



Curriculum Vitae

Personal Information

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| E-Mail: | info@neyen-consulting.de |
| Date of birth: | 24.09.1960 |
| Nationality: | German |
| Family status: | married |
| Driving licence: | vehicles up to 7.5 tons |

Work Experience

Since 3/2019

Consus Real Estate AG

Position: Interim Manager

Activities:

- Allocation of the CG subgroup closings into single entities in Lucanet according to local Gaap and IFRS
 - Mapping of the local Gaap figures per entity to the Lucanet chart of accounts
 - Compilation of the different valuation levels
 - Determination of the intercompany relations on single entity level
 - Analysis and allocation of IFRS corrections to the single entities
 - Allocation of bookings made on group level to single entities
 - Upload of the data into Lucanet
- Consolidation
- Support for the quarterly, half-year and full year closings of the CG Group and the consolidation of all subgroups
- Responsible for the further development of Lucanet in order that it can be used as a consolidation tool for all entities from 2020 onwards based on a new common chart of accounts
 - Determination of the new mapping based on the new chart of accounts
 - Transition of the subgroup closings 2019 into Lucanet as a starting point
 - Training and support of employees

12/2017 – 3/2019

Keymile GmbH

Position: Interim Manager

Activities:

- Modification of the general ledger to fulfil US Gaap requirements after the sale of the company to a new group
 - Calculation of right of use assets according to ASC Topic 842
 - Set up of a new balance and profit- and loss structure
- Modifications in accounting after the restructuring, in particular:
 - Set up of a new structure for provisions
 - Modification of the chart of accounts
 - Creation of templates for the automatic booking of provisions and interest in SAP
 - Optimisation of the reporting template in Excel
- Compilation of the monthly and annual closings according to German Accounting Standards (HGB) and IFRS, in particular:
 - Fixes Assets
 - Provisions
 - Intercompany Reconciliation
 - Inventory Accounts
 - Statistics
- Support Due Diligence

- Collaboration with the tax adviser
- Preparation of the tax documentation (Tax Request) for the American parent company
- Adaption of cost allocation sheets to new structure
- Compilation of a reporting for indirect costs

4/2017 – 11/2017

LBS Bausparkasse Schleswig-Holstein-Hamburg AG

Position: Interim Manager

Activities:

- Support implementation of OS Plus
 - Analysis of test cases
 - Edit of SAP-Tables responsible for the accounting of the business transaction imported from OS Plus (ZLBK1, ZLBK2, ZLBKI und ZLBKB)
 - Maintenance of the DO-Table THK and coordination of the DO-Tables TWR, TBU, TBB und CPD with the corresponding SAP-Tables
 - Check if the daily tables from OS Plus contain errors, if so correction of the SAP part and transfer of the other errors to the appropriate department responsible, preparation of the batch-input files and import of the data into SAP
 - In the case of inconsistencies between OS Plus and SAP check of the relevant contract in OS Plus and comparison with SAP bookings
 - Check if the reports from the OS Plus archive matches with the data in SAP
 - Compilation of several supporting documents for the accounting department
- Support implementation of Stab C/S
 - Edit of the matrixes based on contracts and agents responsible for the data transfer from Stab C/S
 - Check of the beginning balances in Stab C/S
 - Analysis if the daily booking journals from Stab C/S correspond to the booking journals in SAP
 - Check if the inventory in SAP is identical with the bookings in Stab C/S
- Support preparation of annual closing
 - Edit of agio accruals up to the change of software, analysis of the bookings in OS Plus and determination of existing reports for agios in OS Plus
 - Edit of the Riester accruals
 - Preparation of provision file
- Compilation of the disclosure report
- Set up of structure for FinRep Data Points and FinRep Simplified
- Set up of structure for ALMM reporting
- Compilation of the indicators for the evaluation according to §§ 18 und 10 KWG

11/2016 – 3/2017

Almex GmbH

Position: Interim Manager

Activities:

