

Internship Weekly Report

COVER PAGE INFORMATION

Student's Name: Afintinni Aquilla

WEEKLY REPORT

From: 2/08/21

To: 6/08/21

Name of Company: BOHLAR INTEGRATED SERVICE LIMITED

Number of Hours Worked this Week: 38 HOURS

WEEKLY SUMMARY

Responsibilities	% Time
1. completed and submitted PNG commissioning files	20%
2. Compiled staff Data for auditing	30%
3. Compiled Bohlar's assets with full description for auditing	40%
4. Update Site staff attendance	10%
Total	100%

Additional Activities:

List of any holidays, personal days and days missed this week: