

Aldino Surya Kamal

From: Sri Widodo
Sent: Tuesday, November 06, 2018 12:09 PM
To: Ridwan Undru; Aldino Surya Kamal
Cc: Rinny Nur Pratiwi
Subject: RE: Request Training TA CAT 992K (12 - 15 Nov 2018)

Pak Ridwan,

Terimakasih informasi updatenya.
Bisa dibantu arrange Transport dari Banjarmasin ke Tanjung PP...

Mas Dino,

Mohon difasilitasi **992K Wheel Loader Product Service Training** untuk PT. SIS Tanjung, pada **12 – 15 Nov 2018**.

Berangkat, 11 NOV 2018 JKT – BDJ
Kembali, 16 NOV 2018 BDJ – JKT

Silahkan create TCAR, request tiket, e-BB Voucher.

Terimakasih.

Best Regards,

Sri Widodo

Training Center

PT Trakindo Utama

Jalan Raya Narogong Km. 19 Cileungsi
Bogor, 16820, Jawa Barat, Indonesia
Tel. +62 21 8233361 Ext. 110 • Mobile: +62 811 1544 065
sri.widodo@trakindo.co.id
www.trakindo.co.id
Call Center 1500 228
Facebook • LinkedIn: PT Trakindo Utama

A member of  **Tiara Marga Trakindo Group**

From: Ridwan Undru
Sent: Tuesday, November 06, 2018 11:27 AM
To: Sri Widodo <sri.widodo@trakindo.co.id>; Aldino Surya Kamal <aldino.kamal@trakindo.co.id>
Subject: FW: Request Training TA CAT 992K (12 - 15 Nov 2018)
Importance: High

Dear Pak Dodok & Pak Aldino,
FYR,
Mohon segera create TCAR untuk request travel BJM-Tanjung-BJM

Terimakasih

Ridwan Undru

Learning & Talent Development Department

PT Trakindo Utama

Jl. Raya Narogong KM. 19 Cileungsi, Bogor 16820, Indonesia
Telp. +62 21 823 3361 • IP Phone: (821) 3677 • Mobile: +62 811 8040 129

ridwan.undru@trakindo.co.id

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A member of **Tiara Marga Trakindo Group**

From: Admin PPD Admo [mailto:admin_ppd.admo@saptaindra.co.id]

Sent: Tuesday, November 6, 2018 11:10 AM

To: Ridwan Undru <ridwan.undru@trakindo.co.id>; Dian Sari <Dian.Sari@saptaindra.co.id>

Cc: Mufiah <fia@saptaindra.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Restu Sri Rahayu <Restu.Rahayu@saptaindra.co.id>; Dony Orlando <Dony.Orlando@saptaindra.co.id>; Darwin Mane <Darwin.Mane@saptaindra.co.id>

Subject: RE: Request Training TA CAT 992K (12 - 15 Nov 2018)

Dengan Hormat,

Berikut konfirmasi dari kami :

1. Untuk jumlah peserta fixed 5 Org
2. SIM-T terlampir
3. Akomodasi Mess Maburai PT.SIS (Infomasi nomor kamar menyusul)
4. Daily transport dibackup saran S-201 bersama Bpk. Darwin Mane (0811518234)

Demikian yang disampaikan dan terima kasih.

Salam,

Yunita

PPD ADMO

PT.Saptaindra Sejati

From: Ridwan Undru [<mailto:ridwan.undru@trakindo.co.id>]

Sent: Monday, November 05, 2018 6:41 PM

To: Dian Sari

Cc: Mufiah; Iwan Pramono; Restu Sri Rahayu; Dony Orlando; Admin PPD Admo

Subject: RE: Request Training TA CAT 992K (12 - 15 Nov 2018)

DH Bu Dian,

Terimakasih atas informasinya.

Untuk jumlah peserta apakah sudah "fixed"?

Menunggu info lebih lanjut terkait arrangement instructor.

Terimakasih

Ridwan Undru

Learning & Talent Development Department

PT Trakindo Utama

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A member of **Tiara Marga Trakindo Group**

From: Dian Sari [<mailto:Dian.Sari@saptaindra.co.id>]

Sent: Monday, November 5, 2018 3:06 PM

To: Ridwan Undru <ridwan.undru@trakindo.co.id>

Cc: Mufiah <fia@saptaindra.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Restu Sri Rahayu <Restu.Rahayu@saptaindra.co.id>; Dony Orlando <Dony.Orlando@saptaindra.co.id>; Admin PPD Admo <admin_ppd.admo@saptaindra.co.id>

Subject: RE: Request Training TA CAT 992K (12 - 15 Nov 2018)

Dh,

Berikut Pak Ridwan :

