

09:PGT.012

MS. ANUSARA WAIKID

Ramkhamheng University

Period of Training: 7 September 2009 – 5 December 2009

Personal Information

Address: 24 Ladprao 47, Ladprao Road, Kwangthonglang,
Wangthonglang, Bangkok 10310 Thailand

Contact No.: +66-89-xxxxxxx

Birth date: December 10, 19xx

Email Address: -----

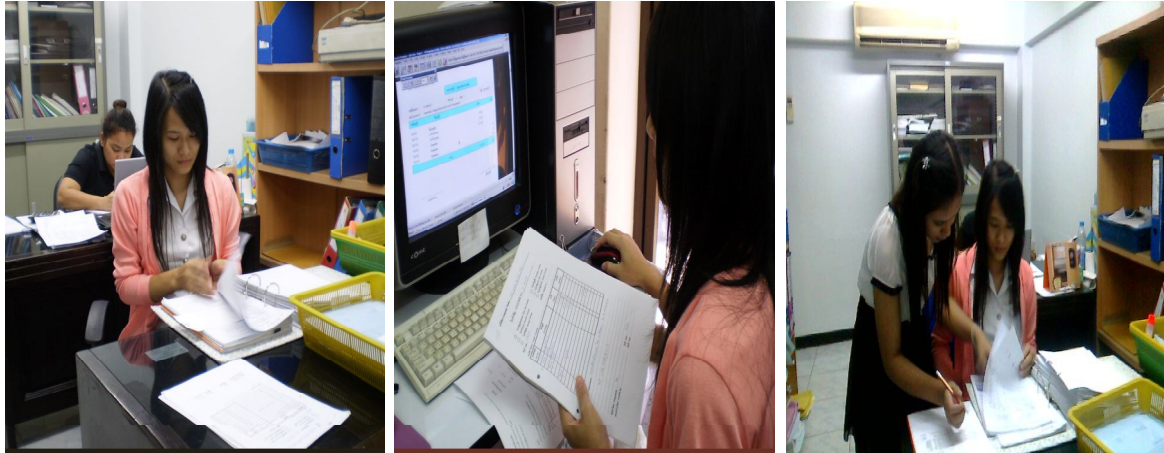


RESPONSIBILITIES:

Ying had her training with the accounting and auditing team under the supervision of Ms. Wilailuk Chimtanoo. Her trainer is Mr. Wattanachai Pitandinpin. 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. Aside from accounting and auditing, part of Ying's training is to visit and file the documents at Ministry of Commerce and the Revenue Department.



The above photos show Ying with her trainer, Mr. Wattanachai Pitandinpin giving her instructions on preparation of details as well as its reconciliation, preparation of monthly tax and keeping it in file and issue/dispatch and related documents needed for submission to the Ministry of Commerce and Revenue Department.



Part of her internship, Ying was trained in bookkeeping, encoding vouchers in the accounting software and prepare the draft of financial statements needed for completion of whole accounting and auditing process.



Ying with her Supervisor,
Ms. Wilailuk Chintanoo



Ying with some of the members of the
accounting team



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5 December 2009

Ms. Anusara Waikid

24 Ladprao 47, Ladprao Road, Kwangthonglang,
Wangthonglang, Bangkok 10310 Thailand

Dear Ms. Waikid,

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,

A handwritten signature in black ink, appearing to read "Prasert P.", written in a cursive style.

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