Curriculum Vitae

CV

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| --- | --- |
| **Name** | Menno Willemse |
| **Date of Birth** |  |
| **Gender** | Male |
| **Address** |  |
|  |  |
| **City** |  |
| **E-mail**  **Telephone number** |  |

**Work experience**

**Senior payroll analyst** *JLG EMEA BV*

Dec 2022 – Now

The senior payroll analyst function contained being in contact with the different payroll providers for multiple countries in Europe, making sure that salary payments were correct and on time. For JLG multiple Excel based templates were created to reduce the workload for both the myself as the payroll administrator. Working on a payroll/HR interface with the HR tech team and analyzing the monthly payroll bookings done via the payroll journals, making corrections if necessary.

**Payroll- HR Support** *HMSHost*

Dec 2021 – Nov 2022

At HMSHost I am the main point of contact for Dutch HR and Payroll related issues, while also running two separate payroll runs on a monthly basis (one for employees on an hourly contract, the other for the standard monthly employees) . I set up an Excel based sickness report and made on an Excel based gross/net salary calculation check report.

**Payroll specialist** *ADP Streamline/ADP Celergo*

Aug 2018 – Nov 2021

For ADP streamline I am the main point of contact for clients. Helping the clients with any questions they might have in regards of their payroll, setting up their payroll system correctly, preparing the monthly salary calculations and helping them set up their payroll accounting file if needed. Currently working on the ADP Celergo project and a different salary system (IHCM)

**Logistics employee** *Aramex*

May 2018 – Jul 2018

As a logistics employee I was responsible for the correct delivery of the packages clients ordered and was the main point of contact for some of those clients.

**Payroll consultant** *Quoratio*

Dec 2015 - Jan 2018

At Quoratio I was a payroll consultant for multiple international clients; either helping them set up their payroll, helping them with setting up the changes for the work cost regulations or in general preparing their monthly payroll runs.

**Head payroll administration** *Prologis BV*

Dec 2014 - Nov 2015

Preparing and maintaining the monthly payrolls for the Dutch and Luxembourg entities, also was the main contact for the European payroll colleagues. Furthermore was responsible for the Dutch and Luxembourg’s payroll general ledgers accounts. Was furthermore part of the team to set up the lease car policy.

**Payroll administrator** *Liberty Global Operations BV*

Apr 2009 - Nov 2014

After Quoratio I was hired at Liberty Global as a payroll administrator, preparing the monthly payroll for 1500+ employees. Was eventually promoted to Payroll coordinator and was responsible for the payroll accounts for one of the entities.

**Junior payroll assistant** *Quoratio*

May 2008- Apr 2009

For Quaratio I started working as a Junior Payroll assistant for Liberty Global. Here I learned the basics for a salary administrator for international companies.

**Education**

**Python techdergree** *Treehouse Techdegree*

Nov 2023 -

**Praktijk Diploma Boekhouden/ PDB (mbo)** *Alni Opleidingen*

Jun 2010 - Jul 2011 | Diploma: Yes

**Praktijk diploma loonadministratie/ PDL (mbo-4)** *Quoratio*

Jun 2008 - Apr 2009 | Diploma: Yes

**Sociaal Pedagogisch Werk 3 (spw 3)** *Nova College*

Jun 2002 - Jun 2005 | Diploma: Yes

**Pedagogische academie (pabo) (hbo)** *Inholland*

Jul 2000 - Jul 2002 | Diploma: No

**Skills**

Microsoft Excel Excellent

Microsoft Word Good

Python Programming Beginner

**Languages**

Dutch Native

English Good