ABSTRACT

I am a bachelor degree student in English for Business Communication Program at Sripatum University Chonburi Campus. One of my main goals is to improve my English skill so I stated my internship as an assistant trainee at CP CONPRO as an intern. I decided to choose CP CONPRO because it is one of the best company and because of the best company they would have more time to teach me every aspect of the work. For me, it was a perfect start to become an assistant trainee because I would like to know all aspects of the work.

My responsibilities as an assistant trainee, in this position my duty was to help my supervisor with the work that I was assigned to do. As an assistant trainee I helped arrange the orders list every day. Every morning I had to print the orders list for my supervisor. And I would have to compile every list of orders and other important documents into the correct folders. My responsibilities as an assistant trainee were, I had to type up the customers' names, names of companies, the addresses and the goods codes. All of these information I had to type up on Microsoft Word Excel.

In this internship report I have described my experiences during my internship period. The internship report contains an overview of the internship, 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.

SPUC CHONBURI