

Résumé

Personal information

Name : Heleen van den Ham
Date of birth : 10 september 1966
Place of birth : Groningen
Nationality : Dutch
Residence : Utrecht
Mobile nr. : 06-10866353
Email address : hvandenham@numb3rs.nl

Education / training

Application management Metacom
PowerPoint
Unit-4 Audition Basic / Consolidationtraining
Excel Links and Macros
Excel Analysis and Reporting, Forms and Templates
Excel Lists and Tables, Formulas and Functions
Certificate Statistics (SPD)
Certificate Foreign Debtors
Certificate ETV (SPD)
Certificate BE II / Internal Organisation Studies (SPD)
Modern Business Administration (MBA)
Cambridge first certificate in English

Oct. 08 to date **Numb3rs Interim / Utrecht**

Jun. 17 to date **Xsens Technologies B.V. / Enschede**
Interim Controller

Company:

Xsens is the leading innovator in 3D motion tracking technology and products based upon miniature MEMS inertial sensor technology. Xsens sells to customers all over the world in a wide range of markets such as 3D character animation, motion analysis and industrial control & stabilization.

Responsibilities:

Responsible for the monthly/quarterly closing procedures.
Internal reporting and reporting towards head quarters.
Tax reporting/filing.
Cash management.
Risk management.
Financial statements.
Planning/forecast.
Consolidation.
First contact for auditors, banks, tax advisory, insurance and payroll combined with HR.
Finance department of 2 employees.

Apr. 17 / Aug. 17 **Orange Nautical Services B.V. / Zaandam**
Interim Controller

Company:

Orange Nautical Services is the reliable partner in storage and brokerage and for small recovery work to large refit orders of private and commercial yachts. They are based near Amsterdam and consist of a team of specialists who handle each and every ship with special care and attention. Sustainability with the environment is very important to them.

Responsibilities:

Setting up project administration for the company to monitor the maintenance and renovation projects.
Advice on improving the financial administration.
Maintaining contacts with accountant.
Setting up internal reporting and reporting towards shareholders.
Preparation of monthly balance sheet and result analysis.

Nov. 16 / Mar. 17

**Van Oord Dredging and Marine Contractors / Rotterdam
Interim Deputy Manager Accounting**

Company:

Van Oord is a global and leading contractor of dredging, marine engineering and offshore projects (oil, gas and wind). They are an innovative partner for their clients and for over one hundred years to the infrastructure for the world of tomorrow. Their employees are involved, entrepreneurial professionals with a passion for water and technology.

Responsibilities:

Responsible for different financial/administrative processes at the Department of Corporate Accounting. Together with the Manager Accounting operational responsible for the financial accounting of the Group Accounting Department of van Oord.

Planning and guiding the year-end closing 2016.

The treatment of financial/administrative issues and ad hoc files. Initiating financial/administrative process improvements and efficiency.

Back up the Manager Accounting in the daily management of the Department.

Other administrative tasks.

Jun. 16 t/m Nov. 16

**BAM Infra Noordoost Wegen / Nieuwleusen
Interim Project Controller**

Company:

BAM Infra roads: advice and customised asphalt

BAM has an excellent reputation in the innovative and sustainable production and processing of asphalt. They enhance their reputation by permanently investing in the perfect control of process, product and safety. The permanent improvement and innovation of products in the road construction is the drive for BAM. In the private, high-quality equipped laboratory in Utrecht product development and innovations find their way to practice. Here is research on optimization of asphalt mixtures and testing conducted to the functional properties of different Asphalts.

Responsibilities:

Responsible for project administration and project control.

Project administration (Taxes and invoicing clients).

Take care of active cost monitoring.

Draw up periodic reports.

Sparring partner Project leaders and regional Controller.

Responsible for asphalt Administration for North East Region.

Other administrative tasks.

