

## MS. NITTAYA PHERDPERN

Ramkhamheng University

Period of Training: 14 September 2009 – 27 February 2010

### Personal Information

Address: 122/2 M5 T. Thachai, Srisatchanalai,  
Sukhothai 64190 Thailand

Contact No.: +66-XX-XXXXXXX

Birth date: October 24, 19XX

Email Address: -----



### RESPONSIBILITIES:

Nit had her training with the accounting and auditing team under the supervision of Ms. Wilailuk Chimtanoo. Her trainer is Ms. Wannida Sarikha. 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. Aside from accounting and auditing, part of Nit's training is to visit and file the documents at Ministry of Commerce and the Revenue Department.

The photos below show Nit with other trainees, as a foreign trainee from Netherlands 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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The above photos show Nit on her usual jobs as an intern. She has been trained in bookkeeping, key in software, preparation of details and reconciliation, preparation and computation of monthly tax, draft financial statements, preparation of supporting documents for submission in the government departments such as Revenue Department and Ministry of Commerce. She had also the chance to join with the audit team on their audit field work.



Nit with her Supervisor,  
Ms. Sugunya Kankhum supervising  
her on one of her daily tasks



Nit with the Tax Supervisor,  
Ms. Siriporn Muanbanchong



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27 February 2010

**Ms. Nittaya Pherdpern**  
122/2 M5 T. Thachai,  
Srisatchanalai, Sukhothai 64190  
Thailand

Dear Ms. Pherdpern,

We thank you for rendering your internship training in Panwa Group of Companies. For the past 3 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,

Mr. Prasert Poothong  
Managing Director  
Panwa Group of Companies  
C.P.A. (Thailand) 5741