

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 : August 16, 2023

No. : 174/T&D NorthKal/VIII/2023/IM-PRAI
To : INVENTORY MANAGEMENT - PARTS RETURN AUTHORIZATION INSPECTION
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	Muhammad Japar	10000086	Lati	Warehouseman	1B2303104336
2	Inrianto	10000089	Lati	Warehouseman	1B2303104323
3	Arif Eko Winarno	00034577	Tabang	Warehouseman	1B2303104260
4	Syamsuddin	00034585	Melak	Warehouseman	1B2303104340
5	Didik Yuli Bagus Setiawan	10000290	Balikpapan	Warehouseman	1B2303104309
6	Hendrik Saputra	10001285	Balikpapan	Warehouseman	1B2303104418
7	Danny Andriano Oroh	00024384	Tarakan	Counterman	1B2303104241
8	Randi Alansyar	00024786	Tarakan	Warehouseman	1B2303104297
9	Nurrohim	00050244	Balikpapan	Warehouseman	1B2303104525
10	Ahmad Fauzi	10002818	Samarinda Site	Warehouseman	1N2303102830
11	Panca Yulinurcahyo	00034861	Samarinda Site	Warehouseman	
12	Mitron Simanjuntak	00034549	Balikpapan	Warehouseman	

To Attend:

Course Title : INVENTORY MANAGEMENT - PARTS RETURN AUTHORIZATION
INSPECTION
Time : 08.00 – 17.00 Wita
Schedule : 29-31 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 : 28 August 2023
 - Check out : 01 September 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, 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.
 - Dinner provide by participant with detail non supervisory RP. 100.000 include tax & Supervisory level up RP.175.000 include tax (Charge by ECV & not provide by 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