|  |  |
| --- | --- |
| **ASLI ÖRNEK**Örnek Sok. No. 1 Ortaköy - Beşiktaş / İSTANBULGSM: (532) 1111111 - Home: (212) 3333333asliornek@gmail.com | **Fotolia_77173867_XS.jpg** |

**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 Management09/2014 - 06/2016

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

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

**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.

**ADDITIONAL EDUCATION & CERTIFICATES**

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

**Cost Accounting Certificate** Etik Education Center 2011

**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** Marmara University Professor (212) 3333333