

**APPRENTICESHIP REPORT**

**PT BANK RAKYAT INDONESIA  
UNIT SELATBARU**

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2023**

**VALIDITY SHEET**  
**APPRENTICESHIP REPORT**  
**PT BANK RAKYAT INDONESIA**  
**UNIT SELATBARU**

Written as one of the conditions for completing Job Training


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## **PREFACE**

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Wassalamu'alaikum Wr. Wb

Bengkalis, 20 June 2023



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# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

The Bengkalis Regency Government through the Gema Bahari Foundation established a university called the Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration.

Since 2000 until now the State Polytechnic of Bengkalis has 8 departments with 21 study programs. The departments include Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Informatics Engineering, Language, and Maritime. Bengkalis State Polytechnic is a vocational campus that educates its students to create a competent spirit in various fields. Bengkalis State Polytechnic implements an apprenticeship program that is required to be followed by all final semester students.

Apprenticeship is a place to express students' ideas in carrying out real activities, this condition makes the process of understanding while in college better. In addition, students get what they haven't gotten while in college (new experiences) and as a process of developing ideas that are always evolving. Based on the apprenticeship experience inputting data, processing data, checking population data at the PT. Bank BRI sub branch office Bengkalis can add new experiences to enter the work environment in the future. Every student of the State Polytechnic of Bengkalis is required to carry out on the apprenticeship with the aim of being able to apply or implement the knowledge that has been learned into the working world.

Besides that, the implementation of apprenticeship as one of the requirements for graduation is also to get a ready-to-use, skilled and agile workforce. In addition, students are also able to create a work of high value. One way to achieve this is by holding apprenticeship courses, where students can go directly to the field of work to better understand the field they are involved in.

In this program, specifically for 8th semesters of International Business Administration students, apprenticeship activities are carried out for approximately 4 (four) months, by choosing their own place and location for apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or choices of apprenticeship places to students who will carry out practical work. Then, from these several options The Author is interested in carrying out apprenticeship in the financial sector, namely banking at PT. Bank Rakyat Indonesia (BRI) Unit Selatbaru.

According BRI.co.id (2023) PT. Bank Rakyat Indonesia (BRI) is one of the largest and oldest own BUMN (Badan Usaha Milik Negara) Banks in Indonesia. The head office of BRI which is located at Jendral Sudirman Street Kav. 44-46, Bendungan Hilir, Tanah Abang, Jakarta pusat. BRI was established in Puwokero by Raden Aria Wiriatmaja, Jawa Tengah on 1895 under the name of De Poerwokertosche Hulp-en Spaarbank der Indlandsche Hoofden, which was initially an institution that managed mosque cash funds channeled to the people through a simple scheme. On February 22, 1946, the Indonesian Government changed this institution's name to BRI on the basis of Government Regulation No. 1 of 1946 and BRI became the first bank owned by the Government of the Republic of Indonesia.

BRI has branch office in every city throughout Indonesia. One of them is in Bengkalis. BRI branch office Bengkalis is located at Sudirman Street. The brach office in Bengkalis has 3 unit or sub branch, namely BRI Unit Bengkalis, BRI Unit Selatbaru, BRI Unit Pakning. The Author carries out practical work in one of the BRI sub branch, namely BRI Unit Selatbaru.

After carrying out specific apprenticeship, the International Business Administration Study Program hopes that with the apprenticeship students can get to know firsthand how the real world of business or work is, and can add insight to each student to be more skilled, responsive, and able to compete and be effective for good in the future. As a consequence after completing the apprenticeship. Each student is required to make a Job Report while carrying out the apprenticeship students can account for the results obtained from the apprenticeship activities and can continue their studies in the next semester.

For the author, the background for doing on the apprenticeship which will be carried out from February 20st, 2023 - June 20th, 2023, among others, is that The Author can apply knowledge in the working world directly and gain experience and also as one of the requirements to be able to complete education in the D4-International Business Administrations.q

## **1.2 Purpose of the Apprenticeship**

The appreticenship activities of Bengkalis State Polytechnic students, especially the D-IV International Business Administration study program have the following objectives:

1. To know the job description of the field of work being handled at BRI Unit Selatbaru.
2. To know the place of practical work at BRI Unit Selatbaru.
3. To know the system and procedures in BRI Unit Selatbaru.
4. To find out the obstacles and solutions during practical work.

## **1.3 Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis

1. For Students

Apprenticeship is place for student to gain insight into the real working world. Benefits of the apprenticeship for students are as follows:

- a. Students have the opportunity to apply theoretical or concepts knowledge in the real working world.
- b. Students gain practical experience in applying theoretical or concept knowledge according to their study program.
- c. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

2. For Companies

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

- a. The company will receive labor assistance from students who do practical work then the work becomes a little lighter and easier.
- b. The company will be recognized by academics and the world of education.
- c. Establishment of cooperation between the world of education and certain companies or agencies.
- d. There are constructive criticisms from companies or agencies for students participating in work practices

3. For State Polytechnic of Bengkalis

There are several benefits from implementing the practical work program obtained by the State Polytechnic of Bengkalis, which are as follows:

- a. State Polytechnic of Bengkalis receives feedback from organizations or companies on the ability of students who take part in practical work in the world of work.
- b. Apprenticeship can strengthen cooperation and socialization between the State Polytechnic of Bengkalis and the PT Bank Rakyat Indonesia Unit Selatbaru.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**

Bank Rakyat Indonesia (BRI) is one of the largest state-owned banks in Indonesia. BRI was established in Purwokerto, Central Java, by Raden Bei Aria Wirjaatmadja as De Poerwokertosche Hulp en Spaarbank der Inlandsche Hoofden or “Help and Savings Bank of the Aristocrats of Purwokerto”, a financial institution that served people of Indonesian nationality (native Indonesians). The institution was incorporated on December 16, 1895, and the date is now commemorated as the anniversary of BRI.



**Figure 2.1 BRI Head Office Central Jakarta**  
*Source : bri.co.id*

Following the independence of the Republic of Indonesia, Government Regulation No. 1/1946 Article 1 acknowledged in writing that BRI was the first state-owned bank in the Republic of Indonesia. During a period of war to defend independence in 1948, BRI temporarily ceased its activities. The Bank resumed its operations after the Renville Agreement was reached in 1949 and changed its name to Bank Rakyat Indonesia Serikat. At that time, through Government Regulation in Lieu of Law No. 41 /1960, Bank Koperasi Tani and Nelayan (BKTN) was established as a result of the merger between BRI, Bank Tani Nelayan and Nederlandsche

Maatschappij (NHM). Later, based on Presidential Stipulation No. 9/1965, BKTN was integrated into Bank Indonesia as Bank Indonesia Urusan Koperasi Tani and Nelayan.

After one month, Presidential Stipulation No. 17 of 1965 concerning the establishment of a single bank as Bank Negara Indonesia was issued. Under this new provision, Bank Indonesia Urusan Koperasi, Tani and Nelayan (formerly BKTN) was merged as Bank Negara Indonesia unit II for the rural sector, while NHM became Bank Negara Indonesia unit II for the export-import (Exim) sector.

Law No. 14 /1967 on principles of banking and Law No. 13 /1968 concerning the central bank essentially restored the function of Bank Indonesia as the central bank and separated Bank Negara Indonesia Unit II for the rural sector from the export-import sector into two banks, respectively Bank Rakyat Indonesia and Bank Ekspor Impor Indonesia. Subsequently, Law No. 21/1968 restated the primary tasks of BRI as a commercial bank.

Since August 1, 1992, under Banking Law No. 7/1992 and Regulation of the Government of the Republic of Indonesia No. 21/ 1992, BRI's status has been as a limited liabilities company. At that time, BRI was still fully owned by the government of the Republic of Indonesia. In 2003, the Indonesian government decided to sell 30% of the Bank's shares, a decision that transformed the Bank into a public company as PT Bank Rakyat Indonesia (Persero) Tbk., as it remains today.



