

**APPRENTICESHIP REPORT  
PT. RIAU ANDALAN PULP AND PAPER  
UNIGRAHA HOTEL  
PANGKALAN KERINCI-RIAU**

**WULAN NAZARI**  
**5504201019**



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

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

Written as one of the conditions for completing Apprenticeship

**WULAN NAZARI**  
5504201019

Pangkalan Kerinci, November 17<sup>th</sup> 2023



Advisor

**DORIS SUKMA S.Pd., M.Pd**  
NIP. 198710132022032004

Approved by,

Head of English for Business and Professional Communication Study Program  
State Polytechnic of Bengkalis

**ASWANDI, M. Pd**  
NIP. 198804122015041004

## ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of Wulan Nazari Reg. Number 5504201019 who had done the apprenticeship at PT. Riau Andalan Pulp and Paper, in Unigraha Hotel started from July 17<sup>th</sup> to November 17<sup>th</sup> 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and any all revision required by the apprenticeship report examine committe had been made.

Bengkalis, November 17<sup>th</sup>, 2023

Accepted by:



Advisor



Doris Sukma, S.Pd., M.Pd.  
NIP. 198710132022032004

Approved by,

Head of English for Business and Professional  
Communication Study Program  
State Polytechnic of Bengkalis



Aswandi, S. Pd., M. Pd.  
NIP. 198804122015041004

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The apprenticeship experience provided insights into the realities of the industrial world and the challenges faced, serving as a mirror for continuous learning and development in technical knowledge and soft skills. Profound insights into the working world and preparedness to navigate changes emerged as valuable lessons that will fortify us for the future.

In conclusion, we hope this Apprenticeship Report positively contributes to its readers, marking the beginning of a more extensive and challenging path. Gratitude is extended to all who played a role in its success, and may our academic and professional endeavors always be guided and blessed.

Bengkalis, November  
28<sup>th</sup>, 2023

Writer



**Wulan Nazari**  
**Reg. Number 5504201019**

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# CHAPTER 1

## INTRODUCTION

### 1.1 Background of Apprenticeship

An apprenticeship is a training program conducted within a specific business or government organization. This initiative offers students a distinctive opportunity to acquire new skills while integrating classroom instruction to produce skilled and adaptable workers. Moreover, the program holds benefits aimed at developing and nurturing a professional mindset and attitude as preparation for the workforce. Its objective is to provide practical experience to participants, enhancing the knowledge and skills acquired during their academic studies.

Apprenticeship is more than just training; it is designed to create a skilled workforce capable of adapting to the dynamics of the job market. In addition to providing practical insights, the apprenticeship is also directed at developing the participants' mindset and shaping a solid professional attitude. The aim is to cultivate individuals who are not only proficient in technical skills but also uphold a robust ethical and moral foundation for their careers. Moreover, the program provides an extra edge by furnishing participants with a profound understanding of the realities of the working world, enabling them to face future challenges with confidence.

Thus, an apprenticeship is not solely about providing practical experience; it is an effort to expand knowledge and enhance skills acquired during the academic period. Through a combination of classroom instruction and direct workplace experience, the apprenticeship program aims to provide a solid foundation for participants, thoroughly preparing them to enter the workforce with confidence and readiness.

State Polytechnic of Bengkalis, established in 2001, is a vocational higher education institution that plays a significant role in Riau. Unlike other institutions in the region, this polytechnic stands out as the only state

polytechnic. With a focus on higher education, it offers eight departments covering various fields, such as Ship Architecture, Mechanical Engineering, Electrical Engineering, Civil Engineering, Languages, Business Administration, Information Technology, and Maritime.

The curriculum of this polytechnic distinguishes it with a ratio of 40% theory and 60% practical experience. The learning duration ranges from 22 to 32 hours, creating a holistic and applicable learning experience. Bengkalis State Polytechnic is designed specifically to produce graduates do not only possess strong theoretical knowledge but also apply that knowledge practically in the workforce.

Through the Apprenticeship program, the State Polytechnic of Bengkalis provides students with the opportunity to experience the working world firsthand and gain valuable practical experience. The goal is not only to create skilled workers in science and technology but also to shape individuals who are responsible, possess solid work ethics, and can adapt quickly, especially in the dynamic business industry context. Thus, State Polytechnic of Bengkalis has become an institution that not only provides quality higher education but also helps students develop the skills needed for success in the professional world.

The two main requirements for students to successfully graduate from this polytechnic include completing the Final Report and participating in an Internship. The Apprenticeship is regarded as a crucial element of the educational program, during which students are placed in an environment relevant to their background. The Language Department at this polytechnic offers two study programs: D3 English Language and D4 English for Business and Professional Communication, in which the writer is enrolled.

The D4 English for Business and Professional Communication program aims to develop competencies in the field of English for business and professional communication. Core courses in this program include Introduction to Business Communication, Intercultural Business Communication, and IT for Business Communication.

The writer decided to take an Apprenticeship opportunity at PT. Riau

Andalan Pulp and Paper because they thought the company was an excellent choice. PT. RAPP is known as a major player in the paper industry in Indonesia and has numerous international business connections. The reason for choosing this opportunity was to integrate the knowledge gained from classes into real-world work experiences.

The writer underwent an apprenticeship at Unigraha Hotel, affiliated with PT. RAPP, where a diverse international workforce is employed. This opportunity provided the writer with a distinctive experience, allowing immersion in a multicultural professional setting. Throughout the apprenticeship period from July 17 to November 17, 2023, the writer actively contributed to the Engineering Department, effectively applying theoretical insights acquired in academic coursework to real-world scenarios.

At the end of the apprenticeship program, the writer amassed experience in the paper industry while additionally obtaining skills pertinent to future employment. The program not only enriched their comprehension of company operations but also contributed to laying a robust groundwork for prospective career advancement.

## **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**

### **1.3.1 Significance for the Apprentice**

Through this program, the apprentices can apply the knowledge they have gained in the classroom to their specialized fields and acquire new skills. Additionally, they gain direct experience in the professional world, sharpen practical skills, and build a professional network, particularly in implementing

the English language in the business industry.

### **1.3.2 Significance for State Polytechnic of Bengkalis**

Apprenticeships play a vital role in aiding Polytechnics to enhance the quality of their graduates and equip them for the challenges of the workforce. Through apprenticeship programs, these institutions actively contribute to the development and implementation of effective curricula.

### **1.3.3 Significance for the Company**

The apprenticeship program enables PT. RAPP to identify and recruit qualified, seasoned, and committed individuals, concurrently bolstering its brand reputation and image.

## CHAPTER II GENERAL DESCRIPTION OF COMPANY

### 2.1 Company History

#### 2.1.1 APRIL (Asia Pacific Resources International Holdings Ltd)

Asia Pacific Resources International Holdings Ltd (APRIL) is part of the RGE Group, established by Sukanto Tanoto in 1973. Guided by his leadership, the RGE Group has expanded into a multinational organization, employing over 60,000 individuals and boasting assets exceeding US\$25 billion, with a global sales presence.

As a proponent of conscientious corporate citizenship, APRIL and its subsidiaries, collectively known as the APRIL Group, adopt Mr. Sukanto Tanoto's 5C framework. This entails conducting operations in a manner that is beneficial for the Community, Country, Climate, Customer, and Company. In alignment with this philosophy, corporate social responsibility is integrated into the operations and management of the APRIL Group, with a focus on advancing environmental initiatives and community development. The Tanoto Foundation, established in 1981, plays a pivotal role in realizing this vision.

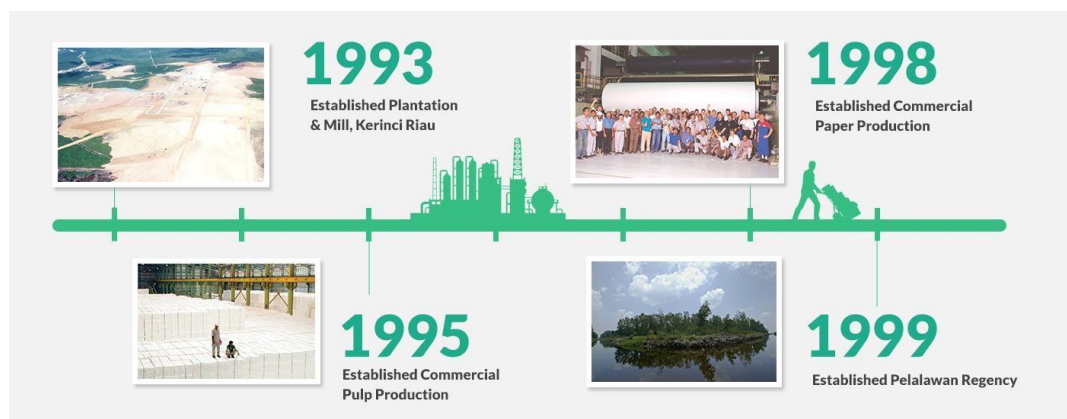


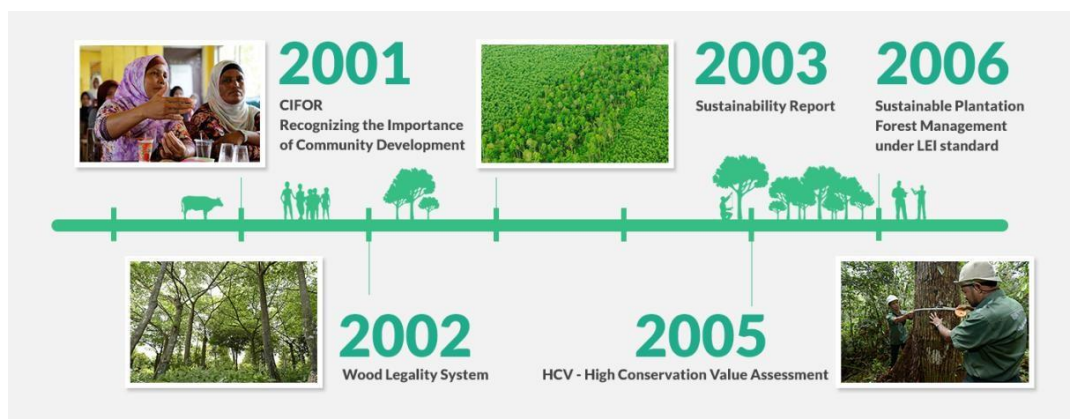
Figure 2. 1 A Path to Prosperity

In 1993, APRIL Group initiated plantation development in the Riau province of Sumatra and commenced the construction of mills in Pelalawan Kerinci through its Indonesian subsidiaries. During this period, the Kerinci Township

accommodated 200 households, a number that surged to over 200,000 by 2010. This growth was a result of the expanding and diversifying business activities of APRIL Group, turning Kerinci into a prominent social and commercial regional hub.

Pulp production for commercial purposes began in 1995, and commercial paper production ensued in 1998. The development of the region closely paralleled the expansion of APRIL Group's operations in Indonesia. In 1999, the Pelalawan Regency was formed, and subsequently, the Pelalawan Kerinci District was established within the Pelalawan Regency in 2001. The ongoing growth of Kerinci led to its division into three distinct areas in 2005.

In the year 2010, the forestry operations of APRIL Group were found to account for 6.9% of the overall economic output of Riau Province. The group generated around 90,000 job opportunities, and in conjunction with its efforts to enhance access to education, healthcare, and housing, there has been a notable improvement in living standards. This comprehensive approach has resulted in a 30% reduction in poverty levels.



**Figure 2. 2 Sowing the Seeds of Sustainable Forestry**

Acknowledging the significance of community development in fostering a sustainable business model over the long term, APRIL Group implemented a range of economic development initiatives aimed at supporting the growth of small and medium-sized local enterprises (SMEs).

In 2002, APRIL Group introduced a thorough wood legality system designed to prevent the inclusion of illegal wood in the supply and production



chains. This system ensures the verification and traceability of wood from the company's fiber plantation to the mill site. APRIL Group partnered with the World Wildlife Fund (WWF) to combat illegal logging in Tesso Nilo, implementing a moratorium on additional road construction and Acacia plantation development in the Tesso Nilo area. Additionally, in the same year, APRIL Group obtained ISO 14001 certification for all its fiber estates and pulp and paper mills.

In 2003, ten years after its founding, APRIL Group released its initial Sustainability Report, integrating the narrative of its community development endeavors with its dedication to sustainable forestry practices. Concurrently, APRIL Group established a branch in Guangzhou to bolster its expanding operations in China.

In 2005, APRIL Group implemented voluntary assessments for High Conservation Value on its concessions as part of its land use planning. This policy offers pragmatic and responsible solutions to address issues related to deforestation and degradation. Additionally, the APRIL Learning Institute was founded, and APRIL Group was recognized with a Green Proper Rating for the environmental performance of its mill. The Indonesian Government also awarded the Golden Flag Award and Zero Accident Award to APRIL Group for health and safety management at the mill.



**Figure 2. 3 Growth and Recognition**

In 2006, APRIL Group joined the Principles of the UN Global Compact. Concurrently, PT Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL,

received certification for Sustainable Plantation Forest Management (SPFM) under the standards set by the Indonesian Ecolabel Institute (LEI). It achieved successful re-certification under SPFM-LEI in 2011, extending the certification for an additional five years.

In 2007, APRIL, along with its subsidiaries, attained the distinction of being the first and only Indonesian company admitted to the World Business Council for Sustainable Development (WBCSD). The conclusion of Pulp Line 3 in 2008 established Riau as the site of the world's largest integrated pulp and paper mill, boasting a production capacity of 2.8 million tons per year. The mills, certified with ISO 9001:8000 and ISO 14001, persisted in technological investments to guarantee self-sufficient energy generation.

Starting in 2010, APRIL Group's production facilities have been granted certification under the Programme for the Endorsement of Forest Certification (PEFC) Chain of Custody standards. This certification guarantees that all raw materials entering the mill originate from legal and non-controversial sources. Additionally, in 2010, APRIL received certification from the Hong Kong Green Label for its PaperOne™ product.

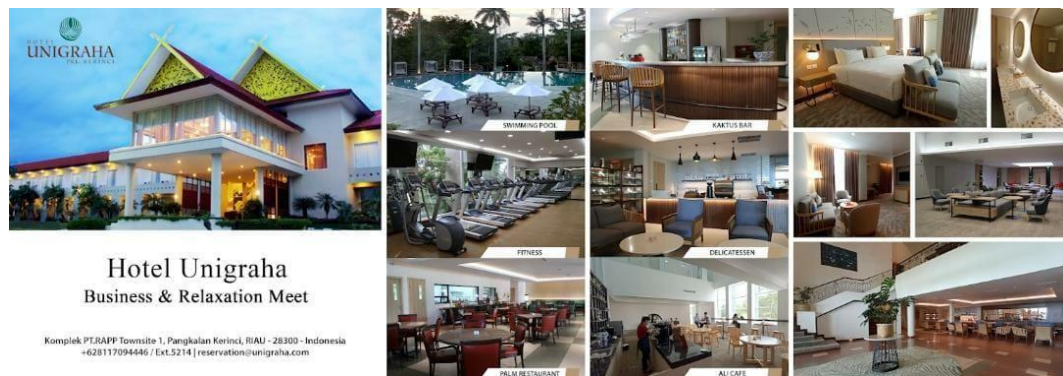
In October 2011, RAPP, a subsidiary of APRIL, achieved successful certification under Bureau Veritas' standards for Origins and Legality of Timber (OLB). This marked the first instance of an industrial plantation company in Asia receiving such certification. APRIL Group's OLB Standards for Forestry Companies certification encompasses its forestry operations and production facilities. Furthermore, RAPP's supply partners also underwent successful audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

### **2.1.2 Unigraha Hotel**

Unigraha Hotel, situated in the Riau Complex, Pangkalan Kerinci, exudes a Malay Riau ambiance. Established in 1996, the hotel was designed to cater to the accommodation needs of business guests seeking proximity to the project site. Additionally, it functions as a venue for meetings and events for the residents of the Riau Complex. The construction of the hotel took place from

1995 to 1996, with a pre-opening in July 1996. Before its establishment, visitors, vendors, and management from out of town and abroad typically lodged at Guest House 2 and various hotels in Pekanbaru, such as Mutiara Merdeka and Dyan Graha. Unfortunately, a fire caused by a Short Circuit damaged the hotel in August 1996, and it was not operational again until November of the same year. During this period, Unigraha Hotel sourced its electricity and water supply from the mill (RPE) and a backup generator.

