Abstract

I have completed my internship for the duration of nineteen weeks at the International Institute for Trade and Development located in Chulalongkorn University, Bangkok which is an international organization. It is a part of my Bachelor's Degree requirement. It is my first time to work in a real workplace with officers during the period from 08 January 2018 to 18 May 2018. During my internship I had a lot of responsibilities, obligations and problems while I worked as an assistant to project manager. What experiences I have gained and problems that I faced.

The report will show my internship duties and other responsibilities in office of TSIX5 hotel. My responsibilities were receptionists. Also I prepared shipment documents for checking in and checking out, checked booking 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