

หนังสือแสดงความประสงค์ขอฝึกงาน บริษัท เอบีบี จำกัด

ข้าพเจ้า นาย/นางสาว นิสิต – นักศึกษา ชั้นปีที่ คณะ

สาขาวิชา มหาวิทยาลัย / วิทยาลัย

โทรศัพท์ โทรสาร e-mail address

มีความประสงค์จะขอฝึกงานที่ บริษัท เอบีบี จำกัด โดย ลักษณะงานที่สนใจคือ (ดูจากใบตำแหน่งงาน Job Position)
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ช่วงเวลาการฝึกงาน ระหว่าง ถึง

ทั้งนี้ ได้แนบประวัติและผลการศึกษามาพร้อมนี้แล้ว

จึงเรียนมาเพื่อพิจารณา

ลงชื่อ

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กรุณาแจ้งความประสงค์มาที่บริษัท ฯ ภายในวันที่.....

โดยส่งมาที่ e-mail: suthatip.suphasit@th.abb.com หรือ Fax: 02-665 1031

Job Position

Job Position	<i>Business Controlling Staff – Internship</i>
Job reference No.	
Report to	<i>Local Business Unit Controller</i>
Mentor	<i>Controlling Officer</i>
Role and Responsibilities	<ol style="list-style-type: none"> 1) <i>Retrieve financial data from SAP and ABACUS Analyzer</i> 2) <i>Prepare standard report for management review in Excel</i> 3) <i>Prepare side report as per requested in Excel</i> 4) <i>Communicate with business responsible for fact finding as per instruction of LBU Controller</i>
Expected Result	<ol style="list-style-type: none"> 1) <i>Learn to use SAP and management tools for financial reporting</i> 2) <i>Be able to understand and prepare the financial report for management</i> 3) <i>Acknowledge the business reasons behind the financial figure</i>
KPI & Measurable Target	<i>KPI – no. of financial report being prepared correctly</i> <i>Target – xx reports per month</i> <ol style="list-style-type: none"> 1) <i>Key data</i> 2) <i>NWC analysis</i> 3) <i>Weekly receivables ageing and collection plan</i>
Qualification	<ol style="list-style-type: none"> 1) <i>Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Accounting or Finance or Business Administration or Economics or related field</i> 2) <i>Minimum average GPA of 2.7</i> 3) <i>Good personality and team player</i> 4) <i>Able to communicate in fluent English</i> 5) <i>A sound knowledge of SAP application is advantage</i>
Job Position	<i>Business Controlling Staff – Internship</i>
Job reference No.	
Report to	<i>Local Business Unit Manager</i>
Mentor	<i>Controlling Officer</i>
Role and Responsibilities	<ol style="list-style-type: none"> 1) <i>Administrate and follow up NWC Game Change program within Local Business Unit</i> 2) <i>Coordinate 4Q analysis meeting with concerned parties</i> 3) <i>Prepare documentation and report of NWC Game Change program for management review</i>
Expected Result	<ol style="list-style-type: none"> 1) <i>Learn to use SAP and management tools for financial reporting</i> 2) <i>Learn impact of business activities to Net Working Capital and subsequently to the financial result</i> 3) <i>Acknowledge the business reasons behind the financial figure</i>
KPI & Measurable Target	<i>KPI – no. of agreed action on NWC Game Change program</i> <i>Target – xx agreed actions being implemented</i>
Qualification	<ol style="list-style-type: none"> 1) <i>Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Finance or Business Administration or Economics or related field</i> 2) <i>Minimum average GPA of 2.7</i> 3) <i>Good personality and team player</i> 4) <i>Able to communicate in fluent English</i> 5) <i>A sound knowledge of SAP application is advantage</i>

Job Position	<i>Project Controlling Staff – Internship</i>
Job reference No.	
Mentor	<i>Project Controller</i>
Role and Responsibilities	<p><i>Project work: Develop project cash flow calculation model</i></p> <ul style="list-style-type: none"> - Collect data of suppliers, delivery terms and credit terms - Collect data of key customers and credit terms - Understand production and material planning and define cash out flow pattern - Design and develop project cash flow calculation model - Select 2-3 completed projects and test whether the model provides similar result comparing to actual cash flow - Recommend optimum project cash flow <p><i>Note that the model was initiated and data was partly collected. However, it needs to be updated and developed.</i></p>
Expected Result	<i>- Gaining knowledge and understanding the relationship between business operation (manufacturing industry-project base) and cash flow</i>
KPI & Measurable Target	<ul style="list-style-type: none"> - Project cash flow calculation model - Test result of the model: the model shall show similar cash flow pattern comparing to actual cash flow
Qualification	<ul style="list-style-type: none"> - Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Accounting or Finance or Business Administration or Economics or related field - Minimum average GPA of 2.7 - Good personality and team player - Strong analytical skill - Fluent in English - Strong MS Office skill. SAP knowledge would be advantage
Job Position	<i>Supply Management Staff – Internship</i>
Job reference No.	
Report to	<i>Division Supply Chain Manager</i>
Mentor	<i>Purchasing Officer</i>
Role and Responsibilities	<ol style="list-style-type: none"> 1) Study about Supplier Finance Program 2) Retrieve the current Supplier payment term from SAP. 3) Suggest which suppliers to promote Supplier financial Program 4) Contact selected Supplier to promote Supplier financial Program 5) Set meeting between Citibank and agreed Supplier for the Program 6) Collect signed bank form from Supplier 7) Go live for selected Supplier
Expected Result	<ol style="list-style-type: none"> 1) Learn to use SAP to support business 2) Understand financial tools for supporting business 3) Increase communication and negotiation skills with suppliers and bank 4) Problem solving during the promotion of the program
KPI & Measurable Target	<ul style="list-style-type: none"> - invites at least 40 suppliers to join the program - 10 suppliers joining the program
Qualification	<ol style="list-style-type: none"> 1) Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Finance or Business Administration or related field 2) Minimum average GPA of 2.7 3) Good personality and team player 4) Able to communicate in fluent English

