

MR. TENZIN KUNCHOK

Rajamangala University of Technology Thanyaburi
Period of Training: 15 March 2010 – 15 May 2010

Personal Information

Address: House no. 40/2 107,
Preuksa B, Klong-, Kloungluong,
Pathumthani 12120 Thailand
Contact No.: +668 XXX XXXXX
Birth date: November 11, 19XX
Email Address: -----



RESPONSIBILITIES:

Tenzin did his training with the Accounting, Auditing and Marketing Team of Panwa Group of Companies under the supervision of Mr. Prasert Poothong and Ms. Myra Bago. His supervisor for auditing is Ms. Sugunya Kankhum and for accounting and tax is Ms. Siriporn Muangbanchong. During his training, he is responsible in accounting jobs such as vouching income and expenses, vouching asset and liabilities, drafting financial statement and preparation of supporting documents. As part of his training, he became responsible to do the monthly accounting report for a specific client in order for him to learn the whole accounting cycle for the business.



In the above photos, Tenzin is assigned to make presentation for his fellow trainees about the basic knowledge on accounting, auditing and tax in Thailand as well as the usual business process of the company in rendering services to its foreign and local clients including background of Panwa Group and regulation and law for investment in Thailand. This task aimed to train Tenzin not only to know the basic information about the company but also to present in front of his fellow trainees who are not native listeners and speakers of English.

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Tenzin together with his supervisors Mr. Prasert Poothong & Ms. Myra Bago merely focused on the marketing aspects of the company. At a given time, Tenzin contributed his ideas and suggestions to improve the marketing capability of the firm not only on the company's website but also on reaching out the company's old and new clients. The below photos shows part of his daily activities which is to check the ratings of Panwa Group in the search engines such as Google, Yahoo and MSN. Meanwhile, he also checks the performance of web link sites of Panwa Group on a weekly basis.



(Below) Tenzin was trained not only in marketing but also in the fields of audit and accounting. For accounting, Tenzin has been trained to classify the accounts on its respective vouchers, key in the accounting software, matching the accounts in file with the printed out ledgers, reconciliation, updating the details of each account and preparation of financial reports such as Balance Sheets, Income Statement and Cash Flow specifically for a particular client. As for auditing, Tenzin had the chance to join with the audit team on audit field work whereas she learned how to analyze the accounting documents and check the accuracy of the recordings that the client has provided. Like the local interns, he even learned how to prepare and issue the original financial statements for submission to the government department.





(From left to right) Tenzin with the Auditing Supervisor, Ms. Sugunya Kankhum. With the Company Manager, Ms, Chontira Musikeao. With the Accounting and Tax Supervisor, Ms. Siriporn Muangbanchong.



Tenzin along with the local interns



Tenzin and local interns with the Auditing and Accounting Team



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15 May 2010

Mr. Tenzin Kunchok
House no. 40/2 107, Preuksa B, Klong-,
Klounluong, Pathumthani, 12120
Thailand

Dear Mr. Kunchok,

We thank you for rendering your internship training in Panwa Group of Companies. For the past 2 months, we acknowledged your dedication, perseverance and cooperation in doing such responsibilities as part of your training. Indeed, we really appreciated your presence here in our company not only as a trainee but also as part of our team and family. The friendship that you built with our team will always be remembered.

We wish you good luck in your next endeavor. We are also looking forward to your success in the future.

Yours truly,

A handwritten signature in blue ink that reads "Prasert. P." with a stylized flourish at the end.

Mr. Prasert Poothong
Managing Director
Panwa Group of Companies
C.P.A. (Thailand) 5741