

## **MS. MALINEE KAEWLAOYONG (Hong)**

Maharakham University

Period of Training: 16 March 2009 – 29 May 2009

### **Personal Information**

Address: 109 Moo 7 T. Haysok, A.Banphue  
Udonthani 41160 Thailand

Contact No.: 086-8274261; 042-28277

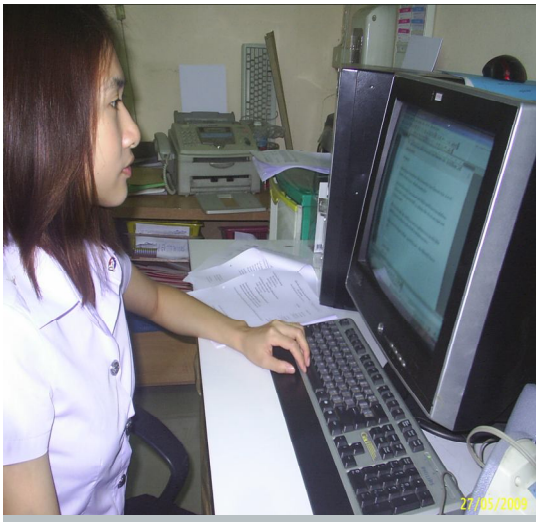
Birth date: 19 January 1987

Email Address: [moonay\\_19@hotmail.com](mailto:moonay_19@hotmail.com)



### **RESPONSIBILITIES:**

Hong had her training with the Accounting Team under the supervision of Ms. Siripom Muangbanchong. Her trainer is Ms. Wilailuk Chintanoo. Her main responsibilities focused on the accounting of client company's accounts. Aside from accounting, part of Hong's training is to visit and file the documents at Ministry of Commerce and the Revenue Department.



Hong also learned how to do bookkeeping, key in software, preparation of details and reconciliation, draft of financial statements, supporting documents for submission, preparation of monthly tax and keep in file and issue/dispatch.

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In this photo, the Audit Supervisor teaches Hong to draft financial statements



Hong with the rest of the Accounting Team and other trainees



Hong and other trainees with the Managing Director, Mr. Prasert Poothong

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29 May 2009

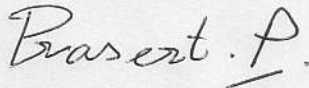
**Ms. Malinee Kaewlaoyong**  
109 Moo 7 T. Haysok, A.Banphue,  
Udonthani 41160 Thailand

Dear Ms. Kaewlaoyong,

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,



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