

## MR. SIRICHAJ TEENAMKAM

Maharakham University

Period of Training: 15 March 2010 – 28 May 2010

### Personal Information

Address: 56 Moo 6 Nong Chang, T. Nong Kham,  
A. Atsamat, Roi Et 45160 Thailand

Contact No.: +668 XXX XXXXX

Birth date: July 15, 19XX

Email Address: [-----](mailto:-----)



### RESPONSIBILITIES:

Aum had his training with the Auditing team under the supervision of Ms. Sugunya Kankhum. His trainer is Mr. Wattanachai Pitani-pin. 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 had a chance joining the team in one of their audit field work. He was also trained in doing the accounting such as bookkeeping, key in software, preparation of monthly tax and visit and filing of documents at the Ministry of Commerce and the Revenue Department.



The above photos show Aum with other trainees during their meeting orientation with the Managing Director, Mr. Prasert Poothong and as a foreign intern from Tibet 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.

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Aum on his daily activities doing auditing and accounting

Part of his training with the help of his trainer Mr. Wattanachai Pitaniopin as shown below, Aum 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.



Aum 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.



Aum and other local trained with the Managing Director, Mr. Prasert Poothong



(Left) Aum & the other trainees with the Audit Supervisor, Ms. Sugunya Kankhum and (right) with the Tax Supervisor, Ms. Siriporn Muangbanchong & other staff.



Aum and other local trainees during their last day of training in Panwa Group



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28 May 2010

**Mr. Sirichai Teenamkam**  
56 Moo 6 Nong Chang,  
T. Nong Kham, A. Atsamat,  
Roi Et 45160 Thailand

Dear Mr. Teenamkam,

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