



## SENA KARADUMAN

**Date of birth:** 05/10/2001

**Nationality:** Turkish

### CONTACT

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europass

### WORK EXPERIENCE

**Döhler GmbH** ISTANBUL, Turkey

**Business or Sector** Manufacturing | **Department** Import Operations - Customs |

**Website** <https://www.doehler.com/tr/>

#### Import Operations Specialist

13/02/2024 – 17/07/2025

- creating the order for the requests opened within the intercompany, creating the purchase order and organizing the loading of the available orders, IC shipment planning
- CAS/FEMA information of the products
- cost study of the orders

**Döhler GmbH** ISTANBUL, Turkey

**Business or Sector** Manufacturing | **Department** Import Operations - Customs |

**Address** Cevizli, Ritim İstanbul, A3 Blok No: 46/C, 34846 Maltepe/İstanbul, 34846, ISTANBUL, Turkey | **Website** <https://www.doehler.com/tr/>

#### Import Operations Assistant

06/10/2023 – 13/02/2024

- import processes of food & beverage-related products (flavor raw materials, food contact aseptic bags and free of charge samples)
- incoterms 2020
- SAP transactions related with import
- transit and return shipments
- ATR, EUR1/EUR-MED, MRN, COO, GMO declaration, HC/FSC, BOL, AWB, (M)SDS, COA, packing list, flowchart, product specification and all necessary certificates and documents, requesting HS/HTS codes, registering a product that will arrive at customs for the first time

**Döhler GmbH** ISTANBUL, Turkey

**Business or Sector** Manufacturing | **Department** Accounting | **Address** Cevizli, Ritim

İstanbul, A3 Blok No: 46/C, Maltepe/İstanbul, 34846, ISTANBUL, Turkey | **Website** <https://www.doehler.com/tr/>

#### Accounting Assistant

17/07/2023 – 05/10/2023

- general SAP transactions in accounts payable
- current/statement viewing for customer and vendor, make a reconciliation
- e-invoice portal, invoice entries, exchange rate difference invoice record, reversal of invoice, invoice rejection
- discard import and export file records by checking customs cost sets and declarations
- entry of costs/invoices related to import and export, customs broker/ commission invoice, debit memo, goods receipts and purchase order history

**Vesna Metal** ISTANBUL, Turkey

**Business or Sector** Manufacturing | **Department** Finance | **Address** Esenkent, DES Organize Sanayi Sitesi 113. Sokak No:73 D:C07 Blok, Ümraniye/İstanbul, 34776, ISTANBUL, Turkey |

**Email** [info@vesnametal.com.tr](mailto:info@vesnametal.com.tr) | **Website** <https://vesnametal.com.tr/>

#### Finance Intern

06/2021 – 08/2021

- preparing normal orders and creating order forms
- preparing the records of the exports, the internal transfer account, and the invoice when the shipment is made.
- during the summer, I did an optional internship in the accounting and sales department of Vesna Metal. Here I had the opportunity to learn exporting and logistics.

## EDUCATION AND TRAINING

15/09/2025 – CURRENT VILLACH, Austria

### Master's Degree Carinthia University of Applied Sciences

**Address** Europastraße 4, Villach/Austria, 9524, VILLACH, Austria | **Website** <https://www.fh-kaernten.at/> | **Field of study** INTERNATIONAL BUSINESS MANAGEMENT

30/04/2019 – 30/06/2023 ISTANBUL, Turkey

### Bachelor's Degree Marmara University

- in one of our given projects, we had a zoom meeting with the general manager of Kolza Biodizel A.Ş, a company that produces biodiesel from waste oils, and my team got full mark from this project.
- I had the pride of winning a plaque by graduating 2nd in my department.
- I gave a piano recital and took a German course simultaneously and completed the B2 level and was entitled to earn a certificate.

**Address** Eğitim, Fahrettin Kerim Gökay Cd, Kadıköy/İstanbul, ISTANBUL, Turkey | **Website** <https://www.marmara.edu.tr/> | **Field of study** INTERNATIONAL TRADE AND MANAGEMENT | **Final grade** 3.41/4 | **National classification** 8 | **Type of credits** National Credit System | **Number of credits** 140 | **Thesis** THE THEORY OF COMPARATIVE ADVANTAGE AND INTERNATIONAL TRADE & INTERNATIONAL ORGANIZATIONS TO FACILITATE INTERNATIONAL TRADE

14/09/2015 – 21/06/2019 ISTANBUL, Turkey

### High School Pendik Fatih Anatolia High School

- numeric class (math and science)
- activities and societies: volleyball team, theatre and music club

**Address** Bahçelievler, Barış Sokağı No:19, Pendik/İstanbul, 34893, ISTANBUL, Turkey | **Website** <https://pfal.meb.k12.tr/> | **Final grade** 85/100

## HONOURS AND AWARDS

06/09/2023 Marmara University

### Graduation Honor Award

certificate of honor for graduating 2nd from the department

## CERTIFICATIONS

Udemy, 04/08/2023

### SAP for Beginners course - SAP ERP with practice

**Mode of learning:** Online

**Link** <https://www.udemy.com/certificate/UC-b8e91a06-a8e6-4fb2-90f9-87efac7ad7fd/>

Pendik Belediyesi, 07/2023

### Piano

**Mode of learning:** Work based

Bilgeiş, 18/05/2023

### Microsoft Excel Pre-Accounting

**Mode of learning:** Online

**Link** <https://bilgeis.net/moodle/mod/simplecertificate/verify.php>

Bilgeiş, 06/04/2023

### Microsoft Excel Pivot Tables

**Mode of learning:** Online

**Link** <https://bilgeis.net/moodle/mod/simplecertificate/verify.php>

Udemy, 13/02/2023

### Business English - Foreign Trade English - B2-C1

**Mode of learning:** Online

**Link** <https://www.udemy.com/certificate/UC-059c3d81-2610-4d9b-b49b-04cb04e54f95/>

Istanbul Gedik University, 07/12/2022

## E-Commerce

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**Mode of learning:** Online

### LANGUAGE SKILLS

**MOTHER TONGUE(S):** Turkish

**OTHER LANGUAGE(S):** English | German