

## **Denny Okfry Sasmara**

---

**From:** Maulana Gilang Darmawan  
**Sent:** 04 August 2019 09:26  
**To:** Denny Okfry Sasmara  
**Cc:** Annajm Arradita Andhi Ajeng  
**Subject:** Re: 2F End User Training - Week 2 - User Reps/Admin D.2

Mas,

Memang gak ada link untuk TCAR nya. Silahkan buat TCAR dg dibebankan sesuai petunjuk terlampir:



**Kindly put below information on your**

- **Purpose of Travel : BUSINESS**
- **Description : BRAVE SAP HO**  
**Socialization**
- **Hotel Reservation Purpose :**  
**Domestic Overhead Travel E**
- **Charge Account : 10Z0299T**  
**Central Services Department**

Hotel reservation booking : Already prepared for all participants from outside Jakarta and Mbak Nisa (btpadministration@trakindo.co.id) will contact you soon for further confirmation.

Best Regards,

Maulana Gilang Darmawan  
Office Operation Analyst/HRGA/Southern Kalimantan

PT. Trakindo Utama  
Telp. +62 526 2022534, Mobile +62 811-7849557  
Fax. +62 526 2021520  
Call Center 1500 228  
Facebook • LinkedIn • YouTube: PT Trakindo Utama  
Instagram: @trakindoutama

ADVANCING YOU FORWARD®

A member of Tiara Marga Trakindo Group

---

**From:** Denny Okfry Sasmara <denny.sasmara@trakindo.co.id>  
**Sent:** Saturday, August 3, 2019 6:14:51 PM  
**To:** Maulana Gilang Darmawan <maulana.darmawan@trakindo.co.id>  
**Subject:** RE: 2F End User Training - Week 2 - User Reps/Admin D.2

Mas Gilang,

Link untuk create TCAR Training nya juga tidak ada.

Best Regards,

**Denny Okfry Sasmara**  
IT Engineer

**PT Trakindo Utama**  
Tanjung Adaro Branch  
Regional Integrated Support Area (RISA),  
Hauling Paringin Road KM 68 Balangan, South Kalimantan  
Tel. +62 526 202 2534, Fax. +62 526 202 1520  
[denny.sasmara@trakindo.co.id](mailto:denny.sasmara@trakindo.co.id)  
[www.trakindo.co.id](http://www.trakindo.co.id)

A member of **Tiara Marga Trakindo Group**

-----Original Appointment-----

**From:** Maulana Gilang Darmawan <maulana.darmawan@trakindo.co.id> **On Behalf Of** Annajm Arradita Andhi Ajeng  
**Sent:** 03 August 2019 5:30  
**To:** Annajm Arradita Andhi Ajeng

**Cc:** Denny Okfry Sasmara

**Subject:** Fwd: 2F End User Training - Week 2 - User Reps/Admin D.2

**When:** 07 August 2019 08:00 to 09 August 2019 17:00 (UTC+07:00) Bangkok, Hanoi, Jakarta.

**Where:** Tiara 1, TMT 1 Building GF, Head Office

Mba Ajeng,

Nama mas denny blm ditambahkan dalam list participant ya? Mohon ditambahkan ya.  
Untuk akomodasi penginapan mohon dibantu juga.

Best Regards,

Maulana Gilang Darmawan  
Office Operation Analyst/HRGA/Southern Kalimantan

PT. Trakindo Utama  
Telp. +62 526 2022534, Mobile +62 811-7849557  
Fax. +62 526 2021520  
Call Center 1500 228  
Facebook • LinkedIn • YouTube: PT Trakindo Utama  
Instagram: @trakindoutama

ADVANCING YOU FORWARD®

A member of Tiara Marga Trakindo Group

---

**From:** Denny Okfry Sasmara <[denny.sasmara@trakindo.co.id](mailto:denny.sasmara@trakindo.co.id)> on behalf of Annajm Arradita Andhi Ajeng <[annajm.ajeng@trakindo.co.id](mailto:annajm.ajeng@trakindo.co.id)>

**Sent:** Saturday, August 3, 2019 5:22:21 AM

**To:** Maulana Gilang Darmawan <[maulana.darmawan@trakindo.co.id](mailto:maulana.darmawan@trakindo.co.id)>

**Subject:** Fwd: 2F End User Training - Week 2 - User Reps/Admin D.2

**When:** Wednesday, August 7, 2019, 9:00 AM to Friday, August 9, 2019, 6:00 PM.

**Where:** Tiara 1, TMT 1 Building GF, Head Office

Mas,  
Nama saya kok tidak ada ya?

