

PT Trakindo Utama

Training Center Department
Jl. Raya Narogong Km 19 Cileungsi
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Seat Confirmation Letter

No : 011 / SLS / L&TD / II / 2018
To : **Participants of Professional Teleselling Skill**
From : Learning and Talent Development Manager
Date : February 14, 2018
Re : **Professional Teleselling Skill**

Dear All,

Aligned with corporate initiatives, Learning & Talent Development - Head Office will conduct **Professional Teleselling Skill** on the following schedule:

Class of : **Professional Teleselling Skill**
Date : **22 – 23 February 2018**
Time : 08.00 – 17.00 WIB
Venue : **Training Center Cileungsi**
Jl. Raya Narogong Km. 19, Cileungsi – Bogor
Tel: (021) 8233361

Herewith we inform you the seat confirmation for participants as listed below to attend this program,

NO	NAME	SN	DIVISION	BRANCH
1	SRI ARIANY	25812	PS SALES	Makassar
2	YULIDA HAIRIYANTI	28383	PP SALES	Muara Teweh
3	DIANA ISNANI	23717	PS SALES	Pangkalan Bun

Training Center will provide dormitory including meals and laundry for the participants who will attend the training. All participants have to check in at the dormitory before training started and check out after the training finished.

Check In on **21** and Check Out on **24 February 2018**.

For detail information you are pleased to contact:

1. Sumardi HP 08125538433; email : sumardi@trakindo.co.id
2. Nunung / Siti Nur Hidayati HP 08119599787; email : snhidayati@trakindo.co.id

Should you need further assistance, please do not hesitate to contact us.

Yours sincerely,



Ira Dhamayanti Kamal

Learning & Talent Development Manager