

09:PGT.002

MS. NAMKHANG NAM-A-SA (Ning)

Intrachai Commercial College

Period of Training: 2 March 2009 – 6 May 2009

Personal Information

Address: Ladprao 101, Klongjan, Bangkok,
Bangkok 10240

Contact No.: 083-8008315; 082-4897623

Birth date: 23 December 1989

Email Address: n_i_n_g_ja@hotmail.com



RESPONSIBILITIES:

Ning had her internship with auditing team under the supervision of the Audit Supervisor, Ms. Sugunya Kankhum.



The above photo shows Ning with her trainer, Ms. Wannida Sarikha briefing and explaining an audit job. Through this, Ning is responsible to finish the tasks that Ms. Sarikha will assign to her. Normally, the order will be coming from the Audit Supervisor and the job overview and orientation will be done by the trainer inside the office or within the client company when they are outside to do audit. The trainee in return will do audit according to the scope and procedures that her superiors explained. At the completion of the job, the trainee will be able to learn how to audit a particular account, accounting report and financial statements of the client company.



Ning was trained to check, review and verify accounts based on the documents provided by the client such as vouchers, receipts, invoices, trial balances, monthly reports and financial statements. Her trainer will review her job and then pass to the Audit Supervisor for the approval.



Ning was also trained on how to deal with the clients especially when their audit found certain points that needs the immediate attention and consideration of the client. Once Ning had found some points, she will inform her trainer about this and then the trainer will verify the basis of this point and consult with the Audit Supervisor whom will inform or inquire with the client.



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6 May 2009

Ms. Namkhang Nam-a-sa
Ladprao 101, Klongjan, Bangkapi,
Bangkok 10240

Dear Ms. Nam-a-sa,

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