



## **AYSUN ÜNLÜ,**

Aziziye mah.Kuzgun sok. No:84/13

Ayrancı Çankaya Ankara

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### **PERSONAL**

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<b>Nationality</b>	T.C.
<b>Sex</b>	Female
<b>Foreign language spoken</b>	English , Korean (Basic)
<b>Computer Literacy</b>	MS Office Programs,
<b>Marital Status</b>	Married
<b>Driving Licence</b>	B

### **EDUCATION**

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#### **ANKARA UNIVERSITY, Faculty of Language and Literature**

Bsc. Degree. Department of Korean Language

*And Literature*

**BAHÇELİEVLER DENEME, High School**

**Ankara**

### **WORK EXPERIENCE**

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#### **BAUER FOUNDATION SPECIALISTS S.A.R.L. TURKEY**

15.01.2007 -2011

**Import / Export Specialist, In and Outsource Procurement (Logistics)**

**General Administrator**

***Istanbul***

BAUER concentrates mainly on the execution of complex Special Foundation works difficult soil and can present the best references worldwide .Bauer executes all construction methods of special foundation and supported by its own mechanical engineering section within the group , currently involved in **Marmaray Tube Tunnel projects and Stations in Istanbul.**  
The job entails:

- Following Import/ Export logistics and trading related issues.
- Following mobilization and demobilization of equipment within current sites(overseas and Domestic). .
- In and Outsource Procurement. Globalizing the suppliers for lower cost and higher efficiency
- Following order status and planning support
- Preparing Import export documents in accordance custom formalities,
- Following Banks and Forex operations.
- Coordination with overseas branch offices and suppliers
- Providing Domestic and overseas transport arrangement,
- Related reports and forms preparations.
- Arranging customs clearance in cooperation with customs broker(s) and other official organizations,
- Checking freight and service invoices for accuracy,
- Arranging re-exports,
- Speaking partner for customs audits.
- Supporting and coordinating to Executives.

## **SF ELEKTRONIK, (SF GROUP)**

01.10.2005 – 2007 **Business Assistant of President, Key Account Asst. Mgr.**  
**Istanbul**

Formed as an exclusive distributor of leading foreign residing professional and HIFI audio visual and lighting equipment brands . Company also offers projects services, sistem integration, technical consultancy, with the using of leading brands products such as JBL, Harman Groub, B&W in total 24 brand.

The job entails:

- Coordination with overseas supplier.
- Supporting and coordinating to executives
- Following Import/logistics related issues and confirmations for ongoing projects and other sales.
- Listen to customer issues, concerns and recommendations, and drive collaborative process
- Composing and distributing correspondances and meeting memos.
- Marketing/PR
- Travel and meeting organisation of the company.

## **TEXPORT CORPORATION,**

**FL. USA**

2004 –2005

**Foreign Trade (Mall)**

Coordinating import, purchasing in and out source,support to administrative works.

## **ZORLU HOLDING, DEXAR MULTIMEDIA & TELECOMMUNICATION INC.**

2003-2004

**Business Assistant of General Mgr.**

**Istanbul**

Being a satellite telecommunication company, Dexar offers two and one-way satellite systems and services to individuals and corporations. Services include internet, data, video and voice transmission.

The job entails:

- Directly support and assistance to General Manager.
- Coordination support of distribution channels/business partners and sales group of Dexar.
- Composing and distributing correspondances and meeting memos.
- Handling Daily accounting activities.
- Travel and meeting organisation of the company.
- Be an open communication link towards to the various departments.

## **SAMSUNG CORPORATION ISTANBUL LIASON OFFICE**

1997. – 2002 Jun

**Manager, Sales Account Electronics Department.**

**Istanbul**

Samsung Corporation is involved in a wide variety of commerce worldwide. Among the various industries Samsung Corporation involves and develops in Information & Telecommunication, Iron Steel&Metal, Shipbuilding, Heavy Industry, Machinery, Chemical and Energy. Currently, operating from 82 overseas branch offices.

The job entails:

- Product Validation.
- Develop partnership between the company and accounts through the coordination of sales, contracts, technical support teams, and internal sales on specific accounts
- In charge of sales of electronics products(color picture tube) to existing customer.
- Directly communicating key customer (Turkish Tv manufacturers) in Turkey, coordination of Head Quarter and our plants mainly in Germany.
- Negotiating contracts, ensuring and evolving relationships with customers through customer service.
- Making periodical visits and giving updating informations to customers and periodical visits to our H/Q and Plants in Korea, Malaysia and Germany.

- Development of new item sales such as media products (Recordable CD etc), . Starting from finding customer, distributor company, following ordering stage till delivery.
- Create and maintain strong business relationships with all levels of sales, marketing, operations, and all other aspects in assigned accounts, and drive consistent quarterly business reviews Defining and yearly sales target plan.
- *Award of Business Activity 1999, by H.Q. in Seoul.*

## **SAMSUNG CORPORATION ISTANBUL LIASON OFFICE**

1997-1998, **Assistant Mgr., Sales Account Plastic Raw material Department,** *Istanbul*

The job entails :

- Coordination for sales of plastic raw material.
- Responsible for sales of Giant LED Screen.
- Searching market, finding customer, coordinated shipments to Turkey.
- Searching for new markets, establishing contacts for alternative products.
- Coordination of relations & sales activities in dealers and increasing the loyalty.
- Increased profit rate.

## **SAMSUNG CORPORATION ISTANBUL LIASON OFFICE**

1994-1997, **GM. Executive Assistant**

The job entails :

- Including keeping basic account. Planning and organising daily biz and appointments of GM.
- Responsible for all other secretarial duties.
- Arrangement maintain travel and appointments. Responsible from managers private and official matters.
- Purchasing related all office consume.
- Necessary arrangement for visitors from overseas.

## **TRAINING PROGRAMS & COURSES**

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2001 93'	<b>Sales and marketing training – SAMSUNG Callan Language Training School</b> English Language, 7 month	<i>Switzerland London</i>
91'	<b>Ministry of Tourism</b> Certificate of Professional Tourist Guide	<i>Ankara</i>
92'	<b>Korean Research Foundation</b> Scholarship by Korean Government. Language and Culture.	<i>Seoul</i>
89'	<b>Turkish American Council</b> English Language Course	<i>Ankara</i>

***References are available upon request***