

PT Trakindo Utama

Training Center Department
 Jl. Raya Narogong Km 19 Cileungsi
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Seat Confirmation Letter

No : 171 / SS / L&TD / IX / 2018
 To : **Participants of Coaching and Counseling Training**
 From : Learning and Talent Development Department
 Date : September 17, 2018
 Re : Coaching and Counseling Training

Dear all,

Aligned with corporate initiatives, Learning & Talent Development Head Office will conduct **Coaching and Counseling Training**. Participants on the following schedule:

Class of : **Coaching and Counseling Training**
 Date : **24-27 September 2018**
 Time : 08:00 -17:00 WIB
 Venue : **TMT Building – GF Floor**
 Tiara 4 Meeting Room
 Jl. Cilandak KKO No. 1 – Jakarta Selatan

No	SN SAP	NAME	DIVISION	BRANCH
1	3121	ANDHIK PUJIANTO	PS SALES	SURABAYA
2	22873	ANISATURRAKMAH	PS SALES	SURABAYA
3	4505	ANDY SURYANTO	JAVA-EAST JAVA	DENPASAR
4	11243	AGUNG NUGROHO	PP SALES	SURABAYA
5	16786	EKO YANUARTO	JAVA-EAST JAVA	SURABAYA
6	3216	EKO SUPRIANTO	JAVA-EAST JAVA	SURABAYA
7	9003	LEO FANY CRISTIANSYAH	JAVA-EAST JAVA	CILACAP
8	10216	TITIK WIDOWATI NUGRAHENI	JAVA-EAST JAVA	SURABAYA
9	2580	KUSWANTO	PART SUPPCHAIN	HEAD OFFICE
10	8993	M. SUKIRMAN	PART SUPPCHAIN	HEAD OFFICE
11	10557	FUAD MAHDI	CUST SUPPORT	HEAD OFFICE
12	4788	HERYAWAN	CUST SUPPORT	HEAD OFFICE
13	6911	BUDI PURNAWAN	CUST SUPPORT	HEAD OFFICE
14	3394	FIEKE ROZADANI	PP SUPP CHAIN	HEAD OFFICE
15	3316	HAERUDDIN	EAST INDONESIA	SOROAKO
16	3809	HENDRIK	EAST INDONESIA	SOROAKO
17	15509	ARVINNA ZENOBIA A	HUMAN CAPITAL	HEAD OFFICE
18	10179	ALHER DEDY TONGKA	EAST INDONESIA	MANADO
19	14784	JEFTA HENDRIK RORONG	EAST INDONESIA	MANADO
20	21515	ACHMAD AUDY	SOUTHERN SUM	PALEMBANG

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Head office has provided a hotel for the participant from Area, including meals and laundry, which will attend the training. Participant has to check in at the hotel before the training start and check out after the training finished.

- **Hotel address** : **Swiss Bellnn Simatupang**
Jl. RA Kartini No.32, Lebak Bulus, Jakarta 12440
- **Check In** : **23 September 2018**
- **Check Out** : **28 September 2018**

Emergency contact to:

1. Lili Andalia HP 0815 1323 4560 ; email : landalia@trakindo.co.id
2. Siti Nur Hidajati HP 0811 9599 787 ; email : snhidayati@trakindo.co.id

Should you need further information, please do not hesitate to contact us.

Yours sincerely,



Ferry M. Butarbutar

Human Capital Head