

# **APPRENTICESHIP REPORT**

**UNIMEGAH UTAMA RAYA (UNIGRAHA) HOTEL  
PT. RIAU ANDALAN PULP AND PAPER (PT.RAPP)  
PANGKALAN KERINCI - RIAU**

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

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

Written as one of the conditions for completing Apprenticeship

**RAHMANIAR**  
5504201014

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

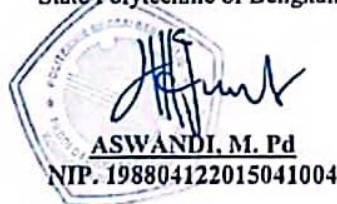


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## ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Rahmaniar, Reg Number 5504201014** who did 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 respects, and all revision required by the apprenticeship report examination committee have been made.

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

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The author is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, attention, mutual assistance and attention given greatly helps the author in completing the work.

The author is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, openness, mutual help and attention given greatly helped the author in completing this Job Training and the author would like to express his deepest gratitude to:

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Wassalamu'alaikum Wr. Wb

Bengkalis, 05 November 2023

**Rahmaniar**  
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# **CHAPTER I**

## **INTRODUCTION**

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

"Internship" or "Apprenticeship" is an education and training program that provides opportunities for students or participants to gain practical experience in a work environment that is appropriate to their major. These internship programs usually last for a certain period, such as a few weeks to a few months, and aim to equip participants with practical knowledge and skills relevant to the field of work they are interested in.

Human Resources (HR) expertise can be channeled through training organized by government and private institutions that aim to improve skills so that they can become qualified and reliable human resources and can become professional individuals in carrying out their duties. The reliability of human resources can be channeled through four things, namely through knowledge, skills, attitudes and habits. With the fulfillment of these four things, it is expected to produce quality resources both in the business world and in the world of education as implemented by the Bengkalis State Polytechnic Education institution.

State Polytechnic of Bengkalis is the only Vocational State Polytechnic in Riau which is under the auspices of the Ministry of Education and Culture. This polytechnic is the only state polytechnic in Riau which was founded in 2001 by the Bengkalis district government under the auspices of the Bangun Insani Foundation (YBI). As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State Polytechnic (PTN). On December 26, 2011, the Bengkalis Polytechnic was inaugurated as a State Polytechnic of Bengkalis by the Minister of Cultural Education of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Nuh. Currently, State Polytechnic of Bengkalis has 8 (eight) departments including the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics and Maritime Engineering.

State Polytechnic of Bengkalis has 21 study programs consisting of 3 (three) D-II Study Programs including: Computer Network Administration, Machine Manufacturing Engineering, Welding and fabrication techniques. Furthermore 8 (eight) D-III Study Programs including: Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Informatics Engineering, English, Nautics, and Commercial Shipping Management. State Polytechnic of Bengkalis also has 10 (ten) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, Digital Business, International Business Administration, Public Financial Accounting, Software Engineering, Information Systems Security, Marine Architecture Engineering Technology, and English for Business and Professional Communications. Bengkalis State Polytechnic has a curriculum that is oriented to the demands of a ready-made workforce with a composition of 40% theory and 60% practice with a number of Semester Credit Units (SKS) of 110 to 150 of the number of effective study hours of 22 to 32 hours/week.

State Polytechnic of Bengkalis is responsible for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take practical work courses. Practical work is a means for students to develop themselves when they enter the world of work. This practical work activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the State Polytechnic of Bengkalis.

This practical work is carried out after State Polytechnic of Bengkalis students have completed a minimum of 6 (sixth) semesters and fully the entire task. Practical Work is carried out for 4 (four) months. Based on the above, the author as a student of the English For Business and Professional Communication Study Program is required to carry out practical work for 4 (four) months. The author has chosen PT. Riau Andalan Pulp and Paper as a place to carry out practical work activities because the author wants to get the opportunity to apply the knowledge that have gained during the studies and be able to implement it into the world of work. And of course bringing back the knowledge that gained during this internship program as provisions for the future. During the implementation of the Job Training the author got a place in the Unimegah Utama Raya (UNIGRAHA)

Hotel PT.RAPP Dept. GMO Admin/General. The implementation of this Job Training is starting from July 17 to November 17, 2023. The implementation of this Job Training is expected to add insight to the author about various good and implementation of tasks and to be able to face the real world of work with the experience he has gained.

