

MS. BENJAWAN BANMAI

University of the Thai Chamber of Commerce, TH

Period of Training: 1 November 2010 – 18 February 2011

Personal Information

Address: -----

Contact No.: -----

Birth date: February 15, 19XX

Email Address: -----



RESPONSIBILITIES:

Bow had her training with the audit and accounting team under the supervision of Tax Supervisor, Ms. Siriporn Muanbanchong and Mr. Surat Mukhom is her trainer. 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 that Bow is getting instructions from her Trainer, Mr. Surat Mukhom regarding the accounting procedures. She has also experienced working with the staff of Panwa Group in a way that she is a part of the team and not just a trainee. This is in preparation of her capabilities for the next step of her career after graduation.

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Part of her training, Bow 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.



Bow's workstation during her training in Panwa Group

Bow 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.

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Bow and the other local trainees with the foreign intern from The Netherlands



Bow with the staff and other local trainees of Panwa Group



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18 February 2011

Ms. Benjawan Banmai
11 Moo 1 Tambon Tarua, Amphur Pakplee,
Nakornnayok 26130
Thailand

Dear Ms. Banmai,

We thank you for rendering your internship training in Panwa Group of Companies. For the past 3 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 Poonthong
Managing Director
Panwa Group of Companies
C.P.A. (Thailand) 5741