

Baran SINCAR

AP Accountant ENG & FR

PROFESSIONAL SKILLS

- Checking, modification et conciliation of suppliers' bank details
- Editing and updating operational documents
- Creation and modification of the suppliers' account
- Customer account management; creating, updating, reconciling, and closing accounts
- Preparation of payments with precision, in accordance with internal procedures and controls
- Cash management (Cash & CCP accounts & Advances & Reimbursement of travel expenses)
- Management and reconciliation of Debit-Direct invoices
- Management of travel expense reports and reversals
- Follow-up of requests, contact with international suppliers (via email & telephone)
- Adaptation of information according to the needs of stakeholders (KYC/BANK/BUSINESS PARTNER)
- Management and ordering of corporate credit cards
- Staff LPP management and reconciliation
- Management and registration of suppliers' invoices
- Processing of legalizations (contact with Embassies/Notaries/Chancelleries)
- Assistance of internal audit for updating procedures
- Scheduling meetings and managing invitations

PROFESSIONAL EXPERIENCES

- Currently **AP Accountant** | Gucci Swiss Timepieces in Cortaillod
Temporary position from October 2022 to the 31st of March 2023 - via LHH Agency
- 2022 - 2022 **AP Accountant** | BVLGARI in Neuchâtel
Temporary position from April 2022 to October 2022 - via Micheal Page SA
- 2022 - 2022 **HR Assistant** | STYYLE Cooperative DEMARCHE in Yverdon
Temporary position from February 2022 to April 2022 - via ORP
- 2021 - 2021 **AP Accountant - Shared Services** | SBM Offshore in Marly
- 2019 - 2020 **Private Clients Back-office Collaborator** | PostFinance SA in Bulle
- 2016 - 2019 **Commercial Employee Apprenticeship** | Terre des hommes in Lausanne
Human Resources | Accounting | Direction Assistance - A year for each

FORMATION

- 2022 - 2022 **Personnel Management Assistant Certification** | CEFCO in Neuchâtel
- 2016 - 2019 **CFC of Commercial Employee** | CPNV in Payerne
- 2016 - 2016 **Language Stay** | University of Saarbrücken in Germany
- 2015 - 2016 **Different internships** | Bio+ | APD in Renens
- 2014 - 2015 **ECG - Economy & Law** | Intercantonal Gymnasium of the Broye in Payerne
- 2013 - 2014 **Gymnasium Maturity** | Intercantonal Gymnasium of the Broye in Payerne

REFERENCES

- Lilia FLEURY** Account Payable Manager | BVLGARI | 032722 78 78
- Karen VUILLE** Account Payable Manager | GUCCI Swiss Timepieces | 032 732 00 00



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Driver licences  & 

Born on 05/05/1995

Single

Kurdish Origin

Turkish Nationality

Permit B



French - C2

English - C1

German - B1

Italian - A2

Kurdish - C2

Turkish - C2



MS OFFICE - IBM NOTES
ABACUS HR & ACCOUNTING
SAP - KELIO
ESKER - IVALUA
WINBIZ - BEXIO
CRÉSUS - CHALLENGER



Design Architecture
Photography
Music
Cinema
Tennis