

Customer Support Kalimantan Division

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

Seat Confirmation Letter

Date : December 11, 2018

No. : 64/L&D-CSK/XII/2017/TSP
To : The Star Power 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	Andri Firmansyah	3255	CRC	Supervisor Service
2	Darmawi	4098	CRC Balikpapan	Supervisor Service
3	Heni Mariani	21231	CRC Balikpapan	Human Resources Supervisor
4	Lukman Thaib Wolango	4765	CRC	Logistic Foreman
5	Muhammad Noor Wahyudhi	6479	CRC	Foreman Service
6	Jak Tomim Al Amatyani	6793	CRC Balikpapan	Foreman Service
7	Harnawi	6803	CRC	Foreman Service
8	Yuri Setiadi	7799	CRC Balikpapan	Senior Analyst Service Operations
9	Arisonda Maulana	8429	CRC Balikpapan	Foreman Service
10	Robby Afandy Nugroho	12314	CRC Balikpapan	Foreman Service
11	Aries Setiawan	12317	CRC Balikpapan	Foreman Service
12	Jeffry Rangga Winata	25743	CRC Balikpapan	Parts Operation Foreman
13	Wahyu Setiawan	21498	CRC Balikpapan	Senior Analyst Parts
14	Sri Suhartini	22853	CRC Balikpapan	Senior Analyst Service Operations
15	Asrul Sani	17005	CRC Balikpapan	Supervisor Service
16	Prasetyo Hadi Kurniawan	3969	Pangkalan Bun	Branch Head
17	Bambang Fadjar Rianto	4226	Sanggata	Manager Service Operation
18	Theo Yoga Tama	8479	Samarinda	Accounting Manager
19	Yuliarto Bangun Abadi	29154	EMP	HMS Customer Relation Sr. Spv

To Attend:

Course Title : The Star Power Training
Time : 08.00 – 17.00 Wita
Schedule : 19 - 21 December 2018
Location : Hotel Novotel Balikpapan
Jl. Brigjen Ery Suparjan No.2, Klandasan Ulu, Balikpapan Kota
Balikpapan 76112
Phone : (+62542) 820820
Facilitator : Insan Performa

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

Participant from outside Balikpapan are required to stay at:

ibis Balikpapan

Jl. Brigjen Ery Suparjan, Klandasan Ulu, Balikpapan Kota Balikpapan 76112

(+62542) 820821

Check in : 18 December 2018

Check out : 22 December 2018

- 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), daily laundry (5 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).**
- **Please bring your Personal Protective Equipment (PPE) for technical course.**

Yours sincerely,



Maria Ivony Ratnawati
Human Resources Manager