Embodying a three-star hotel concept, Unigraha Hotel in Pangkalan Kerinci offers a range of amenities suitable for Meetings, Incentives, Conferences, and Exhibitions (MICE) activities. The hotel boasts six meeting rooms, namely the Batam Room, Bintan Room, Bengkalis Room, Singkep Room, Sebangka Room, and Bakung Room. All rooms are designated as non-smoking, and the hotel features a total of 108 rooms categorized into three types: Deluxe Room, Junior Suite, and Executive, each offering views of the mill and pool. In addition to accommodation, Unigraha Hotel provides various facilities, including a restaurant, lounge, delicatessen, Kaktus Bar, meeting rooms, health club, sauna, swimming pool, laundry services, and a business center.



**Figure 2. 4 Unigraha Hotel**

*Source: Unigraha Hotel-PT RAPP*

## **2.2 Vision and Mission**

### **2.2.1 Vision**

The vision of Unigraha Hotel aligns with the overarching vision of its holding company, RGE. The vision is articulated as follows: "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 following:

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 the 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 an 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 (RAPP) is actively engaged in the sale of its products to over 70 different countries. The primary offerings from PT. RAPP encompasses Bleached Acacia Kraft Pulp (BAKP) and Uncoated Wood Free Paper (UCWF), available in weights ranging from 55 to 150 gsm. These products find widespread applications in the printing and photocopying industry. Among the paper brands manufactured by PT. RAPP, notable names include Dunia Mas, Copy

& Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, and BMO.

In addition, PaperOne™ products stand out as a flagship line from PT. Riau Andalan Pulp and Paper, underscoring the company's commitment to delivering excellence in quality. PT. RAPP's active presence in the international market reflects its dedication to making a positive impact globally, serving as a committed contributor to over 70 countries that serve as its business partners.



**Figure 2. 5 RAPP Featured Products**

PT. RAPP consists of several business units (BU) under the APRIL Group, namely:

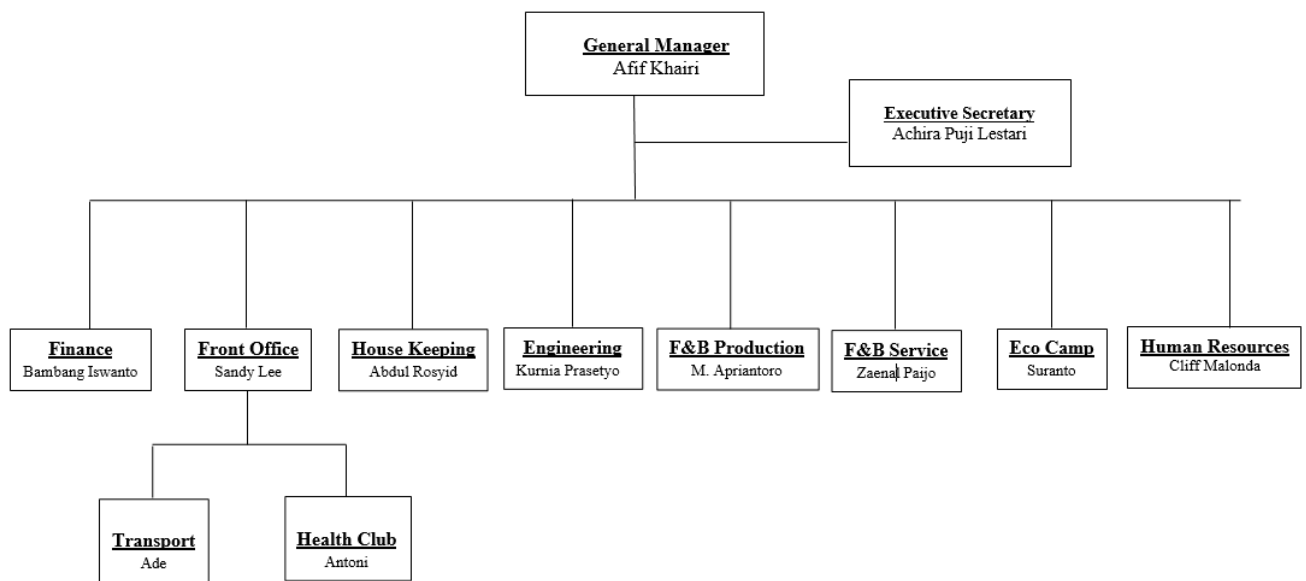
- a. Riau Fiber, a BU that serves as a wood supplier for the factory.
- b. Riau Pulp (RPL), a BU that functions as a pulp producer, the primary material for paper production.
- c. Riau Paper, a BU that produces customized paper products such as cut sizes, rolls, and folio sheets.
- d. Riau Power/Riau Prima Energi (RPE), the largest electricity producer for factories, particularly pulp and paper mills. It also addresses energy and electricity issues, providing electricity to the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
- e. Shared Services, a BU managing personnel and administration in PT. RAPP, including General Services, Personnel Administration, ALLI, Security, Transportation, and Health Care.

Additionally, PT. RAPP has another business unit, Unigraha Hotel, serving as accommodation for business guests and PT. RAPP employees.

## **2.4 Organization Structure**

Organizational structure is a framework comprising systems or networks of tasks, reporting, and communication mechanisms that connect individual and group

work within an organization. The primary objective of this structure is to ensure that the organization is optimally designed to achieve its goals and objectives. A well-defined organizational structure facilitates the smooth operation of company activities by ensuring clarity in task assignments. In practical terms, organizational structure plays a crucial role in establishing clear boundaries while assigning explicit responsibilities for job execution.



**Figure 2. 6 Organization Structure**

Unigraha Hotel extends a range of hospitality services encompassing lodging, culinary offerings, and various other amenities. The hotel's organizational framework is structured into eight distinct departments, each entrusted with specific tasks and responsibilities. During the author's practical experience, their placement was within the engineering department. It is imperative to articulate the nuanced duties and obligations associated with each of these organizational entities, providing a comprehensive understanding of the intricate operational dynamics at Unigraha Hotel.

### 1. Finance

The Finance Department constitutes an integral component of hotel management, dedicated to overseeing all financial aspects of the establishment. Various companies, including hotels, adhere to distinct

policies governing their financial frameworks. The Finance Department's key responsibilities encompass:

- a. Oversight of the hotel's monetary inflows and outflows.
- b. Supervision and control of the revenue and expenditure sections within the hotel.
- c. Implementation of comprehensive bookkeeping procedures for all hotel-related procurement transactions.
- d. Compilation of detailed financial reports for the hotel, encompassing both income and expenses.

## 2. Front Office

The front office in hotels manages reservations, room allocation, reception, billing, and payments. Guests typically contact the hotel through the phone, connecting with reservation staff for booking and related communications. Upon arrival, the receptionist assists with registration and provides room keys. Guest information collected is retained for follow-up communications to encourage future visits.

## 3. House Keeping House

Keeping is a part of the hotel department that is responsible for cleanliness, neatness, and completeness both in the room and all areas of the hotel, with good service quality to guests staying at the hotel. To maintain the smooth running of daily operations and to cover all areas of its duties, Housekeeping is divided into several sections namely Gardener, Laundry, Public Area, and Room attendant.

## 4. Engineering

The Engineering Department plays a crucial role in the hospitality industry, with significant responsibilities in maintaining and caring for all equipment and facilities in the hotel. Its primary mission is to ensure that the entire hotel operation runs smoothly and efficiently. The following are some aspects of the responsibilities of a Hotel Engineering Department, including:

- Facility Maintenance:

The primary responsibility of the Hotel Engineering Department is to ensure that all hotel facilities remain in good condition. This involves routine maintenance, such as equipment repairs, HVAC (Heating, Ventilation, and Air Conditioning) system maintenance, sanitation, and structural repairs.

- Energy Maintenance and Efficiency:

The Engineering Hotel is also responsible for efficiently managing the hotel's energy usage. This includes overseeing the consumption of electricity, gas, and water to prevent resource wastage.

- Security and Safety:

To ensure the safety of guests and staff, the Hotel Engineering Department must ensure that all security and safety systems function properly. This involves maintaining fire extinguishing systems, fire alarms, emergency lighting, and other security systems.

- Lift and Escalator Maintenance:

If the hotel is equipped with lifts or escalators, the Hotel Engineering Department is responsible for their maintenance, routine inspections, and necessary repairs.

- Project Management:

When major repairs or construction projects are needed, the Hotel Engineering Department effectively manages the planning and implementation.

- Indoor Air Quality (IAQ):

Additionally, the Hotel Engineering Department is responsible for ensuring that the indoor air quality in the hotel remains good by maintaining an appropriate ventilation system.

With this crucial role, the Engineering Department becomes the backbone in ensuring comfort, safety, and optimal performance in every hotel.



## 5. F&B Product

F&B product is one of the departments in the hotel that is responsible for processing food from raw to ready-to-eat and assists in optimizing the food ordering and preparation process

## 6. F&B Service

This division is tasked with furnishing meals and drinks to every guest, ensuring top-notch service. Team members are expected to proficiently organize, adorn, and serve meals using suitable tools while delivering impeccable service. Furthermore, this department oversees the operations of the Palm Restaurant, Delicatessen, and Kaktus Bar, all situated within the premises of Unigraha Hotel.

## 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 (HRD), often abbreviated as HRD, is a part of an organization or company responsible for managing various aspects related to human resources. The primary function of this department is to oversee and develop the potential of human resources to align with the goals and strategies of the organization. Some common tasks of the Human Resources Department include:

- a. Recruitment and Selection: Handling the process of recruiting new employees, from announcing job vacancies, and selecting candidates, to conducting interviews.
- b. Training and Development: Planning and implementing training programs to enhance the skills and knowledge of employees.
- c. Performance Management: Assessing and managing employee performance, providing feedback, and planning career development.
- d. Compensation and Benefits Management: Dealing with salary policies,

allowances, incentives, and employee benefits.

- e. Employee Relations Management: Addressing interpersonal issues and ensuring compliance with company policies and procedures.
- f. Employee Data Management: Storing and managing employee information, including personal data, performance, and employment history.

## **2.5 Document Used for Activity**

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

1. Purchase Request (PR) is a document requesting the purchase of goods or services made before the actual procurement process takes place.
2. Store Request (SR) or Stock Requisition, is a warehouse order form used for items with a longer usage timeframe.
3. Inventory Report is a summary of the quantity of inventory held by a business at a specific point in time. The inventory report is a physical or electronic document containing figures representing the products required for internal use.
4. The Water Report is a daily report detailing the hotel's daily water usage.
5. The Corrective Report is a document that contains information about repair reports and maintenance of assets within the hotel.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In the context of exploring the apprenticeship experience that took place over four months at PT. RAPP in the Unigraha Hotel Business Unit, the author would like to share a series of activities undertaken during this period. The Apprenticeship commenced on July 17 and concluded on November 17, 2023, with the author placed in the Engineering Department of the hotel.

Throughout the apprenticeship period, the author was provided with various opportunities by the department to engage in in-depth and meaningful tasks. This experience has not only been a professional journey but also a gateway to abundant knowledge and enlightenment in the working world.

To provide a more detailed and transparent report on the activities undertaken, the following is a summary of weekly activities that lay the foundation for each completed task.

##### **3.1.1 Engineering Department**

There were several jobs given in the Engineering Department, namely:

1. Filling Document
2. Handling Store Request and Purchase Request
3. Ask to approval for SR and PR
4. Inventory Count in the Store
5. Inputting Daily Water Report data into Excel
6. Inputting Daily Corrective Report data into Excel

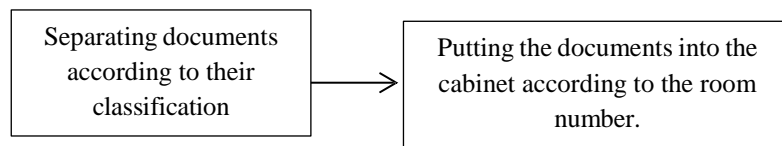
#### **3.2 System and Procedure**

##### **3.2.1 Engineering Department**

The working procedures done at the Engineering Department are as follows:

1. Filing Document

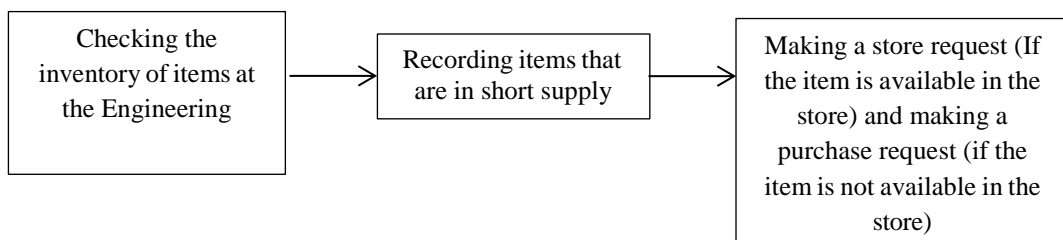
Filing is an activity that involves the process of organizing archival documents using a specific system. The main purpose of filing is to ensure that these documents can be easily and quickly retrieved whenever needed. This process includes filling out Guest Folio forms, Invoices, and Guarantee Letters, and then arranging them neatly in filing cabinets. Thus, filing documents is not just about storage; it also involves efforts to create order and understanding within the filing system. Well-archived documents facilitate the search process and their use, minimizing the time required to access the necessary information. The following are the working procedures:



**Figure 3.1 Working Procedures of Filing Document**

## 2. Handling Store Request and Purchase Request

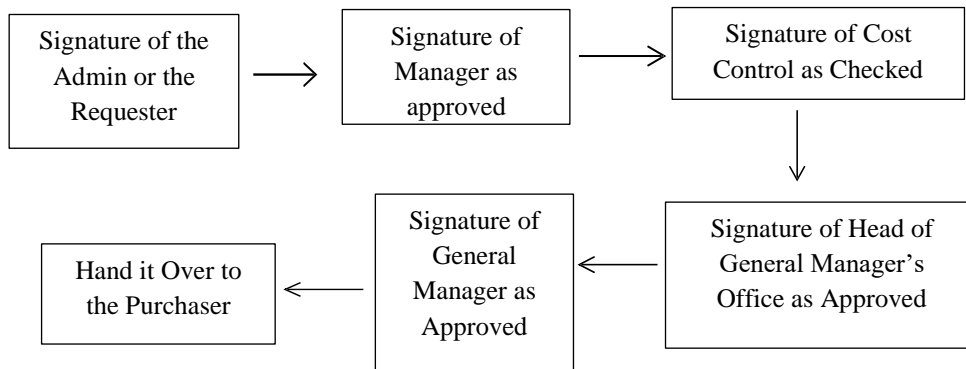
This activity aims to provide all the needs needed by the Engineering, for operational purposes to run smoothly. Here are some procedures:



