

09:PGT.004

MS. KAMONPORN KLONGPETCH (Aun)
Rajamangala University of Technology (Phra Nakhon)
Period of Training: 2 March 2009 – 7 May 2009

Personal Information

Address: 41/332 Moo 3 Soi Ladprow 71,
Nakniwad Road, Ladprow, Bangkok 10230
Contact No.: 089-114-7844
Birth date: 30 December 1989
Email Address: aunji_bajung@hotmail.com



RESPONSIBILITIES:



Aun had her internship training with the Accounting Team under Ms. Panida Wichit. Her main responsibility is bookkeeping, and helping her trainer in preparation of monthly reports for clients. Part of her training are recording of vouchers, encoding it in the accounting software, checking and reconciliation of figures with General Ledger and computation of each account. She was trained also in filling up tax and SSO forms for the client companies handled by Ms. Panida to be submitted in the government department.



Part of Aun's training in bookkeeping



Aun is filling up the tax form and compute the figures to be filled up.



Aun with her Accounting Supervisor, Ms. Siriporn Muangbanchong



Aun with other trainees of the Accounting Team



1560 Lardprow Rd., Kwangwangthonglang, Wangthonglang
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6 May 2009

Ms. Kamonporn Klongpetch
41/332 Moo 3 Soi Ladprow 71,
Nakniwad Road, Ladprow, Bangkok 10230

Dear Ms. Klongpetch,

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 stylized flourish at the end.

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