Abstract

This report is about my private and professional experiences during my four-month Cooperative Education at Walker Exhaust (Thailand) Co.,Ltd.Walker exhaust is a manufacturer of parts and accessories for the type of motor exhaust.

I work at the Purchasing Department. I was assigned to work an assistant in purchasing department.

I check documents related to orders within the company by checking the operation of the program through the Systems Applications and Products (SAP). When the document review completed I had to bring order documents with prices ranging from 10,000 Baht to the General Manager to read the details of the order and the clearance order in that list. And I was assigned to serve on the translation and address of the supplier of new company and I had to translate documents from Thai to English and vice versa to be recorded in the SAP system and then take the documents sent to the Accounting Department for checking and approve in the system. Sometimes I do not understand with my work, so I ask my supervisor for help.

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