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|  |  | **ASLI ÖRNEK**  **Accounting Specialist**  Örnek Sok. No. 1 Ortaköy - Beşiktaş / İSTANBUL  GSM: (532) 1111111 - Home: (212) 3333333  asliornek@gmail.com |  |

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| 04/2014 - Working  07/2007 - 03/2014  09/2005 - 06/2007  09/2001 - 06/2005  09/1997 - 06/2001  2007  2006 | **WORK EXPERIENCE**  **ABC Danışmanlık A.Ş. / İstanbul**  **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**  **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 Management  **University** Marmara University / Economy  **High School** Beşiktaş Anatolian High School  **ADDITIONAL EDUCATION & CERTIFICATES**  **Computerized Accounting Training /** Ankara Uni. Continuing Education Center  **Cost Accounting Certificate /** Etik Education Center  **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) |