

**MS. SANNE GRISPEN**

Hogeschool Utrecht, Netherlands  
Institute for Business Administration  
Period of Training: 1 October 2009 – 26 February 2010

**Personal Information**

Address: Supalai Park Phaholyotin 21,  
Ladyao, Jatujak, Bangkok 10150 Thailand  
Contact No.: +6681 XXX XXXX  
Birth date: May 18, 19XX  
Email Address: -----



**RESPONSIBILITIES:**

Sanne did her training with the Marketing, Accounting and Auditing Team of Panwa Group of Companies under the supervision of Ms. Myra Bago. Her trainers are Ms. Sugunya Kankhum and Mr. Wilailuk Chimtanoo. During her training, she is responsible in accounting jobs such as vouching income and expenses, vouching asset and liabilities, drafting financial statement and preparation of supporting documents.



In the above photos, Sanne is assigned to make presentation for her 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 regulation and law for investment in Thailand. This task aimed to train Sanne 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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(Above) Sanne together with her supervisor Ms. Myra Bago merely focused on the marketing aspects of the company. At a given time, Sanne contributed her 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. She has been responsible for doing research on the topics for knowledge and creation of proper wordings for marketing presentation as well as the presentation of new ideas on how to improve the marketing strategies of the company.

(Below) Sanne was trained not only in marketing but also in the fields of audit and accounting. For accounting, Sanne 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. As for auditing, Sanne 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.







Sanne with the employees of Panwa Group



Sanne with the employees of Panwa Group during their company trip; (left photo) the group along with Sanne visited a temple in Saraburi, (right photo) Sanne with the group after their Luge ride at Thongsomboon Club, Nakhon Ratchasima, Thailand



Sanne with the group including Mr. Prasert Poothong at Chalet de Kroong, Saraburi, Thailand



1560 Lardprow Rd., Kwangwangthonglang, Wangthonglang  
Bangkok 10310 Tel : +66-2933-6121—2, Fax: +66-2933-6120

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26 February 2010

**Ms. Sanne Grispen**  
Supalai Park  
Phaholyotin 21, Ladyao,  
Jatujak, Bangkok 10150  
Thailand

Dear Ms. Grispen,

We thank you for rendering your internship training in Panwa Group of Companies. For the past 4 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 horizontal line under the final period.

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