

## **MS. MANANYA THIANGTHAM**

University of the Thai Chamber of Commerce, TH

Period of Training: 1 November 2010 – 18 February 2011

### **Personal Information**

Address: -----

Contact No.: -----

Birth date: May 3, 19XX

Email Address: -----



### **RESPONSIBILITIES:**

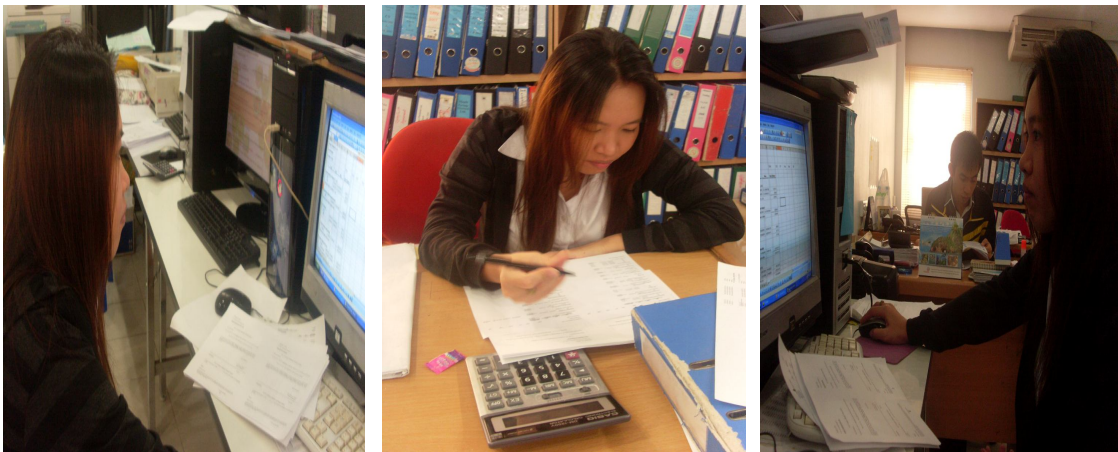
Beer had her training with the Auditing team under the supervision of Ms. Sugunya Kankhum. Her trainer is Ms. Panida Wichit. Her main responsibilities focused on the vouching of income and expenses, vouching of assets and liabilities, observation of stock taking likewise drafting and preparation of the audited financial statements of the client company. She has also experience in joining the Accounting team and learned how to bookkeeping, key in software, preparation of details and reconciliation, preparation of monthly tax and visit and file the documents to the government department such as Ministry of Commerce and the Revenue Department.



The above photos show that Beer is getting instructions from her Trainer, Ms. Panida Wichit regarding the accounting procedures. She has also experienced working with the staff of Panwa Group in a way that she is a part of the team and not just a trainee. This is in preparation of her capabilities for the next step of her career after graduation.



Beer's workstation during her training in Panwa Group



Some of Beer's daily activities during her training such as bookkeeping and key in software

Beer 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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Beer and the other local trainees with the foreign intern from The Netherlands



Beer with the staff and other local trainees of Panwa Group





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18 February 2011

**Ms. Mananya Thiangtham**  
297/94 Palmsweet Condo, Soi Latphrao 80/11,  
Wangthonglang, Wangthonglang, Bangkok 10310  
Thailand

Dear Ms. Thiangtham,

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,

A handwritten signature in blue ink that reads "Prasert. P." with a horizontal line underneath the name.

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