

Danny Ariestya Yudha Pratama

From: Nunung (Siti Nur Hidajati)
Sent: 26 July 2023 11:28
To: Irwan Endriarno; Muhammad Kamaluddin; Saichu Anwar Ramadhan; Hermansyah; Ade Wijaya; Danny Ariestya Yudha Pratama; Ardianto; Alexander Harianto; Rama Nur Rafi Aryanto; Muhammad Ishak; Akhmad Saukani
Cc: Nanang Kurniawan; Tri Setyo Adi
Subject: RE: SEAT CONFIRMATION_TECHNICAL COMMUNICATOR 1_SESSION PRESENTATION_TC Cileungsi _ link TCAR

Dear All,

Berikut tambahan info bagi peserta dari luar Jakarta :

1. Memastikan saat create TCAR menggunakan **Link TCAR berikut**.
2. Mengirimkan copy TCAR ke saya @Nunung (Siti Nur Hidajati) & mas @Tri Setyo Adi agar kamar bisa segera di booking oleh team GA Head Office.
3. Transportasi dari Hotel – Head Office (Tiara room) – Hotel order by peserta / mandiri
4. **GL terkait akomodasi hanya meng-cover Room & breakfast**, diluar 2 poin tsb silahkan charge personal yg nantinya dapat di claim via ECV di cabang masing2.

Terima kasih.

IO No	SN	Employee Name	Division	Branch	LINK TCAR
1B23O3101180	11728	Irwan Endriarno	JAVA	SCC West Java	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1B23O3101180&IOName=COMMUNICATOR 1
1B23O3101209	16091	Muhammad Kamaluddin	SOUTHERN KAL	Rantau	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1B23O3101209&IOName=COMMUNICATOR 1
1N23O3101392	18681	Saichu Anwar Ramadhan	SOUTHERN KAL	Tanjung	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101392&IOName=COMMUNICATOR 1
1N23O3101495	3329	Hermansyah	BATU HIJAU	Batu Hijau	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101495&IOName=COMMUNICATOR 1
1N23O3101496	33483	Ade Wijaya	BATU HIJAU	Batu Hijau	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101496&IOName=COMMUNICATOR 1

1N23O3101424	25814	Danny Ariestya Yudha Pratama	NORTHERN KAL	Separi	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101424&IOName COMMUNICATOR 1
1N23O3101689	4451	Ardianto	SUMATERA	SCC South Sum	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101689&IOName COMMUNICATOR 1
1N23O3101690	6238	Alexander	SUMATERA	SCC North Sum	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101690&IOName COMMUNICATOR 1
1N23O3101526	10002651	Rama Nur Rafi Aryanto	NORTHERN KAL	Bengalon	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101526&IOName COMMUNICATOR 1
1N23O3101395	48650	Muhammad Ishak	SOUTHERN KAL	Muara Teweh	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101395&IOName COMMUNICATOR 1
1N23O3101396	27380	Akhmad Saukani	SOUTHERN KAL	Satui	http://tcar-ecv.trakindo.co.id/Tcar?title=Create&idparent=menuMaster1&IONo=1N23O3101396&IOName COMMUNICATOR 1

Siti Nur Hidajati (Nunung)

Learning & Development

PT Trakindo Utama

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

Telp. +62 21 823 3361 • Ext. 3675 • Mobile: +62 811 9599 787

Fax: +62 21 823 3360

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[Instagram](#): @trakindoutama

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A member of **Tiara Marga Trakindo**

From: Tri Setyo Adi <tri.adi@trakindo.co.id>

Sent: Thursday, July 20, 2023 2:09 PM

To: Irwan Endriarno <irwan.endriarno@trakindo.co.id>; Muhammad Kamaluddin <muhammad.kamaluddin@trakindo.co.id>; Saichu Anwar Ramadhan <SAICHU.RAMADHAN@TRAKINDO.CO.ID>; Hermansyah <hermansyah@trakindo.co.id>; Ade Wijaya <Ade.Wijaya@trakindo.co.id>; Danny Ariestya Yudha

Pratama <danny.pratama@trakindo.co.id>; Ardianto <ardianto@trakindo.co.id>; Alexander Harianto <alexander.harianto@trakindo.co.id>; Rama Nur Rafi Aryanto <rama.n.r.aryanto@trakindo.co.id>; Muhammad Ishak <Muhammad.Ishak@trakindo.co.id>; Akhmad Saukani <Akhmad.Saukani@trakindo.co.id>; Thomas Heri Darmanto <thomas.darmanto@trakindo.co.id>; Akhmad Ridhany <akhmad.ridhany@trakindo.co.id>; Rahmad Ariyadianto <rahmad.ariyadianto@trakindo.co.id>; Santoni Tambun <santoni.tambun@trakindo.co.id>; Iwan Hasdiansyah <iwan.hasdiansyah@trakindo.co.id>; Ade Hamka <ade.hamka@trakindo.co.id>; Nasrullah <nasrullah@trakindo.co.id>; Bibin Dwijo Sugito <bibin.sugito@trakindo.co.id>; Miskadi <miskadi@trakindo.co.id>; Mochammad Sulthon Kautsar <mochammad.kautsar@trakindo.co.id>; Yudi Iskandar Dinata <yudi.dinata@trakindo.co.id>

