

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 : July 26, 2023

No. : 163/T&D NorthKal/VII/2023/AWSS
To : Advance Working Soft Skills 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	Erry Budhiman	00004018	Balikpapan	Supervisor Service	1B23O3101777
2	Donal Sudrajat	00007919	Balikpapan	Foreman Service	1B23O3101822
3	Ruditantra Purwandono	00012839	Sangata Group	Foreman Service	1B23O3102567
4	Sigit Yogi Rizandi	00014451	Lati Site	Foreman Service Trainee	1B23O3108481
5	M Rully Afandi	00007235	Lati Site	Supervisor Service	1B23O3101874
6	Yus Priyanto	00008474	Sangata Group	Foreman Service	1B23O3102621
7	Aswan Samad	00009892	Bengalon Site	Foreman Service	1B23O3102264
8	Mustabsirun Alimuddin	00009907	Sangata Group	Foreman Service	1B23O3101882
9	Fatkur Rohman	00011039	Tabang Site	Foreman Service Trainee	1B23O3108484
10	Suriani	00026969	Tabang Site	Service Leader	1B23O3108450
11	Rahmat Hidayatullah	00002931	Samarinda Site	Foreman Service	1B23O3102231
12	Dwi Hernandariyanto	00003175	Samarinda Site	Service Leader	1B23O3102461
13	Ade Hamka	00008819	Separi Site	Supervisor Service	1B23O3108443
14	Supriyanto	00003051	Separi Site	Foreman Service	1B23O3101651
15	Iryawan	00006796	Samarinda	Supervisor Service	1B23O3101684
16	Agus Sulistiyo	00007920	Samarinda	Supervisor Service	1B23O3101763
17	Irfan Budi Setiawan	00003239	Samarinda	Foreman Service	1B23O3101835
18	Fenti Arida	00010130	CRC	Mgr. Parts Warehouse	1B23O3102604
19	Apriadi noor	00017044	CRC	Instructor	1N23O3102441
20	Apriyadi	00024840	Balikpapan	Sr. Analyst Training Services	1N23O3102444

To Attend:

Course Title : Advance Working Soft Skills
Time : 08.00 – 17.00 Wita
Schedule : 7-9 August 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 : 06 August 2023
 - Check out : 10 August 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