

## Résumé

### **Personal information**

Name : Heleen van den Ham  
Date of birth : 10 september 1966  
Place of birth : Groningen  
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### **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**

**Aug. 18 to present                VolkerRail / Vianen  
Interim Projectcontroller**

#### **Company:**

VolkerRail builds availability of the Dutch infrastructure. Originally, they specialized in construction and maintenance of the track. They have also developed many other activities in infrastructure in recent years. The work is not limited to rail only.

#### **Responsibilities:**

Responsible for project control.  
Providing billing to clients.  
Ensure active cost control.  
Sparring partner Project Managers and Business Controller.  
Drafting, monitoring and rigorous challenge of budgets;  
Preparation of various management reports;  
Participate in various (improvement) projects of the Department of control.

**Sep. 16 t/m Feb. 19                Smulhuis/ Utrecht (Stichting de Tussenvoorziening)  
Volunteer - Host (shift supervisor) restaurant for homeless people**

#### **Company:**

No one can do without food. It may be that it;s not possible to prepare and eat a healthy, nutritious meal every day. We therefore offer healthy and delicious meals at the Smulhuis.

**Dec. 17 t/m Aug. 18                Boskalis Offshore Energy Fleet management / Papendrecht  
Interim Fleetcontroller / Projectcontroller**

#### **Company:**

Royal Boskalis Westminster NV is a leading expert in the field of dredging and maritime services and creates new horizons for all its stakeholders.

#### **Responsibilities:**

Drafting, monitoring and rigorous challenge of budgets;  
Acting as a financial business partner for project;  
Preparation of various management reports and conducting business analyzes on BU and project level;  
Ensure accurate processing of transactions related to investments / modifications, repairs and rental of equipment;  
Managing relationships for project and operating company level;  
Participate in various (sub) projects to support the business unit controller for the further development and professionalization of the controlling function of the department.

**Jun. 17 / Okt. 17**                    **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 Assistent 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 coöperation 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 hands-on mentality, Results-orientated, Proactive, Independent and Service orientated.