



Cihan BARUT

ADDRESS

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Gender Male

Date of birth 03.Feb.1982

Duties and Responsibilities

- +Oversee all financial operations and controls including those relating to cash management, budgeting, and third party relationships such as with accountants
- +Develop and implement integrated and scalable financial and accounting systems at the network
- +Ensure accurate and timely record-keeping and readiness for annual audits
- +Oversee reporting deliverables including budgeting and cash forecast report
- +Monitor and control the flow of cash receipts and disbursements to meet the business and investment needs of the firm

Education and Main Field Courses

TED Ankara College, 1988-1999, Math's & Science

ATILIM University, 2000-2004, Business Administration

Business Administration, International Business, Cost Accounting, Managerial Accounting, Financial Accounting, Principals of Finance, Organization Theory, Economics etc.

Desired Employment Field

Finance, Commercial Management, Controlling.

Personal Skills

English, Advanced

MS Office, Advanced

Certificates

TOEFL, 220 (Year 2000)

Military Citation, Land Forces Command (For Ministry of Defense audit assistance and works)

Military Service

Completed, Aug'08 - Jan'09, Regiment Accounting Department

License

Class B - Date of issue 23.07.2001

Date 01.08.2008 - Current

Position Commercial Chief / Deputy Director

Responsibilities

- Pre-Accounting in office in English
- Preparing weekly, monthly and 3-month period cash forecasts for Vienna Head Office
- Following subcontractor payments as Commercial Chief
- Checking and managing bank guarantee letters, correspondence with lawyers and Pricewaterhouse Coopers.
- Acting as the lead finance person within the local company for audits, reporting, budgeting, and outgoing correspondences.
- Lead financial responsible of the local company within the Combined Cycle Power Plant Project with EnerjiSA
- Attending meetings held at EnerjiSA for financial matters related with project representing local company with Vienna office personnel.
- Prepare and manage on shore cash flow for the company.

Employer A-TEC Enerji Sistemleri Insaat Ltd. Sti.

Business Energy / Power Plants

Date 06.04.2007 - 30.04.2007

Position Administration Supervisor

Responsibilities

- Visa applications and staff recordings for the company.
- Establishment of Administration Department.
- Organizing site offices, establishing personnel officer coordination's.
- Arrange and supervise corporate wise visa applications

Employer Yuksel Contracting, Dubai

Business Road / Bridge Construction

Date 12.10.2005 - 18.02.2007

Position Finance & Administration Supervisor

Responsibilities

- Banking Operations, cheque tracking, and development of site accounting in English through out 2 years of presence.
- Management level meetings with ABN-Amro Bank.
- Controlling all accounts of Company. Worked in escrow account establishments for interim payments, International Trade experienced by border countries, Demand Draft Payments, etc.
- Correspondence with Audit Company with all aspects of Accounting.
- Company Establishment in UAE, Notary Works, Power of Attorneys for both offshore and local company, Addendum typing, Municipality Correspondences.
- Tracking 1.000 employee by self-created Ms Access Database
- Tracking and completing Visa Issues of all staff and labor
- Establishment of a Free-Zone Company, Appointed as Manager.

Employer Guris Dubai LLC, Dubai

Business Civil Construction

Date 09.05.2005 - 1.10.2005

Position Procurement Manager / Administration Supervisor

- Responsibilities**
- Purchase of construction materials, office-stationary, furniture for office and houses etc.
 - Visa and personnel filing, applications and follow-up.

Employer Al Hamed Development and Construction, Dubai

Business Civil Construction

Date 09.03.2005 - 09.05.2005

Position Affiliates Manager Assistant

Preparing Board Resolutions,

Filing and practicing both onshore and offshore project documents,

Responsibilities

Practice all establishment and association files,

Notarizing resolutions and other legal documents of more than ten subsidiaries of Guris Co.

Employer Guris Insaat A.S., Turkey

Business Civil Construction