



Jenny Havemann

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have dedicated the past 15 years of my career to the same company, where I have served as an HR, payroll, accounts and general office manager. This extensive tenure has equipped me with comprehensive knowledge of managing the day to day operations across these departments.

Throughout my current role, I have continually expanded my expertise, gaining valuable experience in various facets of these responsibilities. I pride myself on being proficient, hardworking and loyal employee who consistently gives 100% to every task I undertake.

While my experience has primarily been in the motor industry, I am eager to transition and use my skills and knowledge to new industries and their respective requirements.

I firmly believe in the importance of teamwork in fostering a positive work environment, alongside a commitment to continuous learning and personal growth. I am enthusiastic about contributing in any capacity within your company and am eager to become a valued member of your team.

Preferred occupation	HR specialists Management, human resources jobs
Preferred work location	Middelburg Mpumalanga

Contacts and general information about me

Day of birth	1979-05-16 (45 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2009.05 iki 2024.07**
 Company name Trident panelbeaters
 You were working at: Panelbeater
 Occupation HR Administrator
 What you did at this job position? HR Administration, Payroll , Accounts Dept and General office manager

Education

Educational period **nuo 2023.07 iki 2023.09**
 Degree Certificate
 Educational institution University of Cape Town
 Educational qualification Human Resource Management

Educational period **nuo 2023.06 iki 2023.08**
 Degree Certificate
 Educational institution University of Cape Town
 Educational qualification Practical Labour Law

Educational period **nuo 2024.03 iki 2024.05**
 Degree Certificate
 Educational institution University of Cape Town
 Educational qualification Negotiation & conflict resolution

Educational period **nuo 2024.06 iki 2024**
 Degree Certificate
 Educational institution iIQ Academy
 Educational qualification NQL 5 Higher Certificate in Business Management
 I could work Currently

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	very good	very good

Computer knowledge

VIP Classic /Premier

Pastel 2010 entry level

Microsoft Office
Recommendations

Excel

Contact person

On Request

TMS

Additional information

~~Work~~ hobbies

Active Indoor Cricket Player
Crocheting
Reading

Driver licenses

B Light Vehicle ≤ 3,500kg

Salary you wish

28000.00 R per month

How much do you earn now

22000.00 R per month