

**APPRENTICESHIP REPORT
PT RIAU ANDALAN PULP AND PAPER
(PT.RAPP)PANGKALAN KERINCI-RIAU**

**SUSI
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**ENGLISH FOR BUSINESS AND
PROFESSIONAL COMMUNICATION
STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS
2023**

APPROVAL SHEET

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APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER (RAPP)
UNIGRAHA HOTEL

Written as one of the conditions for completing Apprenticeship

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Pangkalan Kerinci, November 17th 2023




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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **SUSI Reg. Number 5504201010** who has done the apprenticeship at PT Riau Andalan Pulp and Paper, in Unigraha Hotel started from July 17th - November 17th 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee had been made.

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Apprenticeship or practical work or is an activity where a student takes part in work activities at a company to gain direct experience in a particular field of study or expertise. The main aim of practical work is to provide opportunities for students to gain broader experience and apply the knowledge gained during college.

State Polytechnic of Bengkalis is a vocational higher education institution and the only state polytechnic in Riau. This college was founded in 2001 which is located in Bengkalis Island, Jl. Bathin Alam, Sungai Alam, Bengkalis. State Polytechnic of Bengkalis has eight majors including Naval Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Language, Business Administration, Information Technology, and Maritime. Each department has its own competencies that can meet the workforce that is ready to use. There are two graduation requirements, namely a final report and an apprenticeship.

This apprenticeship is carried out after State Polytechnic of Bengkalis students have completed a minimum of six semesters and graduated in full. This apprenticeship is carried out for four months. Based on the above, the author as a student of the English for Business and Professional Communication Study Program is required to carry out practical work for 4 (four) months.

The author chose the opportunity to complete an apprenticeship at PT. Riau Andalan Pulp and Paper because this company is one of the biggest companies in Indonesia and has many partnerships with foreign companies. Most of the foreign staff stayed at PT. RAPP's business unit, Unigraha Hotel, where the author was placed. This can help the author implement the knowledge and theoretical concepts that were learned in

classes into practice in the workplace and in line with areas of expertise such as English, etiquette, and hospitality.

The author chose apprenticeship at PT. Riau Andalan Pulp and Paper because this company is one of the largest paper companies in Indonesia and has many business units. The author wants to implement the knowledge and theoretical concepts that have been obtained during lectures into the context of the world of work. With this, the author hopes to gain direct experience in applying theoretical knowledge and concepts, according to his field of expertise.

From July 17 to July 31, 2023, the author conducted a population census of PT RAPP employees. From August 2 to November 17 2023, the author completed an internship program. The author was placed in the FB Department.

1.2 Purpose of Apprenticeship

1. To find out the kinds of jobs done in Unigraha Hotel, at PT. Riau Andalan Pulp and Paper
2. To find out the documents used for activities while doing the apprenticeship program in Unigraha Hotel, at PT. Riau Andalan Pulp and Paper.
3. To find out working procedures done in Unigraha Hotel, at PT Riau Andalan Pulp and Paper.

1.3 Significance of the Apprenticeship

In this section, three key aspects of significance will be explained, namely : significance for the Apprentice, significance for State Polytechnic of Bengkalis and significance for the company.

1.3.1 Significance for the Apprentice

Through this program, apprentice will be able to put all the knowledge gained in class into practice according to their specialization and learn new things, especially how to practice English in the business and hotel industry. Apart from that

apprentice can learn how to become a professional in the world of work.

1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeship assists Polytechnic in preparing quality of graduates' and preparation for the workforce. The apprenticeship thus helps the polytechnic develop and implement the curriculum.

1.3.3 Significance for the Company

Apprenticeship program allows PT. RAPP to find and hire skilled, experienced, and dedicated candidates while also enhancing its brand and image.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

The company history will be explained on this chapter.

2.1.1 APRIL (Asia Pacific Resources International Holdings Ltd)

Asia Pacific Resources International Holdings Ltd (APRIL), is a member of RGE Group which was founded by Sukanto Tanoto in 1973. Under his leadership, RGE Group has grown into a global group employing more than 60,000 people, with assets totaling more than US\$25 billion and worldwide sales reach.

An advocate of a responsible corporate citizenship, APRIL and its subsidiaries (APRIL Group) embraces Mr. Sukanto Tanoto's 5C's: that is, to operate in a manner that is good for Community, good for Country, good for Climate, good for Customer and good for Company. Accordingly, corporate social responsibility is woven into APRIL Group's operations and management to advance environmental and community development and to fulfil the social responsibilities of a corporation. The Tanoto Foundation, established in 1981, implements this vision.

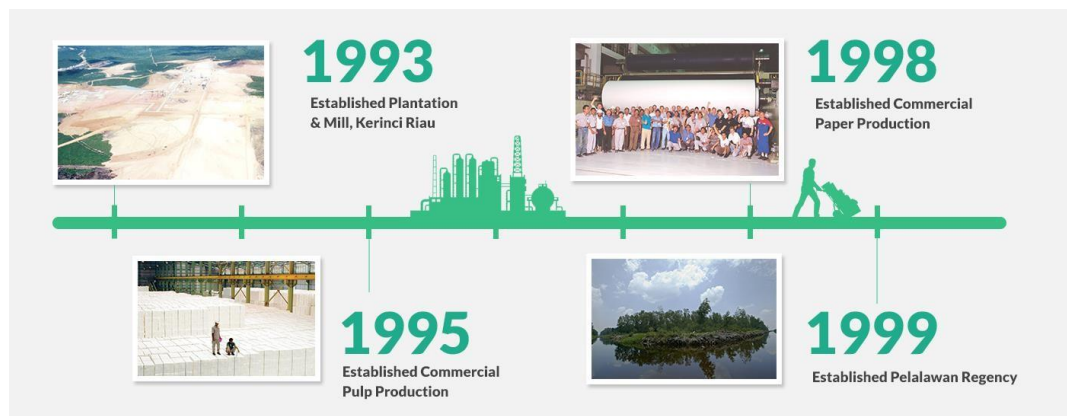


Figure 2.1 A Path To Prosperity

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Sumatra's Riau province and mill construction at Pelalawan Kerinci from 1993. At this time, the Kerinci Township was home to 200 households; a population that would grow to more than 200,000 by 2010 as APRIL Group's business expanded and diversified, transforming Kerinci into a social and commercial regional hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999, followed by the establishment of the Pelalawan Kerinci District with the Pelalawan Regency in 2001. Kerinci's continued growth would see its division into three areas in 2005.

In 2010, APRIL Group's forestry operations was measured to contribute 6.9% of Riau Province's total economic output. APRIL Group have created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%



Figure 2.2 Sowing The Seeds Of Sustainable Forestry

Recognizing the importance of community development as part of a long- term approach to sustainable business, APRIL Group also

rolled out a series of economic development initiatives to assist the development of small and medium local enterprises (SMEs).

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fibre plantation through to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and Acacia plantation development in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fibre estates and pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management at the mill from the Indonesian Government.



Figure 2.3 Growth And Recognition

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re-certified under SPFM-LEI again in 2011 for a further five years.

In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau home to the largest integrated pulp and paper mill in the world, with a production capacity of 2.8 million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non-controversial sources. APRIL also received certification from Hong

Kong Green Label for its PaperOne™ product in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

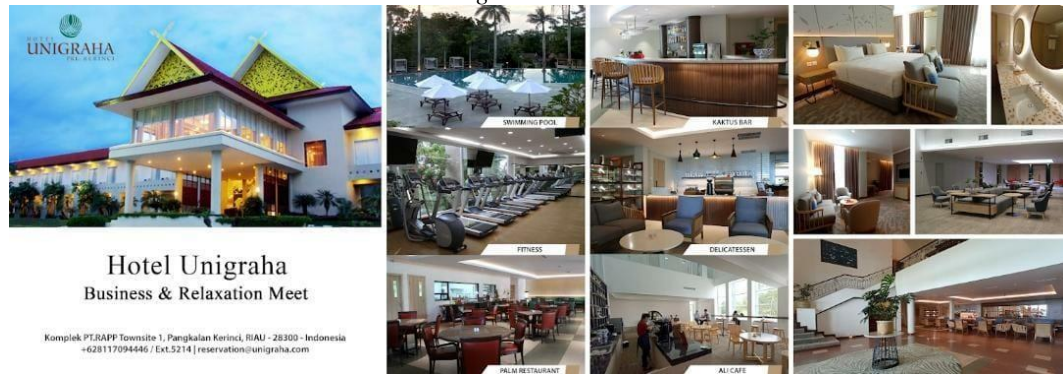
2.1.2 Unigraha Hotel

Unigraha Hotel is a Malay Riau nuance Hotel located in Riau Complex, Pangkalan Kerinci. Established in 1996, it was built to meet the needs of business guests in order to stay closer to the project site and serves as a meeting or event venue for the Riau Complex residence. The hotel was built from 1995 to 1996, with a preopening in July 1996. Prior to its construction, visitors, vendors, and management from out of town and abroad stayed at Guest House 2 and hotels in Pekanbaru (Mutiara Merdeka and Dyan Graha). Short Circle caused the fire that damaged the hotel in August 1996, and it wasn't put back in service until November of that same year. At that time, the electricity and water supply for Unigraha Hotel were obtained from the mill (RPE) and backup generator.

The hotel has a three-star hotel concept and has six meeting rooms, including the Batam Room, Bintan Room, Bengkalis Room, Singkep Room, Sebangka Room, and Bakung Room, which are appropriate for MICE activities. Unigraha Hotel operates non-smoking room and has a total of 108 rooms with 3 different room types, namely Deluxe Room, Junior Suite, and Executive with Milland Pool as a view. Unigraha Hotel also provides other facilities, such as Restaurant, Lounge, Delicatessen, Kaktus Bar, Meeting Room, Health Club, Sauna, Swimming Pool, Laundry, and Business Center.

Figure 2.4 Unigraha Hotel

Source : Unigraha Hotel-PT RAPP



2.2 Vision and Mission

There were several visions and missions at the Unigraha Hotel.

2.2.1 Vision

The vision of Unigraha Hotel refers to the vision of RGE which is the holding company, namely “To be one of the largest, best-managed and sustainable resource-based groups, creating value for the community, country, climate, customer and company.”

By having a core value called T.O.P.I.C.C. which includes the follows:

1. We are aligned by our common purpose and work together as a **complementary team**.
2. We take **ownership** to achieve outstanding results and seek value at all times.
3. We develop our **people** to grow with us.
4. We act with **integrity** at all times.
5. We understand our **customers** and deliver best value to them.
6. We act with zero complacency and always strive for **continuous improvement**.

2.2.2 Mission

1. Created and extended a regional business group led by

International Corporation with highly qualified personnel.

2. Long-term expansion and dominance in every market sector and industry.
3. Improving associated parties' business performance by participating and contributing to regional and national socio-economic development.

2.3 Kind of Business

PT. Riau Andalan Pulp and Paper currently sells their products to more than 70 different countries. BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) are PT. RAPP's primary products, which range in weight from 55 to 150 gsm and are extensively used in printing and photocopying. Dunia Mas, Copy & Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and BMO are some of the paper brands produced by PT. RAPP Bright White Multi-Purpose Office). PaperOne™ products are superior at PT. Riau Andalan Pulp and Paper.



Figure 2.5 PT. RAPP Featured Products

Source : PT. RAPP

PT. RAPP is divided into several business units (BU) where these BUs are members of the APRIL Group, namely:

- a. Riau Fiber, is a business unit that functions as a supplier of raw materials in the form of wood to the factory.
- b. Riau Pulp (RPL), is a business unit that functions as a producer of pulp where this pulp is the main ingredient for making paper.

- c. Riau Paper is a business unit that produces the paper based on customer needed such as cut size, rool and folio sheet.
- d. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, while also dealing with energy and electric power issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
- e. Share Services
Shared services is business unit that are manage personalia and administration in PT. RAPP including General Services, Personalia Administration, ALI, Security, Transportation, and Health Care.

In addition, PT. RAPP also has another business unit, Unigraha Hotel, which functions as a place to stay for business guests and PT. RAPP employees.

2.4 Organization Structure

Organizational structure is a system or network of tasks, reporting, and communication mechanisms that connects both individual and group work. The structure is designed with the intention of ensuring that the organization is designed in the best way to achieve its goals and objectives. The activities of the company will not operate smoothly without a good organizational structure because it is unclear who should complete a task. It is obvious that the organizational structure can set clear boundaries while also being responsible for the work.

The author completed 4 months of practical work at PT Riau Andalan Pulp & Paper, in Unigraha Hotel Business Unit as an apprentice, from July 17th to November 17th, 2023. The Apprenticeship was done in the Food & Beverage Service Department. The organizational structure of Unigraha Hotel can be seen below:

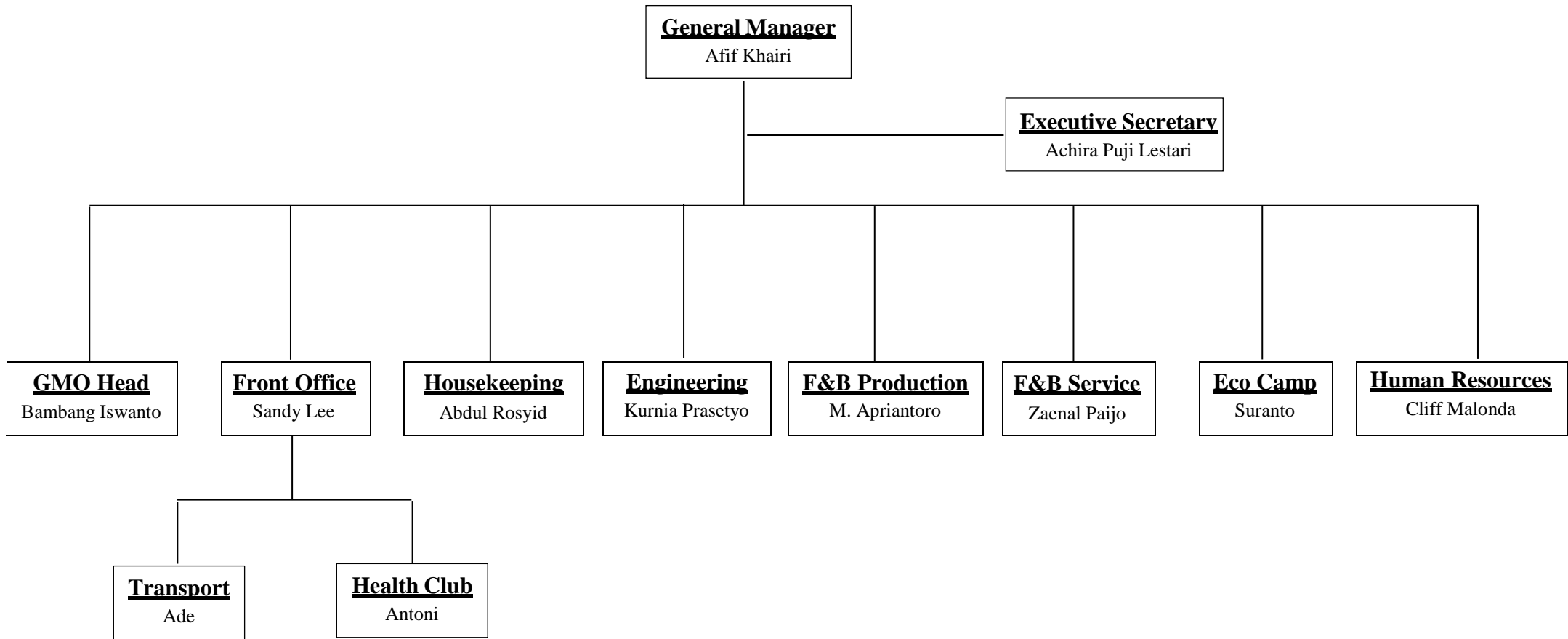


Figure 2.6 Unigraha Hotel Organizational Structure
 Source : Unigraha Hotel-PT RAPP

Unigraha Hotel offers in lodging services, providing food and beverages and other services. This hotel has eight departments which each department has different tasks. In practical work the author was placed in the Food & Beverage Service and MICE department. The duties and responsibilities of each of these organizational structures are as follows:

1. General Manager Office

GMO department in a hotel is responsible for managing the financial and accounting aspects of hotel operations. The primary duties of a hotel finance department involve financial management, reporting, and financial planning to ensure the financial health and sustainability of the hotel business.

