

**PT Trakindo Utama**

Component Rebuild Center  
Jl. Sultan Hasanuddin No. 8  
Kariangau, Balikpapan 76134  
Indonesia  
Tel. (62-542) 786 3025  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : March 11, 2019

No. : 08/L&D-CSK/III/2017/CSE  
To : Customer Service Excellence Training Participants  
From : HR Manager  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

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**We confirm seat for:**

| No | Name                        | SN    | Branch         | Position                 |
|----|-----------------------------|-------|----------------|--------------------------|
| 1  | Arsani                      | 29770 | CRC Balikpapan | Storeman                 |
| 2  | Ade Yardani                 | 32138 | CRC            | Mechanic CRC             |
| 3  | Nova Sanjaya                | 32140 | CRC Balikpapan | Mechanic CRC             |
| 4  | Syamsul Maarif              | 34288 | CRC Balikpapan | Storeman                 |
| 5  | Rouncing                    | 40348 | CRC Balikpapan | Mechanic CRC             |
| 6  | Febrianto Damarulan         | 46444 | CRC Balikpapan | Mechanic CRC             |
| 7  | Muhammad Dedi Yusuf         | 46472 | CRC Balikpapan | Mechanic CRC             |
| 8  | Muhammad Rezky Fathurrochim | 48255 | CRC Balikpapan | Analyst Techom           |
| 9  | Andry Agung Wibowo          | 48266 | CRC Balikpapan | Office Operation Analyst |

**To Attend:**

**Course Title** : Customer Service Excellence Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 27 - 28 March 2019  
**Location** : PT Trakindo Utama - CRC Balikpapan  
Jl. Sultan Hasanuddin No.08 / RT.01 - Kariangau Balikpapan  
76134  
**Phone** : +62 542 7863027  
**Facilitator** : Dinar Ajie Prabowo

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

Participant from outside Balikpapan are required to stay at:

Swiss-Belinn Balikpapan  
Jl. Jendral Sudirman No. 345 Balikpapan  
+62 542 746180

Check in : 3/26/2019 – 14.00

Check out : 3/29/2019 – 12.00

- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
- Hotel will provide breakfast, transportation (CRC Balikpapan ↔ Hotel), 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