

Project Title : The working procedures in the Customer Contact Department
Credits : 5 Credits
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Degree : Bachelor of arts
Major : English Business Communication
Faculty : Liberal Arts
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Abstract

Naka Jewelry and Uniform Company is located at 21/62 Soi Kanjanapisek 0010 Kanchanapisek Road, Bangkhae, Bang Khae, Bangkok 10160. The company manufactures, sells and distributes apparels, uniforms, suits. The company is also a manufacturer of silver jewelry and goods export abroad. During Cooperative Internship Program from 28 May 2018 to 14 September 2018, we have worked in the Customer Contact Department. We were assigned the task of contacting customers both inside and outside of the country. We also made an appointment to meet with clients, send email, and quotations, and other assigned tasks.

According to the above assigned tasks, we decided to do the project under the name of “The working procedures in the Customer Contact Department” the content in this project will be divided into 3 sections: 1) The position and obligation of the customer contact Department. 2) Business vocabulary and Costume vocabulary. 3) English sentences and expressions used in various situations.

Keywords : Duties , Vocabulary , Sentence in various situations.

Approved by
