**Student Progress Report**

The purpose of this form is to maintain a brief memo of student’s progress and supervisor reviews. The supervisor who monitors the student's performance during this period should fill out the form and mail this form to the UCSY supervisor or place it in a sealed enveloped and give it to the student to bring it back to the UCSY.

Company/Organization Name: BizLeap Technology

Student Name Htet Htet San

**Student’s daily activities Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Date** | **Assigned Tasks/ Description of work** | **Completion status** | **Remarks** |
| **1** | **9.7.2018** | **Office Holiday** |  |  |
| **2** | **10.7.2018** | **1.Listening English**  **2.Data Entry for Bizleap Human Resource Application** | **Done** |  |
| **3** | **11.7.2018** | **1.Listening English**  **2.Test Bizleap Human Resource Application by test scripts** | **Done** |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Supervisor’s Comment

Please comment on the intern’s work during this period



Supervisor Name : 

Signature : 

Date :

Title and contact : 