

CURRICULUM VITAE – JAMILAH A. CARAMAT



ADDRESS

Sta. Cruz, Agoncillo,
Batangas, Philippines

CONTACT

09266221133

E-MAIL

caramat65@gmail.com

DATE OF BIRTH

October 19, 1998

NATIONALITY

Filipino

LANGUAGES

English and Tagalog

SEMINARS ATTENDED

**Ascending to Successful
Hospitality Career Through
Personality Development
and Public Relations**

*Rizal Ave., Batangas City
April 2017*

**IHM INTEGRATION
TOWARDS GLOBAL
COMPETITIVENESS**

Batangas Convention Center
*Santa Clara, Batangas City
March 5, 2016*

**HEART OF BATANGAS
SEMINAR**

Club Balai Isabel
*Talisay, Batangas
March 16, 2016*

EDUCATION

2015 – 2020

Batangas State University

Bachelor of Science in Tourism Management

INTERNSHIP TRAINING

Taal Maranan's Farmville Inc.

Iba, Taal, Batangas

September 2019 – October 2019

- Greet, communicate with and welcome guests
- Notifies company personnel of visitor arrival
- Escort guests through the tour, taking breaks as needed
- Welcoming and sitting diners comfortably in the dining section
- Taking customers' food and drink orders
- Assisting with the tidying of tables, clearing leftovers and keeping the dining area neat and pleasant
- Setting tables and rearranging the dining area to accommodate larger groups
- Ensuring cooking utensils and kitchen area are cleaned after closing.

A.C. Travel and Tours Inc.

SM Batangas City

June 2019 – July 2019

- Attend to client's queries made both on the phone and via the Internet
- Prepared travel itinerary for clients
- Booked and arranged tours for clients
- Flight booking
- Assisting clients for PSA, Cenomar, Marriage Certificate, and Death Certificate
- Assisting clients for Passport Appointment and NBI appointment.

CHARACTER REFERENCES

Mr. Elroy Joseph C. Valdez

IHM Instructor

Batangas State University Main Campus I

Rizal Ave., Batangas City

09179880699

Ms. Chato May Villanueva

OJT Coordinator

Batangas State University

Rizal Ave., Batangas City

Ms. Sharmaine Brillo

IHM Instructor

Batangas State University Main Campus I

Rizal Ave., Batangas City

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