09:PGT.010

MS. NANTHIDA KAEWKOONORK (Took)

Mahasarakham University
Period of Training: 16 March 2009 – 29 May 2009

Personal Information
Address: 34 Moo 14 T. Kan, A. Wapeepathum,
               Mahasarakham 44120 Thailand
Contact No.: 087-8046048; 084-2647280
Birth date: 17 January 1987
Email Address: nantida_ttt@hotmail.com

RESPONSIBILITIES:

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

Took is also trained 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.

Took with the rest of the Accounting Team and other trainees

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

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29 May 2009

Ms. Nanthida Kaewkoonork
34 Moo 14 T. Kan, A. Wapeepathum,
Mahasarakham 44120 Thailand

Dear Ms. Kaewkoonork,

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,

Prasert. P.

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