

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 : November 7, 2023

No. : 102/T&D NorthKal/XI/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	Arham Hidayat	00030865	Lati	Counterman	1B23O3104059
2	Novian Nur	10001282	Balikpapan	Warehouseman	1B23O3104324
3	Abdul Samad	10001371	Tj. Redeb-Berau	Warehouseman	1B23O3104429
4	Einstein Edo Fradhana	10001807	Samarinda	Coordinator Warehouse	1B23O3103849
5	Wendi Saputra Sulistio	10001877	Samarinda	Warehouseman	1B23O3103993
6	Johan Tubeki Robert	00034561	Tarakan	Foreman Parts	1B23O3103841
7	Herri	00047526	Tj. Redeb-Berau	Counterman	1B23O3104469
8	Fuad Hassan	00050333	Tj. Redeb-Berau	Warehouseman	1B23O3104422
9	Ibnu Mauludin	00030363	Samarinda	Sr. Analyst PS Sales Administration	1N23O3103202
10	M Ikhsan Ramadhan	10002539	Samarinda Site	Warehouseman	1N23O3103203
11	Aang Raditia Riski	10001538	Lati	Warehouseman	1N23O3103204

To Attend:

Course Title : WAREHOUSE MANAGEMENT - WAREHOUSE OPERATION BASIC
Time : 08.00 – 17.00 Wita
Schedule : 21-23 November 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 : 20 November 2023
 - Check out : 24 November 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) “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.

Yours sincerely,



Yenni

Training & Development Leader