

Satellite Training Center Balikpapan

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

Seat Confirmation Letter

Date : February 4, 2019

No. : 004/T&D NorthKal/I/2018/BWSS
To : Basic Working Soft Skills Training Participants
From : STC Head HO Northern
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position
1	Ana Mulyana	00004223	Gunung Bayan	Counterman
2	Rita Jumantis	00032403	Sangatta	Clerk
3	Yoshika Mukit Nugraha	00026178	Tj. Redeb-Berau	Analyst Accounting
4	Andi Irfan	00030386	Tj. Redeb-Berau	Storeman
5	Muammar Edi Frima	00029863	Tj. Redeb-Berau	Storeman
6	RUNDI HARTONO	00003527	CRC	Analyst Technical Comm
7	YURI SETIADI	00007799	CRC Balikpapan	Sr Analyst Service Operations
8	TRI WAHYU PRIO SAPUTRO	00011176	CRC Balikpapan	Assistant Service Accounts
9	JEFFRY LADJEB	00015459	CRC	Analyst Service Operations
10	NUR HASANAH	00015458	CRC Balikpapan	Analyst Service Operations
11	NOVAL PALAYUKAN	00024802	CRC	Analyst Service Operations

To Attend:

Course Title : Basic Working Soft Skills
Time : 08.00 – 17.00 Wita
Schedule : 11-13 February 2019
Location : Satellite Training Center Balikpapan
Jl. Jendral Sudirman No. 848
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 Ibis
JI Ery Suparjan No.2 Balikpapan, Kalimantan Timur
Balikpapan,76112
+62 542 821820/ 820821

- Check in : 10 February 2019
- Check out : 14 February 2019

- 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 (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).**

Yours sincerely,



Agus Hermanto
STC Head HO Northern