**Figure 3.2 Working Procedures of Handling Store Request and Purchase Request**

## 3. Ask to Approval Store Request and Purchase Request

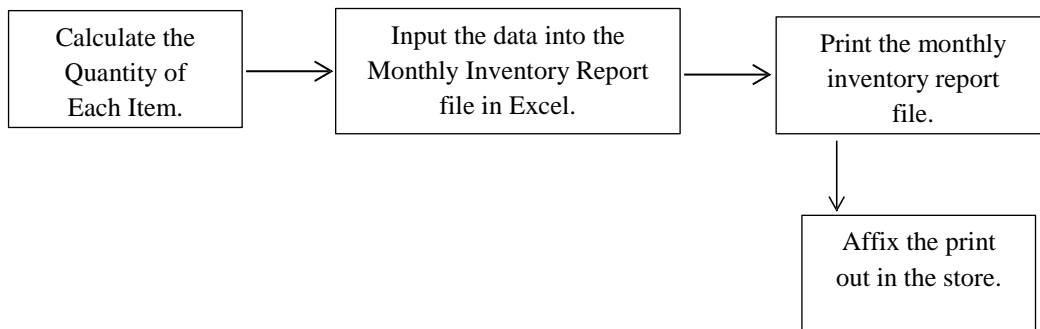
A department needs to request approval before making a purchase or requesting the provision of goods. The following are the working procedures:



**Figure 3. 3 Working procedures of Ask to Approval Store Request and Purchase Request**

#### 4. Inventory Count in the Store

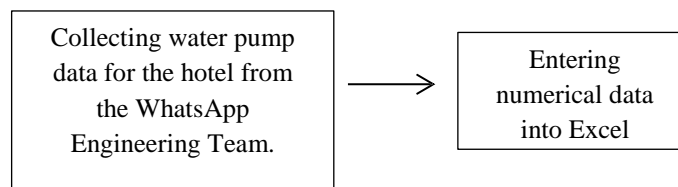
This refers to the process of calculating or recording the quantity of inventory of goods or products available in a store. Here are some procedures:



**Figure 3. 4 Working Procedures of Inventory Count in the Store**

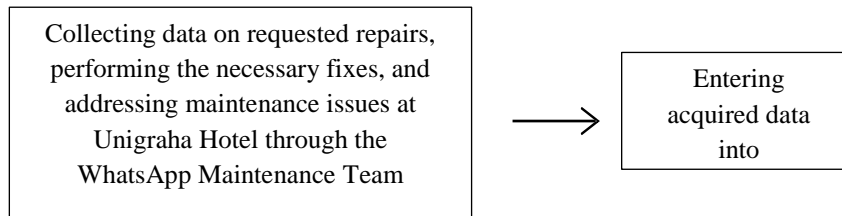
#### 5. Inputting Daily Water Report data into Excel

The preparation of daily water reports is crucial for monitoring and managing daily water usage. Here is the procedure:



**Figure 3. 5 Working procedures of Inputting daily water report data into Excel**

## 6. Inputting Daily Corrective Report Data into Excel



**Figure 3. 6 Working Procedures of Inputting Daily Corrective Report Data into Excel**

### 3.3 Place of Apprenticeship

The internship program commenced on July 17th, 2023, and concluded on November 17th, 2023. This hands-on learning experience took place at PT. Riau Andalan Pulp and Paper, specifically within the Unigraha Hotel Business Unit, located at Jl. Lintas Timur, Komp. PT RAPP, Townsite 1, Pangkalan Kerinci, Riau.

### 3.4 Kind and Description of the Activity

The daily activities at PT Riau Andalan Pulp and Paper, in Human Resource and Unigraha Hotel Business Unit can be seen in the tables below:

**Table 3. 1 Daily Activities of July 17<sup>th</sup>, 2023 to July 22<sup>nd</sup>, 2023**

No	Day/Date	Activity	Place
1	Monday, July 17 <sup>th</sup> 2023	1. Visiting PT. Riau Andalan Pulp and Paper 2. Check presence at the designated mess area. 3. Received ID Badge	Rukan
2	Tuesday, July 18 <sup>th</sup> 2023	Safety Induction	Safety Campus
3	Wednesday, July 19 <sup>th</sup> 2023	Islamic New Year	
4	Thursday, July 20 <sup>th</sup> 2023	Population census being conducted within the PT RAPP complex	Human Resource
5	Friday, July 21 <sup>st</sup> 2023	Population census being conducted within the PT RAPP complex	Human Resource
6	Saturday, July 22 <sup>nd</sup> 2023	OFF	

**Table 3. 2 Daily Activities of July 24<sup>th</sup>, 2023 to July 29<sup>th</sup>, 2023**

No	Day/Date	Activity	Place
1	Monday, July 24 <sup>th</sup> 2023	Population census being conducted within the PT RAPP complex	Human Resource
2	Tuesday, July 25 <sup>th</sup> 2023	Population census being conducted within the PT RAPP complex	Human Resource
3	Wednesday, July 26 <sup>th</sup> 2023	Population census being conducted within the PT RAPP complex	Human Resource
4	Thursday, July 27 <sup>th</sup> 2023	Population census being conducted within the PT RAPP complex	Human Resource
5	Friday, January 28 <sup>th</sup> 2023	Introduction to PT. RAPP and a visit to the CD center	CD Center
6	Saturday, January 29 <sup>th</sup> 2023	Off	

**Table 3. 3 Daily Activities of July 31<sup>st</sup>, 2023 to August 4<sup>th</sup>, 2023**

No	Day/Date	Activity	Place
1	Monday, July 31 <sup>st</sup> 2023	Population census being conducted within the PT RAPP complex	Human Resource
2	Tuesday, August 1 <sup>st</sup> 2023	Survey to the Unigraha Hotel of PT. RAPP being conducted	Unigraha Hotel
3	Wednesday, August 2 <sup>nd</sup> 2023	1. Introduction to the Engineering Department 2. Engagement in the process of obtaining endorsements from superiors to facilitate the authorization requests for inbound and outbound goods, in addition to employee overtime notifications	Engineering Department
4	Thursday, August 2 <sup>nd</sup> 2023	Filling document	Engineering Department
5	Friday, August 3 <sup>rd</sup> 2023	1. Ask to approval for Store Request and Purchase Request 2. Verification of signed documents 3. Participating in the planning committee meeting for the August 17 <sup>th</sup> , 2023 event, catering specifically to the employees of Unigraha Hotel.	Engineering Department
6	Saturday, August 4 <sup>th</sup> 2023	OFF	

**Table 3. 4 Daily Activities of August 7th, 2023 to August 12th, 2023**

No	Day/Date	Activity	Place
1	Monday, August 7 <sup>th</sup> 2023	1. Completing the daily water report 2. Filling document	Engineering Department
2	Tuesday, February 8 <sup>th</sup> 2023	Sick Leave	
3	Wednesday, August 9 <sup>th</sup> 2023	Ask to Approval for Store Request and Purchase Request	Engineering Department
4	Thursday, August 10 <sup>th</sup> 2023	1. Ask to approval for Store Request and Purchase Request. 2. Filling document	Engineering Department
5	Friday, August 11 <sup>th</sup> 2023	1. Ask to approval for Store Request and Purchase Request. 2. Filling document	Engineering Department
6	Saturday, August 12 <sup>th</sup> 2023	Filling document	Engineering Department

**Table 3. 5 Daily Activities of February 14th, 2023 to February 19th, 2023**

No	Day/Date	Activity	Place
1	Monday, August 14 <sup>th</sup> 2023	1. Filling out the 6S board 2. Ask to approval for Store Request and Purchase Request 3. Completing the daily water report 4. Assisting the manager in creating a report by including before and after images of the improvements conducted 5. Attending a meeting for the Independence Day celebration event of Indonesia, scheduled to be held on August 17, 2023.	Engineering Department
2	Tuesday, August 15 <sup>th</sup> 2023	Ask to approval for Store Request and Purchase Request	Engineering Department
3	Wednesday, August 16 <sup>th</sup> 2023	1. Completing the daily water report 2. Preparing for a competition event in celebration of the Independence Day of the Republic of Indonesia.	Engineering Department
4	Thursday, August 17 <sup>th</sup> 2023	Independence Day of the Republic of Indonesia	
5	Friday, February 18 <sup>th</sup> 2023	1. Requesting employee attendance for the new regulation orientation by HRD 2. Filling out the 6S board 3. Ask to approval for Store Request and Purchase Request	Engineering Department
6	Saturday, February 19 <sup>th</sup> 2023	1. Filling document 2. Ask to approval for Purchase Request	Engineering Department



**Table 3. 6 Daily Activities of August 21th, 2023 to August 26th, 2023**

No	Day/Date	Activity	Place
1	Monday, August 21 <sup>st</sup> 2023	1. Ask for approval for Purchase Request 2. Filling document	Engineering Department
2	Tuesday, August 22 <sup>nd</sup> 2023	1. Ask for approval for Purchase Request 2. Filling document 3. Entering Vendor data for ID Badge renewal	Engineering Department
3	Wednesday, August 23 <sup>rd</sup> 2023	1. Ask to approval for Purchase Request 2. Filling document	Engineering Department
4	Thursday, August 24 <sup>th</sup> 2023	1. Completing the daily water report 2. Ask to approval for Purchase Request	Engineering Department
5	Friday, August 25 <sup>th</sup> 2023	1. Ask to approval for Store Request and Purchase Request 2. Completing the daily water report 3. Filling document	Engineering Department
6	Saturday, August 26 <sup>th</sup> 2023	Completing the daily water report	Engineering Department

**Table 3. 7 Daily Activities of August 28th, 2023 to September 2nd, 2023**

No	Day/Date	Activity	Place
1	Monday, August 28 <sup>th</sup> 2023	1. Filling document 2. Completing the daily water report 3. Delivering the SR to the store for collecting the requested items	Engineering Department
2	Tuesday, August 29 <sup>th</sup> 2023	1. Filling document 2. Ask to approval for Purchase Request	Engineering Department
3	Wednesday, August 30 <sup>th</sup> 2023	1. Completing the daily water report 2. Entering Vendor data to create ID Badges 3. Counting the number of items in the Store for 6S 4. Inputting the number of items into Excel 5. Ask to approval for Purchase Request	Engineering Department
4	Thursday, August 31 <sup>st</sup> 2023	1. Inputting Vendor data for the issuance of ID Badges. 2. Ask to approval for Purchase Request 3. Filling document	Engineering Department
5	Friday, September 1 <sup>st</sup> 2023	1. Verification of signed documents 2. Filling document 3. Ask to approval for Purchase Request	Engineering Department
6	Saturday, September 2 <sup>nd</sup> 2023	Day off	

**Table 3. 8 Daily Activities of September 4th, 2023 to September 9th, 2023**

No	Day/Date	Activity	Place
1	Monday, September 4 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Aiding in the 6S Preparation</li> <li>2. Entering product names into Excel</li> <li>3. Filling document</li> <li>4. Delivering vendor data to Safety Campus for the issuance of ID Badges</li> </ol>	Engineering Department
2	Tuesday, September 5 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Entering Vendor data for the issuance of ID Badges and BPJS</li> <li>2. Retrieving the vendor's ID Badge at the Safety Campus</li> <li>3. Filling document</li> <li>4. Verification of signed documents</li> <li>5. Completing the daily water report</li> </ol>	Engineering Department
3	Wednesday, September 6 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Entering vendor data for ID Badge issuance</li> <li>2. Ask to approval for Store Request and Purchase Request</li> <li>3. Filling document</li> <li>4. Delivering the SR to the store for collecting the requested items</li> </ol>	Engineering Department
4	Thursday, September 7 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Completing daily corrective report</li> <li>2. Completing daily water report</li> <li>3. Filling out attendance records and cleanliness checklist for the office and workshop surroundings.</li> <li>4. Filling document</li> </ol>	Engineering Department
5	Friday, September 8 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Completing daily water report</li> <li>2. Completing daily corrective report</li> </ol>	Engineering Department
6	Saturday, September 9 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily corrective report</li> <li>3. Filling out attendance and cleanliness checklists for the workshop and office</li> <li>4. Delivering SR to the store for gallon retrieval</li> </ol>	Engineering Department

**Table 3. 9 Daily Activities of September 11th 2023 to September 16th 2023**

No	Day/Date	Activity	Place
1	Monday, September 11 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily water report</li> <li>3. Verifying the approved PRs</li> </ol>	Engineering Department
2	Tuesday, September 12 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document.</li> <li>2. Completing daily water report</li> <li>3. Completing daily corrective report</li> <li>4. Verifying the approved PR and SR</li> </ol>	Engineering Department
3	Wednesday, September 13 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily water report</li> <li>3. Completing daily corrective report</li> <li>4. Creating list of projects to be undertaken in Excel.</li> </ol>	Engineering Department

No	Day/Date	Activity	Place
4	Thursday, September 14 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Ask to approval for SR and PR</li> <li>3. Completing daily water report</li> <li>4. Completing daily corrective reports</li> </ol>	Engineering Department
5	Friday, September 15 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Verifying the approved PR</li> <li>3. Completing daily water report</li> <li>4. Completing daily corrective reports</li> </ol>	Engineering Department
6	Saturday, September 16 <sup>th</sup> 2023	OFF	

**Table 3. 10 Daily Activities of September 18th, 2023 to September 23rd, 2023**

No	Day/Date	Activity	Place
1	Monday, September 18 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Ask to approval for SR and PR</li> <li>3. Completing daily water report</li> <li>4. Completing daily corrective reports</li> </ol>	Engineering Department
2	Tuesday, September 19 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Ask to approval for SR and PR</li> <li>3. Completing daily water report</li> <li>4. Completing daily corrective reports</li> </ol>	Engineering Department
3	Wednesday, September 20 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily water report</li> <li>3. Completing daily corrective reports</li> <li>4. Visit RTC</li> </ol>	Engineering Department
4	Thursday, September 21 <sup>st</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Ask to approval for SR and PR</li> <li>3. Completing daily water report</li> <li>4. Completing daily corrective reports</li> <li>5. Delivering Store Request to the store to retrieve the ordered items</li> </ol>	Engineering Department
5	Friday, September 22 <sup>nd</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Ask to approval for SR and PR</li> <li>3. Completing daily water report</li> <li>4. Completing daily corrective reports</li> </ol>	Engineering Department
6	Saturday, September 23 <sup>rd</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily corrective reports</li> </ol>	Engineering Department

**Table 3. 11 Daily Activities of September 25th, 2023 to September 30th, 2023**

No	Day/Date	Activity	Place
1	Monday, September 25 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Ask to approval for SR and PR</li> <li>3. Completing daily water report</li> <li>4. Completing daily corrective reports</li> <li>5. Verifying the approved PR and SR</li> </ol>	Engineering Department

No	Day/Date	Activity	Place
2	Tuesday, September 26 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily water report</li> <li>3. Completing daily corrective report</li> <li>4. Counting stock and the quantity of items in the store.</li> <li>5. Assisting in the preparation of 6s.</li> </ol>	Engineering Department
3	Wednesday, September 27 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily water report</li> <li>3. Completing daily corrective report</li> <li>4. Ask to approval for SR and PR</li> </ol>	Engineering Department
4	Thursday, September 28 <sup>th</sup> 2023	Mawlid al-Nabi	
5	Friday, September 29 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Filling document</li> <li>2. Completing daily water report</li> <li>3. Completing daily corrective report</li> <li>4. Entering data into Excel to create a list of items.</li> </ol>	Engineering Department
6	Saturday, September 30 <sup>th</sup> 2023	OFF	

**Table 3. 12 Daily Activities of October 2nd, 2023 to October 7th, 2023**

No	Day/Date	Activity	Place
1	Monday, October 2 <sup>nd</sup> 2023	Sick Leave	
2	Tuesday, October 3 <sup>rd</sup> 2023	<ol style="list-style-type: none"> <li>1. Completing daily corrective report</li> <li>2. Entering the work schedule into the TMS system.</li> <li>3. Calculating the number of corrections and then entering the data into Excel</li> </ol>	Engineering Department
3	Wednesday, October 4 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Calculating the stock of items in the store.</li> <li>2. Entering stock data into Excel for inventory purposes</li> </ol>	Engineering Department
4	Thursday, October 5 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Completing daily corrective report</li> <li>2. Completing daily water report</li> </ol>	Engineering Department
5	Friday, October 6 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Completing daily corrective report</li> <li>2. Calculating the stock of items in the store.</li> </ol>	Engineering Department
6	Saturday, October 8 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Adding a new inventory list for the new items in the store to Excel.</li> <li>2. Creating a new list of numbers for the item numbers in the store.</li> </ol>	Engineering Department