Sep. 15 t/m Jun. 16

**Gemini Offshore Windpark / Amsterdam
Interim Assistant Controller**

Company:

The Gemini offshore wind park in the Dutch North Sea is to be one of the world's largest wind farms, both in terms of size as well as production. With a total 600 megawatt capacity, Gemini will also be one of the most productive wind farms in the world. Gemini is being built on two locations close to each other, hence the name Gemini (=twins). The official names of the locations are Buitengaats and Zee-energie. Once Gemini is operational in 2017, the wind farm will generate clean, endless renewable wind energy for 1.5 million people in the Netherlands. This corresponds to the total population of the country's three northernmost provinces.

Responsibilities:

Preparation and monitoring of budgets and forecasts.

Preparation and monitoring of periodic reports.

Monitor progress and timeliness of completion internal financial processes.

Responsible for the concept Annual reports

Present monthly reports to management.

Preparation of monthly balance sheet and result analysis.

Other administrative tasks

Nov. 14 / Sep. 15

**Van Dijk group / Hardenberg
Interim Financial manager**

Company:

The Van Dijk Group is an innovative building Company that masters all facets of building from A to Z. As a family company they work from the guiding vision 'People, Building and Nature.

Responsibilities:

Management of Finance Department, ensuring an efficient establishment of the administrative process.

Maintaining external contacts (accountant, tax office, banks, etc.).

Setting up and monitoring budgets and forecasts.

Monitoring and preparation of periodic reports.

Monitoring progress and timeliness of completion internal financial processes.

Responsible for concept financial statements.

Present monthly reports to executive board.

Preparation of monthly balance sheet and result analysis.

Drafting, analyzing and updating liquidity forecast and related working capital management.

Management of insurance matters.

Controlling department of 6 employees.

Jun. 13 / Oct. 14

**BAM International BV / Gouda
Interim Equipment Controller**

Company:

BAM International bv is an operating company of Royal BAM Group - the Netherlands. BAM International operates worldwide (outside Western Europe), working on construction projects in the fields of civil engineering, general building, infrastructure and industrial works and is involved in multidisciplinary projects for the oil and gas industry.

Responsibilities:

Responsible for ensuring that BAM plant and equipment (e.g. Barges, Cranes, Piling Hammers) is properly controlled and documented centrally at the Plant department and on projects around the globe. Functional line with the Finance Director.

Prepare the periodic management reporting (monthly, quarterly, Operating Plan, Annual Accounts).

Sparring partner for (Corporate) Plant Managers.

Calculate and verify equipment rental rates.

Take care of accounting in all respects.

Contact with insurance companies.

Liaise with the Plant and accounting staff in Gouda, Singapore and Dubai.

Maintain equipment database.

Contribute to implementation of new global Plant management/accounting system.

Responsible for the registration and monitoring of the construction of a new ship in China.

Other administrative tasks.

Oct. 12 / Mar. 13

**Volker Infra / Vianen
Interim Controller**

Company:

VolkerInfra is a joint venture of the VolkerWessels companies KWS Infra, Van Hattum and Blankevoort, Vialis and VolkerRail. VolkerInfra is responsible for integrated preparation and control of the large infrastructure projects.

Responsibilities:

The pro-active, in cooperation with the members of management budgeting for the staff departments, as well as for Projects and tenders in General.

Processing of hour accountability for the benefit of the budget monitoring, both for tender as well as realization projects.

Analyzing deviations (budget) monitoring reviews and discuss with management.

Taking care of the financial administration including payments. Monitoring timely and correct invoicing, as well as drawing up sales invoices.

Preparing quarterly reports, management information and analysis in consultation with the Director.

Work with the administrators of the 4 operating companies. Controlling department of 2 employees.

Jan. 12 / Jul. 12 **Winkels Techniek Groep / Enschede**
Interim Head of Administration

Company:

The Winkels Groep is a company in the installation technology with as specialities mechanical installations and automation technology.

Responsibilities:

Controlling the financial administration of 6 Ltd 's.
Controlling and optimizing Department.
Tax returns, reports and analysis.
Accounts Payable Management.
Cash Flow management.
Controlling department of 5 employees.

Nov. 11 / Dec. 11 **Van Werven Groep / Oldebroek**
Interim Head of Administration

Company:

The Van Werven Groep is a socially committed market-oriented provider of services and products in the field of waste collection and processing, infrastructure and energy and raw materials.

