**Serdar Alkis**  
2 Park Place, Apt. 14C / West Hartford, CT 06106 / (860) 986-8125 / Serdaralkis@hotmail.com

**Personal Info:**

Date of Birth: 02-20-1984  
Marital Status: Single  
Nationality: Turkish

**Education:**

High School: Le Lycée Saint Benoit "French High School" Istanbul, Turkey   
 June 2003  
 GPA 3.0/5.0

College: University of Hartford, Barney School of Business West Hartford, CT, USA BSBA - Bachelor of Science in Business Administration January 2011 Major: Economics and Finance GPA 3.0/4.0

Related Course Work:

Macroeconomics, microeconomics, business statistics,   
corporate finance, financial and managerial accounting,   
business law and ethics.

**Language Skills:**

Fluent in: Turkish, English and French

**Employment History:**

\*AE ARMA-ELEKTROPANC\* Istanbul/Turkey  
Electrical Mechanical Industry Engineering   
Contracting and Trade Inc.  
  
Internship: July 2010 – August 2010 Departments: Finance, Purchasing and Logistic  
- Part of the team which deals with negotiations and offers  
- Analyzing detailed financial documents which the supervisor requested  
- Welcoming bank officials and manufacturer representatives

\*(TEB) Turkish Economy Bank\* Istanbul/Turkey  
  
Departments: Stock And Money Market Jan 2011 - March 2011  
- Analyzing and dealing with Turkish and foreign stock markets  
- Buying, selling and trading stocks  
- Dealing with (VOB) which is Turkish derivatives exchange (TURKDEX)

\*Q-eN Computer Technologies, LLC\* West Haven, CT, USA

Departments: Sales April 2011 – Sept 2011  
- Informing buyers or purchasing agents about the products and services  
- Traveling and visiting the prospective buyer or clients  
- Analyzing sales statistics, preparing reports, filing expense accounts  
- Ensuring that the customer is getting the product servicing in time  
- Generating mutual goodwill and inducing customer loyalty  
- Solving the queries and concerns of the clients about the products and services

**Skills & Abilities:**

Computer Skills:   
Microsoft Word, Excel, PowerPoint, Photoshop  
Microsoft Works (database, portfolio, spreadsheet)  
  
**Interests :**

Computers, New Technologies, Sports (Soccer, Basketball, skiing, swimming, table tennis)  
Chess, Backgammon, Reading, Traveling,,,