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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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Raffaela Di Napoli

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Table of Contents Sample Of Narrative Report For On The Job Training

- 1. Understanding the eBook Sample Of Narrative Report For On The Job Training
 - The Rise of Digital Reading Sample Of Narrative Report For On The Job Training
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Sample Of Narrative Report For On The Job Training
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Of Narrative Report For On The Job Training
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Sample Of Narrative Report For On The Job Training
 - Personalized Recommendations
 - $\circ\,$ Sample Of Narrative Report For On The Job Training User Reviews and Ratings
 - Sample Of Narrative Report For On The Job Training and Bestseller Lists
- 5. Accessing Sample Of Narrative Report For On The Job Training Free and Paid eBooks
 - Sample Of Narrative Report For On The Job Training Public Domain eBooks
 - Sample Of Narrative Report For On The Job Training eBook Subscription Services
 - Sample Of Narrative Report For On The Job Training Budget-Friendly Options
- 6. Navigating Sample Of Narrative Report For On The Job Training eBook Formats

- o ePub, PDF, MOBI, and More
- Sample Of Narrative Report For On The Job Training Compatibility with Devices
- Sample Of Narrative Report For On The Job Training Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Of Narrative Report For On The Job Training
 - Highlighting and Note-Taking Sample Of Narrative Report For On The Job Training
 - Interactive Elements Sample Of Narrative Report For On The Job Training
- 8. Staying Engaged with Sample Of Narrative Report For On The Job Training
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Of Narrative Report For On The Job Training
- 9. Balancing eBooks and Physical Books Sample Of Narrative Report For On The Job Training
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Of Narrative Report For On The Job Training
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Of Narrative Report For On The Job Training
 - Setting Reading Goals Sample Of Narrative Report For On The Job Training
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Of Narrative Report For On The Job Training
 - Fact-Checking eBook Content of Sample Of Narrative Report For On The Job Training
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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