### **1.2. Purpose of the Apprenticeship**

The purpose of the Job Training program conducted at Unigraha Hotel PT. Riau Andalan Pulp and Paper are:

1. To describe the job descriptions during practical work.
2. To know the place and time of practical work.
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

### **1.3. Significances of the Apprenticeship**

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

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

2. For Companies

There is collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

#### **1.4. Time and Length of Practical Work**

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from July 17 to November 17, 2023. The schedule for practical work at Unigraha Hotel PT. Riau Andalan Pulp and Paper are as follows:

**Table 1.1. Office Hours Schedule**

<b>No</b>	<b>Day</b>	<b>Office hours</b>	<b>Break</b>
1	Monday to Friday	08.00-17.00	12.00-13.30
2	Saturday	08.00-12.00	-
3	Sunday	OFF	-

*Source: PT.Riau Andalan Pulp and Paper*

#### **1.5. Place of Implementation of Practical Work**

This practical work activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the Unigraha Hotel Business Unit, GMO Dept.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1. Company Profile

PT. RAPP itself is an abbreviation of Riau Andalan Pulp and Paper, which is a company or industry that is engaged in pulp and paper products and is the largest pulp company in Asia Pacific. According to sources from the Indonesian Computer University about the General Overview of PT. RAPP, a Riau Pulp and Paper company, was established in early 1992, at which time a field survey was conducted for the location of the factory in Pangkalan Kerinci Village. Then it was continued with a project period of approximately 2 years, from January to March a factory start-up running test was carried out, and in 1995 the Commissioning Production period began. And in the following year a survey was conducted for paper mills located in the pulp mill area.



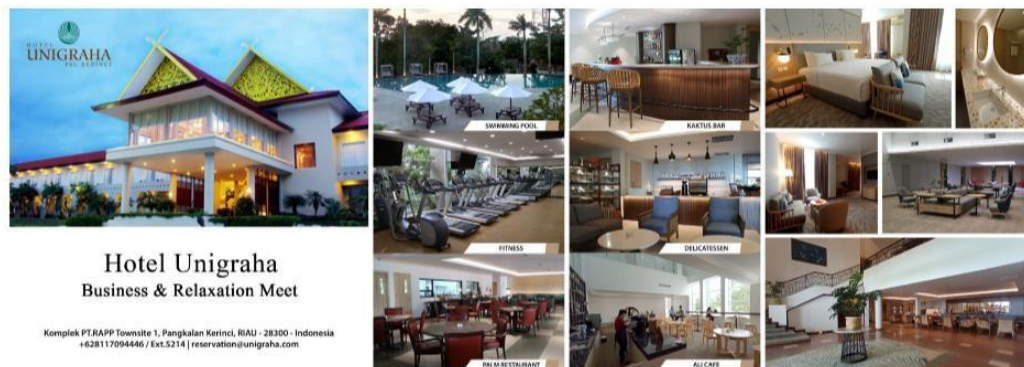
**Figure 2.1. PT.Riau Andalan Pulp and Paper**

*Source: PT.Riau Andalan Pulp and Paper*

PT. Riau Andalan Pulp and Paper (PT. RAPP) is one of the largest pulp and paper producers with the latest and most efficient technology in the world. PT.RAPP's products, including the flagship paper brand PaperOne™, are marketed and sold in more than 70 countries worldwide. PT. RAPP's business is built based on the Sustainable Forest Management Policy. PT. RAPP's operational

activities include pulp mills and plantation forest plantations with the most up-to-date technology located in Riau Province, Sumatra, Indonesia. PT. RAPP directly employs more than 10,000 people and indirectly more than 90,000 people are involved in businesses that supply or support PT. RAPP such as Unigraha Hotel.