**Figure 2.2 Logo of Bank Rakyat Indonesia**  
*Source : Wikipedia*

BRI logo means The Leader of Change. As The Leader of Indonesian Banking Industry, it is necessary to rejuvenate BRI's visual component system, the

use of the logo in communication materials requires a slight adjustment to support the accuracy of the visual component system as a whole. Adjustments to the logo when BRI was established as a holding company also needed to be carried out in relation to BRI's relevance, which also houses various subsidiary companies that are not engaged in the banking sector. Changing the logotype from "Bank BRI" to "BRI" as a statement that BRI as the parent company does not only have various subsidiary companies engaged in the banking sector, but much more broadly.

Logo shape with curved lines, giving a dynamic image and lively. Besides that, the curved shape is also a line of beauty which symbolizes beauty and elegance. The arrangement of the letters B, R, and I on the logo which is arranged in such a way that it gives the impression the rhythm of the letter B which has two curves, then the letter R which is one curve remains and is replaced by a straight shape, and then the letter I which merges with the dividing line without any curvature as in the letters B and R. The rhythm reflects the Mission BRI is trying to provide the best service in order to improve community economy.

## **2.2 Vision and Mission**

In running the company, it is necessary to know about the vision and mission of PT. Bank Rakyat Indonesia, it can be explained as follows:

### **1. Vision of PT. Bank Rakyat Indonesia**

The vision of PT. Bank Rakyat Indonesia is to becoming the most valuable bank in Southeast Asia and home to the best talent.

### **2. Mission of PT. Bank Rakyat Indonesia**

The missions of PT. Bank Rakyat Indonesia are as follows:

- a. BRI always performs the best banking activities by prioritizing services to the micro, small and medium segments to support the improvement of the people's economy.
- b. BRI always provides excellent service by focusing on customers through



professional human resources who have a performance-driven culture, reliable and future-ready information technology, and productive conventional and digital networks. This is done through the application of operational principles and risk management excellence.

- c. BRI always provides optimal benefits and benefits to interested parties (stakeholders) by paying attention to the principles of sustainable finance and excellent Good Corporate Governance practices.

### **2.3 Kind of Business**

PT Bank Rakyat Indonesia is engaged in the banking sector which has consistently provided the best service for the community to date. In accordance with its vision and mission, Bank BRI consistently develops the Micro, Small and Medium Scale Enterprises. This consistency resulted in a brilliant business performance that was internationally recognized by the ADB and World Bank. In response to market developments and the variety of public requirements for banking products and services, Bank BRI collaborated with this business segment to become: Micro and Program Business, Retail Business, Corporate Business, International Business, Treasury and Capital Market Support Services, as well as Subsidiaries that focus on the Sharia, Agribusiness and Remittance businesses.

Bank BRI's Business Units

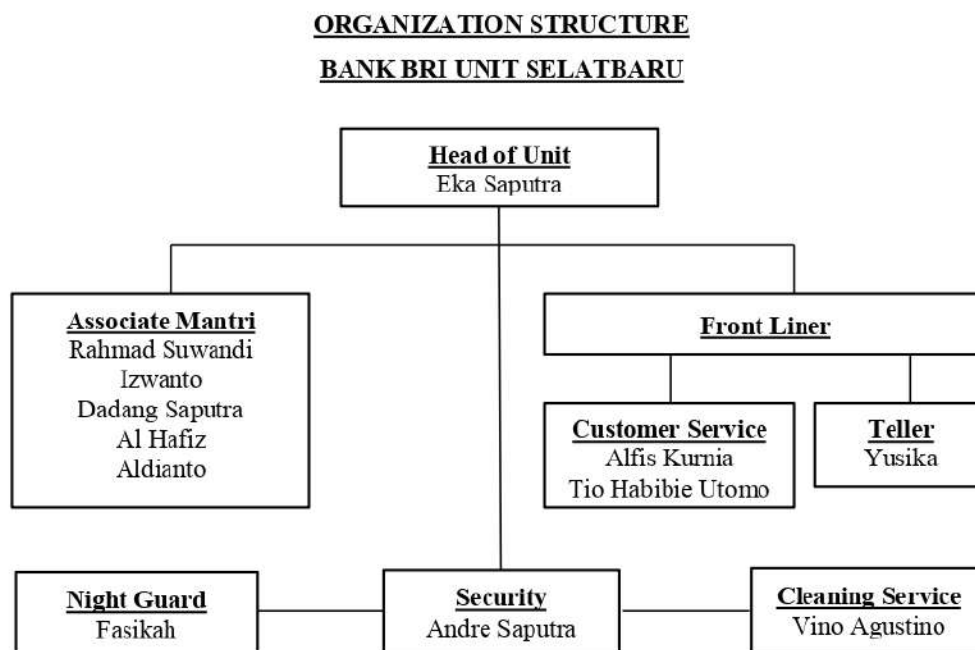
1. Micro, Small and Medium Business.
2. Consumer Business.
3. Corporate Business.
4. Institutional and SME Business.
5. International and Treasury Business.

Bank BRI has developed consumer product features that are attractively packaged and are in accordance with customer requirements for products such as

Savings, checking, deposits, e-banking BRI Priority, housing loans, auto loans, multipurpose loans, as well as credit card products.

## 2.4 Organizational Structure

The company organizational structure or company structure has a general meaning, namely as an arrangement of work units within a company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. Of course, this is so that every component in the company can function optimally and the wheels of the company can always move effectively and efficiently. Organizational structure of PT. Bank Rakyat Indonesia Unit Selatbaru is as follows:



**Figure 2.3 Organization Structure of BRI Unit Selatbaru**

*Source : Processed Data 2023*

### 1. Head of Unit

Leader of Bank Rakyat Indonesia Unit Selatbaru. The duties and responsibilities of leader Bank Rakyat Indonesia (BRI) as follow:

- a. Responsible for all operations at BRI Unit.
- b. As full supervisor of BRI Unit operations.
- c. BRI Unit password holder.
- d. Responsible for data processing at BRI Unit.
- e. Responsible for BRI Unit employees.
- f. Develop, monitor and evaluate BRI's business Units in their working areas to achieve targets.
- g. Carry out coaching for BRI Unit customers, both loans.as well as savings.
- h. Decide on requests for Kupedes, KUR, BRIGuna according to withthe given powers.
- i. Cut off promotion costs.
- j. Deciding on the disbursement or withdrawal of customer deposits.

2. Mantri

Management Administration (MANTRI) or Account Officer. The duties and responsibilities of Management Administration or account officer Bank Rakyat Indonesia (BRI) as follow:

- a. Carry out marketing of BRI unit products for loans, savings and other bank services
- b. Responsible for the loan process.
- c. Responsible for guarantees.
- d. Carry out initiatives to propose decisions on BRI Unit loans in accordance with applicable regulations so that the loans provided are feasible.
- e. Carry out coaching, billing, and loan supervision starting from the loan being disbursed until it is paid off.
- f. Responsible for arrears that occur due to delays in paying customers' loans.
- g. Responsible for loan authenticity and guarantee checking.

3. Customer Service

The duties and responsibilities of Customer Service CS BRI as follow:

- a. Providing information to potential customers regarding BRI products to support BRI product marketing.
  - b. Provide information on loan balances, transfers and loans for customers who need to provide satisfactory service to customers.
  - c. Serving requests for copies of Account Statements for customers who need other than routine delivery at the beginning of each month in order to provide services that satisfy customers.
  - d. Providing special services to core customers who need such as delivering or picking up money to the customer's business residence in order to provide customer satisfaction.
  - e. Helping customers who need to fill out BRI fund applications and services in order to provide services that satisfy customers.
  - f. Receiving and inventorying customer complaints to be forwarded to authorized officials in order to provide services that satisfy customers.
  - g. Carry out other official duties assigned by superiors in order to support BRI Unit business and operational interests.
  - h. Provide deposit and loan balance information for customers who need.
4. Teller

The duties and responsibilities of Teller BRI as follow:

- a. Doing additional cash so that the smooth running of services to customers can run well and satisfactorily.
- b. Receive deposits from customers and match deposit receipts to ensure the correctness of the transaction and the authenticity of the money received.
- c. Ensuring paying money to entitled customers to avoid costly mistakes.
- d. Examine the validity of the receipt of cash receipts to ensure the correctness of transaction security.
- e. Managing and physically depositing cash to the AMO Supervisor both during cash service hours and at the end of the day so that cash security can be maintained.

