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| **AHMET ÖRNEK**  Örnek Sok. No. 1 Ortaköy - Beşiktaş / İSTANBUL  GSM: (532) 1111111 - Home: (212) 3333333  ahmetornek@gmail.com | **photo-icon.jpg** | |
| **PERSONAL INFORMATION** | |

**Date of Birth :** 01/01/1993

**Nationality :** Turkish

**Marital Status :** Single

**Sex :** Male

**Driving License :** B (2014)

**Military Service :** Postponed (Until 01/10/2019)

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| **EDUCATION** |

**Postgraduate** Koç University / Accounting and Finance Management09/2014 - 06/2016

**University** Marmara University / Economy 09/2010 - 06/2014

**High School** Beşiktaş Anatolian High School 09/2006 - 06/2010

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| **WORK EXPERIENCE** |

**ABC Danışmanlık A.Ş. / İstanbul** 04/2017 - Working

**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** 07/2013 - 09/2013

**Intern**

Entering the invoices into the system. Experiencing Netsis software. Following up the office operations.

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| **ADDITIONAL EDUCATION & CERTIFICATES** |

**Computerized Accounting Training** Ankara University Continuing Education Center 2012

**Cost Accounting Certificate** Etik Education Center 2011

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| **COMPUTER SKILLS** |

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

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| **LANGUAGE SKILLS** |

**English** Reading: Advanced, Writing: Advanced, Speaking: Good

**French** Reading: Good, Writing: Good, Speaking: Intermediate

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| **SOCIAL ACTIVITIES** |

Photography, University Volleyball Team Captain

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| **CLUB & ASSOCIATION MEMBERSHIPS** |

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

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| **REFERENCES** |

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

**Ahmet Örnek** Marmara University Professor (212) 3333333