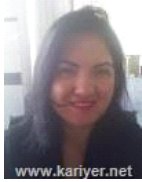


Contact Information



Suzan Aykol

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Turkey - İstanbul(Asya) - Pendik

Private Info

Gender
Female

Nationality
Republic of Turkey

Driving Licence
B

Summary

I have graduate degree from GAU North Cyprus. And finished a bachelors degree in international management . I have 18 years of experience in Customer service, Import/Export, finance, Sales & Marketing. During my tenure in my company, I have with great professionalism, co-coordinated with international clients to implement a project assigned to me. I was responsible to co-ordinate and make sure the launch of the unique and rare products was implemented and launched as per project guidelines and on scheduled time. I have created an organized environment in my current employment as compared to the previous ad-hoc system flow which increased work efficiency. The charge of improving an existing outlook business creativeness was handed to me. As my responsibility, I studied the market demand for a period of time, to accumulate information and viewer demands for improvements. After several brains storming sessions, with the various involved colleagues, I reported my suggestions which were well appreciated and welcomed by all those involved and increased viewer ship.

Experience



10 months

Title
Sales Consultant

Company Name
Shishli Foreign Trading & Tourism Consulting

City
İstanbul(Asya)

Company Sector
Tourism

Starting Date
08.2019

Ending Date
Still Working

Job Type
Freelance

Job Definition

Consulting company provide full legal services to foreigners regarding business startup in Turkey, residence permit, Work permit and organise private or group holiday tour organisations in Turkey, North Cyprus and czech Republic.



2 years

3 months

Title
Executive Assistant

Company Name
Girne American University

Company Sector
Universities

Starting Date
05.2017

Ending Date
07.2019

Job Type
Permanent / Full-time

Job Definition

Main Duties & Responsibilities:

- Monitor incoming post and emails for invitations and reply as appropriate.
- Update the Rector's calendar with provisional and confirmed Committee meetings, both external (eg V&A) and internal (from Annual Schedule of Committee Meetings).
- Schedule regular internal meetings and 1:1s using Google Calendar.
- Research travel arrangements, such as flight times, ensuring that the Rector's needs are met.
- Book rooms and manage hospitality and AV requirements for meetings.
- Print and organise committee papers into folders in preparation for the Rector's meetings.
- File soft and hard copy documents as required.
- Prepare PowerPoint presentations and create high-quality documents, often containing graphics.
- Carry out ad hoc printing, scanning and photocopying of documents as required for meetings.
- Greet visitors and escort them from reception to meeting rooms when appropriate.
- Process expense claims, credit card statements, invoices and payments in accordance with the College's financial regulations.
- Input business card contact details into databases, and upload relevant documents to record external meetings etc.
- Arrange the dispatch of Convocation photos and orations to honorands.
- Assist with sending out Christmas cards and Annual Reviews and updating mailing-lists,
- Open and disseminate incoming post as appropriate and ensure outgoing post is processed in a timely manner.
- Order general stationery for the Rectorate, including business cards, letterhead and office consumables.
- Carry out any other duties which are requested by the line manager and are commensurate with the grade of this post, including administrative support for the wider Rectorate Office.
- Maintain confidentiality and a high level of discretion at all times.



Title
Import Manager

Company Name
Ekin Adademir Ltd

Starting Date
05.2015

Job Definition

Import and export procurement coordinator, supervise and manage the process which includes organising work

City
Lefkoşa

Ending Date
04.2017

Company Sector
Importation - exportation

Job Type
Permanent / Full-time

schedules and issuing shipping instructions to ensure delivery times and locations are coordination

Managing department budgets and involving in setting targets in association with other senior managers.

Preparing reports on the performance of import department and suggest improvements that will enhance the company's profit margins, as well as work closely with other senior department heads for the benefit of the company. Establishing business relationship with existing and also with possible supplier companies. Preparing monthly sales reports for all the brands and all the supplier companies and planning with the promo plans. Maintaining records for accounting purposes in accordance with company procedures, including the checkin of all invoices and shipping manifests for conformity to tariff and custom regulations.