- f. Performing cash shifts between cash Tellers who need it for smooth service.
  - g. Pay debt costs, credit realization and other transactions, the receipts of which have been approved by authorized officials for smooth operations.
  - h. Serving bank notes buying and selling transactions of foreign banknotes so that services to customers run well.
  - i. Receiving and examining the validity of deposit slips and clearing documents for delivery from customers to ensure the correctness and security of transactions.
5. Security
- The duties and responsibilities of security are to secure an asset, agency, project, building, property or place and monitor equipment, supervision, inspection and access points, to ensure security and prevent intentional loss or damage. Besides that, BRI's security is tasked with maintaining security, and is also tasked with serving customers. Such as helping direct MSME actors who need an injection of funds to use BRI's superior product, namely KUR BRI.
6. Cleaning Service
- Cleaning Service is an officer who provides cleaning services. A cleaner is responsible for all basic cleaning in and around the facility or office building. This can entail dusting, mopping, sweeping, vacuuming, and cleaning smudges off windows and doors. Ensuring restrooms are cleaned, sanitized, and restocked is another important responsibility of a cleaner.
7. Night Guard
- Maintain the security of the company or agency at night until the morning when office hours reopen and record important events that occur at night.

## **2.5 Company Scope**

Bank Rakyat Indonesia (BRI) is an Indonesian state-owned financial institution that provides a variety of financial services. BRI is Indonesia's leading commercial

bank and the country's largest lender by assets. BRI's business focus is on banking services for micro, small and medium enterprises (MSMEs). Indonesia has activities to collect and redistribute to the public as well as provide service products and various other types of services. Bank Rakyat Indonesia (BRI) offers a wide range of banking products and services, which include savings products, loan products (particularly microcredit, small commercial loans and consumer loans), e-banking, international business services and Islamic (Sharia) banking. Bank Rakyat Indonesia (BRI) also has a variety of products to suit customer needs.

## 2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT. Bank Rakyat Indonesia unit Selatbaru, including the following:

1. Customer loan credit file



**Figure 2.4 Customer Loan Credit File**  
*Source: Processed Data 2023*

Figure 2.4 is a file that applies for loan credit, this file will be used by the bank to obtain information about the customer. This consists of KTP, KK, Marriage Book, and business certificate.

2. Teller cash

Figure 2.5 is daily book keeping done by tellers that there is no different in the amount of cash out and cash in. This is done to resolve customer complaints.



**Figure 2.5 Teller Cash**  
*Source: Processed Data 2023*

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This Practical Work Program is carried out at the Bank BRI Office of the Selatbaru Unit for 4 (four) months, starting from February 20, 2023 to June 19, 2023. During the period of Practical Work (KP), the author was placed in the Customer Service section, but The Author was also asked to do some work in the Management Administration/ Account Officer Section, General Section, and Teller Section. The Author was given several powers and responsibilities to carry out the following tasks: There are several tasks during Practical Work in the PT. Bank BRI sub branch office Bengkalis namely as follows:

1. BRImen
2. Maintain CIF
3. Teller cash verification
4. Compiling the claim file
5. Input AMKKM and BRINS
6. ATM card activation
7. Checking Customer Balance
8. Scan Files and Photocopy
9. Organizing and grouping of files

#### **3.2 Place of Apprenticeship**

##### **3.2.1 Time of the Apprenticeship**

This on the apprenticeship will be carried out starting from February 20<sup>st</sup>, 2023 until June 20<sup>th</sup>, 2023. The following is the schedule of the apprenticeship hours at the PT. Bank Rakyat Indonesia Unit Selatbaru:



**Table 3.1 Apprenticeship Schedule**

No.	Day	Working hours	Place
1	Monday to Thursday	07.10-12-30 (Morning) 13.30-17.00 (Afternoon)	BRI unit Selatbaru
2	Friday	07.10-12-30 (Morning) 13.30-17.00 (Afternoon)	BRI unit Selatbaru
3	Saturday to Sunday	Weekend	Weekend

Source: *Processed Data 2023*

### 3.2.2 Place of Apprenticeship

This on the Apprenticeship was carried out at the PT. Bank Rakyat Indonesia Unit Selatbaru Kabupaten Bengkalis, Jl. Soekarno Hatta-Selatbaru.



**Figure 3.1 Address of PT. Bank BRI Unit Selatbaru**

Source: *Google Maps*

## 3.3 Systems and Procedures

### 3.3.1 To Working System

This Practical Work Program was carried out at the Bank BRI Office of the Unit Selatbaru for 4 months, starting from February 20, 2023 to June 20, 2023. During the period of Practical Work (KP), the author was placed in the field of Administration. There are several tasks during the Practical Work at the Bri Bank Office, Unit Selatbaru. The activities carried out during the Practical Work can be seen in the following table:

### 3.3.2 Working Procedures

There are several work procedures that are performed as tasks are described as follows:

#### 1. BRImen

BRImen is a system created to help the performance of Bank BRI employees in managing and searching customer documents quickly, BRImen has an important role in one of the efforts to protect customer data.



**Figur 3.2 BRImen**

*Source: Processed Data 2023*

#### 2. Maintain CIF

CIF stands for Customer Information File, where CIF provides all customer information in a bank. CIF is a system from the Bank that functions to record and find out personal data, financial data, and other customer-related data. In addition, the CIF at the Bank is also useful as a provider of assessment for customers based on the calculation of customer risk factors. Maintenance CIF is the process of helping customer service to perform changes or updates to the data contained in the CIF of individual customer by log in via BRInet with the Customer Service (CS) user and password.



**Figur 3.3 Maintain CIF**

*Source: Processed Data 2023*

3. Verification of Teller Cash Evidence

Teller cash evidence or transaction proof is a document that serves to record all types of transactions. Verification is carried out to ensure completeness, correctness of documents, ensure that transactions are appropriate.



**Figur 3.4 Teller Cash Verification**

*Source: Processed Data 2023*

4. Compiling the claim file

Administrative activities for submitting BRI bank claims, separating letters such as debt recognition letters, kk, ID cards, slik, business certificates, current accounts, guarantee letters, minutes.



**Figur 3.5 Compiling the Claim File**

*Source: Processed Data 2023*

5. Input AMKKM (*Asuransi mikro kesehatan kecelakaan dan meninggal*) and BRINS (BRI Insurance)

AMKKM is micro insurance product that provides 1 year protection against health, accident and death, and BRINS is general insurance companies that serve various insurance products are offered in the form of conventional insurance coverage.



**Figur 3.6 Input AMKKM and BRINS**

*Source: Processed Data 2023*

6. ATM card activation

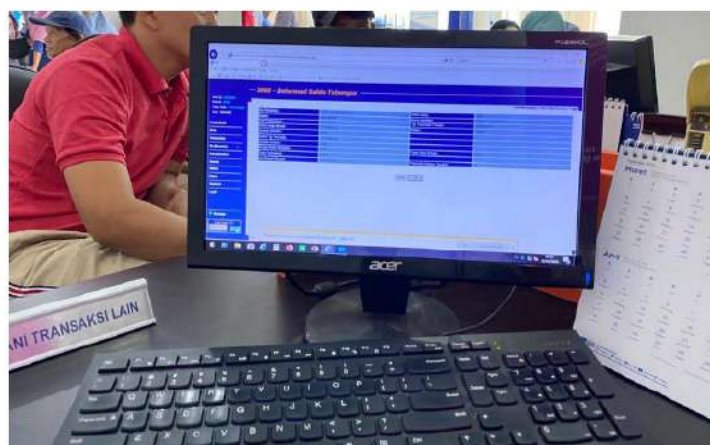
Card activation is the process of activating a new card that cannot be used for transactions. the card activation process uses a BRI EDC machine or Electronic Data Center and requires an officer or customer service password and supervisor or unit head password.



**Figur 3.7 ATM Card Activation**  
*Source: Processed Data 2023*

7. Checking Customer Balance

Checking the balance of disbursement of KIP beneficiaries.



**Figur 3.8 Checking Customer Balance**  
*Source: Processed Data 2023*

8. Scan Files and Photocopy

Scans and photocopies of customer identities are then stored in the form of files as collateral and backups of the customer's files.



