 **CONTACT INFORMATION**

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**Cell Phone** : +90 (546) 5421234 FEYZA HINIZ

**Website**  : https://www.linkedin.com/in/feyza-hınız-507518b6?trk=hp-identity-photoEconomist



**PERSONAL INFORMATION**

**Educational Status** : University (Graduated)

**Marital Status** : Single

**Nationality** : Turkey

**Date of Birth** : 18.05.1993

**Place of birth** : TR// Istanbul/ Kadıkoy

 **SUMMARY**

*Hard worker, quick learner, and ability to assume responsibility, Proven ability to identify, analyze, and solve problems,*

*Excellent hand and eye coordination and a safe work record, Ability to elicit confidence and build rapport,*

*Demonstrated ability to adapt to new equipment & technology, Excellent verbal and written communication skills,*

*Ability to work in a fast-paced, intense environment smoothly, Meticulous worker; attentive to quality and detail,*

 **JOB/INTERNSHIP EXPERIENCE**

**SISECAM ( ISTANBUL/TURKEY ) 17.05.2016 Export Account Executive**

**-** Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls

- Explain billing invoices and accounting policies to staff, vendors, and clients

- Prepare and review budgets, revenue, expenses, payroll entries, invoices, and other accounting documents

- Analyze and review budgets and expenditures for local, state, federal and private funding, review contracts, and grants

- Prepare profit and loss statements and monthly closing and cost accounting reports

- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions

- Resolve accounting discrepancies

- Interacts with [internal and external auditors](https://www.sokanu.com/careers/auditor/) in completing audits

- Work with the team

- Day-to-day colleauges communication

**Cabin Attendant**

**PEGASUS AİRLİNES** **(ISTANBUL / TURKEY )** **04.11.2015- 06.05.2016 (6 MONTHS) ISTANBUL- TURKEY Cabin Crew**

**-**Attended a safety briefing with the Pilots & Purser.

-During this briefing I was going over safety and emergency checklists, the locations and amounts of emergency equipment and other features specific to that aircraft type

**-**To start off, I pre-flight the aircraft and board passengers, assist passengers and check to make sure that the aircraft cabin is ready and safe for flying.

-Once all the passengers have been boarded, a double check is made to make sure that all passengers are buckled in and belongings are stowed and ready for take off.

-After take-off and once the aircraft is above ten thousand feet, I started getting the beverage and food carts ready for an in flight service.

-During the rest of the flight, flight I would assist passengers requiring assistant. I also would provide comfort and safety to passengers throughout the entire flight.

**SOMOS ERASMUS ( SPAIN / CORDOBA)** **01.07.2015-30.09.2015 ( 3 months) Cordoba–Spain Intern**

- Customer attention in different languages (English, Turkish, Spanish)

- Planning and organization of the check-ins and check-outs of the international students who rented flat in Cordoba

- Arrangement of aggrements contracts between customers and providers

- Room advertisement in different platforms

- Contacting with different universities and students

- Translation of the website of the company and writing of posts fort he blog

- Administrative management: creation and archiving of documents (contracts, receipts, invoices). E – mail management.

- Management of different types of documents using Drive, the Google+ tool and Dropbox.

- Coordinator in Somos Erasmus’s trip to Nerja ( Malaga). Elaboration of the informative brochure and map and managing the ticket selling. Guide of the tour aroud the city.

 **EDUCATION INFORMATION**

**- University (Bachelor's Degree) Bülent Ecevit University**

09.2010-06.2015 Economics (*%30English*)

Graduating Point: **3.23/ 4**

**- University ( Erasmus Programme) Bialystok University of Technology**

09.2013-08.2014 Economics (% 100 English)

Graduating Point: **4.00/ 4**

**- High School Istanbul Pendik High School**

09.2006**-**06.2010

 **FOREIGN LANGUAGE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **READING** | **WRITING** | **SPEECH** |
| **TURKISH** (Native Lang.) | Advanced | Advanced | Advanced |
| **ENGLISH** | Advanced | Advanced | Advanced |

 **COMPETENCIES**

***Computer Skills***

- Ability to use MS Windows Office Components; - Ability to manage Online Banking( EFT, Transfering etc.),

-- Ms Office Excel (Advanced - Ability to use SQL ETA Computerized Accounting

-- Ms Office Word (Advanced) - Ability to use quick keyboard

-- Ms Ofiice PowerPoint (Advanced) - Ability to use Android or IOS systems on phones or tablets

-- Ms Office Publisher (Advanced)

***Personal Skills***

Active MS Office And Internet User For 15 Years

Experience From Abroad European Culture

Ability To Adabt To Multicultural Environments

Exellent Organisational And Prioritisation Skills

Friendly And Open-Minded, Empathy, Committed To Client Satisfaction

Actively Travelling

Experience Different Cultures

Learning A Foreign Language

Enjoy All Dance Types Particularly Latin Dance

 **ACTIVITIES/PROJECTS**

* **BIALYSTOK / POLAND** –Certificate Of Attendance Erasmus, – I have been in Poland as a erasmus student during 1 year. **09.2013-08.2014**
* **Undergraduate Thesis** – Reading and Anlayzing Winner Of The Nobel Prize In Economics ‘ End This Depression Now’ **Bülent Ecevit University 2015**
* **Erasmus Internship** – Certificate of Attendance Erasmus – I was doing my internship during 3 months in Somos Erasmus, a company focused in helping international students to look for a room to rent. **Cordoba/ Spain 2015**
* **SQL ETA COMPUTERİZED ACCOUNTİNG –** I deserved to get this certificate the result of my exam and by taking 56 hours of course. **21.03.2015-15.05.2015**
* **VOLUNTEER FOR POOR CHİLDREN-**  I am a volunteer for poor cildren. I have been organizing events, provide food and presents for children in the poor villages.I would love to make positive difference for kids.

 **ADDITIONAL INFORMATION**

* **Hobbies** : Dancing, Travelling, Language, Technology, Following scientific publications, Meeting People, Literature,
* **Smoking** : I don't smoke

 **REFERENCES**

* **Fernando Fernandez de Mesa,** Owner Of The Somos Erasmus/ Somos Erasmus / Spain

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* **Ewa Rolnik,** Erasmus Coordinator / Bialystok University Of Technology

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