

SULTAN NUR YILDIZ

I am an enthusiastic employee eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. With strong communication skills and a passion to assist clients and management, I have a proven ability to establish and maintain excellent communication and relationships with clients. I am dedicated to identifying customer needs and delivering effective solutions. Additionally, I have experience in managing employee and community programs, and I am committed to successfully directing business operations. I am able to effectively self-manage during independent projects, as well as collaborate as part of a productive team. Motivated to learn, grow, and excel in the business sector, I am committed to utilizing my skills to further the mission of a company.

KİŞİSEL



İsim

Sultan Nur YILDIZ



Adres

Denizli Mh. 57162 Sk. No:14

Seyhan / ADANA

000010 ADANA/ Seyhan



Telefon numarası

+(90) 506 117 84 24



E-posta

sultannuryildiz1@gmail.com

İlgi Alanları

- Customer Relationships
- Effective Time Management
- Communication Skills
- Critical thinking and problem solving
- Detail Oriented

Diller

English



Turkish



İş deneyimi

Eyl 2023 - Halen

Head Of The Management

[Minerva Agriculture Technology and Consultancy, Adana](#)

I established an agriculture and technology company in September. Drawing from past experiences, I provide consultancy services to numerous associations and cooperatives.

2024 - Halen

Association manager

[Climate Change and Food Security Association, Adana](#)

In the association I founded, my mission is to understand the impacts of climate change on food systems and to develop effective solutions to these challenges. I am committed to contributing to the fight against climate change through the promotion of sustainable agricultural practices, effective management of food resources, and ensuring food security. This journey aims to make a meaningful contribution to combating climate change by fostering sustainable agriculture practices and ensuring food security

Eki 2022 - May 2023

Project manager

[GIZ \(Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH\), Adana](#)

In this project, we conducted visits to the tent areas where seasonal migrant agricultural workers reside and conducted nutritional analyses of people's diets. I prepared a report on what can be done in this regard. On the other side of the project, we engaged with local small-scale farmers, providing support in terms of fertilizers and seeds. Additionally, we organized training sessions for these farmers on good agricultural practices.

2021 - 2022

Head of the Management

[Meryem Women's Cooperative, Adana](#)

Meryem Women Enterprise Production and Operation Cooperative was established on 20 July 2020 in partnership with the International Labor Organization (ILO) and Adana Metropolitan Municipality. It runs the Access to Livelihoods project. I was the head of the management this cooperative.

I was involved in all workshops within this cooperative. (surgical mask production workshop, fruit and vegetable drying greenhouse with solar system, mushroom production greenhouse, outdoor agriculture, indoor agriculture, 3D printer technology workshop)

Human Resources, Finance and Executive Assistant
[GIZ \(Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH\), Van](#)

I took part in this project of a German organization as the finance officer within the scope of the refugee protection program in the East.

2018 - 2020

Executive Assistant
[Özer Law Office, Adana](#)

Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
Maintain thorough and accurate records.
Organize meetings, including scheduling, sending reminders.
Return calls in a courteous and professional manner.
Manage the executive's calendar, including scheduling meetings and prioritizing the most important issues.

Eyl 2017 - Şub 2018

Strategy Development and Foreign Relations
[Adana Seyhan Municipality, Adana](#)

Conduct extensive research and analysis of existing sectoral strategies and portfolios for non-governmental organizations, as well as the creation of mapping and strategic guidance materials.
Research, develop, analyze, and implement new business ideas in collaboration with management. To construct a business strategy, collect client requirements and business data. Manage project teams in order to meet corporate objectives.
Direct encounters with clients and industry people are used to establish commercial ties and collaborations. Execute business plans and strategies in collaboration with internal departments and external partners.

Eyl 2015 - Tem 2017

Sales Representative and Retail Specialist
[DeFacto, Adana](#)

Learning about the products and services provided, as well as the sales terms.
Goal-setting for the sales department
Working with the marketing department to develop a set of shared strategies. Keep track of financial results and marketing analytics.
Determine business trends such as monthly sales rates.

Sales Representative
[ING Bank, Adana](#)

Present, advertise, and sell products/services to existing and potential clients using good reasoning. To address the demands of existing/potential consumers, conduct a cost-benefit and needs analysis.
Establish and maintain positive business with clients. To increase customer satisfaction, resolve customer concerns and complaints. Achieve agreed upon sales targets and outcomes within schedule.



Eğitim ve Nitelikler



Sosyal Hizmetler

Eskişehir Anatolian University, Eskişehir



Beceriler



Microsoft Office



Netsis



Kurslar



Gender Equality

Support to Life, Humanitarian Aid Organisation

Sexual and Reproductive Health,

Support to Life - Humanitarian Aid

Cooperation with Local Authorities

Support to Life - Humanitarian Aid Organisation

Financial Consulting Training

GlZ (Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH)



Özel bölüm

I have a B class driver's license and have been actively driving.