|  |
| --- |
| CONTACT INFORMATION |
| Name, Surname | Pınar ERKAN | photo |
| Address | Ayışığı Sok. No. 1 Ortaköy – Beşiktaş / İSTANBUL  |
| Phone | Home.       (212) 1111111GSM.      (532) 1111111 |
| **E-mail** | *hazircvornekleri@net* |
| PERSONAL INFORMATION |
| **Sex** | Female |
| **Date of Birth** | 01/01/1989 |
| **Marital Status** | Single |
| **Nationality** | Turkish |
| **Driving License** | B |
| EDUCATION  |
| Postgraduate | Koç University – İstanbul – Business Administration – 09/2011 – 06/2013 |
| University | Marmara University – İstanbul – Economy – 09/2007 – 06/2011 |
| High school | Beşiktaş High School – İstanbul – 09/2003 – 06/2007 |
| WORK EXPERIENCE  |
| 10/2013 – Working   | **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%.  |
| ADDITIONAL EDUCATION & CERTIFICATES |
| 01/01/2011  | **Risk Management / Istanbul University**3 month training on risk management. |
| COMPUTER SKILLS |
| Word, Excel, Powerpoint, Outlook: ExcellentMatlab: ExcellentNetsis: 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 |
| Business Club Member, TEMA Youth Member, Photography Association Member  |
| REFERENCES |
| Ahmet Yılmaz Marmara Üniversitesi – Profesör – Tel no.: (212) 9999999 Ayşe Demir Örnek Finans Danışmanlığı – Genel Müdür – Tel no.: (212) 9999999  (Eğer Referanslar boş bırakılırsa şu not eklenebilir: “Available upon request.”) |