

**Customer Support Kalimantan Division**

Jl. Sultan Hasanuddin No. 1  
Kariangau – Balikpapan 76134, Kalimantan Timur  
Tel. (62-542) 786 3027  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : August 2, 2017

No. : 12/L&D-CSK/VII/2017/C&C  
To : Coaching and Conseling Refreshment Training Participants  
From : HR Manager  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

**We confirm seat for:**

No	Name	SN	Branch	Position
1	Mashadi	00003257	Batakan	Supervisor Service
2	Edy Putranto	00002981	Batakan	Foreman Service
3	Arlina Bachtiar	00008643	CRC Samarinda	Specialist Service Operations
4	Leonardus Yudhi Prasetyo	00009224	CRC Samarinda	Supervisor Service
5	Ratna Jamilah Sriwulandari	00002861	CRC Samarinda	Parts Operation Supervisor
6	Lilik Harjanto	00003606	CRC Balikpapan	Parts Operation Supervisor
7	Titen Sulastri	00002786	CRC Balikpapan	Finance Supervisor
8	Dardjad	00003461	CRC Balikpapan	Foreman Service
9	Darmawi	00004098	CRC Balikpapan	Supervisor Service
10	Gatot Pribadi	00004767	CRC Balikpapan	Office Services Supervisor
11	Imelda Lumembang S.	00009768	CRC Balikpapan	Supervisor Service
12	Fenti Arida Prasetyorini A.	00010130	CRC Balikpapan	Part Operation Supervisor
13	Wardono Aristo Nugroho	00024373	CRC Balikpapan	Safety, Health & Environment Supervisor
14	Jak Tomim Al Amatyani	00006793	CRC Balikpapan	Foreman Service
15	Sudaryono	00032878	MRC Balikpapan	Senior Supervisor Service
16	Raymond Fandy Mandagi	00010347	SOS Balikpapan	Senior Analyst SOS System
17	Ahmad Rijani	00008480	SOS Balikpapan	Supervisor SOS Laboratory
18	Bobby Nur Rahman	00009564	SOS Balikpapan	Supervisor SOS Laboratory Operations
19	Vicky Rahayu Setyawati	00012990	SOS Balikpapan	Supervisor SOS Laboratory Operations
20	Hadi Pratomo	00014317	SOS Balikpapan	Supervisor SOS Laboratory Operations

**To Attend:**

**Course Title** : Coaching and Counseling Refreshment  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 14 August 2017  
**Location** : Satellite Training Center Balikpapan  
Jl. Jendral Sudirman No. 848  
Balikpapan 76114  
**Phone** : +62 542 762810

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

Participant from outside Balikpapan are required to stay at:

**Hotel Zurich**

Jl. Jendral Sudirman No. 81 Balikpapan

+62 542 760808

Check in : 13 August 2017

Check out : 15 August 2017

- 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 include during the training session.
- Dress code during the training session is formal shirt (No Jeans).

Yours sincerely,



Maria Ivony Ratnawati  
Human Resources Manager