

## MS. KANYARAT PHAENGOI

Maharakham University

Period of Training: 1 March 2011 – 27 May 2011

### Personal Information

Address: -----

Contact No.: +668 XXXX XXXX

Birth date: November 15, 19XX

Email Address: [-----](mailto:-----)



### RESPONSIBILITIES:

Taew had her training with the accounting and auditing 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 experienced 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.



Taew 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. As shown in the above photos, Taew with other local trainees and staff has participated in a presentation of foreign intern from The Netherlands.

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As shown in the photos below, Taew learned the usual accounting and taxation process of Panwa Group whereas she did not only learn the knowledge but also on how to apply it in the actual daily and monthly activities such as computation of taxes, preparation of tax forms and bookkeeping.



Part of her training with the help of her supervisor, Ms. Sugunya Kankum and her trainer Ms. Wannida Sarikha as shown below, Taew 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. Thus, she joined the audit team and did the responsibilities like the junior staff. Hence, this will prepare her on the next step of her career after graduation.





Taew with her group on their training at Panwa Group



Taew and the Audit Team participating in the Earth Hour Campaign at Panwa Group



Taew with other local trainees and staff during their last day of training



Taew with other trainees and staff of Panwa Group having dinner at Mookata



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27 May 2011

**Ms. Kanyarat Phaengnoi**  
123 Moo 4 Sri-Saard Rd., Banphue Sub district  
Banphue District, Udonthani 41160  
Thailand

Dear Ms. Phaengnoi,

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 horizontal line underneath.

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