



# 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 (38 years old)  
Gender Female  
Residential location Malmesbury  
Western Cape  
Telephone number *Information is available only for registered users.*  
[Sign in](#)  
Email address *Information is available only for registered users.*  
[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 Contact person	Esther de Kock
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 (12 years)
Salary you wish	12000 R per month
How much do you earn now	1200 R per month