

# CV

## Artur Grozav

### Summary

- Date of birth:
- Married
- Citizenship MD/RO
- Languages: Romanian native  
Russian native  
English fluent  
Italian fluent
- Car driver license B

### Contacts

Cell.  
email:

### Experience

2017.01 – **Orange S.A.** Chişinău (MDA)

#### **Procurement Specialist (Technical Department)**

### Achievements

Based on Company's strategies on business extension to fixed internet and TV provider, direct contracts with Ericsson, Huawei, Nokia have been signed. 1,5 MEUR worth of cost saving, reduction and avoidance have been achieved in OPEX in 2017.

### Responsibilities

- Tender and bids organization RFP/RFQ/RFI management
- Manage relations with key stakeholders to sourcing with associated vendors
- Creation of yearly roadmaps, accountability of Technology performance and CAPEX/OPEX spend both in projects and operations
- KPI Framework definition & reporting (project status reporting)
- Communicate procurement activities to all relevant groups on a regular basis track value and manage compliance of services provided by Global Procurement to company
- Ensure that the all equipment / material and contracted services are sourced, procured, organized and delivered, meeting the agreed specifications, lead time and target budgets
- Participate in related Operational Committees to manage Company Procurement activities and Managerial Committees to ensure coordination with Local/ Regional/Global Procurement and compliance with group processes
- Technology innovation management in cooperation with Technical department
- Secure availability of related/ company materials and services
- Supplier selection based on perfect match of price vs. quality vs. delivery terms, TCO evaluation
- Plan, coordinate, monitor and facilitate contract implementation and document management for contracts, addendums and IT service forms
- Managing business relationship with suppliers
- Make sure to arrange timely release of payments to vendors/suppliers as per terms specified in the purchase order in coordination with finance department and in return ensuring that company's credibility is maintained at a high level.

### **Procurement Executive**

#### **Responsibilities**

- Review requisition requirements
- Support transactional requirements for given category scope
- Work efficiently with requester/client when additional information or clarification is required
- Escalate to appropriate Category Sourcing Buyer or Category Manager when appropriate
- Consult Sourcing Feed Database (SFD) to understand commodity strategy, preferred vendors and price to be used
- Understand and use Blocked Invoice Tool per guidelines
- Knowledge of all client specific processes and procedures
- Initiate new supplier set up
- Maintain all relevant supplier documentation (Certificates of Insurance and supplier diversity certification)
- Ensure audit readiness of all purchasing documents
- Work with Category Manager to ensure tight linkage across sourcing and operations teams
- Expedite Orders and follow up on deliveries

#### **Achievements**

100% requisitions converted to PO within timeframes set according to company target.

2015.09 –2016.06 **Health Forever International SRL Chişinău (MDA)**

### **Procurement & Stock Manager**

Medpark is the first International hospital in Moldova

#### **Responsibilities**

- Ensure the effective management of all procurement interfaces and activities with vendors and business partners in the role of Procurement Manager
- Develop the procurement plan and strategy with implementation to achieve the organization's overall strategic goals and profitability requirements as determined by the strategic plans
- Develop and ensure implementation of organizations procurement policies, procedures, standards, and formats in order to ensure process efficiency, transparency, fairness, impartiality, and confidentiality
- Manage overall direction, coordination, and evaluation of Procurement and warehouse activities for Medpark International Hospital
- Ensure that the all equipment / material (Package, Mechanical, Electrical, Instrumentation, Surgical prosthesis) and contracted services are sourced, procured, organized and delivered, meeting the agreed specifications, lead time and target budgets
- Make sure to arrange timely release of payments to vendors as per terms specified in the purchase order
- Monitoring all procurement and contracting activities including pre-qualification, tender management, negotiation and contracts preparation
- Work with Medicines and Medical Devices Agency to obtain Authorization for import of medical devices and prosthesis
- Ensure planning, monitoring and controlling execution of all procurement activities with the help of procurement team
- Oversee the work and efforts of the sourcing team in the preliminary stages of a sourcing project for selected categories
- Interview, lead and develop, train, manage, appraise the performance and motivate a team of 4 professionals to add value to the company's business by striving for the best possible deals.

#### **Achievements**

Realized several initiatives that lead to overall workflow optimization and cost reduction: implemented a new procurement tool for electronic PO approval, reduced staff number by optimizing the processes inside the team and reviewed task even task distribution per employee, implemented the stock management in warehouse and materials write off per department.

2014.04 – 2015.04 **Moldcell S.A.** Chişinău (MDA)

### **Procurement & Logistics Specialist**

#### **Responsibilities**

- Perform procurement and administrative activities in order to satisfy the company needs
- Supply of high quality goods and services in the timely and cost efficient manner
- Support company's day-to-day activities and business development
- Supplier selection based on perfect match of price vs. quality vs. delivery terms
- Vehicle fleet – reparation, maintenance, insurance
- Assisted at Customs Procedures for imported goods (prepared related documents, including the documents for Ministry of Economics, performed customs clearance).

2011.05 – 2013.12 **Philip Morris International** Chişinău (MDA)

### **Procurement & Administration Executive**

#### **Responsibilities**

- Perform procurement and administrative activities in order to satisfy the company needs
- Supply of high quality goods and services in the timely and cost efficient manner
- Support company's day-to-day activities and business development
- Supplier selection based on perfect match of price vs. quality vs. delivery terms
- Tender and bids organization according to the provided documentation
- Managing business relationship with suppliers
- Tracking on time delivery
- Support for project initiators (goods receiving and quality check)
- Payment approval and monitoring
- Budget planning

#### **Achievements**

- Gained best ever PMI discount per liter for petrol (5%).
- Improved PMI yearly savings 10% (benchmark 4 %).

#### **Carrier Start**

- Philip Morris International 2006-2007, 2009-2011(District Sales Merchandising)
- Chişinău Glass Factory 2004-2005 (developer DELPHI)
- State University of Moldova 2003-2004 (developer DELPHI)
- Ladarsar SRL, 2000-2003 (junior developer DELPHI)

#### **Education**

2003-2004 State University of Moldova - Master Degree in Computer Science

1999–2003 State University of Moldova - Mathematics and Computer Science.

#### **Skills**

Team-player, leadership skills (activity planning, performance and competence monitoring), target oriented, pro-active, multitasking, win-win approach, client oriented, dedicated and 100% focused, loyal, responsive to criticism, sharing experience, ability to learn from mistakes.

#### **Interests**

Sports, cars, travelling

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