

Aldi Rachmadi Hidayat

From: Tri Setyo Adi
Sent: 13 November 2023 12:28
To: Debora Syebat Nazir; Lisna Febrina Pasaribu; Desy Putri Pratiwi; Adi Purcahyo; Muhammad Rezani; Taufik Rachman; Vicky Libra Nindia Lebang; Ilhamsyah Salamuddin; Bobby Gunarso Pratama; Nadya Patricia Catherine; Steven Stifly Pantow; Dody Pratama; Agung Perdana; Aldi Rachmadi Hidayat
Cc: Sumardi; David Johannes Pasaribu; Sudirman; Luveannoor Akbar; Imelda Lumembang Sanapang; Hendra Chandra Permana; Dian Tri Laksono; Daud Sapan; I Nengah Budiasa; Marthinus Rangga Sanapang; Dian Tri Laksono; Rahim; Marwan Putra; Bambang Sri Utomo; Andri Kurniawan; Triwantoro; Nunung (Siti Nur Hidajati); Nadia Lilfitri; Nanang Kurniawan; Hadi Hidayat; Dedy Susanto; Syarifah Maulina; Apriyadi; Erni Yulianita Carolina; Yusvira Mutia Dewi; Nurul Aisyah Astuti; Eveline Novianty; Trinova Trinova; Admin GA Medan
Subject: SEAT CONFIRMATION_SERVICE ACCOUNT TRAINING_HEAD OFFICE_20_23 NOVEMBER 2023

Dear Team,

Kindly lock your schedule for the following :

Training Title : **SERVICE ACCOUNT TRAINING**
Date : 20 – 23 November 2023
Duration : 08.00 – 17.00 WIB
Location : **Head Office – Tiara 3 Meeting Room.**
Jl. Raya Cilandak Kko No.1, RT.13/RW.5, Ragunan, Ps. Minggu, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12550
Facilitator : HO Team.

List Participant :

SN	Employee Name	Division	Branch	Position
10002417	Debora Syebat Nazir	EAST INDONESIA	Min Gorontalo	Assistant Service Account
23402	Lisna Febrina Pasaribu	ENGINEERING SV	MRC Balikpapan	Sr. Analyst Service Account
10000335	Desy Putri Pratiwi	SOUTHERN KAL	Banjarmasin	Assistant Service Account

7789	Adi Purcahyo	ENGINEERING SV	CRC Balikpapan	Sr. Analyst Service Account
10001455	Muhammad Rezani	SOUTHERN KAL	Rantau	Assistant Service Account
4144	Taufik Rachman	NORTHERN KAL	Balikpapan	Analyst Event Planner
10001453	Vicky Libra Nindia Lebang	TEMBAGAPURA	Kuala Kencana	Assistant Service Account
10002829	Ilhamsyah	BATU HIJAU	Batu Hijau	Assistant Service Account
10002603	Bobby Gunarso Pratama	NORTHERN KAL	Separi	Assistant Service Account
8061	Nadya Patricia Ch	NORTHERN KAL	Balikpapan	Supervisor Service Account
13581	Steven Stifly Pantow	TEMBAGAPURA	Area TTD	Sr. Analyst Service Performance
45806	Dody Pratama	SUMATERA	Tanjung Enim	Assistant Service Account
10001754	Agung Perdana	SUMATERA	Padang	Assistant Service Account
10001469	Aldi Rachmadi Hidayat	SOUTHERN KAL	Batu Kajang	Assistant Service Account

Training Center will provide Accomodation for the participants who will attend the training. All participant have to check-in at the hotel before training started and Check out after training finished.

Hotel : **Ibis Styles – Simatupang**

Jl. Cilandak Tengah Raya No.23, Cilandak Bar., Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12430

Check In : 19 November 2023

Check Out : 24 November 2023

Should you need further information please don't hesitate to contact us.

Note :

1. Please Create TCAR and Send TCAR full Approval to : tri.adi@trakindo.co.id before 16 November 2023.
2. Please prepare cash advance for local Transport (Hotel – HO PP), Laundry, & Dinner at the Hotel.
3. OO HO will provide accomodation only room hotel with GL.
4. Please prepare Laptop.

Terima kasih.
Best Regards,

Tri Setyo Adi

Learning & Development Department

PT Trakindo Utama – TC Cileungsi

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