4 years

—
1 months

Title
Founder and General Manager

Company Name
Jawahir Store Ltd. / TRNC

City
Girne

Company Sector
Importation - exportation

Starting Date
02.2011

Ending Date
02.2015

Job Type
Permanent / Full-time

Job Definition

As above mentioned that I am having North Cyprus Nationality too and I spent my childhood golden age in this country so decided to do some business activities here too so I established one company, Jawahir Pakistan Store, dealing with all kind of Asian foods and supplying to all restaurants, hotels and having many chain retail outlets,

Well known in my market within short period of establishment



6 years

—
3 months

Title
Founder and General Manager

Company Name
Azeem Sons Dış Tic Ltd

City
İstanbul(Avr.)

Company Sector
Importation - exportation

Starting Date
05.2010

Ending Date
07.2016

Job Type
Permanent / Full-time

Job Definition

After 10 years of experience, decided to start own international business as per my educational qualification and previous working history so I established 1st my international trade company in 2010 with the cooperation of my husband who worked many years in Kuwait, it was a Kuwait based joint venture so later on shortly we merged only a Turkish based company, dealing with oils, textile, food stuff, fashion accessories etc

In the start of establishment , we focus 1st to manufacturing and we start textile manufacturing with the cooperation of a local Turkish company(Şile Bezi)

By using my work experience and skills I introduced my production around the world by export and gained the goal of my carrier in textile



4 years

—
10 months

Title
Compulsory Purchase Manager

Company Name
**Al Mawazin Gen Trading Co.W.L.L
Kuwait**

Company Sector
Importation - exportation

Starting Date
08.2005

Ending Date
05.2010

Job Type
Permanent / Full-time

Job Definition
Al Mawazin Gen Trading Co W.L.L Kuwait (2005 to 2010)

I joined the Al Mawazin Gen Trading Company WLLC as a purchase manager, this is a Kuwait based company and importing goods from around the world,

1 year later they promoted me as a country manager and I started handling all business matters as purchasing as per the specifications, quality control,packing,shipping,customs etc

Mostly this company purchase the food stuff ,textile, home textile etc for Kuwait then they re-export to all gulf countries,

I got a good image, experience and name with a lot of facilities during my job and most important for me, I got very rare experience by working for this company and by senior officers who was controlling and monitoring my activities



17 years

—
4 months

Title
Freelance Translator

Company Name
Notary Public

City
Muğla

Company Sector
Translation services

Starting Date
02.2003

Ending Date
Still Working

Job Type
Freelance



3 years

—
2 months

Title
Assistant to General Manager

Company Name
The Eurobank / TRNC

City
Lefkoşa

Company Sector
Banking

Starting Date
04.2002

Ending Date
05.2005

Job Type
Permanent / Full-time

Job Definition
After finished my studies, joined the 1st job as Assistant Manager in Euro Bank for learning the experience in cash management and banking system which I applied later in my own business, during my job in bank duties were following

Duties:

- ? Ensuring the smooth running of basic banking transactions.
- ? Looking after the short term and long term funding requirements of business clients and individual customers.
- ? Advising clients on mortgages and raising loans.
- ? Answering any financial and banking queries.
- ? Providing advice on investments.
- ? Managing and monitoring the performance of bank employees.
- ? Handling customer queries face to face, over the phone or via correspondence.

- ? Marketing new financial products or services.
- ? Analysing financial reports.
- ? Advising companies on how to effectively use their money to grow their business.
- ? Representing the bank within the local community.
- ? Verifying customer data to detect and identify financial fraud.
- ? Opening new bank accounts for individuals and also companies.

Education



Master

Graduation Degree
3,2 / 4

University
New York University

Starting Date
10.2000

Education Type
Formal Education

Faculty
**Business and Management
Faculty**

Ending Date
10.2001

Education Language
English

Department
Business Administration



Bachelor

Graduation Degree
3 / 4

University
Girne American University

Starting Date
10.1995

Education Type
Formal Education

Faculty
**Business and Management
Faculty**

Ending Date
01.2000

Education Language
English

Department
**International Management
of Commerce**

Languages

Language

English
Advanced

Level



Competencies

Computer Skills

Advanced knowledge of Microsoft ® Windows environments, Windows Server (2000 and 2003), and Office package (Word, Excel, Access, PowerPoint, FrontPage and Outlook). Translation Sofwares: ESL Trados