2. Front Office

The front office is the part of an organization or business that interacts directly with customers, clients or guests. The front office is responsible for welcoming guests, providing information, carrying out the check-in and check-out process, and handling various guest needs during their stay.

The front office department in a hotel plays an important role in creating a pleasant experience for guests and maintaining the hotel's reputation. Effective communication, friendliness and efficiency in handling various guest needs are the keys to the success of this department.

3. House Keeping

The housekeeping department is the part of an organization that is responsible for maintaining the cleanliness, neatness and comfort of the environment within it. This department is generally related to the hotel industry. Housekeeping is divided into several sections namely Gardener, Laundry, Public Area, and Room attendant.

4. Engineering

This department is responsible for evaluating and inspecting machine and workspace damage. All physical structures' maintenance, including plumbing, heating, ventilation, air conditioning, and electricity, is under the purview of engineering.

5. F&B Product

F&B product is one of departments in the hotel that is responsible for processing food from raw to ready-to-eat.

6. F&B Service

The Food and Beverage Service Department (Food & Beverage Service Department) is one of the departments commonly found in the hotel and restaurant industry. This department is responsible for providing food and beverage services to guests or customers. The main function of this department involves providing and serving food and beverages in accordance with the quality and service standards set by the company. This department additionally handles the Palm Restaurant, Delicatessen, and Kaktus Bar that still in areas of Unigraha Hotel.

- a. Ordering and Reservations: Receive and manage food and drink orders from guests or customers, either through reservations or directly on the spot.
- b. Food and Drink Serving: Serving food and drinks according to established standards, including setting tables and providing friendly service.
- c. Stock Management: Manage food and beverage supplies, supervise the procurement of raw materials, and ensure that stock is always sufficient.
- d. Employee Training: Conduct employee training to ensure that they understand the service standards, ethics and operational

procedures applicable.

- e. Customer Relations: Build rapport with guests or customers, listen to their feedback, and respond to complaints or requests quickly and effectively.
- f. Maintenance and Cleanliness: Ensures cleanliness and maintenance of equipment, serving stations, and work areas to meet hygiene and safety standards.
- g. Bill Management: Manage the payment process, compile bills, and handle payment transactions from guests or customers.

In the FB Department, there is MICE. MICE is an abbreviation for "Meetings, Incentives, Conferences, and Exhibitions". This term refers to the segment of the travel and hospitality industry that specializes in business events and corporate activities. The responsibilities of FB at the Hotel are

- a. Meeting and Convention Rooms: Hotels are usually equipped with meeting and convention rooms that can accommodate events of all sizes, from small meetings to large conferences. These spaces are usually equipped with audio-visual equipment, internet connectivity, and other technological facilities.
- b. Accommodation: The hotel provides accommodation for MICE event participants who need a place to stay. Some hotels even have special floors or wings designated for guests attending such events.
- c. Catering Services: Hotels usually offer catering services to provide food and drinks during events. This may include breakfast, coffee break, lunch, or dinner reception.

- d. Technology and Infrastructure: Technology facilities such as projectors, projection screens, sound systems, and fast internet access are essential to support presentations and other technology needs during events.
- e. Event Management Team: Hotels usually have a trained event management team to assist event organizers in planning and executing every aspect of a MICE event, including logistics, catering and meeting technical requirements.

7. Eco Camp

Eco camp is a resort located in Teluk Meranti District, Pelalawan Regency, and is a business unit of Unigraha Hotel.

8. Human Resources

The Human Resources Department, often abbreviated as HR, is the part of the hotel responsible for human resources management. The Human Resources Department, often abbreviated as HR, is the part of the hotel responsible for human resources management.

2.5 Document Used for Activity

There were several documents used for activity while doing Apprenticeship, as follows:

2.5.1 Hardcopy and Electronic Documents

1. Guarantee Letter: is a letter of guarantee that informs the Hotel that payment will be made by the guarantor of funds on behalf of the guest.
2. Bill : is a receipt as proof of transaction between the hotel and the guest, and can be used as an investigation tool in case of future problems. Bill such as Health Club, Restaurant, and Transportation Bill.

3. Store Request : is a document for internal hotel, which functions to record requests for picking goods to store man.
4. Purchase Request : is a document for internal hotel, which functions to record requests for purchasing goods to the Purchasing division.
5. Form Request Article Item and Menu : this form can be paper-based. It is designed to create items and menus that do not yet exist in the hotel system. This form contains details of the item or menu and approval.
6. Banquet Event Order : is a document that contains specific information and instructions related to the implementation of an event or event at a hotel facility or event venue.
7. Banquet Amendment : is a document that contains changes to an event such as event title, date, arrangement. There are agreements before and after the change.
8. Guest Comment : is Special forms provided by hotels refer to feedback or comments provided by hotel guests in writing.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, there were several descriptions of activities while carrying out apprenticeship. Apprenticeship was carried out for 4 months, starting from July 17th to November 17th, 2023, at the PT. RAPP in the Unigraha Hotel Business Unit. During apprenticeship at the hotel, the author was placed in the Food & Beverage Service Department.

During the implementation of the apprenticeship, there were many opportunities given by each department to the author to be able to complete the task. As well as a lot of new knowledge and experience that can be taken in the world of work. To make it clearer and easier to report the activities that have been carried out, here are some descriptions of weekly activities, so that any work done can be reported clearly in detail.

3.1.1 Food & Beverage Service Department (MICE)

There were several jobs given in the Food & Beverage Service Department (MICE), namely:

1. Daily Recap Captain Order
2. Inputting the handover of the Unigraha Hotel
3. Making and handling (ask for approval from manager and chef, put BEO in VMB FBS) BEO
4. Inputting guest comment
5. Recap BEO (banquet event order)
6. Grouping restaurant Bills
7. Checking store request and purchase request
8. Join mentor meetings with clients
9. Making banquet amendment

10. Learn to Fold Napkin
11. Labeling Asset Numbering in Inventory
12. Handling form article request item and menu

Other Activity :

1. Record and issue goods from the store to the department that requests the goods

3.2 Place of Apprenticeship

The apprenticeship was started from July 17th 2023 until November 17th 2023. It was done at PT. Riau Andalan Pulp and Paper, in Unigraha Hotel Business Unit, Jl. Lintas Timur, Komp. PT RAPP, Townsite 1, Pangkalan Kerinci, Riau.

Kind and description of the daily activities at PT Riau Andalan Pulp and Paper, in Unigraha Hotel Business Unit can be seen in the tables below :

Table 3.1. Daily Activities of July, 18th 2023 to July 22nd 2023

No	Day/Date	Activity	Assignor
1	Tuesday, July 18 th 2023	Safety Induction	Campus Relation Manager PT. RAPP
2	Wednesday, July 19 th 2023	Public Holiday (Islamic New Year)	
3	Thursday, July 20 th 2023	Population Census	HR MILL
4	Friday, July 21 st 2023	Population Census	HR MILL
5	Saturday, July 22 nd 2023	Day Off	

Table 3.2. Daily Activities of July 24th 2023 to July 29th 2023

No	Day/Date	Activity	Place
1	Monday, July 24 th 2023	Population Census	HR MILL
2	Tuesday, July 25 th 2023	Population Census	HR MILL
3	Wednesday, July 26 th 2023	Population Census	HR MILL
4	Thursday, July 27 th 2023	Population Census	HR MILL
5	Friday, July 28 th 2023	Visit to Balai Pelatihan dan Pengembangan Usaha Terpadu (BPPUT) PT RAPP and	Campus Relation Manager PT. RAPP

		Explanation about Community Development Center	
6	Saturday, July 29 th 2023	Day Off	

Table 3.3. Daily Activities of July 31Th 2023 to August 05th 2023

No	Day/Date	Activity	Assignor
1	Monday, July 31 st 2023	Population Census	HR MILL
2	Tuesday, August 01 st 2023	1. Explanation of the general description of PT. RAPP 2. Visit to Unigraha Hotel	Campus Relation Manager PT.RAPP
3	Wednesday, August 02 nd 2023	Division of Departments (FBS & MICE)	Mentor (FB Admin & MICE)
4	Thursday, August 03 rd 2023	1. Get an explanation about BEO, how to answer emails from customers 2. Briefing with FBS department 3. Introduce myself in the FBS department	Mentor (FB Admin & MICE)
5	Friday, August 04 th 2023	1. Trying to make BEO 2. Meeting with hotel staff to discuss the August 17 2023 event	Mentor (FB Admin & MICE)
6	Saturday, August 05 th 2023	Day Off	

Table 3.4 Daily Activities of August 7th 2023 to August 12nd 2023

No	Day/Date	Activity	Assignor
1	Monday, August 7 th 2023	1. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 2. Meeting with Unigraha hotel staff 3. Joined the committee on August 17	Mentor (FB Admin & MICE)
2	Tuesday, August 8 th 2023	1. Making BEO (ask for approval from manager and chef, put beo in vmb FBS) 2. Briefing with FBS Departement 3. Review the BEO that has been attached to the FBS VMB	Mentor (FB Admin & MICE)
3	Wednesday, August 9 th 2023	1. Making BEO (ask for approval from manager and chef, put beo in vmb FBS) 2. Briefing with FBS Departement 3. Review the BEO that has been attached to the FBS VMB 4. Join the Mentor in direct discussions with customers	Mentor (FB Admin & MICE)

4	Thursday, August 10 th 2023	<ol style="list-style-type: none"> 1. Making BEO (ask for approval from manager and chef, put beo in vmb FBS) 2. Briefing with FBS Departement 3. Review the BEO that has been attached to the FBS VMB 4. Join the Mentor in direct discussions with customers 	Mentor (FB Admin & MICE)
5	Friday, August 11 st 2023	Helping to Prepare for 6S	Mentor (FB Admin & MICE)
6	Saturday, August 12 nd 2023	Helping to Prepare for 6S	Mentor (FB Admin & MICE)

Table 3.5 Daily Activities of August 14th 2023 to August 19th 2023

No	Day/Date	Activity	Assignor
1	Monday, August 14 th 2023	<ol style="list-style-type: none"> 1. Going the Mill office (ask HRD Mill for a signature for the restaurant bill) 2. Last meeting with Unigraha Hotel Staff to commemorate August 17 2023 	Mentor (FB Admin & MICE)
2	Tuesday, August 15 th 2023	<ol style="list-style-type: none"> 1. Join mentor meetings with clients 2. Helping respond to client emails 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Ask for approval from cost controller and GMO Head for SR 	Mentor (FB Admin & MICE)
3	Wednesday, August 16 th 2023	<ol style="list-style-type: none"> 1. Submitting the Guarantee Letter to the cashier 2. Join mentor meetings with clients 3. Preparation for August 17, 2023 	Mentor (FB Admin & MICE)
4	Thursday, August 17 th 2023	Public Holiday (Indonesian Independence Day)	
5	Friday, August 18 th 2023	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. Join mentor meetings with clients (India) 	Mentor (FB Admin & MICE)
6	Saturday, August 19 th 2023	Day Off	

Table 3.6 Daily Activities of August 21st 2023 to August 26th 2023

No	Day/Date	Activity	Assignor
1	Monday, August 21 st 2023	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. Join Mentor Meetings With Clients 3. Briefing 4. BEO Recapitulation 	Mentor (FB Admin & MICE)
2	Tuesday, August 22 nd 2023	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. BEO Recapitulation 3. Submitting the Guarantee Letter to the cashier 	Mentor (FB Admin & MICE)
3	Wednesday, August 23 rd 2023	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. BEO Recapitulation 	Mentor (FB Admin & MICE)
4	Thursday, August 24 th 2023	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. Join mentor meetings with clients (Professor Harvard College) 3. BEO Recapitulation 4. Ask for approval from manager and chef, put BEO in vmb FBS 	Mentor (FB Admin & MICE)
5	Friday, August 25 th 2023	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. BEO Recapitulation 3. Submitting the Guarantee Letter to the cashier 4. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 	Mentor (FB Admin & MICE)
6	Saturday, August 26 th 2023	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Ask for approval from cost controller, GMO Head and GM for SR and PR 	Mentor (FB Admin & MICE)

Table 3.7 Daily Activities of August 28th 2023 to September 2nd 2023

No	Day/Date	Activity	Assignor
1	Monday, August 28 th 2023	<ol style="list-style-type: none"> 1. Taking the material gate pass 2. Checking SR and PR 3. BEO Recapitulation 4. Ask for approval from manager and chef, put BEO in vmb FBS 5. Submitting the Guarantee Letter to the cashier 	Mentor (FB Admin & MICE)

2	Tuesday, August 29 th 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Ask for approval from cost controller, GMO Head and GM for SR and PR 	Mentor (FB Admin & MICE)
3	Wednesday, August 30 th 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Helping to Prepare for the Nusantara Street Food event at the Unigraha Hotel 	Mentor (FB Admin & MICE)
4	Thursday, August 31 st 2023	Sick Leave	
5	Friday, September 1 st 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. BEO Recapitulation 	Mentor (FB Admin & MICE)
6	Saturday, September 2 nd 2023	Day Off	

Table 3.8 Daily Activities of September 4th 2023 to September 9th 2023

No	Day/Date	Activity	Assignor
1	Monday, September 4 th 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Inputting Guest Comment 	Mentor (FB Admin & MICE)
2	Tuesday, September 5 th 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Making a recap of restaurant bills in the ledger 5. Inputting Handover of the Unigraha Restaurant Bill 	Mentor (FB Admin & MICE)
3	Wednesday, September 6 th 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. BEO Recapitulation for Daily 3. Inputting Handover of the Unigraha Restaurant Bill 4. Handling Form Request Article Item 	Mentor (FB Admin & MICE)
4	Thursday, September 7 th 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. Inputting Handover of the Unigraha Restaurant Bill 3. Grouping Restaurant Bills 4. Handling Purchase Request 	Mentor (FB Admin & MICE)
5	Friday, September 8 th 2023	<ol style="list-style-type: none"> 1. Checking SR and PR 2. Inputting Handover of the Unigraha Restaurant Bill 	Mentor (FB Admin & MICE)

