

# CURRICULUM VITAE

## ORKUN CINAR

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### **PERSONAL DETAILS:**

**BIRTH PLACE AND DATE:** ANKARA / TURKEY - 02.05.1975  
**NATIONALITY:** TURKISH  
**MARITAL STATUS:** MARRIED  
**MILITARY SERVICE:** COMPLETED  
**GENDER:** MALE

### **EDUCATION:**

**GRADUATE CERT.:** Curtin University, Professional Accounting, PERTH  
2012

**BACHELOR:** Bilkent University, International Relations, ANKARA  
1994-1998

**SECONDARY:** Ankara Ataturk Anadolu High School, ANKARA  
1986-1993

**PRIMARY:** Nese Primary School, ANKARA  
1981-1986

### **EXPERIENCE:**

- Jul. 2015 – Procurement Management Services / Freelance**  
Managing procurement and logistics of industrial projects on freelance basis.  
Generating procurement and material management procedures, reports related with procurement activities and organizing procurement and logistics structure for clients.
- Nov. 2010 – Freelance Translator**  
Carrying out English-Turkish, Turkish-English translation projects mostly related with contracts, agreements, bid documents, business correspondence and technical specifications.
- Oct. 2010 – Jul 2015 Procurement Manager / PSE Engineering GmbH**  
Managing procurement and logistics of material, equipment and services required for UGS Facilities, Pipelines and Compressor Stations within the PSE Engineering GmbH Procurement and Project Organization.  
Generating procurement and material management procedures. Payment budgeting and reporting.  
Managing relations with clients and subcontractors/suppliers with regards to procurement and contractual matters.

- April 2006 – June 2010      **Company Manager – Bimtel Limited****  
 Managed procurement and logistics of material, equipment and services required for electricity distribution network projects and general needs of the company.  
 Prepared reports related with purchasing activities and budget of projects.  
 Managed planning and quality, developed and improved procedures, reporting and analysis tools supporting proper operation of business. Prepared official bid documents.  
 Managed ordinary operations related with projects and company.
- April 2003 – April 2006      **Purchasing Specialist – Gama Power Systems Inc.****  
 Managed procurement and logistics of material, equipment and services required for Ayen Ostim 35 MW Power Plant, Cumra Sugar Factory – Steam Generator and Turbine, Samra (Jordan) 300 MW Power Plant projects and general needs of the company.  
 Prepared and negotiated procurement contracts.  
 Participated in procurement of other projects.  
 Prepared reports related with purchasing activities and budget of the projects.  
 Expanded the seller portfolio by searching for new suppliers and products.  
 Participated in development and tests of the purchasing module of ERP software and development of the firm’s purchasing and logistics procedures.  
 Purchased insurance policies and managed all insurance issues related with projects and the company in general.  
 Participated in ISO-9001 2000 internal auditing.
- April 2001 - April 2003      **Purchasing Specialist - Park Termik A.S.****  
 Purchased material, equipment and services for the 620 MW Cayirhan Thermal Power Plant and 8.000 ton/day capacity Lignite Coal Mine.  
 Prepared contracts for purchases and projects and negotiated with contractor firms.  
 Prepared reports related with purchasing activities.  
 Expanded the seller portfolio by searching for new suppliers and products.  
 Participated in development and tests of the purchasing module of ERP software.

**LANGUAGE:**

**Native:** TURKISH  
**Foreign:** ENGLISH (Fluent)  
 RUSSIAN (Beginner)

**COMPUTER SKILLS:**

**Operating Systems:** Windows, Linux  
**Software:** Office, Crystal Reports, Oracle ERP,  
 Docuart Document Management Software, Photoshop, Autocad, SDL Trados  
**Programming Languages:** Visual Basic, Visual Basic For Applications

**CERTIFICATES:**

B Type Car driving license  
 UNIX Education Certificate – Scientific and Technological Research Foundation  
 Minerals Marketing Education Seminar Certificate – Foundation for Development of Domestic Mining  
 Docuart Document Management Software Operator’s Certificate – Docuart  
 ISO 9001-2000 Internal Auditor Certificate - Unicon  
 Procurement Specialist Certificate – Bemar

Foreign Trade Specialist Certificate – TDV (Turkish Foreign Trade Foundation)  
IELTS English Proficiency Test - Academic (Score 7.5/9 overall)  
Graduate Certificate of Professional Accounting (Curtin Uni)

**ACTIVITIES AND INTERESTS:**

Playing computer and board games, amateur photography, cooking, travel.