

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 : May 19, 2023

No. : 038/T&D NorthKal/V/2023/TSS
To : Trakindo Supervisory Skill Participants
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	Fatkur Rohman	00011039	Tabang Site	Foreman Service Trainee	1B23O3101532
2	Sigit Yogi Rizandi	00014451	Lati Site	Foreman Service Trainee	1B23O3106248
3	Purwahyuni	00018528	Sangata Group	Sr. Analyst HR Services	1B23O3104669
4	Gayus Ora T	00009896	Sangata Group	Foreman Service	1B23O3104581
5	Yohanes Walter A.	10000070	Central Services	Sr. Spv Contract Performance	1B23O3105622
6	Agung Nugroho	00010818	Central Services	Sr. Specialist EM Solutions	1B23O3104602
7	M. Syamsul Arifin	00024791	Tarakan	Foreman Service	1B23O3106023
8	Indrasi	00020787	Melak	Supervisor PS Sales	1B23O3103225
9	Antony Theodore	00021561	Bontang	Foreman Service	1B23O3105197
10	Brian Adiyasa P	00013644	SCC West Java	Condition Monitoring	1B23O3105281
11	Ryantiarno Ray P.	00007077	SCC North Kalimantan	Coordinator Asset Inventory	1B23O3105359
12	M Adhi Indranata	00034548	Bengalon Site	Supervisor Parts	1B23O3108499
13	Triadi Sujaka	00004578	Melak	Site Leader	1B23O3105061
14	Irsyadi M	00021957	Balikpapan	Sr. Analyst HR Services	1B23O3103214
15	amir basyir	00028358	Tarakan	Supervisor PS Sales	1B23O3103270

To Attend:

Course Title : Trakindo Supervisory Skill
Time : 08.00 – 17.00 Wita
Schedule : 5-7 June 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 : 04 June 2023
 - Check out : 08 June 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.
 - Always wear a mask when Training

Yours sincerely,



Yenni

Training & Development Leader