

MS. SAISUNEE E-PIN

Naresuan University, Phayao TH

Period of Training: 8 November 2010 – 28 January 2011

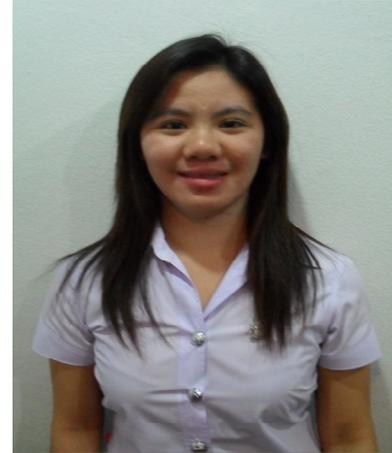
Personal Information

Address: -----

Contact No.: -----

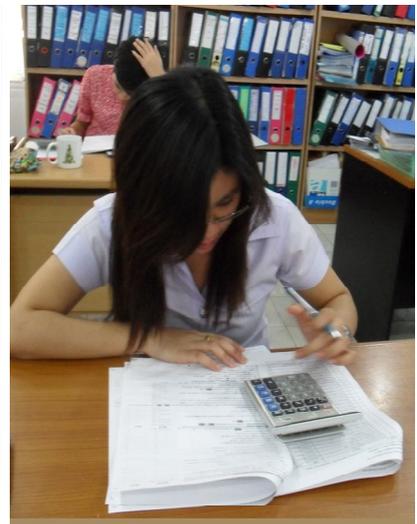
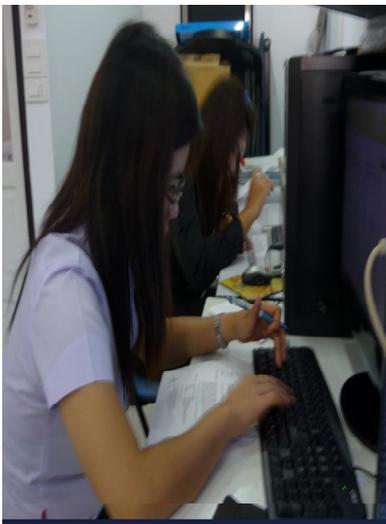
Birth date: July 8, 19XX

Email Address: -----



RESPONSIBILITIES:

Nan had her training with the accounting and auditing team under the supervision of Audit Supervisor, Ms. Sugunya Kankhum and Ms. Panida Wichit is her trainer. 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 works.



In the above photos, Nan learned the usual accounting and taxation process of Panwa Group whereas she did not only learn the knowledge but also on how to apply it in the actual daily and monthly activities such as computation of taxes, preparation of tax forms and bookkeeping.

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Nan in her workstation during her training; she joined the audit team and did the responsibilities like the junior staff. Hence, this will prepare her on the next step of her career after graduation.

Part of her training with the help of her supervisor, Ms. Sugunya Kankum and her trainer Ms. Panida Wichit as shown below, Nan 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.



Nan 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.

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Nan with the Audit team and the foreign intern of Panwa Group



Nan during her last day of training together with the staff and other trainees





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28 January 2011

Ms. Saisunee E-pin
6/2 Moo 1, T. Maasai,
A. Rongkwang, Phrae 5140
Thailand

Dear Ms. E-pin,

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