- Support insolvency of the former Metric Mobility AG
- Set up of the accounting of newly founded Almex GmbH, in particular:
 - Set up of the chart of accounts
 - Elaboration of the intercompany structures
 - Mapping of the chart of accounts to the group reporting of the Chinese parent company
 - Compilation of all necessary reports in SAP
 - Compilation of the reporting for the parent company in Excel
- Compilation of the monthly and annual closings according to German Accounting Standards (HGB) and IFRS, in particular:
 - Fixed Assets
 - Provisions
 - Accruals
 - Intercompany Reconciliation
 - VAT
 - Factoring
 - Cash and banks
 - Inventory accounts
 - Statistics

12/2015 – 08/2016

Prae-Turbo GmbH

Position: Interim Manager

Activities:

- Integration of a subgroup into the group reporting
- Setting up of a consolidation in Excel
- Setting up of a Reporting Package
- Support regarding the introduction of Lucanet

02/2015 – 10/2015

Reclay GmbH

Position: Interim Manager

Activities:

- Support with the consolidated group financial statements according to IFRS and financial statements of the individual companies according to HGB
- Optimisation of processes in accounting
- Setting up of statements for the analysis and development of fixed assets, provisions **and equity in excel**
- Draft of an account allocation manual and an accounting manual for the group

- Optimisation of the balance sheet structure for the group within the consolidation tool Lucanet
- Maintenance of the data within Lucanet for the development of fixed assets, provisions and **equity**
- Maintenance of the assignment table for the automatic transfer of data from SAP to Lucanet
- Draft of a reporting package for the data transfer to Lucanet
- Draft of a group chart of accounts

11/2012 – 10/2014

GFKL Financial Services AG

Position: Project Manager

Activities:

- Identification of errors resulting from the migration to SAP from Datev
- Disintegration of compound items migrated to SAP
- Analysis of interface errors resulting from the data transfer between the sub ledger and the main ledger
- Setting-Up of excel upload tables for data not being transferred by interface
- Identification of missing bookings from the sub ledger
- Definition of new booking rules and correction of existing ones in cooperation with the sub ledger
- Release of new and corrected booking rules after testing
- Processing of interface errors in SAP
- Definition of the handling of master data
- Improvement and optimization of the processes within the department and between the main and sub ledger

05/2012 - 10/2012

GFKL Financial Services AG

Position: Interim Manager

Activities:

- In charge of the financial accounting team of the AG with 4 employees
- Monthly and quarterly closings according to IFRS and HGB
- Reporting with Hyperion

- Coordination of the liaison with Treasury and Controlling
- Evaluation and optimization of the processes within the department
- Amelioration of the use of SAP

01/2012 - 04/2012

Survitec Service & Distribution GmbH

Position: Interim Manager

Activities:

- Year-end closings according to HGB and IFRS
- Allocation of accounts and implementation of reports according to HGB und IFRS
- Implementation of automatic payments to foreign
- Support with the budget
- Amelioration of the calculation of the Working Capital
- Monthly closings and reporting to the UK

04/2011 – 08/2011

LR Health & Beauty Systems GmbH

Position: Interim Manager

Activities:

- Setting up of controlling tools for the IT Department
- Elaboration of a multi-stage contribution margin accounting for the foreign entities
- Elaboration and implementation of cost reduction programmes
- Compilation of the Reporting for the Steering Committee

03/2010 – 03/2011

Atlet Flurförderzeuge GmbH

Position: Interim Manager

Activities:

- Analysis and optimization of the processes in accounting, controlling and human resources
- Support in controlling and planning
- Maintenance and control of contracts financed by the company (e.g. leasing)
- Month End Closings
- Reporting of the month end and year end closing, budget and forecasts with Cognos
- Control and booking of travel expenses
- Back up and support for the sales staff
- Maintenance and control of insurances

08/2009 – 03/2010

GKK Gutachtenzentale

Position: Interim Manager

Activities:

- Implementation of a detailed reporting
- Budgeting according to the groups' requirements
- Setting up of a controlling for the sale's area
- Implementation of a multi-stage contribution margin accounting according to the requirements of the group
- Assistance concerning the change within the finance department from the software Datev to SAP R3
- Year-End Closing according to IFRS
- In charge of a team of 4 employees

10/2008 – 04/2009

Johnson & Johnson Medical

Position: Interim Manager

Activities:

