

CURRICULUM VITAE OF ERNEST GROENEWALD

Personal Details:

Name: Ernest Eugene

Surname: Groenewald

Sex: Male

Nationality: White

Language: Afrikaans and English

Date of birth: 5 January 1995

ID: 9501055016081

Health: Type 1 Diabetes Mellitus Since 2001 - Controlled

Physical Address: 5 Cooper Street, Port Elizabeth, Eastern Cape

Phone Number: 067 339 9318

Email: egroenewald17@gmail.com

EDUCATION INFORMATION

High School: Hoërskool Cillie

Date: Finished In 2015

Grade: 12

Subjects:

- Afrikaans Home Language
- English First Additional Language
- Life Orientation
- Math's Literacy
- Tourism
- Business Study
- Life Science

Tertiary Education:

Degree: Bachelors in Arts: English Literature

INTERESTS:

My current interests are horse riding, photography as well as gaming. I also have a passion when it comes to Diabetes thus currently involved with a youth camp program that I have started for the Eastern Cape called Camp Diabetable where I focus on counselling as well as host camps for teenagers who are newly diagnosed with this autoimmune disease. I am also a part of a NPO called Diabetes South Africa in Gqeberha (Port Elizabeth) where I am one of the management board members.

EMPLOYMENT INFORMATION

Organization: Video Tavern

Job Title: DVD Store Clerk

Job Description: Cashier, Stock Taker

References: Tania

Phone Number: 084 767 4615

Date: Part Time & School Holidays

Organization: Wiesenhof

Job Title: Waiter

Job Description: Attending to tables and attending to patrons daily.

References: Jessica

Phone Number: 078 673 0903

Date: 11/01/2016 - 7/02/2016

Reason for leaving: Relocated to Pretoria.

Organization: Grab and Go Foods

Job Title: Kitchen Assistant

Job Description: Helped with the preparation of food, cooking and the packing of food in portions in containers.

Reference: Chris (owner)

Phone Number: 083 441 7720

Date: March 2016

Reason for leaving: Owner could not afford to have an assistant. Organization:

Overberg Foods

Job Title: Admin Clerk & Telesales

Job Description: Invoicing, Cash Ups, Telesales, Filing, Data

Capturing. Reference: Sanet

Phone Number: 081 237 9188

Date: 21/06/2016 – 11/08/2016

Reason for leaving: Unfair treatment in the workplace.

Organization: Your Communications

Job Title: Lead Generator

Job Description: Telesales, booking appointments daily for my business consultant.

Reference: Nico

Phone Number: 0415171111

Date: 22/08/2016 – 31/10/2016

Reason for leaving: Offered a better position at Vodacom.

Organization: Vodacom Tygercelluler (franchise)

Job Title: Sales Consultant

Reference: Daniel

Phone Number: 041630545

Date: 01/11/2016 – 27/06/2017

Reason for leaving: Growth opportunity at Cellucity

Job Description:

- Signing of new line contracts.
- Assisting client in upgrading
- Cellular sales
- Promoting of new handsets
- Technical data support and device setup
- Booking in for repairs of Vodacom devices
- Assisting clients with complaints regarding accounts.
- Assisting clients in choosing correct price plans
- Stock taking
- Account payments
- Reactivation of arrear accounts
- Cash up
- Sales of accessories
- Reaching company sales targets
- admin related work submitted to head office for review and approval
- Blacklisting and blocking of stolen devices
- Trained on Vodacom systems,

Organization: Cellucity (Vodacom)

Job Title: Sales Consultant/ Data Guru

Reference: Francois Wright

Phone Number: 041 363 4601

Date: 01/07/2017 – 31/05/2021

Reason for leaving: Relocated for a management opportunity.

Job Description:

- Signing of new line contracts
- Assisting client in upgrading
- Cellular sales
- Promoting of new handsets
- Technical data support and device setup
- Booking in for repairs of Vodacom devices
- Assisting clients with complaints regarding accounts

- Assisting clients in choosing correct price plans
- Stock taking
- Account payments
- Account queries
- Cash up
- Sales of accessories
- Reaching company sales targets
- All admin related work and assisting manager with other related tasks
- Blacklisting and blocking of stolen devices
- Trained on Vodacom pos systems

Organization: Hogsback Medical Practice

Job Title: Practice Manager

Reference: Anne- Marie Delport

Phone Number: +27 82 827 7795

Date: 15/06/2020 – 31/10/2021 Reason for

leaving: Dr Delport passed away.