6	Saturday, September 9 th 2023	1. Checking SR and PR 2. Inputting Handover of the Unigraha Restaurant Bill	Mentor (FB Admin & MICE)
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Table 3.9 Daily Activities of September 11st 2023 to September 16th 2023

No	Day/Date	Activity	Assignor
1	Monday, September 11 th 2023	1. Daily Recap Captain Order 2. BEO Recapitulation for daily 3. Grouping Restaurant Bills	Mentor (FB Admin & MICE)
2	Tuesday, September 12 nd 2023	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of the Unigraha Restaurant Bill	Mentor (FB Admin & MICE)
3	Wednesday, September 13 rd 2023	1. Daily Recap Captain Order 2. Handling Banquet Amendment (ask for approval from manager, chef and General Manager) 3. Submitting the Guarantee Letter to the cashier	Mentor (FB Admin & MICE)
4	Thursday, September 14 th 2023	1. Checking SR and PR 2. Inputting Handover of the Unigraha Restaurant Bill 3. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS)	Mentor (FB Admin & MICE)
5	Friday, September 15 th 2023	1. Daily Recap Captain Order 2. Inputting Handover of the Unigraha Restaurant Bill 3. Helping to Prepare for the Italian Street Food event at the Unigraha Hotel which be held on September 18 th 2023	Mentor (FB Admin & MICE)
6	Saturday, September 16 th 2023	Day Off	

Table 3.10 Daily Activities of September 18th 2023 to September 23th 2023

No	Day/Date	Activity	Assignor
1	Monday, September 18 th 2023	1. Daily Recap Captain Order 2. Inputting Handover of the Unigraha Restaurant Bill 3. Join mentor meetings with clients 4. Submitting the Guarantee Letter to the cashier	Mentor (FB Admin & MICE)

2	Tuesday, September 19 th 2023	1. Daily Recap Captain Order 2. Inputting Handover of the Unigraha Restaurant Bill	Mentor (FB Admin & MICE)
3	Wednesday, September 20 th 2023	1. Daily Recap Captain Order 2. Making Banquet Amendment 3. Visiting the RTC (RGE Technology Center)	Mentor (FB Admin & MICE)
4	Thursday, September 21 st 2023	1. Daily Recap Captain Order 2. Putting BEO in vmb FBS 3. Taking bill restaurant (no authorized and authorized)	Mentor (FB Admin & MICE)
5	Friday, September 22 nd 2023	1. Daily Recap Captain Order 2. Putting BEO in vmb FBS 3. Taking bill restaurant (no authorized and authorized) 4. Grouping Restaurant Bills	Mentor (FB Admin & MICE)
6	Saturday, September 23 rd 2023	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Grouping Restaurant Bills	Mentor (FB Admin & MICE)

Table 3.11 Daily Activities of September 25th 2023 to September 30th 2023

No	Day/Date	Activity	Place
1	Monday September 25 th 2023	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Grouping Restaurant Bills	Mentor (FB Admin & MICE)
	Tuesday, September 26 th 2023	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of the Unigraha Restaurant Bill 4. Helping to Prepare for 6s	Mentor (FB Admin & MICE)
3	Wednesday, September 27 th 2023	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Labeling FBS Department Assets	Mentor (FB Admin & MICE)
4	Thursday, September 28 th 2023	Public Holiday (Maulid Nabi Muhammad)	
5	Friday, September 29 th 2023	Leave	
6	Saturday, September 30 th 2023	Day Off	

Table 3.12 Daily Activities of October 2nd 2023 to October 7th 2023

No	Day/Date	Activity	Assignor
1	Monday, October 2 nd 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Inputting Handover of the Unigraha Restaurant Bill 	Mentor (FB Admin & MICE)
2	Tuesday, October 3 rd 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Reviewing the BEO in VMB 3. Handling Form Article Item 	Mentor (FB Admin & MICE)
3	Wednesday, October 4 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Making Banquet Amendment 	Mentor (FB Admin & MICE)
4	Thursday, October 5 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Inputting Handover of the Unigraha Restaurant Bill 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Submitting the Guarantee Letter to the cashier 	Mentor (FB Admin & MICE)
5	Friday, October 6 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Handling Banquet Amendment 4. Submitting the Guarantee Letter to the cashier 	Mentor (FB Admin & MICE)
	Saturday, October 7 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Learning to Fold Napkins For The Table Manner Event 	Mentor (FB Admin & MICE)

Table 3.13 Daily Activities of October 9th 2023 to October 14th 2023

No	Day/Date	Activity	Assignor
1	Monday, October 9 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Checking SR and PR 3. Reviewing the BEO in VMB 4. Briefing 	Mentor (FB Admin & MICE)
2	Tuesday, October 10 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Inputting Handover of the Unigraha Restaurant Bill 3. Making Banquet Amendment (ask for approval from manager, chef and General Manager) 	Mentor (FB Admin & MICE)

3	Wednesday, October 11 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of the Unigraha Restaurant Bill 	Mentor (FB Admin & MICE)
4	Thursday, October 12 nd 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 	Mentor (FB Admin & MICE)
5	Friday, October 13 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Join the mentor meeting with clients for the events on October 30 and 31 Via Zoom 	Mentor (FB Admin & MICE)
6	Saturday, October 14 th 2023	Day Off	

Table 3.14 Daily Activities of October 16th 2023 to October 21th 2023

No	Day/Date	Activity	Assignor
1	Monday, October 16 th 2023	Sick Leave	
2	Tuesday, October 17 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 	Mentor (FB Admin & MICE)
3	Wednesday, October 18 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. BEO Recapitulation 	Mentor (FB Admin & MICE)
4	Thursday, October 19 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS) 	Mentor (FB Admin & MICE)
5	Friday, October 20 th 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Inputting Guest Comment 4. Join the mentor meeting with clients for the event (VVIP China visit Kerinci) 5. General Staff Meeting (GSM) 	Mentor (FB Admin & MICE)
6	Saturday, October 21 st 2023	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO 	Mentor (FB Admin & MICE)

Table 3. 15 Daily Activities of October 23rd 2023 to October 28th 2023

No	Day/Date	Activity	Assignor
1	Monday, October 23 rd 2023	1. Daily Recap Captain Order 2. BEO Recapitulation	Mentor (FB Admin & MICE)
2	Tuesday, October 24 th 2023	1. Daily Recap Captain Order	Mentor (FB Admin & MICE)
		1. Record and issue goods from the store to the department that requests the goods	Cost Controller
3	Wednesday, October 25 th 2023	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Ask for approval from manager and chef, put BEO in vmb FBS	Mentor (FB Admin & MICE)
		1. Record and issue goods from the store to the department that requests the goods	Cost Controller
4	Thursday, October 26 th 2023	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Grouping Restaurant Bills 4. Review BEO in VMB	Mentor (FB Admin & MICE)
5	Friday, October 27 th 2023	1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Grouping Restaurant Bills 4. Join the mentor meeting with clients 5. Mutual Cooperation with Unigraha Hotel Staff on Futsal Field	Mentor (FB Admin & MICE)
6	Saturday, October 28 th 2023	Day off	

Table 3.16 Daily Activities of October 30th 2023 to November 04th 2023

No	Day/Date	Activity	Assignor
1	Monday, October 30 th 2023	1. Daily Recap Captain Order 2. Ask for approval from manager, GMO Head and GM for SR and PR	Mentor (FB Admin & MICE)
2	Tuesday, October 31 th 2023	1. Daily Recap Captain Order 2. Checking SR and PR 3. Making BEO	Mentor (FB Admin & MICE)
3	Wednesday, November 01 st 2023	1. Daily Recap Captain Order 2. Ask for approval from Manager and GMO Head for SR	Mentor (FB Admin & MICE)

		3. Inputting Guest Comment	
4	Thursday, October 02 nd 2023	1. Daily Recap Captain Order 2. Checking SR and PR 3. Making BEO 4. Handling Banquet Amendment	Mentor (FB Admin & MICE)
5	Friday, October 03 rd 2023	1. Daily Recap Captain Order 2. Checking SR and PR 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Mentor (FB Admin & MICE)
6	Saturday, October 04 th 2023	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS)	Mentor (FB Admin & MICE)

Table 3.17 Daily Activities of November 6th 2023 to November 11st 2023

No	Day/Date	Activity	Assignor
1	Monday, November 06 th 2023	1. Daily Recap Captain Order 2. Ask to approval from the cost controller and GMO Head for SR 3. Ask for approval from the manager and chef, put BEO in VMB	Mentor (FB Admin & MICE)
2	Tuesday, November 07 th 2023	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Making Article menu	Mentor (FB Admin & MICE)
3	Wednesday, November 08 th 2023	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Mentor (FB Admin & MICE)
4	Thursday, November 09 th 2023	1. Daily Recap Captain Order 2. Making BEO 3. Mutual Cooperation	Mentor (FB Admin & MICE)
5	Friday, November 10 th 2023	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS)	Mentor (FB Admin & MICE)
6	Saturday, November 11 th 2023	Day Off	

Table 3.18 Daily Activities of November 13rd 2023 to November 17th 2023

No	Day/Date	Activity	Assignor
1	Monday, November 13 rd 2023	1. Daily Recap Captain Order 2. Checking Store Request and Purchase Request 3. Making Banquet Amendment	Mentor (FB Admin & MICE)
2	Tuesday, November 14 th 2023	1. Daily Recap Captain Order 2. Making BEO 3. Checking Store Request and Purchase	Mentor (FB Admin & MICE)

		Request	
3	Wednesday, November 15 th 2023	Sick Leave	
4	Thursday, November 16 th 2023	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Mentor (FB Admin & MICE)
5	Friday, November 10 th 2023	Presentation	Sebangka Room

3.3 System and Procedure

In this section, There were several descriptions of activity procedures when carrying out activities during an apprenticeship.

3.3.1 Food & Beverage Department (MICE)

1. Daily Recap Captain Order

Captain Order is a type of note that has a serial number and is used by waiters and waitresses (servers) to record orders from guest. This activity include recap captain order everyday. The following are the working procedures:

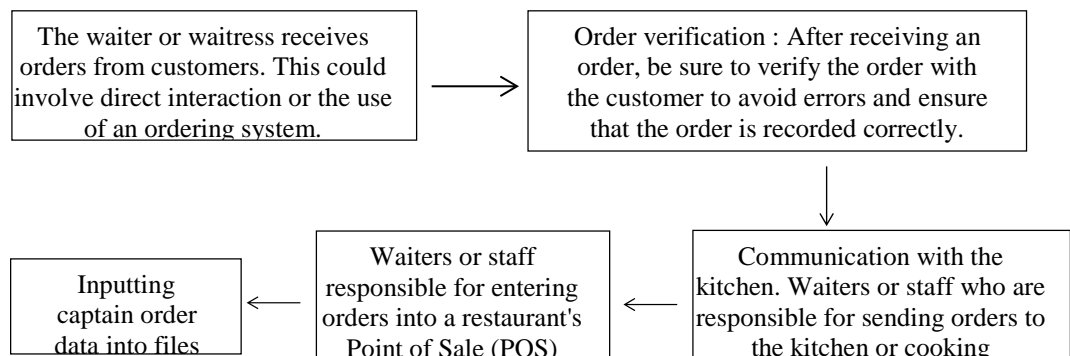


Figure 3. 1 Working procedures of recap captain order

2. Inputting The Handover of The Unigraha Restaurant Bills

The aims of this activity is to complete the invoice so that the payment process procedure is organized. This input is done every 2 days.

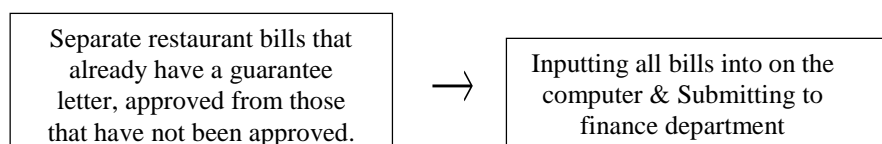


Figure 3.2 Working procedures of inputting the handover of the unigraha restaurant bills

3. Making BEO

Banquet Event Order is a written document used in the hospitality and event planning industry to outline important details related to an event or party. Making a Banquet Event Order (BEO) aims to provide clear and detailed guidelines to all parties involved in implementing an event or party.

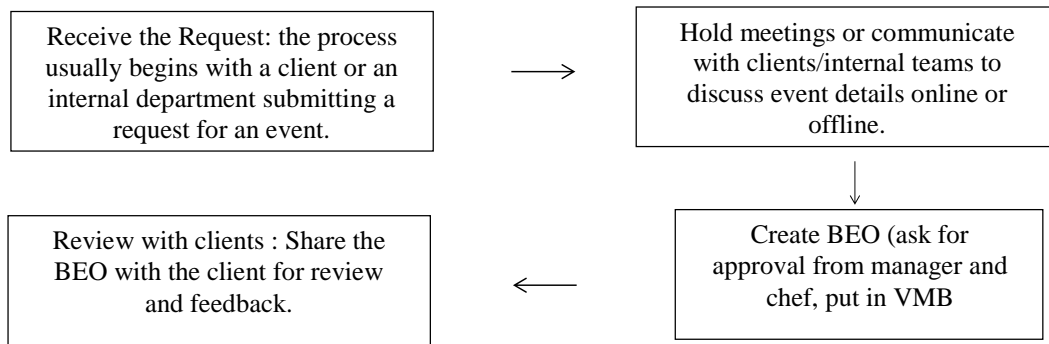


Figure 3.3 Working procedures of making BEO

4. Inputting Guest Comment

This is a comment paper from guests at restaurants, banquets, food stores, ALI. This is inputted once a month. The aim is to find out suggestions and responses from guests.

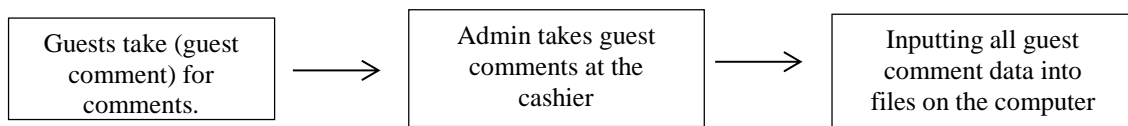


Figure 3. 4 Working procedures for inputting guest comment

5. Banquet Event Order (BEO) Recapitulation

BEO Recapitulation is a process or document that summarizes important information from the Banquet Event Order after the event is completed. This involves evaluating the overall execution of the event, covering aspects such as contract fulfillment, client satisfaction,

logistics management, and handling of special situations that may arise during the event.

- a. Performance evaluation : Analyze the results of the event and the extent to which the plans stated in the BEO have been implemented well. This involves evaluating every aspect, from catering to event management.
- b. Trend and Pattern Analysis : Analyze data from the event to identify trends or patterns that can be used for future event planning. For example, there may be certain preferences in the menu or room settings that can be noted.
- c. Process Improvement : Identify successful processes and areas where improvements can be made. This can help improve the efficiency and effectiveness of future event planning and execution.
- d. Experience Documentation : Make notes and documentation of the event for future study. This information can be useful as a reference for similar events or as a historical note for event organizers.

