




# KUBRA IRIS

Software Engineering Professional, MBA

 <https://www.linkedin.com/in/kubrairis/>  
 <https://github.com/kubrairis>  
 <https://www.hyperiondev.com/portfolio/142503/>

**Phone** +44 7871 741264  
**Address** Knutsford, Cheshire, UK  
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## SUMMARY

As a motivated software engineering professional with four months of experience in Python, including object-oriented programming (OOP), I am eager to apply my technical skills in conjunction with my previous experience in the procurement services and foreign trade industry. I am driven to contribute to team success through hard work, meticulous attention to detail, and excellent organizational skills. I am enthusiastic about continuously learning, growing, and excelling in the tech industry.

## PROFESSIONAL EXPERIENCE

**SILA Medical Corporation, Ankara, Turkey**  
**Purchasing Specialist (Chinese speaking)**

**Oct.2021 – Mar.2022**

As a purchasing specialist in medical industry, I am responsible for maintaining and developing core purchasing functions and ensuring the tracking of the KPIs linked with the purchasing operations and to sustaining cost effective purchases on a timely manner.

Duties:

- Reception duties in including updating vendor details and organizing follow-up appointments.
- Sorting and distributing incoming mail.
- Using the online digital procurement management system.

**HOUSEPERSON, Turkey, Izmir**  
**Mother of two daughters**

**Oct.2010 – Oct.2021**

Managed household finances and budget. Coordinated and executed various household tasks including cleaning, cooking, and laundry. Provided care for 2 children and ensured their physical, emotional, and educational development. Organized and maintained a clean and comfortable home environment. Assisted with household errands and shopping.

**SINOSTEEL – TOSYALI Holding, Turkey, Osmaniye**  
**Chinese Translator**

**Oct.2009 – Sep.2010**

I have been hired to make communication between Chinese engineers and the client representatives in Turkey during the construction and installation of the Osmaniye Iron and Steel Factory in Turkey. It was a startup project in Turkey operated by Chinese engineers; hence, I had key position to ensure the right communication to achieve desired tasks.

Duties:

- Creating, updating, and minutes of meetings.
- Preparing excel sheets and case notes to the agreed standard format.
- Answering phone calls in a timely and courteous manner.




**CHINESE EMBASSY in Turkey, Ankara**  
**Foreign Trade Specialist**

**Apr.2009 – Oct.2009**

Responsibilities liaises with the assisting the trade attaché, communicating with the companies that are in business with foreign trades between China and Turkey. My routine tasks were to follow up the economic news and papers to ensure reporting qualitative figures.

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<b>EDUCATION</b>	Hyperion Dev Software Engineering Bootcamp (Currently enrolled)	<b>Mar.2023 – Present</b>
	<b>Master of Business Administration, Emba</b> Atılım University, Ankara, Turkey	<b>2011 – 2013</b>
	<b>Chinese Literature, BA. (Full Scholarship)</b> Beijing Language and Cultural University, Beijing, China	<b>2005 – 2009</b>
	<b>Chinese Language, BA.</b> South China Normal University, Guangzhou, China	<b>2004 – 2005</b>
<b>LANGUAGES</b>	English (Upper Intermediate)      Chinese(Fluent)      Turkish (Native)	
<b>TECH STACK</b>	I am actively expanding my skills and knowledge in the following tech stacks	
	Python      OOP      Django      Test Automation	
	Databases      SQL      NoSQL      Web Scraping	
	Basic Linux      Docker      GitHub      MS Office	
	Web Development      Html      CSS      JavaScript basics	
<b>KEY SKILLS</b>	Teamwork & Communication	Successfully led a cross-functional team for a procurement activity achieving 10% cost save.
	Interpersonal Skills	Developed strong relationships with clients resulting in repeat business.
	Time Management	Managed procurement processes with a tight deadline, meeting all milestones on time.
	Attention to detail	Maintained high accuracy and attention to detail, ensuring error-free reports.
	Organizational	Implemented an efficient filing system, saving 30 minutes of administrative time per day
<b>INTERESTS AND ACTIVITIES</b>	<b>Stafford House London English Course</b> Leonardo Da Vinci Certificate, Germany Advances in Building Structures in Germany <b>Currently volunteering</b> at “The Bread-and-Butter Thing” A food club for people on low incomes, I select bags of various foods depending on size of the family. Attending a self-improvement course “ <b>Building a better you</b> ” <b>Attending</b> English Classes in The Welcome organization and online Actively <b>driving</b> class B, Fluent <b>Chinese speaker</b>	
<b>REFERENCES</b>	<b>Mutlu IRIS (PhD, PMP)</b> SKA Observatory; Cost Analystist Email: mutlu.iris@skao.int Tel: (+44)7871 741264	<b>Donna Marie Lord (MSc. RGB, QN)</b> East Cheshire NHS; Clinical Lead LinkedIn:/donna-marie-lord-9725b3102/ Tel: (+44)7967 202331