ABSTRACT

An internship is one of the requirements for EBC students to graduate from the university. The aim of this internship is to improve students with more knowledge and work experience. This internship program was held at Intertots Trilingual school. The internship program ran from 8 January to 5 May 2024. This internship report represented a case study of being a regiistion admin and finance officer. Therefore, I used my internship experience to write this report.

I hope this report will be useful to readers or those interested in working in school.

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