Job Description:

- Managing two practices (Hogsback as well as Graaff Reinet)
- Doing cash up
- Managing staff
- Assisting with reception duties
- Billing and invoicing patients
- Dealing with medical claims
- Scheduling appointments for Dr. Delport
- Managing account queries.
- Ordering of medical stock as well doing stock take of medical supplies
- Knowledge of ICD-10 codes, diagnoses, and billing.
- Working with MedEdi, Practice Perfect and Elle systems
- Basic HR
- Creditors & Debtors

Organization: The Wizard Sleeve

Job Title: Bartender & Waiter

Reference: Stuart Warren

Phone Number: 045 962 1031

Date: 4/12/2021 – March 2022

Organization: Away with The Fairies

Job Title: Promoted from Receptionist to Stock controller supervisor.

Reference: Monique

Phone Number: 045 962 1031 Date:

March 2022 – August 2022

Job Description:

- Receiving guests
- Booking them in on Kamooni
- Taking payments for accommodation and the small retail shop.
- Cash up
- Handling all stock of bar and restaurant.
- Liaising staff by making sure all orders are given out and done before shift ends.
- Working with customers and problem solving with invoices or disputes.
- Liaising with the owner Monique and Dan

Organization: Hog Island Cottage (Self Employed)

Job Title: Owner of a Self-Catering Accommodation

Phone Number: 082 898 0845 Date:

01/08/2020 – 31/03/2022

Job Description:

- Managing cleaning staff and making sure unit is within Covid 19 Regulations and standards.
- Managing bookings via Airbnb, booking.com.

Organization: Self Employed

Job Title: Tutor.

Phone Number: 073 699 3219 - Jonquiel

Date: 01/08/2021 – 31/10/2022

Job Description: I currently assist with extra classes in Math and Science. Organization:
The Edge

Job Title: Receptionist

Phone Number: 082 603 5246

Date: 26/07/2022 – 31/10/2022

Job Description: Receiving guests

- Booking them in on Semper
- Taking payments for accommodation and the small retail shop.
- Cash up
- Liaising with staff making sure all orders are given out and done before shift ends.
- Working with guests and assisting with disputes.

Organization: Self Employed

Job Title: Freelance Marketing and Advertising for small businesses.

Phone Number: 082 898 0845

Date: 01/08/2021 – 31/03/2022

Job Description: I advertise as well as designing logo's, posters as well as arrange camps for
horseback rides for River Running Horses for healing in Hogsback.

Organization: Dr Mandy Lyons Inc (Temp)

Job Title: Medical Receptionist

Reference: Dr Mandy Lyons

Phone Number: 041 373 4491 Date:

27/06/2022 – 08/07/2022

Job Description:

- Answering Calls, redirecting them to the relevant person.
- Making bookings for Dr M Lyons
- Assisting with claims with medical aids
- Billing Patients
- Ordering stock
- Knowledge of ICD 10 Codes
- Generating scripts
- Working on Practice perfect as well as Elle Organization: Happy Hogs (Temp)

Organisation: Happy Hogs

Title: Waiter

Reference: Rudi

Phone Number: 083 275 0030

Date: occasionally (2021 – 2022)

Organization: Chocolate shop (Temp) Job

Title: Cashier

Reference: Candy

Phone Number: 074 721 4885

Date: occasionally (2022)

Organization: The Beer Tasting Room (Temp) Job

Title: Waiter

Reference: Gemma

Phone Number: 072 492 6868

Date: occasionally (2022)

Organization: Pam Golding Gonubie

Job Title: Representative

Reference: Debbie and Sune

Phone Number: +27 82 909 1866

Date: 2022

Job Description:

- Took clients to show houses that were up for sale
- Helped clients in Hogsback with compliance certificates