

Curriculum vitae

source of inspiration

Name Hans van Dommelen
Function Consultant SAP / Human Capital Management
Residence Helmond
Date of birth 18-08-1953
Telephone +31492555894 / +31628735959
Email hans@hvdommelen.nl

humour
mediator

go-getter

customer-oriented

creative

communicative

Problem solver



Experience

01-07-2012 until now: Administrator SAP OM & Reporting at MSD Oss
 01-04-2007 until now: Interim professional and recruiter SAP HR / MS Office trainer
 01-12-2006 - 01-04-2007: Maintenance SAP HR at GVB Amsterdam
 01-01-2006 - 10-11-2006: Customer support Navision at Diamantgroep Tilburg
 01-01-2003 - 31-12-2005: Jobhunter at Alexander Calder
 01-09-2000 - 31-12-2002: SAP HR consultant at Arinso
 01-09-1998 - 01-07-2000: Application Trainer at TKS
 01-04-1993 - 31-08-1998: HR manager at Helso Helmond
 01-07-1990 - 31-03-1993: Software developer at SOVAC
 01-07-1989 - 30-06-1990: Recruiter at Accres uitzendbureau Den Bosch
 01-01-1977 - 30-06-1990: HR manager

Personal skills and competences

Hans has developed from a Human Resource background (HR manager and head of payroll department) to a SAP HCM specialist. Due to this he is able to communicate with end-users, such as employees of the personnel department and managers and also with it specialists. He also is a very experienced MS Office user, which enables him to transform standard SAP reports into useful management information.
 SAP modules: OM, Time, PA, ESS/MSS.

Education

September 1971 / June 1975 Bachelor degree economics and law, Fontys Eindhoven Diploma: yes
 September 1965 / June 1971 Highschool St. Joris College Eindhoven Diploma: yes

Courses

SAP HR306 Configuration of Time Recording (November 2007)
 SAP HR940 Authorization in Human Capital Management (November 2007)
 SAP HR580 Analytics and Reporting in HCM (September 2007)
 SAP HR305 Master Data Configuration (February 2007)
 SAP HR certificating 2002
 Various in company SAP courses at Arinso (PA / OM / Payroll / Time)
 Functional Design (Volmac)
 Organisational Management (Volmac)
 Management Course Social Security (Sovac / University of Brabant)

Software

SAP HR, Word, Excel, Access, Outlook, PowerPoint, FrontPage, EMIS, Navision, Compas.

Languages

Dutch Native
 English Well
 German Reasonable
 French Reasonable

Full experience

Since July 2012 **MSD Oss / Administrator SAP OM & Reporting at MSD Oss**

Tasks:

- Maintenance Organizational Management.
- Creating reports

Since January 2012 **Access Opleidingen Zevenbergen / Microsoft trainer**

Tasks:

- Microsoft training at Heesmans, Helmond.

March - October 2011 **Illumni Consulting Maastricht / SAP HR consultant**

Tasks:

- Starting a SAP HR network for Illumni (customers and professionals).
- Keeping SAP knowledge up to date, among other things by following seminars at SAP and by collecting White Papers on Talent Management, Competence Management and Management Information.
- Starting a SAP HR test database.

April 2008 – December 2010 **Yacht Eindhoven / SAP HR consultant**

Client: ASML (1-4-2010 – 31-12-2010)

Tasks:

- Extracting Management information from the SAP R3 system,
- Assisting the recruitment department with the administration of new employees.
- Maintenance of the organizational structure in SAP.

Client: Rabobank Netherlands (1-5-2008 – 31-12-2009)

Tasks:

- Testing of new system of illness registration (ESS/MSS).
- The system uses ESS/MSS to fill the infotype for sick-leave, eProject for the administration of the process of reintegration and Adobe Interactive Forms for the correspondence.

November 2006 – March 2008 **GVB Amsterdam / SAP HR consultant**

Tasks:

- Maintenance of the SAP HR System (PA, OM, PY, Time Management, ESS/MSS).
- Supervise the new ESS / MSS system of leave administration.
- Check and correct working hours in CATS.
- Customer support on issues of Personnel Administration, Time Management, Organizational Management and Management Information.

January 2006 – November 2008 **Diamant Groep Tilburg / Customer support employee**

Tasks:

- Assistance at the implementation of Navision (logistics and finance).
- Education of the end-users.

January 2003 – December 2005 **Alexander Calder 's-Hertogenbosch / Job hunter**

Tasks:

- Teaching and advising unemployed people.
- Searching for job openings.

August 2000 – January 2003 Arinso Rotterdam / SAP HR (Payroll) consultant

Client: University of Utrecht

Tasks:

- Analyzing and solving the problems in the interface between SAP and the payroll system.
- Support the Personnel Administration.
- Creating a forecast in Excel for the personnel costs.

Client: PVM Heerlen

Tasks:

- Maintenance of the Pension Fund system.
- Maintenance of correspondence templates.
- Creating user guides.
- Training of end-users.

Client: Rabobank Utrecht

- Writing a user manual for the e-recruitment system.

Client: DSM Sittard

Tasks:

- Research to the matching of SAP HR systems of different plants.

Client: Essent

Tasks:

- Creating user guides on PA.
- Training users (introduction, PA en reporting).
- Creating access database for info-desk.

Client: Cehave Veghel

Tasks:

- Assisting at the conversion from Emis to SAP.
- Testing the converted files.

September 1998 – August 2000 TKS Eindhoven / Application trainer

Tasks:

- Training in all MS Office applications, and other standard applications like lotus, WP etc.
- Training in special customer software for outsourcing companies, state departments en transport companies.
- Advising the users of the applications mentioned above.

March 1993 – August 1998 Atlantgroep Helmond / HR manager

Tasks:

- Advising the managing directors on HR policy (mainly personnel development).
- Advising and assisting the middle management.
- Assisting employees in finding external jobs.
- Advising employees on their career planning.
- Managing the payroll and the personnel administration offices.
- Application manager HR system.

July 1990 – March 1993 SOVAC Zeist / Software developer

Client: SVB Amstelveen

Tasks:

- Maintaining the payroll system.
- Advising and assisting the users and the clients.
- Testing the interface with the population administration.

Client: GVB Zeist

Tasks:

- Functional design of a small payroll system.
- Research on designing tools for PC applications.

1987 – 1990 Rijkswaterstaat 's-Hertogenbosch / HR Manager

Tasks:

- Advising on personnel development
- Job-assessment
- Organisational management

1977 – 1987 GAK / GMD Eindhoven HR manager