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## ALPAY SANCAK



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**Birth Place:** Konak/İzmir

**Birth Date:** 29.08.1995



alpaysancak95@gmail.com



0535 625 95 11



<https://www.linkedin.com/in/alpay-sancak-114289158/>

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### ADDRESS

Çınar Mahallesi 5031 Sokak  
No:22 Kat:2  
Bornova / İZMİR  
35090

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## EXPERIENCES

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**EMSAS ELEKTRİK MALZEMELERİ SAN. VE TIC.  
A.S  
EXPORT RESPONSIBLE**  
*August 2021 – ...*

It has been an experience that I have lived through every stage of the export process. Doing customer and market research on B2B websites, especially Google, in order to find customers. Communicating with the customers I found through messages, e-mails and phone calls and Selling the products produced by the company. After the production process, when the product was ready, carrying out the transportation and customs procedures. I became an expert in preparing Commercial Invoices and Packing List for declaration and invoicing. I created bill of lading instructions for shippers to open bills of lading. Finally, after a certain period of time after the product was sent, I called the customers and got information about the operation and status of the product.

**İZMİR CHAMBER OF COMMERCE**  
*INTERN*

*January 2020 - March 2020*

**PINAR SU VE İÇECEK A.S / ACCOUNTING**  
*INTERN*

*August 2019 – September 2019*

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## EĞİTİM

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**İZMİR UNIVERSITY OF ECONOMICS / 2016-2020**

*BUSINESS ADMINISTRATION (English) / Grade: 2.80*

I graduated from courses focused on Economics, Finance and Foreign Trade. I received a certificate of honor in my last term.

Related Courses: Delivery and payment methods in Foreign Trade, Letter of Credit, Market research and New Market finding



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### **SKILLS**

English: Upper Intermediate  
German: Beginner  
Microsoft Excel: Very Good

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### **TARGET**

I want to achieve higher goals in the field of Foreign Trade, where I can use the theoretical and practical knowledge I gained in my education period and in my previous business life, as a disciplined, team-worker and willing person to take more responsibility and to achieve higher goals.

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### **CERTIFICATES**

Udemy - MS EXCEL  
Udemy - NETSIS  
Udemy - SAP FI - CO

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### **HOBBIES**

- To spend time with my friends
- Listen to music
- Take a walk
- Watching TV Series/Movies/Documents
- Participating in seminars and trainings related to my job.

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### **REFERENCES**

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