Topic: Cooperative Education Report at Koko Global Hospitality (Kokotel Pattaya South Beach)

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Abstract

The purpose of this report was to explain the aspects of my work in the internship program at Koko global Hospitality (Kokotel Pattaya South Beach). The duration of the internship program started from January 8, 2024 to May 4, 2024. The total duration was 16 weeks.

I was assigned by my supervisors to work and support at the Reception and Food & Beverage Department. My work was related to receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. I also answering forwarded incoming phone calls. My work also included receiving and sorting daily mail and preparing the breakfast line, selling the beverages.

From my internship program, I received many benefits such as planning before working carefulness in working, time management, my communication skill and self-adjustment improvement. These things will help me develop my work in the future.

SPU CHONBURI