**Table 3. 13 Daily Activities of October 9th, 2023 to October 14th, 2023**

No	Day/Date	Activity	Place
1	Monday, October 9 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Completing daily water report</li> <li>2. Completing daily corrective report</li> </ol>	Engineering Department
2	Tuesday, October 10 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Completing daily water report</li> <li>2. Completing daily corrective report</li> <li>3. Filling document</li> </ol>	Engineering Department

No	Day/Date	Activity	Place
3	Wednesday, October 11 <sup>th</sup> 2023	1. Filling document	Engineering Department
4	Thursday, October 12 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Filling document	Engineering Department
5	Friday, October 13 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Insert data for the final stock of items, the quantity of incoming goods, and the quantity of items used up in July, August, September, and October into Excel.	Engineering Department
6	Saturday, October 14 <sup>th</sup> 2023	OFF	

**Table 3. 14 Daily Activities of October 16th, 2023 to October 21st, 2023**

No	Day/Date	Activity	Place
1	Monday, October 16 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Filling document 4. Insert data for the final stock of items, the quantity of incoming goods, and the quantity of items used up in July, August, September, and October into Excel.	Engineering Department
2	Tuesday, October 17 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Filling document	Engineering Department
3	Wednesday, October 18 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report 4. Delivering SR to the store.	Engineering Department
4	Thursday, October 19 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report	Engineering Department
5	Friday, October 20 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Attending the GSM event	Engineering Department
6	Saturday, October 21 <sup>st</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Calculating the stock of items in the store. 4. Checking the approved purchase requests (PR)	Engineering Department

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

No	Day/Date	Activity	Place
1	Monday, October 23 <sup>rd</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Calculating the stock of items in the store.	Engineering Department

No	Day/Date	Activity	Place
2	Tuesday, October 24 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report	Engineering Department
3	Wednesday, October 25 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report	Engineering Department
4	Thursday, October 26 <sup>th</sup> 2023	Sick Leave	
5	Friday, October 27 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report	Engineering Department
6	Saturday, October 28 <sup>th</sup> 2023	OFF	

**Table 3. 16 Daily Activities of October 30th, 2023 to November 4th, 2023**

No	Day/Date	Activity	Place
1	Monday, October 30 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report 4. Deliver SR to the store 5. Calculating the stock of items in the store.	Engineering Department
2	Tuesday, October 31 <sup>st</sup> 2023	1. Filling document 2. Completing daily water report	Engineering Department
3	Wednesday, November 1 <sup>st</sup> 2023	1. Filling document 2. Calculating the stock of items in the store.	Engineering Department
4	Thursday, November 2 <sup>nd</sup> 2023	1. Creating an updated inventory store list. 2. Retrieving liquid waste files at the KIK.	Engineering Department
5	Friday, November 3 <sup>rd</sup> 2023	1. Creating SR for ordering water gallons. 2. Filling document 3. Completing daily water report 4. Completing daily corrective report 5. Ask to approval for SR 6. Assisting in releasing the SR in the system	Engineering Department
6	Saturday, November 4 <sup>th</sup> 2023	1. Assisting in approving Purchase Requests (PR) in the system. 2. Completing daily water report 3. Completing daily corrective report	Engineering Department

**Table 3. 17 Daily Activities of November 6th, 2023 to November 11th, 2023**

No	Day/Date	Activity	Place
1	Monday, November 6 <sup>th</sup> 2023	1. Assisting in approving Purchase Requests (PR) in the system 2. Assisting in releasing the SR in the system 3. Filling document 4. Completing daily water report	Engineering Department

No	Day/Date	Activity	Place
		5. Completing daily corrective report 6. Ask to approval for SR 7. Make gate pass for the withdrawal of vendor goods. 8. Creating SR for ordering water gallons	
2	Tuesday, November 7 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report	Engineering Department
3	Wednesday, November 8 <sup>th</sup> 2023	1. Filling document 2. Calculating the stock of items in the store. Filling document 3. Completing daily water report 4. Completing daily corrective report 5. Ask to approval for SR 6. Creating SR for ordering water gallons	Engineering Department
4	Thursday, November 9 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report 4. Ask to approval for SR 5. Creating SR for ordering water gallons	Engineering Department
5	Friday, November 10 <sup>th</sup> 2023	1. Filling document 2. Completing daily water report 3. Completing daily corrective report 4. Ask to approval for SR 5. Creating SR for ordering water gallons	Engineering Department
6	Saturday, November 11 <sup>th</sup> 2023	OFF	

**Table 3. 18 Daily Activities of November 13th, 2023 to November 17th, 2023**

No	Day/Date	Activity	Place
1	Monday, November 13 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report 3. Creating SR and PR 4. Ask to approval for SR and PR	Engineering Department
2	Tuesday, November 14 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report	Engineering Department
3	Wednesday, November 15 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report	Engineering Department
4	Thursday, November 16 <sup>th</sup> 2023	1. Completing daily water report 2. Completing daily corrective report	Engineering Department
5	Friday, November 17 <sup>th</sup> 2023	Presentation of Internship Report at Unigraha Hotel	Engineering Department

## **CHAPTER IV CONCLUSION AND SUGGESTION**

### **4.1 Conclusion**

After doing the apprenticeship program at PT. Riau Andalan Pulp and Paper in Unigraha Hotel there are some conclusions as follows:

1. There were some kinds of jobs done during the apprenticeship at the Engineering Department: Filling Documents, Handling Store Request and Purchase Request, asking to approval for SR and PR, Inventory Count in the Store, Inputting Daily Water Report data into Excel, and Inputting Daily Corrective Report data into Excel.
2. There are some documents used during apprenticeship at the Engineering Department: Purchase Request (PR), Store Request (SR), Inventory Report, Water Report, and Corrective Report.
3. During the apprenticeship at Hotel Unigraha, all work procedures were carried out by the Standard Operating Procedures (SOP) established by the hotel. Adherence to these SOPs serves as the main foundation in executing operational tasks, ensuring that each step is followed with precision and in line with the quality standards set by the hotel. This apprenticeship not only provided an opportunity to develop operational skills but also highlighted the importance of SOPs in ensuring efficiency and consistency in the provision of services in the hotel environment.

### **4.2 Suggestion**

In carrying out every assigned task during the apprenticeship period, consistently maintaining concentration is a crucial element. High concentration serves as the primary factor in delivering the best results for every undertaken task. Therefore, it is essential to continually enhance this ability to ensure that each task is completed well and efficiently.



Furthermore, in the context of responsibilities, it is important to always demonstrate full dedication and complete commitment to every given task. Showing responsibility involves not only completing tasks on time but also taking the initiative to address challenges that may arise along the way. It is advisable to focus on developing multitasking and time management skills, which can support the ability to handle various responsibilities effectively.

In the context of honesty and integrity, it is believed that transparency is the key to building a strong professional relationship. It is recommended to always be open and honest about progress and advancements in every job. If there are constraints or obstacles, it is important to communicate promptly and seek solutions together. This way, working as a cohesive team, supporting each other, and achieving common goals can be accomplished.

It is important to remember that integrity and professional ethics also involve respecting confidential company information and maintaining the trust given. Therefore, it is advised to handle confidential information with care and maintain confidentiality by company policies.

## REFERENCES

- Asia Pacific Resources International Holding Ltd Company Profile.,  
<https://www.aprilasia.com/id/> Accessed on November 15<sup>th</sup> 2023.
- Unigraha Hotel Profile., <https://sites.google.com/view/unigraha-guest-information/home> Accessed on November 24<sup>th</sup> 2023.
- State Polytechnic of Bengkalis profile, <https://polbeng.ac.id/> Accessed November 10<sup>th</sup> 2023.

## APPENDICES

### APPENDIX A


#### Daily Activities of Internship

#### DAILY ACTIVITY APPRENTICESHIP

DAY : MONDAY

DATE : JULY 17<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visiting PT. Riau Andalan Pulp and Paper 2. Check the presence at the designated mess area. 3. Received ID Badge	Tenku Kespondiar	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		The first day of filling out personal data at Rukan PT Riau Andalan Pulp and Paper.

DAY : TUESDAY

DATE : JULY 18<sup>Th</sup> 2023

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

NO.	WORKING	EXPLANATION
1.		Safety Induction is about K3 when doing work in the office

DAY : THURSDAY

DATE : JULY 20<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population census being conducted within the PT RAPP complex	Jevon Aloysius	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Visiting each employee's house at PT Riau Andalan Pulp and Paper to conduct a population census.

DAY : FRIDAY

DATE : JULY 21<sup>st</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population census being conducted within the PT RAPP complex	Jevon Aloysius	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Visiting each employee's house at PT Riau Andalan Pulp and Paper to conduct a population census

DAY : MONDAY

DATE : JULY 24<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population census being conducted within the PT RAPP complex	Jevon Aloysius	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Visiting each employee's house at PT Riau Andalan Pulp and Paper to conduct a population census

DAY : TUESDAY

DATE : JULY 25<sup>th</sup> 2023

<b>NO.</b>	<b>DESCRIPTION OF ACTIVITIES</b>	<b>TASK ASSIGNOR</b>	<b>SIGNATURE</b>
1.	Population census being conducted within the PT RAPP complex	Jevon Aloysius	
	Notes by Industrial Coach		

<b>NO.</b>	<b>WORKING</b>	<b>EXPLANATION</b>
1.		

DAY : WEDNESDAY

DATE : JULY 26<sup>th</sup> 2023

<b>NO.</b>	<b>DESCRIPTION OF ACTIVITIES</b>	<b>TASK ASSIGNOR</b>	<b>SIGNATURE</b>
1.	Population census being conducted within the PT RAPP complex	Jevon Aloysius	
	Notes by Industrial Coach		

<b>NO.</b>	<b>WORKING</b>	<b>EXPLANATION</b>
1.		



DAY : THURSDAY

DATE : JULY 27<sup>Th</sup> 2023


<b>NO.</b>	<b>DESCRIPTION OF ACTIVITIES</b>	<b>TASK ASSIGNOR</b>	<b>SIGNATURE</b>
1.	Population census being conducted within the PT RAPP complex	Jevon Aloysius	
	Notes by Industrial Coach		

<b>NO.</b>	<b>WORKING</b>	<b>EXPLANATION</b>
1.		

DAY : FRIDAY

DATE : JULY 28<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Introduction to PT. RAPP and a visit to the CD center	Tengku Kespondiar	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Visiting the CD Center to receive an explanation about PT Riau Andalan Pulp and Paper and a presentation on the plantations of PT RAPP.

DAY : MONDAY

DATE : JULY 31<sup>st</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Population census being conducted within the PT RAPP complex	Jevon Aloysius	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Visiting each employee's house at PT Riau Andalan Pulp and Paper to conduct a population census

DAY : TUESDAY


DATE : AUGUST 1<sup>st</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Survey to the Unigraha Hotel of PT. RAPP being conducted	Tengku Kespandiar	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Visiting PT Unigraha for the first time with the General Manager, Executive Secretary, HRD, GMO, and others.

DAY : WEDNESDAY


DATE : AUGUST 2<sup>Nd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Introduction to the field of Engineering 2. Engagement in the process of obtaining endorsements from superiors to facilitate the authorization requests for inbound and outbound goods, in addition to employee overtime notifications	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Engagement in the process of obtaining endorsements from superiors to facilitate the authorization requests for inbound and outbound goods, in addition to employee overtime notifications

DAY : THURSDAY


DATE : AUGUST 3<sup>Rd</sup> 2023



NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Engaging in the process of document archiving	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Archiving documents based on the respective month and year such as store request, purchase request, overtime order letters, and other

DAY : FRIDAY


DATE : AUGUST 4<sup>th</sup> 2023

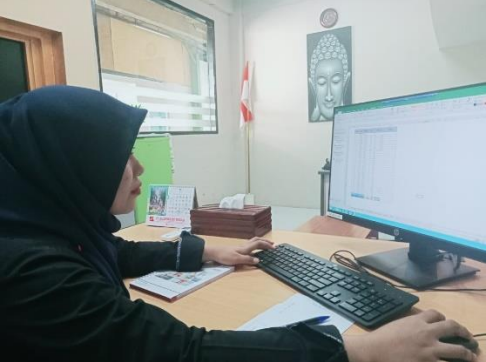
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask to approval for Store Request and Purchase Request 2. Verification of signed documents 3. Participating in the planning committee meeting for the August 17th, 2023 event, catering specifically to the employees of Unigraha Hotel.	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Checking documents that have been signed by the General Manager.
2.		Participating in the planning committee meeting for the August 17th, 2023 event, catering specifically to the employees of Unigraha Hotel.

DAY : MONDAY

DATE : AUGUST 7<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing the daily water report 2. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		This activity involves filling out daily water consumption reports at Hotel Unigraha, detailing the amount of water used each day. Then inputting it into an Excel spreadsheet.



DAY : WEDNESDAY


DATE : AUGUST 9<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Ask to Approval for Store Request and Purchase Request	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Checking documents that have been signed by the General Manager.

DAY : THURSDAY


DATE : AUGUST 10<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask to approval for Store Request and Purchase Request. 2. Filling document	Kurnia Prasetyo	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Archiving documents based on the respective month and year such as store request, purchase request, overtime order letters, and others.

DAY : FRIDAY


DATE : AUGUST 11<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask to approval for Store Request and Purchase Request. 2. Filling document	Kurnia Prasetyo	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Archiving documents based on the respective month and year such as store request, purchase request, overtime order letters, and other

DAY : SATURDAY


DATE : AUGUST 12<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Filling document	Kurnia Prasetyo	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Archiving documents based on the respective month and year such as store request, purchase request, overtime order letters, and others.

DAY : MONDAY


DATE : AUGUST 14<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Filling out the 6S board</li> <li>2. Ask to approval for the Store Request and Purchase Request.</li> <li>3. Completing the daily water report</li> <li>4. Assisting the manager in creating a report by including before and after images of the improvements conducted.</li> <li>5. Attending a meeting for the Independence Day celebration event of Indonesia, scheduled to be held on August 17, 2023.</li> </ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Attending a meeting for the Independence Day celebration event of Indonesia, scheduled to be held on August 17, 2023.

DAY : TUESDAY


DATE : AUGUST 15<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Ask to approval for Store Request and Purchase Request	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : AUGUST 16<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing the daily water report 2. Preparing for a competition event in celebration of the Independence Day of the Republic of Indonesia.	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Preparing for a competition event in celebration of the Independence Day of the Republic of Indonesia.

DAY : FRIDAY

DATE : AUGUST 18<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Requesting employee attendance for the new regulation orientation by HRD 2. Filling out the 6S board 3. Ask to approval for Store Request and Purchase Request	Julia Permata Sari	
	Notes by Industrial Coach		

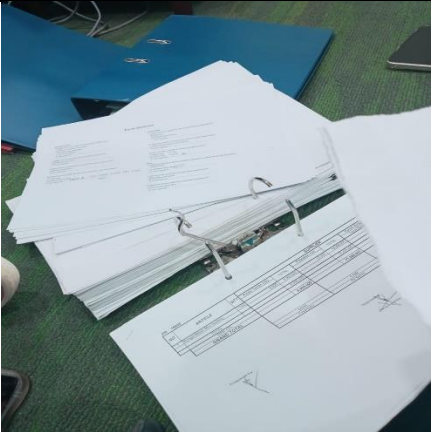
NO.	WORKING	EXPLANATION
1.		



DAY : SATURDAY


DATE : AUGUST 19<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Filling document 2. Ask to approval for Purchase Request	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Archiving documents based on the respective month and year such as store request, purchase request, overtime order letters, and others.

DAY : MONDAY


DATE : AUGUST 21<sup>st</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask to approval for Purchase Request 2. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Archiving documents based on the respective month and year such as store request, purchase request, overtime order letters, and others.

