

Janina Häffner

Junior Software Engineer

Contact

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Skills

Python



Java



MS SQL Server 2000



Best practices



Software Documentation



Readily embrace change and deliver results through a commitment to learning and development. Foster organizational unity by building capabilities in others and role modelling consistent and candid leadership. Talented Administrator highly successful at motivating teams and streamlining operations. Analytical problem solver and persuasive communicator with a talent for thinking outside the box for creative solutions.

Work History

2013-03 -
Current

Administrator

CGR AGENCIES cc, Johannesburg, Gauteng

- Supported office manager with proactive correspondence management, document coordination and customer relations.
- Applied advanced administrative and analytical skills in overseeing day-to-day operational activities.
- Delivered clerical support by handling range of routine and special requirements.
- Reported on daily office activities to help managers stay on top of dynamic conditions and make proactive decisions.
- Interacted with customers by phone, email or in-person to provide information.
- Maintained open communication with customers to foster positive relations and provide updates on issues.
- Trained new employees on administrative procedures, company policies and performance standards.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Responded to inquiries from callers seeking information.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Organized store merchandise racks and displays to promote and maintain visually appealing environments.
- Delivered feedback to decision-makers regarding employee performance and training needs.

Very Good

Testing and maintenance

Excellent

Customer support

Excellent

Database programming

Very Good

Technical Support

Excellent

Problem Solving

Excellent

SAP

Good

PASTEL

Very Good

MS Office

Good

Office administration

Excellent

Languages

English

Very Good

Afrikaans

Excellent

2007-06 -
2013-02

Administrative Manager

BOM Industrial Supplies, Pretoria, Gauteng

- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Updated reports, managed accounts and generated reports for company database.
- Kept operations in compliance with company regulations by developing and directing effective internal systems.
- Trained employees in company and regulatory compliance requirements to promote conformance.
- Established workflow processes, monitored daily productivity and implemented modifications to improve overall performance of personnel.
- Maintained primary relationship accountability for clients, overall servicing responsibility and client satisfaction to maximize profitability of client relationships.
- Managed costs and billing and resolved financial discrepancies effectively through organizational management of account information using Pastel software.
- Delivered performance reviews, recommending additional training or advancements.
- Provided primary customer support to internal and external customers.

2007-02 -
2008-02

Data Capturer

Buchel Hardware, Pretoria, GP

- Performed data entry and completed proper paperwork.
- Answered central telephone system and directed calls accordingly.

2006-04 -
2006-07

Data Capturer (4 Month Temp Position)

Barloworld Logistics At Nissan SA, Pretoria, GP

- Answered central telephone system and directed calls accordingly.
- Daily reports
- VOR processing and dispatching

2005-08 -
2006-03

Stock Controller

Fiat South Africa, Pretoria, GP

- Determined and performed appropriate adjustments of authorized stock levels.
- Evaluated incoming shipments for quality issues and processed unacceptable materials for return.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Maintained accurate inventory records to provide data for use in audits and completion of order requests
- Daily Reporting of Inventory
- Capturing stock binned on SAP
- Stock Level Reporting

Education

20210 -
2022-03

Certificate : Software Engineering

Hyperion Dev - Online

2000-01 -
20042

High School Diploma

Hoërskool Oos-Moot - Pretoria, Gauteng, South Africa

Accomplishments

I have recently completed an intensive Software Engineering Bootcamp thru Hyperion Dev with a 98% grade average, where I have mastered the following programming languages, Java and Python. I also learnt to use OOP, DB Programming, SQL, GITHUB and HTML and furthering my knowledge daily by researching and looking at youtube tutorials on different programming languages.

Reference

Colleague at Cgr Agencies:
Jacques Henning - Tel: 084 254 5460