Abstract

I choose to internship at Department of Foreign Trade (Region 3 Chonburi). The office is located at Sukhumvit Road, Bang Pra Sub-District, Sriracha District, Chonburi Province. To be the office have responsibilities about

1. Register and extend a card for requesting a permission granted paper for importing or exporting
2. Check before approving a product source guarantee document
3. Check for approving an import or export license for controlled goods
4. Get paid a fee of requesting document and release the certificate
5. Service any query about importing or exporting goods policy , cross-border trade , consideration points for granting a country about trading privilege

I was a trainee for learned and helped the staff such as stapling, printing, recording, rechecking a document about export and import. It makes me to use knowledge from session in the classroom.

SPU CHONBURI