Abstract

The workplace of my cooperative internship was M.J. Bangkok Valve & Fitting Company Limited. It is an importing company. It does trading business in tubes, valves and fittings from America. I was at this cooperative internship for 19 weeks as an Assistant trainee at the Customers Service Department for learning about English for realistic works in servicing customers in the organization. In addition, I had a chance to expand my knowledge and learn how to solve problems at work.

The report will show my internship responsibilities and duties in office of M.J. Bangkok Valve & Fitting Company Limited. In the first month, I learned about the company profiles and partner profiles including meaning of vocabulary which is about engineering and logistics and meaning of words of vendor partner and distributors including receiving shipment and recorded details on Excel that I made for my supervisor. And another thing was I studied the purchasing process with the customers. In the second month until fourth month, I was assigned to attempt at the preparing documents for the manager about preparing the documents for the audit of headquarter in Solon, Ohio, U.S.A.

In this internship report I have described my experience of internship with easy sentences to understand easily. I was lucky to work at the M.J. Bangkok Valve & fitting. I learned a great deal in my nineteen weeks of being an intern there.

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