

MS. PORNTIP THAWORN

Nakhon Si Thammarat Rajabhat University, TH

Period of Training: 11 October 2010 – 11 February 2011

Personal Information

Address: -----

Contact No.: -----

Birth date: May 27, 19XX

Email Address: -----



RESPONSIBILITIES:

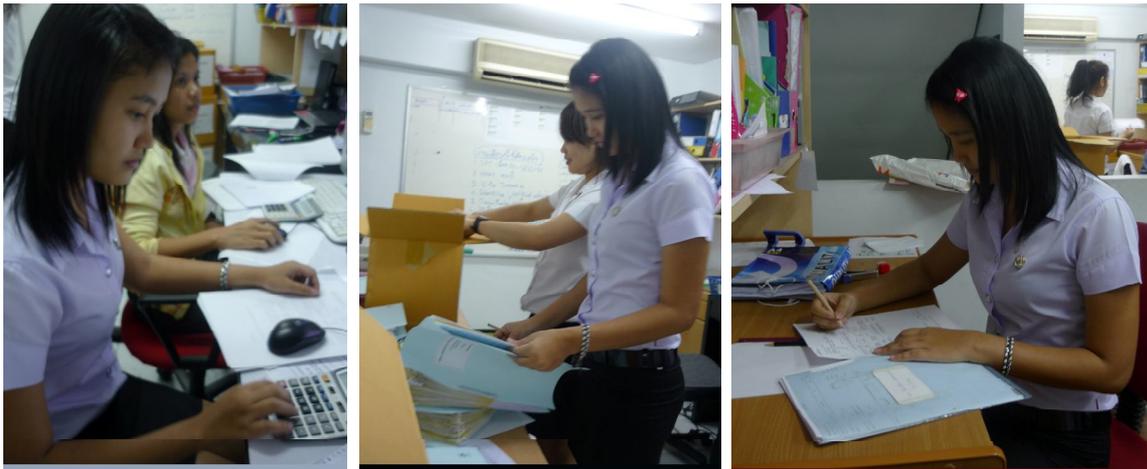
Preaw had her training with the audit and accounting team under the supervision of Tax Supervisor, Ms. Siriporn Muanbanchong. Her main responsibilities focused on the accounting of client company's accounts likewise drafting and preparation of the audited financial statements of the client company. She was also trained in doing auditing such as vouching of income and expenses, vouching of assets and liabilities, observation of stock taking and joining with the team in their audit field work.



In the above photos, Preaw is shown in a meeting with the Managing Director and Panwa Group staff for a certain job. She has also participated in the presentation of the foreign intern from The Netherlands regarding the accounting and auditing procedures, tax structures and basic knowledge of investment in Thailand.

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Preaw 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.



Part of her training, Preaw 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 and visit and file at the government departments such as Ministry of Commerce and the Revenue Department.



Preaw while getting instructions from her Supervisor, Ms. Siriporn Muangbanchong



Preaw with the Accounting Team



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11 February 2011

Ms. Porntip Thaworn
39/1 Moo 7 Sub-District Teewang,
Thongsong District, Nakhorn Si Thammarat 80110
Thailand

Dear Ms. Thaworn,

We thank you for rendering your internship training in Panwa Group of Companies. For the past 4 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