

**Satellite Training Center Balikpapan**

**Jl. Jend Sudirman No. 848**  
**Balikpapan 76114 Kalimantan Timur**  
**Tel. (62-542) 762 810**  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : September 6, 2023

No. : 178/T&D NorthKal/IX/2023/POP  
To : PENGAWAS OPERASIONAL PERTAMA Participants  
From : Learning & Development Leader  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

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**We confirm seat for:**

No	Name	SN	Branch	Position	IO Number
1	Jasri Tadona	0029646	Lati	Foreman Warehouse	1N23O3201164
2	Suyono	0002765	Sangatta	Manager PS Sales	1N23O3201168
3	Ady Arief Rahman	0006486	Sangatta	Sr. Supervisor General Administration	1N23O3200308
4	Cahyo Winarto	0007426	Sangatta	Foreman Parts	1N23O3201166
5	Kemal Anshori	0011286	Sangatta	Manager Rental Store	1N23O3201167
6	Astrid Fournalia L. Tobing	0023676	Sangatta	Sr. Supervisor Finance & Accounting	1N23O3201169
7	Septa Panji Witama	0020785	Melak	Foreman Service	1N23O3201171
8	Aloman	0029659	Melak	Analyst Parts	1N23O3201170
9	M Hakiim Rizqi Bintang	0048584	Melak	Analyst SHE Operation	1N23O3201165
10	Mohammad Ansori	0028761	Samarinda Site	Supervisor Parts	1B23O3201367
11	Mukhamad Iksan	0028830	Lati	Sr. Analyst SHE Operation	1B23O3201323

**To Attend:**

**Course Title** : **PENGAWAS OPERASIONAL PERTAMA**  
**Time** : **08.00 – 17.00 Wita**  
**Schedule** : **11-14 September 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:

**Swiss-Belinn Balikpapan**  
**Jl. Jendral Sudirman No. 345**  
**Balikpapan**  
**+62 542 746180**

- Check in : 10 September 2023
  - Check out : 15 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, 1 undershirt, 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