- Analysis and optimization of the claims process
- Optimization of the tracking of shipments with the aid of the software TMS Matrix
- Scheduling of delivery dates and the handling and optimization of returns within the supply chain management
- Direct contact for the European Distribution Centre in Belgium
- Monitoring of the local data entry of orders and the interface between the German and Belgium JD Edwards systems including the trouble shooting
- Elaboration of reports and key indicators
- Setting up of reports with the software Cognos

05/2006 – 10/2008

TNT Innight

Position: Interim Manager

Activities:

- Upload, control and consolidation of the weekly, monthly and quarterly reports as well as the forecasts and the budget of the two German and seven foreign entities
- Due to the transfer of the entities from one division to another within the group:
 - Assistance concerning the change within the finance department from the software JD Edwards to SAP R3
 - Assistance concerning the change within the reporting from the software Hyperion to Outlooksoft
 - Adaptation and implementation of new reporting tools
- Support and back up for the foreign entities
- Monthly and annual closings according to IFRS

03/2006 – 04/2008

Euro Business College

Position: Lecturer

Subjects: Controlling, Financing, Investments, Organisation, Balance Sheet
Analysis, International Controlling and Financing

4/2006

Audit of a small GmbH because of a capital increase in collaboration with a tax advisor, according to local Gaap (HGB)

11/2005 – 12/2005

MOBICOM

- Improvement of the accounting processes of a retailer in the telecommunication business

06/2005 to 09/2005

Preparation for the Freelance Activity

- Accomplishment of enquiries concerning the actual market situation
- Compilation of the business plan

01/2005 - 05/2005

Wirth Maschinen- und Bohrgeräte-GmbH, Erkelenz

Position: Head of the Controlling Department

Activities:

- Improvement and continuous development of the processes in the controlling department
- Harmonisation of the reporting structure of the group
- Elaboration and implementation of cost reduction programmes
- Introduction of an analysis of critical points
- Integration of the cash flow analysis
- Continuous development of the Balanced Score Card and the Benchmarking
- Determination of cost rates for the calculation and pricing
- Preparation of steering, planning and controlling data for the directors
- Comparison of budgeted and actual costs including the analysis of deviations and the elaboration of preventive measures
- Control of the costs of each department and discussion of the results with the relevant head of the department
- In charge of a team of 5 employees

04/1999 - 12/2004

QMP Metal Powders GmbH, Mönchengladbach

Position: Head of the Accounting Department and the Administration with Commercial Procurement

Responsible for the following departments: accounting, human resources, shipping, purchasing and materials management

Activities:

- Compilation of the monthly and annual closings according to German Accounting Standards (HGB)
- Compilation of the 5-year-plans and the quarterly forecasts
- Comparison of budgeted and actual costs including the analysis of deviations and the elaboration out of preventive measures
- Responsible for all internal and external reports
- Determination of cost rates
- Responsible for all tax matters
- Compilation of the documentation for the transfer prices
- Preparation of data according to the Sarbanes Oxley Act
- Cooperation with the auditors and the banks
- Planning of the human resources development in close cooperation with the heads of the departments
- Improvement of the company pension scheme
- In charge of a team of 6 employees

Projects:

- Implementation of the internal reporting and planning according to the group's requirements
- Analysis and improvement of the processes in all departments
- Integration of the administrative departments into the company which were outsourced before and whose services were guaranteed by service contracts
- Elaboration of the necessary data structures and introduction of the software Diamant in the accounting department
- Analysis and improvement of the processes concerning the travel expenses and introduction of the software HR Works
- Collaboration concerning the introduction of the software SP Data for the payroll accounting, particularly with regard to the coordination between the wage types and the cost elements and cost centres
- Compilation of the processes/data for the third party certification according to ISO/TS 16959, ISO 14001 and OHSAS 18001
- Collaboration concerning the introduction of the software ATLAS NCTS for customs handling, particularly with regard to the interface between this programme and the software of the accounting department
- Implementation of a multi-stage contribution margin accounting according to the requirements of the group

02/1991 to 03/1999

Fort Dodge Veterinär GmbH, Würselen

01/1997 to 03/1999

Position Head of the Accounting Department

Activities:

- Compilation of the monthly and annual closings according to German Accounting Standards (HGB)
- Compilation of the planning data and the quarterly forecasts
- Comparison of budgeted and actual costs including the analysis of deviations and the elaboration of preventive measures

