

MR. RICHARD VAN DER PUT

The Hague University of Applied Sciences, NL
Period of Training: 1 March 2011 – 8 August 2011

Personal Information

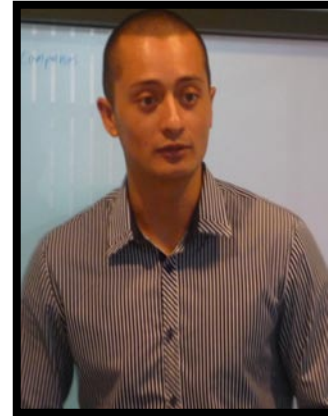
Address: Noorwitzstraat 13 2562 NV Den Haag
The Netherlands

Contact No. (TH): +6689 890 1311

Contact No. (Oversea): +31 6280 37806

Birth date: May 17, 1984

Email Address: richardvanderput@yahoo.com



RESPONSIBILITIES:

Richard did his training with the Accounting, Auditing and Marketing Team of Panwa Group of Companies under the supervision of Mr. Prasert Poothong and Ms. Myra Bago. His supervisor for accounting and auditing is Ms. Siriporn Muangbanchong. During his training, he is responsible for presentation of new ideas for marketing and in accounting jobs such as vouching income and expenses, vouching asset and liabilities, drafting financial statement and preparation of supporting documents. As part of his training, he became responsible in doing the monthly accounting report for a specific client in order for him to learn the whole accounting cycle for the business.



In the above photos, Richard, being oriented regarding the background and nature of business services of the company, was tasked to present for his fellow trainees and new staff about the basic knowledge on accounting, auditing and tax structures 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. This task aimed to train Richard not only to know the basic information about the company and investment in the country but also to present in front of his fellow trainees and new staff who are not native listeners and speakers of English.

11:PGT.012

Richard together with his supervisors Mr. Prasert Poothong & Ms. Myra Bago merely focused on the marketing aspects of the company. At a given time, Richard contributed his ideas and suggestions to improve the marketing capability of the firm not only on the company's website but also on reaching out the company's old and new clients. Panwa Group has also acknowledged his skills in creation of a Trainee and Company Facebook Page to expand the social status of the company. The below photos show part of his daily activities; he has been tasked to do the whole accounting process for a certain client.



Richard was trained not only in marketing but also in the fields of audit and accounting. For accounting, he has been trained to classify the accounts on its respective vouchers, key in the accounting software, matching the accounts in file with the printed out ledgers, reconciliation, updating the details of each account and preparation of financial reports such as Balance Sheets, Income Statement and Cash Flow specifically for a particular client. As for auditing, he had the chance to join with the audit team in doing the job inside office and he learned how to analyze the accounting documents and check the accuracy of the recordings that the client has provided. He had also experienced visiting the company location of the clients which he considered a good opportunity to see the actual location of the business. Like the local interns, he even learned how to prepare and issue the original financial statements for submission to the government department. He learned these things through the supervision of Ms. Siripon Muangbanchong as shown in photos below:



11:PGT.012



Richard upon his visit to a company which is engaged in ceramic wares production



Richard with the Accounting Team
headed by Ms. Siripon Muangbanchong



Richard's workstation during
his internship in Panwa Group



Richard in Panwa Group during one of the office's party

11:PGT.012



Richard on his first time food trip Thai “Eat All You Can” Restaurant



Richard during his farewell party at Leuan Panya Karaoke and Restaurant



Richard during his first Muay Thai fight in Thailand as viewed and supported by Panwa Staff

11:PGT.012

8 August 2011

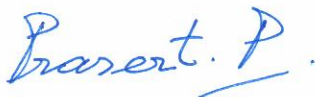
Mr. Richard van der Put
Noorwitzstraat 13,
2562 NV Den Haag
The Netherlands

Dear Mr. van der Put,

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,



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