

Name and Surname: Yıldız ARSLAN ÇALIŞANELLER

Adress: Eyüp/İstanbul

E-mail: yildizarслан83@gmail.com



PERSONAL INFORMATION

Date and Place of Birth : 1983 - İstanbul
Nationality : T.C.
Marital Status : Married
Driver's License : B

WORK EXPERIENCE

Metro İstanbul A.Ş.

Finance Manager (2020-Present)

Autoland Otomotiv San ve Tic. A.Ş.

Accounting Manager, (2015-2019)

- Ensuring the execution and control of accounting records within the framework of financial regulations.
- Ensuring the completion of month-end and year-end closing processes.
- Conducting the control of ledger accounts and ensuring reconciliations.
- Preparation and interpretation of financial statements and reports.
- Monitoring changes in financial regulations.
- Fulfillment of tax and other legal obligations.
- Checking and ensuring timely submission of all declarations and notifications to relevant institutions.
- Monitoring and concluding financial matters with official institutions.
- Tracking audit processes and providing support to the audit team.
- Ensuring the registration, periodic closure, and certification processes of official ledgers.
- Monitoring E-Ledger, E-Invoice, and E-Archive invoice processes.
- Preparation of General Assembly documents, preparation and classification of board decisions.
- Management of the accounting team.
- Preparation of monthly/quarterly/annual estimates for the financial section of the Annual Budget.
- Establishing processes and ensuring system improvements.
- Monitoring internal administrative affairs of the company.
- Tracking and executing personnel processes.
- Preparation of monthly attendance records.
- Preparation of other reports as requested by management.

KPMG-Yetkin SMMM A.Ş.

Accounting&Tax Outsourcing Services - Asistant Manager (2013-2015)

- Managing the project team in the scope of accounting services provided to outsourcing clients.
- Checking records, declarations, and notifications in the context of accounting services for outsourcing clients.
- Controlling payroll processes.
- Monitoring and controlling production and cost records.
- Conducting registration checks for import and export documents.
- Preparation and control of financial statements.
- Preparing and verifying the monthly trial balance.
- Controlling fixed assets.
- Responding to questions from the project team and client companies.
- Ensuring the tracking and control of all accounting processes.
- Preparation of domestic and international reports.
- Monitoring transactions with official authorities.
- Tracking cash flow for companies and executing financial transactions.

Mazars-Denge SMMM A.Ş.

Accounting&Tax Outsourcing Services - Supervisor (2008-2013)

- Maintaining the accounting records of domestic and foreign-capital companies.
- Tracking accounting processes and verifying accounting entries.
- Controlling payroll activities.
- Monitoring and controlling production and cost records.
- Conducting registration checks for import and export documents.
- Preparation and verification of financial statements.
- Handling company correspondence and preparing reports (international correspondence and preparation of international reports).
- Checking monthly, quarterly, and annual declarations and statements (VAT 1, VAT 2, General Journal, Form B, SGK Statements, İŞ-KUR, Foreign Capital Declarations, Advance Tax, and Corporate Tax declarations).
- Printing official ledgers and following up on their certification.
- Responding to companies' inquiries regarding tax and accounting matters - Organizing and overseeing workflow organization.

Dağhanlar Turizm Sey. San. Ve Tic. Ltd. Şti.

General Accounting Responsible (2005-2008)

- Entering and accounting for accounting documents.
- Monitoring cash/bank/check/credit transactions.
- Preparation and tracking of the payment schedule.
- Creating and preparing sales invoices.
- Tracking current accounts and reconciling them.
- Preparation of payroll.
- Preparation and submission of tax returns and Social Security Institution (SGK) notifications.
- Printing official ledgers.

Hürkont Bülten Dağ. Pazarlama San. Ve Tic. Ltd. Şti .

General Accounting Responsible (2003-2005)

- Preparation, entry, and accounting of invoices and delivery notes.
- Recording cash/bank/check transactions.

- Monitoring tax payments.
- Tracking current accounts and reconciling them.
- Preparation of payroll.
- Preparation and submission of tax returns and Social Security Institution (SGK) notifications.
- Printing official ledgers.

MAJOR CLIENTS SERVED

- Bausch and Lomb Sağlık ve Optik Ürünleri Tic. A.Ş.
- Pradera Gayrimenkul Yönetimi ve Tic.Ltd.Şti.
- Lindal Turkey Paketleme Ltd. Şti.
- Autolive Metal Pres San.Tic. A.Ş.
- Pragma Finansal Danışmanlık Hizmetleri A.Ş.
- Nitto Denko Turkey Bant Materyalleri San. ve Tic. Ltd.Şti.
- İntengo Bilişim A.Ş.

PROFESSIONAL PUBLICATIONS

- "Income Statement and Accounts and Applications," www.muhasibetr.com, February 2009
- "Evaluation of Corporate Tax and VAT for Interest Invoices from Abroad" Yaklaşım Magazine, January 2009
- "VAT and Withholding Tax Issues in Service Invoices from Abroad," Yaklaşım Magazine, May 2009
- "B Form Applications," www.mazars.com.tr (e-book), February 2010

EDUCATION

- **Master's Degree:** Marmara University, Institute of Social Sciences, Department of Accounting and Finance (2005–2006)
- **University:** Anadolu University, Faculty of Business Administration, Department of Business (2003–2004)
- **University:** Marmara University, School of Social Sciences Vocational School, Department of Accounting (2000–2002)
- **High School:** Bagcilar Trade Vocational High School – Accounting Department (1997–2000)

CERTIFICATES

- Certified Public Accountant License (CPA) (2007)
- KGK Independent Audit License (2020)

LANGUAGE SKILLS

- English (Reading: Good, Writing: Good, Speaking: Intermediate)

COMPUTER SKILLS

- Oracle,
- SAP,
- Logo,
- Micro,
- Orca,
- Microsoft Office Programs

REFERENCES

Available upon request.