

## Curriculum Vitae



**Casha**  
administratiekantoor

### Personal details

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Initials (First name) P (Piet)

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D.o.B.: 6 november 1979  
Purmerend

### Educations / Courses:

Educations:

September 2017 – August 2018	VPS - Payroll-administration (HE-Level) accomplished
March 2014 – June 2014	Payroll-administration accomplished
April 2012 – July 2013	Assistant Controller (HE-level) accomplished
February 2008 – September 2011	VBA – Business Administration (HE-level) accomplished
February 2006 - January 2007	Preparatory instruction Business Economy accomplished
September 1992 – May 1998	HGSE Examinations in Dutch, English, Chemistry, Mathematics, History, Physics accomplished

### Courses:

November 2007	Experienced course Excel; accomplished
October 2007	Advanced course Excel; accomplished
June 2007 – October 2007	Course Modern Business Administration; done
November 2005	First Aid course; accomplished
February 2003 – July 2005	Accounting course (advanced); accomplished
February 2003	Mary Gober Customer Service course; accomplished
February 2002 – June 2002	Calculations course (basic); accomplished
February 2002 – June 2002	Accounting course (basic); accomplished
January 1999 - February 1999	Corel Draw course; accomplished
February 1999	Excel course; accomplished
September 1990 – April 1991	Type-course; accomplished

### **Competences**

Excel	Oracle
Accounts Payable Administration	Accounting / reporting
Year-close	Year-report
Journal-entries	General Ledger
Outlook	Developing tools / models
SAP	Lease-car maintenance
Access	Account-View

### **Work-experience**

**01-2015**      **Casha Administratiekantoor**  
12-2014      Owner

- Personal Income Tax
- Corporate Income Tax
- Corporate financial administration

**08-2014**      **abbywinters.com BV**  
12-2014      Financial controller

- Payroll-administration
  - Entry daily mutations in relation to the payroll administration
  - Delivering salary package to the external payroll-administrator
- Accounts Payable
  - Entry purchase-invoices
  - Weekly payments
  - Reconciliation sub-ledger with general ledger
- Accounts Receivable
  - Creating and sending invoices to the customers on a monthly base
  - Reminding customers
- Fiscal
  - VAT returns for all Dutch entities
  - Preparing details for Corporate Income Tax
  - Checking Payroll-taks return, received from the external payroll-administrator
- Soft closings / Year-end closings:
  - Preparing month-close and creating monthly reports for management

**12-2013            Various projects**  
07-2014

AerData – Financial Accountant

- \*AP-administration
- \*AR-administration
- \*GL-administration
- \*Month-close activities

Reach Local – Account Executive

- \*Month-close activities
- \*Perform reconciliations

**08-2007            Accountemps (Robert Half International)**  
11-2013            Consultant

- General-Ledger Focal Boeing International BV (09/2011 – 11/2013)
  - Journalize bank-transactions
  - Reconciling cash-account in general ledger with bank-transactions in sub-ledger
  - Main focal local offices EMEA
  - Participator test-team implementation Oracle R-12
- Invoice Analyst Boeing International BV (09/2010 – 09/2011)
  - Entry pre-coded invoices
  - Main focal local offices in Europe
  - Support monthly reconciliations Accounts Payable
  - Initiating project reporting direct debits per entity
  - Support project implementation software Oracle R12
  - Study-related papers issued to management:
    - \*Management and Organization
    - \*Cost-Accounting
- All-round Financial Administrator World Endurance (Ironman) (08/2010 – 09/2010)
  - Entering and checking data-entry sales- and purchase-invoices
  - General ledger-entries
  - Bank-reconciliations
- Supervisor Accounts Payable A.C.N. Europe BV (2 fte) (01/2010 – 08/2010)
  - Weekly payment and funding request several bank-accounts
  - Chasing purchase-invoices
  - Create forecast and actual-overview of weekly payments
  - Support during internal audit
  - Support answering questions internal customers and team-members A.P.
  - Create reconciliations A.P. and relating suspense accounts
- Planning & Control Waterland-hospital (07/2009 – 12/2009)
  - Impairment test
  - Preparing monthly reports
  - Supporting opex forecast 2010
  - Creating capex forecast 2010 overview
  - Creating links between SAP (reports), Microsoft Access (self-made tables en queries) and Excel (files), to make above mentioned activities more efficient in time and energy.
- Accounts Payable Ziggo BV (02/2009 – 07/2009)
  - Entry AP-invoices
  - Dealing with memorial bookings from General Ledger department
  - Treating urgent matters concerning AP-invoices

- Accounts Payable Adidas (10/2008 – 02/2009)
  - Follow up reminders and other communication with external customers (vendors)
  - Coding invoices CAPEX / OPEX
  - Treating daily postage
- Payroll-administration HEMA (08/2007 – 05/2008)
  - Lease-car maintenance
    - o Coding lease-car invoices
    - o Settlement “Eigen Risico” and penalties with salary
    - o Communication with lease-company
    - o Provide VAT-amount on monthly base on lease-cars
  - Bank-payments
    - o Coding banknotes
    - o Journalise coded banknotes

**09-2006**            **Adfintage BV**  
 07-2007            Consultant

- Supporting creating Annual Reports schools Dyade BV
  - Dealing with negative internal checks on cost-entries
  - Communicate with school-management
  - Dealing with consolidated annual report – intern en extern

**12-2003**            **Wanadoo Nederland BV**  
 09-2006            Financial Administration

- Clerk Accounts Payable (1 year)
  - Invoice entry and coding
  - Preparing weekly payments
- Supervisor Accounts Payable (2,5 jaar)
  - Reconciliation bank- and trade creditors-account
  - Checking AP-invoices on their entry
- Clerk General Ledger (1 jaar)
  - Preparing monthly Salary payment (not checking the forthcoming codings)
  - Checking preparation weekly payments
  - Checking entry AP-invoices on monthly base
  - Support Month-Close
  - Balancing subledger with General Ledger
  - To book adjustments from checks

**03-2002**            **Reuters Nederland BV**  
 12-2003            Accounts Payable Accountant

- Accounts Payable
  - Coding invoices
  - Checking entry AP-invoices
  - Preparing weekly payment
  - Reconciliation bank and AP-accounts

08-1999  
02-2002

**IE Keyprocessor**  
Finance Department

- Stock administration
- Accounts Payable
  - Entry AP-invoices
  - Dealing with follow up reminders
  - Maintain contact with suppliers
  - Preparation weekly payments
- Support Accounts Receivable Department
- Cash / Bank / Giro
- Support forthcoming administrative tasks
  - Archive

**Languages**

	<i>Speak</i>	<i>Read</i>	<i>Write</i>
Dutch	Native	Native	Native
English	Good	Good	Good

**Competences:**

- \*Accurate
- \*Integer
- \*Hands-on
- \*Team-player and self-reliant