Hotel Unigraha is one of the hotels in Indonesia which is a business unit managed by PT. RAPP. Hotel Unigraha, a Malay Riau nuance Hotel located in Riau Complex, Pangkalan Kerinci. Established in 1996, built to meet the needs of business guest in order to stay closer to the project site and serves as meeting / event purpose for Riau Complex residence. Built with the concept of a three-star hotel, equipped with ballroom facilities equipped for up to hundreds of people and 6 Meeting Rooms, the largest places suitable for MICE activities include Batam Room, Bintan Room, Bengkalis Room, Singkep Room, Sebangka Room, and Bakung Room. Hotel Unigraha has a total of 108 rooms with 3 different types of rooms, namely Deluxe Room, Junior Suite, Executive. Hotel Unigraha also provides other facilities, such as Restaurant, Lounge & Bar, Delicatessen, Meeting Room, Health Club, Swimming Pool, Laundry, and Business Center.



**Figure 2.2. Unigraha Hotel**  
*Source: Unigraha Hotel*

## 2.2. Vision and Mission

### a. Vision

To become a world-class pulp and paper company with the best management and performance, the most profitable and sustainable and the first choice of consumers and employees.

### b. Mission

1. Creating sustainable growth throughout the value chain;



2. To be an industry leader in every operational aspect;
3. Maximize benefits for stakeholders while helping to promote local and regional socio-economic development;
4. Creating added value through a talented and motivated workforce and the effective use of technology.

### 2.3. Kind of Business

Currently the products that have been produced at PT. Riau Andalan Pulp and Paper has been sold to more than 70 countries around the world. Products produced by PT. Riau Andalan Pulp and Paper is BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) which are commonly used in printing and photocopying ranging from 55 gsm to 150 gsm. The brand of paper produced at PT. Riau Mainstay Pulp and Paper is Dunia Mas, Copy&Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (Bright White Multi-Purpose Office).



**Figure 2.3. Product Type PT. RAPP**

*Source: PT.Riau Andalan Pulp and Paper*

Unigraha Hotel is one of the business units owned by PT. RAPP, this hotel is not open to the public but only for business purposes for all PT RAPP relations, such as a place to hold events, meetings, even seminars by PT RAPP

business relations and built to meet the needs of business guest in order to stay closer to the project site and serves as meeting / event purpose for Riau Complex residence.

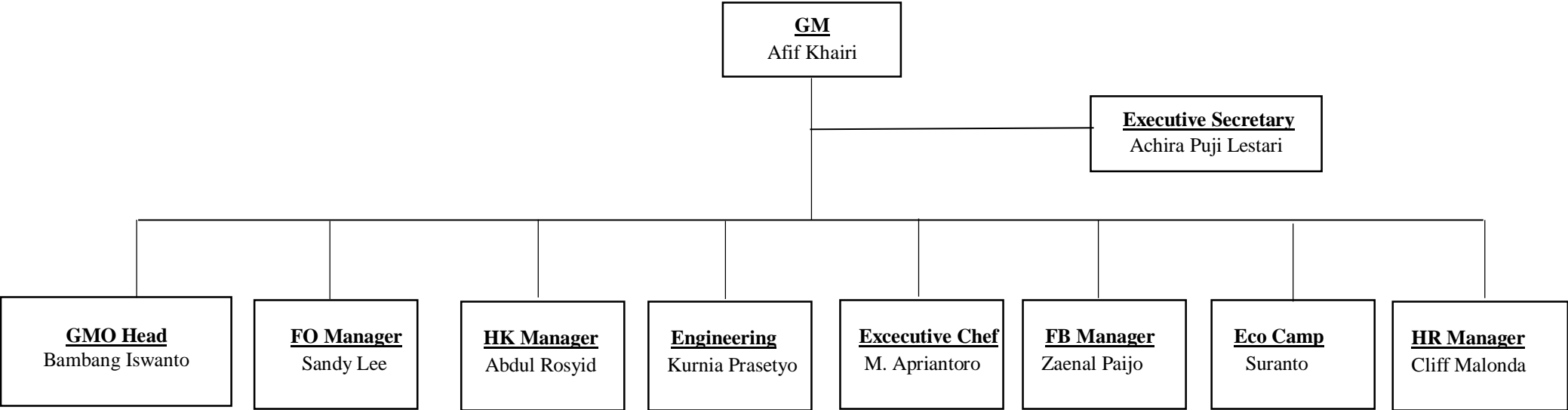


**Figure 2.4. Kind of Business Unigraha Hotel**

*Source: Instagram Unigraha Hotel*

**2.4. Organization Structure**

**Table 2.1. UNIGRAHA Hotel PT. RAPP organizational structure**



*Source : Unigraha Hotel- PT.RAPP*

From the structure above, the writer provides an overview of the composition, division and implementation of duties, authorities and responsibilities of each part. Overview of the arrangement of distribution and implementation the duties of each part of the organization are as follows:

1. General Manager (GM)

General Manager (GM) in a hotel is the top position in the hotel management hierarchy. They are responsible for managing the overall operations of the hotel and ensuring that all aspects of the business run smoothly. General Manager is a senior leader in a hotel who has the highest authority in making decisions and managing all aspects of operations. They are accountable to the hotel owner or corporate leadership.

