

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 10, 2023

No. : 193/T&D NorthKal/X/2023/WM-WOB
To : Trakindo Supervisory 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	Irawan Sutrisno	00021458	Samarinda	Coordinator Parts	1B23O3101550
2	Giyanto	00020762	Sangatta	Analyst Service Performance	1B23O3103289
3	Wadly Awal Budiman	00003847	Bontang	Service Leader	1B23O3103264
4	Budi Prakoso	00020970	Bengalon	Specialist EM Engineer	1B23O3106709
5	Pujianto	00003603	Sangatta	Sr. Analyst Event Planner	1B23O3105632
6	Syamsul Agus	00027388	Samarinda Site	Analyst Service Account	1B23O3106335
7	Catur Andri Wicaksono	10000561	Tj. Redeb-Berau	Analyst SHE Operation	1B23O3104616
8	Ardi Suroto	00014440	SCC Balikpapan	Service Advisor	1B23O3105190
9	Anang Bagus Prabowo	00027757	SCC Balikpapan	Customer Development	1B23O3105941
10	Yusvira Mutia Dewi	00023282	Balikpapan	Sr. Analyst Training Services	1N23O3101992
11	Ahmadi	00005139	Samarinda	Service Leader	1B23O3101582
12	Erni Yulianita Carolina	00009562	Balikpapan	Analyst Training Services	1B23O3105735
13	Khaidir Idris	00015144	Samarinda Site	Specialist Event Planner	1N23O3101421
14	Arif Zaini	00028336	Balikpapan	Supervisor PS Sales	1N23O3102135

To Attend:

Course Title : Trakindo Supervisory Skills
Time : 08.00 – 17.00 Wita
Schedule : 17-19 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:

Hotel Quest Balikpapan
Jl. Jendral Sudirman
Balikpapan Super Block (BSB) Blok H 11
+62 542 7571881

- Check in : 16 October 2023
 - Check out : 20 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