



Business Profile - Dipl. Ing. Silke Teuber

Personnel Information

Name:	Silke Teuber
Address:	Walramstr. 27 65510 Idstein Mobil: +49 1515 135 79 13 E-Mail: mail@silke-teuber-projekte.de
Date of birth:	16.06.1962
Nationality:	German
Language skills:	German (native speaker) English (written and spoken) Czech (written and spoken)
Qualifications:	Dipl. Ing. Ledertechnologie Certified accountant IHK Bank accountant IHK

Professional Experience Focus

Projects: since 2012

No. of projects: 21

Areas of consulting:

- Managerial responsibility
- Commercial management
- Finance Consultant und Accountant
- Administrative accounting
- Project management and coordination
- Project planning and controlling
- Structuring and process development
- Team management and development
- Analysis and optimization of process flow
- Procurement management
- Controlling und Reporting
- Budgeting, conception, planning and tracking
- Introduction and development of accounting by SAP and other software
- Ressource management
- Organizational management
- Audit, safeguarding of internal compliance
- Risk Management
- Change management
- Liquidity management
- Migration and implementing
- Customizing Support
- Business evaluation
- Ad-hoc Analysis, target/actual comparison
- Process documentation
- Reference person for auditors, tax- and business consultants
- Contract management
- Staff management

Training

2020	Certified Associate SAP S/4HANA for Financial Accounting Associates 1909, SAP Reporting for Finance in S/4HANA, SAP Invoice Verification in SAP S/4HANA, SAP Master Data Governance in S/4HANA, SAP
2019	Conversion to S4Hana, SAP Runbook Closing Cockpit, Blackline
2018	ITIL, Axelos
2016	Scrum Project management and project control PRINCE2 Practitioner, Axelos
2014	Due Diligence US-GAAP Consolidated financial statements, ifu academy Change Management Management of Risk (M-o-R) Foundation Axelos
2013 - 2014	English /Wall Street Institute
2012 - 2013	Certified accountant IHK, Steuerfachschule Dr. Endriss
1991 – 1992	Bank accountant IHK
1982 – 1986	Field of studies: leather, rubber and shoe technology TU Brno, Czech Republic

**Professional
experience**

01/2012 – present	Freelance Finance Manager, Accounting (HGB, IFRS), Controlling, Project management
07/2010 – 12/2011	Head of team for office services Oberurseler Werkstätten, Oberursel
12/2009 – 06/2010	Accounting and business assistance Firma <i>SPORTS LINE</i> Handels GmbH, Neu Anspach
01/2001 - 06/2009	Accounting and assistant to the executive management IP Syscon GmbH, Celle
01/1993 – 12/2000	Bank accountant Volksbank Celler Land eG
1989 – 1991	Scientific assistant Amt für Standardisierung, Warenprüfung und Messwesen Chemnitz
1986 – 1989	post-graduate studies student at TU Chemnitz

Project experience

Time period:	01/2021 – present
Company / branch:	Röhm GmbH, Chemistry
Function:	Business lead preproject S/4HANA implementation <ul style="list-style-type: none">• Consulting, coordination and support for Master Data Management and global harmonisation• Conceptual design and decision template for MDG (Master Data Governance)• Process analysis• Process optimization and - implementation• Process documentation• Training• Quality- and Risk management, tracking of risks and issues• Safeguarding of internal compliance• ad-hock analysis• Administration
Applied software:	SAP Fi CO, MS Office, MS Excel, MS Word, Sharepoint, Powerpoint,

- Time period:** 05/2019 – 12/2020
- Company / branch:** Evonik Industrie / Röhm GmbH, Chemistry
- Function:** Projekt Manager Finance for Carve-out to Röhm GmbH
- Consulting, coordination and support for Carve-out for master data, global process harmonizing, implementing Invoice Track and Runbook
 - Creation of Runbook master for new Röhm GmbH for asset, general ledger, accounts receivables, accounts payables and cost accounting/CO
 - Implementing new factoring process incl. staff training
 - Optimization month end close process for AR and AP
 - Analysis and clearing GR/IR accounts
 - Intercompany reconciliation
 - Support Hypercare
 - Process analysis
 - Process optimization and - implementation
 - Process documentation
 - Training
 - Quality- and Risk management, tracking of risks and issues
 - Safeguarding of internal compliance
 - ad-hock analysis
 - Administration
- Applied software:** SAP Fi CO, MS Office, MS Excel, MS Word, Sharepoint, Powerpoint,

