Abstract

Summarize of the finished working as a trainee at LaemChabang Port in a public relations position. The manager assigned me the jobs; Welcoming and servicing the attendees both Thai and foreigner and Receive and send documents to other departments. The report objectives are getting to know aboutprocess working, acknowledge the problems and solution, practicing English skills, andharvest experiences. The report's information has been informed about job. However, I hope this report will be useful which can make other studies more get to know about job. This report is a part of English for business communication major; Liberal Arts. Sripatum University Chonburi Campus.

SPU CHONBURI