**ASLI ÖRNEK**

**Accounting Specialist**

Örnek Sok. No. 1 Ortaköy - Beşiktaş / İSTANBUL

GSM: (532) 1111111 - Home: (212) 3333333

asliornek@gmail.com

**WORK EXPERIENCE**

**ABC Danışmanlık A.Ş. / İstanbul** 04/2014 - Working

**Accounting Specialist**

Keeping the accounting records. Following up the bank and credit operations. Integrating Netsis software. Increasing the efficiency of the accounting operations by 10%.

**XYZ Mali Müşavirlik Ltd. Şti. / Ankara** 07/2007 - 03/2014

**Accounting Specialist**

Preparing the payrolls of the employers. Usage of Netsis software. Giving consultancy to the companies in financial regulations.

**EDUCATION**

**Postgraduate** Koç University / Accounting and Finance Management09/2005 - 06/2007

**University** Marmara University / Economy 09/2001 - 06/2005

**High School** Beşiktaş Anatolian High School 09/1997 - 06/2001

**ADDITIONAL EDUCATION & CERTIFICATES**

**Computerized Accounting Training** Ankara University Continuing Education Center 2007

**Cost Accounting Certificate** Etik Education Center 2006

**COMPUTER SKILLS**

Word, Excel, Powerpoint, Outlook: 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**

Member of Marmara University Alumni, TEMA Youth Member, Photography Association Member

**REFERENCES**

**Ayşe Örnek**  ABC Danışmanlık A.Ş General Manager (212) 9999999

**Ahmet Örnek** XYZ Ltd. Şti. General Manager (212) 3333333

**PERSONAL INFORMATION**

**Date of Birth :** 01/01/1982

**Nationality :** Turkish

**Marital Status :** Married

**Sex :** Female

**Driving License :** B (2004)