

HICRAN KARAKUS

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SUMMARY OF QUALIFICATIONS

- 12 years of experience in accounting and financial reporting departments
- Experienced in accounting practices, started career in a central bank environment and further developed relevant skills by completing a master's degree in banking and finance
- Meticulously preparing the transactions based on accounts payables and receivables and checking every transaction record for errors
- Elaborately conducting payment processes and effectively communicating with internal and external stakeholders
- Highly skilled in learning, using, and helping to develop IT applications for accounting processes.
- Detail-oriented, self-starter and efficient team-player. Excellent interpersonal and communication skills
- **Languages:** English, Turkish
- **Computer Skills:** Exceptional MS Office suit skills, highly familiar with general accounting software frameworks, currently training for QuickBooks and very open to learning new software solutions

WORK EXPERIENCE

Central Bank of the Republic of Turkey, Ankara, Turkey

2010-2022

Assistant Specialist

- Controlled and monitored the general ledger, payment and accrual accounts, and performed routine, periodic reconciliation of their balances to ensure error-free operations of the department.
- Prepared the Balance Sheet of the Bank quarterly and at year-end and compared them with the previous periods. Controlled the financial tables and explanation of the reports for errors and actively monitored the process.
- Defining and managing chart of accounts for the Central Bank.
- Ensured coordination between the independent auditing firm and other Bank departments, helped prepare independent audit report.

Accounts Payable/Receivable Official

- Examined the payment for goods and services received by the Central Bank. Kept track of documents containing sensitive information and archived them in internal SharePoint file.
- Reviewed and documented revolving expenses for Central Bank's abroad agencies and generated reports for summarizing expenses for the executive directors.
- Successfully posted month- end and year-end account closing entries by combining necessary information from multiple sources and checking every transaction record for errors.
- Examined receipts and contracts to make sure all required documents are presented before payment.
- Combined the accounts entries and created accounting records belonging to accounts payable and receivable.
- Prepared three-year budget forecasts of the department.
- Worked on three different payment system improvement projects with IT department to automatize payments made to internal and external stakeholders. As a result, department's efficiency increased significantly.

EDUCATION

Master's Degree in Banking and Finance

2019

Ankara Yildirim Beyazit University, Ankara, Turkey

Bachelor's Degree in Economics

2013

Anadolu University, Eskisehir, Turkey