

MS. NUCHJIRA LAO-MUAD

Maharakham University

Period of Training: 15 March 2010 – 28 May 2010

Personal Information

Address: 99 Moo 6 Nayoong, Nayoong,
Udonthani 41380 Thailand

Contact No.: +668 XXX XXXXX

Birth date: April 27, 19XX

Email Address: -----



RESPONSIBILITIES:

Nuch had her training with the accounting and auditing team under the supervision of Ms. Wilailuk Chintanoo and Ms. Sugunya Kankhum. Her trainer is Ms. Panida Wichit. Her main responsibilities focused on the accounting of client company's accounts likewise drafting and preparation of the audited financial statements of the client company. She was also trained in doing auditing such as vouching of income and expenses, vouching of assets and liabilities, observation of stock taking and joining with the team in their audit field work.



The above photos show Nuch with other trainees, during their orientation meeting with the Managing Director, Mr. Prasert Poothong and the presentation of a foreign intern from Tibet regarding 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.

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Part of her training, Nuch is responsible to do bookkeeping, key in software, preparation of details and reconciliation, draft financial statements, vouching income and expenses, vouching assets and liabilities, preparation of monthly tax and visit and file at the government departments such as Ministry of Commerce and the Revenue Department.



Nuch with the Audit Supervisor, Ms. Sugunya Kankhum during one of their audit field work whereas Nuch learned how to audit the financial statements of a specific client

Nuch and the other local trainees had also experienced dealing with the foreign intern who helped them improved their English communication skills. Although for a limited time only, they have learned how to communicate in English inside the working environment which can be helpful when they start working after their graduation.



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



Nuch, the other trainees and the foreign intern from Tibet with the Accounting Team



Nuch with her Supervisor, Ms. Wilailuk Chintanoo and her trainer, Ms. Panida Wichit



Nuch and the other local trainees during their last day of training in Panwa Group



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28 May 2010

Ms. Nuchjira Lao-muad
99 Moo 6 Nayoong,
Nayoong Udonthani 41380
Thailand

Dear Ms. Lao-muad,

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