**Figur 3.9 Scan Files and Photocopy**  
*Source: Processed Data 2023*

9. Organizing and grouping of files

Arranging and grouping files is one of the important things, if done carelessly or wrongly it will become a problem in the future, where the files are needed but cannot be found in their proper place. Customer loan files are stored in a system called BRImen, physical documents are stored in a place that is centralized, standardized and integrated with the system.



**Figur 3.10 Organizing and grouping of files**  
*Source: Processed Data 2023*

### 3.4 Kind and Description of the Activity

To find out more clearly the description of the activities carried out during on the apprenticeship at the PT. Bank Rakyat Indonesia Unit Selatbaru, in general, it can be seen in the following table :

**Tabel 3.2 Daily Activities of February 20<sup>st</sup>, 2023 to February 24<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 20 February 2023	1. Briefing 2. Introduction 3. Organizing and grouping of files	Bank BRI Cabang Bengkalis
2	Tuesday, 21 February 2023	1. Briefing 2. Introduction 3. Find the required file 4. Maintenance CIF	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 22 February 2023	1. Briefing 2. Find the required file 3. Maintenance CIF	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 23 February 2023	1. Briefing 2. Find the required file 3. Maintenance CIF	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 24 February 2023	1. Briefing 2. Find the required file 3. Maintenance CIF 4. Verification of teller cash evidence	Bank Rakyat Indonesia Unit Selatbaru

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru February 27 2023 to March 03 2023 can be seen in the table below as follows:

**Tabel 3.3 Daily Activities of February 27<sup>st</sup>, 2023 to March 03<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 27 February 2023	1. Briefing 2. Find the required file 3. Maintenance CIF 4. Verification of teller cash evidence	Bank Rakyat Indonesia Unit Selatbaru

2	Tuesday, 28 February 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Maintenance CIF</li> <li>4. Verification of teller cash evidence</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 01 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Verification of teller cash evidence</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 02 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Verification of teller cash evidence</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 03 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Verification of teller cash evidence</li> <li>4. Prepare tires of money for teller</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru March 06 2023 to March 10 2023 can be seen in the table below as follows:

**Tabel 3.4 Daily Activities of March 06<sup>st</sup>, 2023 to March 10<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 06 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Checking the customer's name on the Simpedes Umi savings book</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 07 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 08 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Checking the customer's name on the Simpedes Umi savings book</li> <li>4. AMKKM data input</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 09 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. AMKKM data input</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru



5	Friday, 10 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Arrange teller cash evidence</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
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Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru March 13 2023 to March 17 2023 can be seen in the table below as follows:

**Tabel 3.5 Daily Activities of March 13<sup>st</sup>, 2023 to March 17<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 13 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 14 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. Prepare tires of money for teller</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 15 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 16 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. AMKKM data input</li> <li>4. Checking the customer's name on the Simpedes Unni savings book</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 17 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Find the required file</li> <li>3. AMKKM data input</li> <li>4. Prepare tires of money for teller</li> <li>5. Compiling the claim file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru March 20 2023 to March 24 2023 can be seen in the table below as follows:

**Tabel 3.6 Daily Activities of March 20<sup>st</sup>, 2023 to March 24<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 20 March 2023	1. Briefing 2. Find the required file	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 21 March 2023	1. Briefing 2. Find the required file 3. Looking for customer SKU's in loan document 4. Compiling the claim file 5. AMKKM data input 6. Checking the customer's name on the Simpedes Umi savings book	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 22 March 2023	Public Holiday	
4	Thursday, 23 March 2023	Public Holiday	
5	Friday, 24 March 2023	1. Briefing 2. Find the required file 3. AMKKM data input	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru March 27 2023 to March 31 2023 can be seen in the table below as follows:

**Tabel 3.7 Daily Activities of March 27<sup>st</sup>, 2023 to March 31<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 27 March 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Compiling the claim file	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 28 March 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. ATM card activation	Bank Rakyat Indonesia Unit Selatbaru

3	Wednesday, 29 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card activation</li> <li>5. Prepare tires of money for teller</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 30 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Maintenance CIF</li> <li>5. Compiling the claim file</li> <li>6. Looking for customer SKU's in loan document</li> <li>7. ATM card activation</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 31 March 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Maintenance CIF</li> <li>5. ATM card activation</li> <li>6. Looking for customer SKU's in loan document</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru April 03 2023 to April 07 2023 can be seen in the table below as follows:

**Tabel 3.8 Daily Activities of April 03<sup>st</sup>, 2023 to April 07<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 03 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Maintenance CIF</li> <li>5. ATM card activation</li> <li>6. Prepare tires of money for teller</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 04 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card activation</li> <li>5. Prepare tires of money for teller</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 05 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card activation</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

		<ol style="list-style-type: none"> <li>5. Input the label sticker on the stored Brimen AR cupboard.</li> <li>6. Check customer balance</li> </ol>	
4	Thursday, 06 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Distribute teller queue numbers to customers</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 07 April 2023	Public Holiday	

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru April 10 2023 to April 14 2023 can be seen in the table below as follows:

**Tabel 3.9 Daily Activities of April 10<sup>st</sup>, 2023 to April 14<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 10 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 11 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 12 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 13 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

		<ol style="list-style-type: none"> <li>5. Create and print teller queue numbers</li> <li>6. Distribute teller queue numbers</li> <li>7. ATM card activation</li> <li>8. Help customers fill out AR forms</li> </ol>	
5	Friday, 14 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers fill out AR forms</li> <li>7. Help customers fill out deposit slip</li> <li>8. ATM card activation</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru April 17 2023 to April 21 2023 can be seen in the table below as follows:

**Tabel 3.10 Daily Activities of April 17<sup>st</sup>, 2023 to April 21<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 17 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Help customers fill out AR form</li> <li>5. Check customer balance</li> <li>6. Create and print teller queue numbers</li> <li>7. Distribute teller queue numbers</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 18 April 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Distribute teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 19 April 2023	Public Holiday	
4	Thursday, 20 April 2023	Public Holiday	

5	Friday, 21 April 2023	Public Holiday	
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Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru April 24 2023 to April 28 2023 can be seen in the table below as follows:

**Tabel 3.11 Daily Activities of April 24<sup>st</sup>, 2023 to April 28<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 24 April 2023	Public Holiday	
2	Tuesday, 25 April 2023	Public Holiday	
3	Wednesday, 26 April 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 27 April 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 28 April 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Prepare tires of money for teller	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru May 1 2023 to May 5 2023 can be seen in the table below as follows:

**Tabel 3.12 Daily Activities of May 1<sup>st</sup>, 2023 to May 5<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 1 May 2023	Public Holiday	
2	Tuesday, 2 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> <li>7. Organizing and grouping of files</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 3 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Distribute teller queue numbers</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 4 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Compiling the claim file</li> <li>6. Prepare tires of money for teller</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 5 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> <li>7. Compiling the claim file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru May 8 2023 to May 12 2023 can be seen in the table below as follows:

**Tabel 3.13 Daily Activities of May 8<sup>st</sup>, 2023 to May 12<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 8 May 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Check customer balance	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 9 May 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Check customer balance	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 10 May 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Check customer balance 5. Distribute teller queue numbers	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 11 May 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Check customer balance 5. Help customers sign withdrawal slips	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 12 May 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Check customer balance 4. Distribute teller queue numbers 5. Find the required file	Bank Rakyat Indonesia Unit Selatbaru

Source: *Processed Data 2023*

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru May 15 2023 to May 19 2023 can be seen in the table below as follows:

**Tabel 3.14 Daily Activities of May 15<sup>st</sup>, 2023 to May 19<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 15 May 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Organizing and grouping of files 5. Verification of teller cash evidence 6. All accepted transaction s report checklist	Bank Rakyat Indonesia Unit Selatbaru



2	Tuesday, 16 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 17 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. AMKKM data input</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 18 May 2023	Public Holiday	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 19 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. AMKKM data input</li> <li>7. Organizing and grouping of files</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru May 22 2023 to May 26 2023 can be seen in the table below as follows:

**Tabel 3.15 Daily Activities of May 22<sup>st</sup>, 2023 to May 26<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 22 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> <li>5. Verification of teller cash evidence</li> <li>6. All accepted transaction s report checklist</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 23 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