Project experience

Time period: 07/2018 –02/2020

Company / branch: Bilfinger SE, Maintenance

Function: Projekt Manager Finance for SAP-Rollout in Norge

- Template creation
- Project planning
- Rollout and hypercare
- Mapping and migration
- Testing (SIT=system intergration test, UAT=user acceptance test)
- Process analysis
- Process implementation
- Process optimization
- Process documentation
- Staff training incl. new process flows
- Quality- and risk management, tracking of risks and issues
- Project management, tracking deadlines
- Safeguarding internal compliance
- Project status reports
- Implementing SAP Liquidity-Analyzer
- Implementing SAP Accrual Engine
- Request creation
- ad-hock analysis
- Administration

Applied software: SAP Fi CO, MS Office, MS Excel, MS Word, Sharepoint, Powerpoint

Time period: 01/2018 – 06/2018

Company / branch: Deutsche Bank AG

Function: Projekt Management Office

- Project planning
- Budget control
- Reporting and Controlling
- Forecast reconciliation
- Project coordination and financial review with project leads and 5 PMO's from 2 programmes
- Resource management
- Timesheeting
- Process optimization
- Process documentation
- Stakeholder management
- Quality- and risk management, tracking of risks and issues
- Project management, control of deadlines
- Safeguarding of internal compliance
- Project status reports
- Contract management
- Request creation
- ad-hock analysis
- Administration

Applied software: dbClarity, dbBuyer, Ariba, MS Office, MS Excel, MS Word, Sharepoint, Powerpoint

Time period:	05/2017 – 12/2017
Company / branch:	Evonik Industries AG Chemistry
function:	Projektmanager <ul style="list-style-type: none">• Project leading• Project coordination and controlling• Process analysis• Process optimization• Process documentation• Staff training for new process flows• Creation migrations concept• Testing• Risk management, tracking of risks and issues• Project management, tracking of deadlines• Safeguarding of internal compliance• Creation and implementing of global booking templates• Reconciliation foreign exchange deals• Internal and external financing• Liquidity analyzer, cash-flow calculation• Project status reports• Reconciliation of accounts
Applied software:	SAP FI, MS Office, MS Excel, MS Word, Sharepoint, Lotus Notes, Powerpoint

Time period:	11/2016 – 04/2017
Company / branch:	Allianz Global Investors Investment Management
function:	Projekt manager / migration <ul style="list-style-type: none">• Go live new SAP systems, worldwide• Creation new chart of account, document types, account groups, asset classes, posting keys• Processing customer master data• Processing supplier master data• Data preparation/clearing for migration to new SAP system• Reconciliation of open items and balances of migration• Administration of bank master data• Customizing and support• Optimization of process flows• Process documentation• Risk management, tracking of risks and issues• Project management, tracking of deadlines• Resource management• Safeguarding of internal compliance• Staff training to new software• Project status reports• Balance reconciliation
Applied software:	SAP FI, MS Office, MS Excel, MS Word, Sharepoint

Time period: 06/2015 – 10/2016

Company / branch: Milupa Nutricia GmbH, Danone Group, Food

Function: Head of Key Accounting DACH

- Head of general ledger for DACH (DACH=Germany, Austria, Switzerland) with personnel responsibility
- Project management, Go live new SAP systems for DACH
- Migration and implementation IT software
- Customizing support
- Reporting on DACH level
- Month- and year end closing, HGB and IFRS
- Optimization of process flows
- Process documentation
- Formation of provisions and accruals
- Risk management, tracking of risks and issues
- Tracking of reporting deadlines
- Resource management
- Liquidity management
- Capacity planning
- Audit, safeguarding of internal compliance
- Staff training
- Project status reports and presentation
- Balance reconciliation
- Contract management
- Responsibility for vendor master data
- Check and release of payments

Applied software: SAP FI/CO, BPC, Magnitude, readsoft, easys, MS Office, MS Excel, MS Word, Lotus Notes, ORSoft, Powerpoint

Time period: 04/2015 – 06/2015

Company / branch: cosnova GmbH, cosmetic branch

Function: Finance Manager, Consultant

Time period: 08/2014 – 03/2015

Company / branch: Nemak, foundry

Function: Business Consultant

Time period: 02/2014 – 09/2014 (parallel to another project)

Company / branch: Reisebank AG Frankfurt

Function: Business Consultant Tax

Time period: 12/2013 – 06/2014

Company / branch: MARKTEX, Furniture designer

Function: Business Consultant

Time period: 07/2013 – 10/2013 and 01/2014 – 02/2014
and 06/2014 – 07/2014

Company / branch: Limbach Gruppe SE, Laboratory diagnostics

Function: Finance Consultant, construction new
financial accounting, support year end close

- Time period:** 03/2013 – 06/2013
- Company / branch:** Eyes clinic
- Function:** Finance Consultant and Accountant, Support for project internal financial accounting
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- Time period:** 02/2012 – 02/2013
- Company / branch:** MARKTEX, Furniture designer
- Function:** Finance Manager with main emphasis to controlling and human resources