

BERNA AVDAN

EDUCATION :

ISTANBUL BILGI UNIVERSITY, ISTANBUL, TURKEY

LLM- Information and Technology Law

February 2016

NEW YORK UNIVERSITY, NEW YORK, USA

Graduate Program in International Affairs

May 1993

Relevant Coursework: International Law, International Relations, International Economic Relations, Modern Diplomacy, The Multinational Corporations and World Politics, Europe's Future.

ANKARA UNIVERSITY, LAW FACULTY, ANKARA, TURKEY

Law Degree,

June 1987

WORK EXPERIENCE:

Dec. 2005- T.Garanti Bank A.S. ISTANBUL

Present Legal Counsel-Head of the Legal Advisory Department

- Acting as the head of the legal advisory department
- Supervising 30 lawyers
- Providing legal counseling on all branches of the bank related daily business issues,
- Providing legal counseling to the head office departments
 - Corporate Banking
 - Retail Banking
 - SME Banking
 - Private Banking
 - Investment Banking
 - Treasury
 - Financial Institutions
 - Cash Management
 - Audit
 - Internal Control
 - Compliance
 - Financial Planning and Control
 - Asset Management
 - Insurance and Pension
- Providing legal counseling to the domestic and overseas subsidiaries of the Bank, which Garanti Payment Systems, Garanti Mortgage, Garanti Investment, Garanti Asset Management, Garanti Leasing, Garanti Factoring, Garanti Pension, Garanti Bank International, Garanti Bank Romania,.
- Responding questions of the branch offices
- Proving legal counseling relevant to the new legislations

- Drafting agreements or reviewing agreements prepared by third parties.
- Representing the bank before governmental and non-governmental agencies.

Jan. 2002- HSBC Bank A.S. ISTANBUL

Dec. 2005 Legal Counsel

- Providing legal counseling to the HSBC Group companies and handling legal disputes in regards to Turkish Laws.
- Providing legal counseling to HSBC Investment , relevant to securities transactions
- Preparing legal ‘due diligence’ reports for companies which the Bank interested in.
- Arranging all legal M&A procedures: Prepared and finalized the acquisition of Benkar A.Ş. by HSBC Bank and the merger of two institutions.
- Representing the Bank before various Government bodies.
- Attending to the ordinary and extraordinary General meetings.
- Handling all trademark issues that the Bank owns; application and registering with the Patent Institute of Turkey.
- Filing litigations against trademark infringements.
- Representing the Bank in a working group of ‘Electronic Agreement and Electronic Signature Legislation’ set up by Bank Association of Turkey.

1997-2002 OSMANLI BANKASI A.S. ISTANBUL

Senior Lawyer

Legal Affairs Group/Department of Legal Consultancy

- Preparing various Bank Agreements (General Credit Agreement)
- Reviewing / preparing agreements related to Framework Agreements, Standard Loan Agreements (ECA, HERMES, COFACE, ERG, GSM-102) Master Participating Agreements, Confidentiality Agreements, Custody Agreements, Turkish Permanent Tax Representative Agreement, Securitizations, Loan Agreements (Club Loan, Syndicated Loan-Term Loan Facility)
- Providing written legal opinion on Letter of Guarantees, Counterguarantees, Performance Bond, Advance Payment Bond, Standby Letter of Credit
- Approving the encashment of Letter of Guarantees
- Assignments
- Providing written legal opinion to the questions asked by the branches or the departments of Head Office
- Preparing mortgage release documents

- Controlling the official mortgage documents and informing the branches about the results

**1995–1997 H. TOPRAK HOLDING A.S., ISTANBUL
Lawyer**

- Working as corporate lawyer of the Holding.
- Representing the Group and the Group companies in the legal system in various legal matters
- Preparing agreements of group companies with foreign counterparts
- Giving written legal opinion on international agreements
- Handling legal disputes with foreign counterparts arising from business relations

MEMBERSHIP: Istanbul Bar Association.

COMPUTERS: MS Office programs

LANGUAGE: Fluent in English, German.

INTERESTS: Reading, theatre, sports.

REFERENCES: Available upon request.