

Ridwan Undru

From: Mega Slino <mega.slino@trakindo.co.id>
Sent: Tuesday, October 30, 2018 8:34 AM
To: Ridwan Undru; Rinaldi Sjukbar
Cc: Vera N Joesoef; Training Support; Linda Widiastuti; Admin-OO-SBY; Iwan Pramono; Suwandi Susmoro
Subject: RE: Akomodasi Instruktur & Participants - Training TTAM 5-9 Nov 2018 - Venue Trakindo Surabaya // GL Account

Pak Rinaldi,

GL Account berikut untuk Technician nya

- JONI SANTOSO 00017299 Surabaya 7000001403 / 10A0760HA
- SURATIN 00003008 Semarang 7000001403 / 10A0660HA
- GEDION SETYO BEKTI 00003306 Mataram 7000001403 / 10A1260HA

Pak Ridwan,

Silahkan di bebaskan di GL Account berikut **7000001403 / 10A0799JB** (untuk Instruktur nya)

Demikian terima kasih

Best Regards,

Mega Slino

Human Capital East Java Region

PT Trakindo Utama

Jalan Rungkut Industri Raya No 2, Surabaya 60292, Jawa Timur, Indonesia

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A member of **Tiara Marga Trakindo**

From: Ridwan Undru

Sent: Tuesday, October 30, 2018 7:38 AM

To: Mega Slino <mega.slino@trakindo.co.id>

Cc: Vera N Joesoef <vera.joesoef@trakindo.co.id>; Training Support <training.support@trakindo.co.id>; Linda Widiastuti <lwidiastuti@trakindo.co.id>; Admin-OO-SBY <admin-oo-sby@trakindo.co.id>; Rinaldi Sjukbar <rsjukbar@trakindo.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Suwandi Susmoro <suwandi.susmoro@trakindo.co.id>

Subject: RE: Akomodasi Instruktur & Participants - Training TTAM 5-9 Nov 2018 - Venue Trakindo Surabaya

Dear Pak Mega

Terkait training TTAM nanti 5 – 9 Nov di Surabaya, direncanakan instructor yang akan conduct adalah Pak Suwandi.

Satu hal lagi, sesuai komunikasi by phone pagi ini mohon bantuan diinfokan account charge untuk pembuatan TCAR Pak Suwandi. Terkait module dll saat ini sedang kita proses.

Terimakasih

Ridwan Undru

Learning & Talent Development Department

PT Trakindo Utama

Jl. Raya Narogong KM. 19 Cileungsi, Bogor 16820, Indonesia

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A member of Tiara Marga Trakindo Group

From: Mega Slino [<mailto:mega.slino@trakindo.co.id>]

Sent: Friday, October 26, 2018 1:58 PM

To: Rinaldi Sjukbar <rsjukbar@trakindo.co.id>

Cc: Vera N Joesoef <vera.joesoef@trakindo.co.id>; Ridwan Undru <ridwan.undru@trakindo.co.id>; Training Support <training.support@trakindo.co.id>; Linda Widiastuti <lwidiaastuti@trakindo.co.id>; Admin-OO-SBY <admin-oo-sby@trakindo.co.id>

Subject: Akomodasi Instruktur & Participants - Training TTAM 5-9 Nov 2018 - Venue Trakindo Surabaya

Pak Rin,

Sehubungan akan di adakan nya Training TTAM (Technical Training & Assessment Method) di 5 – 9 November 2018 bertempat Training Room Surabaya,

Mohon bantuan nya untuk akomodasi hotel bagi 1 (satu) orang Instruktur dan 3 (tiga) orang Peserta dari Luar Surabaya.

Untuk check in di hari Minggu, 4 November 2018 dan check out nya di hari Sabtu 10 November 2018.

Terlampir juga untuk TEP yang sudah fully approved.

Berikut di bawah untuk nama Participan sedangkan nama Instruktur nya akan segera di infokan dari TC.

17288	JOHN SANTOSO	Senior Technican	5 - 9 Nov 2018	Surabaya	T7	Technical Training & Assessment
3334	GEDIH SETYO BEKTI	Senior Technican	5 - 9 Nov 2018	Makassar	ZONA	Technical Training & Assessment
3338	SURATIN	Senior Technican	5 - 9 Nov 2018	Semarang	ZONA	Technical Training & Assessment

Best Regards,

Mega Slino

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