

11:PGT.005

## **MS. QUANJAI CHOBTAMKIT**

Nakhon Si Thammarat Rajabhat University, TH

Period of Training: 11 October 2010 – 11 February 2011

### **Personal Information**

Address: -----

Contact No.: -----

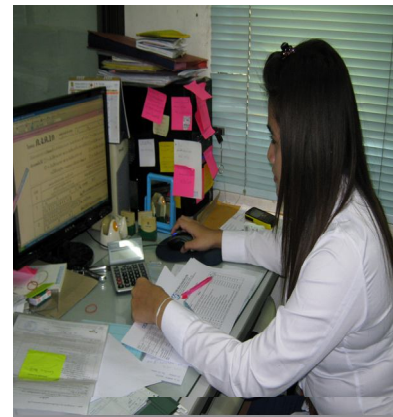
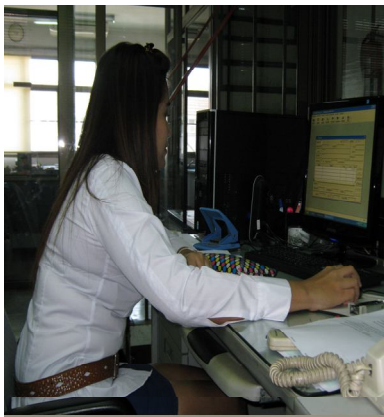
Birth date: February 18, 19XX

Email Address: -----



### **RESPONSIBILITIES:**

Paen had her training with the audit and accounting team under the supervision of Audit Supervisor, Ms. Sugunya Kankhum. 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.



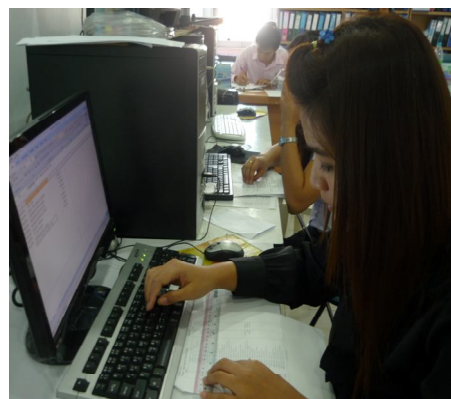
In the above photos, Paen has been responsible in doing bookkeeping, computation of taxes and preparation of tax forms for a certain client whereas she has to communicate and assist foreign clients who are not conversant in Thai language.

Paen 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. The photos in the next page show that Paen has participated in the presentation of the foreign intern from The Netherlands regarding the accounting and auditing procedures, tax structures and basic knowledge of investment in Thailand.

**11:PGT.005**



Through her Supervisor, Ms. Sugunya Kankhum, Paen has learned not only the basic knowledge of accounting but also the actual process in performing audit and accounting functions in a professional manner.



Part of her training, Paen 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.



Paen with other local trainees of Panwa Group



Paen and other trainees with Panwa Group Staff



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

11:PGT.005

11 February 2011

**Ms. Quanjai Chobtakit**  
39 Moo 7, Sub-District Teewang,  
Thongsong District, Nakhorn Si Thammarat 80110  
Thailand

Dear Ms. Chobtakit,

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, appearing to read "Prasert P.", with a stylized flourish at the end.

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