
MEHMET NAZIF

Famagusta, Cyprus

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Executive assistant, PhD Candidate

Summary

Currently working in a factory operating in plastic goods manufacturing as executive assistant.

PhD candidate, Eastern Mediterranean University, Department of Economics.

Core Competencies

- Strategic Planning
- In Field Sales
- Computer Literacy
- Project Management
- Action Appraisal
- Organisation
- Project Time Management
- Research & Analysis
- Project Management
- Improvement Measurement

Professional Experience

- 2010 - present Executive Assistant
Aylar plastik
Very wide range of responsibilities. Including managerial decision making, HRM, manufacturing, account keeping, account creating, sales, marketing etc.
- 2016 - 2017 Localization Tester - Quality Assurance
Electronic Arts
Worked on FIFA 18 and Battlefield 1 projects. Main duties included in detail analysis of the game stages for audio and text. Amendments to the game content as necessary in a suitable method. Reporting and following up bugs and issues.

Education

- 2017 - present PhD in Economics
Eastern Mediterranean University, Northern Cyprus
Thesis in the field of international trade and trade facilitation.
- 2015 - 2017 MSc in International Business
Universitat Pompeu Fabra, Spain
Thesis on a professional international business plan.
- 2010 - 2015 BEng in Electrical Engineering
University of Sheffield, UK
Dissertation on 'Quenching circuits for Single Photon Avalanche Diodes'.

Technological Proficiencies

- Microsoft Office Suite
- LT-SPICE
- C Programming language
- Various DAW softwares
- Photoshop