

**MS. PRANOM SROYPIMAI**

Maharakham University

Period of Training: 15 March 2010 – 28 May 2010

**Personal Information**

Address: 89 Moo 3, Huybong, Dankhunthod  
Nakhon Ratchasima 30210 Thailand

Contact No.: +668 XXX XXXXX

Birth date: June 5, 19XX

Email Address: -----



**RESPONSIBILITIES:**

La had her training with the accounting and auditing team under the supervision of Accounting and Tax Supervisor, Ms. Siriporn Muangbanchong. 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 experience 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 work.



The above photos show La with other trainees, as a foreign trainee 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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La during her daily activities doing accounting and auditing

Part of her training with the help of her supervisor, Ms. Siriporn Muangbanchong as shown below, La 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.



La 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.



La and other local trainees with the Managing Director, Mr. Prasert Poothong



La, other local trainees and a foreign trainee from Tibet with the Accounting Team



La with the Accounting and Tax Supervisor, Ms. Siriporn Muangbanchong and other trainees and staff of Panwa Group



La during their last day of training in Panwa Group



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28 May 2010

**Ms. Pranom Sroypimai**  
89 Moo 3, Huybong, Dankhunthod  
Nakhon Ratchasima 30210  
Thailand

Dear Ms. Sroypimai,

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