

PT Trakindo Utama

Training Center Department
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Seat Confirmation Letter

No : 131 / EM / L&TD / VII / 2019
To : **Participants Training of Planning & Scheduling**
From : Learning and Development Manager
Date : July 30th, 2019
Re : Planning & Scheduling Training

Dear all,

Aligned with corporate initiatives, Learning & Talent Development - Head Office will conduct **Planning & Scheduling Training**. Participants on the following schedule:

Class of : **Planning & Scheduling Training**
Date : 08 – 09 August 2019
Time : 08:00 -17:00 WIB
Venue : **STC Balikpapan**
Jl. Jendral Sudirman No.848
Balikpapan, 76114, East Kalimantan, Indonesia

NO	SN	NAME	DIVISION	BRANCH
1	24146	RAHMADIANNOR	SOUTHERN KAL	TANJUNG
2	11187	CHOLID MAHFUD YUSUF	CUST SUPPORT	CRC BALIKPAPAN
3	30639	DENNI ARISTIAWAN	CUST SUPPORT	CRC BALIKPAPAN
4	25284	ARIEF RUNADI	SOUTHERN KAL	TANJUNG
5	19872	PIET RAHMANTO JOYODISASTRO	CUST SUPPORT	EMP
6	15570	SORAYA	CUST SUPPORT	CRC BALIKPAPAN
7	22159	ERITA MAYASARI	CUST SUPPORT	CRC BALIKPAPAN

Head Office has provided a Hotel for the participants, 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** : **Quest Hotel Balikpapan**
Jalan Jendral Sudirman, Balikpapan Superblok (BSB) Blok H 11, Balikpapan
East Kalimantan, Indonesia
t: +62 542 7571881 f: +62 542 757 1885
- **Check in** : **07 Aug 2019**
- **Check out** : **10 Aug 2019**

Note.

- **TCAR link will be sent separately from this email for each participant**

Emergency contact to:

1. Victor Agni Herlambang HP 0811 9108496; email : victor.herlambang@trakindo.co.id
2. Yuni Aryani HP 0812 9721 9421; email : training.support01@trakindo.co.id

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

Yours sincerely,



Ira Dhamayanti Kamal

Learning & Development Manager