DAY : TUESDAY


DATE : AUGUST 22<sup>nd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask to approval for Purchase Request 2. Filling document 3. Entering Vendor data for ID Badge renewal	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		This activity involves inputting vendor personal data into the form paper, which is then used for the creation of ID badges.

DAY : WEDNESDAY


DATE : AUGUST 23<sup>rd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask to approval for Purchase Request 2. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : THURSDAY


DATE : AUGUST 24<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing the daily water report 2. Ask to approval for Purchase Request	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY


DATE : AUGUST 25<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Ask to approval for Store Request and Purchase Request 2. Completing the daily water report 3. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Requesting a signature for the approval of Store Request and Purchase Request.

DAY : SATURDAY


DATE : AUGUST 26<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Completing the daily water report	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		This activity involves filling out daily water consumption reports at Hotel Unigraha, detailing the amount of water used each day. Then input it into Excel spreadsheet.

DAY : MONDAY


DATE : AUGUST 28<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Filling document 2. Completing the daily water report 3. Delivering the SR to the store for collecting the requested items	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : AUGUST 29<sup>th</sup> 2023

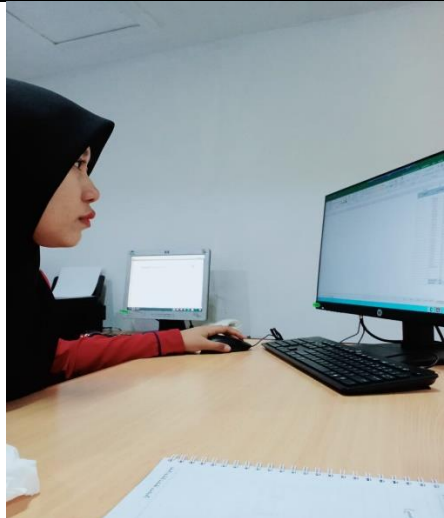

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Filling document 2. Ask to approval for Purchase Request	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Archiving documents based on the respective month and year such as store request, purchase request, overtime order letters, and others.

DAY : WEDNESDAY

DATE : AUGUST 30<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Completing the daily water report</li><li>2. Entering Vendor data to create ID Badges</li><li>3. Counting the number of items in the Store for 6S</li><li>4. Inputting the number of items into Excel</li><li>5. Ask to approval for Purchase Request</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

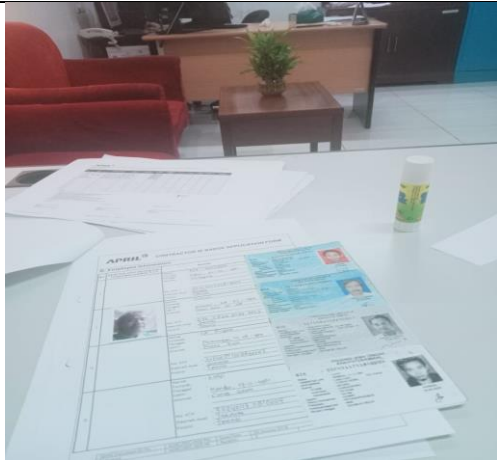
NO.	WORKING	EXPLANATION
1.		This activity involves filling out daily water consumption reports at Hotel Unigraha, detailing the amount of water used each day. Then input it into Excel spreadsheet.
2.		Entering the number of items into an Excel spreadsheet. This involves obtaining data on the number of items from the store by counting the remaining stock available.



DAY : THURSDAY


DATE : AUGUST 31<sup>St</sup> 2023

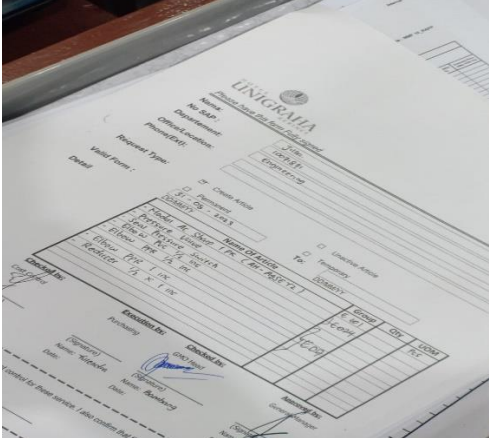
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Inputting Vendor data for the issuance of ID Badges. 2. Ask to approval for Purchase Request 3. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		This activity involves inputting vendor personal data into the form paper, which is then used for the creation of ID badges.

DAY : FRIDAY


DATE : SEPTEMBER 1<sup>St</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Verification of signed documents</li> <li>2. Filling document</li> <li>3. Ask to approval for Purchase Request</li> </ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Checking documents that have been signed by the General Manager.

DAY : MONDAY


DATE : SEPTEMBER 4<sup>th</sup> 2023

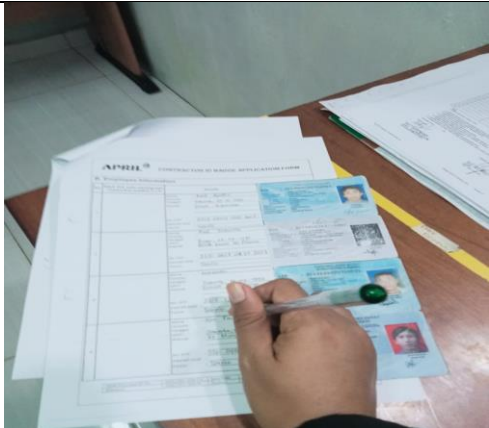
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Aiding in the 6S Preparation 2. Entering product names into Excel 3. Filling document 4. Delivering vendor data to Safety Campus for the issuance of ID Badges	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : SEPTEMBER 5<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Entering Vendor data for the issuance of ID Badges and BPJS</li> <li>2. Retrieving the vendor's ID Badge at the Safety Campus</li> <li>3. Filling document</li> <li>4. <b>Verification of signed documents</b></li> <li>5. Completing the daily water report</li> </ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Checking documents that have been signed by the General Manager.

DAY : WEDNESDAY


DATE : SEPTEMBER 6<sup>th</sup> 2023

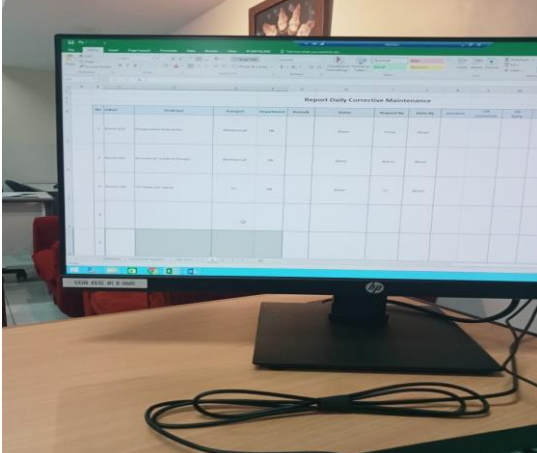
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Entering vendor data for ID Badge issuance</li> <li>2. Ask to approval for Store Request and Purchase Request</li> <li>3. Filling document</li> <li>4. Delivering the SR to the store for collecting the requested items</li> </ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Checking documents that have been signed by the General Manager.

DAY : THURSDAY


DATE : SEPTEMBER 7<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Completing daily corrective report</li> <li>2. Completing daily water report</li> <li>3. Filling out attendance records and cleanliness checklist for the office and workshop surroundings.</li> <li>4. Filling document</li> </ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		This activity involves filling out daily maintenance reports at Hotel Unigraha, documenting requested maintenance tasks, those that have been completed, and obtaining data from the maintenance hotel Unigraha WhatsApp group, then inputting it into an Excel spreadsheet.

DAY : FRIDAY


DATE : SEPTEMBER 8<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily water report 2. Completing daily corrective report	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : SATURDAY


DATE : SEPTEMBER 9<sup>th</sup> 2023

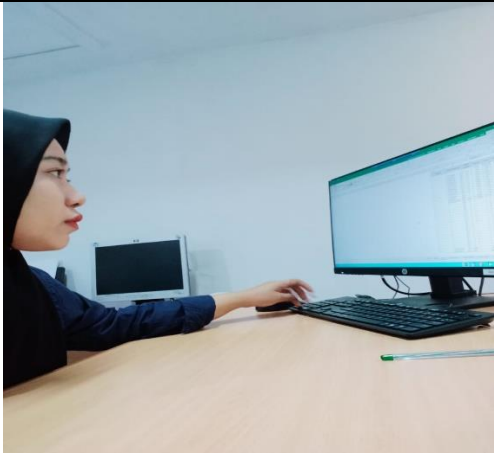
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Filling document 2. Completing daily corrective report 3. Filling out attendance and cleanliness checklists for the workshop and office 4. Delivering SR to the store for gallon retrieval	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : MONDAY


DATE : SEPTEMBER 11<sup>Th</sup> 2023

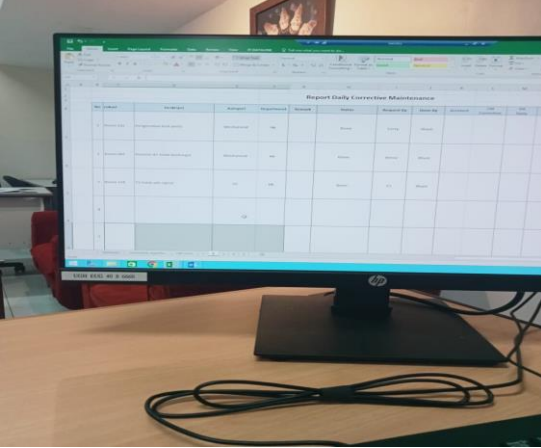
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Filling document 2. Completing daily water report 3. Verifying the approved PRs	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		This activity involves filling out daily water consumption reports at Hotel Unigraha, detailing the amount of water used each day. Then input it into Excel spreadsheet.

DAY : TUESDAY

DATE : SEPTEMBER 12<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document.</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Verifying the approved PR and SR</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

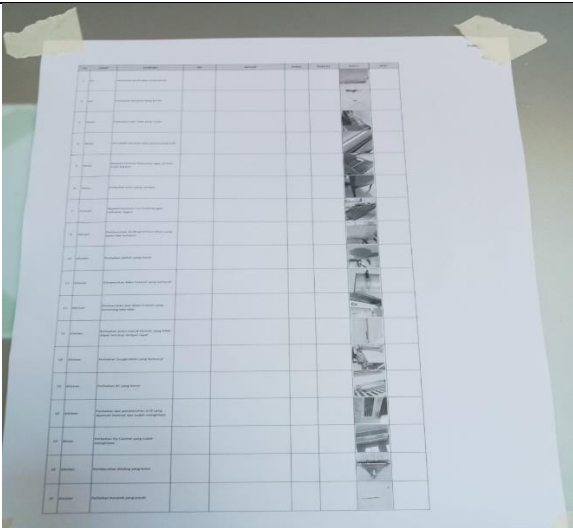
NO.	WORKING	EXPLANATION
1.		This activity involves filling out daily maintenance reports at Hotel Unigraha, documenting requested maintenance tasks, those that have been completed, and obtaining data from the maintenance hotel Unigraha WhatsApp group, then inputting it into an Excel spreadsheet.



DAY : WEDNESDAY


DATE : SEPTEMBER 13th 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Filling document 2. Completing daily water report 3. Completing daily corrective report 4. Creating list of projects to be undertaken in Excel.	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Creating a list of improvement projects for Hotel Unigraha that will be implemented or are yet to be completed by the engineering team.

DAY : THURSDAY


DATE : SEPTEMBER 14<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Ask to approval for SR and PR</li><li>3. Completing daily water report</li><li>4. Completing daily corrective reports</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY


DATE : SEPTEMBER 15<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Verifying the approved PR</li><li>3. Completing daily water report</li><li>4. Completing daily corrective reports</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : MONDAY


DATE : SEPTEMBER 18<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Ask to approval for SR and PR</li><li>3. Completing daily water report</li><li>4. Completing daily corrective reports</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : SEPTEMBER 19<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Ask to approval for SR and PR</li><li>3. Completing daily water report</li><li>4. Completing daily corrective reports</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : SEPTEMBER 20<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective reports</li><li>4. Visit RTC</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Visited RGE to listen the history and presentation about PT Riau Andalan Pulp and Paper, as well as receive an explanation about the paper-making process.

DAY : THURSDAY


DATE : SEPTEMBER 21<sup>st</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Ask to approval for SR and PR</li><li>3. Completing daily water report</li><li>4. Completing daily corrective reports</li><li>5. Delivering Store Request to the store to retrieve the ordered items</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY


DATE : SEPTEMBER 22<sup>nd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Ask to approval for SR and PR</li><li>3. Completing daily water report</li><li>4. Completing daily corrective reports</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : SATURDAY


DATE : SEPTEMBER 23<sup>rd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily corrective reports</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : MONDAY


DATE : SEPTEMBER 25<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Ask to approval for SR and PR</li><li>3. Completing daily water report</li><li>4. Completing daily corrective reports</li><li>5. Verifying the approved PR and SR</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : SEPTEMBER 26<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Counting stock and the quantity of items in the store.</li><li>5. Assisting in the preparation of 6s.</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : SEPTEMBER 27<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Ask to approval for SR and PR</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY

DATE : SEPTEMBER 29<sup>th</sup> 2023


<b>NO.</b>	<b>DESCRIPTION OF ACTIVITIES</b>	<b>TASK ASSIGNOR</b>	<b>SIGNATURE</b>
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Entering data into Excel to create a list of items.</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

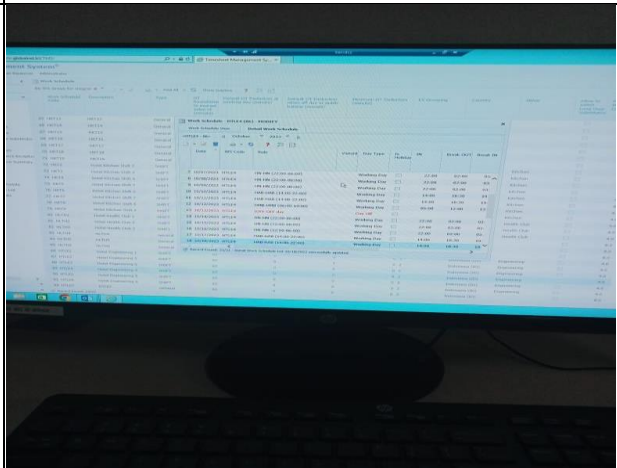
<b>NO.</b>	<b>WORKING</b>	<b>EXPLANATION</b>
1.		



DAY : TUESDAY


DATE : OCTOBER 3<sup>rd</sup> 2023

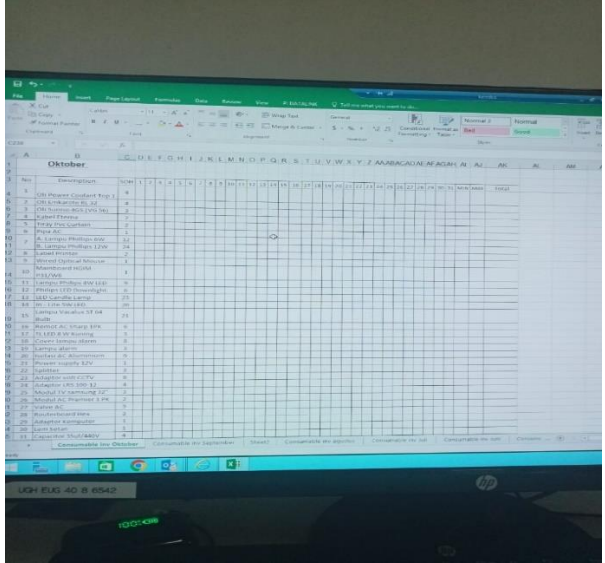

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily corrective report 2. Entering the work schedule into the TMS system. 3. Calculate the number of corrections and then enter the data into Excel.	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		Entering employee work schedule data into the Time Management System (TMS), which must be followed or adhered to by the respective employees.

