Abstract

This report is my cooperative education internship experience at Valeo Comfort and Driving Assistance Systems (Thailand) limited in BOI (Board of Investment) Department. It shows the work process in the car components company and shows my responsibilities encoding the import and export invoice data and the scrap data. The company had a lot of the document such as invoice, billing, and transport document. During the internship I had some problem with the daily import report and the scrap record. I will share ways to solve the problem from my weekly report.

My internship experience taught me a lot of skills including language, office, and interpersonal skills. I learned a lot of business concepts especially logistics. I will share it all in this report.

SPU CHONBURI