

Sinan Avşar

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Languages: Fluent in Turkish and English
Drivers Licence: Full licence - Turkish and British
Passport: Turkish and British

Career

May 2013 – February 2014
Accounts Clerk (PSL)
Cinderella-Disney

Financial Controller – Donna Hancock
Accountant – Celeste Talaszek

Duties:

- Filing and general ad hoc office duties
- Entering Purchase Orders onto PSL
- Matching POs to invoices
- Entering invoices onto PSL
- Checking supplier statements
- Dealing with supplier enquiries

June 2007-April 2013
Catering Manager

Duties:

- Manage team of 15 over 2 locations
- Staff training
- Banking, cashing up
- Preparing and serving customers
- Ordering and stock control
- Comply with Health & Safety
- First Aider

June 2000-May 2007
Warehouse Teamleader

Duties:

- Manage and train team of 30 staff

Education

2000-2003

Bachelor of Science (Hons.) in Computing and Information Systems
University of the West of England, Bristol

1992-1996

Bachelor's Degree in Tourism Administration and Hotel Management
Dokuz Eylül University in Aydın, Turkey

- Accounting, Economics and Management

I am self-motivated, organised and capable of working under pressure.

I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team.

In short, I am reliable, trustworthy, hardworking, eager to learn and have a genuine interest in the film industry.