



Curriculum Vitae Europass

Personal Information

Family name **Ferraro Angela**

address

Telephone

Fax

E-mail

Nationality **Italian**

Sex **F**

WORK EXPERIENCE

From - to **From 1 July 2018 to date**

occupation or position held **Programme Legal, Administrative, Finance, Procurement Officer**

Main activities and responsibilities

- Verification of compliance 'administrative respecting both the EU procedures and the Italian laws, specifically:
- Verification of conformity 'in the acquisition of goods, services and civil works (PRAG)
- Verification of purchases movements
- Preparation of the periodic reports in the financial and administrative sectors
- Verification of the use of appropriate format complying with applicable laws and procedure (First note, time sheet, vehicles cards, mission and audit reports, etc.)
- Preparation of final accounting and presentation of financial statements.

Employer's name and locality **Embassy of Italy in Khartoum – Sudan - MAECI**

Business or sector **International Development Cooperation**

From - to **From 16 April 2017 to 30 June 2018**

occupation or position held **Administration, financial, procurement officer – “Promoting qualitative Health Services in East Sudan” – PQHS, “Improving Health Status of Vulnerable Population in Eastern Sudan”. EU Delegation of Sudan. Budget 13,1 M Euro**

main activities and responsibilities	<ul style="list-style-type: none"> - Verification of compliance 'administrative respecting both the EU procedures and the Italian laws, specifically: - Verification of conformity 'in the acquisition of goods, services and civil works (PRAG) - Verification of purchases movements - Preparation of the periodic reports in the financial and administrative sectors - Verification of the use of appropriate format complying with applicable laws and procedure (First note, time sheet, vehicles cards, mission and audit reports, etc.) - Preparation of final accounting and presentation of financial statements.
Employer's name and locality	Embassy of Italy in Khartoum – Sudan – MAECI
Business or sector	International Development Cooperation
From - to	From 16 November 2016 to 15 April 2017
occupation or position held	External Consultant in charge of monitoring compliance with the procedures both from the point of view of financial accounting and procurement contract under the two projects - Budget 13.1 M Euro "qualitative Promoting Health Services in East Sudan" - PQHS, "Improving Health Status of Vulnerable Population in Eastern Sudan "IHSVP at the HQs for coordination of EU programs.
main activities and responsibilities	<ul style="list-style-type: none"> - Verification of compliance 'administrative respecting both the EU procedures and the Italian laws, specifically: - Verification of conformity 'in the acquisition of goods, services and civil works (PRAG) - Verification of purchases movements - Verification of the periodic reports in the financial and administrative sectors - Verification of the use of appropriate format complying with applicable laws and procedure (First note, time sheet, vehicles cards, mission and audit reports, etc.) - Preparation of final accounting and presentation of financial statements.
employer's name and locality	Embassy of Italy in Khartoum – Sudan – MAECI
Business or sector	International Development Cooperation
From - to	From October 2009 – to November 2016
occupation or position held	Administrative Consultant
main activities and responsibilities	<ul style="list-style-type: none"> - Self-employed as management support consultant for national and international bodies in Procurement planning and ensuring the correct implementation of contracts, financial reporting, the improvement of internal procedures and structuring of management and organization. - Consultant in reality 'profit support to companies in the optimization of the financial, economic and productive process. Facilitate the access to credit, identify dedicated funding lines. - Various corporate positions (Srl SpA) both in ordinary (Administrator) and in extraordinary (Liquidator) administration.
employer's name and locality	IMG, FAO, Fondazione Progressio Et Pax, NGO CINS, Cantieri Generali SpA, Sviluppo Srl, Finsocial SpA,

Business or sector	Profitable and Non-Profitable Organizations.
From - to	From September 2008 to September 2009
occupation or position held	General Director NGO CINS Italian North-South Cooperation - Rome
main activities and responsibilities	<ul style="list-style-type: none"> - Coordination of the Directorate General which is composed of four departments (Administration and Procurement Department - Communications and Fundraising Department, - International Cooperation Department – Area Desk); - Assigned directly to the responsibilities of the Administration and Procurement department. - Management and Coordination across departments, also working at the design and definition of departments. - Preparation of annual report (management and economic results of the Organization) based on the indications and development of each departments, for submission to the President; - Operation and management of bank accounts and post office of the Association, with the right to issue special proxies to internal managers.
employer's name and locality	CINS Italian North-South Cooperation – Rome (Italy)
Business or sector	International Development Cooperation

