

**PT Trakindo Utama**

Training Center Department  
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## Seat Confirmation Letter

No : 219 / SOS / L&TD / XI / 2019  
To : **Participants Training of Audit Internal Sistem Management Laboratorium**  
From : Learning and Development Manager  
Date : November 20<sup>th</sup>, 2019  
Re : **Audit Internal Auditor Sistem Management Laboratorium Training**

Dear all,

Aligned with corporate initiatives, **Badan Besar Industri Argo (BBIA)** will conduct **Audit Internal Sistem Management Laboratorium Training**. Participants on the following schedule:

Class of : **Audit Internal Sistem Management Laboratorium Training**  
Date : 27-28 November 2019  
Time : 08:00 -17:00 WIB  
Venue : **Badan Besar Industri Argo (BBIA)**  
Jl. Ir. H. Juanda No. 11, Bogor 16122 tlp (0251) 8324068

NO	SN	NAME	DIVISION	BRANCH
1	00025035	REZA FATCHAN YUDHA R	CUST SUPPORT	SOS BALIKPAPAN
2	00034233	ALIF NAUFAHRISYA HAMDY	CUST SUPPORT	BATU HIJAU
3	00023040	HARI SUMAWAN	CUST SUPPORT	HEAD OFFICE
4	00033628	ASRI PUSPITASARI	CUST SUPPORT	HEAD OFFICE
5	00034341	EMI NACE M TANAWANI	CUST SUPPORT	KUALA KENCANA
6	00024222	PATMA HENDRAWAN	CUST SUPPORT	SOS BALIKPAPAN
7	00027734	NOVIAN ARDI PERDANA	CUST SUPPORT	SOS BALIKPAPAN

Head Office has provided a hotel for the participants **including Room & Breakfast** which will attend the training. Participants has to check in at the hotel before the training start and check out after the training finished.

- **Hotel Address** : TBA - (Hotel Bogor)
- **Check in** : 26 November 2019
- **Check out** : 29 November 2019

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

Emergency contact to:

1. Nanang Kurniawan HP 0812 1181 490; email : [nanang.kurniawan@trakindo.co.id](mailto:nanang.kurniawan@trakindo.co.id)
2. Yuni Aryani HP 0812 9721 9421; email : [training.support01@trakindo.co.id](mailto: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