



ERNEST EUGENE GROENEWALD

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📅 05/01/1995

🏠 7 Celso Close,
Bridgemeade, Port Elizabeth

RELEVANT SKILLS

- Microsoft Office
- Fluency in Afrikaans and English
- Team Management
- Multitasking

EDUCATION HISTORY

- Matric/ Grade 12
- Institution: Hoërskool Cille
- Year of Graduation: 2015
- TEFL 120- Hour Certificate
- Institution: TEFL Universal
- Completed: 06/2022 - 07/2022

Teaching Experience: 5 years (5 years face-to-face and 3 months Online)

INTERESTS

- Diabetes South Africa - Port Elizabeth Board Member
- DSA Camp Diabetable - Camp Director (Port Elizabeth)
- Horse riding

REFERENCES

- References upon request.

WORK EXPERIENCE

Company: HLG English

Position: English Instructor

Date's: April 2024 - Current (Full Time)

Duties:

- Conversational English
- Classroom Preparation and Time Management
- Online Teaching
- Business English

Company: MomentumTYB (Port Elizabeth)

Position: Customer Care Agent (Afrikaans)

Date's: August 2023 - April 2024

Duties :

- Answering incoming calls and mail
- Resolving Client and provider's accounts and claim disputes.
- Assisting walk in member's with queries.
- Meeting weekly SLA Target.

Reason for leaving: started career at HLG English

Company: Toni Matthews Agencies (Port Elizabeth)

Position: Merchandiser and Sales consultant

Date's: January 2023 - June 2023 (Contract)

Duties :

- Training and product knowledge.
- Merchandising and Sales.
- Target driven.

Reason for leaving: Contract of employment ended.

Company: The Edge Mountain Retreat (Hogsback)

Position: Reception Supervisor

Date's: July 2022 - October 2022 (Full Time - Shift's)

Duties:

Reservations through Sempa.

- Answering incoming call's and responding to e-mail's.
- Team Management and training.
- Managing add-on sales and stock in reception.

Reason for leaving: Relocated to Port Elizabeth

Company: Away With The Fairies (Hogsback)

Position: Receptionist

Date's: December 2021 - July 2022 (Full Time -Shift's)

Duties:

Reservations through Kamooni.

- Answering incoming call's and responding to e-mail's.
- Managing the reception shop and add-on sales.
- Managing Stock take and cash-up's.

Reason for leaving: Career advancement

Company: Hogsback Medical Practice

Position: Medical Practice Manager

Date's: June 2020 - October 2021 (Full Time)

Duties:

- Managing staff and training.
- Stock management.
- Invoicing patients and submitting medical claims.
- Answering calls and assisting patients with any queries.

Reason for leaving: Closure of practice