Abstract

This report has been written as a partial fulfillment for my Bachelor Degree. The requirement of Internship Training was from 01 February to 31 May, 2019 at Thai ADK Engineering Co., Ltd. I was at this cooperative internship for 17 weeks as an Assistant trainee at the Accounting and Finance Department for learning about finance and administration within the organization. In addition, I had a chance to expand my knowledge and learn how to solve problems at work.

The report will show my internship responsibilities and duties in office of Thai ADK Engineering Company Limited. In the first month, I learned about the company profiles and partner profiles including translating English emails which were about engineering and meaning of purchase orders and quotations, and I recorded company's receipts and expenses on Microsoft Word that I made for my supervisor. And another thing was I studied to use the machines. In the second month until fourth month, I was assigned to go out to buy materials and meet customers.

SPUC CHONBURI