

## **MS. CHUTIMA CHAIHATEP**

Maharakham University

Period of Training: 15 March 2010 – 28 May 2010

### **Personal Information**

Address: 71/1 Moo 2 Nonsila, Sahassakham,  
Kalasin 46149 Thailand

Contact No.: +668 XXX XXXXX

Birth date: December 11, 19XX

Email Address: -----



### **RESPONSIBILITIES:**

Pech had her training with the Auditing team under the supervision of Ms. Sugunya Kankhum. Her trainer is Ms. Wannida Sarikha. Her main responsibilities focused on the vouching of income and expenses, vouching of assets and liabilities, observation of stock taking likewise drafting and preparation of the audited financial statements of the client company. She has also experience in joining the Accounting team and learned how to do bookkeeping, key in software, preparation of details and reconciliation, preparation of monthly tax and visit and file the documents to the government department such as Ministry of Commerce and the Revenue Department.



The above photos (from left to right) show Pech with other trainees during their orientation meeting with the Managing Director, Mr. Prasert Poothong; 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.



Daily activities of Pech during her training such as bookkeeping and key in software



Pech with her Audit Supervisor during one of their audit field work



Pech with her trainer, Ms. Wannida Sarikha assisting her in doing the job



Pech with the other staff preparing the financial statements for submission to the government department



Pech doing her job with the accounting team

Pech 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.



Pech with other trainees together with the Managing Director, Mr. Prasert Poothong



Pech and other trainees with the foreign intern from Tibet



Pech & other trainees with the accounting team



Pech and other during their last day of training at Panwa Group



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28 May 2010

**Ms. Chutima Chaihatep**  
71/1 Moo 2 Nonsila,  
Sahassakham, Kalasin 46140  
Thailand

Dear Ms. Chaihatep,

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