

PT Trakindo Utama

Training Center Department
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Seat Confirmation Letter

No : 132 / OO / L&TD / VI / 2018
 To : **Participants of Building Maintenance & Management (Electrical and Mechanical) Training**
 From : Learning and Development Manager
 Date : July 03, 2018
 Re : Building Maintenance & Management (Electrical and Mechanical) T raining

Dear all,

Aligned with corporate initiatives, Learning & Talent Development Head Office will conduct **Building Maintenance & Management (Electrical and Mechanical) Training**. Participants on the following schedule:

Class of : **Building Maintenance & Management (Electrical and Mechanical) Training**
 Date : 16 - 18 July 2018
 Time : 08:00 -17:00 WITA
 Venue : Hotel Santika BSD City Serpong
 Teraskota Entertainment Center, CBD Lot VII B
 Jalan Pahlawan Seribu, Serpong
 Kota Tangerang Selatan, Banten 15322

No	SN	Name	Division	Branch
1	23789	WARNO	WEST JAVA	BSD
2	3344	TRIYANTO	WEST JAVA	BATAM
3	12070	SUJARI	NORTHERN SUM	PEKANBARU
4	4462	SUGITO	SOUTHERN KAL	HO SOUTHERN
5	25292	DENNY OKFRY SASMARA	SOUTHERN KAL	TANJUNG
6	3522	BILSON SIMANJUNTAK	BATU HIJAU	BATU HIJAU
7	13275	IRFAN KURNIAWAN	BATU HIJAU	BATU HIJAU
8	29278	AGUS INDRO SUSANTO	HEAD OFFICE	HEAD OFFICE
9	3896	SUMANTOLO	HEAD OFFICE	HEAD OFFICE
10	3246	LINDA WIDIASTUTI	HEAD OFFICE	CILEUNGI
11	3942	TRIWANTORO	HEAD OFFICE	CILEUNGI
12	16575	MARIA ANUNCIATA WIJAYANTI	HEAD OFFICE	HEAD OFFICE
13	20899	LELY AYU PRIAMBADA	HEAD OFFICE	HEAD OFFICE
14	27114	ROKHIM	SOUTHERN SUM	PALEMBANG
15	26288	RIRIN KURNIA	SOUTHERN SUM	BANGKA BELITUNG
16	22652	MASHUDI SYAHLOSO	NORTHERN KAL	BALIKAPAPAN
17	13312	TUHARI	NORTHERN KAL	SAMARINDA
18	20924	SETYAWAN AZHAR ACHMAD	NORTHERN KAL	HO NORTHERN
19	17836	BENNI ST	NORTHERN KAL	SANGATTA

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Head office has provided a hotel for the participant, including meals and laundry, which will attend the training. Participant has to check in at the hotel before the training start and check out after the training finished.

- **Hotel address** : **Hotel Santika BSD City Serpong
Teraskota Entertainment Center, CBD Lot VII B
Jalan Pahlawan Seribu, Serpong
Kota Tangerang Selatan, Banten 15322**
- **Check In** : **15 July 2018**
- **Check Out** : **19 July 2018**
- **Note** : **To all participant required to bring PPE
(Safety Shoes, Safety Glass, and Helmet)**

Emergency contact to:

1. Nanang Kurniawan HP 0812 1181 490 ; email : nanang.kurniawan@trakindo.co.id
2. Avanty Widias Mahar HP 0812 83082741 ; email : learning.support@trakindo.co.id

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

Yours sincerely,



Ira Dhamayanti Kamal

Learning & Talent Development Manager