- Responsible for all internal and external reports
- Determination of cost rates
- Responsible for all tax matters
- Maintenance of the cost accounting data
- In charge of a team of 2 employees

Projects:

- Analysis and improvement of the processes in the accounting department
- Compilation of the data structures for the implementation of JD Edwards
- Adaptation of the chart of accounts and the internal reporting to the requirements of US Gaap
- Implementation of the internal reporting via Hyperion
- Compilation of the data structures for the implementation of the group's planning software
- Implementation of the software Business Objects for the compilation of individual reports

02/1991 to 12/1996

Position: Assistant to the Commercial Director

Activities:

- Maintenance of the cost accounting data
- Supervision of the purchasing prices including incidental expenses
- Creation of new products in the software programme
- Compilation of statistics
- Data entry and supervision of the planning data
- Compilation of all internal and external reports

11/1982 to 01/1991

British Forces in Germany, 37 RHINE Workshops REME, Mönchengladbach

Position: Commercial Clerk

Activities:

- Organisation of the technical library in accordance with the Quality Assurance Publication Number 4 of the British Forces in Germany
- Maintenance of the technical literature held in the library, including the twenty sub-libraries in the plant
- Purchasing, reception and redaction of technical literature
- Oral translations of technical information from English into German
- In charge of a team consisting of 2 employees

Projects:

- Introduction of a software for the maintenance of the literature held in the library
- Adaptation of the processes within the technical library according to the Quality Assurance Publication Number 4

11/1981 to 11/1982

British Forces in Germany, HQ 45 Group RPC, Düsseldorf

Position: Commercial Clerk

Activities:

- Translations from English into German and vice versa
- Typing of correspondence in English and German
- General office work

11/1979 to 10/1981

**Area Office of the General Counsel, Frankfurt/Main
Metacon, Neuss, Architect Prof. Raimund Geibel**

Position: Clerk/Secretary

Activities:

- Typing of correspondence in English and German
- General office work
- Processing of real estate acquisitions and sales
- Organisation of journeys, meetings and events

University Studies

- 1990 to 1996** Business Administration
Controlling and Marketing taken as main subjects
Fernuniversität Hagen/Fachhochschule Niederrhein
Title awarded: Diplom-Betriebswirtin
- 1980 to 1981** Business Administration
Correspondence course Kensington University, California/USA
Title awarded: Bachelor of Arts

Professional Training

- 2003 to 2005** Translator for the French language
Title awarded: staatlich anerkannte Übersetzerin
Industrie- und Handelskammer Düsseldorf
- 1985 to 1987** Translator for the English language
Title awarded: staatlich anerkannte Übersetzerin
Industrie- und Handelskammer Düsseldorf

Schooling

- 1970 to 1976** Städtische Realschule Bruchstraße,
Mönchengladbach
- 1976 to 1979** Hugo-Junkers-Gymnasium, Mönchengladbach
General qualification for university entrance

Stay abroad

08/1979 to 10/1979 Au-Pair girl in Orléans, France

Language Competences

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| German | Native language |
| English | Proficient user Level C2 according to the Common European Framework of Reference |
| French | Proficient user Level C2 according to the Common European Framework of Reference |
| Italian | Independent user Level B1 according to the Common European Framework of Reference |

Computer Literacy

MS-Office excellent knowledge of Excel, Word and Powerpoint
 basic knowledge of Access, VBA

Bookkeeping Software

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| Diamant | excellent knowledge | |
| SAP/R3 FI/CO | good knowledge | |
| JD Edwards | good knowledge | |
| Exact | good knowledge | |
| IScala | good knowledge | |
| Datev | good knowledge | (Evaluations only – no postings) |
| M3 | good knowledge | (Evaluations only – no postings) |

Consolidation/Reporting Software

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|-------------|----------------|
| Hyperion | good knowledge |
| Outlooksoft | good knowledge |
| Cognos | good knowledge |
| TMS Matrix | good knowledge |
| Qlikview | good knowledge |
| Lucanet | good knowledge |

Other software programmes

| | | |
|--------|----------------|----------------------------------|
| OSPlus | good knowledge | (Evaluations only – no postings) |
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