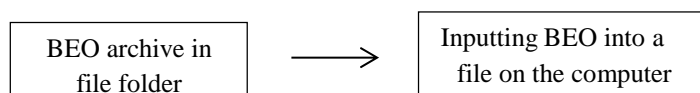


Figure 3.5 Working procedures of BEO Recapitulation

6. Grouping Restaurant Bills

Bills that no authorize and authorize must be in their respective file folders so they are easy to find. Admin will contact companies or people whose payments have not been billed.

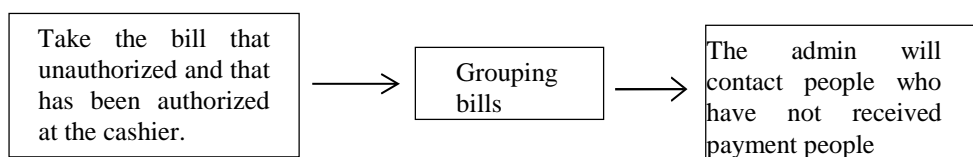


Figure 3.6 Working procedures of grouping restaurant bills

7. Checking Store Request and Purchase Request

Store Request and Purchase Request are two forms of requests that are generally used in hotel.

Store Request is a document for internal hotel, which functions to record requests for picking goods to store man. Purchase Request is a document for internal hotel, which functions to record requests for purchasing goods to the Purchasing division.

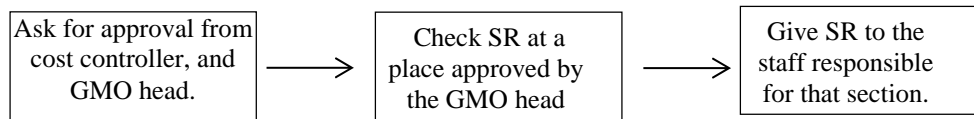
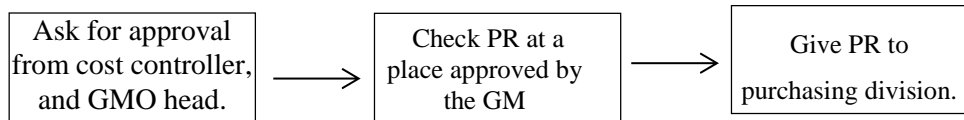


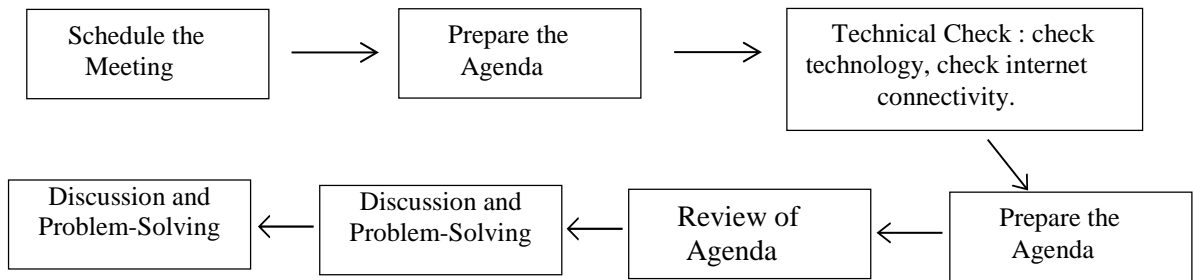
Figure 3.7 Working procedures of checking store request



Working procedures of checking purchase request

8. Join mentor meetings with clients

Participating in mentor meetings with clients involves several steps and working procedures to ensure effective communication, collaboration, and goal achievement. The following are the working



procedures:

Figure 3.8 Working procedures of join mentor meetings with clients

9. Making Banquet Amendment

Banquet amendment is a document that contains changes to an event such as event title, date, arrangement. There are agreements before and after the change.

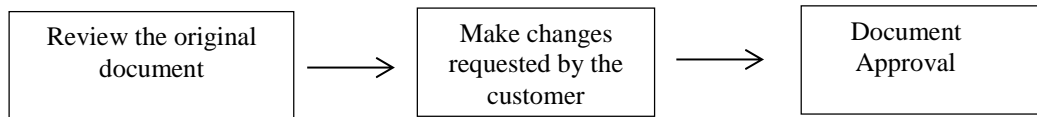


Figure 3.9 Working procedures of making banquet amendment

10. Learn to Fold Napkin

Folding napkins is often done to enhance the visual appeal of a table setting, especially for formal occasions or fine dining. There are various ways to fold napkins, and the choice often depends on the type of event and the desired aesthetic.

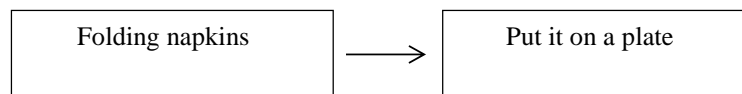


Figure 3.10 Working procedures of learn to fold napkin

11. Labeling Asset Numbering in Inventory

Labeling asset numbering in inventory is the process of giving a label or mark to each asset contained in the inventory of an organization or company. The aims of this process is to provide unique identification to each asset, facilitate tracking, and assist in asset management and maintenance.

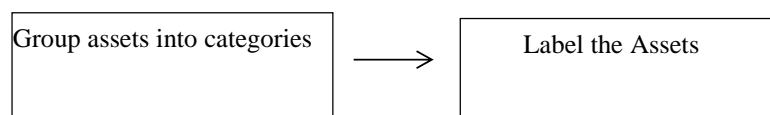


Figure 3.11 Working procedures of labeling asset numbering in inventory

12. Record and issue goods from the store to the department that requests the goods

Record is the process of accounting for every transaction carried out. This is done so that goods coming in and out can be known. Record process can make it easier for companies to know the amount of stock in the warehouse. So supplies will maintained.

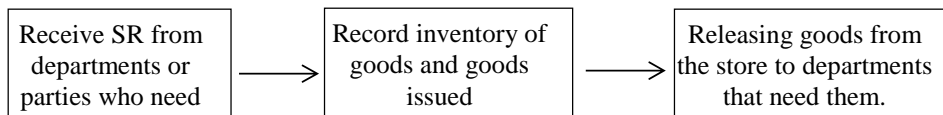


Figure 3.12 Working procedures of record and issue goods from the store

13. Handling form article request item and menu

Article, item, and menu form requests may refer to the process of submitting a request for a specific article, product item, or menu within a system or organization.

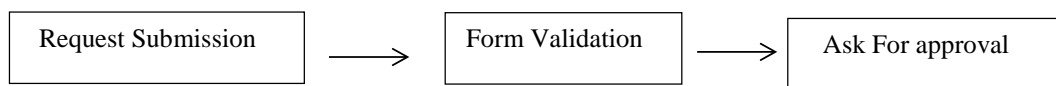


Figure 3.13 Working procedures of Handling form article request item and menu

3.4 Obstacle and Solution

There are several obstacle and solution during the apprenticeship :

3.4.1 Obstacle

Some of the obstacles encountered during the practical work process are as follows:

1. When told the client's schedule of events, the author remembers that time. However, the next day the author sometimes forgets that there is an event.
2. Feelings of awkwardness and fear in interacting with the FBS team at the start of the internship

3.4.2 Solution

Solutions that can be done to face obstacles during the practical work process include:

1. The author takes notes in a book or on his cellphone regarding the event schedule.

2. The author takes a friendly approach, always helps when the FBS Department asks for help to complete a job. After that, the author started to get to know the team.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program at PT. Riau Andalan Pulp and Paper in Unigraha Hotel there is some conclusion as follow:

1. There were some kinds of job done during the apprenticeship in FB Department ; Daily Recap Captain Order, Inputting the handover of the Unigraha Hotel, Making banquet event order (BEO), Inputting guest comment, Recap BEO, Grouping restaurant Bills, Checking store request and purchase request, Join mentor meetings with clients, Making banquet amendment, Learn to Fold Napkin, Labeling Asset Numbering in Inventory.
2. There were Hard Documents and Electronic Document used for activity while doing apprenticeship program. Hard Document and Electronic Document such as: Guarantee Letter, Bill, Store Request, Purchase Request, Form Article Item and menus, Banquet Event Order (BEO), Banquet Amendment.
3. All working procedures carried out during the apprenticeship at Unigraha Hotel are carried out in accordance with the provisions of the SOP that apply in the Unigraha Hotel.

4.2 Suggestion

The most important to be responsible and professional with the work.

REFERENCES

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>.,
accessed on October 01st, 2023.

APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter



Internal

PT Riau Arabin Pulp and Paper
Jember Office
Jalan Tulaq Sumbang No. 37
Jember 71211, Indonesia
Tel. +62 31 8199 0130 Fax +62 31 8144 613
MBO Office
Jalan Lintas Timur Pangkajene-Kelece
Kawasan Pabrik
Pak. 78300, Pangkajene
Tel. +62 81 491 1251 Fax +62 81 491 1252
www.kortissa.com
www.papertara.com

Nomor : 59 /VI/CR/KP/RAPP/2023
Lamp : -
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Dosen Prodi D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
Politeknik Negeri Bengkalis

Dengan hormat,
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa/ Pelajar sebagai berikut:

NO	Nama	NIP	Jurusan
1	Wulan Nazari	5504201019	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
2	Susi	5504201010	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
3	Devitrah Sari	5504201024	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional
4	Rahmaniar	5504201014	D4 Bahasa Inggris Untuk Komunikasi Bisnis Dan Profesional

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa/Pelajar tersebut untuk melakukan kerja praktik di PT RAPP tahun 2023. Kepada yang bersangkutan harus mengikuti safety induction terlebih dahulu. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Mengikuti Protokol yang berlaku, apabila kedapatan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan
- Bagi yang ditempatkan di Mill dan daerah operasional yang mewajibkan APD, agar membawa masing masing.

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan No. 6) pada (Nanti di konfirmasi kembali) dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).
Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, 14 Juni 2023

PT. Riau Arabin Pulp and Paper
Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 2 : Apprenticeship Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com
www.paperone.com

Nomor : 304 /XII/CR/KP/RAPP/2023
Lamp : -
Hal : Surat Keterangan Magang

Kepada Yth,
Ketua Jurusan Bahasa
Politeknik Negeri Bengkalis

Di -
Tempat

Dengan hormat,
Sehubungan dengan telah berakhirnya Kerja Praktek (KP) di pada PT RAPP, untuk Siswa sebagai berikut:

NO	Nama	NIM	Jurusan
1	Susi	5504201010	Bahasa

Dengan ini menerangkan bahwa mahasiswa tersebut telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper (PT.RAPP) 17 Juli s/d 17 November 2023. Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 04 Desember 2023


PT. Riau Andalan Pulp and Paper
Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 3 : Certificated of Internship



Appendix 4 : Evaluation Form

1. HRD RAPP

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. RIAU ANDALAN PULP AND PAPER

Nama : Susi
NIM : 5504201010
Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Bengkalis

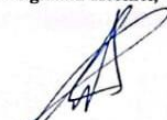
No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	85
2.	Tanggung- jawab	25%	80
3.	Penyesuaian diri	10%	80
4.	Hasil Kerja	30%	80
5.	Perilaku secara umum	15%	85
Total Jumlah (1+2+3+4+5)		100%	410

Keterangan :
Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan :

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.....
.....

Pangkalan Kerinci, 2023



Jevon Aloysius
Human Resources Officer

2. FB Department

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL UNIGRAHA

Nama : Susi
NIM : 5504201010
Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	19
2.	Tanggung- jawab	25%	23
3.	Penyesuaian diri	10%	10
4.	Hasil Kerja	30%	25
5.	Perilaku secara umum	15%	13
Total Jumlah (1+2+3+4+5)		100%	90

Keterangan :
Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan :

please concern for attention to detail & grooming

Pangkalan Kerinci, 17 November 2023


Zaenal Paipo
FB Manager

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
HOTEL UNIGRAHA**

Nama : Susi
NIM : 5504201010
Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	90
2.	Tanggung- jawab	25%	90
3.	Penyesuaian diri	10%	95
4.	Hasil Kerja	30%	90
5.	Perilaku secara umum	15%	90
	Total Jumlah (1+2+3+4+5)	100%	445

Keterangan :
Nilai : Kriteria
81 – 100 : Istimewa
71 – 80 : Baik sekali
66 – 70 : Baik
61 – 65 : Cukup Baik
56 – 60 : Cukup

Catatan :























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Pangkalan Kerinci, 17 November 2023



Renia Hartati Muzdhalifah
FBS Admin & MICE

Appendix 5 : List of Attendance

Name		Susi	
Bulan Agustus			
Date	Time in	time out	Sign
1			
2	08.00	17.00	
3	08.00	17.00	
4	08.00	17.00	
5	OFF	OFF	
6	OFF	OFF	
7	08.00	17.00	
8	08.00	17.00	
9	07.47	17.00	
10	08.00	17.00	
11	07.47	17.00	
12	07.46	12.00	
13	07.55	17.00	OFF
14	07.55	17.00	
15	07.42	17.00	
16	07.45	17.48	
17	-	-	PUBLIC HOLIDAY
18	07.43	17.11	
19	OFF	OFF	OFF
20	OFF	OFF	OFF
21	07.59	17.00	
22	07.57	17.10	
23	07.53	17.00	
24	07.40	17.06	
25	07.45	17.06	
26	07.47	12.07	
27	OFF	OFF	
28	07.52	17.10	
29	07.47	17.06	
30	07.57	17.00	
31	-	-	SAKIT


Dipindai

Name Susi
Bulan SEPTEMBER

Date	Time in	time out	Sign
1	07.43	17.00	
2	-	-	OFF
3	-	-	OFF
4	07.47	17.18	
5	07.47	17.10	
6	07.58	17.20	
7	07.54	17.00	
8	07.40	17.00	
9	07.52	12.00	
10	-	-	OFF
11	07.51	17.21	
12	07.49	17.00	
13	07.48	17.00	
14	07.46	17.00	
15	07.43	17.00	
16	-	-	OFF
17	-	-	OFF
18	07.50	17.00	
19	07.50	17.00	
20	07.56	17.00	
21	07.45	17.09	
22	07.47	17.00	
23	07.47	12.00	
24	-	-	OFF
25	07.41	17.11	
26	07.45	17.00	
27	07.46	17.17	
28	-	-	PUBLIC HOLIDAY
29	-	-	izin
30	-	-	OFF
31	-	-	OFF














DIMA

Name _____ Susi
 Bulan OKTOBER .

Date	Time in	time out	Sign
1	-	-	OFF
2	07.46.	17.00	
3	07.59	17.11	
4	07.42	17.09	
5	07.43	17.10	
6	07.43	07.10	
7	07.53	12.00	
8	-	-	OFF
9	07.49	17.10	
10	07.48	17.11	
11	07.40	17.13	
12	07.42	17.10	
13	07.45	17.10	
14	-	-	OFF
15	-	-	OFF
16	07.43	-	SANIT
17	07.35	17.06	
18	07.52.	17.00	
19	07.40	17.00	
20	07.59	17.08	
21	07.55	12.00.	
22	-	-	OFF
23	07.51	17.00	
24	07.38	17.00	
25	07.41	17.00	
26	07.38	17.00	
27	07.54	17.00	
28	0	-	OFF
29	-	-	OFF
30	07.47	17.00	
31	07.47	17.00	

DIANA

Name Susi
Bulan November


Date	Time in	time out	Sign
1	07.30	17.00	
2	07.46	17.00	
3	07.52	17.00	
4	07.40	12.00	
5	-	-	OFF
6	07.55	17.00	
7	07.33	17.00	
8	07.45	17.00	
9	07.50	17.00	
10	07.59	17.00	
11	-	-	OFF
12	-	-	OFF
13	07.40	17.00	
14	07.45	17.00	
15	SAKIT	SAKIT	
16	07.36	17.10	
17	07.55	17.00	
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			



DIANA

Appendix 6 : Daily Activities Apprenticeship

DAY : MONDAY

DATE : JULY, 17th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registrasi and check in mess	Tengku Kespandiar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The author is directed to register such as signing the contract and checking in mess.

