***Educational qualifications***

* Master of Business Administration (MBA) - with HR and Marketing specialisation - St. Joseph Engineering College, Mangalore, India
* Bachelor of commerce (B.Com) - St. Aloysius College (Autonomous), Mangalore, India.

***Certifications***

* E-office 2010
* Advanced Excel

*********Achievements***

* Conducted Operation Strategy event named “**Nova’s Arc**” during “Zephyr 2016” a national level fest
* Taken part in SHRESHTA, INNOWIZ ETTIN, SENTIA, Linking Rings a National level fest during my academic year.

***Career Objective***

To work hard with complete enthusiasm for the success of the company objective under satisfying job contact, thus enhancing my ability and knowledge and prepared to be learning new things.

***Personal Quality***

* Can work under pressure
* Efficient management of time and task
* Ability to work in team as well as individual
* Honest, Self-motivated and Hard working

***Work Experience***

I have worked as front office receptionist in Mandovi motors Pvt ltd for a period of two months and my responsibilities were answering phones, greeting customers and direct visitors.

***Project Work***

* Total Quality Management in Mandovi Motors Pvt. Ltd, Mangalore (2016)
* Employee Satisfaction of Kanchana Hyundai Automobile Pvt. Ltd Mangalore (2014)

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| C:\Users\hp\Downloads\89..JPG  **WILMA**  [**WILMA.324711@2freemail.com**](mailto:WILMA.324711@2freemail.com) |