ABSTRACT

I am a bachelor degree student in English for Business Communication Program at Sripatum University Chonburi Campus.This report has been written as a partial fulfillment for my Bachelor Degree. The requirement of Internship Training was from 20 August to 21 December, 2018 at Siam Food Products Public Company Limited.

The report will show my internship duties and other responsibilities in office of Siam Food Products Public Company Limited. My responsibilities were in Human Resources Department such as translating document from Thai to English and English to Thai, Checking security guard's documents, have to schedule place and time about the training, informing the repair on the zeal program.

In this internship report I have described my experiences during my internship period. The internship report contains an overview of the internship and the activities, tasks that I have performed during my internship. In this report, I have also described and reflected my learning objectives and personal goals that I have set during my internship period.

SPU CHONBURI