

Beşiktaş / İSTANBUL

(532) 1111111

(212) 3333333

ahmetornek@gmail.com

**Personal Information**

Date of Birth: 01/01/1978

Nationality: Turkish

Marital Status: Married

Sex: Male

Driving License: B (2000)

Military Service: Completed

(05/2003)

**Language Skills**

**English**

Reading: Advanced, Writing: Advanced, Speaking: Good

**French**

Reading: Good, Writing: Good, Speaking: Intermediate

**References**

**Ayşe Örnek**

ABC Danışmanlık A.Ş, General Manager, (212) 9999999

**Ahmet Örnek**

XYZ Ltd. Şti., General Manager, (212) 3333333

**AHMET ÖRNEK**

**Finance Manager**

**WORK EXPERIENCE**

**ABC Danışmanlık A.Ş. / İstanbul** 04/2012 - Working

**Finance Manager**

Management of 6 person finance department. Coordination of the relations with the banks and finance enterprises. Follow up of the weekly, monthly and annual cash flow charts. Directing and reporting the daily financial operations. Follow up of the credit usage and payments. Follow up of the checks and bonds. Directing and reporting the DBS records. Follow up of the weekly supplier payments.

**XYZ Ltd. Şti. / Ankara** 07/2002 - 03/2012

**Finance Specialist**

Executing the daily financial operations based on the cash flow plan. Follow up of the bank transfers, payments of checks and bonds. Follow up of the letter of guarantee, account reconciliations and daily bank operations.

**EDUCATION**

**Postgraduate** Koç University / Accounting & Finance Management

09/2000 - 06/2002

**University** Marmara University / Economy

09/1996 - 06/2000

**High School** Beşiktaş Anatolian High School

09/1992 - 06/1996

**ADDITIONAL EDUCATION & CERTIFICATES**

**Advanced Financial Analysis Training** 2012

İde Education Center

**International Financing Methods Training** 2011

Etik Education Center

**COMPUTER SKILLS**

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

**CLUB & ASSOCIATION MEMBERSHIPS**

Member of Marmara University Alumni, Photography Association Member