1. Please verify (Is it correct information?):  
• Company Name: DHL Express (Cambodia) Ltd.,  
• Company Address:Unit 575 A-B-C of California Social House 571 – 575,

Russian Federation Boulevard, Phn om Penh, Cambodia

2. Number of interns (s): Please verify (Is it correct information?):  
• SNA: IT Network Intern (what Position/title?)  
• WEP: 1   (what position/title?)

3. Programming Language (What programming language does the company use?)

-The programming language the company uses is English.

4. Laptop (Does the company provide laptops to students using or do students need to use their own?)

-The company will provide a desktop to students.

5. Internship Main Tasks (What will students do during the internship?)

-Students will do some tasks as below:

* Support User helpdesk
* Participate in the configuration and installation of Network Architecture.
* Assist in the first line of support for network infrastructure.
* Troubleshooting configuration issues involving software conflicts, hardware problems, network protocols.
* Assisting staff with the proper operation of the system.
* Deploy new desktops/laptops to new users
* IT Asset Update in System
* Maintenance & Cleaning CIA Scanning Station, Scanner, Printer
* Monitoring the health of the overall network, reporting problems and incidents as necessary.
* Working with external vendors and support providers as required.
* To support admin work assigned by Executive Service Management.

6. What are your requirements (Skills and Personality)?: (please attach job description)

-The job requirements as below:

* Bachelor degree in Information Technology
* Good command in English both writing and speaking
* Basic knowledge of the IT infrastructure including network, application, systems and operational support

7. Internship Supervisor (Who will supervise students in the company?):  
• Name: Young Ponloeu   
• Position: HR Executive   
• Mobile: 096 555 5360  
• Email [ponloeu.oung@dhl.com](mailto:ponloeu.oung@dhl.com)