

Ishan Surtani

From: Arindam Chakraborty
Sent: 26 February 2024 15:26
To: Devang Shah
Cc: Ishan Surtani; Shailendra Jain; Deepa Sarode
Subject: RE: Email ID & Desktop for New Joinee - Receptionist

Follow Up Flag: Follow up
Flag Status: Flagged

Approved

	<p>Arindam Chakraborty Chief Operating Officer</p> <p>+91 9152 215 366 arindam.chakraborty@cateringcollective.in www.cateringcollective.in 1, Rashid Mansion, Dr Annie Besant Road, Worli, Mumbai - 400018</p>	
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From: Devang Shah <devang.shah@k-corp.in>
Sent: Friday, February 23, 2024 1:32 PM
To: Arindam Chakraborty <arindam.chakraborty@cateringcollective.in>
Cc: Ishan Surtani <ishan.surtani@kapcocatering.com>; Shailendra Jain <shailendra.jain@kapcocatering.com>; Deepa Sarode <deepa.sarode@kapcocatering.com>
Subject: FW: Email ID & Desktop for New Joinee - Receptionist

Dear Arindam,

Request your approval on the below assets (All in one desktop and email ID) for the receptionist.

Regards,

Devang Shah
DGM – IT.

From: Mathew Joseph <mathew.joseph@kapcocatering.com>
Sent: Monday, February 19, 2024 9:37 AM
To: Devang Shah <devang.shah@k-corp.in>
Cc: Loretta Fernandes <loretta.fernandes@k-corp.in>; Ishan Surtani <ishan.surtani@kapcocatering.com>; Safia Pereira <hr@kapcocatering.com>; Anubhuti Dubey <hr@cateringcollective.in>
Subject: Email ID & Desktop for New Joinee - Receptionist

Dear Devang,

We have Ms. Aakanksha Rajesh Darekar who has joined us as the Receptionist for the new office (Jeep), we need to issue her a Desktop and Email ID.

Requirement	Details
Email ID	corporate.admin@k-corp.in (Template Attached)
Desktop	Required

Regards,

Mathew