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| 09/2014 - 06/201609/2010 - 06/201409/2006 - 06/201004/2017 - Working07/2013 - 09/201320122011 | **PERSONAL INFORMATION****Date of Birth :** 01/01/1993**Nationality :** Turkish**Marital Status :** Single**Sex :** Female**Driving License :** B (2014)**EDUCATION****Postgraduate** Koç University / Accounting and Finance Management **University** Marmara University / Economy**High School** Beşiktaş Anatolian High School **WORK EXPERIENCE****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%.**XYZ Mali Müşavirlik Ltd. Şti. / Ankara** **Intern** Entering the invoices into the system. Experiencing Netsis software. Following up the office operations.**ADDITIONAL EDUCATION & CERTIFICATES****Computerized Accounting Training /** Ankara Uni. Continuing Education Center**Cost Accounting Certificate /** Etik Education Center**COMPUTER SKILLS** Word, Excel, Powerpoint, Outlook: ExcellentNetsis: 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,** Marmara University, Professor, (212) 3333333 |