DAY : WEDNESDAY


DATE : OCTOBER 4<sup>th</sup> 2023

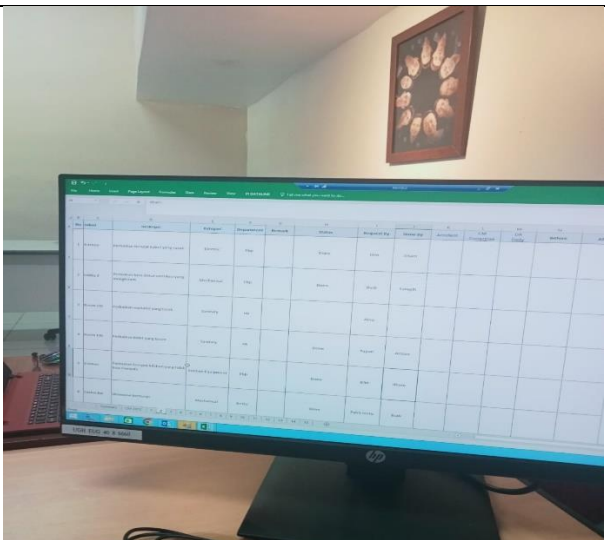
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Calculating the stock of items in the store. 2. Entering stock data into Excel for inventory purposes.	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		After calculating the quantity of available stock in the store, the data is entered into an Excel sheet along with the names of the items. Subsequently, this information will be printed and posted in the store for inventory purposes.
2.		Entering the number of items into an Excel spreadsheet. This involves obtaining data on the number of items from the store by counting the remaining stock available.


DAY : THURSDAY

DATE : OCTOBER 5<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily corrective report 2. Completing daily water report	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		This activity involves filling out daily maintenance reports at Hotel Unigraha, documenting requested maintenance tasks, those that have been completed, and obtaining data from the maintenance hotel Unigraha WhatsApp group, then inputting it into an Excel spreadsheet.


DAY : FRIDAY  
 DATE : OCTOBER 6<sup>th</sup> 2023

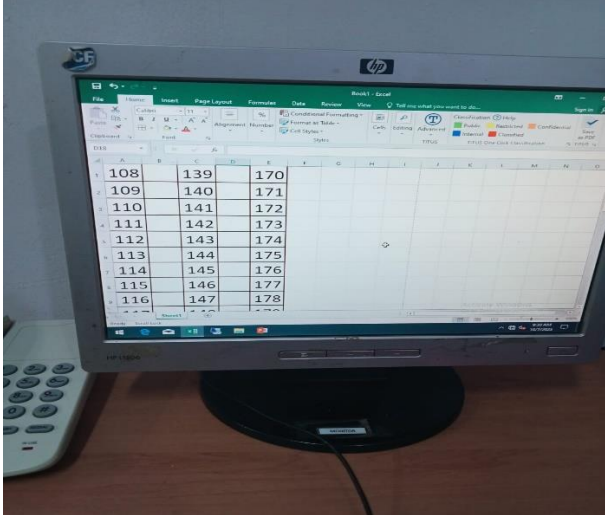
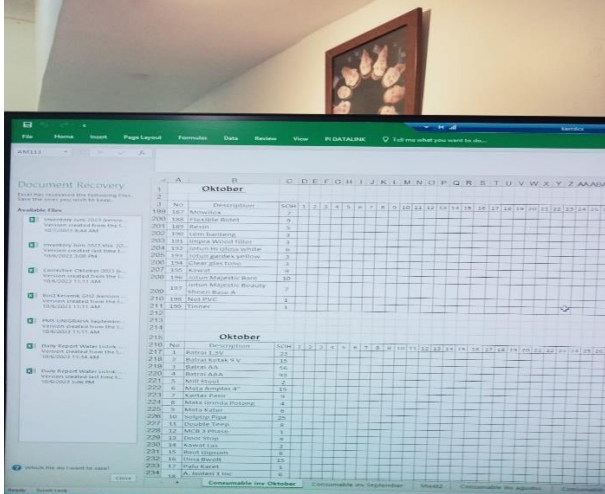
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily corrective report 2. Calculating the stock of items in the store.	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : SATURDAY


DATE : OCTOBER 7<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Adding a new inventory list for the new items in the store to Excel. 2. Creating a new list of numbers for the item numbers in the store.	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		Adding a new inventory list for the new items in the store to Excel. Subsequently, it will be printed and posted in the store for inventory purposes.
2.		Adding the names of new items to the Excel sheet from the list of existing stock items in the store.

DAY : MONDAY


DATE : OCTOBER 9<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily water report 2. Completing daily corrective report	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : OCTOBER 10<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily water report 2. Completing daily corrective report 3. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : OCTOBER 11<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : THURSDAY


DATE : OCTOBER 12<sup>th</sup> 2023

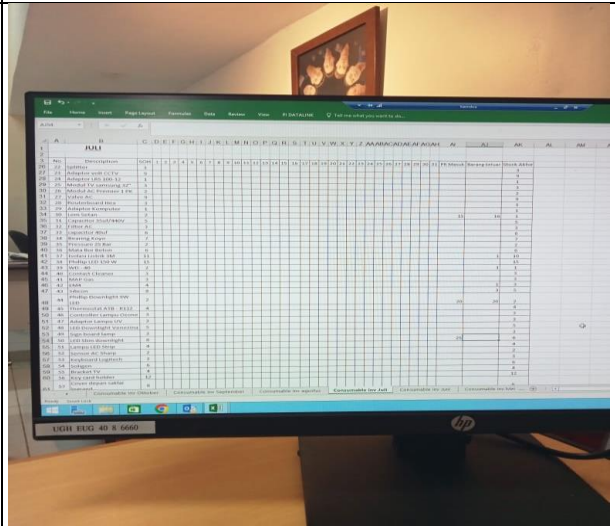
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily water report 2. Completing daily corrective report 3. Filling document	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY

DATE : OCTOBER 13<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily water report 2. Completing daily corrective report 3. Insert data for the final stock of items, the quantity of incoming goods, and the quantity of items used up in July, August, September, and October into Excel.	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		Insert data for the final stock of items, the quantity of incoming goods, and the quantity of items used up in July, August, September, and October into Excel.



DAY : MONDAY


DATE : OCTOBER 16<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Completing daily water report</li><li>2. Completing daily corrective report</li><li>3. Filling document</li><li>4. Insert data for the final stock of items, the quantity of incoming goods, and the quantity of items used up in July, August, September, and October into Excel.</li></ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : OCTOBER 17<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Completing daily water report</li><li>2. Completing daily corrective report</li><li>3. Filling document</li></ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : OCTOBER 18<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Delivering SR to the store.</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : THURSDAY


DATE : OCTOBER 19<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY


DATE : OCTOBER 20<sup>th</sup> 2023


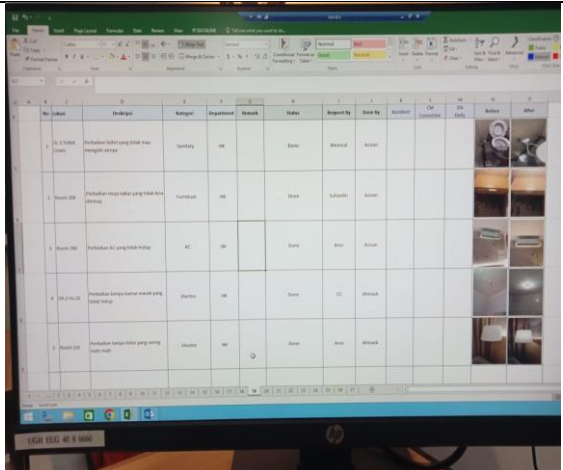
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Completing daily water report</li><li>2. Completing daily corrective report</li><li>3. Attending the GSM event.</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Attending and participating in the general staff meeting to discuss the budget at Hotel Unigraha. And there will be entertainment to uplift and entertain the employees.

DAY : SATURDAY


DATE : OCTOBER 21<sup>st</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Completing daily water report</li> <li>2. Completing daily corrective report</li> <li>3. Calculating the stock of items in the store.</li> <li>4. Checking the approved purchase requests (PR)</li> </ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		Entering the number of items into an Excel spreadsheet. This involves obtaining data on the number of items from the store by counting the remaining stock available.
2.		This activity involves filling out daily maintenance reports at Hotel Unigraha, documenting requested maintenance tasks, those that have been completed, and obtaining data from the maintenance hotel Unigraha WhatsApp group, then inputting it into an Excel spreadsheet.

DAY : MONDAY


DATE : OCTOBER 23<sup>rd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Completing daily water report</li><li>2. Completing daily corrective report</li><li>3. Calculating the stock of items in the store.</li></ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : OCTOBER 24<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li></ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : OCTOBER 25<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY


DATE : OCTOBER 27<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : MONDAY


DATE : OCTOBER 30<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Deliver SR to the store</li><li>5. Calculating the stock of items in the store.</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : TUESDAY


DATE : OCTOBER 31<sup>st</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY

DATE : NOVEMBER 1<sup>st</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Calculating the stock of items in the store.</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

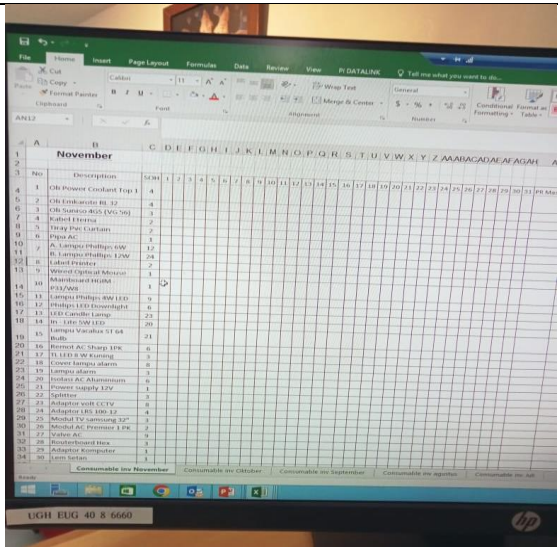
NO.	WORKING	EXPLANATION
1.		



DAY : THURSDAY


DATE : NOVEMBER 2<sup>nd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Creating an updated inventory store list. 2. Retrieving liquid waste files at the KIK.	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		After calculating the quantity of available stock in the store, the data is entered into an Excel sheet along with the names of the items. Subsequently, this information will be printed and posted in the store for inventory purposes.

DAY : FRIDAY


DATE : NOVEMBER 3<sup>rd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Creating SR for ordering water gallons.</li><li>2. Filling document</li><li>3. Completing daily water report</li><li>4. Completing daily corrective report</li><li>5. Ask to approval for SR</li><li>6. Assisting in releasing the SR in the system</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : SATURDAY


DATE : NOVEMBER 4<sup>th</sup> 2023

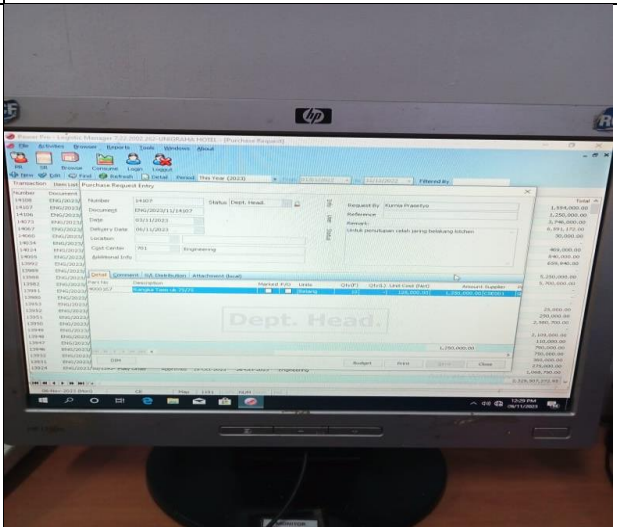
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Assisting in approving Purchase Requests (PR) in the system.</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : MONDAY


DATE : NOVEMBER 6<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Assisting in approving Purchase Requests (PR) in the system</li> <li>2. Assisting in releasing the SR in the system</li> <li>3. Filling document</li> <li>4. Completing daily water report</li> <li>5. Completing daily corrective report</li> <li>6. Ask to approval for SR</li> <li>7. Make gate pass for the withdrawal of vendor goods.</li> <li>8. Creating SR for ordering water gallons</li> </ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Assisting in approving Purchase Requests (PR) in the system of PowerPro.

DAY : TUESDAY


DATE : NOVEMBER 7<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : NOVEMBER 8<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Ask to approval for SR</li><li>5. Creating SR for ordering water gallons</li></ol>	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : THURSDAY


DATE : NOVEMBER 9<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Ask to approval for SR</li><li>5. Creating SR for ordering water gallons</li></ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAY : FRIDAY


DATE : NOVEMBER 10<sup>th</sup> 2023

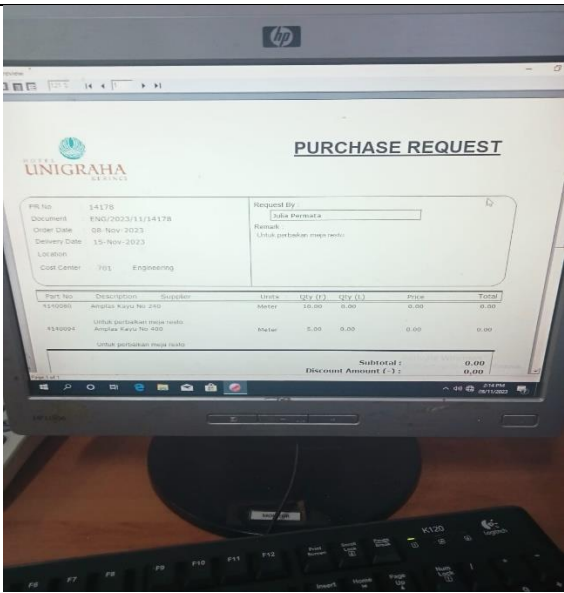
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"><li>1. Filling document</li><li>2. Completing daily water report</li><li>3. Completing daily corrective report</li><li>4. Ask to approval for SR</li><li>5. Creating SR for ordering water gallons</li></ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAY : MONDAY


DATE : NOVEMBER 13<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Completing daily water report</li> <li>2. Completing daily corrective report</li> <li>3. Creating SR and PR</li> <li>4. Ask to approval for SR and PR</li> </ol>	Julia Permata Sari	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		Creating a Purchase Request to order items needed for repairs at Hotel Unigraha or to replenish the stock in the store.

DAY : TUESDAY


DATE : NOVEMBER 14<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily water report 2. Completing daily corrective report	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : WEDNESDAY


DATE : NOVEMBER 15<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Completing daily water report 2. Completing daily corrective report	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

DAY : THURSDAY

DATE : NOVEMBER 16<sup>th</sup> 2023


<b>NO.</b>	<b>DESCRIPTION OF ACTIVITIES</b>	<b>TASK ASSIGNOR</b>	<b>SIGNATURE</b>
1.	1. Completing daily water report 2. Completing daily corrective report	Julia Permata Sari	
	Notes by Industrial Coach		


<b>NO.</b>	<b>WORKING</b>	<b>EXPLANATION</b>
1.		



DAY : FRIDAY

DATE : NOVEMBER 17<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Presentation of Internship Report at Unigraha Hotel	Julia Permata Sari	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		Presenting the internship results for 4 months at Unigraha Hotel, PT Riau Andalan Pulp and Paper.

