

LIST OF MANDATORY ACTIVITIES – SALES TEAM MIT-E

NO	MANDATORY ACTIVITIES	TIME-LINE	DESCRIPTION	PIC	REMARKS
1.	MAINTENANCE TERHADAP EXISTING CUSTOMER	BI-WEEKLY	<ul style="list-style-type: none"> REGULAR CONTACT UTK MENCARI TITIK TEMU YG IDEAL ATAS SETIAP ONGOING ISSUES, ANTARA LAIN: <ul style="list-style-type: none"> TIME-FRAME YG IDEAL UTK PENYAMPAIAN DATA2 SHIPMENT (BERAT, VOLUME, KOMODITI) TIME-FRAME YG IDEAL UTK DELIVERY TIME DI RA AGAR TETAP BERADA DLM KORIDOR SOP AIRLINE EDUKASI YG BERKESINAMBUNGAN (CONTINUOUS) KEPADA CUSTOMER AKAN PENTINGNYA AKURASI DATA2 SHIPMENT UTK MENOPTIMALKAN PELAYANAN PENDEKATAN YG PERSUASIVE KEPADA CUSTOMERS YG KURANG DISIPLIN DALAM MEMENUHI TERM OF PAYMENT YG TELAH DISEPAKATI EXISTING CUSTOMERS YG SDH MELAKUKAN PENGIRIMAN: <ul style="list-style-type: none"> B TO B: <ul style="list-style-type: none"> RMS FASTRX MTN AGILITY TEMA SJE WID SAL 		<ul style="list-style-type: none"> VISIT 2-3x/WEEK, ZOOM MEETING, EMAIL, WA
				<ul style="list-style-type: none"> DIAS DIAS DIAS DIAS DIAS HASAN HASAN HASAN 	

[Handwritten signatures and initials]

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			<ul style="list-style-type: none"> TRANSTAMA VARCOINDO ATT BAJIKA HAFAR PT PAS WIKa 	<ul style="list-style-type: none"> DIAS DHIMAS RANI RANI RANI DIAS BOY 	
2.	<ul style="list-style-type: none"> PENGEMBANGAN MARKET 	<ul style="list-style-type: none"> WEEKLY 	<ul style="list-style-type: none"> MENG EXPLORE SETIAP POTENSI MARKET YG TERSEDIA: <ul style="list-style-type: none"> MARKET B TO B: <ul style="list-style-type: none"> BIG CARGO PANDUSIWI COMBI SPADA INDAH CARGO NINJA MIKA KARGO SAP CAS CARGO TRANSTAMA COSL VIVERE GROUP PASAR TNH ABANG PASAR KENARI CGK HLP MARKET B TO C: <ul style="list-style-type: none"> YATl (OCEAN FREIGHT) DIAS BOY BOY (AIR FREIGHT) WALK-IN CUSTOMERS 	<ul style="list-style-type: none"> DIAS DHIMAS RANI RANI RANI DIAS BOY RIA RANI DIAS BOY HASAN RIA RIA BOY BOY (AIR FREIGHT) YATI (OCEAN FREIGHT) DIAS BOY HASAN DHIMAS/ 	<ul style="list-style-type: none"> MENYAMPAIKAN PROGRESS REPORT PADA DAILY MORNING BRIEFING MENG UPDATE LIST APABILA ADA CALON CUSTOMER YG TIDAK BERPROSPEK

[Handwritten signatures and initials]

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			> COMPANY'S RELATION & NETWORKING	■ APK ■ APLOG	RAJA ■ DIAS ■ RANI	
3.	■ SLA MANAGEMENT	■ DAILY	■ MENG UPDATE CUSTOMER AKAN STATUS SHIPMENT (RCS, DEP, ARR) ■ MEMASTIKAN AVAILABILITY SDM OPS SUPPORT DI CGK	■ BOY		
4.	■ ACTIVITY PLAN & REVIEW	■ DAILY	■ DAILY MORNING BRIEFING ■ WEEKLY MEETING JUMAT SIANG	■ BOY		
5.	■ PRODUCT KNOWLEDGE	■ SUBJECT TO NECESSITY	■ REGULAR CONTACT WITH ALL STAKEHOLDERS UTK MENG UPDATE: <ul style="list-style-type: none"> > SCHEDULE > PRICE LIST > ROUTE > PRODUCT > SYSTEM & PROCEDURES <ul style="list-style-type: none"> i. DG ii. HEAVY CARGO iii. SPECIAL SHIPMENT iv. ETC > AIRCRAFT CAPACITY 			
			■ STAKEHOLDERS:			
			> AIRLINES	■ LION GROUP ■ GA/QG ■ AP LOG ■ TRI-MG HLP ■ CARDIG ■ RIMBUN ■ COMBI ■ CKB	■ RAJA ■ RANI ■ RANI ■ BOY ■ HASAN ■ RIA ■ RANI ■ RANI	
			> FREIGHTER			
			> VENDOR			

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				<div><div>▪ SIAP EXPRESS</div><div>▪ BOMA</div><div>▪ PSII</div><div>▪ GLORIUS INTERBUANA</div><div>▪ ONLINE</div></div>	<div><div>▪ RIA</div><div>▪ DIAS</div><div>▪ YATI</div><div>▪ YATI</div><div>▪ YATI</div></div>		
6.	<div><div>▪ ADMINISTRATION & FINANCE</div></div>	<div><div>▪ DAILY</div><div>▪ WEEKLY</div></div>	<div><div>▪ TOP-UP SYSTEM BALANCE REPORT</div><div>▪ PAYMENT STATUS REPORT</div></div>		<div><div>▪ DHIMAS</div><div>▪ RAJA</div></div>		



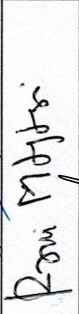

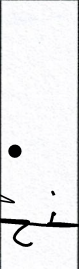


JAKARTA, 6 JULI 2021

DIBUAT OLEH:



ANDI BURHAN

MENYETUJUI:

1. IRYANTO SANTOSO	
2. RIA E. MARIANA	
3. RANI MAYASARI	
4. HASANUDIN	
5. DIAS HERIDIANSYAH	
6. RAJA IRHAM KAHARSYAH	
7. DHIMAS T. ADI PRAKOSO	

8. YATI SUDATI

