

**PT Trakindo Utama**

Training Center Department  
Jl. Raya Narogong Km 19 Cileungsi  
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## Seat Confirmation Letter

No : 182 / EM / L&TD / IX / 2019  
To : **Participants Training of Planning & Scheduling**  
From : Learning and Development Manager  
Date : Sep 27<sup>th</sup>, 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 : 07 – 08 Oct 2019  
Time : 08:00 -17:00 WIB  
Venue : **Gedung TMT 1 – Tiara 7**  
Jl. Raya Cilandak Kko No.1,  
Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12560

NO	SN	NAME	DIVISION	BRANCH
1	31348	RISKY AZIZAH	EAST INDONESIA	HO EAST IND.
2	24417	AHMAD RIJAN LUBIS	NORTHERN SUM	PEKANBARU
3	10832	WARI	JAVA-WEST JAVA	KARIMUN
4	23323	WISNU RUSTANTO	JAVA-WEST JAVA	BSD
5	13700	ASFARUL CHUSNA	JAVA-EAST JAVA	SURABAYA
6	11077	MUHAMMAD SALEH	CUST SUPPORT	HEAD OFFICE
7	28838	RINI PREHATI	CUST SUPPORT	HEAD OFFICE
8	3281	DENNY RADEA GARDIANA	JAVA-WEST JAVA	BSD
9	21280	FIRDAUSI ZULKARNAIN	JAVA-WEST JAVA	BATAM
10	13105	SUPARYONO	CUST SUPPORT	HEAD OFFICE
11	30598	MARUF NUR ARIF	CUST SUPPORT	EMP

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** : **Hotel Swiss Bellin TB Simatupang**  
Jl. R.A.Kartini No.32, RT.9/RW.7, Lb. Bulus, Kec. Cilandak,  
Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12440
- **Check in** : **06 Oct 2019**
- **Check out** : **09 Oct 2019**

**Note.**

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

**PT Trakindo Utama**

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 |

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

Yours sincerely,



**Ira Dhamayanti Kamal**

Learning & Development Manager