

MR. ADISAK YENCHAIYAPHUM

Maharakham University

Period of Training: 1 March 2011 – 27 May 2011

Personal Information

Address: -----

Contact No.: +668 XXXX XXXX

Birth date: May 28, 19XX

Email Address: -----



RESPONSIBILITIES:

M had his training with the audit and accounting team under the supervision of Tax Supervisor, Ms. Siriporn Muanbanchong and Mr. Surat Mukhom is his trainer. His main responsibilities focused on the accounting of client company's accounts likewise drafting and preparation of the audited financial statements of the client company. He 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.



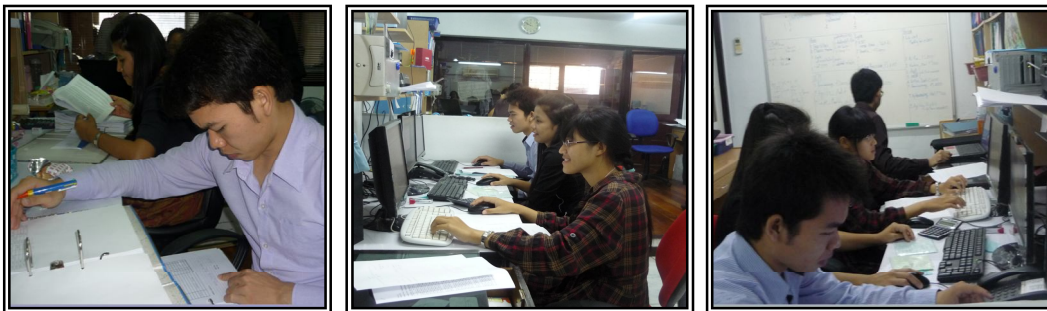
M and the other local trainees had also experienced dealing with the foreign intern who helped them improved their English communication skills. Although for a limited time only, they have learned how to communicate in English inside the working environment which can be helpful when they start working after their graduation. As shown in the above photos, M with other local trainees and staff has participated in a presentation of foreign intern from The Netherlands.

11:PGT.010

As shown in the photos below, M learned the usual accounting and taxation process of Panwa Group whereas he did not only learn the knowledge but also on how to apply it in the actual daily and monthly activities such as computation of taxes, preparation of tax forms and bookkeeping.



Part of his training, M 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. Thus, he has also experienced working in a way that he is a part of the team and not just a trainee. This is in preparation of his capabilities for the next step of his career after graduation.



The Accounting Team where M has been part of



M with his group on their training at Panwa Group



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



M with the staff of Panwa Group on their several Bangkok trips such as Wat Phra Kaew - Grand Palace (upper photos) and Wat Arun – Temple of the Dawn (lower photos)



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

11:PGT.010

27 May 2011

Mr. Adisak Yenchaiyaphum
71 Moo 10, Baan Nong Chim Village,
Nong Chim Sub district, Noen Sanga District,
Chaiyaphum Province,
Thailand

Dear Mr. Yenchaiyaphum,

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 the name.

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