APPENDIX B

CERTIFICATED OF APPRENTICESHIP



## APPENDIX C

### Apprenticeship Acceptance Letter

Internal



PT Riau Andalan Pulp and Paper  
Jakarta Office  
Jalan Teluk Botung 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 : 306/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	Wulan Nazari	5504201019	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 D

### Evaluation Form

#### 1. Human Resource

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


Nama : Wulan Nazari  
NIM : 5504201019  
Program Studi : Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional  
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	81
2.	Tanggung- jawab	25%	80
3.	Penyesuaian diri	10%	85
4.	Hasil Kerja	30%	83
5.	Perilaku secara umum	15%	88
Total Jumlah ( 1+2+3+4+5 )		100%	417

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

Catatan :  
.....  
.....  
.....  
.....

Pangkalan Kerinci, 2023

  
**Jevon Aloysius**  
Human Resources Officer

## 2. Engineering Department

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL UNIGRAHA

Nama : Wulan Nazari  
NIM : 5504201019  
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%	24
3.	Penyesuaian diri	10%	8
4.	Hasil Kerja	30%	27
5.	Perilaku secara umum	15%	13
	Total Jumlah ( 1+2+3+4+5 )	100%	91 %

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

Catatan :

.....  
Lebih Percaya diri  
.....  
.....

Pangkalan Kerinci, 17 November 2023


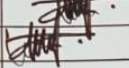



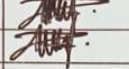
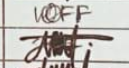

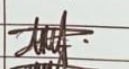
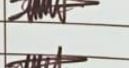


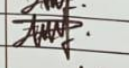

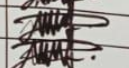


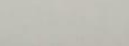





  
**Julia Permata Sari**  
Engineering Admin


## APPENDIX E

### List of Attendance

Interna

Name Wulan Nazari  
 Bulan AGustus

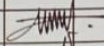
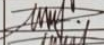
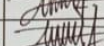
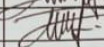


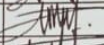
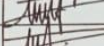
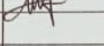
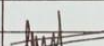

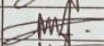
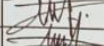
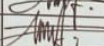

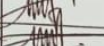
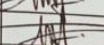
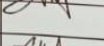
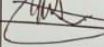
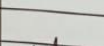

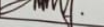
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4	08.00	17.00	
5			
6			
7	08.00	17.00	
8			
9	08.00	17.00	
10	07.47	17.00	
11	07.47	17.00	
12	07.46	12.00	
13	07.55	17.00	VOFF
14	07.55	17.00	
15	07.42	17.00	
16	07.45	17.48	
17			
18	07.43	17.11	
19	08.00	12.00	
20	OFF		
21	07.59	17.00	
22	07.57	17.10	
23	07.53	17.00	
24	07.40	17.06	
25	07.45	17.06	
26	07.47	12.07	
27			
28	07.52	17.10	
29	07.47	17.06	
30	07.57	17.00	
31	07.57	17.00	

  
 D. ....

Name Wulan Nazari  
 Bulan SEPTEMBER

Date	Time in	time out	Sign
1	07.43	17.00	
2			
3			
4	07.47	17.18	
5	07.47	17.10	
6	07.58	17.15	
7	07.59	17.00	
8	07.40	17.00	
9	07.52	12.00	
10			
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			
17			
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	07.2		
25	07.41	17.11	
26	07.45	17.00	
27	07.49	17.17	
28			
29	07.49		
30			
31			

Name Wulan Nazari  
Bulan OCTOBER

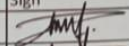
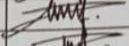
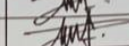

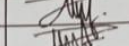
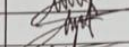
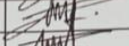
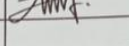
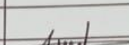
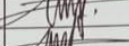
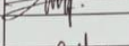

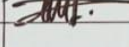
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7	07.53	12.00	
8			
9	07.44	17.10	
10	07.48	17.11	
11	07.40	17.13	
12	07.42	17.00	
13	07.45	17.10	
14			
15			
16	07.43	17.10	
17	07.35	17.06	
18	07.52	17.00	
19	07.40	17.00	
20	07.59	17.08	
21	07.55	12.08	
22			
23	07.51	17.00	
24	07.38	17.00	
25	07.41	17.00	
26	<del>07.38</del>		
27	07.59	17.00	
28			
29			
30	07.47	17.00	
31	07.47	17.00	





Name Wulan Nazari

Bulan November

Date	Time in	time out	Sign
1	07.38	17.00	
2	07.56	17.06	
3	07.52	17.10	
4	07.40	12.00	
5	07.5		
6	07.55	17.09	
7	07.33	17.00	
8	07.45	17.00	
9	07.40	17.00	
10	07.59	17.00	
11			
12			
13	07.48	17.00	
14	07.45	17.00	
15	SAKIT	SAKIT	
16	07.36	17.00	
17	07.55	17.00	
18			
19			
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31			



  
DINAS

## APPENDIX F


### Revision List

#### REVISION LIST

Name : Wulan Nazari  
Registration Number : 5504201019  
Advisor : Doris Sukma, S. Pd., M.Pd  
Location : PT. Riau Andalan Pulp and Paper (RAPP)

NO	DAY / DATE	REVISION	ADVISOR
1.	Wednesday, <del>6<sup>th</sup></del> December 6 <sup>th</sup> , 2023	<ul style="list-style-type: none"><li>- Background of Apprenticeship</li><li>- Acknowledgement</li><li>- Tabel of Content</li><li>- Table of Daily activity</li><li>- Conclusion and suggestion</li><li>- Grammatical</li></ul>	
2.	Thursday, December 7 <sup>th</sup> , 2023	<ul style="list-style-type: none"><li>- <del>the</del> Arranging the layout of the text, including spacing and paragraph structure.</li></ul>	

Bengkalis, December.6<sup>th</sup> 2023

  
Doris Sukma, S. Pd., M.Pd  
NIP. 1978010320220320

# APPENDIX G

## Logbook

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 17 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
2	Jumat, 17 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]
3	Jumat, 17 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
4	Jumat, 17 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Suli	Eighty Third Day	[Icons]
5	Kamis, 16 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]
6	Kamis, 16 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
7	Kamis, 16 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
8	Kamis, 16 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Suli	Eighty Second Day (Unigraha Hotel)	[Icons]
9	Rabu, 15 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]

9	Rabu, 15 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]
10	Rabu, 15 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
11	Rabu, 15 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
12	Rabu, 15 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Suli	Eighty first day (Sakit)	[Icons]
13	Selasa, 14 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]
14	Selasa, 14 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
15	Selasa, 14 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Suli	Eighty Day (Unigraha Hotel)	[Icons]
16	Selasa, 14 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
17	Senin, 13 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
18	Senin, 13 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Suli	Seventy Ninth Day	[Icons]
19	Senin, 13 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]
20	Senin, 13 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]

20	Senin, 13 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
21	Jumat, 10 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]
22	Jumat, 10 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
23	Jumat, 10 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
24	Jumat, 10 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Suli	Seventy Eight	[Icons]
25	Kamis, 9 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
26	Kamis, 9 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Suli	Seventy Seventh Day (Unigraha Hotel)	[Icons]
27	Kamis, 9 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
28	Kamis, 9 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]
29	Rabu, 8 November 2023	1992092220203004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	[Icons]
30	Rabu, 8 November 2023	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	[Icons]
31	Rabu, 8 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	[Icons]

No	Tanggal	Nama	Instansi	Tempat	Kategori	Aksi
32	Rabu, 8 November 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Seventy Sixth Day (Unigraha Hotel)		
33	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Daily Internship Report		
34	Selasa, 7 November 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
35	Selasa, 7 November 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Seventy Fifth Day (Unigraha Hotel)		
36	Selasa, 7 November 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Sakit		
37	Senin, 6 November 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Daily Report Magang		
38	Senin, 6 November 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
39	Senin, 6 November 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Seventy Fourth Day (Unigraha Hotel)		
40	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Daily Internship Report		
41	Sabtu, 4 November 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Daily Report Magang		
42	Sabtu, 4 November 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420109 - Wulan Nazari	Daily Internship Report		

43	Sabtu, 4 November 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
44	Sabtu, 4 November 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Seventy Third Day (Unigraha Hotel)		
45	Jumat, 3 November 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Daily Internship Report		
46	Jumat, 3 November 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
47	Jumat, 3 November 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Seventy Second Day (Unigraha Hotel)		
48	Jumat, 3 November 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Daily Report Magang		
49	Kamis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Daily Internship Report		
50	Kamis, 2 November 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
51	Kamis, 2 November 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Daily Report Magang		
52	Kamis, 2 November 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Seventy First Day (Unigraha Hotel)		
53	Rabu, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Daily Internship Report		

54	Rabu, 1 November 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
55	Rabu, 1 November 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Seventy Day (Unigraha Hotel)		
56	Rabu, 1 November 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Daily Report Magang		
57	Selasa, 31 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Daily Internship Report		
58	Selasa, 31 Oktober 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Daily Report Magang		
59	Selasa, 31 Oktober 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Sixy Ninth Day (Unigraha Hotel)		
60	Selasa, 31 Oktober 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
61	Senin, 30 Oktober 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Daily Report Magang		
62	Senin, 30 Oktober 2023	19870132022032004 - Pretti Ristro, S.Pd, M.Ed.	550420100 - Suli	Sixty Eighth Day ( Unigraha Hotel)		
63	Senin, 30 Oktober 2023	19881022022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Intern at Unigraha Hotel		
64	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Daily Internship Report		

No	Tanggal	Nama	Instansi	Tempat	Kategori	Aksi
65	Jumat, 27 Oktober 2023	Sukma, M.Pd., M.Pd	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Wulan Nazari	Daily Report Magang	[icon]
66	Jumat, 27 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
67	Jumat, 27 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
68	Jumat, 27 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty Seventh Day (Unigraha Hotel)	[icon]
69	Kamis, 26 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	SAKIT	[icon]
70	Kamis, 26 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
71	Kamis, 26 Oktober 2023	A MALIK, S.Pd. M.Ed. TESL	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	[icon]
72	Kamis, 26 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty sixth day (Unigraha Hotel)	[icon]
73	Rabu, 25 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
74	Rabu, 25 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
75	Rabu, 25 Oktober 2023	A MALIK, S.Pd. M.Ed. TESL	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	[icon]
76	Rabu, 25 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty-fifth day (Unigraha Hotel)	[icon]

No	Tanggal	Nama	Instansi	Tempat	Kategori	Aksi
76	Rabu, 25 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty-fifth day (Unigraha Hotel)	[icon]
77	Selasa, 24 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
78	Selasa, 24 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
79	Selasa, 24 Oktober 2023	A MALIK, S.Pd. M.Ed. TESL	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	[icon]
80	Selasa, 24 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty Fourth Day ( Unigraha Hotel)	[icon]
81	Senin, 23 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
82	Senin, 23 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
83	Senin, 23 Oktober 2023	A MALIK, S.Pd. M.Ed. TESL	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	[icon]
84	Senin, 23 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty third day (Unigraha Hotel)	[icon]
85	Sabtu, 21 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
86	Sabtu, 21 Oktober 2023	A MALIK, S.Pd. M.Ed. TESL	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	[icon]
87	Sabtu, 21 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty-second (Unigraha Hotel)	[icon]

No	Tanggal	Nama	Instansi	Tempat	Kategori	Aksi
87	Sabtu, 21 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty-second (Unigraha Hotel)	[icon]
88	Sabtu, 21 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
89	Jumat, 20 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
90	Jumat, 20 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisty-first Day (Unigraha Hotel)	[icon]
91	Jumat, 20 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
92	Jumat, 20 Oktober 2023	A MALIK, S.Pd. M.Ed. TESL	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	[icon]
93	Kamis, 19 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
94	Kamis, 19 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Sisteth day	[icon]
95	Kamis, 19 Oktober 2023	Rindilla Antika, M.Pd	198811220220232004 - Rindilla Antika, M.Pd	Devitrah Sari	Intern at Unigraha Hotel	[icon]
96	Kamis, 19 Oktober 2023	A MALIK, S.Pd. M.Ed. TESL	19701005202101004 - A MALIK, S.Pd. M.Ed. TESL	Rahmaniar	Daily Report Magang	[icon]
97	Rabu, 18 Oktober 2023	Daris Sukma, M.Pd., M.Pd	199209222022031004 - Daris Sukma, M.Pd., M.Pd	Wulan Nazari	Daily Internship Report	[icon]
98	Rabu, 18 Oktober 2023	Pretti Ristra, S.Pd., M.Ed.	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	Susi	Fifty Ninth Day ( Unigraha Hotel)	[icon]

98	Rabu, 18 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	Fifty Ninth Day ( Unigraha Hotel)	
99	Rabu, 18 Oktober 2023	19880122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
100	Rabu, 18 Oktober 2023	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	
101	Selasa, 17 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	Fifty Eighth Day	
102	Selasa, 17 Oktober 2023	19880122022032004 - 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	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	
105	Senin, 16 Oktober 2023	19880122022032004 - 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	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	Fifty Seventh Day (Sakit)	
108	Senin, 16 Oktober 2023	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	
109	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	

109	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
110	Jumat, 13 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	Fifty-sixth day	
111	Jumat, 13 Oktober 2023	19880122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
112	Jumat, 13 Oktober 2023	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	
113	Kamis, 12 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	Fifty-fifth day	
114	Kamis, 12 Oktober 2023	19880122022032004 - 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	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	
117	Rabu, 11 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	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	19880122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
120	Rabu, 11 Oktober 2023	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	

120	Rabu, 11 Oktober 2023	197010052022101004 - A MALIK, S.Pd, M.Eg, 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	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	Fifty third day (Unigraha Hotel)	
123	Selasa, 10 Oktober 2023	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	
124	Selasa, 10 Oktober 2023	19880122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
125	Senin, 9 Oktober 2023	19880122022032004 - 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	19880122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
128	Senin, 9 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Suli	Fifty-second day (Unigraha Hotel)	
129	Senin, 9 Oktober 2023	197010052022101004 - A MALIK, S.Pd, M.Eg, 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	197010052022101004 - A MALIK, S.Pd, M.Eg, TESL	5504201014 - Rahmaniar	Daily Report Magang	

No	Tanggal	Nama	Instansi	Jenis Kegiatan	Status
131	Sabtu, 7 Oktober 2023	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
132	Sabtu, 7 Oktober 2023	19870132022032004 - 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	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
135	Jumat, 6 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Fiftieth 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	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	
138	Kamis, 5 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Forty Ninth (Unigraha Hotel)	
139	Kamis, 5 Oktober 2023	19881822022032004 - 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	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
142	Rabu, 4 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Forty eighth day (Unigraha Hotel)	

142	Rabu, 4 Oktober 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Forty eighth day (Unigraha Hotel)	
143	Rabu, 4 Oktober 2023	19881822022032004 - 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	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Forty seventh (Unigraha Hotel)	
146	Selasa, 3 Oktober 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
147	Selasa, 3 Oktober 2023	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
148	Senin, 2 Oktober 2023	19870132022032004 - 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	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
151	Senin, 2 Oktober 2023	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
152	Jumat, 29 September 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
153	Jumat, 29 September 2023	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	

154	Jumat, 29 September 2023	197010052022101004 - 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	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Forty-fifth day (izin)	
156	Kamis, 28 September 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Moulid 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	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Forty fourth day (Unigraha Hotel)	
159	Rabu, 27 September 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
160	Rabu, 27 September 2023	197010052022101004 - 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	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	5504201010 - Susi	Forty-third day (Unigraha Hotel)	
163	Selasa, 26 September 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
164	Selasa, 26 September 2023	197010052022101004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	

No	Tanggal	Nama	Instansi	Tempat	Kategori
165	September 25, 2023	Doris Sukma, M.Pd	S.Pd. M.Ed. TESL	Wulan Nazari	Daily Internship Report
166	September 25, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	Forty second day
167	September 25, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
168	September 25, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily Report Magang
169	September 23, 2023	Doris Sukma, M.Pd, M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report
170	September 23, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
171	September 23, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily Report Magang
172	September 23, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	Forty first day (Unigraha Hotel)
173	September 22, 2023	Doris Sukma, M.Pd, M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report
174	September 22, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily Report Magang
175	September 22, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	The Fortieth Day (Unigraha Hotel)

