

# Internship Experience

WTS China

## — Haroun Ahmed

Four-Week Internship · WTS China

### Introduction

I would like to express my sincere gratitude to WTS China for giving me the opportunity to complete a four-week internship with the company. During these four weeks, I gained insight into the day-to-day operations of an international professional services firm, developed new workplace skills, and learned from experienced colleagues in a welcoming and supportive environment.

### Key Responsibilities

Throughout my internship, I was assigned a variety of tasks that allowed me to contribute to different projects across the office:

- Using Microsoft Excel and Outlook to organize information and communicate effectively within the office.
- Creating and adjusting document layouts in Microsoft Word for professional publications.
- Proofreading newsletters and publications; checking grammar, spelling, formatting, and consistency before finalization.
- Translating certificates and other documents, ensuring accuracy and consistency with the originals.
- Attending webinars and summarizing content on international taxation, equity compensation, global mobility, and cross-border tax matters.
- Producing a one-minute introductory video about WTS China — from research and scripting through to narration, visual sourcing, and editing in CapCut.
- Providing ad hoc support to colleagues across departments whenever required.

### Skills & Knowledge Gained

Professional Skills	Industry Knowledge
<ul style="list-style-type: none"><li>• Attention to detail</li><li>• Document formatting &amp; layout</li><li>• Research &amp; writing</li><li>• Organizational &amp; time management</li><li>• Microsoft Office (Word, Excel, Outlook)</li></ul>	<ul style="list-style-type: none"><li>• International taxation</li><li>• Equity compensation</li><li>• Global mobility</li><li>• Cross-border tax matters</li><li>• Translation &amp; proofreading</li></ul>

## Reflections

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One of the aspects of the internship that stood out to me most was the feedback culture at WTS China. After completing each task, my colleagues took the time to review my work carefully and let me know both what could be improved and what I had done well. This kind of honest, constructive feedback, combined with genuine acknowledgment when work met the standard made a significant difference to how quickly I developed. Rather than simply completing tasks and moving on, I was able to reflect on each piece of work and approach the next one with greater confidence and attention to detail.

Every task, regardless of its size, gave me the opportunity to learn something new and better understand how different departments work together to support the firm's daily operations. Attending webinars on tax topics that were entirely new to me at the start of the internship helped me develop a genuine appreciation for the complexity and breadth of international tax advisory work.

## Closing Gratitude

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Overall, my four-week internship at WTS China has been a truly rewarding experience. I gained practical workplace exposure, developed a range of transferable skills, and grew more confident working within a professional office environment. I would like to sincerely thank my managers and colleagues for their patience, guidance, and support throughout. The knowledge and experience I have gained here will stay with me as I continue my studies and pursue my career.

## Photos

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