europass Curriculum Vitae

PERSONAL INFORMATION

Diana Lazar

[redacted]

[redacted]

[redacted]

Date of birth [redacted] Nationality Romanian

WORK EXPERIENCE

Deputy Director – Rural Credit Guarantee Fund
June 2018 – on going

- exercising the position based on the delegation by the Board of Directors of the company of some of the attributions, within the limits allowed by the law, by the articles of incorporation and by the decisions of the board of directors, in order to achieve the company's object of activity.

Director of Internal Audit Division - Patria Bank
02.06.2015 – iunie 2018
- Coordination of the internal audit activity of the bank and the subsidiary-Patria Credit NFI;
- Reorganization of the activity after a merger with another banking institution (currently a listed company) by setting up the internal audit framework, internal audit report structure, the reporting framework;
- Creating the own risk assessment methodology, the audit universe of the merged bank as basis for strategic and annual audit planning process in order to ensure that all auditable activities and structures are subject to audit.

Director of Internal Audit Division - Volksbank Romania
01.02.2010 -01.06.2015
- Organizing the internal audit activity according with the legal requirements;
- Preparing the strategic and annual audit plan, based on the Group's risk assessment methodology
- Contribution to the improvement of the risk management, corporate governance and internal control processes by orienting the audit team members to analyze the root cause of the identified audit aspects and addressing proper corrective measures which were feasible, implementable, clearly and understandable expressed;
- Ensure communication to the members of the Directorate, Supervisory Board and Audit Committee, in writing and/or orally, of the most important audit findings the status of the audit recommendations, the most important findings and results of the supervision missions of the National Bank of Romania and external auditor;
- Close cooperation with supervision team of the National Bank of Romania (Supervision Department I) and point of contact during the annual onsite inspections or off site Inspections.

Director of Internal Control Division - Volksbank Romania
01.10.2009 - 31.01.2010
- Supervising and coordinating the internal control activities following the internal changes of the organizational structure of the Bank;
- Proposing and sustaining opinions over the entire procedural framework of the Bank from the setting up and formalizing point of view of internal controls mechanisms;
- Reorganization of the internal control missions thus to increase the efficiency by setting up and implementing the offsite internal control mission concept supplemented by limited and unexpected on site internal control missions.

Director of Internal Control and Operational Risk Division - Volksbank Romania
01.11.2008 - 30.09.2009
- Supervising and coordinating the activities relating to internal control and operational risk management at the level of the Bank;
- Creating and implementing operational key risk indicators that have been rolled out at the level of all Volksbank Group's subsidiaries;
- Preparing and following up the annual budget of the Division.

Deputy Director of Internal Control and Operational Risk Division – Volksbank Romania SA
01.04.2008 - 31.10.2008
-Setting up an efficient internal control activity at the level of the entire bank (key activities in Head Quarter and branches activity - as a second level of control);
- Enhanced the first level of control by creating and implementing a Self-Control application used by all managers from 180 territorial units of the Bank.

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Deputy Head of Internal Audit Department - Volksbank Romania SA
22.01.2008 - 31.03.2008
-Coordination of the audit missions, supervising all internal audit work stages, discussing and sustaining the audit findings and related recommendations with different levels of management.

Head of Operational Audit Department - Unicredit Tiriac Bank S.A.
01.06.2007 - 22.01.2008
- Coordinating the regular audit missions and special investigations at the branch network level and operational departments from Head Office;
-Taking initiatives to create tools, formalize internal rules, thus to increase the efficiency and standardization level of the internal audit activity (ex. rules for archiving the audit documentation); creating audit programs, audit documentation, working papers, audit guideline for the merged bank (Unicredit Romania with HVB Tiriac Bank), contributing to the automatizing and standardizing of the database used for audit sample;
- Creating a control factors assessment system and weights in order to rate the overall audit opinion of the audit report.

