

10:PGT.006

MR. ARNU PROMPAKWAN

Maharakham University

Period of Training: 15 March 2010 – 28 May 2010

Personal Information

Address: 15 Moo 8, Nokook, Pakthongchai
Nakhon Ratchasima 30150 Thailand

Contact No.: +668 XXX XXXXX

Birth date: May 30, 19XX

Email Address: -----



RESPONSIBILITIES:

Boom had his training with the Accounting team under the supervision of Ms. Wilailuk Chintanoo. His trainer is Ms. Panida Wichit. His main responsibilities focused on the accounting of client company's accounts likewise drafting and preparation of the audited financial statements of the client company. He has also learned auditing such as observation of stock taking and joining the team in their audit field work.



The above photos show Boom with other trainees, as 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.

10:PGT.006



Daily activities of Boom doing the accounting such as bookkeeping and key in software



Part of his training with the help of his supervisor Ms. Wilailuk Chimtanoo as shown above, Boom is responsible to do accounting and auditing such as preparation of details and reconciliation, draft financial statements, vouching income and expenses, vouching assets and liabilities and preparation of monthly tax. He also had experience visiting and filing of the documents at the Ministry of Commerce and the Revenue Department.

Boom 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.



Boom and the other local trainees with the Managing Director, Mr. Prasert Poonthong



Boom and the local trainees together with the foreign intern from Tibet



Boom with his trainer, Ms. Panida Wichit, the other local trainees and the other staff of Panwa Group during their last day of training



1560 Lat Phrao Rd., Kwangwangthonglang, Wangthonglang
Bangkok 10310 Tel : +66-2933-6121—2, Fax: +66-2933-6120

10:PGT.006

28 May 2010

Mr. Arnu Prompakwan
15 Moo 8, Nokook,
Pakthongchai, Nakhon Ratchasima 30150
Thailand

Dear Mr. Prompakwan,

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