

APPRENTICESHIP REPORT

**REGIONAL SECRETARIAT OFFICE BENGKALIS DISTRICT
(PLANNING AND FINANCE)**

HUMAIRA SYAFIRA

5404171098



**APPLIED BACHELOR STUDY PROGRAM OF
INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC BENGKALIS
BENGKALIS - RIAU
2021**

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Written is one of the conditions for completing Job Training

HUMAIRA SYAFIRA

5404171098

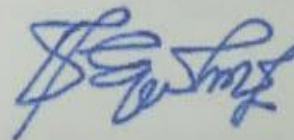
Bengkalis, June 30th 2021

Head of the Financial
Sub-Section of the Bengkalis
District Secretariat



IBNU HAJAR
NIP. 19700325 199203 1 004

Advisor



TEGUH WIDODO, S.sos., MSM., M.Rech
NIK. 0905062

Approved by
The head of International Business Administrasi
Study Program
State Polytechnic of Bengkalis



Hutomo Atman Maulana S.Pd. M.Si
NIP. 198908312018031001

PREFACE

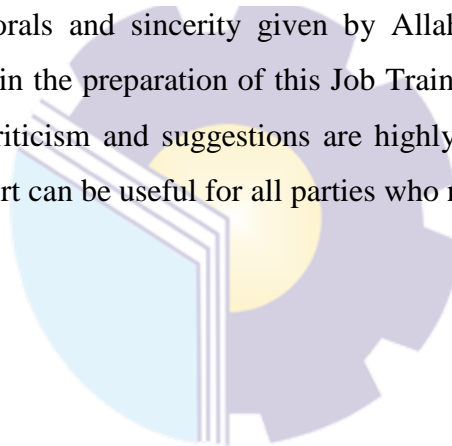
Alhamdulillah, praise be to Allah SWT who has bestowed His blessings, mercy and guidance on the author. Prayers and greetings continue to be poured out to the Prophet Muhammad SAW and his family and friends. This Work Report is an obligation for every student who will complete the Practice and as one of the requirements to complete Diploma IV (D-4) education at the Bengkalis State Polytechnic. This report is also made as an accountability for the things the author has done while carrying out the Job Training at the Bengkalis Regency Regional Secretariat Office, which was held from February 15 to June 30, 2021.Program.

This Job Training Report can be realized thanks to the help, guidance and input from various parties. Thank you for all the help and guidance especially to the good ones:

1. Mr. Johny Custer ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr.Armada. S.T., M.T as the Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Yunelly Asra,SE.,MM as the Head of the Department of Business Administration.
4. Mr. Hutomo Atman Maulana, S.Pd.,M.Si as head of the department of International Business Administration studies, To the late Mr. Hamidi, SE., MM who has served as Head of the International Business Administration Study Program.
5. Mr. Teguh Widodo,S.sos,M.SM,M.Reach as a supervisor for Apprenticeship Reports who have provided knowledge and also solutions to all problems or difficulties in making and writing Apprenticeship Reports.

6. Ms. Fitri Santi as supervisor of JOB Training Bengkalis Regency Regional Secretariat in the Planning and Finance Section of the Bengkalis Regency Regional Secretariat.
7. Lecturers, especially the D-4 Study Program in International Business Administration who have taught during the lecture.
8. Lecturers and employees of Bengkalis State Polytechnic who have collaborated in the lecture process to the preparation of this Undergraduate thesis
9. Father and beloved mother and all family members who always provide support both materially and spiritually with patience.

May the morals and sincerity given by Allah SWT be rewarded. The author realizes that in the preparation of this Job Training Report is still far from perfect, therefore criticism and suggestions are highly expected. Finally, I hope this Internship Report can be useful for all parties who need it in the future.



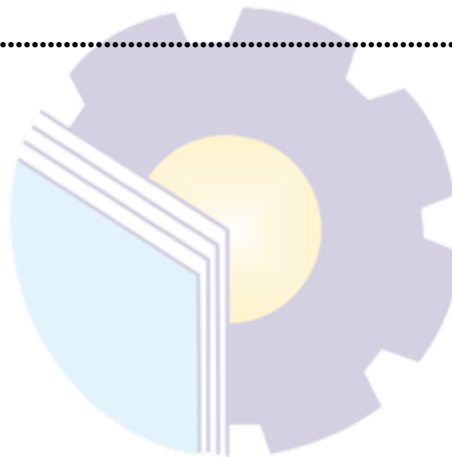
Bengkalis, 23 August 2021

Ira Syafira

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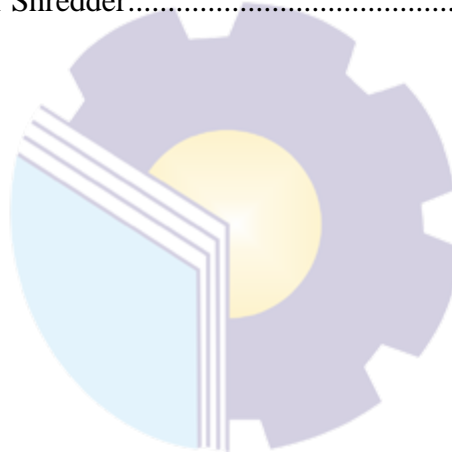


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