The responsibilities of a General Manager in a hotel are very diverse, covering key aspects such as:

- a. Daily Operations Management

GM is responsible for ensuring all hotel departments, such as the front desk, restaurant, housekeeping, and other facilities, operate smoothly. They monitor daily activities and coordinate with department heads to resolve issues as they arise.

- b. Legal and Regulatory Compliance

GM must ensure that the hotel operates in compliance with all applicable laws and regulations, including health, safety and environmental regulations.

- c. Meetings with Stakeholders

The GM can also interact with hotel owners, the board of directors, or corporate management to report on the development and results of hotel operations.

2. Executive Secretary

An executive secretary, or executive secretary, is an administrative professional who provides direct support and assistance to executives or high-level management within an organization. This role involves a variety of

administrative duties and responsibilities to help run daily operations and support strategic decisions at the executive level. Following are some general functions and duties of an executive secretary:

a. Management Schedule

Manage executive daily, weekly and monthly schedules, Arrange and coordinate meetings, conferences and other events.

b. Communication

Provides external and internal communications on behalf of executives. Drafting, checking, and responding to letters, emails, and telephone calls.

c. Filing and Administration

Provide administrative tasks such as filing, document preparation, and information management. Manage electronic and physical filing systems.

d. Reception

Accompanies receptions and coordinates meetings or appointments.

Provide professional reception services.

e. Travel and Accommodation

Arrange travel, transportation and accommodation for operations. Providing travel details such as visas and other requirements.

f. Event Planning

Coordinate and plan events, meetings and conferences. Change all event details are well taken care of.

g. Confidentiality

Maintain the confidentiality of important information and company secrets. Hand over sensitive information with high security.

3. GMO Admin / General Department

The function of the GMO department at the Unigraha Hotel is almost the same as the finance department, namely the part responsible for the company's financial management and accounting. This department has an important role

in ensuring the company's financial continuity, budget management, cash flow monitoring, and compliance with applicable financial regulations. At Hotel Unigraha GMO department includes Income Admin, Invoicing, Procurement, Cost Control, and Receiving.

- a. Income Admin, income admin or revenue administrator has special responsibilities related to managing hotel revenue and finances
- b. Invoicing, invoicing functions to create and handle invoices related to various services and facilities at the hotel. some invoicing functions such as creating invoices, sending invoices, monitoring payments, handling pending bills, financial reconciliation and invoicing system management.
- c. Procurement, at Unigraha Hotel Procurement functions is to obtain goods and services needed for company operations, selecting vendors or suppliers, negotiating contracts, ordering and purchasing, evaluating and monitoring vendor or supplier performance.
- d. Cost Control, tasked with managing and monitoring expenditures to ensure they remain in accordance with the established budget. The cost control function in Unigraha hotel context is very important to maintain profitability, increase operational efficiency, expenditure monitoring and analysis, and controlling equipment and maintenance costs.
- e. Receiving, receiving tasks are related to receiving, checking and recording goods or materials to maintain order and accuracy in the supply chain.

#### 4. Front Office

The front office in a hotel is the area or department that interacts directly with guests during their stay. The front office has a key role in providing good customer service, making guests feel welcome, and ensuring hotel operations run smoothly.

5. House Keeping, housekeeping in the hotel industry has a very important role in ensuring cleanliness, comfort and safety for guests, maintaining the cleanliness of rooms and public areas, ensuring guest comfort, linen and

laundry management, maintenance and upkeep of room facilities.

