

CHAPTER IV

CONCLUSION

PT. Dwi Mandiri Trans is an international trading company. Besides handling export-import, this company also handles custom clearance and local handling. PT. Dwi Mandiri Trans located on Jl. Teluk Kumai Barat no. 131 Surabaya.

The writer doing her internship at PT. Dwi Mandiri Trans for one month as an export operational staff. As an operational staff in, the writer had to learn about all the things related to business correspondence, such as knowing abbreviation used and also learn how to communicate with the exportees, carriers and PT. Dwi Mandiri Trans overseas partners either by phone call or through email.

During the internship, the writer gained many new experiences. The writer had a chance to meet a lot of new people and feel the work atmosphere. It was such an unforgettable experience that the writer had to communicate with many foreigners either by phone or email.

The writer hopes that her experiences in this internship will be useful for her and other people especially the students who want to do internship in international trading company. She expects that the student who want to do internship can do the best because this opportunity is very useful for them. After all, doing the internship in PT. Dwi Mandiri Trans was such a great experience.

The writer suggest for English Diploma program to be more required to improve and update the material about English for Office Management and Business Correspondance. The writer also hopes that PT. Dwi Mandiri Trans will be more successful in the future.

If the PT. Dwi Mandiri Trans became more successful, the writer who had intern there will also be more considered.

