**Ambika**
ambikaganthagoru@gmail.com

**SUMMARY:**

* Looking for a challenging career opportunity with a stable and respected company that will provide the opportunity for professional growth utilizing my skills to their fullest potential.
* Ten plus years of experience in Clinical Administration
* Good Knowledge about **US Staffing** which includes **full life cycle, direct hire and contract recruiting in the areas of IT**.
* Strong Hands on skill in **Internet search**.
* Can **negotiate with consultant according to client needs**
* Process excellent knowledge of recruiting process including **Sourcing, Interviewing, Reference checking, tracking, Salary Negotiations, and closing**
* Familiar with **US Time zones, Visa Types, Tax-terms and Payment Terms.**
* **Excellent communications and Interpersonal Skills.**
* Affable, professional, team player, can do attitude and ability to work independently in a technically challenging, fast paced environment.
* Willing to Work in **Night-Shifts.**

**COMPUTER SKILLS:**

* **Operating Systems:** Windows 98/2000/Me/XP
* **Office Applications:** Word, Power Point, Excel, Microsoft Outlook, Outlook Express

**EDUCATION:**

* Completed **B.com** in 2005 From Osmania University, Hyderabad
* Post Graduate Diploma in Computer Applications (**PGDCA**)

**EXPERIENCE:**

**Clinic, HYD 2006- 2015
Front Office In-charge/Doctors, Personal Assistant**

**Responsibilities:**

* Managing call sheets & appointments of doctors with proper time schedules.
* Associating with doctor while treatments
* Day to day handover total cash with proper bills to all doctors
* Giving proper counseling to every patient regarding medical prescriptions, future appointments Etc.,
* Fixing appointments to all medical representatives with doctors
* Train & Supervise Employees, day to day supervising housekeeping for clinic healthiness