Abstract

I have completed my internship having the duration of nineteen weeks at The Department of Business Development which is under the Ministry of Commerce. It is located at Banglamung close to the main Sukhumvit 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 08 January, 2018 to 18 May, 2018. During my internship I had a lot of responsibilities duties and problems when I worked as an Assistant Trainee. 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 Depart of Business Development, Ministry of Commerce. My responsibilities were to help affix seals and check documents. I helped affix seals on financial budget documents. Also I made copies for customers and introduced foreigners about how to write the application form when requested for Certificate of Company. Sometime, I arranged bills.

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

SPU CHONBURI