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MS. PAWINEE BUNGHAN

Naresuan University, Phayao TH

Period of Training: 8 November 2010 – 28 January 2011

Personal Information

Address: -----

Contact No.: -----

Birth date: May 3, 19XX

Email Address: -----



RESPONSIBILITIES:

Koy had her training with the audit and accounting team under the supervision of Audit Supervisor, Ms. Sugunya Kankhum and Ms. Wannida Sarikha 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.



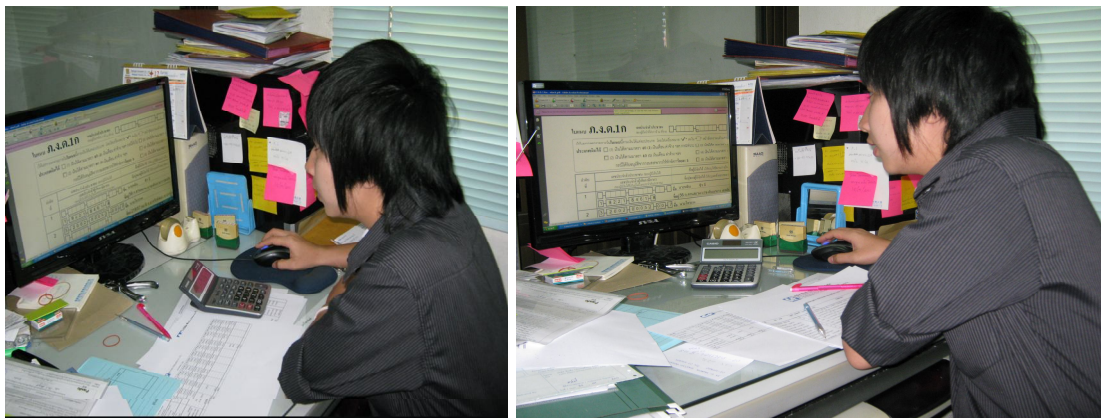
The above photos show Koy with her trainer, Ms. Sarikha explaining her tasks to be done. She has not only become aware on the usual business services of Panwa Group but she also learned on how to perform the certain job.

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Koy on her daily activities doing accounting and auditing

Part of her training, Koy 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. She had also experienced the computation and preparation of tax and tax forms of a certain client.



Koy 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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Koy with the foreign intern and other
Local trainees of Panwa Group



Koy during their last day
of training in Panwa Group



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28 January 2011

Ms. Pawinee Bunghan
77 Moo 2 T. Nongrad, A. Thoeng,
Chiang Rai 57230
Thailand

Dear Ms. Bunghan,

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