		6. Enter the customer collateral file into the bindex mantra	
3	Wednesday, 24 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. Organizing and grouping of files</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 24 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Create and print Customer Service queue numbers</li> <li>5. Organizing and grouping of files</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 26 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card verification</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru May 29 2023 to June 2 2023 can be seen in the table below as follows:

**Tabel 3.16 Daily Activities of May 29<sup>st</sup>, 2023 to June 2<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 29 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> <li>5. Verification of teller cash evidence</li> <li>6. All accepted transaction s report checklist</li> <li>7. Print and cut customer service queue numbers</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 30 May 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. Enter the customer collateral file into the</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

		bindex mantri 7. Organizing and grouping of files	
3	Wednesday, 31 May 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Verification of teller cash evidence 5. All accepted transaction s report checklist 6. Organizing and grouping of files	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 1 June 2023	Public Holiday	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 2 June 2023	Public Holiday	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru June 5 2023 to June 9 2023 can be seen in the table below as follows:

**Tabel 3.17 Daily Activities of June 5<sup>st</sup>, 2023 to June 9<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 5 June 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Verification of teller cash evidence 5. All accepted transaction s report checklist 6. Create and print Customer Service queue numbers 7. Prepare tires of money for teller	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 6 June 2023	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Prepare tires of money for teller 5. Photocopy the required file	Bank Rakyat Indonesia Unit Selatbaru

3	Wednesday, 7 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Organizing and grouping of files</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, 8 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Organizing and grouping of files</li> <li>5. Destroy ATM cards that are blocked in the CRM machine</li> <li>6. Input customer data</li> <li>7. Write down the card activation data in the register book</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 9 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Looking for customer SKU's in loan document</li> <li>5. Wrapping souvenirs</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru June 12 2023 to June 16 2023 can be seen in the table below as follows:

**Tabel 3.18 Daily Activities of June 12<sup>st</sup>, 2023 to June 16<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 12 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> <li>5. Scan claim file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 13 June 2023	<ol style="list-style-type: none"> <li>6. Briefing</li> <li>7. Check the location of the customer file in the indexing</li> <li>8. Find the required file</li> <li>9. Cutting BRImen Stickers</li> <li>10. Compiling the claim file</li> <li>11. Scan claim file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday, 14 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

		<ol style="list-style-type: none"> <li>5. Scan claim file</li> <li>6. Installing stickers and placing codes on files for BRImen</li> <li>7. Organizing and grouping of files</li> <li>8. Photocopy the required file</li> </ol>	
4	Thursday, 15 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> <li>5. Scan claim file</li> <li>6. Write down the card activation data in the register book</li> <li>7. Write down the unit office cost data in the register book</li> <li>8. Enter the letter into the incoming letter bindex</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
5	Friday, 16 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> <li>5. Scan claim file</li> <li>6. Print SPPK and BI checking</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Bank BRI Unit Selatbaru June 19 2023 to June 20 2023 can be seen in the table below as follows:

**Tabel 3.19 Daily Activities of June 19<sup>st</sup>, 2023 to June 20<sup>th</sup>, 2023**

No	Day	Activities	Place
1	Monday, 19 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> <li>5. Scan claim file</li> <li>6. Create and print cover letter claim file</li> <li>7. Enter the letter into the cover letter bindex</li> <li>8. Enter the letter into the incoming letter bindex</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, 20 June 2023	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Compiling the claim file</li> <li>5. Scan claim file</li> </ol>	Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data 2023

### **3.5 Obstacle and Solution of the Apprenticeship**

Obstacles that the author got while doing practical work practices at PT. Bank Rakyat Indonesia Selatbaru Unit is, limited use of the office website, because to access the website you must use the customer service (CS) user name and password to log in, while the user is being used by CS. The solution is to wait until CS is not using the user, then ask for permission and ask CS to enter the user and password to log in to the website. Passwords are changed regularly every 2-3 days to reduce the risk of data leakage.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing practical PT. Bank BRI Unit Selatbaru, the following conclusions can be drawn:

1. There are several types of work during the practical work program, namely BRImen, Maintain CIF, Teller cash verification, Compiling the claim file, Input AMKKM and BRINS, ATM card activation, Checking Customer Balance, Scan Files and Photocopy, Organizing and grouping of files.
2. The practical work program was carried out at practical PT. Bank BRI Unit Selatbaru. The program is carried out for 4 (months) starting from February 20<sup>st</sup> 2023 to June 20<sup>th</sup> 2023.
3. Work system and procedures in the Bank BRI Unit Selatbaru, Collaborate, Collecting Community Funds, Distributing Funds to the Community and Providing Bank Services.
4. Limitations in using office facilities, because office facilities have been authorized from the center.

#### **4.2 Suggestion**

After doing practical work at PT. Bank BRI sub branch office Bengkalis, there are several suggestion, namely:

1. Suggestion for the student  
The suggestions so that students are even better at work now that they have entered the real working world are as follows:
  - a. Students should improve work performance, increase knowledge or insight about the working world, master theories or concepts about thereal working world.

- b. Students should improve and develop experience so that they can come up with good ideas when given the opportunity to work, especially they must improve and develop knowledge about ESP practicum lessons, computer practicums, is mastering English and mastering the use of Microsoft excel, Microsoft word.
2. Suggestion for State Polytechnic of Bengkalis should strengthen cooperation between the working world and the world of education.
3. Suggestions for companies to be able to strengthen cooperation between the world of education and the working world and can provide opportunities for interns to provide good and creative ideas at work in order to overcome work problems and add knowledge and increase insight, especially in inputting data, processing data, data entry. For the problem to support the work run smoothly and quickly, it is better to provide computer facilities for students who do practical work.



## REFERENCES

- Undang-Undang Nomor 07 Tahun 1992 Tentang Bank Rakyat Indonesia, Republik Indonesia.
- PT. Bank Rakyat Indonesia (Persero) Tbk (2023), "Tentang BRI", accessed on June 3, 2023, <https://bri.co.id/tentang-bri>.
- Rafiah, W. J., & Kasmawi., (2019), Draft of the Job Training Guide Book Administrasi Bisnis International Undergraduate Students. Politeknik Negeri Bengkalis.

## APPENDIX

### Appendix I Apprenticeship Reference Letter



**PT. BANK RAKYAT INDONESIA (PERSERO) Tbk**

**Unit Selatbaru**

**Jalan Soekarno Hatta Telp. 08126831410  
SELATBARU**

Model 54

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#### REFERENCE LETTER

Number : B. -SLB/MKR/06/2023

Subject : Reference Letter

The undersigned below explains that :

Name : Lina Afidatussalafiyah

Place/Date of Birth : Bantan Air, 19-07-2001

Address : Jl. Haji Gani, Desa Bantan Timur, Kec Bantan.

Has done Job Training in our company, PT. Bank Rakyat Indonesia (PERSERO) Tbk, since date 20 February 2023 up to 20 June 2023 as a Trainee.

While working in our company, the person concerned has shown perseverance and seriousness to work well.

This certificate is given to be used appropriately.

Selatbaru, 20 June 2022  
PT. Bank Rakyat Indonesia  
Unit Selatbaru

  
**Eka Saputra**  
0F08769015

## Appendix II Apprenticeship Assesment Sheet

### EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL

PT. Bank Rakyat Indonesia Tbk (PERSERO)

Jl. Soekarno Hatta, Selatbaru,

Kec. Bantan, Kabupaten Bengkalis, Riau 28754

Name : Lina Afidatussalafiyah

NIM : 5404191237

Study Program : D-IV International Business Administration

College : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentages	Score
1.	Discipline	20%	19
2.	Responsibility	25%	25
3.	Adjustment/Adaptation	10%	10
4.	Work Result	30%	29
5.	Behavior in General	15%	15
	Total ( 1+2+3+4+5)	100%	98

#### Explanation:

**Score : Criteria**

81 – 100 : Excellence

71 – 80 : Very Good

66 – 70 : Good

61 – 65 : Good Enough

56 – 60 : Enough

#### Notes:

.....  
.....  
.....