From - to	From January 2005 – to August 2008
occupation or position held	Financial controller and responsible for financial reports
main activities and responsibilities	<ul style="list-style-type: none"> - Financial Control (Administration and Procurement officer) Responsible for the Presentation of the Financial statements of account in respect to the procedures (management, procurement and reporting), Donor (Ministry of Foreign Affairs, European Union, Echo, IMG, FAO, USAID, private foundations and companies) and the NGOs. - Management of branch offices, verification activities and monitoring missions in Tanzania, Uganda, Kenya, Yemen, Argentina, Albania, Montenegro, Serbia, Uruguay.
employer's name and locality	CINS Italian North-South Cooperation - Rome
Business or sector	International Development Cooperation
From - to	From November 2003 – to December 2004
occupation or position held	Projects accountant and Financial Control Support
main activities and responsibilities	<ul style="list-style-type: none"> - Administrative assistant to the financial accounting control with the focus on the relation between the budget activities and the related expenses.
employer's name and locality	CINS Italian North-South Cooperation - Rome
Business or sector	International Development Cooperation
From - to	From June 2002 – to September 2003
occupation or position held	Foreign Bond Officer - IMI- Milan

main activities and responsibilities	- Foreign bond regulation - with the Bank IMI- Milan. To ensure a successful bond trading, foreign, what three different currencies. The -1 (yesterday) to today (today) and +1 (tomorrow)
employer's name and locality	Bank MI - Milano
Business or sector	Merchant Bank
From - to	From April 2002- to May 2002
occupation or position held	Supplier Accounting Officer - Milan
main activities and responsibilities	The suppliers accounting, registration and settlement invoices.
employer's name and locality	Class Editori Spa Milano
Business or sector	Publishing
From - to	From May 2001- to November 2001
occupation or position held	Trainee at Studio Nitti - Catanzaro
main activities and responsibilities	Trainee at Studio Tax and Tax Accountant Dr. Nitti of Catanzaro.
employer's name and locality	Studio Nitti
Business or sector	Tax Consulting and Tax Auditing
EDUCATION AND TRAINING	
From - to	1994-1999
	Degree in Economics and Business (University of Messina – Italy)
From - to	1989 - 1994
	Diploma of Accountant and Commercial Expert
From - to	April 2000 – May 2000
	English language course at Elko Organization - London
From - to	January 2001 May 2001
	Master in Internet Marketing and E-Commerce – Tax Consulting
From - to	2005 - 2008
	Completed internship as Professional Accountant and Auditor - at Studio Costa-Rome
From - to	2005
	Course attendance certificate in Budgeting and Reporting - Formin
From - to	2005
	Course attendance certificate SOS Blue - The management and the reporting of projects promoted by NGOs in being gods Development countries - MAE
From - to	2011

PERSONAL SKILLS																									
Mother tongue(s)	Italian																								
Other language(s)	English, French, Swahili																								
	<table><tr><td colspan="6">ENGLISH</td></tr><tr><td colspan="2">UNDERSTANDING</td><td colspan="2">SPEAKING</td><td colspan="2">WRITING</td></tr><tr><td colspan="2">Listening</td><td colspan="2">Reading</td><td colspan="2">Spoken production</td></tr><tr><td>C1</td><td>Proficient user</td><td>C1</td><td>Proficient user</td><td>C1</td><td>Proficient user</td></tr></table>	ENGLISH						UNDERSTANDING		SPEAKING		WRITING		Listening		Reading		Spoken production		C1	Proficient user	C1	Proficient user	C1	Proficient user
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Listening		Reading		Spoken production																					
A2	Basic User	A2	Basic User	A2	Basic User																				
Communication skills	<ul style="list-style-type: none">- Excellent communication skills. Experience in different sectors in international organizations, associations / non-profit / foreign foundations and companies. Ability to mediate between national and international bodies.- Good skills in the development of cooperation agreements between institutions of contrasts resolutions, capacity to resolve extrajudicial conflicts.																								
Organisational / managerial skills	<ul style="list-style-type: none">- Excellent organizational skills and coordination of working groups, projects, selection, management and personnel training.- Experience in organizing complex activities (national and international tenders, national and international contracts).- Outstanding ability in problem solving. Competence problem in remote management of purchasing, storage and goods / products distribution																								

Computer skills	Good skills with office package, Other programs: ❖ Adobe Photoshop ❖ Acrobat Reader ❖ Sysint di Team System ❖ Internet Explorer ❖ GeCo Pro Web ❖ GeCo DeLue
Driving licence	EU-Italy: B

I hereby FERRARO ANGELA, [REDACTED], aware of the penal sanctions as for art. 76 of D.P.R. 28/12/00 n. 445 in case of false declaration and consequences as for art. 47 of D.P.R. of 28/12/00 n. 445, and art. 47 D.P.R. 445/2000,

DECLARE

- That all the above-mentioned information within the CV are true

AUTHORIZE the use of his personal data as for as for GDPR/18 25 May 2018

Khartoum, 28 October 2018

Signed

Angela Ferraro