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY : TUESDAY

DATE : JULY, 18th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Safety Induction	Tengku Kespondiar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		Introduction to safety in the work area for employees and interns at the safety training center.


DAILY ACTIVITIES

APPRENTICESHIP

DAY : THURSDAY

DATE : JULY, 20th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population Census	Jevon Aloysius	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The author was directed to assist the HR & KIK Facility Management Dept. Team, carrying out population census activities at PT. RAPP in Riau Comp.


DAILY ACTIVITIES
APPRENTICESHIP

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : JULY, 21st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population Census	Jevon Aloysius	
	Notes by Industrial Coach		

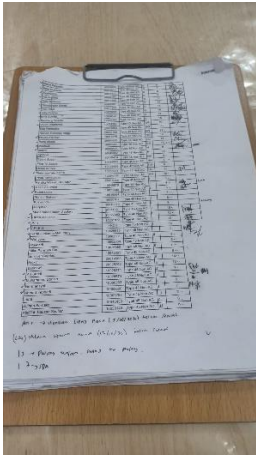
NO.	WORKING	EXPLANATION
1.		The function and purpose of the census is to obtain accurate, current data and information to support analysis regarding demographics and also the need to register data on the Riau Complex for employees and residents therein

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : JULY, 24th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population Census	Jevon Aloysius	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : JULY, 25th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population Census	Jevon Aloysius	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : JULY, 26th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population Census	Jevon Aloysius	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES APPRENTICESHIP

DAY : THURSDAY

DATE : JULY, 27th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population Census	Jevon Aloysius	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY


DATE : JULY, 28th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visit to Balai Pelatihan dan Pengembangan Usaha Terpadu (BPPUT) PT RAPP and Explanation about Community Development Center.	Tengku Kespandiar	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		<p>Visit to the Balai Pelatihan dan Pengembangan Usaha Terpadu (BPPUT) PT Riau Andalan Pulp and Paper (RAPP) dan Introduction CD Center.</p> <p>The first activity carried out was an explanation of APRIL 2030 which explained commitments that could have a positive impact on climate, nature and society.</p>

DAY : MONDAY

DATE : JULY, 31th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population Census	Jevon Aloysius	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : AUGUST, 01st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Explanation of the general description of PT. RAPP 2. Visit to Unigraha Hotel 3. Meeting with the General Manager, General Manager Officer, General Manager Secretary and HRD	Tengku Kespandiar	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		<p>Mr. Tengku Kespandiar gave a general description of PT. RAPP (Riau Andalan Pulp & Paper). This company operates in the paper sector and already has a branch company.</p> <p>The purpose of holding meetings with the General Manager, General Manager Officer, Secretary and HRO is to place us in an internship.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : AUGUST, 02nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Division of Departments (FBS & MICE)	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		<p>The Food & Beverage Service department admin is an individual who is responsible for planning, organizing, coordinating, and monitoring activities such as providing food and drinks, customer service, inventory management, as well as reporting and analyzing department performance.</p> <p>MICE (Meeting, Incentive, Convention, and Exhibition) is someone who is responsible for planning, organizing, and implementing business events.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : AUGUST, 03rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Get an explanation about BEO, 2. How to answer emails from customers 3. Briefing with FBS department 4. Introduce myself in the FBS department 	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		<p>A Banquet Event Order (BEO) is a document used in the hospitality and event planning industry to organize all details related to an event, such as location, time, number of guests, food and beverage menu, equipment, and other technical requirements.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : AUGUST, 04th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Trying to make BEO 2. Meeting with hotel staff to discuss the August 17 2023 event	Rentia Hartati	
	Notes by Industrial Coach		

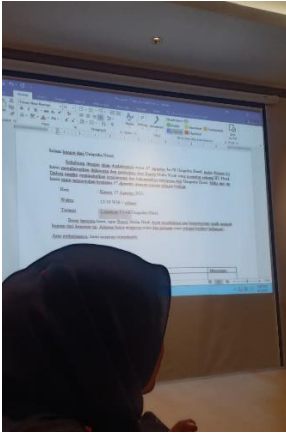
NO.	WORKING	EXPLANATION
1.		<p>The author was asked to try making a BEO by the FB & MICE Admin for next week's event. After that, discuss with the supervisor and ask for a signature. Apart from the supervisor, the chef must also know the activities and discuss the menu with the chef.</p> <p>The author attended a meeting with Unigraha Hotel staff to discuss the agenda for the August 17 2023 event.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : AUGUST, 07th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Trying to make BEO (ask for approval from manager and chef, put beo in vmb FBS) 2. Meeting with Unigraha hotel staff 3. Joined the committee on August 17 	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		The author is part of the committee for the August 17 2023 event.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : AUGUST, 08th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making BEO (ask for approval from manager and chef, put beo in vmb FBS) 2. Briefing with FBS Departement 3. Review the BEO that has been attached to the FBS VMB	Rentia Hartati	
	Notes by Industrial Coach		

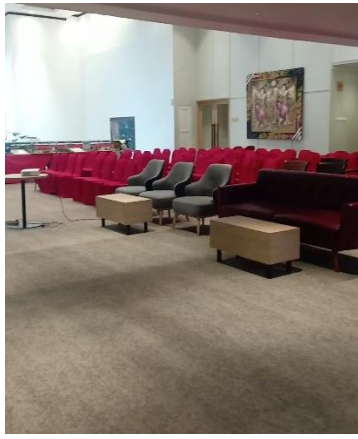
NO.	WORKING	EXPLANATION
1.		Briefing is the process of delivering short information or guidance regarding a topic or situation to a person or group of people.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : AUGUST, 09th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Making BEO (ask for approval from manager and chef, put beo in vmb FBS) 2. Briefing with FBS Departement 3. Review the BEO that has been attached to the FBS VMB 4. Join the Mentor in direct discussions with customers. 	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		<p>The author is looking at how to respond well to customers. Even though we have a lot of events to handle, we still accept orders calmly.</p> <p>One of the events at the Unigraha Hotel.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : AUGUST, 10th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Making BEO (ask for approval from manager and chef, put beo in VMB FBS) 2. Briefing with FBS Departement 3. Review the BEO that has been attached to the FBS VMB 4. Join the Mentor in direct discussions with customers 	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		VMB is a board for posting BEOs from Monday to Sunday.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : AUGUST, 11th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Helping to Prepare for 6S	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		6S (seiri, seiton, seiso, seiketsu, shitsuke) is a process for creating and maintaining neatness, cleanliness and high performance in the workplace in an organized manner that serves as a foundation for continuous improvement.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : SATURDAY

DATE : AUGUST, 12th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Helping to Prepare for 6S	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : AUGUST, 14th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Going the Mill office (ask HRD Mill for a signature for the restaurant bill) 2. Last meeting with Unigraha Hotel Staff to commemorate August 17 2023	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		The Author and mentor are going the mill office.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : AUGUST, 15th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Join mentor meetings with clients 2. Helping respond to client emails 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Ask for approval from cost controller and GMO Head for SR	Rentia Hartati	
	Notes by Industrial Coach		

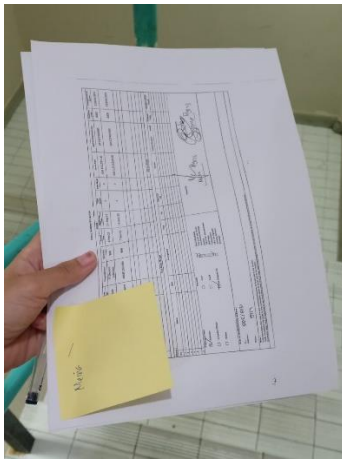
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : AUGUST, 16th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Submitting the Guarantee Letter to the cashier 2. Join mentor meetings with clients 3. Preparation for August 17, 2023	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		<p>Guarantee Letter is a letter of guarantee that informs the Hotel that payment will be made by the guarantor of funds on behalf of the guest.</p> <p>The author and mentor met with the client to discuss the room that would be used for the event on August 31 2023.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : AUGUST, 17th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Indonesian Independence Day		
	Notes by Industrial Coach :		

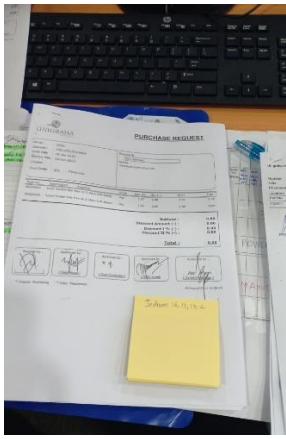
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : AUGUST, 18th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking Store Request and Purchase Request 2. Join mentor meetings with clients (India)	Rentia Hartati	
	Notes by Industrial Coach		

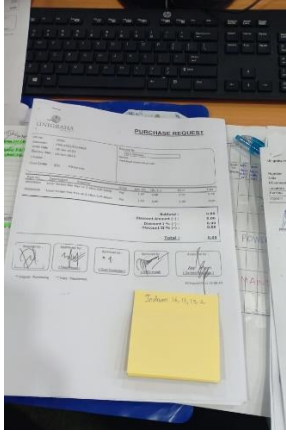
NO.	WORKING	EXPLANATION
1.		Store Request is a document for internal hotel, which functions to record requests for picking goods to store man.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : AUGUST, 21st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking Store Request and Purchase Request 2. Join mentor meetings with clients 3. Briefing 4. BEO Recapitulation	Rentia Hartati	
	Notes by Industrial Coach		

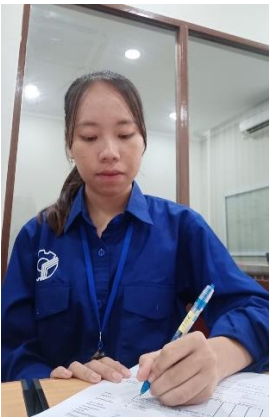
NO.	WORKING	EXPLANATION
1.		Purchase Request is a document for internal hotel, which functions to record requests for purchasing goods to the Purchasing division.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : AUGUST, 22nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making Request Article Item 2. Checking Store Request and Purchase Request 3. BEO Recapitulation 4. Submitting the Guarantee Letter to the cashier	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		Form Request Article Item and Menu This form can be paper-based. It is designed to create items and menus that do not yet exist in the hotel system. This form contains details of the item or menu and approval.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : AUGUST, 23rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking Store Request and Purchase Request 2. BEO Recapitulation	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		BEO Recapitulation is a process or document that summarizes important information from the Banquet Event Order after the event is completed.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : AUGUST, 24th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. Join mentor meetings with clients (Professor Harvard College) 3. BEO Recapitulation 4. Ask for approval from manager and chef, put BEO in vmb FBS 	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		Author joins mentor meetings with client via zoom.

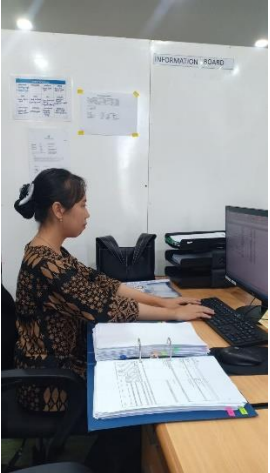
DAY : FRIDAY

DAILY ACTIVITIES

APPRENTICESHIP

DATE : AUGUST, 25th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Checking Store Request and Purchase Request 2. BEO Recapitulation 3. Submitting the Guarantee Letter to the cashier 4. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		The author is making a BEO for an order from a client.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : SATURDAY

DATE : AUGUST, 26th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking Store Request and Purchase Request 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in VMB FBS 4. Ask for approval from cost controller, GMO Head and GM for SR and PR	Rentia Hartati	
	Notes by Industrial Coach		

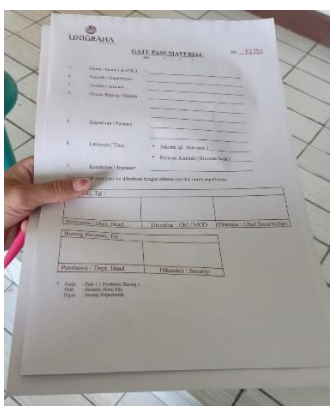
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES APPRENTICESHIP

DAY : MONDAY

DATE : AUGUST, 28th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Taking the material gate pass 2. Checking SR and PR 3. BEO Recapitulation 4. Submitting the Guarantee Letter to the cashier 5. Ask for approval from manager and chef, put BEO in vmb FBS 	Rentia Hartati	
	Notes by Industrial Coach		

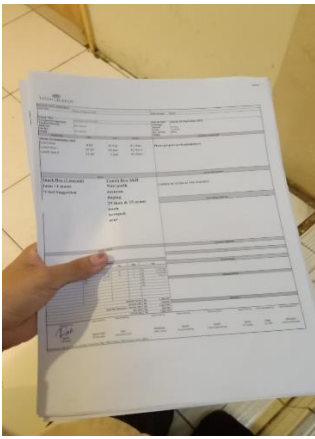
NO.	WORKING	EXPLANATION
1.		<p>A material gate pass is a document issued by an organization or company to allow or authorize a person or group to take or carry materials or goods out of a certain area or location, such as a factory, warehouse or other location.</p> <p>This document helps in controlling the movement of materials and goods and ensures that the collection is in accordance with established procedures.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : AUGUST, 29th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Ask for approval from cost controller, GMO Head and GM for SR and PR	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		This is a document from BEO. BEO is created from Excel and then printed to request approval.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : AUGUST, 30th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Checking SR and PR 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Preparing for the Nusantara Street Food event at the Unigraha Hotel 	Rentia Hartati	
	Notes by Industrial Coach		

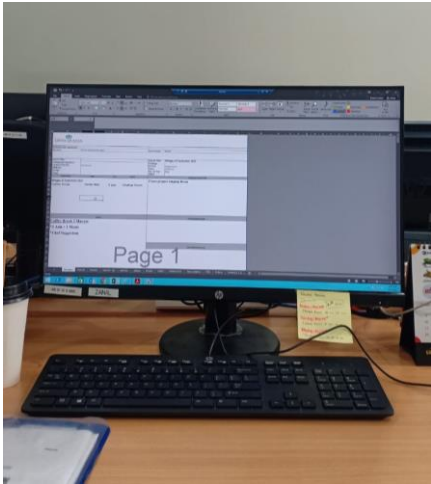
NO.	WORKING	EXPLANATION
1.		Street Food Nusantara Event is an event that displays various types of street food from various regions in Indonesia, known as "Nusantara". These events can be held in various forms, including culinary festivals, night markets, or food fairs.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : SEPTEMBER, 1st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. BEO Recapitulation	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : SEPTEMBER, 4th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Inputting Guest Comment	Rentia Hartati	
	Notes by Industrial Coach		

