



ŞEYDA İDEM

I am a business graduate with experience in accounting and finance, attentive and willing to learn. The most important feature of my job is my diligence in delivering the job on time. I would like to be a part of a team with high ethical values, where I can improve myself with my current knowledge.

Experience

➤ **Junior Accountant / November 2021 –
Erc Grup Mühendislik Danışmanlık ve Ar-ge Hizmetleri AŞ**

- Accounting records in accordance with the uniform chart of accounts
- After the accuracy of accounting records, the declarations are prepared and brought to the approval stage. (Declarations such as VAT return, withholding tax return, temporary tax return, and corporate tax return.,)
- Preparation of monthly budget reports for company
- Execution of service invoicing processes of company
- Execution of payroll and Sgk transaction of company
- Implementation of R&D exemptions and discounts
- Work effectively with the team and complete processes in time

➤ **Accounting Assistant / June 2019 – September 2020
İlk Analiz Smmm AŞ**

- Accounting records in accordance with the uniform chart of accounts
- After the accuracy of accounting records, the declarations are prepared and brought to the approval stage. (Declarations such as VAT return, withholding tax return, temporary tax return, and corporate tax return.,)
- Preparation of monthly financial reports for firms
- Execution of service billing processes of companies
- Execution of payroll and Sgk transactions in accordance with the demands of the companies
- Work effectively with the team and complete processes in time



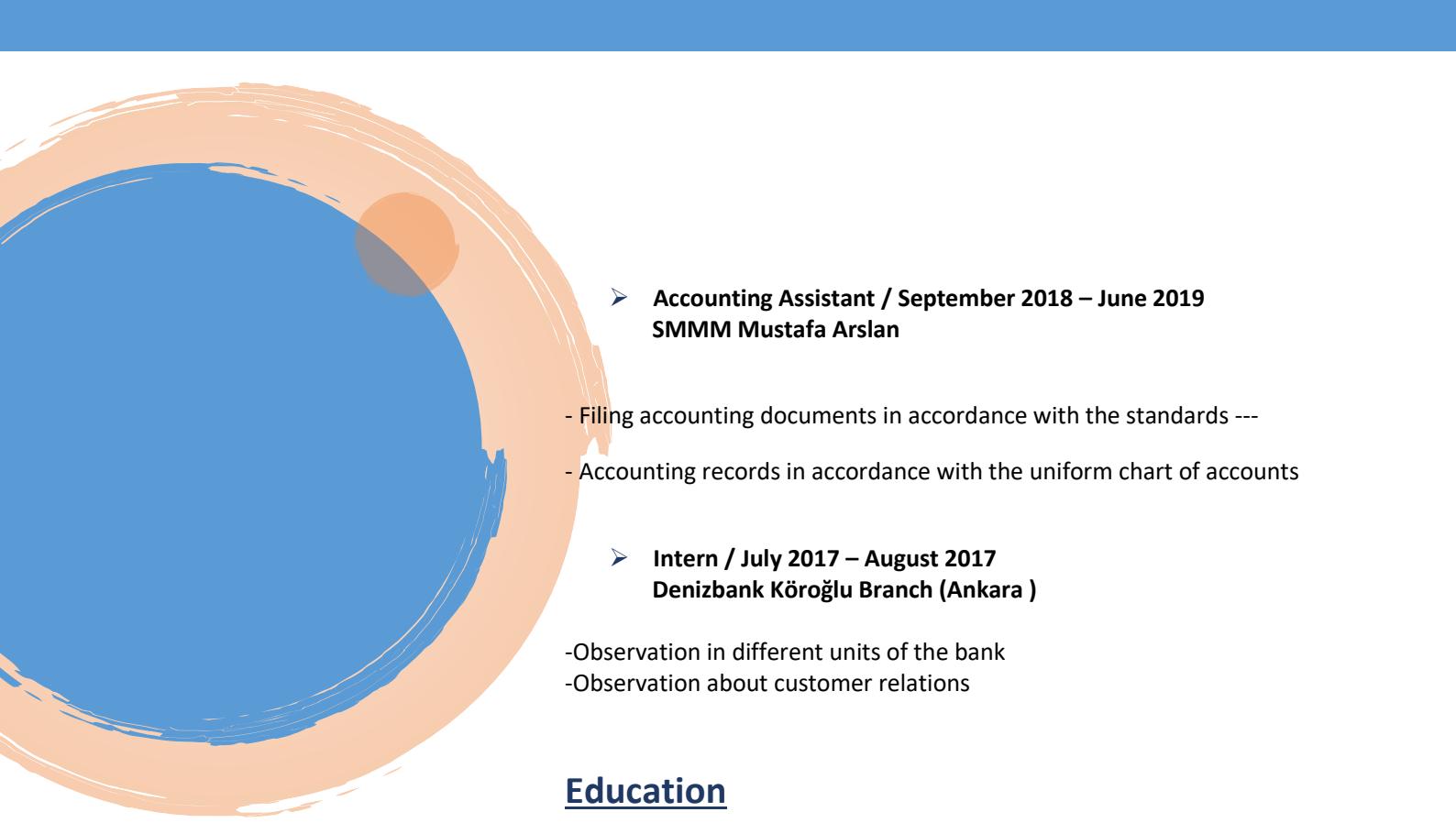
Ankara



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➤ **Accounting Assistant / September 2018 – June 2019**
SMMM Mustafa Arslan

- Filing accounting documents in accordance with the standards ---
- Accounting records in accordance with the uniform chart of accounts

➤ **Intern / July 2017 – August 2017**
Denizbank Köroğlu Branch (Ankara)

- Observation in different units of the bank
- Observation about customer relations

Education

2021- Anadolu University (Sociology)
2013-2018 Hacettepe University – Business Administration (English)
2009 -2013 Silifke Anatolian High School (English)

Languages

English (Upper Intermediate)
Spanish (Elementary)

Competencies

- Microsoft Office Programmes
- Luca Accounting Programme
- Micro V12/V14 Accounting Programmes
- Logo Accounting Programme

Additional Information

The internship period required to have the Certified Public Accountant Licence has been completed.

