

**MR. WATCHARA KAEWPHAIRAT**

Rajamangala University of Technology Suvarnabhumi

Period of Training: 16 November 2009 – 29 March 2010

**Personal Information**

Address: 207 Moo 5 Ladyao, Ladyao,  
Nakhonsawan 60150 Thailand

Contact No.: +66-XX-XXXXXXX

Birth date: December 18, 19XX

Email Address: -----



**RESPONSIBILITIES:**

Joke had his training with the accounting and auditing team under the supervision of Ms. Wilailuk Chimtanoo and Ms. Sugunya Kankhum. His trainer is Ms. Panida Wichit. 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.



The above photos show Joke with other trainees, as a foreign trainee from Netherlands presents them the basic knowledge on accounting, auditing and tax in Thailand as well as the usual business process of the company in rendering services to its foreign and local clients including background of Panwa Group and regulation and law for investment in Thailand.

**10:PGT.003**



Joke as he do the vouching of accounting entries



Joke as he computes the balances of each account

Part of his training with the help of his trainer Ms. Panida Wichit as shown below, Joke 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.



Joke during his last day of training with some employees and trainee of Panwa Group



Joke with the Tax Supervisor, Ms. Siriporn Muangbanchong

**10:PGT.003**

29 March 2010

**Mr. Watchara Kaewphairat**  
207 Moo 5 Ladyao, Ladyao,  
Nakhonsawan 60150  
Thailand

Dear Mr. Kaewphairat,

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,



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