



# ayas tanbakji

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## EDUCATION AND TRAINING

28/08/2023 – CURRENT İstanbul, Türkiye

**BACHELOR OF COMPUTER ENGINEERING** İstanbul Kültür University

**Website** <https://www.iku.edu.tr>

## WORK EXPERIENCE

01/01/2023 – 01/06/2023 İstanbul, Türkiye

**WEB PROGRAMMER** IBDAAH

### Web Design & Development

- Designed, developed, and maintained the company website using HTML, CSS, JavaScript, and PHP.
- Collaborated with UI/UX designers to create functional web pages.

### Responsive Web Development

- Ensured website responsiveness across desktops, tablets, and smartphones.
- Utilized Bootstrap to enhance adaptability.

### Web Optimization

- Improved website speed by optimizing images, leveraging browser caching, and minifying CSS/JavaScript.
- Implemented SEO best practices for better search engine visibility.

### Collaboration & Communication

- Worked with the marketing team to integrate campaigns and features.
- Participated in team meetings to discuss progress and set priorities.

01/08/2022 – 20/10/2023 İstanbul, Türkiye

**DATA ENTRY CLERK** 28EBUY

### Product Upload and Management

- Uploaded makeup products to the website and e-commerce platforms.
- Ensured accurate descriptions, pricing, and images.

### Platform Optimization

- Improved visibility with keywords and optimized content.

### Image Editing

- Edited product images for consistency and appeal.

### Data Accuracy

- Performed quality checks on product details and availability.

### Platform Maintenance

- Updated listings per platform guidelines and policies.

01/07/2022 – CURRENT İstanbul, Türkiye

**DATA ENTRY CLERK** MEDİKARAY

- Maintaining CRM Database:** Regularly updating and maintaining the CRM database, ensuring all records are current, accurate, and properly organized.
- Processing Documentation:** Entering and organizing medical documentation, including test results, prescriptions, referrals, and other medical records into the CRM system.
- Quality Checks and Data Validation:** Conducting regular quality checks on entered data to ensure accuracy and completeness. Verifying information for accuracy and making necessary corrections.
- Troubleshooting and Support:** Providing basic technical support for CRM-related issues to the call center staff, troubleshooting problems, and escalating technical issues to the appropriate IT support.

● **VOLUNTEERING**

21/10/2023 – 22/10/2023 istanbul  
**IT and Registration**

**IT and Registration Team Volunteer, AL Sharq Youth 7th International Conference "Breaking Barriers"**

- Supported IT setup, maintenance, and troubleshooting.
- Assisted with presentations and workshops.
- Managed attendee registration and provided guidance.
- Distributed materials and badges to participants.
- Demonstrated organizational skills, attention to detail, and effective communication.

**Key Skills Developed:**

- IT Support
- Registration Management
- Technical Troubleshooting
- Customer Service
- Team Collaboration

● **LANGUAGE SKILLS**

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	C1	C1	C1
<b>TURKISH</b>	A2	A2	A2	A2	A2

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

● **DIGITAL SKILLS**

Microsoft Office | Social Media | Adobe Photoshop, illustrator, AI | WordPress and Wix | Software Streaming OBS Studio