

Gizem GÜNEŞ

Nationality: Turkish

 (+90) 05457104333

Date of birth: 25/01/1997

Gender: Female

 **Email address:** ggunesss346@gmail.com

 **Address :** Yeni Neighborhood Millet Road Venüs Ada Apartment , 16400 Bursa (Turkey)

WORK EXPERIENCE

Sales Consultant

Defacto [23/09/2016 – 15/09/2017]

City: Bursa

Country: Turkey

*Planning the products or services to be sold in the company,

*To determine the needs of customers,

*To help by understanding the demands of the customer,

*To keep up to date with the sales and to inform the relevant managers about the detected problems

Pre-Accounting Assistant (Intern)

ŞKM Furniture [18/06/2018 – 20/09/2018]

City: Bursa

Country: Turkey

*Archiving, filing and listing operations,

*To digitize and record written documents,

*Making necessary calls for collection transactions and informing customers about the issue

Cashier

LC Waikiki [10/10/2018 – 20/06/2019]

City: Bursa

Country: Turkey

*Entering the message in the receipt to the cash register, writing the cost of the goods,

*Detection of deficiencies and excesses in the safe and notifying the authorized supervisor.

*To count the money received at the end of working hours and to deliver it to the authorities,

*Preparing an end of day report.

Sales Consultant (Support Team)

Defacto [24/07/2019 – 16/09/2019]

City: Bursa

Country: Turkey

*Planning the products or services to be sold in the company,

*To determine the needs of customers,

*To help by understanding the demands of the customer,

*To keep up to date with the sales and to inform the relevant managers about the detected problems

EDUCATION AND TRAINING

Faculty of Economics and Administrative Sciences, Business Administration Department

Gazi University [11/08/2017 – Current]

Address: Emniyet, Muammer Bostancı Road, Number:4, 06500 Ankara (Turkey)

<https://hacibayram.edu.tr/iibf>

IT Training School

Clarusway [17/05/2020 – Current]

Address: 2010 Corporate Ridge, Suite 410 McLean, VA 22102, 22102 (United States)

<https://clarusway.com/>

LANGUAGE SKILLS

Mother tongue(s):

Turkish

English

LISTENING: B1 READING: B1 WRITING: B1

SPOKEN PRODUCTION: B1 SPOKEN INTERACTION: B1

Korean

LISTENING: A1 READING: A1 WRITING: A1

SPOKEN PRODUCTION: A1 SPOKEN INTERACTION: A1

Arabic

LISTENING: A1 READING: A1 WRITING: A1

SPOKEN PRODUCTION: A1 SPOKEN INTERACTION: A1

DIGITAL SKILLS

Microsoft Excel / Microsoft Word / Microsoft Powerpoint / Instagram / Zoom / Microsoft Office / Google Docs / Skype / LinkedIn / Microsoft Teams / Written and Verbal skills / Good listener and communicator / Organizational and planning skills / Analytical skills / Twitter / Team-work oriented / Internet user / Motivated / Reliability / Presenting / Google Drive / Power Point / Outlook