Selatbaru, June 20<sup>th</sup>, 2023

The Head of PT. BRI Tbk


Unit Selatbaru

  
Eka Saputra  
NIP. 0F08769015

Appendix III Apprenticeship Certificate



**BRI** **BUMI** UNTUK INDONESIA




**PIAGAM  
PENGHARGAAN**

Diberikan Kepada :

*Lina Affidatussafafiyah*

Yang telah melaksanakan Kerja Praktek (KP) di kantor Bank Rakyat Indonesia (BRI) unit Selatbaru terhitung sejak tanggal 20 Februari 2023 hingga 20 Juni 2023.  
Bengkalis, 20 Juni 2023

Bank Rakyat Indonesia (BRI) Persero Tbk, Unit Selatbaru.



**Eka Saputra**








## Appendix IV Abesensi Apprenticeship

### LIST PRESENT OF THE JOB TRAINING PT. BANK RAKYAT INDONESIA TBK UNIT SELATBARU

Name : Lina Afidatussalafiyah

Student's Identity Numer : 5404191237

Time : 07:10 WIB – 17:00 WIB

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Mon, February 20 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
2	Tue, February 21 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
3	Wed, February 22 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
4	Thu, February 23 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
5	Fri, February 24 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
6	Sat, February 25 <sup>th</sup> , 2023	Weekend				
7	Sun, February 26 <sup>th</sup> , 2023	Weekend				
8	Mon, February 27 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
9	Tue, February 28 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	

Selatbaru, February 28<sup>th</sup>, 2023  
The Head of PT. BRI Tbk  
Unit Selatbaru














  
Eka Saputra  
NIP. 0F08769015

**LIST PRESENT OF THE JOB TRAINING**  
**PT. BANK RAKYAT INDONESIA TBK UNIT SELATBARU**

Name : Lina Afidatussalafiyah

Student's Identity Numer : 5404191237

Time : 07:10 WIB – 17:00 WIB

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Wed, March 1 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
2	Thu, March 2 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
3	Fri, March 3 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
4	Sat, March 4 <sup>th</sup> , 2023	Weekend				
5	Sun, March 5 <sup>th</sup> , 2023	Weekend				
6	Mon, March 6 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
7	Tue, March 7 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
8	Wed, March 8 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
9	Thu, March 9 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
10	Fri, March 10 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
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12	Sun, March 12 <sup>th</sup> , 2023	Weekend				
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14	Tue, March 14 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
15	Wed, March 15 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
16	Thu, March 16 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
17	Fri, March 17 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	

18	Sat, March 18 <sup>th</sup> , 2023	Weekend				
19	Sun, March 19 <sup>th</sup> , 2023	Weekend				
20	Mon, March 20 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
21	Tue, March 21 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
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23	Thu, March 23 <sup>th</sup> , 2023	Public Holiday				
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26	Sun, March 26 <sup>th</sup> , 2023	Weekend				
27	Mon, March 27 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
28	Tue, March 28 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
29	Wed, March 29 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
30	Thu, March 30 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
31	Fri, March 31 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓

Selatbaru, March 31<sup>th</sup>, 2023  
The Head of PT. BRI Tbk  
Unit Selatbaru

  
Eka Saputra  
NIP. 0F08769015

**LIST PRESENT OF THE JOB TRAINING**  
**PT. BANK RAKYAT INDONESIA TBK UNIT SELATBARU**

Name : Lina Afidatussalafiyah  
 Student's Identity Numer : 5404191237  
 Time : 07:10 WIB – 17:00 WIB

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Sat, April 1 <sup>st</sup> , 2023	Weekend				
2	Sun, April 2 <sup>nd</sup> , 2023	Weekend				
3	Mon, April 3 <sup>rd</sup> , 2023	07:10	12:30	13:30	17:00	✓
4	Tue, April 4 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
5	Wed, April 5 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
6	Thu, April 6 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
7	Fri, April 7 <sup>th</sup> , 2023	Public Holiday				
8	Sat, April 8 <sup>th</sup> , 2023	Weekend				
9	Sun, April 9 <sup>th</sup> , 2023	Weekend				
10	Mon, April 10 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
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12	Wed, April 12 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
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16	Sun, April 16 <sup>th</sup> , 2023	Weekend				
17	Mon, April 17 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓









**LIST PRESENT OF THE JOB TRAINING**  
**PT. BANK RAKYAT INDONESIA TBK UNIT SELATBARU**

Name : Lina Afidatussalafiyah

Student's Identity Numer : 5404191237

Time : 07:10 WIB – 17:00 WIB

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Mon, May 1 <sup>st</sup> , 2023	Public Holiday				
2	Tue, May 2 <sup>nd</sup> , 2023	07:10	12:30	13:30	17:00	
3	Wed, May 3 <sup>rd</sup> , 2023	07:10	12:30	13:30	17:00	
4	Thu, May 4 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	
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7	Sun, May 7 <sup>th</sup> , 2023	Weekend				
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18	Tue, April 18 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	✓
19	Wed, April 19 <sup>th</sup> , 2023	Public Holiday				
20	Thu, April 20 <sup>th</sup> , 2023	Public Holiday				
21	Fri, April 21 <sup>th</sup> , 2023	Public Holiday				
22	Sat, April 22 <sup>th</sup> , 2023	Public Holiday				
23	Sun, April 23 <sup>th</sup> , 2023	Public Holiday				
24	Mon, April 24 <sup>th</sup> , 2023	Public Holiday				
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Selatbaru, April 28<sup>th</sup>, 2023  
The Head of PT. BRI Tbk  
Unit Selatbaru



Eka Saputra  
NIP. 0F08769015

18	Thu, May 18 <sup>th</sup> , 2023	Public Holiday				
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Selatbaru, May 31<sup>th</sup>, 2023  
The Head of PT. BRI Tbk  
Unit Selatbaru

Eka Saputra  
NIP. 0F08769015

**LIST PRESENT OF THE JOB TRAINING**  
**PT. BANK RAKYAT INDONESIA TBK UNIT SELATBARU**

Name : Lina Afidatussalafiyah

Student's Identity Numer : 5404191237

Time : 07:10 WIB – 17:00 WIB

No	Date	Morning		Afternoon		Signature
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19	Mon, June 19 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	<i>e</i>
20	Tue, June 20 <sup>th</sup> , 2023	07:10	12:30	13:30	17:00	<i>e</i>


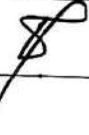

Selatbaru, June 20<sup>th</sup> 2023  
The Head of PT. BRI Tbk  
Unit Selatbaru

  
Eka Saputra  
NIP. 0F08769015

## Appendix V Apprenticeship Revision List

**REVISION SHEET**  
**STUDENT PRACTICE PRACTICE GUIDANCE**  
**INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY PROGRAM**  
**STATE POLYTECHNIC BENGKALIS**

Name : Lina Afidatussalafiyah  
 Student's Identity No. : 5404191237  
 Apprenticeship Place : PT. Bank Rakyat Indonesia Tbk (PERSERO)  
 Advisor : Teguh Widodo, S.Sos., M.SM., M.Rech

No	Date and time	Revision	Advisor Initials
1	Sunday 23 July 2023.	- notice the writing system of question hierarchy	
2		- For the appendix please the screenshot to on large d again	
2	Wednesday 2 August 2023.	Revise again the writing system related about	
4		the numbering introduction sentence and level of numbering	
3	Thursday 3 August 2023	Acc	

Bengkalis, July , 2023

Advisor






  
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 NIP.1973031820211001

## Appendix VI Daily Activities

### DAILY ACTIVITIES OF APPRENTICESHIP

Day : Monday - Friday

Date : February 20<sup>th</sup> – 24<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	1. Briefing 2. Introduction 3. Preparation and grouping of files	Eka Saputra	
2	1. Briefing 2. Introduction 3. Find the required file 4. Maintenance CIF	Eka Saputra	
3	1. Briefing 2. Find the required file 3. Maintenance CIF	Eka Saputra	
4	1. Briefing 2. Find the required file 3. Maintenance CIF	Eka Saputra	
5	1. Briefing 2. Find the required file 3. Maintenance CIF 4. Verification of teller cash evidence	Eka Saputra	
6	Notes by Industrial Coach		