Terima kasih.

Best Regards,

Denny Okfry Sasmara

HR & GA Dept

PT Trakindo Utama

Tanjung Adaro Branch

Regional Integrated Support Area (RISA),

Hauling Paringin Road KM 68 Balangan, South Kalimantan, Zip Code 71662

Tel. +62 526 202 2534, Fax. +62 526 202 1520

M : 085247091122

[denny.sasmara@trakindo.co.id](mailto:denny.sasmara@trakindo.co.id)

[www.trakindo.co.id](http://www.trakindo.co.id)

A member of Tiara Marga Trakindo Group

---

**From:** Annajm Arradita Andhi Ajeng <[annajm.ajeng@trakindo.co.id](mailto:annajm.ajeng@trakindo.co.id)>

**Sent:** Friday, August 2, 2019 7:46:16 PM

**To:** Denny Okfry Sasmara <[denny.sasmara@trakindo.co.id](mailto:denny.sasmara@trakindo.co.id)>

**Subject:** 2F End User Training - Week 2 - User Reps/Admin D.2

**When:** Wednesday, August 7, 2019, 9:00 AM to Friday, August 9, 2019, 6:00 PM.

**Where:** Tiara 1, TMT 1 Building GF, Head Office

Dear all,

Based on confirmation from your HR Area/Region/dept/division leader that you will have "User Reps" role on SAP for Fleet & Facility Management, you are cordially invited to attend 2F End User Training at Head Office, Jakarta. Please find the attached file for the details.

Name of Class	Room	Begin Date	Begin Time	Finish Date	Finish Time
PM Overview	Tiara 1	07-Aug-19	13:00:00	07-Aug-19	17:00:00
PM Acquisition Management	Tiara 1	08-Aug-19	08:00:00	08-Aug-19	12:00:00
PM R&M Management	Tiara 1	08-Aug-19	13:00:00	08-Aug-19	17:00:00
MM Overview + PR Management for Fleet & Facility	Tiara 1	09-Aug-19	08:00:00	09-Aug-19	12:00:00
MM Hand Over Management	Tiara 1	09-Aug-19	13:00:00	09-Aug-19	17:00:00

**Kindly put below information on your TCAR:**

- Purpose of Travel : BUSINESS TRAVEL
- Description : BRAVE SAP HC System Socialization
- Hotel Reservation Purpose : 7000002001 Domestic Overhead Travel Expenses
- Charge Account : 10Z0299TP (Branch: Central Service; Department: Business Reinvention & Value Enhancement)

- **Hotel reservation booking** : Already prepared for all participants from outside Jakarta and Mbak Nisa ([btpadministration@trakindo.co.id](mailto:btpadministration@trakindo.co.id)) will contact you soon for further confirmation.

Additional note: Laptop for training will be provided.

Thank you,

Best Regards,

**Annajm Arradita Andhi Ajeng**  
Human Capital Division

**PT Trakindo Utama**  
**Head Office**

TMT 2 Building, 2<sup>nd</sup> Floor  
Jalan Cilandak KKO No.1, Jakarta 12560, Indonesia

Tel: +62 21 782 2373, 2997 6620 Ext. 1461

Fax: +62 21 782 2357, 2997 6612

[www.trakindo.co.id](http://www.trakindo.co.id)

Call Center 1500 228

[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama

[Instagram](#): @trakindoutama

**ADVANCING YOU FORWARD®**

A member of **Tiara Marga Trakindo**