

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 21, 2023

No. : 012/T&D NorthKal/II/2023/POP I
To : Pengawasan Operasional Pertama Participants I
From : Learning & Development Leader
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

We confirm seat for:

No	Name	SN	Branch	Position	IO Number
1	Setyawan Azhar Achmad	00020924	Samarinda	Sr. Analyst SHE Operation	1B23O3201610
2	Darmaji	00026237	Lati	Analyst Parts	1B23O3201347
3	M. Dzirotul Ikhsan	00034226	Sangatta	Warehouseman	1B23O3201339
4	Anton Tato	00027816	Tabang	Sr. Analyst Parts	1B23O3201327
5	Rosdianto	00022412	Tj. Redeb-Berau	Counterman	1B23O3201358
6	Didi S Haryanto	00011424	Lati	Senior Technician	1N23O3200171
7	Fauji Bastian	00022910	Tabang	Senior Technician	1N23O3200130
8	Agus Wijaya	00006504	Tarakan	Senior Technician	1N23O3200153
9	Budi Susanto	00003850	Sangatta	Service Advisor	1N23O3200167
10	M Khanif Fahmi	00007833	Sangatta	Manager Parts	1N23O3200070
11	Dedy Bukori	00020782	Melak	Foreman Service Trainee	1N23O3200127
12	Sutikno	00003719	Bontang	Branch Head	1N23O3200141
13	Budi Prakoso	00020970	Bengalon	Specialist EM Engineer	1N23O3200168
14	Agus Imam Syafii	00024376	Bengalon	Technician	1N23O3200169

To Attend:

Course Title : Pengawasan Operasional Pertama
Time : 08.00 – 17.00 Wita
Schedule : 28 Feb - 03 March 2023
Location : PT Trakindo Utama - 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 Quest Balikpapan
Jl. Jendral Sudirman
Balikpapan Super Block (BSB) Blok H 11
+62 542 7571881

- Check in : 27 February 2023
 - Check out : 04 March 2023
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- 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/before tax), transportation (Hotel-Office PP), and daily laundry (5 pieces/day/person {1 shirt, 1 pant, 1 underwear, 1undershirt, 1 pair of shocks}) 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.
 - Required to submit form initial screening
 - Always wear a mask when Training

Yours sincerely,



Yenni

Training & Development Leader