Cc: Triwantoro <triwantoro@trakindo.co.id>; Nissa Fatharani Kautsar <nissa.kautsar@trakindo.co.id>; Syarifah Maulina <syarifah.maulina@trakindo.co.id>; Nurul Aisyah Astuti <nurul.astuti@trakindo.co.id>; Agus Setiawan <agus.setiawan@trakindo.co.id>; Apriyadi <A.Apriyadi@trakindo.co.id>; Erni Yulianita Carolina <erni.carolina@trakindo.co.id>; Yusvira Mutia Dewi <yusvira.dewi@trakindo.co.id>; Yenni Yohanes <yenni.yohanes@trakindo.co.id>; Hamim Tohari <hamim.tohari@trakindo.co.id>; Bambang Murdianto <bambang.murdianto@trakindo.co.id>; Nanang Kurniawan <nanang.kurniawan@trakindo.co.id>; Nadia Lilfitri <Nadia.Lilfitri@trakindo.co.id>; Roy Ricardo <roy.ricardo@trakindo.co.id>; Nunung (Siti Nur Hidajati) <snhidayati@trakindo.co.id>

Subject: RE: SEAT CONFIRMATION_TECHNICAL COMMUNICATOR 1_SESSION PRESENTATION_TC Cileungsi_

Dear Team,

Kindly lock your schedule for the following :

Training Title : **TECHNICAL COMMUNICATOR 1_PRESENTATION**
 Date : 01 – 03 August 2023
 Duration : 08.00 – 17.00 WIB
 Location : Gedung TMT Jakarta
 Jl. Raya Cilandak KKO No.1, RT.13/RW.5, Cilandak Tim., Ps. Minggu, Kota Jakarta Selatan, Daerah Khusus
 Ibukota Jakarta 12560
 Room : Tiara 1
 Facilitator : Mr. Nanang Kurniawan / HO Teams

Participant list here :

IO No	SN	Employee Name	Division	Branch	Position
1B23O3101180	11728	Irwan Endriarno	JAVA	SCC West Java	Technical Communicator
1B23O3101209	16091	Muhammad Kamaluddin	SOUTHERN KAL	Rantau	Sr. Analyst Technical Communicator
1N23O3101392	18681	Saichu Anwar Ramadhan	SOUTHERN KAL	Tanjung	Analyst Technical Communicator
1N23O3101495	3329	Hermansyah	BATU HIJAU	Batu Hijau	Supervisor Technical Communicator
1N23O3101496	33483	Ade Wijaya	BATU HIJAU	Batu Hijau	Technician

1N23O3101424	25814	Danny Ariestya Yudha Pratama	NORTHERN KAL	Separi	Analyst Event Planner
1N23O3101689	4451	Ardianto	SUMATERA	SCC South Sum	Service Advisor
1N23O3101690	6238	Alexander	SUMATERA	SCC North Sum	Service Advisor
1N23O3101526	10002651	Rama Nur Rafi Aryanto	NORTHERN KAL	Bengalon	Analyst Event Planner
1N23O3101395	48650	Muhammad Ishak	SOUTHERN KAL	Muara Teweh	Analyst Event Planner
1N23O3101396	27380	Akhmad Saukani	SOUTHERN KAL	Satui	Analyst Event Planner

Hotel address : ibis Styles Jakarta Simatupang

Jl. Cilandak Tengah Raya No.23, Cilandak Bar., Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta

12430

Check In : 31 July 2023

Check Out : 04 August 2023

Link TCAR will on 22 July 2023.

Should you need further information please don't hesitate to contact us.

Terima kasih

Tri Setyo Adi

Learning & Development Department

PT Trakindo Utama – TC Cileungsi

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

Telp. +62 21 823 3361 • Polycom: - • Mobile: +62 811 591 5563

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A member of **Tiara Marga Trakindo Group**

