Abstract

I have completed my internship for the duration of eight weeks at Patt Serviced Apartments. It is a part of my Bachelor's Degree requirements. It is my first time to work in a real workplace with officers from 13 January 2020 to 08 March 2020. During my internship I had a lot of responsibilities, obligations and problems while I worked as a receptionist. 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 at Patt Serviced Apartments. My responsibilities were to answer phone calls from guides, check in, check out, and update profiles of guests. When sometimes guests had problems, my duty was to fix and take care of them as best as I could. 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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