6. Engineering, the engineering department in the Unigraha hotel contributes significantly to guest comfort and safety as well as overall operational efficiency. Through good maintenance, efficient energy management and quick response to repairs, they help maintain the hotel's reputation and ensure a positive experience for guests.
7. F&B Product, the food and beverage product (f&b product) department is responsible for managing and providing various food and beverage products for guest satisfaction. The main role of f&b product in a hotel includes several important aspects, which involve planning, managing and developing various culinary products, menu preparation and menu innovation.
8. F&B Service, the food and beverage service (f&b service) department in hotels has a crucial role in providing a satisfying dining experience for guests. some of the main tasks of f&b service at the Unigraha hotel are serving guests, table service, food recommendations, setting tables, arranging rooms, maintaining the cleanliness of the service area. The food and beverage service department strives to provide an exceptional dining experience for hotel guests, creating a pleasant atmosphere, and maintaining high service standards.
9. Eco Camp, at the Unigraha Hotel there is a department called Eco Camp, a research location (resort) for Restorasi Ecosystem Riau (RER), a movement initiated by the APRIL Group to improve the ecosystem in one of the largest peat lands in Sumatra.

#### 10. HRD-Hotel

Human Resources Development or what is often abbreviated as HRD is an important part of a company that focuses on managing aspects related to human resources or employees. HRD is responsible for various matters related to workforce management. The following is an explanation of HRD and its main tasks in a company:

- a. Identification of Training and Development Needs, One of the main tasks of HRD is to identify employee training and development needs. This is done by analyzing the competencies required within the company and understanding where employees may need improvement.
- b. Planning and Designing Training Programs, HRD plans and designs training and development programs that suit the needs of the company and employees. This can include technical training, leadership skills development, and other training.
- c. Career Development, HRD helps employees plan and manage their career development within the company. They can provide guidance regarding promotional opportunities, skill development, and experience necessary to achieve career goals.
- d. Internal Communication Management, HRD plays an important role in conveying internal information to employees, including company policies, procedural changes, and relevant events.
- e. Employee Development and Evaluation, so that the workforce or employees can contribute optimally to the company or organization, then he must master the job duties and responsibilities. The process of developing and evaluating employees is carried out as a debriefing so that the workforce can be more controlled and expert in their field, as well as improve existing performance.
- f. Provision of Employee Compensation and Protection, Compensation is a reward or wages for employees regularly contributing to the organization or company. Compensation must be appropriate and in accordance with existing labor market conditions in the external environment to avoid labor problems or harm the organization or company.



## **2.5. The Working Process**

In carrying out this practical work activity, the author is placed in the General Manager Office (GMO) Department the following are the duties and authorities of each section:

### **1. Management of Room Rates and Prices**

Income Admin is involved in determining hotel room rates and prices. They may use a revenue management system to optimize prices based on factors such as demand, seasonality, special events, and market conditions.

### **2. Room Stock Management**

Income Admin monitors and manages room availability and inventory. They ensure that hotel rooms are not sold beyond capacity and maximize room filling.

### **3. Data Analysis and Reporting**

Income Admin carries out data analysis related to hotel revenue and performance. This includes reporting on occupancy rates, average room rate, revenue per available room, and other parameters. This analysis helps in decision making to optimize revenue.

### **4. Contract and Room Block Management**

Income Admin can be responsible for contract management with travel agents, companies and groups who book large numbers of rooms. They can also manage rooms booked by groups (group blocks) and monitor special sales such as companies that have special deals.

### **5. Sales Strategy Development**

Income Admin participates in the development of hotel sales and marketing strategies. They collaborate with sales and marketing teams to determine promos, special packages, and other campaigns that can increase revenue.

### **6. Reservation System Management**

Income Admin is responsible for the hotel reservation system and ensures that the system is functioning properly and is up to date.

### **7. Payment and Billing Management**

They ensure that payments from guests, travel agents or booking

companies are received and processed. It also involves management of billing and payments to suppliers or vendors related to hotel operations.

#### 8. Refund and Cancellation Management

Income Admin handles refund requests and reservation cancellations in accordance with hotel policy.

#### 9. Tax and Taxation Compliance

Income Admins must understand applicable tax regulations and ensure the hotel complies with income-related taxation regulations.

#### 10. Financial Controls and Audit

They can participate in the hotel's financial audit process and ensure that all financial transactions are recorded properly.

