Abstract

I have completed my internship having the duration of eighteen weeks at EAT Thailand Company Limited, located in Bangplee Industrial Estate, Sumutprakarn Province which was near my house. It is a part of my Bachelor's Degree completion. It is my first time to work in a real workplace with officers during the period from 09 January, 2017 to 12 May, 2017. During my internship I had a lot of responsibilities, obligations and problems while I worked as a bill processing receptionist and an assistant import – export officer. In this report I have mentioned what experiences I had gained and problems I faced.

The report will show my internship duties and other responsibilities in office of ETA Thailand Company Limited. My responsibilities were receiving bills and entering data into system. Also I prepared shipment documents for import and export, checked import entry documents every day.

In this internship report I have described my experience and responsibilities with easy sentences to understand easily. I hope my experience of internship in this report would bring success.

SPU CHONBURI