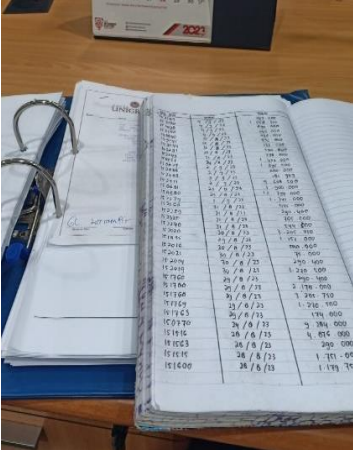
NO.	WORKING	EXPLANATION
1.		<p>Guest Comment is special forms provided by hotels refer to feedback or comments provided by hotel guests in writing.</p>

DAILY ACTIVITIES APPRENTICESHIP

DAY : TUESDAY

DATE : SEPTEMBER, 5th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. BEO Recapitulation 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Making a recap of restaurant bills in the ledger 5. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : SEPTEMBER, 6th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. BEO Recapitulation for Daily 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 4. Making and handling Form Request Article Item	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		<p>The author is inputting handover of bill city ledger restaurant unigraha hotel.</p> <p>The aims of this activity is to complete the invoice so that the payment process procedure is organized. This input is done every 2 days.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : SEPTEMBER, 7th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Grouping Restaurant Bills no authorize and authorize 4. Handling Purchase Request	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Bills that no authorize and authorize must be in their respective file folders so they are easy to find. Admin will contact companies or people whose payments have not been billed.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : SEPTEMBER, 8th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		

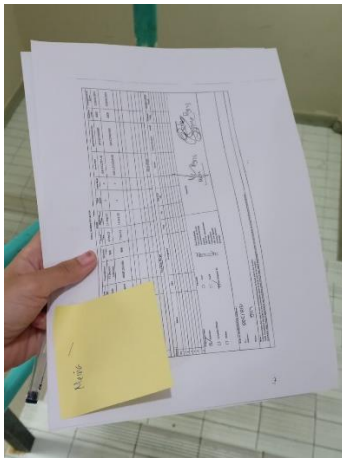
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : SATURDAY

DATE : SEPTEMBER, 9th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. BEO Recapitulation 3. Handling Purchase Request 4. Submitting the Guarantee Letter to the cashier	Rentia Hartati	
	Notes by Industrial Coach		

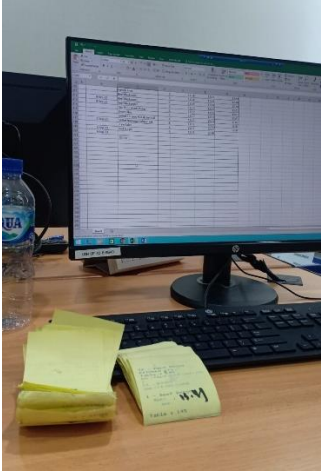
NO.	WORKING	EXPLANATION
1.		Guarantee Letter is a letter of guarantee that informs the Hotel that payment will be made by the guarantor of funds on behalf of the guest.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : SEPTEMBER, 11st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. BEO Recapitulation for daily 3. Grouping Restaurant Bills	Rentia Hartati	
	Notes by Industrial Coach		

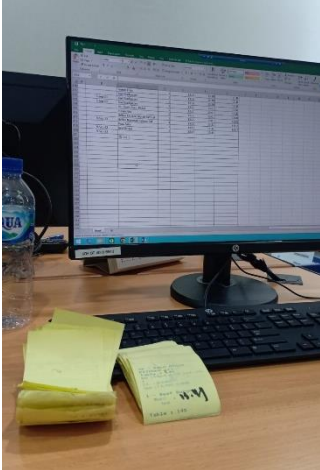
NO.	WORKING	EXPLANATION
1.		Captain order is a type of note that has a serial number and is used by waiters and waitresses (servers) to record orders from guest.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : SEPTEMBER, 12nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		

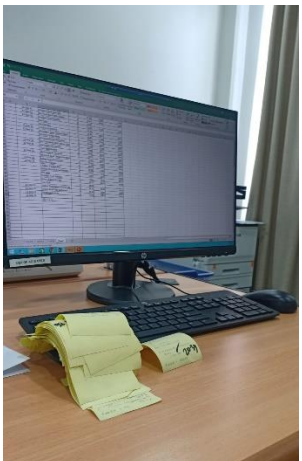
NO.	WORKING	EXPLANATION
1.		Captains orders are recapped and input into the computer

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : SEPTEMBER, 13rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Handling Banquet Amendment (ask for approval from manager, chef and General Manager) 3. Submitting the Guarantee Letter to the cashier	Rentia Hartati	
	Notes by Industrial Coach		

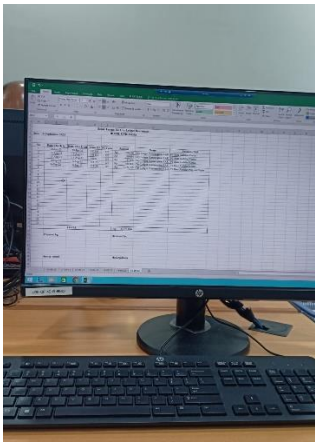
NO.	WORKING	EXPLANATION
1.		Banquet amendment is a document that contains changes to an event such as event title, date, arrangement. There are agreements before and after the change.

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : SEPTEMBER, 14th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Checking SR and PR 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS)	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : SEPTEMBER, 15th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Preparing for the Italian Street Food event at the Unigraha Hotel which be held on September 18 th 2023	Rentia Hartati	
	Notes by Industrial Coach		

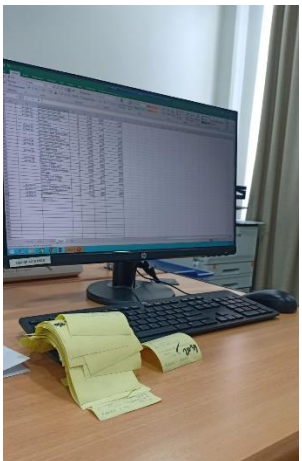
NO.	WORKING	EXPLANATION
1.		<p>Helping to prepare Italian street food which will take place on September 18 2023.</p> <p>Prepare decorations such as flags for Italian street food.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : SEPTEMBER, 18th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Ask for approval from manager and chef, put BEO in vmb FBS)	Rentia Hartati	
	Notes by Industrial Coach		

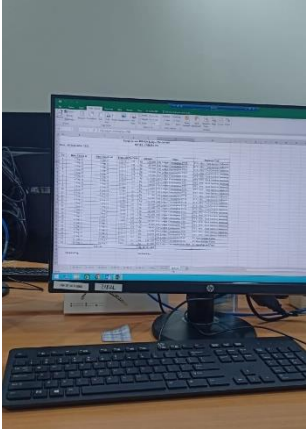
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : SEPTEMBER, 19th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : SEPTEMBER, 20th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making Banquet Amendment 3. Visiting the RTC (RGE Technology Center) 	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		<p>Royal Golden Eagle (RGE) Technology Center which is located in the PT RAPP industrial complex. RGE Technology Center is the research and development center for the April Group company.</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : SEPTEMBER, 21st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Putting BEO in vmb FBS 3. Taking bill restaurant (no authorized and authorized)	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : SEPTEMBER, 22nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Putting BEO in vmb FBS 3. Taking bill restaurant (no authorized and authorized) 4. Grouping Restaurant Bills	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		<p>Bills that no authorize and authorize must be in their respective file folders so they are easy to find.</p> <p>Admin will contact companies or people whose payments have not been billed</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : SATURDAY

DATE : SEPTEMBER, 23rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Grouping Restaurant Bills	Rentia Hartati	
	Notes by Industrial Coach		

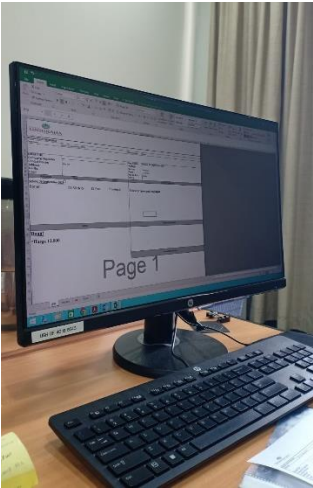
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : SEPTEMBER, 25th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Grouping Restaurant Bills	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : SEPTEMBER, 26th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 4. Preparation for 6s 	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : SEPTEMBER, 27th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (Ask for approval from manager and chef, put BEO in vmb FBS) 3. Labeling FBS Department Assets	Rentia Hartati	
	Notes by Industrial Coach		

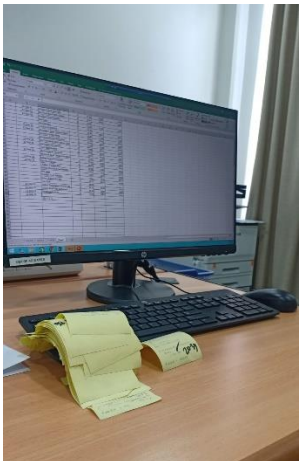
NO.	WORKING	EXPLANATION
1.		<p>Labeling asset numbering in inventory is the process of giving a label or mark to each asset contained in the inventory of an organization or company.</p> <p>The aims of this process is to provide unique identification to each asset, facilitate tracking, and assist in asset management and maintenance</p>

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : OCTOBER, 2nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : OCTOBER, 3rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Reviewing the BEO in VMB 3. Handling Form Article Item	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : OCTOBER, 4th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Making Banquet Amendment	Rentia Hartati	
	Notes by Industrial Coach		

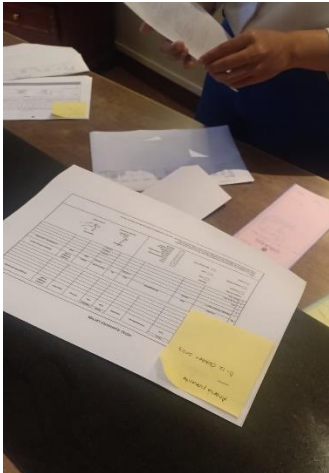
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : OCTOBER, 5th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Ask for approval from manager and chef, put BEO in vmb FBS 4. Submitting the Guarantee Letter to the cashier	Rentia Hartati	
	Notes by Industrial Coach		

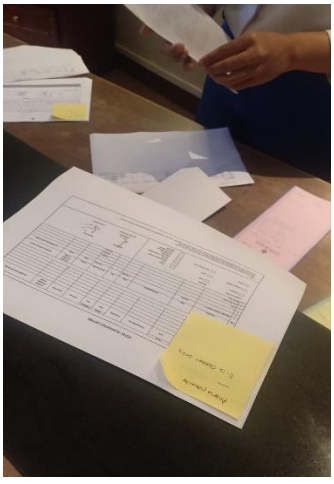
NO.	WORKING	EXPLANATION
1.		Submitting the GL to cashier

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : OCTOBER, 6th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Handling Banquet Amendment 4. Submitting the Guarantee Letter to the cashier	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : SATURDAY

DATE : OCTOBER, 7th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Learning to Fold Napkins For The Table Manner Event	Rentia Hartati	
	Notes by Industrial Coach		

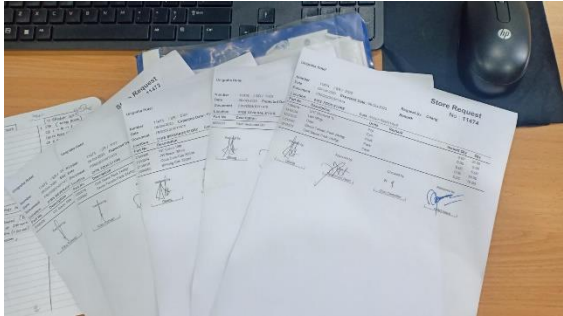
NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
APPRENTICESHIP**

DAY : MONDAY

DATE : OCTOBER, 9th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR 3. Reviewing the BEO in VMB 4. Briefing	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

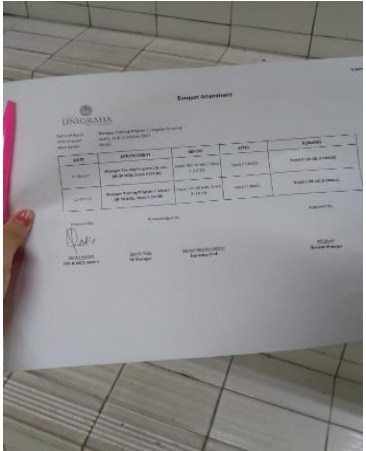
DAILY ACTIVITIES

APPRENTICESHIP

DAY : TUESDAY

DATE : OCTOBER, 10th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Making Banquet Amendment (ask for approval from manager, chef and General Manager)	Rentia Hartati	
	Notes by Industrial Coach		

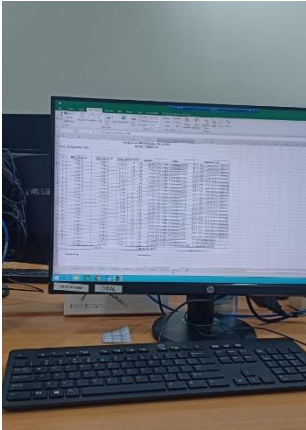
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : OCTOBER, 11st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of the Unigraha Restaurant Bill	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : OCTOBER, 12nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS)	Rentia Hartati	
	Notes by Industrial Coach		

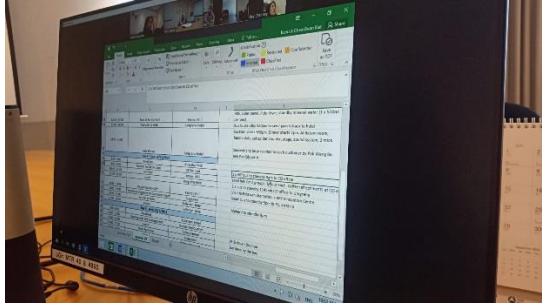
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : OCTOBER, 13rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Join the mentor meeting with clients for the events on October 30 and 31 Via Zoom 	Rentia Hartati	
	Notes by Industrial Coach		

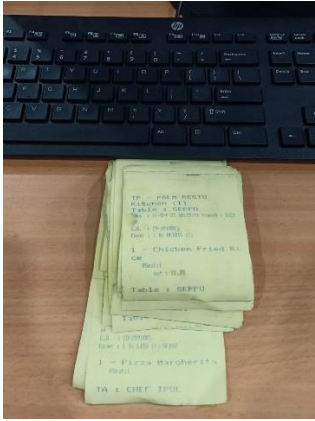
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : OCTOBER, 17th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : OCTOBER, 18th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. BEO Recapitulation	Rentia Hartati	
	Notes by Industrial Coach		

