<https://en.99designs.fr/profiles/alexibio>

<https://en.99designs.fr/profiles/alexibio/about>

During this journey I also gained precious insights related to Network Security, advanced Windows Administration, Windows Registries, Services Dependencies, Windows Policy Group, Data Recovery and Privacy Management.

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STOREKEEPER

Company/Location: Saipem SpA / Sharjah,
(U.A.E.) - Onshore Drilling Rig5864

Dec 2021 - July 2022

Company/Location: Saipem SpA - Offshore
Drilling Scarabeo9 Ultra-Deep Semi-Sub Rig /
Black-Sea

Nov 2019 - Jun 2020

Company/Location: Saipem SpA - Onshore
Drilling Rig 5870 Romania

Oct 2017 - Nov 2019


- Managing warehouse inventory to support rig operations by monitoring and maintaining appropriate levels, utilizing Amos for min-max spares thresholds, and proactively replenishing supplies to ensure optimal inventory levels.
- Sustaining a well-organized and efficient warehouse environment, including proper item storage, accurate labeling, and easy accessibility of all inventory items.
- Receiving, unloading, verifying and shelving incoming goods and inspecting the accuracy of the delivery.
- Examining materials received for discrepancies against delivery notes and outward manifests, and promptly generating reports for incorrect or nonconforming items in strict compliance with Quality Assurance Measures.
- Efficiently documenting stockroom activities, including receipts, records, and withdrawals, to uphold record-keeping. Managing all documentation to validate appropriate stock levels and uphold inventory control within Amos.
- Maintaining accurate inventory records, including tracking shipments, conducting regular inventory audits, and updating the inventory management system.
- Managing and directing the material handling, tagging and stocking according to pre-locator controlled system.
- Performing other stock-related duties, including returning, packing and labelling supplies. and periodical stock reports.


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- Coordinating material inspections with relevant departments, ensuring proper placement, and efficiently retrieving all rejected, damaged, and overage items.
- Preparing daily/weekly/monthly reports regarding received materials and pending Material Requisitions.
- Maintaining a clean and orderly warehouse, proper documenting, stocking and tagging of specialized equipment.
- Following and implementing a strict safety and security standard on job site, ensuring compliance with regulations and approved procedures.

SALES ENGINEER

May 2012 - Jun 2016

Company/Location: NOAA CONCEPT LTD / Romania - Bucharest;


- Developing and maintaining relationships with customers, identifying new leads, cold calling, and following up with existing clients to ensure their satisfaction.
- Conducting presentations, using technical expertise to showcase the products, and explain their features and benefits.
- Offering tech-support by leveraging expertise and knowledge to drive the sales process. Skillfully troubleshooting customer issues and delivering recommendations to enhance the overall experience.
- Managing and maintaining customer accounts, including providing product quotes, negotiating contracts, and managing payment collections.
- Keeping up-to-date with industry trends, being aware of the latest technology trends and keeping up-to-date with market research and competitor analysis of sales strategy.
- Providing feedback to product development teams about customer needs and product improvements.
- Creating and managing sales reports, including forecasting revenue and tracking sales performance.
- Attending trade shows and events, showcasing products, networking with potential customers, and generating new leads.
- Collaborating with internal teams including marketing, product development, and customer service teams, ensuring a smooth sales process.
- Keeping and creating relevant and updated technical specs, information related to existing /new products in the portfolio and on the company's website.


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NATIONALITY Romanian

DRIVING LICENSE Yes

WHSE COORDINATOR Jun 2008 - May 2012

**Company/Location: NOAA CONCEPT LTD /
Romania - Bucharest;**


- Developing and implementing warehouse policies and procedures to ensure efficient and effective operations. Ensuring that warehouse operations run smoothly, efficiently and effectively. Developing and applying procedures for receiving and storing inventory, fulfilling customer orders, and managing inventory levels.
- Managing the materials considering all the related variables such as availability of physical space, frequency of request and the status of the stocks in relation to both quantity and quality. Managing and supervising the daily activities of warehouse staff, developing work-plans, and managing employees for top performance.
- Checking for discrepancies in materials received against delivery notes and outward manifest, and issuing reports for incorrect / nonconforming items.
- Maintaining the warehouse inventory levels within established guidelines.
- Organizing the store after different criteria to have a full control over the materials.
- Monitoring the in/out stock using a dedicated data base program for managing the stock properly.
- Establishing a realistic minimum/maximum warehouse stock based on monthly sales. Monitoring inventory levels, forecasting future inventory needs by planning and organizing the upcoming stocks, and ordering new supplies as needed. Managing inventory levels to minimize excess inventory and reduce costs.
- Using of management software in a proper and efficient way with good knowledge of company procedures related to the management of the warehouse.
- Planning and coordinating the receipt, storage, and dispatch of goods, scheduling the delivery of goods, supervising the unloading of goods, and ensuring that goods are stored appropriately.
- Monthly inventory of all products involved in management.


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WHSE OPERATOR

Mar 2006 - May 2008

**Company/Location: NOAA CONCEPT LTD /
Romania - Bucharest;**

- Receiving and unloading shipments of goods from the delivery vehicles using equipment such as pallet jacks or forklifts, also verifying the accuracy of the delivery.
- Inspecting the goods for any damages, defects or missing parts. and reporting any issues to management.
- Storing goods in the warehouse as needed, by transporting the goods to their designated storage location in the warehouse using equipment such as forklifts or pallet jacks or other equipment .
- Keeping the warehouse organized and clean, stacking boxes, and arranging inventory in an orderly fashion , ensuring that boxes are stacked neatly and inventory is arranged in an orderly fashion.
- Retrieving items from the warehouse as requested by customers or other departments locating the requested items in the warehouse and transporting them to the appropriate location or department.
- Preparing orders for shipment, including packing boxes, labeling packages, and arranging for delivery pickups, preparing items for shipment by packing them in boxes, labeling the boxes with the appropriate shipping information, and arranging for the delivery company to pick up the shipment.
- Operating and maintaining warehouse equipment, such as forklifts and pallet jacks, in a safe and efficient manner.
- Tracking inventory levels and alerting management when supplies are running low, monitoring the inventory levels in the warehouse and notifying management when supplies are running low to avoid stockouts or delays in shipments.
- Performing regular inventory counts to ensure accuracy of stock levels and investigating any discrepancies to determine the cause of the issue.
- Following all safety protocols and procedures to ensure a safe work environment for all employees. Reporting any safety concerns or hazards to the appropriate personnel.

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EDUCATION

UNIVERSITY

Oct 2003 - Jun 2008

UNIVERSITY OF BUCHAREST

Specialization

Geography of Tourism: Tourism and Services

Degree: *BA in Geography of Tourism*

HIGH-SCHOOL

Sep 1998 - Jun 2001

THEORETICAL HIGH SCHOOL D. BOLINTINEANU

Specialization: *Math-Informatics*

LANGUAGE SKILLS

	READING	SPEAKING	WRITING
ENGLISH	C2	C1	C1
FRENCH	A1	A1	A1
ITALIAN	PreA1	PreA1	PreA1
ROMANIAN	NATIVE	NATIVE	NATIVE