

MS. KANOKWAN SIRI

Maharakham University

Period of Training: 1 March 2011 – 27 May 2011

Personal Information

Address: -----

Contact No.: +668 XXXX XXXX

Birth date: January 29, 19XX

Email Address: -----



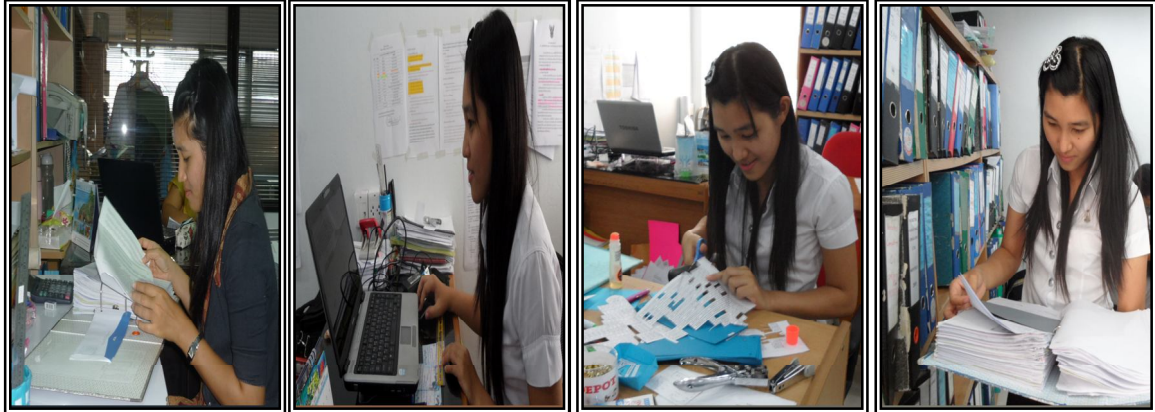
RESPONSIBILITIES:

Tal 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.



Tal 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 above photos show that Tal and other local trainees and staff have participated in the presentation of the foreign intern from The Netherlands.

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Part of her training, Tal 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.

The below photos show that Tal with the help of her Trainer, Mr. Surat Mukhom and other staff has experienced working 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.



The Accounting Team where Tal has been part of



Tal with her group on their training at Panwa Group



Tal and the Accounting Team participating in the Earth Hour Campaign at Panwa Group



Tal during the trainees and staff dinner at Mookata and in Panwa Group



Tal with other trainees and staff at Dream World during their one of team building trips



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27 May 2011

Ms. Kanokwan Siri
55 Moo 4 Kut Nam Sai Village,
Kut Nam Sai Sub district, Phanompri District,
Roi-Et Province 45140
Thailand

Dear Ms. Siri,

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 horizontal line underneath.

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