Senior Internal Auditor - HVB Bank Romania S.A.
01.07.2005 - 01.06.2007
- Coordination of audit engagements (head office and network branches audit missions);
- Implementation the "Exception Reports";
- Project manager for Basel II Project, (March 2006 - July 2006) at the management request.
- Coordination of all tasks and team members for Basel II (Standardised and IRB Approach) implementation in HVB Romania; Carying out of the Master plan for Romania site – part of the HVB Group Master plan; Following up on the Project objective status and deadlines;
- In charge with harmonization of the three different audit methodologies, three different audit teams, coming from three types of organizational cultures, following two merger processes between three legal entities.

Internal Auditor - HVB Bank Romania S.A.
25.10.2004 - 01.07.2005
- Performing audit missions in all departments of the bank and branches network;
- Creating a list of inquiries from the core banking system and setting criteria to be used by the entire audit team within the audit sampling processes.

Internal Auditor - Raiffeisen Bank S.A.
01.07.2002 - 25.10.2004
- Performing and/or coordination the audit engagements;
- Elaboration of: Self-audit Guide for Territorial Units (Project manager), Junior Kit for Control&Audit Department (Team member); Testing the core banking system (ICBS), MIDAS system;

Chief Accountant - Raiffeisen Bank- Lujerului Branch
31.05.2000 - 28.06.2002
- Performing the preventive control for patrimonial operations within the branch; Verification of the daily operators' activities, the daily balance sheet (on&off)
- Approving the daily prognosis for the cash needed for the branch activity in relation with the customers; ensuring compliance with the specific regulations for financial and accounting activity.

Economist – Raiffeisen Bank S.A.
22.01.1999 - 31.05.2000
Logistic and Human Resources Department: Documentation of the decisions taken by the branch network management regarding to staff activity and labor contracts (decision, job notes, notices in conformity with job regulations and internal procedures).
Agricultural Loans Department: Performing loan documentation for agricultural loans; remitting the letters of credence (based on the financial indicators analysis and computation), letters of guarantees with reservation of the amounts within the current accounts; Inspection of the guarantees to the loans granted for agricultural sector.

EDUCATION AND TRAINING

Financial Auditor -Chamber of Financial Auditors of Romania
01.10.2003 -31.03.2007

Expert Accountant - The Body of Licensed Accountants and Expert Accountants in Romania

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01.10.2003 - 31.10.2006 (request for suspension starting with 01.01.2023)

Economist - Bucharest University of Economic Studies
Finance Banking and Accounting
Bachelors Degree, 1998

Short trainings:
Annual trainings held by The Chamber of Financial Auditors of Romania
5th Annual Internal Audit Forum 11.05.2017 - 12.05.2017(Berlin) GLC Europe
3rd Annual Internal Audit Forum 05.02.2015 - 06.02.2015 (Frankfurt) GLC Europe
2nd Annual Internal Audit Forum 27.03.2014 - 28.03.2014 (Wienn) GLC Europe
Management Information Security – ASEBUSS (2007)
Bank Austria Creditanstalt Basel II - IRB Approach (2006);
Bank Austria Creditanstalt - IT Audit Tools (2005)
Romanian National Securities Commission - Graduate Certificate for Internal controller within financial investment services companies (2005)
Romanian Banking Institute - Certificate in Management and Banking Marketing (2004)

PERSONAL SKILLS

Mother tongue(s): Romanian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Proficient User (C1)	Proficient User (C1)	Proficient User (C1)	Independent (B2)	Proficient User (C1)
French	Basic User(A2)	Basic User(A2)	Basic User(A2)	Basic User(A1)	Basic User(A1)

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Social skills and competencies: Good ability to adapt to different environments and conditions gained through my work experience, passing through five banking mergers;

Organisational / managerial skills: Leadership (during the entire work experience I managed teams of 7 - 25 employees)
Sense of organisation (being involved in 5 banking mergers, followed by reorganisations)
Good experience in project and team management.

Job-related skills: Orientation to finding the best solution in advantage of all involved parties as much as possible. Sustaining the team's solution once decided. Attentive listening.

Computer skills and competencies: MS-Office Products (Word, Excel, PowerPoint, Outlook)

Other skills: Self confident, recognizing other's strengths; taking risks to create opportunities for others, innovative, proactive, decision making, conscious. Able to act with integrity and by observing the applicable ethic rules.
Hobbies: cycling, painting, running, gardening, percussion instruments

Driving licence: B

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