

Ahmet Ozkan TONG

International Trade Manager & IT Projects Leader

I would like to participate in an organization, where I can use my skills and experiences at the most and still continue to improve myself...



PERSONAL DATA

- **Residence** Ataşehir, Istanbul, Turkey
- **Mobile** +90 505 316 3630
- **E-mail** ozkan.tong@gmail.com
- **Birth Year** 1979
- **Driving License** B

PROFESSIONAL SKILLS

Expert

- International Trader (Export, Import, 3rd Party Trading)
- International Logistics and Warehousing
- IT Project Management
- Leadership and Coaching

Experienced

- Letter of Credits
- Turkish Customs Regulations
- Organizational Improvement
- Services Process Improvement
- Data Analysis
- Planning

SOFT SKILLS

- Problem Solving and Rational Thinking
- Active Listening and Communication
- Empathy and Delegation

IT SKILLS

Expert

- **O365 Suite:** Sharepoint, Planner, Teams, Tasks, Word, Powerpoint...
- **Data:** Modelling and Simulation in Excel, PowerQuery, Access & VB Script

Experienced

- SAP SD, HTML
- Developing O365 Cloud Solutions

Learner

- SQL, DAX & M languages, Power BI, PowerApps, Power Automate, SAP FI

LANGUAGES

- **Native** Turkish
- **C2** English
- **B1/B2** French, German, Italian, Arabic
- **A1/A2** Hebrew, Chinese

EXPERIENCE

International Sales Administration Manager 06/2016 – 06/2021

Lesaffre Turquie Istanbul * FMCG - Food

International Pre-Sales and After-Sales services, Export Operations and Logistics (Africa, Middle East, Central Asia, Europe, Americas) and related IT projects and budget plans.

Other achievements: 660,000.00€ government incentives earned. Managed a team of 7 people, with no operational delays during the pandemic period

International Trade and Planning Manager 08/2011 – 05/2016

SVS Telekom Istanbul * Satellite Telecommunication

International procurement and after-sales, logistics. Financial reports of the company in Netherlands. Managed a team of 4 people

Other achievements: Designed and coded a program in Access and Visual Basic for stock, demand and production planning, launched a new warehouse with roof ID system.

International Trade and Planning Manager 05/2005 – 08/2011

Cekok Group Istanbul * FMCG - Food

International sales and procurement, planning stocks and sales estimations and price estimations and profitability reports, preparing and controlling contracts, making financial plans and budget for the foreign trade operations, profitability and cash flow reports of the group company in Bulgaria. Managed a team of 5 people

Other achievements: Developed a commercial auditing system for Bulgaria and the warehouse stocks in the factories in Turkey.

Imports & Purchasing Manager 12/2003 – 05/2005

DijitalCenter.com Istanbul * Computer Hardware

Sales Expert 02/2002 – 12/2002

Fottom.com Istanbul * Exhibition Materials & E-commerce

Sales Representative 08/2001 – 02/2002

Maser Holding Serko Tekstil Istanbul * Women's wear

PROJECTS

- **@Lesaffre** EBA-SAP export operations automation, SAP e-invoice, Cloud Mangement, SAP Shipment Cost Project
- **@SVS Telkom** Mini-ERP project on MsAccess
- **@Istanbul Airport ATC** (Freelance) Personnel Management Project for Air Traffic Controllers on MsAccess
- **@Cekok** SAP Key User for International Trade Department, S&OP and price estimation models via Excel and Access
- **@Fottom** CRM Project

EDUCATION

2021-2025	Istanbul University	Management Information Systems
2021-2023	Anadolu University	Social Media Management
2012-2017	Istanbul University	Arabic Lang.& Literature
2011-2015	Anadolu University	Philosophy
2007-2009	Anadolu University	International Trade
1997-2001	Istanbul University	Business Administration
1990-1997	Kadıköy Anadolu Lisesi	High School

VOLUNTEERS

- Galata Philosophy Society Founding Member 2019-Present
- GEA Search & Rescue Trainee 2008

NON-PROFESSIONAL SKILLS

- **Music:** Bass guitar, Electro guitar, Acoustic guitar, Piano, Cello, Violin
- **Social Sciences:** Numismatics, Linguistics, Philosophy, History
- **Literature:** Writing poetry and short stories
- **Sports:** Basketball, Jogging, Cycling, Camping

CERTIFICATIONS

- 2019 4 Essential Roles of Leaders
- 2019 Food Defense
- 2018 Multi-Dimensional Leadership II
- 2018 Occupational Health and Safety
- 2018 First Aid
- 2018 The 7 Habits of Highly Effective People
- 2017 Customs Audits
- 2011 Marketing Management
- 2010 Incoterms 2010
- 2009 Accounting Information Systems
- 2009 Management and Organization
- 2008 International Financial Reporting Standards (IFRS/IFRIC)
- 2008 Budgeting and Controlling in International Trade
- 2008 Management Accounting and Decision Making Systems
- 2008 Information Management
- 2008 Financial Analysis
- 2003 Financial Accounting (US-IFRS/IFRIC)

OTHER TRAINING & ATTENDED CONFERENCES

- 2021 ISO Academy mini-MBA Doing Business in China
- 2020 O365 PowerApps & Power BI
- 2017 Project Management
- 2017 DIN EN ISO9001:2015 Risk Management
- 2008 Search and Rescue - Elementary
- 2008 SAP Forum
- 2007 Fresh Fruit and Vegetables Forum
- 1996 UN Habitat-II Guide