## **2.6. Document Used for Activity**

In the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

1. Daily Revenue Report
2. Room Statistic Report
3. Summary Sales Daily Report
4. Cash Front Office (FO) and Cash Food Beverage (FB) Report
5. Bank Transfer FO and Bank Transfer FB Report
6. Credit Card FO and Credit Card FB Report
7. City Ledger Transfer Report
8. Laundry Charge and Laundry Uniklin Report
9. Transportation Report
10. Health Club Report

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

At PT. Riau Andalan Pulp and Paper (PT. RAPP), the author was placed in the Unigraha Hotel business unit in the Income Admin section General Manager Officer (GMO) Department. GMO is the department who responsible for the Unigraha Hotel's financial management and accounting. This department has an important role in ensuring the Hotel's financial continuity, budget management, cash flow monitoring, and compliance with applicable financial regulations.

In this Unigraha Hotel business unit the author is given several powers and responsibilities to carry out the following tasks:

1. Checking Daily Report
2. Checking Inventory
3. Handing Over Bill City Ledger to the Mill Office
4. Submitting the Unigraha Hotel invoice to the Mill Office
5. Archiving every reports that has been checked

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

Practical Work is carried out after students occupy semester VII, while the Apprenticeship activities last for approximately four (4) months, starting from July 17<sup>Th</sup> 2023 to November 17<sup>Th</sup> 2023 at PT Riau Andalan Pulp And Paper (PT.RAPP ) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practice is at Unigraha Hotel Business Unit, GMO Admin / General Dept. With working hour starting at 08.00 to 17.00 WIB for Monday-Friday and from 08.00 to 12.00 WIB for Saturday.

**Table 3.1. Daily Activities of July 17<sup>th</sup> 2023 to July 22<sup>nd</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, July 17 <sup>th</sup> 2023	1. Visiting PT. Riau Andalan Pulp and Paper 2. Getting an Id Badge as an identification during the internship program	Public Relation Manager PT.RAPP
2	Tuesday, July 18 <sup>th</sup> 2023	1. Attending Safety Campus or Safety Induction	PA Campus Relation Manager PT. RAPP
3	Wednesday, July 18 <sup>th</sup> 2023	DAY OFF	-
4	Thursday, July 20 <sup>th</sup> 2023	1. Population census in the employee housing complex of PT. RAPP	Human Resources Officer
5	Friday, July 2 <sup>st</sup> 2023	1. Population census in the employee housing complex of PT. RAPP	Human Resources Officer
6	Saturday, July 2 <sup>nd</sup> 2023	DAY OFF	-

Source: Processed Data 2023

The following is the display of the work report in week 2 (two), namely, day/date, activity and place of implementation:

**Table 3.2. Daily Activities of July 24<sup>th</sup> 2023 to July 29<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, July 24 <sup>th</sup> 2023	1. Population census in the employee housing complex of PT. RAPP	Human Resources Officer
2	Tuesday, July 25 <sup>th</sup> 2023	1. Population census in the employee housing complex of PT. RAPP	Human Resources Officer
3	Wednesday, July 26 <sup>th</sup> 2023	1. Population census in the employee housing complex of PT. RAPP	Human Resources Officer

4	Thursday, July 27 <sup>th</sup> 2023	1. Population census in the employee housing complex of PT. RAPP	Human Resources Officer
5	Friday, July 28 <sup>th</sup> 2023	1. Visiting CD Center PT. RAPP	Campus Relation Manager PT. RAPP
6	Saturday, July 29 <sup>th</sup> 2023	DAY OFF	-

Source: Processed Data 2023

The following is the display of the work report in week 3 (three), namely, day/date, activity and place of implementation:

**Table 3.3. Daily Activities of July 31<sup>st</sup> 2023 to August 05<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, July 31 <sup>st</sup> 2023	1. Population census in the employee housing complex of PT. RAPP	Human Resources Officer
2	Tuesday, August 01 <sup>st</sup> 2023	1. Visiting Unigraha Hotel	Campus Relation Manager PT. RAPP
3	Wednesday, August 02 <sup>nd</sup> 2023	1. Placed at The GMO Head 2. Learn to take and check daily financial reports	Supervisor
4	Thursday, August 03 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
5	Friday, August 04 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
6	Saturday, August 05 <sup>th</sup> 2023	DAY OFF	-

Source: Processed Data 2023

The following is the display of the work report in week 4 (four), namely, day/date, activity and place of implementation:

