

09:PGT.005

MS. APINYA INSUNG (Mai)

Rajamangala University of Technology (Phra Nakhon)
Period of Training: 2 March 2009 – 23 May 2009

Personal Information

Address: 31/1 Soi Ladphrao 33 Chankasem, Chatuchak,
Bangkok 10900

Contact No.: 083-7774966

Birth date: 31 December 1989

Email Address: Lovely_JaJa2532@hotmail.com



RESPONSIBILITIES:

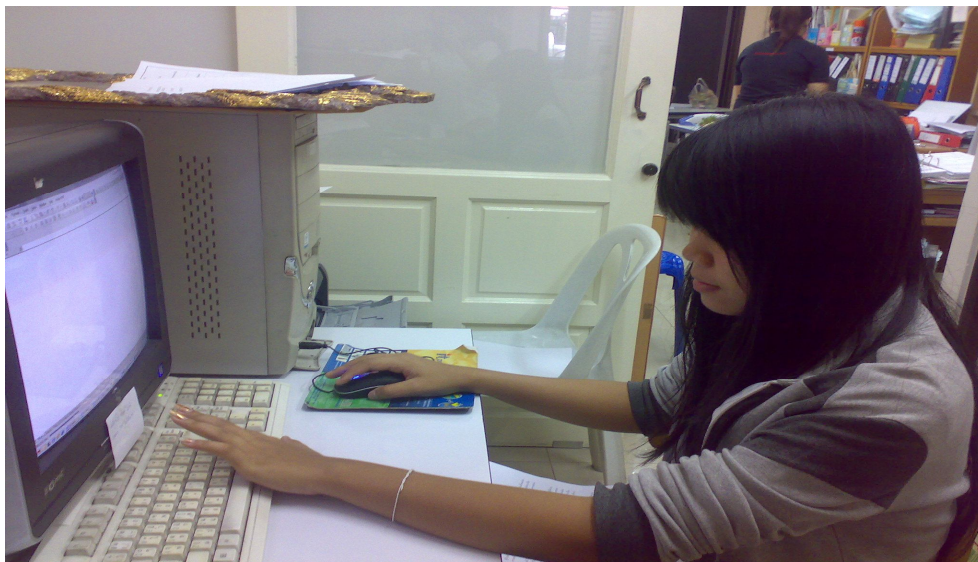


The above photo shows Mai with her trainer, Ms. Wannida Sarikha briefing and explaining an audit job. Through this, Mai is responsible to finish the tasks that Ms. Sarikha will assign to her. Normally, the order will be coming from the Audit Supervisor and the job overview and orientation will be done by the trainer inside the office or within the client company when they are outside to do audit. The trainee in return will do audit according to the scope and procedures that her superiors explained. At the completion of the job, the trainee will be able to learn how to audit a particular account, accounting report and financial statements of the client company.

09:PGT.005



Mai was trained to check, review and verify accounts based on the documents provided by the client such as vouchers, receipts, invoices, trial balances, monthly reports and financial statements. Her trainer will review her job and then pass to the Audit Supervisor for the approval.



Mai was also trained on how to issue financial statements for the client company. From here, she must follow the standard format, proper usage of words and presentable file of documents for submission to the client and related government departments.



1560 Lardprow Rd., Kwangwangthonglang, Wangthonglang
Bangkok 10310 Tel : 0-2933-6121—2 , Fax: 0-2933-6120

09:PGT.005

23 May 2009

Ms. Apinya Insung
31/1 Soi Ladphrao 33 Chankasem, Chatuchak,
Bangkok 10900

Dear Ms. Insung,

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