	5) <i>A sound knowledge of SAP application is advantage</i>
Job Position	<i>Shared Accounting Service Staff – Internship</i>
Job reference No.	
Report to	<i>Accounting Supervisor</i>
Mentor	<i>Senior Accounting Staff</i>
Role and Responsibilities	<ol style="list-style-type: none"> 1) <i>Review internal audit comment related to Accounting function together with department head</i> 2) <i>Review NCR report in Shared Account Services together with department head</i> 3) <i>Coordinate meeting with related parties to do 4Q analysis to find out the root cause and establish the remediation plan</i> 4) <i>Prepare the weekly progress report of action items to Shared Accounting Services manager</i>
Expected Result	<ol style="list-style-type: none"> 1) <i>Learn about Accounting process in large corporation</i> 2) <i>Learn to use SAP and management tools for financial reporting</i> 3) <i>Learn to identify the operation risks and mitigation control</i> 4) <i>Learn about quality and efficiency improvement in Accounting function</i>
KPI & Measurable Target	1) <i>Assist to establish at least 5 quality action items in Shared Accounting Services function</i>
Qualification	<ol style="list-style-type: none"> 1) <i>Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Accounting or Finance or Business Administration or Economics or related field</i> 2) <i>Minimum average GPA of 2.7</i> 3) <i>Good personality and team player</i> 4) <i>Able to communicate in fluent English</i> 5) <i>A sound knowledge of SAP application is advantage</i>
Job Position	<i>Internal Control Staff – Internship</i>
Job reference No.	
Report to	<i>Internal Control Manager</i>
Mentor	<i>Internal Control Manager</i>
Role and Responsibilities	<ol style="list-style-type: none"> 1) <i>Prepare progress report on remediated actions on Internal Audit recommendation</i> 2) <i>Assist an internal control responsible to compile quarterly ICoFR activities follow up report to management</i> 3) <i>Prepare documentation for annual Entity Level Control confirmation under supervision of an internal control</i>
Expected Result	<ol style="list-style-type: none"> 1) <i>Learn a basic ICoFR framework</i> 2) <i>Learn to identify the operation risks and mitigation control</i>
KPI & Measurable Target	<i>KPI – % of implementation rate of internal control Target – xx %</i>
Qualification	<ol style="list-style-type: none"> 1) <i>Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Accounting or Finance or Business Administration or Economics or related field</i> 2) <i>Minimum average GPA of 2.7</i> 3) <i>Good personality and team player</i> 4) <i>Able to communicate in fluent English</i> 5) <i>A sound knowledge of SAP application is advantage</i>
Job Position	<i>HR Officer / Training and Development Officer– Internship</i>
Job reference No.	
Report to	<i>HR Manager</i>

Mentor	<i>HR Manager</i>
Role and Responsibilities	<ol style="list-style-type: none"> 1) <i>drawing up a training plan</i> 2) <i>researching new technologies and methodologies to developing effective induction programs</i> 3) <i>evaluating training report</i> 4) <i>keep accurate training records that comprehensive and up-to-date</i> 5) <i>support and contribute towards the general HR department activities as required</i> 6) <i>arrange, produce and distribute training-related material and facilities as required</i> 7) <i>organize, administrate and set up training programs and events as required.</i>
KPI & Measurable Target	<i>KPI – % of implementation rate of internal control Target – xx %</i>
Qualification	<ol style="list-style-type: none"> 1) <i>Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Business Administration or related field</i> 2) <i>Minimum average GPA of 2.7</i> 3) <i>Good personality and team player</i>
Job Position	<i>Administrator– Internship</i>
Job reference No.	
Report to	<i>Manager</i>
Mentor	<i>Manager</i>
Role and Responsibilities	<ol style="list-style-type: none"> 1) <i>Supervise a large diversified administrative program, which may involve coordinating the work performed in several separate locations.</i> 2) <i>Prepare reports and data of a complex nature for the department.</i> 3) <i>Carry out assignments</i> 4) <i>Co-ordinate work in offices.</i> 5) <i>Performs other</i>
KPI & Measurable Target	<i>KPI – % of implementation rate of internal control Target – xx %</i>
Qualification	<ol style="list-style-type: none"> 1) <i>Study at the universities or colleges on the minimum 4 years Bachelor Degree program at least at 3rd year on Business Administration or related field</i> 2) <i>Minimum average GPA of 2.7</i> 3) <i>Good personality and team player</i>
Job Position	<i>Communications Staff – Internship</i>
Job reference No.	
Report to	<i>Communication Manager</i>
Mentor	<i>Communication Manager</i>
Qualification	<ol style="list-style-type: none"> 1. <i>Understanding of the functions in a corporate Facebook page levels and can be used the useful functions & tools.</i> 2. <i>Know how to use Yammer to create a group of various tools.</i> 3. <i>Deep understanding of social media and can be applied in the corporate.</i> 4. <i>at least at 3rd year on Information Technology or related field</i> 5. <i>Good personality and team player</i>
KPI & Measurable	<i>KPI – % of implementation rate of internal control</i>

Target	<i>Target - xx %</i>
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