

Megan Griffiths

griffithsm757@gmail.com
Bloemfontein 9301

OVERVIEW

The main objective is to attain knowledge and skills, whilst becoming a benefit to the company or recruiters. I enjoy learning and actively taking part in an innovative working environment.

EXPERIENCE

Parnter4life 06/2022- 02/2023 Credit Controller

- Responsibilities issued to me were that I was a third-party administrator for medical practices and/or practitioners.
- Administrative duties of checking Emails, emailing invoices and routinely keeping clients (or patient) updated on their admin.
- Performed clerical month end duties pertaining to month end processes of client(or patient) accounts.
- Evaluation of new credit requests and conducting client(or patient) credit checks, calling to and fro to remind and update client(or patient)of account.
- Terms being set up for new credit clients(or patient) and negotiation of payment plans via call.
- Responding to client(or patient) queries. This included communicating information from medical aid.
- Requesting information from medical aid on behalf of client (or patient)
- Background of basic hospital admin as emergency codes were used to process certain claims through to medical aid.
- Intermediate interaction with medical aid.
- Medical claim processes

EDUCATION

University Of Free State

2023 - 2026 Bachelor's of Social Science's majoring in

Psychology and Criminology.

Eunice Girls' high

2019 - 2021 National Senior Certificate Subjects
at school:

- English H/L
- Afrikaans
- Mathematics
- Physical Sciences
- Life Sciences
- Life Orientation
- Computer Application Technology

SKILLS

Basic Computer skills / Computer literate
Fluent in – English, Afrikaans and able to communicate in Sotho and
Xhosa.

Organized
Team player
Communications
Adapt well to situation at hand.

References

Rev. Pikkie 0823354433
Ms. Moseme 0829331608
Russel Coetzee 0814455251



EUNICE HIGH SCHOOL

It is a pleasure to write this testimonial for Ms Megan Petra Griffiths.

Date of birth: 2003-06-23

Ms Griffiths has been at Eunice High School since 2018. She will write the National Senior Certificate Examination in November 2021 and is expected to achieve satisfactory results thereby gaining university entrance.

Her subjects are:

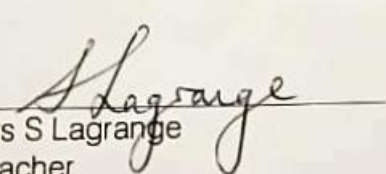
English Home Language
Afrikaans FAL
Mathematics
Life Sciences
Physical Sciences
CAT
Life Orientation

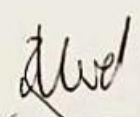
Academically, Megan has proven herself to be a conscientious and motivated scholar. Throughout her career at school, she has participated in class with interest and is a pleasure to teach. She produces neat and accurate work and makes sure she understands new concepts. Megan has maintained consistent academic results.

She participated in the CAT Olympiad in her Grade 11 year.

Megan is a very well-mannered young lady who has a quiet, caring demeanour. She is always friendly and talks to her teachers in a respectful way. She is always helpful and co-operates in class activities.

I take this opportunity of extending our best wishes to her for a very successful future.


Mrs S Lagrange
Teacher


Mrs Z de Wet
Headmistress



REPUBLIC OF SOUTH AFRICA

STATEMENT OF RESULTS / STAAT VAN UITSLAE
NATIONAL SENIOR CERTIFICATE / NASIONALE SENIOR SERTIFIKAAT
NOVEMBER 2021

MEGAN PETRA GRIFFITHS

EXAMINATION NUMBER / EKSAMENNOMMER: 3211710170046
ID NUMBER / ID NOMMER 0306230185085
DATE OF BIRTH / GEBOORTEDATUM 20030623
CENTRE / SENTRUM: (3171017) EUNICE SS

(317) Motheo FREE STATE DEPARTMENT OF EDUCATION

Code Kode	Subjects Vakke	Percentage Persentasie	Achievement Level Prestasievlak
ENGHL	English Home Language	70	6
AFRFA	Afrikaans First Additional Language	82	7
MATH	Mathematics	46	3
LIFE	Life Orientation	81	7
CATN	Computer Applications Techn.	66	5
LFSC	Life Sciences	68	5
PHSC	Physical Sciences	40	3
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The candidate qualifies for the National Senior Certificate and has met the minimum requirements for admission to bachelors' degree, diploma or higher certificate study as gazetted for admission to higher education.



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Teaching English as a Foreign Language Course (120 Hours)

is presented as a

Distinction

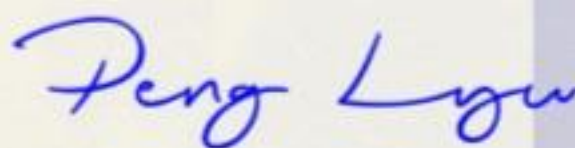
to

MEGAN PETRA GRIFFITHS

for the successful completion
of TEFL course

at

TEFL Professional Institute - Teacher Record



Director



Mar. 2024 Certificate No. TR1745741313