1. **SN : ZMX00481**
2. **Jumlah peserta 5 orang sbb :**

NO	NRP	NAMA	JUDUL TRAINING
1	0211125	MUHAMMAD FATURRAHMAN	JUNIOR MECHANIC
2	0114173	MUHAMMAD ARIS YUSUF	JUNIOR MECHANIC
3	0117301	DICKY HAMIJOYO	PLANT ENGINEER
4	0214124	MUHAMMAD FAISAL RAHIM	JUNIOR MECHANIC
5	01121404	MUHAMMAD NUSUR	INSTRUKTUR

Salam,

Dian

From: Ridwan Undru [<mailto:ridwan.undru@trakindo.co.id>]

Sent: 05 Nopember 2018 13:17

To: Dian Sari

Cc: Mufiah; Iwan Pramono; Restu Sri Rahayu; Dony Orlando; Admin PPD Admo

Subject: Request Training TA CAT 992K (12 - 15 Nov 2018)

DH Bu Dian,

Saat ini kami sedang mempersiapkan module 992K, untuk itu kami mohon info:

1. SN unit populasi 992K yang dimiliki SIS agar module sesuai dengan produk yang dimaksud.
2. Jumlah peserta

Terkait arrangement instructor (SIMT, Mess, & Daily Transport), mohon info jika sudah ada update.

Terimakasih

Ridwan Undru

Learning & Talent Development Department

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A member of **Tiara Marga Trakindo Group**

From: Ridwan Undru

Sent: Thursday, November 1, 2018 10:57 AM

To: 'Dian Sari' <Dian.Sari@saptaindra.co.id>

Cc: Mufiah <fia@saptaindra.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Restu Sri Rahayu <Restu.Rahayu@saptaindra.co.id>; Dony Orlando <Dony.Orlando@saptaindra.co.id>; 'Admin PPD Admo' <admin_ppd.admo@saptaindra.co.id>

Subject: RE: Request Training AFA 1 (12 - 16 Nov 2018)

DH Bu Dian,

Untuk sesi berarti confirm ya Bu, tinggal menunggu konfirmasi peserta (jika sudah ada, mohon kami di update).

FYI, untuk instructor yang akan mengajar adalah Pak Aldino Surya Kamal (terlampir scan KTP). Seperti biasa, mohon bantuan arrangement :

1. SIMT
2. Akomodasi (Mess)
3. Daily transport (Mess – Lokasi Training)

Terimakasih

Ridwan Undru

Learning & Talent Development Department

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A member of **Tiara Marga Trakindo Group**

From: Dian Sari [<mailto:Dian.Sari@saptaindra.co.id>]

Sent: Thursday, November 1, 2018 10:10 AM

To: Ridwan Undru <ridwan.undru@trakindo.co.id>

Cc: Mufiah <fia@saptaindra.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Restu Sri Rahayu <Restu.Rahayu@saptaindra.co.id>; Dony Orlando <Dony.Orlando@saptaindra.co.id>

Subject: RE: Request Training AFA 1 (12 - 16 Nov 2018)

Dh,

Confirm Pak.

Saat ini masih menunggu konfirmasi pesertanya.

Salam,

Dian

From: Ridwan Undru [<mailto:ridwan.undru@trakindo.co.id>]

Sent: 01 Nopember 2018 9:13

To: Dian Sari
Cc: Mufiah; Iwan Pramono; Restu Sri Rahayu; Dony Orlando
Subject: RE: Request Training AFA 1 (12 - 16 Nov 2018)
Importance: High

DH Bu Dian,
Untuk plan November ini ada sesi

TA CAT 992K	ADMO TUTUPAN	12-Nov-18	15-Nov-18
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Apakah sesi ini confirm Bu?

Terimakasih

Ridwan Undru
Learning & Talent Development Department

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A member of **Tiara Marga Trakindo Group**

From: Dian Sari [<mailto:Dian.Sari@saptaindra.co.id>]
Sent: Tuesday, October 23, 2018 3:50 PM
To: Ridwan Undru <ridwan.undru@trakindo.co.id>; Rinny Nur Pratiwi <rinny.pratiwi@trakindo.co.id>
Cc: Mufiah <fia@saptaindra.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Restu Sri Rahayu <Restu.Rahayu@saptaindra.co.id>; Dony Orlando <Dony.Orlando@saptaindra.co.id>
Subject: RE: Request Training AFA 1 (12 - 16 Nov 2018)

Dh,

Untuk dormitory kami akan menyiapkannya sendiri Pak.

Terima kasih.
Salam,
Dian

From: Ridwan Undru [<mailto:ridwan.undru@trakindo.co.id>]
Sent: 23 Oktober 2018 15:40
To: Dian Sari; Rinny Nur Pratiwi
Cc: Mufiah; Iwan Pramono; Restu Sri Rahayu; Dony Orlando
Subject: RE: Request Training AFA 1 (12 - 16 Nov 2018)

DH Bu Dian,
Ok..noted, terimakasih atas informasinya.
Untuk sesi AFA1 12-16 Nov nanti, peserta apakah menggunakan fasilitas dormitory kami?

