

**Satellite Training Center Balikpapan**

Jl. Jend Sudirman No. 848  
Balikpapan 76114 Kalimantan Timur  
Tel. (62-542) 762 810  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : June 6, 2017

No. : 064/T&D NorthKal/IV/2017/TOPS  
To : Trakindo Outstanding Presentation Skill Training Participants  
From : L&D Senior Supervisor  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

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**We confirm seat for:**

No	Name	SN	Branch	Position
1	DONNY E.M TIMBULEN	00005415	Samarinda	Senior Analyst Parts
2	WISNU WAHYU SATRIANTO	00008649	Separi	Warehouse Foreman
3	EMIL FANNY WELLY	00019014	Sangatta	Sales Executive
4	NOSSA HANNI SAPUTRA	00019257	Separi	Sales Executive
5	YADI OKTAVIANDI	00022694	Gunung Bayan	Sales Executive
6	TRI RIANI PAMULARSIH	00015435	Samarinda	Sales Supervisor
7	NURSIANTY	00002912	Samarinda	Finance Supervisor
8	PIET RAHMANTO JOYODISASTRO	00019872	Samarinda	Analyst Service Operations
9	IBNU MAULUDIN	00030363	Samarinda	Analyst TechCom
10	BUDI SUSANTO	00003850	Sangatta	Master Technician
11	FAISAL SYAMSUL	00018238	Sangatta	Analyst Warranty
12	DANNY ARIESTYA YUDHA P	00025814	Separi	Analyst TechCom

**To Attend:**

**Course Title** : Trakindo Outstanding Presentation Skill Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 12-13 June 2017  
**Location** : PT Trakindo Utama - STC Samarinda  
Jl. Cipto Mangunkusumo - Loajanan  
**Phone** : +62 541 260269

Following the above confirmation, please find below additional information for your reference:

- Participant from outside Samarinda are required to stay at:

**Hotel Harris**  
**Jl Untung Surapati No.35 Karang Asam Ulu Sungai Kunjang**  
**Samarinda 75243**  
**+62 541 4112700**

- Check in : 11 June 2017
  - Check out : 14 June 2017
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- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
  - Hotel will provide breakfast, dinner (Rp.130.000,-/Gross/Person/Day), Transportation and daily laundry (6 pieces/day/person) for all participants during the training, under company GL.
  - Other expenses not covered under company GL, will charge to Personal Account.
  - Coffee break and lunch are included during the training session.
  - **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Arisiani R. Wulandari.  
L&D Senior Supervisor