ABSTRACT

I am a bachelor degree student in English for Business Communication at School of Liberal Arts of Sripatum University Chonburi Campus.

I have completed internship having duration of ten weeks at the UCIFoamer (Thailand). It is located in Laem Chabang Industrial Estate, Free Export Zone 1 Thailand. I have done my internship in the position of Assistant Importer and Exporter.

The reason I chose an internship here was because I wanted to learn the experience of working in the field of import and export.

The report will show my internship duties at UCIFoamer (Thailand). This report includes my responsibilities, such as contacting customers and preparing of documents for customs clearance and delivery of orders.

I hope that this internship report will benefit EBC students and will be useful for me too. This will become a great part of my vocational program and will be able to develop my future career.

SPU CHONBURI