**Table 3.4. Daily Activities of August 07<sup>th</sup> 2023 to August 12<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, August 07 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report 3. Archiving July's financial report	Supervisor
2	Tuesday, August 08 <sup>th</sup> 2023	SICK	-
3	Wednesday, August 09 <sup>th</sup> 2023	SICK	-
4	Thursday, August 10 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
5	Friday, August 11 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
6	Saturday, August 12 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 5 (five), namely, day/date, activity and place of implementation:

**Table 3.5. Daily Activities of August 14<sup>th</sup> 2023 to August 19<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, August 14 <sup>th</sup> 2022	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
2	Tuesday, August 15 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
3	Wednesday, August 16 <sup>th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report 3. Preparing for Independence Day event	Supervisor

4	Thursday, August 17 <sup>Th</sup> 2023	DAY OFF (INDEPENDENCE DAY)	-
5	Friday, August 18 <sup>Th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
6	Saturday, August 19 <sup>Th</sup> 2023	Extra Day Off ( EDO )	-

Source: Processed Data 2023

The following is the display of the work report in week 6 (six), namely, day/date, activity and place of implementation:

**Table 3.6. Daily Activities of August 21<sup>St</sup> 2023 to August 26<sup>Th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, August 21 <sup>St</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report 3. Summaring bill city ledger May-July	Supervisor
2	Tuesday, August 22 <sup>Nd</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor
3	Wednesday, August 23 <sup>Th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report 3. Depositing cash to the Bank	Supervisor
4	Thursday, August 24 <sup>Th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report 3. Depositing cash to the Bank 4. Submitting invoice from Unigraha Hotel to Mill office	Supervisor
5	Friday, August 25 <sup>Th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report 3. Archiving daily reports	Supervisor
6	Saturday, August 26 <sup>Th</sup> 2023	1. Taking daily financial report at From Office and Palm Restaurant 2. Checking daily financial report	Supervisor

Source: Processed Data 2023



The following is the display of the work report in week 7 (seven), namely, day/date, activity and place of implementation:

**Table 3.7. Daily Activities of August 28<sup>Th</sup> 2023 to September 01<sup>St</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, August 28 <sup>Th</sup> 2022	<ol style="list-style-type: none"> <li>1. Taking daily financial report at From Office and Palm Restaurant</li> <li>2. Checking daily financial report</li> <li>3. Archiving daily reports</li> </ol>	Supervisor
2	Tuesday, August 29 <sup>Th</sup> 2023	SICK	-
3	Wednesday, August 30 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial report at From Office and Palm Restaurant</li> <li>2. Checking daily financial report</li> <li>3. Archiving daily reports</li> </ol>	Supervisor
4	Thursday, August 31 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial report at From Office and Palm Restaurant</li> <li>2. Checking daily financial report</li> <li>3. Archiving daily reports</li> <li>4. Attending General Staff Meeting (GSM)</li> </ol>	Supervisor
5.	Friday, September 01 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Checking and create a Guarantee Letter handover form</li> <li>4. Depositing cash to the bank</li> </ol>	Supervisor
6	Saturday, September 02 <sup>Nd</sup> 2023	DAY OFF	-

*Source: Processed Data 2023*

The following is the display of the work report in week 8 (eight), namely, day/date, activity and place of implementation

**Table 3.8. Daily Activities of September 04<sup>Th</sup> 2023 to September 09<sup>Th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, September 04 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Depositing cash to Bank</li> <li>4. Archiving daily report</li> </ol>	Supervisor
2	Tuesday, September, 05 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> </ol>	Supervisor
3	Wednesday, September, 06 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Depositing cash to Bank</li> </ol>	Supervisor

4	Thursday, September 07 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports	Supervisor
5	Friday, September 08 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3 .Depositing cash to Bank	Supervisor
6	Saturday, September 09 <sup>th</sup> 2022	1. Taking daily financial reports 2. Checking daily financial reports 3 .Archiving daily report	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 9 (nine), namely, day/date, activity and place of implementation:

