

PT Trakindo Utama

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NO. REF . 069/RM-SS/IV/2017

TANGGAL / DATE : 10 APRIL 2017
KEPADA / TO : SDR. ROKHIM / SN. 00027114
DARI / FROM : REGION MANAGER – SOUTHERN SUMATERA REGION
PERIHAL/ SUBJECT : ASSIGNMENT / PENUGASAN

Sdr. Rokhim,

Guna mencapai optimalisasi pengembangan organisasi dan sumber daya manusia serta persetujuan pihak-pihak terkait, maka kami kukuhkan penugasan Saudara yang baru sebagai :

In line with the continuity of employee & organizational development program and also the consent of all parties, we are pleased to inform your new assignment as follows:

Jabatan / Job title	: Office Operation Analyst
Departemen / Department	: OFFICE SERVICE DEPARTMENT
Divisi/Division	: SUMATERA
Cabang/Branch	: Palembang
Lokasi / Location	: Palembang
Tgl berlaku / Effective date	: 1 Mei 2017

Saudara diminta melapor dan bertanggung jawab kepada Bapak Aladin - General Administration Supervisor, yang akan mempersiapkan uraian tugas, tanggung jawab dan sasaran yang harus dicapai dalam penugasan Saudara yang baru.

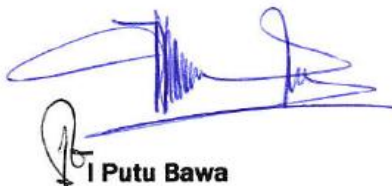
You are requested report to Mr. Aladin - General Administration Supervisor, as your direct superior who will clarify your complete job description, scope of responsibilities and target achievements in your new assignment.

Apabila terdapat hal-hal yang belum jelas sehubungan dengan penugasan baru ini silahkan menghubungi Human Resources Departemen terkait.

Should you have any questions related to this assignment, kindly please contact Human Resources Department.

Selamat kepada Saudara atas penugasan yang baru.

We wish you success on your new assignment. Congratulations.



I Putu Bawa

Tembusan :

- Representative Office Head - Bengkulu
- GA Supervisor - Southern Sumatera Region
- HR Dept. / Finance Dept. / Office Service Dept. / Service Dept. / Sales Dept. / SCC - Southern Sumatera Region