#### Documentation








#### Explanation

The first week begins with a briefing activity every morning. Then proceed with organizing and grouping important files such as teller cash evidence, AR and FR documents. Followed by searching for customer loan files, CIF maintenance and verification of teller cash evidence.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : February 27<sup>th</sup> – March 03<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	1. Briefing 2. Find the required file 3. Maintenance CIF 4. Verification of teller cash evidence	Eka Saputra	
2	1. Briefing 2. Find the required file 3. Maintenance CIF 4. Verification of teller cash evidence	Eka Saputra	
3	1. Briefing 2. Find the required file 3. Verification of teller cash evidence	Eka Saputra	
4	1. Briefing 2. Find the required file 3. Verification of teller cash evidence	Eka Saputra	
5	1. Briefing 2. Find the required file 3. Verification of teller cash evidence 4. Prepare tires of money for teller	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

<b>Documentation</b>






<b>Explanation</b>
<p>This week's activities are almost the same as the previous week's activities, namely CIF maintenance, verification of teller cash evidence and finding the loan data needed. However, there are other activities, namely Prepare tires of money for teller.</p>



**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : March 06<sup>th</sup> – 10<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	1. Briefing 2. Find the required file 3. Checking the customer's name on the Simpedes Umi savings book	Eka Saputra	
2	1. Briefing 2. Find the required file	Eka Saputra	
3	1. Briefing 2. Find the required file 3. Checking the customer's name on the Simpedes Umi savings book 4. AMKKM data input	Eka Saputra	
4	1. Briefing 2. Find the required file 3. AMKKM data input	Eka Saputra	
5	1. Briefing 2. Find the required file 3. Arrange teller cash evidence	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

**Documentation**








**Explanation**

On the third week of the apprenticeship, there are activities other than CIF maintenance, verification of teller cash evidence and finding the loan data needed, namely checking the customer's name on the Simpedes Umi savings book, AMKKM data input and arranging teller cash evidence.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : March 13<sup>th</sup> – 17<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	1. Briefing 2. Find the required file	Eka Saputra	
2	1. Briefing 2. Find the required file 3. Prepare tires of money for teller	Eka Saputra	
3	1. Briefing 2. Find the required file	Eka Saputra	
4	1. Briefing 2. Find the required file 3. AMKKM data input 4. Checking the customer's name on the Simpedes Umi savings book	Eka Saputra	
5	1. Briefing 2. Find the required file 3. AMKKM data input 4. Prepare tires of money for teller 5. Complete the KUR guarantee claim file	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

**Documentation**








**Explanation**

in the fourth week, apprenticeship activities are still focused on AMKKM data input and Checking the customer's name on the Simpedes Umi savings book, besides that the author also completes incomplete documents in the KUR guarantee claim file such as Family Card, ID Card, SKU, Slik, letter of application, letter of decision, sppk, etc.

## DAILY ACTIVITIES OF APPRENTICESHIP

Day : Monday - Friday

Date : March 13<sup>th</sup> – 17<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	1. Briefing 2. Find the required file	Eka Saputra	
2	1. Briefing 2. Find the required file 3. Prepare tires of money for teller	Eka Saputra	
3	1. Briefing 2. Find the required file	Eka Saputra	
4	1. Briefing 2. Find the required file 3. AMKKM data input 4. Checking the customer's name on the Simpedes Umi savings book	Eka Saputra	
5	1. Briefing 2. Find the required file 3. AMKKM data input 4. Prepare tires of money for teller 5. Complete the KUR guarantee claim file	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

### Documentation








### Explanation

in the fourth week, apprenticeship activities are still focused on AMKKM data input and Checking the customer's name on the Simpedes Umi savings book, besides that the author also completes incomplete documents in the KUR guarantee claim file such as Family Card, ID Card, SKU, Slik, letter of application, letter of decision, sppk, etc.

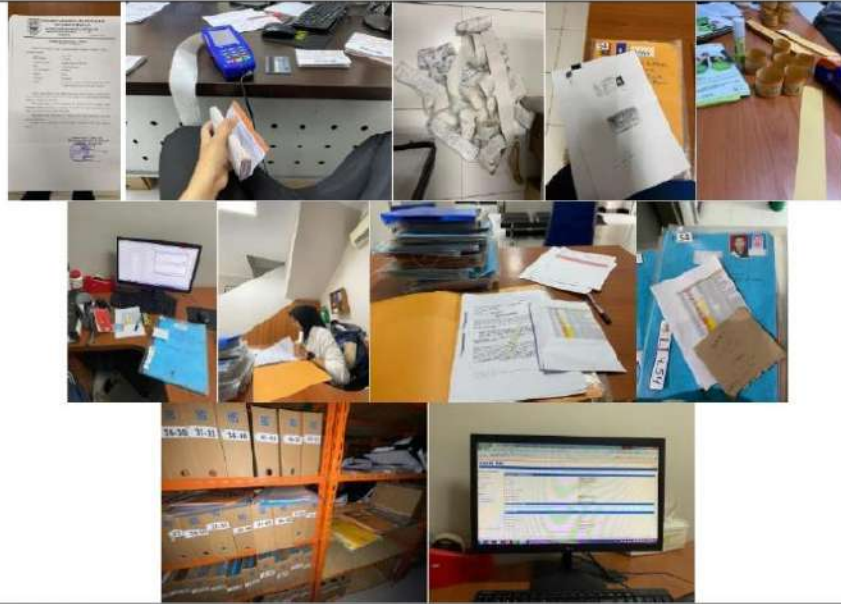
**DAILY ACTIVITIES  
OF APPRENTICESHIP**

Day : Monday - Friday

Date : March 27<sup>th</sup> – 31<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card activation</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card activation</li> <li>5. Prepare tires of money for teller</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Maintenance CIF</li> <li>5. Complete the KUR guarantee claim file</li> <li>6. Looking for customer SKU's in loan document</li> <li>7. ATM card activation</li> </ol>	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Maintenance CIF</li> <li>5. ATM card activation</li> <li>6. Looking for customer SKU's in loan document</li> </ol>	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

**Documentation**







**Explanation**

in the sixth week the activities began to focus on activating new ATM cards. The card that is activated is the Simpedes UMI card with a total of 1600 cards. So in the next few weeks more activities will be spent on activating the card.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : April 03<sup>th</sup> – 07<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Maintenance CIF</li> <li>5. ATM card activation</li> <li>6. Prepare tires of money for teller</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card activation</li> <li>5. Prepare tires of money for teller</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card activation</li> <li>5. Input the label sticker on the stored Brimen AR cupboard.</li> <li>6. Check customer balance</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Distribute teller queue numbers to customers</li> </ol>	Eka Saputra	
5	Public Holiday	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

**Documentation**








**Explanation**

Activities in the sixth week with 4 working days are still focused on activating ATM cards and the Selatbaru unit office is starting to get busy with customers who want to check and take scholarship assistance from the government.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : April 10<sup>th</sup> – 14<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Distribute teller queue numbers</li> <li>7. ATM card activation</li> <li>8. Help customers fill out AR forms</li> </ol>	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers fill out AR forms</li> <li>7. Help customers fill out deposit slip</li> <li>8. ATM card activation</li> </ol>	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		



**Documentation**





**Explanation**


Work in the seventh week of apprenticeship is very much and busy because ATM card activation has not been completed and customers are increasingly crowded, so the author is also assigned to help security guards and customer service who are already overwhelmed with customers.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : April 17<sup>th</sup> – 21<sup>th</sup>, 2023




No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Help customers fill out AR form</li> <li>5. Check customer balance</li> <li>6. Create and print teller queue numbers</li> <li>7. Distribute teller queue numbers</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Distribute teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> </ol>	Eka Saputra	
3	Public Holiday	Eka Saputra	
4	Public Holiday	Eka Saputra	
5	Public Holiday	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

Documentation	
	
Explanation	
<p>In mid-April, it's the eighth week with 2 working days before Idul Fitri. Activities are still focused on serving customers who are quite busy because it is the last day before the bank closes for one week.</p>	

