

Curriculum Vitae

Esra Gursurer

Personal Information

Name : Esra Gursurer
Title : Asistant General Manager
Contact Info : Tel : +90 216 648 20 30
e-mail : egursurer@incomarinspection.com
Language(s) : English
Nationality : Republic of Turkey
Date of Birth : 1971

Educational Background

Name of Scholl : Foreign Trade/ Istanbul

Seminars and Certificates

ABS Group Inc. ISO 9001:1994
TURK LLOYD ISO 9001:2000 Standard Learning / Workshop
TURK LLOYD ISO 9001:2000 Documentation
TURK LLOYD ISO 9001:2000 Qualification
ISO 9001 Internal Auditor Turk Lloyd Association/Istanbul Turkey
QMS ISO/ IEC 17020:2005 & T1
PQS ISO 9001:2008
KOSGEB ISO 9001:2008
CYGNUS INTERNATIONAL Institute of Marine Surveying Ultrasonic Hatch Cover Testing
IZMIR EGITIM, Assistant Manager Course in Istanbul University
Health and Safety Protection in Terminals/Ships/ Istanbul Home Training
TÜRKIYE ATOM ENERJISI KURUMU Çekmece Nükleer
Araş.ve Eğitim Merk Radiation Course,
Attended more than seven International Conferences & Seminars for Sea Trades -
Sea Pollution – Hull and Machinery , Turkey and Europe
University of South Florida Academic Track
University of South Florida Professional Track

Employment History

From : 1990
To : 1995
Company : Demirli Construction Co Ltd., Istanbul, Turkey
Location : Kadıkoy, Istanbul
Position : Chief accountant
Managed and monitored a 3 million annual budget, and prepared reports
Managed payroll records, and prepared monthly reports

From : 1995
To : 1998
Company : Statu Shipping and Trading Co. Ltd.
Location : Uskudar, Istanbul
Position : Worked in different departments (ship's agency, operation, broker etc.)

From : 1998
To : 2001
Company : Inflot Shipping Agency Co. Ltd.
Location : Uskudar, Istanbul
Position : Managed Daily Operation
Work in Shipping Agency department
Prepared report and assist other administrative departments with special projects.

From : 2001
To : 2009
Company : Link Inspection Expertise Services Co. Ltd.
Location : Goztepe, Istanbul
Position : Office Manager of the company in 2003 to present
Operation Manager 1998 to 2003
Managed daily operations of administrative office,
Prepared report and assist other administrative depart with special projects.
Investigated and resolved service quality and complaints
Assistant General Manager 2003-2009
ISO 9001:200 Quality Management

: SEA COR INTERNATIONAL
2003- 2004
Training at Shipping Agency department

From : May 2009

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To : Present
Company Location : Incomar Inspection and Expertise C.O.
Location : Istanbul - Turkey
Position : Assistant General Manager

WORK EXPERIENCE

Managed payroll records, and prepared monthly reports
Worked in different departments (ship's agency, operation, broker etc.)
Work in Shipping Agency, broker, charterer department
Prepared report and assist other administrative departments with special projects.
Prepared report and assist other administrative depart with special projects.
Investigated and resolved service quality and complaints
ISO 9001:200 quality management
Assistant General Manager 2003-2009

INTERNATIONAL EXPERIENCE

SEACOR International, Florida- USA