

Luciana Upik Rahayu

From: Tri Heru
Sent: Monday, July 17, 2017 9:35 AM
To: Luciana Upik Rahayu
Cc: Noor Ayu Suryaningsih
Subject: RE: PS Sales Admin Meeting

OK
Sesuaikan saja dengan jadwal travel

Ayu,
Tolong dapat direvisi reservasi hotel Zurich untuk Luci , check out tanggal 22 Juli 2017

Rgds,

Tri Heru
Sales Support Manager
Northern Kalimantan

PT Trakindo Utama
Jalan Jend. Sudirman No. 848, Balikpapan 76114, Indonesia
Tel. +62 542 762 810 (ext. 4117) • Mobile: +62 811 163208
theru@trakindo.co.id
www.trakindo.co.id

From: Luciana Upik Rahayu
Sent: Monday, July 17, 2017 8:15 AM
To: Tri Heru
Subject: FW: PS Sales Admin Meeting

Dear Pak Tri

Mohon ijin Lucy extend 1 malam dan kembali ke sangatta sabtu pagi .
Boleh kah pak ? ☺



Best Regards

Luciana Upik R
Sales Support

PT. Trakindo Utama
Northern Kal. Division
Tango Delta - Komplek KPC Sangatta
Kutai Timur, Kalimantan Timur 75611
Telp. 0549 - 21152, 22333 Ext.150 Mobile. 085226070255
luciana.rahayu@trakindo.co.id
www.trakindo.co.id

From: Noor Ayu Suryaningsih

Sent: Thursday, July 13, 2017 11:14 AM

To: Sinta Maria Fitriana Karundeng; Fitriani Wiyono; Luciana Upik Rahayu; Linda Handayani; Edi Prayogo; Sales Admin Berau; Ade Charity

Cc: Andy Muhammad Hakim; Tri Riani Pamularsih; Anwar ST; Kaspul Anwar; Suyono Ikram; Deddy Dwiyo; Heru Winanto; Tri Heru; Recky Hendrawan

Subject: RE: PS Sales Admin Meeting

Mba Sinta,
Noted . Terima Kasih.

Dear Fitri, Jojo & Luci,
Mohon disiapkan Cash Advance untuk Payment Hotel nya sesuai dengan konfirmasi Mba Sinta dibawah ☺

Terima Kasih



Best Regards,

Noor Ayu .S
Sales Support Northern Kal (Product Support)

PT. Trakindo Utama

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www.trakindo.co.id

A member of **Tiara Marga Trakindo Group**

From: Sinta Maria Fitriana Karundeng

Sent: Thursday, July 13, 2017 10:55 AM

To: Noor Ayu Suryaningsih

Cc: Andy Muhammad Hakim; Tri Riani Pamularsih; Anwar ST; Kaspul Anwar; Suyono Ikram; Deddy Dwiyo; Heru Winanto; Tri Heru; Recky Hendrawan; Ade Charity; Fitriani Wiyono; Luciana Upik Rahayu; Linda Handayani; Edi Prayogo; Sales Admin Berau

Subject: RE: PS Sales Admin Meeting

Dear Mba Ayu,

Mohon maaf sebelum nya, kami tidak bisa mengeluarkan GL, kecuali Event dan Training (STC), mohon menyiapkan cash advance sebelum berangkat.

Saya sudah book di Quest Hotel dengan detail dibawah ini.

1. Fitriani & Minarti
 - Twin Room Quest Hotel
 - (check In 20 Juli 2017 – Check Out 21 Juli 2017)
 - Payment by PA (Room rate IDR. 390,000)
2. Luciana Upik. R
 - Single room Quest Hotel
 - (check In 20 Juli 2017 – Check Out 21 Juli 2017)

- Payment by PA (Room rate IDR. 390,000)

**Thanks ,
Sinta Maria**

Secretary
Office Operation

PT Trakindo Utama

Jalan Jend. Sudirman No. 848, Balikpapan 76114, Indonesia
Tel. +62 542 762 810 Ext. 4066 Mobile +62 811 542 3309
Email : sinta.karundeng@trakindo.co.id

From: Noor Ayu Suryaningsih

Sent: Thursday, July 13, 2017 10:23 AM

To: Ade Charity; Fitriani Wiyono; Luciana Upik Rahayu; Linda Handayani; Edi Prayogo; Sales Admin Berau; Sinta Maria Fitriana Karundeng

Cc: Andy Muhammad Hakim; Tri Riani Pamularsih; Anwar ST; Kaspul Anwar; Suyono Ikram; Deddy Dwiyono; Heru Winanto; Tri Heru; Recky Hendrawan

Subject: RE: PS Sales Admin Meeting

Dear Team,

Melanjuti komunikas by phone, semua confirm bisa datang kecuali Mba Linda yang sedang cuti.
Mohon disiapkan TAR masing-masing bagi yang berada di luar kota.

Dear Mba Sinta,

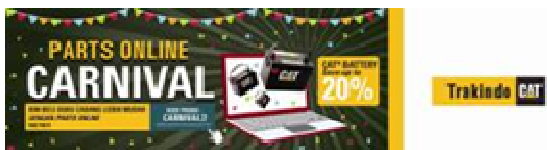
Rencananya kami akan mengadakan PS Sales Admin Meeting pada tanggal 21 Juli 2017.
Mohon bantuannya untuk dibuatkan GL untuk akomodasi peserta yang berada diluar kota.

Berikut Nama yang akan dibookingkan Hotelnya:

Fitiani & Minarti (check In 20 Juli 2017 – Check Out 21 Juli 2017)

Luciana Upik. R (check In 20 Juli 2017 – Check Out 21 Juli 2017)

Terima Kasih



Best Regards,

Noor Ayu .S
Sales Support Northern Kal (Product Support)

PT. Trakindo Utama

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From: Tri Heru

Sent: Friday, July 07, 2017 10:23 AM

To: Luciana Upik Rahayu; Linda Handayani; Edi Prayogo; Ade Charity; Fitriani Wiyono; Noor Ayu Suryaningsih; Nandini Swasti Achedya Candraditya; Reni Sarifa; Sales Admin Berau

Cc: Hilda Ambray Winokan; Ignasius Budisusetyo; Recky Hendrawan; Andy Muhammad Hakim; Tri Riani Pamularsih;

Anwar ST; Kaspul Anwar; Heru Winanto; Suyono Ikram; Deddy Dwiyono
Subject: PS Sales Admin Meeting

Dear team,

Anda diundang menghadiri PS Sales Admin Meeting pada:

Hari : Jum'at

Tanggal: 21 Juli 2017

Waktu: 09.00-17.00 (memberikan kesempatan peserta luar kota untuk menggunakan moda transportasi kesempatan pertama)

Tempat: 777 Room, PT Trakindo Stalkuda

Agenda:

- Role and Function Direction
- Report Submission
- Best Practice Sharing
- General discussion

Untuk peserta yang membutuhkan akomodasi bisa mengkonfirmasi ke Noor Ayu atau saya secara langsung dengan email terpisah.

Terima kasih,

Tri Heru

Sales Support Manager

Northern Kalimantan

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