

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 : October 4, 2023

No. : 191/T&D NorthKal/X/2023/WM-WOB
To : WAREHOUSE MANAGEMENT - WAREHOUSE OPERATION BASIC 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	Albert Sampetuan	10000468	Melak	Warehouseman	1B23O3106349
2	Ikbal Fauzi Cahya	10001571	Samarinda Site	Warehouseman	1B23O3106356
3	Muzayin	10000083	Tj. Redeb-Berau	Counterman	1B23O3106400
4	Aris	10001014	Samarinda	Warehouseman	1B23O3106454
5	Prengki Engklisno Situmorang	10001274	Tj. Redeb-Berau	Warehouseman	1B23O3106470
6	Hendrik Saputra	10001285	Balikpapan	Warehouseman	1B23O3106539
7	Ardi	10001570	Tarakan	Warehouseman	1B23O3106279
8	Dicky Yudistira Alwianto	10001875	Samarinda	Warehouseman	1B23O3106488
9	Nurjubaidah	00047528	Tj. Redeb-Berau	Counterman	1B23O3102148
10	Khoirul Isnain Asirin	10000307	CRC Balikpapan	Warehouseman	1B23O3104364
11	Darmin Saputra	10001065	CRC Balikpapan	Warehouseman	1B23O3104121

To Attend:

Course Title : WAREHOUSE MANAGEMENT - WAREHOUSE OPERATION BASIC

Time : 08.00 – 17.00 Wita

Schedule : 11-13 October 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 October 2023
 - Check out : 14 October 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) “claim dinner in one bill only”
 - 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