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MS. SAMAPORN THONGMAI

Ramkhamheng University

Period of Training: 1 June 2011 – 3 September 2011

Personal Information

Address: -----

Contact No.: +668XXXX XXXX

Birthdate: February 17, 1988

Email Address: -----



RESPONSIBILITIES:

Ten had her training with the accounting and auditing team under the supervision of Audit Supervisor, Ms. Sugunya Kankhum 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 has also experienced doing auditing such as vouching of income and expenses, vouching of assets and liabilities, observation of supporting documents and joining the team in their audit field works.



Ten 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 will start working after their graduation. As shown in the above photos, Ten with other local trainees and staff has participated in a presentation of foreign intern from France.

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As shown in the photos below, Ten learned the usual accounting and taxation process of Panwa Group whereas she 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.



As part of her training with the help of her supervisor, Ms. Sugunya as below shown, Ten 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 to be filed at the government departments such as Ministry of Commerce and the Revenue Department. Thus, she joined the audit team and did the responsibilities like junior staff. Hence, this will prepare her on the next step of her career after graduation.



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Ten with her group during training at Panwa Group



Ten with other local trainees and staff during the last day of her training

27 September 2011

Ms. Samaporn Thongmai

Dear Ms. Thongmai,

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 appreciate your presence here in our company not only as a trainee but also 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 Poothong
Managing Director
Panwa Group of Companies
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