

JOB ADVERT

Internal Vacancy

Koito Europe Ltd believes in the development of employees through internal promotion.
Employees with suitable qualifications and experience are invited to apply for the following position.

JOB TITLE: Cost Control Analyst

DEPARTMENT: Project Management

REPORTING TO: Head of Project Management

MAIN RESPONSIBILITIES

- Controlling project costs ,planning ,developing ,controlling and forecasting project budget ,coordinate the delivery of optimised pricing working with all relevant department ,and maintain transparency

KEY TASKS

- Project Management budget control
- Estimating Customer Quotes
- Maintain Bill of Material ,Routes and structures
- Standard rate setting
- Profitability / cost reduction
- Organise physical stock take
- Other control checks / improvements – e.g. scrap bookings , stock variances

QUALIFICATIONS/EXPERIENCE

Possess analytical problem solving , Ability to make judgement assessment , High Microsoft excel proficiency ,communication skills , liaise with other functions , must have experience of working in a manufacturing environment

All interested applicants should send an internal application form and CV to the Human Resources Dept. via their Managers.

The closing date for application for this post is **Tuesday 15th November 2022**

PERSONAL
INFORMATION

Valentina Vasilica Dinca

 Worcester WR1 1RB

 07459408007

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JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

Cost control analyst

WORK EXPERIENCE

20.08.2018 – Present

Operator

Hampton Lovett Ind Est, Droitwich Spa WR9 0QH

- Assembling automotive components
- Working at a fast pace to set standards
- Completing quality checks on products
- Follow detailed instructions, focus on detailed

9.04.2018 – 16.08.2018

Barista

Costa Cofee, 31 High Street, Worcester WR1 2QL

- Preparing and serving hot and cold drinks
- Cleaning work areas and tables
- Taking orders and serving clients
- Receiving customer payments

06.02.2018 – 13.08.2018

Picker/Packer

Vandemoortele Worcester, Martley Rd, Lower Broadheath, Worcester
WR2 6RF

- Packing frozen cakes
- Working in a team
- Cleaning the working area
- Working under pressure

12.11.2015 – 15.11.2015

Internship at Romania's Tourism Fair

25.02.2016 – 28.02.2016

Bucharest, Marasesti 65-67, 011465

- Providing information for all fair participants
- Making badges and offering catalogs
- Applying surveys for all exhibitors

4.01.2016 – 20.12.2017

Sales consultant

Brico Depot, Calarasi, 910023 Romania

- Providing consultancy to clients (advice, help in the purchases they make)
- Promoting products and services in the store
- Supplying the shelves with products
- Arranging the district according to the store's important events (catalog, promotions)

EDUCATION AND TRAINING

May 2022 – Present Certificate of Higher Education Skills for the Workplace

Quay Place Campus, Birmingham B1 2RA

- Effective Team Working and Communication
- Problem-solving and Decision Making

2010 – 2014 Technician in economic activities

Economic College Calarasi, 910010

Accounting, business negotiation, business financing, economic contracts, quality management

PERSONAL SKILLS

Mother tongue(s) Romanian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B1	B1	B1	B1	B1
Spanish	A2	B1	A2	A2	A2

- Communication skills
- Good communication skills acquired during my work, and study experience and by participating in a internship at Romania's Tourism Fair.
 - Participate in project "Oratorica", public speaking project, speaking in a front of an audience.

- Organizational/managerial skills
- Solving tasks on time
 - Working in a team at work and university
 - Working in a stressful condition
 - Multi-tasking, able to do more tasks at the same time
 - Problem-solving and decision making

- Computer skills
- Good knowledge and use of Microsoft Office, Microsoft Publisher

- Other skills
- Understanding tasks all the time
 - Quick adapt to the environment I belong
 - Flexible person

- Driving license
- B category

Valentina Vasilica Dinca
Worcester, United Kingdom
07459408007

2131463@student.uwtsd.ac

14.11.2022

John Steward
Koito Europe Ltd
Hampton Lovett Ind Est, Kingswood Rd
Droitwich Spa
WR9 0QH

Dear Mr. John,
Re: Cost control analyst

I am delighted to apply for the cost control analyst position at your company.
After working as an operator in the assembly department, I believe that I have accumulated theoretical and practical knowledge enough so that I can face the challenges and support the manager in the general plan that he holds.

I am a person who can work both in a team and individually, a fact demonstrated in my previous work as a barista, picker, and sales assistant.

Also, the theoretical knowledge gained during the academic year is an advantage to apply for this job.

The subjects studied, such as problem-solving, digital skills, and the module on effective communication, formed my analytical thinking, and at the same time, I gained experience in using the Office package, especially for using Excel, Word, and Powerpoint.

Punctuality, flexibility, and timely task resolution are also skills that we have gained from previous jobs but also from the university, through project achievements at the initial set date.

Thanks for your time,
Sincerely,
Valentina Vasilica Dinca