

AD-SOYAD: CV-Hazirlama.com

Örnek Sok. No: 1
Ortaköy Beşiktaş
İSTANBUL

Home Phone: 90 212 1111111
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Sex : Male

Birth Date : 01/01/1984

Marital Status : Single

Nationality : Turkey

Driving Licence : B

Military Service : Postponed
(Until 01/10/2016)



OBJECTIVE

In short terms, catching a value adding career opportunity in the light of my education and career background. In long run, adding value to the company and promoting as a manager.

EDUCATION

Postgraduate	Koç University – İstanbul – Business Administration – 09/2011 – 06/2013
University	Marmara University – İstanbul – Economy – 09/2007 – 06/2011
High school	Beşiktaş High School – İstanbul – 09/2003 – 06/2007

WORK EXPERIENCE

10/2013 – Working	ABC Danışmanlık A.Ş. / İstanbul Accounting Specialist Preparing the payrolls of the employers. Integrating Netsis software. Increasing the efficiency of the accounting operations by 10%.
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ADDITIONAL EDUCATION & CERTIFICATES

01/01/2011	Risk Management / Istanbul University 3 month training on risk management.
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COMPUTER SKILLS

Word, Excel, Powerpoint, Outlook: Excellent
Matlab: Excellent
Netsis: Good

LANGUAGE SKILLS

English	Reading: Advanced, Writing: Advanced, Speaking: Good
French	Reading: Good, Writing: Good, Speaking: Intermediate

SOCIAL ACTIVITIES

Photography, University Volleyball Team Captain

CLUB & ASSOCIATION MEMBERSHIPS

Business Club Member, TEMA Youth Member, Photography Association Member

REFERENCES

Ahmet Örnek	Marmara University – Professor – Tel no.: 212-9999999
Ayşe Örnek	Örnek Finans Danışmanlığı – General Manager – Tel no.: 212-9999999
(Eğer Referanslar boş bırakılırsa şu not eklenebilir: “Available upon request.”)	