Abstract

I have completed my internship having the duration of nineteen weeks at I-Home Thai Property Company Limited, located in Pattaya, Chonburi Province. 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 and problems while I worked as a sales and Administrative assistant. 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 I-home Thai Property Company Limited. My responsibilities were service customer and coordinate office activities. Also I prepared rental agreement for officers,

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