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 and director of Regional Cooperation and Assistant Department. In this report I have mentioned what experiences I have gained and problems that I faced.

The report will show my internship duties and other responsibilities taking place in the office of the International Institute for Trade and Development. My responsibilities were to answer phone calls from participants from within the country and other countries. Also I searched for information about flights from Thai Airways through agency and contacted the hotel agency, and liaise foreign guests who visited the Institute.

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

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