Mba Rin,
FYA

Terimakasih

Ridwan Undru

Learning & Talent Development Department

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A member of **Tiara Marga Trakindo Group**

From: Dian Sari [<mailto:Dian.Sari@saptaindra.co.id>]

Sent: Tuesday, October 23, 2018 3:36 PM

To: Ridwan Undru <ridwan.undru@trakindo.co.id>; Dony Orlando <Dony.Orlando@saptaindra.co.id>

Cc: Mufiah <fia@saptaindra.co.id>; Iwan Pramono <iwan.pramono@trakindo.co.id>; Restu Sri Rahayu <Restu.Rahayu@saptaindra.co.id>

Subject: FW: Request Training AFA 1 (12 - 16 Nov 2018)

Dh,

Terima kasih Pak Ridwan. Untuk quotation yang sudah ditandatangani dan berkas2 lainnya yang masih dilengkapi untuk invoicing akan dikirimkan bu Fia ke bu Rini Trakindo.

Dear Pak Dony,

Terlampir quotation AFA 1 rencana akan dilaksanakan tanggal 12-16 November 2018.

Mohon dibantu proses selanjutnya.

Terima kasih.

Salam,

Dian

From: Ridwan Undru [<mailto:ridwan.undru@trakindo.co.id>]

Sent: 23 Oktober 2018 15:25

To: Dian Sari

Cc: Iwan Pramono; Dony Orlando; Restu Sri Rahayu

Subject: RE: Request Training AFA 1 (12 - 16 Nov 2018)

DH Bu Dian,

Terlampir penawaran training yang dimaksud, silahkan direview jika ada concern lainnya silahkan disampaikan. Jika sudah OK mohon bantuan dikirimkan scan approvalnya.

Sekalian juga mohon bantuan dikirimkan scan approval untuk training sebelumnya ya bu.

Terimakasih

Ridwan Undru

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From: Dian Sari [<mailto:Dian.Sari@saptaindra.co.id>]

Sent: Tuesday, October 23, 2018 2:34 PM

To: Ridwan Undru <ridwan.undru@trakindo.co.id>

Cc: Iwan Pramono <iwan.pramono@trakindo.co.id>; Dony Orlando <Dony.Orlando@saptaindra.co.id>; Restu Sri Rahayu <Restu.Rahayu@saptaindra.co.id>

Subject: RE: Request Training AFA 1 (12 - 16 Nov 2018)

Dh,

kami daftar untuk 10 orang Pak.

berikut data pesertanya :

NO	NRP	NAMA	JABATAN	SITE	TRAINING	START	EN
1	0110685	ALI KHARIS	ENGINEER	ADMO	AFA 1	12-Nov-18	16-N 18
2	0116161	KIKI ARYADI	ENGINEER	ADMO	AFA 1	12-Nov-18	16-N 18
3	0216241	FAJAR RAYHAN	ENGINEER	BIMO	AFA 1	12-Nov-18	16-N 18
4	0115123	DENNY HADI WIBOWO	ENGINEER	BORO	AFA 1	12-Nov-18	16-N 18
5	0114210	ARYA WIGIANDOKO	ENGINEER	SERA	AFA 1	12-Nov-18	16-N 18
6	0114110	DANIEL DEA PUTRA WONOHUSODO	ENGINEER	HO	AFA 1	12-Nov-18	16-N 18
7	0114210	ARYA WIGIANDOKO	ENGINEER	SERA	AFA 1	12-Nov-18	16-N 18
8	0107766	GITYATNO	QA Inspector	NARO	AFA 1	12-Nov-18	16-N 18
9	0109809	M.FARIS SAYUTI	QA Inspector	NARO	AFA 1	12-Nov-18	16-N 18
10	0109936	KUSUMA RAHMAN HAKIM	PRAJAB UNIT HEAD	NARO	AFA 1	12-Nov-18	16-N 18

Mohon dikirimkan penawaran trainingnya.

Salam,

Dian

From: Ridwan Undru [<mailto:ridwan.undru@trakindo.co.id>]

Sent: 10 Oktober 2018 17:42

To: Dian Sari

Cc: Iwan Pramono

Subject: Request Training AFA 1 (12 - 16 Nov 2018)

DH,

Bu Dian,

Sesuai info sebelumnya via SMS (30 Aug 2018) terkait request training AFA 1 (12 - 16 Nov 2018) di TC Cileungsi sebanyak 6 seat, apakah confirmed?

Jika OK, mohon info nama peserta agar bisa kita booked.

Terimakasih

Ridwan Undru

Learning & Talent Development Department

PT Trakindo Utama

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

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