Abstract

Mitsubishi Elevator Asia Co., Ltd. is a famous company. The company products are elevator and escalator that are exported worldwide. They produce quality products. I want to know the process of work and produce of the product. So I decided to have my practicum here.

The purpose of cooperative education is to develop the student's English skills, to learn to solve the problem in any situation and to learn how to manage tasks.

I had the responsibilities to translate documents. I also helped the staff to attach bill of Lading (B/L), stamp Mitsubishi's logo in the documents, separate recycle paper, copy documents, scan documents and arrange documents.

I did not had the document to translate every day. So, I helped the staff's work when I did not had any document to translate. I did not have a private computer. So, I used the staff's computer who took a leave.

I did not face any difficult problem in the company because they assigned manage for each department to solve the problem. In every department, they have to manage their problem. So, I did not face any big problem.

SPU CHONBURI