ABSTRACT

I am a fourth-year student at School of Liberal Arts at Sripatum University in Chonburi. My major is English for Business Communication. I completed my internship for the duration of thirteen weeks at Mosaik Company Limited. This report is a part of my Bachelor's Degree requirement.

During my internship, I had a lot of responsibilities, obligations and problems while I worked as a front desk officer. I have mentioned what experiences I have gained and problems that I faced.

Inside, you will find both my career goals and my own personal objectives. There are chapters which discuss about self-analysis. In the following chapter a description of the duties and responsibilities that assigned to me by my manager has been given. Also, the chapters would describe about problems and solutions which I encountered on my internship. Finally, I gave summary on the internship experience and suggestion for the future internship students.

I hope this report would share about my workplace that look good as a place for everyone. I tried to write my reports with easy sentences to understand easily. I hope my experience of internship in this report would bring success.

SPU CHONBURI