## DAILY ACTIVITIES OF APPRENTICESHIP

Day : Monday - Friday

Date : April 24<sup>th</sup> – 28<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	Public Holiday	Eka Saputra	
2	Public Holiday	Eka Saputra	
3	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file	Eka Saputra	
4	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file	Eka Saputra	
5	1. Briefing 2. Check the location of the customer file in the indexing 3. Find the required file 4. Prepare tires of money for teller	Eka Saputra	
6	Notes by Industrial Coach		

### Documentation




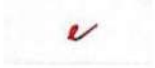


### Explanation

At the end of April or the ninth week with 3 working days. Because we had just reopened from a long holiday and were still in the atmosphere of Eid, here weren't many activities. Only basic work was done almost every day.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : May 01<sup>th</sup> – 5<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	Public Holiday	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> <li>7. Preparation and grouping of files</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Distribute teller queue numbers</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Complete the KUR guarantee claim file</li> <li>6. Prepare tires of money for teller</li> </ol>	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Create and print teller queue numbers</li> <li>6. Help customers sign withdrawal slips</li> <li>7. Complete the KUR guarantee claim file</li> </ol>	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		






**Documentation****Explanation**

The tenth week is the start of a very busy month with several activities other than basic work such as create and print teller queue numbers, Help customers sign withdrawal slips, Preparation and grouping of files, complete the KUR guarantee claim file, prepare tires of money for tellers and check customers balance.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : May 08<sup>th</sup> – 12<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Distribute teller queue numbers</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Check customer balance</li> <li>5. Help customers sign withdrawal slips</li> </ol>	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Check customer balance</li> <li>4. Distribute teller queue numbers</li> <li>5. Find the required file</li> </ol>	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		





Documentation

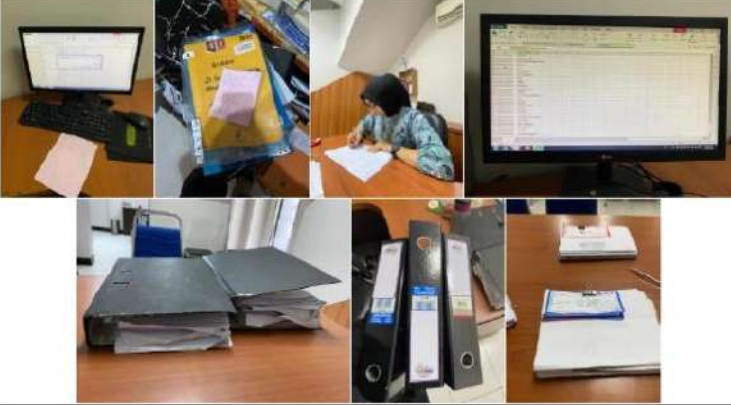
Explanation
The activities in the eleventh week were not too busy and were still the same as the activities in the previous week.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : May 15<sup>th</sup> – 19<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Preparation and grouping of files</li> <li>5. Verification of teller cash evidence</li> <li>6. All accepted transaction s report checklist</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. AMKKM data input</li> </ol>	Eka Saputra	
4	Public Holiday	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. AMKKM data input</li> <li>7. Preparation and grouping of files</li> </ol>	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		






<b>Documentation</b>

<b>Explanation</b>
<p>The activities in the twelfth week were quite busy and were still the same as the activities in the previous week. In addition to AMKKM data input, preparation and grouping of files and verification of teller cash evidence, the author also conducts all accepted transactions report checklists, namely reviewing whether the teller's cash evidence matches the transactions in the system.</p>



**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : May 22<sup>th</sup> – 26<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> <li>5. Verification of teller cash evidence</li> <li>6. All accepted transaction s report checklist</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. Enter the customer collateral file into the bindex mantra</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. Preparation and grouping of files</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Create and print Customer Service queue numbers</li> <li>5. Preparation and grouping of files</li> </ol>	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. ATM card verification</li> </ol>	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

**Documentation**






**Explanation**

The thirteenth week is still the same as the previous week's activities, but this week and the following weeks the activities will focus on preparation and grouping of files and take a long time because next month or June is the month of assessment.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : May 29<sup>th</sup> – June 02<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> <li>5. Verification of teller cash evidence</li> <li>6. All accepted transaction s report checklist</li> <li>7. Print and cut customer service queue numbers</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. Enter the customer collateral file into the bindex mantri</li> <li>7. Preparation and grouping of files</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. Preparation and grouping of files</li> </ol>	Eka Saputra	
4	Public Holiday	Eka Saputra	
5	Public Holiday	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		






**Documentation****Explanation**

Fourteenth week with 3 working days and still very busy activities to prepare for the month of assessment. Preparation and grouping of files activities, namely collecting customer loan files that are outside the BRImen room and entering them into the BRImen room then managing them according to the existing code. Besides that, all files must also be checked whether they are in accordance with the code or not.

**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : June 05<sup>th</sup> – 09<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Verification of teller cash evidence</li> <li>5. All accepted transaction s report checklist</li> <li>6. Create and print Customer Service queue numbers</li> <li>7. Prepare tires of money for teller</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Prepare tires of money for teller</li> <li>5. Photocopy the required file</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Preparation and grouping of files</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Preparation and grouping of files</li> <li>5. Destroy atm cards that are blocked in the CRM machine</li> <li>6. Input customer data</li> <li>7. Write down the card activation data in the register book</li> </ol>	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Looking for customer SKU's in loan document</li> <li>5. Wrapping souvenirs</li> </ol>	Eka Saputra	
6	<b>Notes by Industrial Coach</b>		

**Documentation**








**Explanation**

The fifteenth week is very busy in early June. The activities are still almost the same as the previous activities, but there are a number of new activities such as destroying blocked ATM cards on the CRM machine, writing down the register book, and wrapping souvenirs for the *Usaha ekonomi Desa Simpan Pinjam (UED-SP)* in Bantan Timur village.


**DAILY ACTIVITIES OF  
APPRENTICESHIP**

Day : Monday - Friday

Date : June 12<sup>th</sup> – 16<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>5. Briefing</li> <li>6. Check the location of the customer file in the indexing</li> <li>7. Find the required file</li> <li>8. Cutting BRIMen Stickers</li> <li>9. Complete the KUR guarantee claim file</li> <li>10. Scan KUR guaranteeclaims</li> </ol>	Eka Saputra	
3	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> <li>5. Scan KUR guaranteeclaims</li> <li>6. Installing stickers and placing codes on filesfor BRIMen</li> <li>7. Preparation and grouping of files</li> <li>8. Photocopy the required file</li> </ol>	Eka Saputra	
4	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> <li>5. Scan KUR guaranteeclaims</li> <li>6. Write down the card activation data in the register book</li> <li>7. Write down the unit office cost data in the register book</li> <li>8. Enter the letter into the incoming letter bindex</li> </ol>	Eka Saputra	
5	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> <li>5. Scan KUR guaranteeclaims</li> </ol>	Eka Saputra	

	6. Print SPPK and BI checking	
6	<b>Notes by Industrial Coach</b>	



<b>Documentation</b>	
	
<b>Explanation</b>	
<p>The sixteenth week was as busy as ever. This week's activities are focused on KUR guarantee claims, starting from printing warning letters, printing acceptance official reports, completing files, scanning files, uploading files and reviewing whether claims have been processed by claims officers or not.</p>	



## DAILY ACTIVITIES OF APPRENTICESHIP

Day : Monday - Friday

Date : June 19<sup>th</sup> – 20<sup>th</sup>, 2023

No.	Description of activities	Assignor	Signature
1	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> <li>4. Complete the KUR guarantee claim file</li> <li>5. Scan KUR guaranteclaims</li> <li>6. Create and print cover letter claim KUR</li> <li>7. Enter the letter into the cover letter bindex</li> <li>8. Enter the letter into the incoming letter bindex</li> </ol>	Eka Saputra	
2	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the location of the customer file in the indexing</li> <li>3. Find the required file</li> </ol>	Eka Saputra	
3	<b>Notes by Industrial Coach</b>		

### Documentation



### Explanation

The seventeenth week is the last week of this apprenticeship and only 2 working days. This week's activity is the same as the sixteenth week, namely KUR guarantee claims. On the last day, Tuesday, we held a briefing at the BRI branch office in Bengkalis and parted ways with the BRI BO Bengkalis family.

**Appendix VII Photo With PT. BRI Unit Selatbaru**







