**AHMET ÖRNEK**

**Finance Manager**

Örnek Sok. No. 1 Ortaköy - Beşiktaş / İSTANBUL

GSM: (532) 1111111 - Home: (212) 3333333

ahmetornek@gmail.com

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| **WORK EXPERIENCE** |

**ABC Danışmanlık A.Ş. / İstanbul** 04/2012 - Working

**Finance Manager**

Management of 6 person finance department. Coordination of the relations with the banks and finance enterprises. Follow up of the weekly, monthly and annual cash flow charts. Directing and reporting the daily financial operations. Follow up of the credit usage and payments. Follow up of the checks and bonds. Directing and reporting the DBS records. Follow up of the weekly supplier payments.

**XYZ Ltd. Şti. / Ankara** 07/2002 - 03/2012

**Finance Specialist**

Executing the daily financial operations based on the cash flow plan. Follow up of the bank transfers, payments of checks and bonds. Follow up of the letter of guarantee, account reconciliations and daily bank operations.

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| **EDUCATION** |

**Postgraduate** Koç University / Accounting and Finance Management09/2000 - 06/2002

**University** Marmara University / Economy 09/1996 - 06/2000

**High School** Beşiktaş Anatolian High School 09/1992 - 06/1996

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| **ADDITIONAL EDUCATION & CERTIFICATES** |

**Advanced Financial Analysis Training** İde Education Center 2012

**International Financing Methods Training** Etik Education Center 2011

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| **COMPUTER SKILLS** |

Netsis, SAP, Luca, Link 9A, Veri Bilişim, MS Office

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| **LANGUAGE SKILLS** |

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

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

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| **CLUB & ASSOCIATION MEMBERSHIPS** |

Member of Marmara University Alumni, Photography Association Member

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| **REFERENCES** |

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

**Ahmet Örnek** XYZ Ltd. Şti. General Manager (212) 3333333

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| **PERSONAL INFORMATION** |

**Date of Birth :** 01/01/1978

**Nationality :** Turkish

**Marital Status :** Married

**Sex :** Male

**Driving License :** B (2000)

**Military Service :** Completed (05/2003)