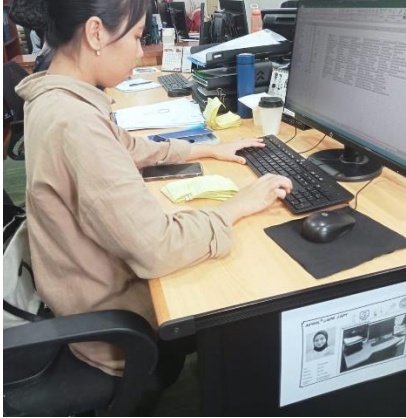
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : OCTOBER, 19th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR 3. Ask for approval from manager and chef, put BEO in vmb FBS)	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : OCTOBER, 20th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Inputting Guest Comment 4. Join the mentor meeting with clients for the event : VVIP China visit Kerinci Via zoom 5. General Staff Meeting (GSM) 	Rentia Hartati	
	Notes by Industrial Coach		

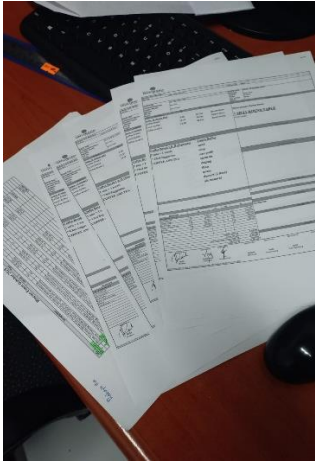
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : SATURDAY

DATE : OCTOBER, 21st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR 3. Making BEO	Rentia Hartati	
	Notes by Industrial Coach		

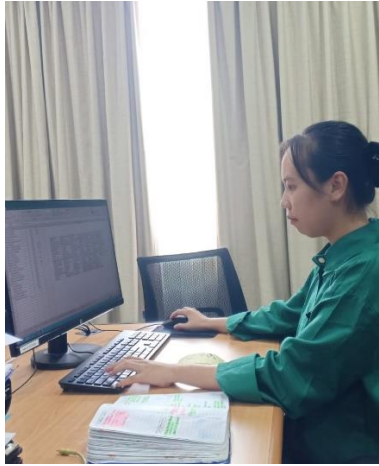
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : OCTOBER, 23rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR 3. BEO Recapitulation	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : OCTOBER, 24th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR Activities from other departments 1. Record and issue goods from the store to the department that requests the goods	Rentia Hartati Rico C. Marbun	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : OCTOBER, 25th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Ask for approval from manager and chef, put BEO in vmb FBS Activities from other departments 1. Record and issue goods from the store to the department that requests the goods	Rentia Hartati Rico C. Marbun	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : OCTOBER, 26th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha 3. Grouping Restaurant Bills 4. Review BEO in VMB	Rentia Hartati	
	Notes by Industrial Coach		

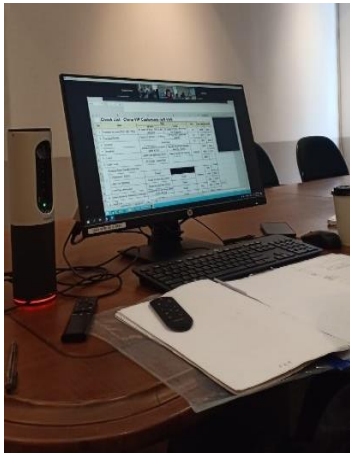
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : OCTOBER, 27th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Ask for approval from manager and chef, put BEO in vmb FBS 3. Grouping Restaurant Bills 4. Join the mentor meeting with clients Other Activities : 1. Mutual Cooperation with Unigraha Hotel Staff on Futsal Field	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : OCTOBER, 30th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Ask for approval from manager and chef, GMO Head and GM for SR and PR	Rentia Hartati	
	Notes by Industrial Coach		

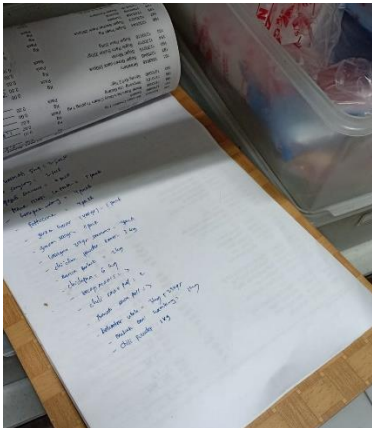
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : OCTOBER, 31th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR 3. Making BEO Other Acitivities : 1. Inventory in the kitchen (in pastry and dry store)	Rentia Hartati Rico C. Marbun	
	Notes by Industrial Coach		

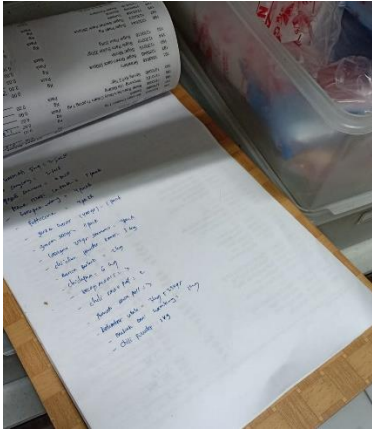
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : NOVEMBER, 01st 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Ask for approval from Manager and GMO Head for SR 3. Inputting Guest Comment	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : NOVEMBER, 02nd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR 3. Making BEO 4. Handling Banquet Amendment	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : NOVEMBER, 03rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking SR and PR 3. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : SATURDAY

DATE : NOVEMBER, 04th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Dailly Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS)	Rentia Hartati	
	Notes by Industrial Coach		

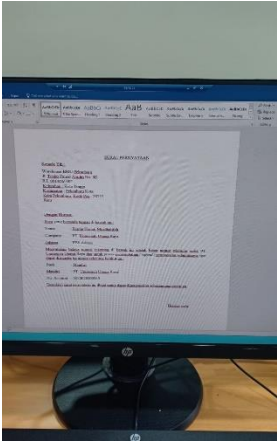
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : NOVEMBER, 06th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Ask to approval from the cost controller and GMO Head for SR 3. Ask for approval from the manager and chef, put BEO in VMB	Rentia Hartati	
	Notes by Industrial Coach		

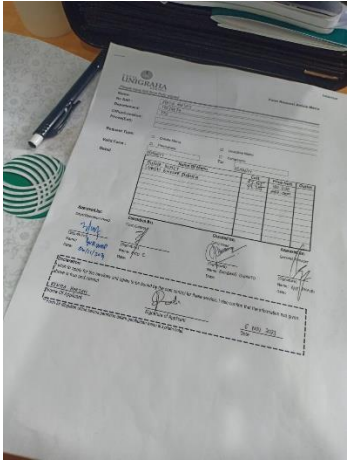
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : NOVEMBER, 07th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS) 3. Making Article menu	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : WEDNESDAY

DATE : NOVEMBER, 08th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : NOVEMBER, 09th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO 3. Mutual Cooperation	Rentia Hartati	
	Notes by Industrial Coach		

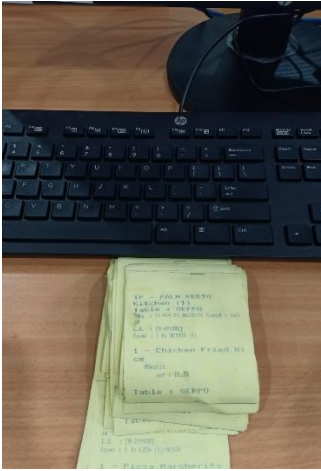
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : FRIDAY

DATE : NOVEMBER, 10th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO (ask for approval from manager and chef, put BEO in vmb FBS)	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : MONDAY

DATE : NOVEMBER, 13rd 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Checking Store Request and Purchase Request 3. Making Banquet Amendment	Rentia Hartati	
	Notes by Industrial Coach		

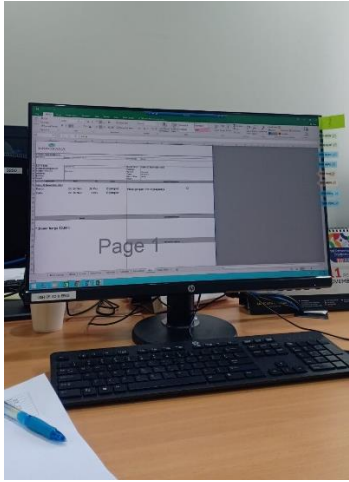
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : TUESDAY

DATE : NOVEMBER, 14th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Making BEO 3. Checking Store Request and Purchase Request	Rentia Hartati	
	Notes by Industrial Coach		

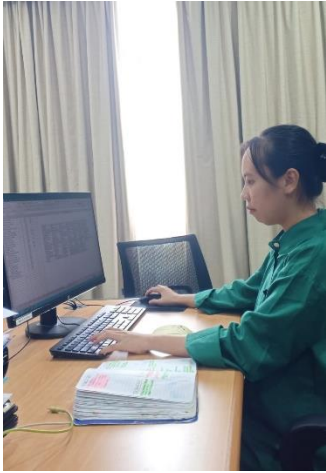
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES
APPRENTICESHIP

DAY : THURSDAY

DATE : NOVEMBER, 16th 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Daily Recap Captain Order 2. Inputting Handover of Bill City Ledger Restaurant Hotel Unigraha	Rentia Hartati	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY

DATE : NOVEMBER, 17th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Presentation		
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		




Appendix 7 : Revision List

Appendix 7 : Revision List

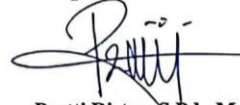
Name : Susi

Student ID (NIM) : 5504201010

Advisor : Pretti Ristra, S.Pd., M.Ed.

NO	DAY/DATE	REVISION	ADVISOR
1.	Monday, 4 th Dec 2023	- Add a brief description on each sub topics	
2.	Tuesday, 5 th Dec 2023	- Writing system	
3.	Wed., 6 th Dec 2023	- check your vocabulary & spelling	

Bengkalis, December 6th 2023



























Pretti Ristra, S.Pd., M.Ed.
NIP. 198710132022032004

Appendix 8 : Logbook of Activity in SIAKAD

Rincian Kegiatan





































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
















Data Kegiatan	Periode Akademik	2023 Ganjil	Unit	D4 Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Peserta	Jenis Kegiatan	Kerja Praktek/PKL	Instansi	PT. Riau Andalan Pulp and Paper (RAPP)
Pembimbing	Nama Kegiatan	Kerja Praktek	Kelompok	

























No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 17 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
2	Jumat, 17 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
3	Jumat, 17 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
4	Jumat, 17 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty Third Day	  
5	Kamis, 16 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
6	Kamis, 16 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
7	Kamis, 16 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
8	Kamis, 16 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty Second Day (Unigraha Hotel)	  

Rincian Kegiatan

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












8	Kamis, 16 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty Second Day (Unigraha Hotel)	  
9	Rabu, 15 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
10	Rabu, 15 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
11	Rabu, 15 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
12	Rabu, 15 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty first day (Sakit)	  
13	Selasa, 14 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
14	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
15	Selasa, 14 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighty Day (Unigraha Hotel)	  
16	Selasa, 14 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
17	Senin, 13 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
18	Senin, 13 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Nineth Day	  
19	Senin, 13 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  



















No	Tanggal	Nama	Instansi	Tempat	Tugas	Aksi
19	Senin, 13 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		 
20	Senin, 13 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		 
21	Jumat, 10 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		 
22	Jumat, 10 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		 
23	Jumat, 10 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		 
24	Jumat, 10 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Eight		 
25	Kamis, 9 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		 
26	Kamis, 9 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Seventh Day (Unigraha Hotel)		 
27	Kamis, 9 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		 
28	Kamis, 9 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		 
29	Rabu, 8 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		 
30	Rabu, 8 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		 


































31	Rabu, 8 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		 
32	Rabu, 8 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Sixth Day (Unigraha Hotel)		 
33	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		 
34	Selasa, 7 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		 
35	Selasa, 7 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Fifth Day (Unigraha Hotel)		 
36	Selasa, 7 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit		 
37	Senin, 6 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		 
38	Senin, 6 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		 
39	Senin, 6 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Fourth Day (Unigraha Hotel)		 
40	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		 
41	Sabtu, 4 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		 
42	Sabtu, 4 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201019 - Wulan Nazari	Daily Internship Report		 












No	Tanggal	Nama	Instansi	Tempat	Tipe
42	Sabtu, 4 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201019 - Wulan Nazari	Daily Internship Report	
43	Sabtu, 4 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
44	Sabtu, 4 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Third Day (Unigraha Hotel)	
45	Jumat, 3 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
46	Jumat, 3 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
47	Jumat, 3 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Second Day (Unigraha Hotel)	
48	Jumat, 3 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
49	Kamis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
50	Kamis, 2 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
51	Kamis, 2 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
52	Kamis, 2 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy First Day (Unigraha Hotel)	
53	Rabu, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	

54	Rabu, 1 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
55	Rabu, 1 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Day (Unigraha Hotel)	
56	Rabu, 1 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
57	Selasa, 31 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
58	Selasa, 31 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
59	Selasa, 31 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Ninth Day (Unigraha Hotel)	
60	Selasa, 31 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
61	Senin, 30 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
62	Senin, 30 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Eighth Day (Unigraha Hotel)	
63	Senin, 30 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
64	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
65	Jumat, 27 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	

No	Tanggal	Nama	Prodi	Instansi	Jenis Kegiatan	Aksi
66	Jumat, 27 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
67	Jumat, 27 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
68	Jumat, 27 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Seventh Day (Unigraha Hotel)	  	
69	Kamis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	SAKIT	  	
70	Kamis, 26 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
71	Kamis, 26 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	
72	Kamis, 26 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty sixth day (Unigraha Hotel)	  	
73	Rabu, 25 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
74	Rabu, 25 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
75	Rabu, 25 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	
76	Rabu, 25 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-fifth day (Unigraha Hotel)	  	
77	Selasa, 24 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	

78	Selasa, 24 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
79	Selasa, 24 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
80	Selasa, 24 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Fourth Day (Unigraha Hotel)	  
81	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
82	Senin, 23 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
83	Senin, 23 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
84	Senin, 23 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty third day (Unigraha Hotel)	  
85	Sabtu, 21 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
86	Sabtu, 21 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
87	Sabtu, 21 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-second (Unigraha Hotel)	  
88	Sabtu, 21 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  

No	Tanggal	Nama Mahasiswa	NPM	Instansi	Jenis Laporan	Aksi
89	Jumat, 20 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
90	Jumat, 20 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-first Day (Unigraha Hotel)	  	
91	Jumat, 20 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
92	Jumat, 20 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	
93	Kamis, 19 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
94	Kamis, 19 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixtieth day	  	
95	Kamis, 19 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
96	Kamis, 19 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	
97	Rabu, 18 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
98	Rabu, 18 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Ninth Day (Unigraha Hotel)	  	
99	Rabu, 18 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
100	Rabu, 18 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	

No	Tanggal	Nama Mahasiswa	NPM	Instansi	Jenis Laporan	Aksi
101	Selasa, 17 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Eighth Day	  	
102	Selasa, 17 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
103	Selasa, 17 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
104	Selasa, 17 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	
105	Senin, 16 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
106	Senin, 16 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
107	Senin, 16 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Seventh Day (Sakit)	  	
108	Senin, 16 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	
109	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
110	Jumat, 13 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-sixth day	  	
111	Jumat, 13 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
112	Jumat, 13 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  	