176	September 22, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
177	September 21, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
178	September 21, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily Report Magang
179	September 21, 2023	Doris Sukma, M.Pd, M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report
180	September 21, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	The Thirty Ninth Day ( Unigraha Hotel)
181	September 20, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily report magang
182	September 20, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	The Thirty Eighth Day ( Unigraha Hotel)
183	September 20, 2023	Doris Sukma, M.Pd, M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report
184	September 20, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
185	September 19, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily Report Magang
186	September 19, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Wulan Nazari	Daily Internship Report

187	September 19, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
188	September 19, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	The Thirty Seventh Day (Unigraha Hotel)
189	September 18, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily Report Magang
190	September 18, 2023	Doris Sukma, M.Pd, M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report
191	September 18, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	The Thirty Sixth Day
192	September 18, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
193	September 18, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Daily Report Magang
194	September 18, 2023	Doris Sukma, M.Pd, M.Pd	199209222022031004	Wulan Nazari	Daily Internship Report
195	September 18, 2023	Pretti Ristro, S.Pd, M.Ed.	19870132022032004	Susi	Thirty Fifth Day (Unigraha Hotel)
196	September 18, 2023	Rindilla Antika, M.Pd	19881122022032004	Devitrah Sari	Intern at Unigraha Hotel
197	September 18, 2023	A. MALIK, S.Pd. M.Ed. TESL	19701005202121004	Rahmaniar	Magang day



No	Tanggal	Nama	Instansi	Tempat	Kategori	Aksi
198	Kamis, 14 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL	hammaniar	Daily Report Magang	550420104 - Rahmaniar	[icon]
199	Kamis, 14 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
200	Kamis, 14 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Thirty fourth (Unigraha Hotel)	550420100 - Suli	[icon]
201	Kamis, 14 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
202	Kamis, 14 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		Magang day	550420104 - Rahmaniar	[icon]
203	Rabu, 13 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		Daily Report Magang	550420104 - Rahmaniar	[icon]
204	Rabu, 13 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
205	Rabu, 13 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Thirty Third Day (Unigraha Hotel)	550420100 - Suli	[icon]
206	Rabu, 13 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		magang day	550420104 - Rahmaniar	[icon]
207	Rabu, 13 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
208	Selasa, 12 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
209	Selasa, 12 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		Magang day	550420104 - Rahmaniar	[icon]

209	Selasa, 12 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		Magang day	550420104 - Rahmaniar	[icon]
210	Selasa, 12 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
211	Selasa, 12 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Thirty Second Day ( Unigraha Hotel )	550420100 - Suli	[icon]
212	Senin, 11 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Thirty First Day (Unigraha Hotel)	550420100 - Suli	[icon]
213	Senin, 11 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
214	Senin, 11 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
215	Senin, 11 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		magang day	550420104 - Rahmaniar	[icon]
216	Sabtu, 9 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Thirtieth day (Unigraha Hotel)	550420100 - Suli	[icon]
217	Sabtu, 9 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
218	Sabtu, 9 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		magang day	550420104 - Rahmaniar	[icon]
219	Sabtu, 9 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
220	Jumat, 8 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]

220	Jumat, 8 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
221	Jumat, 8 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		magang day	550420104 - Rahmaniar	[icon]
222	Jumat, 8 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
223	Jumat, 8 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Twenty nine day	550420100 - Suli	[icon]
224	Kamis, 7 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
225	Kamis, 7 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		Magang day	550420104 - Rahmaniar	[icon]
226	Kamis, 7 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
227	Kamis, 7 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Twenty eighth day ( Unigraha Hotel)	550420100 - Suli	[icon]
228	Rabu, 6 September 2023	199209222022031004 - Daris Sukma, M.Pd, M.Pd		Daily Internship Report	550420109 - Wulan Nazari	[icon]
229	Rabu, 6 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.		Twenty Seventh Day (Unigraha Hotel)	550420100 - Suli	[icon]
230	Rabu, 6 September 2023	19881122022032004 - Rindilla Antika, M.Pd		Intern at Unigraha Hotel	550420104 - Devitrah Sari	[icon]
231	Rabu, 6 September 2023	197010052022031004 - A MALIK S.Pd. M.Ed. TESL		magang day	550420104 - Rahmaniar	[icon]

231	Rabu, 6 September 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	
232	Selasa, 5 September 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
233	Selasa, 5 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twenty Sixth Day (Unigraha Hotel)	
234	Selasa, 5 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
235	Selasa, 5 September 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	
236	Senin, 4 September 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
237	Senin, 4 September 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	
238	Senin, 4 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twenty fifth day	
239	Senin, 4 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
240	Minggu, 3 September 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	OFF	
241	Sabtu, 2 September 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	OFF	
242	Jumat, 1 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twenty fourth day (Unigraha Hotel)	

242	Jumat, 1 September 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twenty fourth day (Unigraha Hotel)	
243	Jumat, 1 September 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
244	Jumat, 1 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
245	Jumat, 1 September 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	
246	Kamis, 31 Agustus 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
247	Kamis, 31 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twenty third day (Tidak masuk)	
248	Kamis, 31 Agustus 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	
249	Kamis, 31 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
250	Rabu, 30 Agustus 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
251	Rabu, 30 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twenty second day (Unigraha Hotel)	
252	Rabu, 30 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
253	Rabu, 30 Agustus 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	

253	Rabu, 30 Agustus 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	
254	Selasa, 29 Agustus 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
255	Selasa, 29 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
256	Selasa, 29 Agustus 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Off	
257	Selasa, 29 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twenty first day	
258	Senin, 28 Agustus 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Magang day	
259	Senin, 28 Agustus 2023	19202922202031004 - Daris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
260	Senin, 28 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Twentieth day (Unigraha Hotel)	
261	Senin, 28 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
262	Sabtu, 26 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed	5504201010 - Suli	Nineteenth day (Unigraha Hotel)	
263	Sabtu, 26 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang di Unigraha Hotel	
264	Sabtu, 26 Agustus 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	5504201014 - Rahmaniar	Daily Report Magang	

No	Tanggal	Nama	Instansi	Kategori	Aksi
264	Sabtu, 26 Agustus 2023	19701005202101004 - 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 - Wuluan Nazari	Daily Internship Report	
266	Jumat, 25 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
267	Jumat, 25 Agustus 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha hotel	
268	Jumat, 25 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Eighteenth day (Unigraha Hotel)	
269	Jumat, 25 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	
270	Kamis, 24 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
271	Kamis, 24 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Seventeenth day	
272	Kamis, 24 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
273	Kamis, 24 Agustus 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
274	Rabu, 23 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
275	Rabu, 23 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Sixteenth day	

276	Rabu, 23 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Sixteenth day	
277	Rabu, 23 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	
278	Selasa, 22 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
279	Selasa, 22 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Fifteenth day (Unigraha Hotel)	
280	Selasa, 22 Agustus 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
281	Selasa, 22 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
282	Senin, 21 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
283	Senin, 21 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
284	Senin, 21 Agustus 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	14th day internship at Unigraha Hotel	
285	Senin, 21 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Fourteenth day	
286	Sabtu, 19 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	

287	Jumat, 18 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Thirteenth day	
288	Jumat, 18 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
289	Jumat, 18 Agustus 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 13 di Hotel Unigraha	
290	Jumat, 18 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
291	Kamis, 17 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Off	
292	Rabu, 16 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
293	Rabu, 16 Agustus 2023	198710132022032004 - Pretti Ristro, S.Pd, M.Ed.	5504201010 - Suli	Twelfth day (Unigraha Hotel)	
294	Rabu, 16 Agustus 2023	19881822022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Day 12 of Internship at Unigraha	
295	Rabu, 16 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
296	Selasa, 15 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wuluan Nazari	Daily Internship Report	
297	Selasa, 15 Agustus 2023	19701005202101004 - A MALIK S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	

No	Tanggal	Nama	Instansi	Tempat	Keterangan
	Agustus 2023	S.Pd. M. Ed. TESL	Rahmaniar		
298	Selasa, 15 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		Eleventh day (Unigraha Hotel)
299	Selasa, 15 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		Magang hari ke 11 di Hotel Unigraha
300	Senin, 14 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		Tenth day (Unigraha Hotel)
301	Senin, 14 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		Magang hari ke 10 Hotel Unigraha
302	Senin, 14 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		Daily Internship Report
303	Senin, 14 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		Magang Day
304	Sabtu, 12 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		Magang hari ke 9 Hotel Unigraha
305	Sabtu, 12 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		Magang Day
306	Sabtu, 12 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		The ninth day (Unigraha Hotel)
307	Sabtu, 12 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		Ansip Dokumen
308	Jumat, 11 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		Magang Day

309	Jumat, 11 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		Ansip Dokumen
310	Jumat, 11 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		The eighth day (Unigraha hotel)
311	Jumat, 11 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		8th day internship at unigraha hotel
312	Kamis, 10 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		Ansip Dokumen
313	Kamis, 10 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		Seventh day (Unigraha hotel)
314	Kamis, 10 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		7th day internship at Unigraha Hotel
315	Kamis, 10 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		KP Day
316	Rabu, 9 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		Sakit
317	Rabu, 9 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		Meminta tanda tangan atasan
318	Rabu, 9 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		Sixth day
319	Rabu, 9 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		Internship day 6 at. unigraha hotel

320	Selasa, 8 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		Sakit
321	Selasa, 8 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		Fifth day
322	Selasa, 8 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		izin
323	Selasa, 8 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		Magang hari ke-5
324	Senin, 7 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		Laporan Keuangan Harian
325	Senin, 7 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		Mengisi Daily Report
326	Senin, 7 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari		Magang hari ke 4 Hotel Unigraha
327	Senin, 7 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		Membuat BEO, Meeting, Ansip
328	Jumat, 4 Agustus 2023	199209222022031004 - Daris Sukma, M.Pd., M.Pd	550420109 - Wulan Nazari		Rut Meminta Tangan Atasan dan mengikuti rapat
329	Jumat, 4 Agustus 2023	19701005202210004 - A MALIK, S.Pd. M. Ed. TESL	550420104 - Rahmaniar		Laporan Keuangan Harian Hotel Unigraha PT, RAPP
330	Jumat, 4 Agustus 2023	19870132022032004 - Pretti Ristra, S.Pd. M.Ed.	550420100 - Susi		Rekapitulasi Event dan Meeting dengan staff Hotel Unigraha

No	Tanggal	Nama	Instansi	Tempat	Keterangan	Aksi
331	Jumat, 4 Agustus 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	start Hotel Unigraha	
332	Kamis, 3 Agustus 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Persiapan gembal dan melakukan input data dan pembelian barang store	
333	Kamis, 3 Agustus 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Ansip Dokumen	
334	Kamis, 3 Agustus 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	Persiapan fis dan input data kamar hotel	
335	Kamis, 3 Agustus 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	Penjelasan tentang BEO	
336	Rabu, 2 Agustus 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Laporan keuangan harian Hotel Unigraha PT RAPP	
337	Rabu, 2 Agustus 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	Ikut Meminta Tangan Atasan	
338	Rabu, 2 Agustus 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	Hari pertama magang di Hotel Unigraha	
339	Rabu, 2 Agustus 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Ansip Dokumen	
340	Selasa, 1 Agustus 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	The first day of internship after placement at the Unigraha hotel	
341	Selasa, 1 Agustus 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Briefing dan visit ke Hotel Unigraha	
342	Selasa, 1 Agustus 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	Visits to Unigraha hotels as well as monitoring placement locations during the internship	

No	Tanggal	Nama	Instansi	Tempat	Keterangan	Aksi
342	Selasa, 1 Agustus 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	Survey ke hotel Unigraha PT. RAPP	
343	Selasa, 1 Agustus 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Survey Hotel Unigraha	
344	Senin, 31 Juli 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	Sensus Penduduk PT. RAPP	
345	Senin, 31 Juli 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	Sensus	
346	Senin, 31 Juli 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	
347	Senin, 31 Juli 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Sensus penduduk	
348	Jumat, 28 Juli 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Pengenalan PT.RAPP dan mengunjungi CD center	
349	Jumat, 28 Juli 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	visit ke CD ( Community Development )Center PT. RAPP	
350	Jumat, 28 Juli 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	CD Center	
351	Jumat, 28 Juli 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Pengenalan CD Center PT. Rapp	
352	Kamis, 27 Juli 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	

No	Tanggal	Nama	Instansi	Tempat	Keterangan	Aksi
353	Kamis, 27 Juli 2023	Sukma, M.Pd, M.Pd	197010052022021004	5504201014 - Rahmaniar	sensus	
354	Kamis, 27 Juli 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	Sensus Penduduk PT. RAPP	
355	Kamis, 27 Juli 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	
356	Rabu, 26 Juli 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	Sensus Penduduk PT. RAPP	
357	Rabu, 26 Juli 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Sensus penduduk RAPP	
358	Rabu, 26 Juli 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	sensus	
359	Rabu, 26 Juli 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	
360	Selasa, 25 Juli 2023	Pretti Ristra, S.Pd, M.Ed	198710132022032004	5504201010 - Suli	Sensus Penduduk PT. RAPP	
361	Selasa, 25 Juli 2023	A MALIK S.Pd, M.Ed, TESL	197010052022021004	5504201014 - Rahmaniar	Sensus	
362	Selasa, 25 Juli 2023	Doris Sukma, M.Pd, M.Pd	199209222022033004	5504201019 - Wulan Nazari	Sensus penduduk RAPP	
363	Selasa, 25 Juli 2023	Rindilla Antika, M.Pd	19881822022033004	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	

No	Tanggal	Nama Peserta	Instansi	Tempat	Kategori	Aksi
	2023	Antika, M.Pd	Devitrah Sari			
394	Senin, 24 Juli 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	550420100 - Susi	Sensus Penduduk PT. RAPP		
395	Senin, 24 Juli 2023	199209222022033004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Sensus penduduk RAPP		
396	Senin, 24 Juli 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Sensus		
397	Senin, 24 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Sensus penduduk PT. Rapp		
398	Jumat, 21 Juli 2023	199209222022033004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Sensus penduduk RAPP		
399	Jumat, 21 Juli 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	550420100 - Susi	Sensus Penduduk PT. RAPP		
370	Jumat, 21 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Sensus penduduk PT. Rapp		
371	Jumat, 21 Juli 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Sensus		
372	Kamis, 20 Juli 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	550420100 - Susi	Sensus Penduduk PT. RAPP		
373	Kamis, 20 Juli 2023	199209222022033004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Sensus penduduk RAPP		
374	Kamis, 20 Juli 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Sensus		
375	Kamis, 20 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Sensus penduduk PT. Rapp		

No	Tanggal	Nama Peserta	Instansi	Tempat	Kategori	Aksi
375	Kamis, 20 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Sensus penduduk PT. Rapp		
376	Rabu, 19 Juli 2023	199209222022033004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Hijri New Year		
377	Selasa, 18 Juli 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	550420100 - Susi	Safety induction		
378	Selasa, 18 Juli 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Safety induction		
379	Selasa, 18 Juli 2023	199209222022033004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Safety induction		
380	Selasa, 18 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Safety induction		
381	Senin, 17 Juli 2023	199209222022033004 - Doris Sukma, M.Pd, M.Pd	550420109 - Wulan Nazari	Registrasi		
382	Senin, 17 Juli 2023	19701005202101004 - A MALIK, S.Pd, M.Ed, TESL	550420104 - Rahmaniar	Registrasi		
383	Senin, 17 Juli 2023	19881122022032004 - Rindilla Antika, M.Pd	550420104 - Devitrah Sari	Registrasi dan Cek-in Mess PT.RAPP		
384	Senin, 17 Juli 2023	19870132022032004 - Pretti Ristra, S.Pd, M.Ed.	550420100 - Susi	Registrasi		