



Monica Groewald

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a highly organized and friendly individual, I am confident that I would be an asset to your team. I have experience in customer service and have a proven track record of providing exceptional service to clients/patients.

I am also highly organized and have a strong ability to manage and prioritize my time effectively. I can multitask and handle multiple projects at once while maintaining a high level of accuracy and attention to detail. I am also highly adaptable and can quickly adjust to changes in the workflow and I am open for new challenges.

I have experience in the medical field and handling queries and authorization with medical aids. I also have experience with billing and related medical reception duties. I have compassion towards patients and people in general.

Communication and teamwork is key in any working environment. I believe strongly in professionalism.

I am excited about the opportunity to bring my experience and skills to your place of business and am confident I can make a positive impact on your team. Thank you for considering my application.

Preferred occupation

Debt collector

Administrative jobs

Medical receptionist

Medicine, healthcare, nursing jobs

Preferred work location

Malmesbury

Western Cape

Northern Suburbs

Western Cape

Paarl

Western Cape

Moorreesburg

Western Cape

Wellington
Western Cape

Riebeek West
Western Cape

Riebeek Kasteel
Western Cape

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1986-08-27 (39 years old) |
| Gender | Female |
| Residential location | Malmesbury Western Cape |
| 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 2022.05 iki 2023.07 |
| Company name | Dr NH Bernard and Partners |
| You were working at: | Medical receptionist |
| Occupation | Debt Collector |
| What you did at this job position? | Collecting debt,all rounder in the medical reception and admin |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2000.01 iki 2014.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Intec College |
| Educational qualification | Matric |
| I could work | Any admin or receptionist or medical reception |

Languages

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

Computer knowledge

Mede Mass
Onkey
Aquatec
WinSms
Dropbox
Teamview
Health ID Discovery

MS Word

Recommendations

| | |
|-------------------|---------------------|
| Microsoft Outlook | Esther de Kock |
| Contact person | |
| Windows | |
| Occupation | Practice Manager |
| Excel | |
| Company | Dr NH Bernard |
| Internet | |
| Telephone number | 021 872 4000 |
| Email address | odeongp@iafrica.com |

Additional information

| | |
|--------------------------|---------------------------|
| Your hobbies | Reading,art and crafts |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2012-05-00 (13 years) |
| Salary you wish | 12000 R per month |
| How much do you earn now | 1200 R per month |