





SİNTEK Internship Report

Department	Contract Management Department
Intern Full Name	Zeynep Arslan
Intern Address	Çayyolu/Çankaya/Ankara, Alacaatlı Mah., 3325. Sokak, Rönesans Neva Konakları, B3 Blok, No:1, 06810
Start Date	02.09.2024
Completion Date	13.09.2024
Total Weeks	2
Supervisor	Hatice Bolcal Contract Manager
Supervisor Registration Number	20288178376
Date & Signature	Stamp  <p>SİNTEK İNŞAAT ENDÜSTRİYEL TESİSLER A.Ş. Mutlukent Mah. 1978.Cad. No:18 Çankaya/ANKARA Doğanbey V.D. 7210648675 Tel: 0312 475 32 32-39 Fax: 0312 475 32 40 Mersis No: 0771064867500001 www.sintek.com.tr</p>



SINTEK Work Summary

Week	Work Content
Week 1	Introduction: The intern was introduced to the company operations at Sintek İnşaat Endüstriyel Tesisler A.Ş., touring headquarters office and workplace to learn about the aims and workflows of the offices.
	Assistance: The intern assisted Contract Management Department with the jobs of preparation of contract and reporting of contract. The intern shadowed in the quality control unit to learn about the subject of quality assurance certificates, how companies obtain them, and how they help companies conduct business internationally.
Week 2	Research: The intern researched quality assurance certificates and created a list of what certificates Sintek currently holds, for what, when they were taken, when they should be renewed and how.
	Research: The intern researched and analysed the internal makeup of the company operations at Sintek İnşaat Endüstriyel Tesisler A.Ş., creating a map of which departments are connected to which in what capacity.
Supervisor	Hatice Bolcal Contract Manager
Date & Signature	Stamp  <p>SINTEK İNŞAAT ENDÜSTRİYEL TESİSLER A.Ş. Mutlukent Mah. 1976.Cad. No:18 Çankaya/ANKARA Doğanbey V.D. 7710648675 Tel: 0312 473 32 38-39 Fax: 0312 473 32 40 Mersis No: 0771064867500001 www.sintek.com.tr</p>