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

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| 09/2014 - 06/2016  09/2010 - 06/2014  09/2006 - 06/2010  04/2017 - Working  07/2013 - 09/2013  2012  2011 | **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: 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 |