Serdar Kariyer

# Personal Information

**Name** Serdar Kariyer

**Date of Birth** 01.10.1976

**Place of Birth** Istanbul

**Marital Status** Married

# Contact Information

**Address**

**Phone** +90 216 1234566

**Mobile** 0532 123 45 67

**E-Mail** serdarkariyer@xyz.com

# Work Experience

Accounting and Finance Specialist

**January 2009 – March 2011** XYZ A.Ş.

Managing general accounting entries Performing/Managingfixed assests accounting Tracking of collection and receivable aging reports Responsible for monthly closing activities Preparing of Company's financial statements on a monthly basis in accordance with IFRS Performing analytical review of financial statements.

**February 2007 – December 2008** Accounting Specialist

Execution of the company's accounting procedures

Performing general accounting entries and fixed assests accounting Managing cash balances with vendors and customers

Managing all payments and daily cash flows Tracking of collection and receivable aging reports

Responsible for monthly closing activities Preparation of Cost Analysis Reports Managing daily bank transactions

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# Education

**2002 - 2006** Kocaeli University

Economic and Managerial Sciences Faculty, Business Administration (Turkish)

**2002-1999** Maltepe Anadolu Lisesi Mathematics

# Seminars and Courses

**2004** XXXXXX

# Foreign Languages

**English** native speaker

**French** advanced level

# Skills

**Computer** Oracle, IBM AS 400, MFG PRO, Microsoft Office (Word, Excel,Power Point),Windows

**Certificates Associations**

# References

**Ali Kariyer** XXXXXX

Other

**Hobbies** Soccer, Cinema

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