From: Tri Setyo Adi

Sent: Friday, May 19, 2023 5:30 PM

To: Irwan Endriarno <irwan.endriarno@trakindo.co.id>; Muhammad Kamaluddin <muhhammad.kamaluddin@trakindo.co.id>; Saichu Anwar Ramadhan <SAICHU.RAMADHAN@TRAKINDO.CO.ID>; Hermansyah <hermansyah@trakindo.co.id>; Ade Wijaya <Ade.Wijaya@trakindo.co.id>; Danny Ariestya Yudha Pratama <danny.pratama@trakindo.co.id>; Ardianto <ardianto@trakindo.co.id>; Alexander Harianto <alexander.harianto@trakindo.co.id>; Rama Nur Rafi Aryanto <rama.n.r.aryanto@trakindo.co.id>; Muhammad Ishak <Muhammad.Ishak@trakindo.co.id>; Akhmad Saukani <Akhmad.Saukani@trakindo.co.id>; Thomas Heri Darmanto <thomas.darmanto@trakindo.co.id>; Akhmad Ridhany <akhmad.ridhany@trakindo.co.id>; Rahmad Ariyadianto <rahmad.ariyadianto@trakindo.co.id>; Santoni Tambun <santoni.tambun@trakindo.co.id>; Iwan Hasdiansyah <iwan.hasdiansyah@trakindo.co.id>; Ade Hamka <ade.hamka@trakindo.co.id>; Nasrullah <nasrullah@trakindo.co.id>; Bibin Dwijo Sugito <bibin.sugito@trakindo.co.id>; Miskadi <miskadi@trakindo.co.id>; Mochammad Sulthon Kautsar <mochammad.kautsar@trakindo.co.id>; Yudi Iskandar Dinata <yudi.dinata@trakindo.co.id>

Cc: Sumardi <sumardi@trakindo.co.id>; Banquet Tiara <banquet.tiara@triyasa.co.id>; Triwantoro <triwantoro@trakindo.co.id>; Nissa Fatharani Kautsar <nissa.kautsar@trakindo.co.id>; Syarifah Maulina <syarifah.maulina@trakindo.co.id>; Nurul Aisyah Astuti <nurul.astuti@trakindo.co.id>; Agus Setiawan <agus.setiawan@trakindo.co.id>; Apriyadi <A.Apriyadi@trakindo.co.id>; Erni Yulianita Carolina <erni.carolina@trakindo.co.id>; Yusvira Mutia Dewi <yusvira.dewi@trakindo.co.id>; Yenni Yohanes <yenni.yohanes@trakindo.co.id>; Hamim Tohari <hamim.tohari@trakindo.co.id>; Bambang Murdianto <bambang.murdianto@trakindo.co.id>; Nanang Kurniawan <nanang.kurniawan@trakindo.co.id>; Nadia Lilfitri <Nadia.Lilfitri@trakindo.co.id>; Roy Ricardo <roy.ricardo@trakindo.co.id>

Subject: SEAT CONFIRMATION_TECHNICAL COMMUNICATOR 1_TC Cileungsi_

Dear Team,

Kindly lock your schedule for the following :

Training Title	: TECHNICAL COMMUNICATOR 1
Date	: 12 - 16 June 2023
Duration	: 08.00 – 17.00 WIB
Location	: Gedung TMT Jakarta Jl. Raya Cilandak KKO No.1, RT.13/RW.5, Cilandak Tim., Ps. Minggu, Kota Jakarta Selatan, Daerah Khusus
Ibukota Jakarta 12560	
Room	: Tiara 2
Facilitator	: Mr. Nadia Lilfitri & HO Team.

Participant list here :

SN	Employee Name	Division	Branch	Position
11728	Irwan Endriarno	JAVA	SCC West Java	Technical Communicator
16091	Muhammad Kamaluddin	SOUTHERN KAL	Rantau Site	Sr. Analyst Technical Communicator
18681	Saichu Anwar Ramadhan	SOUTHERN KAL	Tanjung	Analyst Service Performance
3329	Hermansyah	BATU HIJAU	Batu Hijau	Supervisor Technical Communicator
33483	Ade Wijaya	BATU HIJAU	Batu Hijau	Technician
25814	Danny Ariestya Yudha Pratama	NORTHERN KAL	Separi	Analyst Event Planner
4451	Ardianto	SUMATERA	SCC South Sum	Service Advisor
6238	Alexander	SUMATERA	SCC North Sum	Service Advisor
10002651	Rama Nur Rafi Aryanto	NORTHERN KAL	Bengalon	Analyst Event Planner
48650	Muhammad Ishak	SOUTHERN KAL	Muara Teweh	Analyst Event Planner
27380	Akhmad Saukani	SOUTHERN KAL	Satui	Analyst Event Planner

Hotel address : **Swiss-Belinn Simatupang**

Jl. R.A. Kartini No.32, RT.9/RW.7, Lb. Bulus, Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12440

Check In : 11 June 2023

Check Out : 17 June 2023

Please Confirm from LMS : <http://lms.trakindo.co.id/> for create TCAR.

The following is a job aid video link in carrying out the My Training Task action on the LMS (Confirm, Cancel, Reschedule)

Melakukan konfirmasi Training:

<https://web.microsoftstream.com/video/631288b5-ae2a-4102-9328-6a5f02bb7596>

Melakukan cancelation Training:

<https://web.microsoftstream.com/video/691d1b85-a6db-4d6a-85c8-00721e5b77e5>

Melakukan reschedule Training:

<https://web.microsoftstream.com/video/54347164-e0c9-4f88-9dff-1a6c8f56602a>

Should you need further information please don't hesitate to contact us.

Terima kasih

Tri Setyo Adi

Learning & Development Department

PT Trakindo Utama – TC Cileungsi

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