No	Tanggal	Nama	Instansi	Tempat	Tipe	Aksi
113	Kamis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-fifth day		
114	Kamis, 12 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Hotel Unigraha		
115	Kamis, 12 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
116	Kamis, 12 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		
117	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-fourth Day		
118	Rabu, 11 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
119	Rabu, 11 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		
120	Rabu, 11 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		
121	Selasa, 10 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
122	Selasa, 10 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty third day (Unigraha Hotel)		
123	Selasa, 10 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		
124	Selasa, 10 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		































124	Selasa, 10 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		
125	Senin, 9 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		
126	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
127	Senin, 9 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		
128	Senin, 9 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-second day (Unigraha Hotel)		
129	Senin, 9 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		
130	Sabtu, 7 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
131	Sabtu, 7 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		
132	Sabtu, 7 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-first day		
133	Jumat, 6 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
134	Jumat, 6 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		
135	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fiftieth day (Unigraha Hotel)		























No	Tanggal	Nama	Instansi	Tempat	Keterangan
135	Jumat, 5 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Firtien day (Unigraha Hotel)	
136	Kamis, 5 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
137	Kamis, 5 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	
138	Kamis, 5 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty Nineth (Unigraha Hotel)	
139	Kamis, 5 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
140	Rabu, 4 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
141	Rabu, 4 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
142	Rabu, 4 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty eighth day (Unigraha Hotel)	
143	Rabu, 4 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
144	Selasa, 3 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
145	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty seventh (Unigraha Hotel)	
146	Selasa, 3 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	



147	Selasa, 3 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily report magang	
148	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty sixth	
149	Senin, 2 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	IZIN	
150	Senin, 2 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
151	Senin, 2 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
152	Jumat, 29 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
153	Jumat, 29 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
154	Jumat, 29 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
155	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty-fifth day (izin)	
156	Kamis, 28 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Maulid Nabi (Off)	
157	Rabu, 27 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
158	Rabu, 27 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty fourth day (Unigraha Hotel)	


















No	Tanggal	Nama	Instansi	Tempat	Kategori
158	Rabu, 27 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty fourth day (Unigraha Hotel)	
159	Rabu, 27 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
160	Rabu, 27 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
161	Selasa, 26 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
162	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty-third day (Unigraha Hotel)	
163	Selasa, 26 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
164	Selasa, 26 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
165	Senin, 25 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
166	Senin, 25 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty second day	
167	Senin, 25 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
168	Senin, 25 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
169	Sabtu, 23 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	


































170	Sabtu, 23 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
171	Sabtu, 23 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
172	Sabtu, 23 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Forty first day (Unigraha Hotel)	
173	Jumat, 22 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
174	Jumat, 22 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
175	Jumat, 22 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	The Fortieth Day (Unigraha Hotel)	
176	Jumat, 22 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
177	Kamis, 21 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
178	Kamis, 21 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
179	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
180	Kamis, 21 September 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	The Thirty Ninth Day (Unigraha Hotel)	





































No	Tanggal	Nama	Instansi	Tempat	Kategori	Aksi
181	Rabu, 20 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Ristra, S.Pd., M.Ed.	Susi	Daily report magang	  
182	Rabu, 20 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	The Thirty Eighth Day (Unigraha Hotel)	  
183	Rabu, 20 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	  
184	Rabu, 20 September 2023	19881122022032004 - Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	  
185	Selasa, 19 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	  
186	Selasa, 19 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Wulan Nazari	Daily Internship Report	  
187	Selasa, 19 September 2023	19881122022032004 - Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	  
188	Selasa, 19 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	The Thirty Seventh Day (Unigraha Hotel)	  
189	Senin, 18 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	  
190	Senin, 18 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	  
191	Senin, 18 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	The Thirty Sixth Day	  

192	Senin, 18 September 2023	19881122022032004 - Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	  
193	Jumat, 15 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	  
194	Jumat, 15 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	  
195	Jumat, 15 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Thirty Fifth Day (Unigraha Hotel)	  
196	Jumat, 15 September 2023	19881122022032004 - Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	  
197	Jumat, 15 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Magang day	  
198	Kamis, 14 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	  
199	Kamis, 14 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	  
200	Kamis, 14 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Thirty fourth (Unigraha Hotel)	  
201	Kamis, 14 September 2023	19881122022032004 - Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	  
202	Kamis, 14 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Magang day	  
203	Rabu, 13 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	  

No	Tanggal	Nama Mahasiswa	NPM	Instansi	Kategori	Aksi
204	Rabu, 13 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
205	Rabu, 13 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty Third Day (Unigraha Hotel)	  	
206	Rabu, 13 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  	
207	Rabu, 13 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
208	Selasa, 12 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
209	Selasa, 12 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  	
210	Selasa, 12 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
211	Selasa, 12 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty Second Day (Unigraha Hotel)	  	
212	Senin, 11 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirty First Day (Unigraha Hotel)	  	
213	Senin, 11 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
214	Senin, 11 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  	
215	Senin, 11 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  	



216	Sabtu, 9 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirtieth day (Unigraha Hotel)	  
217	Sabtu, 9 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
218	Sabtu, 9 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
219	Sabtu, 9 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
220	Jumat, 8 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
221	Jumat, 8 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
222	Jumat, 8 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
223	Jumat, 8 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty nine day	  
224	Kamis, 7 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
225	Kamis, 7 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
226	Kamis, 7 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
227	Kamis, 7 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty eighth day (Unigraha Hotel)	  








No	Tanggal	Nama	Identitas	Tempat	Keterangan	Aksi
228	Rabu, 6 September 2023	Ristra, S.Pd, M.Ed.	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
229	Rabu, 6 September 2023	Pretti Ristra, S.Pd, M.Ed.	198710132022032004 - Rindilla Antika, M.Pd	5504201010 - Susi	Twenty Seventh Day (Unigraha Hotel)	  
230	Rabu, 6 September 2023	Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
231	Rabu, 6 September 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
232	Selasa, 5 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
233	Selasa, 5 September 2023	Pretti Ristra, S.Pd, M.Ed.	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Twenty Sixth Day (Unigraha Hotel)	  
234	Selasa, 5 September 2023	Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
235	Selasa, 5 September 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
236	Senin, 4 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
237	Senin, 4 September 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
238	Senin, 4 September 2023	Pretti Ristra, S.Pd, M.Ed.	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Twenty fifth day	  





































239	Senin, 4 September 2023	Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
240	Minggu, 3 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	OFF	  
241	Sabtu, 2 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	OFF	  
242	Jumat, 1 September 2023	Pretti Ristra, S.Pd, M.Ed.	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Twenty fourth day (Unigraha Hotel)	  
243	Jumat, 1 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
244	Jumat, 1 September 2023	Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
245	Jumat, 1 September 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
246	Kamis, 31 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
247	Kamis, 31 Agustus 2023	Pretti Ristra, S.Pd, M.Ed.	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Twenty third day (Tidak masuk)	  
248	Kamis, 31 Agustus 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
249	Kamis, 31 Agustus 2023	Rindilla Antika, M.Pd	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
250	Rabu, 30 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  






No	Tanggal	Nama	Instansi	Tempat	Keterangan	Aksi
251	Rabu, 30 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Twenty second day (Unigraha Hotel)		
252	Rabu, 30 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		
253	Rabu, 30 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day		
254	Selasa, 29 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
255	Selasa, 29 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		
256	Selasa, 29 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Off		
257	Selasa, 29 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Twenty first day		
258	Senin, 28 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day		
259	Senin, 28 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
260	Senin, 28 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Twentieth day (Unigraha Hotel)		
261	Senin, 28 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		
262	Sabtu, 26 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Nineteenth day (Unigraha Hotel)		

262	Sabtu, 26 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Nineteenth day (Unigraha Hotel)		
263	Sabtu, 26 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang di Unigraha Hotel		
264	Sabtu, 26 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang		
265	Sabtu, 26 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
266	Jumat, 25 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
267	Jumat, 25 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha hotel		
268	Jumat, 25 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Eighteenth day (Unigraha Hotel)		
269	Jumat, 25 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day		
270	Kamis, 24 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report		
271	Kamis, 24 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Seventeenth day		
272	Kamis, 24 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day		
273	Kamis, 24 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel		

No	Tanggal	Nama Mahasiswa	NPM	Instansi	Kategori	Aksi
273	Kamis, 24 Agustus 2023	Rindilla Antika, M.Pd	198811122022032004	Devitrah Sari	Intern at Unigraha Hotel	  
274	Rabu, 23 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report	  
275	Rabu, 23 Agustus 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	Susi	Sixteenth day	  
276	Rabu, 23 Agustus 2023	Rindilla Antika, M.Pd	198811122022032004	Devitrah Sari	Intern at Unigraha Hotel	  
277	Rabu, 23 Agustus 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004	Rahmaniar	magang day	  
278	Selasa, 22 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report	  
279	Selasa, 22 Agustus 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	Susi	Fifteenth day (Unigraha Hotel)	  
280	Selasa, 22 Agustus 2023	Rindilla Antika, M.Pd	198811122022032004	Devitrah Sari	Intern at Unigraha Hotel	  
281	Selasa, 22 Agustus 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004	Rahmaniar	Magang day	  
282	Senin, 21 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report	  
283	Senin, 21 Agustus 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004	Rahmaniar	Magang day	  
284	Senin, 21 Agustus 2023	Rindilla Antika, M.Pd	198811122022032004	Devitrah Sari	14th day internship at Unigraha Hotel	  

















285	Senin, 21 Agustus 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	Susi	Fourteenth day	  
286	Sabtu, 19 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report	  
287	Jumat, 18 Agustus 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	Susi	Thirteenth day	  
288	Jumat, 18 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report	  
289	Jumat, 18 Agustus 2023	Rindilla Antika, M.Pd	198811122022032004	Devitrah Sari	Magang hari ke 13 di Hotel Unigraha	  
290	Jumat, 18 Agustus 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004	Rahmaniar	Magang day	  
291	Kamis, 17 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	Wulan Nazari	Off	  
292	Rabu, 16 Agustus 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report	  
293	Rabu, 16 Agustus 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004	Susi	Twelfth day (Unigraha Hotel)	  
294	Rabu, 16 Agustus 2023	Rindilla Antika, M.Pd	198811122022032004	Devitrah Sari	Day 12 of internship at Unigraha	  
295	Rabu, 16 Agustus 2023	A MALIK, S.Pd. M.Ed. TESL	197010052021211004	Rahmaniar	Magang day	  

No	Tanggal	Nama	NIM	Instansi	Keterangan	Aksi
295	Rabu, 10 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	  	
296	Selasa, 15 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
297	Selasa, 15 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  	
298	Selasa, 15 Agustus 2023	198701032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eleventh day (Unigraha Hotel)	  	
299	Selasa, 15 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 11 di Hotel Unigraha	  	
300	Senin, 14 Agustus 2023	198701032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Tenth day (Unigraha Hotel)	  	
301	Senin, 14 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 10 Hotel Unigraha	  	
302	Senin, 14 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  	
303	Senin, 14 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	  	
304	Sabtu, 12 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 9 Hotel Unigraha	  	
305	Sabtu, 12 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	  	
306	Sabtu, 12 Agustus 2023	198701032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The ninth day (Unigraha Hotel)	  	

306	Sabtu, 12 Agustus 2023	198701032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The ninth day (Unigraha Hotel)	  
307	Sabtu, 12 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	  
308	Jumat, 11 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	  
309	Jumat, 11 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	  
310	Jumat, 11 Agustus 2023	198701032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The eighth day (Unigraha hotel)	  
311	Jumat, 11 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	8th day internship at unigraha hotel	  
312	Kamis, 10 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	  
313	Kamis, 10 Agustus 2023	198701032022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventh day (Unigraha hotel)	  
314	Kamis, 10 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	7th day internship at Unigraha Hotel	  
315	Kamis, 10 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	KP Day	  
316	Rabu, 9 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	  
317	Rabu, 9 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Meminta tanda tangan atasan	  

No	Tgl	Nama	Instansi	Tempat	Keterangan	Aksi
318	Rabu, 9 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Sixth day		
319	Rabu, 9 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Internship day 6 at. unigraha hotel		
320	Selasa, 8 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit		
321	Selasa, 8 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Fifth day		
322	Selasa, 8 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	izin		
323	Selasa, 8 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke-5		
324	Senin, 7 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan Keuangan Harian		
325	Senin, 7 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Mengisi Daily Report		
326	Senin, 7 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 4 Hotel Unigraha		
327	Senin, 7 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Membuat BEO, Meeting, Arsip		
328	Jumat, 4 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Ikut Meminta Tangan Atasan dan mengikuti rapat		
329	Jumat, 4 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan Keuangan Harian Hotel Unigraha PT. RAPP		

330	Jumat, 4 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Rekapitulasi Event dan Meeting dengan staff Hotel Unigraha		
331	Jumat, 4 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Persiapan gambar dan melakukan input data dan pembelian barang store		
332	Kamis, 3 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen		
333	Kamis, 3 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Persiapan ds dan input data kamar hotel		
334	Kamis, 3 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Penjelasan tentang BEO		
335	Kamis, 3 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan keuangan harian Hotel Unigraha PT RAPP		
336	Rabu, 2 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Ikut Meminta Tangan Atasan		
337	Rabu, 2 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Hari pertama magang di Hotel Unigraha		
338	Rabu, 2 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Arsip Dokumen		
339	Rabu, 2 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	The first day of internship after placement at the Unigraha hotel		
340	Selasa, 1 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Briefing dan visit ke Hotel Unigraha		

	2023	Ristra, S.Pd., M.Ed.	Susi		
341	Selasa, 1 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Visits to Unigraha hotels as well as monitoring placement locations during the internship	  
342	Selasa, 1 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Survey ke hotel Unigraha PT. RAPP	  
343	Selasa, 1 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Survey Hotel Unigraha	  
344	Senin, 31 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
345	Senin, 31 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
346	Senin, 31 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	  
347	Senin, 31 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk	  
348	Jumat, 28 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Pengenaln PT.RAPP dan mengunjungi CD center	  
349	Jumat, 28 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	visit ke CD (Community Development)Center PT. RAPP	  
350	Jumat, 28 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	CD Center	  
351	Jumat, 28 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Pengenaln CD Center PT. Rapp	  

351	Jumat, 28 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Pengenaln CD Center PT. Rapp	  
352	Kamis, 27 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	  
353	Kamis, 27 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	sensus	  
354	Kamis, 27 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
355	Kamis, 27 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
356	Rabu, 26 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
357	Rabu, 26 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
358	Rabu, 26 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	sensus	  
359	Rabu, 26 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
360	Selasa, 25 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
361	Selasa, 25 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
362	Selasa, 25 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  

Rincian Kegiatan

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	2023	Sukma, M.Pd., M.Pd	Wulan Nazari		
374	Kamis, 20 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
375	Kamis, 20 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
376	Rabu, 19 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Hijri New Year	  
377	Selasa, 18 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Safety Induction	  
378	Selasa, 18 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Safety Induction	  
379	Selasa, 18 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Safety Induction	  
380	Selasa, 18 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Safety Induction	  
381	Senin, 17 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Registrasi	  
382	Senin, 17 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Registrasi	  
383	Senin, 17 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Registrasi dan Cek-in Mess PT.RAPP	  
384	Senin, 17 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Registrasi	  

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