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 Jan 7, 2019 – May 10, 2019 at VIKING Life-Saving Equipment (Thailand) Ltd.

The report will show my internship duties and other responsibilities in office of VIKING Life-Saving Equipment (Thailand) Ltd.

My responsibilities were Purchasing Assistant, LR Department such as Material Planning to ensure raw material are sufficiently for production, Monitor stock levels according budget and place order as needed, Maintain and update correct master data relate to raw materials, Track order and ensure timely delivery, Coordinating relate parties Shipping staff, warehouse staff for smooth inbound shipment and Coordinating Logistic Coordination to determine delivery date of spare part for selling.

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.

SPUC CHONBURI