



On the Job Training Narrative Report

NARRATIVE REPORT (AMPC Trainee)

On-the-job training (OJT) is one of the best training methods because it is planned, organized, and conducted at the employee's worksite. OJT will generally help the students to increase their productivity and skills. It also helps the students to become a young professional. This is one of the method by which students are able to apply the theories and computations that they have learned from school. It also helps the students to acquire relevant knowledge and skills by performing in actual work setting.

May 28, 2013 was my first day of internship at Ayala Multi-Purpose Cooperative located at 8th floor, 111 Paseo De Roxas Building; Paseo De Roxas corner Legaspi street Makati City. During the first day of my training, I and my classmate whom also may co-trainee were first introduced to the head officers and also to the other employees of the company then we're given some brief information on how the company runs and what are the services they offer. After that, we've been oriented on the system used by the company and how they utilize it, and the accounting procedures that they use to treat for the accounts. On the proceeding time I was first tasked to do some clerical works like filing and sorting of stock certificates of a different person from the different companies.

On my training days, I was first taught by Sir Mackey which is the accounting head of Ayala Coop; he taught me how to check the total shares of the members and how to separate the terminated and active members. I was also taught on how to check and encode the new balmori codes of the members of the coop and other transactions under Sir Jennifer Luyun. Although I am only an OJT Trainee I was also entrusted by Ms. Emily Montino which is the IT head supervisor, to check the amortization schedule of the members where the types of loans are included and how much their loan is.

Since I am a OJT trainee, I was supposed to undergo other business job which was I have to train at the Customer Service for me to learned on how to deal with the customers as well as to be able to apply of what I've learned from my customer relation subject. At the Customer Service I am under the supervision of Ms. Frances Joy De Asis and Sir Arnel Balmes whom they taught me about the loans at AMPC as well as the loan process, answering telephone calls same as answering the emails and how to check for the vouchers of the clients and most especially on how to deal with the customers. I was also entrusted by Ms. Joy in checking and encoding of the Cheque of the members whom it is for their monthly payment in their loan and also I learned how to find the and check the Official Receipt of the customers.

As time went by, I learned to value intimacy and close-knit relationship with my co-trainees and superiors. I learned principles of archiving. I learned to handle my responsibilities and I also observed proper time management and a

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M Carnoy



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The Top Books of the Year Sample Of Narrative Report For On The Job Training The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This spellbinding historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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