Abstract

I have completed my internship having the duration of eighteen weeks at Pattaya Floating Market, located on Sukhumvit-Pattaya Road, Chonburi 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 take care of all booking and give information for customers. 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 Pattaya Floating Market. My responsibilities were taken care of all booking into cashier system. Also I prepared contract documents for tour company, checked booking by email 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.

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