Responsibilities:

The financial records of 8 companies.
Periodic management information.
Tax returns.
Support financial projects.
Controlling department of 7 employees.

May 11 / Dec. 11 **Reef Infra B.V. / Oldenzaal**
Interim Project Controller

Company:

Reef Infra is not only a roads Builder, but a full service infrastructure provider with innovation. Reef Infra is part of Strukton Civiel / Maarssen.

Responsibilities:

Responsible for project administration and project control (parking garage and offices Damsterdiep / Groningen 35 mln).
Care of project administration (invoices, VAT returns, bank administration and billing clients).
Take care of active cost monitoring in accordance with agreed system.
Drafting periodic reports (incl. forecasts end project, balance information) and analyses.
Identifying risks and the translation into practical management information.
Sparring partner Project leaders and Finance Manager.
Compiling manual procedures of head office.

Apr. 10 / Mar. 11 **Van Werven Groep / Oldebroek**
Interim Head of Administration

Company:

The Van Werven Groep is a socially committed market-oriented provider of services and products in the field of waste collection and processing, infrastructure and energy and raw materials.

Responsibilities:

The financial records of 8 companies.
Improving Excel reports.
Periodic management information and analysis.
Annual Report.
Tax returns.
Controlling department of 7 employees.
After the takeover of a bankrupt company, setting up and implementing the practices of the corporate office and credit management and recovery of assets to be received.

Feb. 10 / Apr. 10 **Pirex Management BV**
Interim Manager Information Memorandum

Responsibilities:

Assist in setting up an information Memorandum for the sale of a small production company.

Aug. 09 / Nov. 09 **B.I.G. Groep / Barneveld**
Interim Controller

Company:

B.i.g. Group gave training and guidance to people for gaining working rhythm and work experience. In other words "job ready" for and refer them to a job in the regular labour market.

Responsibilities:

Related to a reorganization the structuring of the financial records of b.i.g. Management and subsidiaries and translate this to management information.

Controlling department of 5 employees.

Oct. 08 / Jun. 09 **Aan de Stegge bouw & werktuigbouw / Goor**
Interim Controller

Company:

Aan de Stegge Bouw & Werktuigbouw is a multidisciplinary contractor with independent departments engineering, civil engineering and mechanical engineering in one company.

Responsibilities:

Set up new management information and calculate this to new departments.

Setting up financial reporting 2009, quarterly reporting, analyses and other Excel reports.

Support with making the annual report.

Permanent jobs:

Jan. 08 / Nov. 08 **Flexaim BV / Hengelo**
Financial Controller

Company:

Flexaim is a producer of E-bikes which are manufactured in China.

Jun. 07 / Dec. 07 **X_Cali Administratieve dienstverlening / Weerselo**
Financial consultant

Company:

X_cali is an administrative service provider.

May 06 / Jun. 07 **Prescan BV / Hengelo**
Financial Controller

Company:

Prescan is market leader in the field of preventive medical examination in the Netherlands and abroad. Ultrasound, MRI and CT body scans.

Jan. 01 / May 06 **EuroDev BV / Almelo**
Financial manager

Company:

EuroDev is an internationally oriented company with offices in the Netherlands and France. EuroDev supports internationally operating companies in their development on the European market.

Mar. 00 / Dec. 00 **Lakatex BV / Goor**
Administrator

Company:

Lakatex was a textile printing factory of Blydenstein-Willink.

Apr. 91 / Feb. 00 **TPC Electronics BV / Goor**
Administrator, Controller / Head of financial administration

Company:

TPC Electronics BV is a dynamic company that focuses on compiling industrial electronics and supplier of electronics components, specialising in tracing obsolete components.

Additional information

Languages : English and German

Software : Navision, Metacom, Teamworks, Timetell, Syntess, SAP, Accountview, King, Microsoft office, Unit-4 Agresso Business World, Unit-4 Audition, Microloon, Snelstart, BMS, Exact-salaris, Logis, Improve, Cash, Carthago and other software.

Keywords

Entrepreneurial, Analytical, Decisive, Clear in communication, Persuasive, People manager, Flexible, Results-orientated, Proactive, Independent and Service orientated.