**Table 3.9. Daily Activities of September 11<sup>th</sup> 2023 to September 16<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, September 11 <sup>st</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Recapitulation of city ledger bill handover data	Supervisor
2	Tuesday, September 12 <sup>nd</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank	Supervisor
3	Wednesday, September 13 <sup>rd</sup> 2022	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank 4. Submitting Guarantee Letter to the mill office	Supervisor
4.	Thursday, September 14 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank 4. Tidying up reports in preparation for 6S audits	Supervisor
5.	Friday, September 15 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Checking Inventory Food court	Supervisor
6.	Saturday, September 16 <sup>th</sup> 2023	DAY OFF	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 10 (ten), namely, day/date, activity and place of implementation:

**Table 3.10. Daily Activities of September 18<sup>Th</sup> 2023 to September 23<sup>Rd</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, September 18 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank	Supervisor
2	Tuesday, September 19 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial report 3. Depositing cash to Bank	Supervisor
3	Wednesday, September 20 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting Invoice to the mill office	Supervisor
4	Thursday, September 21 <sup>St</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank	Supervisor
5	Friday, September 22 <sup>Nd</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting Invoice to the mill office 4. Checking inventory Food court	Supervisor
6	Saturday, September 23 <sup>Rd</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Archiving Daily Reports	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 11 (eleven), namely, day/date, activity and place of implementation:

**Table 3.11. Daily Activities of September 25<sup>Th</sup> 2023 to September 30<sup>Th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, September 25 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to bank 4. Taking proof of tax payment at the BPKAD Kab. Pelalawan	Supervisor
2	Tuesday, September 26 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to bank	Supervisor
3	Wednesday, September 27 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank 4. Menu recipe for Middle East Street food on October	Supervisor
4	Thursday, September 28 <sup>Th</sup> 2023	PUBLIC DAY OFF	-

5	Friday, September 29 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank	Supervisor
6	Saturday September 30 <sup>Th</sup> 2023	DAY OFF	-

Source: Processed Data 2023

The following is the display of the work report in week 12 (twelve), namely, day/date, activity and place of implementation:

**Table 3.12. Daily Activities of October 02<sup>Nd</sup> 2023 to October 07<sup>Th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, October 02 <sup>Nd</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting proof of Hotel's tax payment to the mill office	Supervisor
2	Tuesday, October 03 <sup>Rd</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank 4. Archiving daily report	Supervisor
3	Wednesday, October 04 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank 4. Submitting Invoice to the mill office	Supervisor
4	Thursday, October 05 <sup>Th</sup> 2023	SICK	-
5	Friday, October 06 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to Bank	Supervisor
6	Saturday, October 07 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting invoice to the mill office 4. Archiving daily reports	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 13 (thirteen), namely, day/date, activity and place of implementation:

**Table 3.13. Daily Activities of October 09<sup>Th</sup> 2023 to October 14<sup>Th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, October 09 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting invoice to the mill office 4. Archiving daily reports	Supervisor
2	Tuesday, October 10 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Archiving daily reports	Supervisor
3	Wednesday, October 11 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Handing over invoice to the mill office	Supervisor
4	Thursday, October 12 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank	Supervisor
5	Friday, October 13 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank 4. Checking inventory Food court	Supervisor
6	Saturday, 14 <sup>Th</sup> 2023	DAY OFF	-

Source: Processed Data 2023

The following is the display of the work report in week 14 (fourteen), namely, day/date, activity and place of implementation:

**Table 3.14. Daily Activities of October 16<sup>Th</sup> 2023 to October 21<sup>St</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, October 16 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank 4. Submitting invoice to the mill office 5. Archiving daily reports	Supervisor
2	Tuesday, October 17 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting invoice to the mill office	Supervisor
3	Wednesday, October 18 <sup>Th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting invoice to the mill office 4. Recipe Ali Café's menu 5. Archiving daily reports	Supervisor

4	Thursday, October 19 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank	Supervisor
5	Friday, October 20 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank 4. Attending General Staff Meeting (GSM)	Supervisor
6	Saturday, October 21 <sup>st</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Archiving daily reports	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 15 (fifteen), namely, day/date, activity and place of implementation:

**Table 3.15. Daily Activities of October 23<sup>rd</sup> 2023 to October 28<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, October 23 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Submitting invoice to the mill office 4. Recipe Ala Carte new menu	Supervisor
2	Tuesday, October 24 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Providing kitchen requested items from the store 4. Submitting invoice to the mill office 5. Archiving daily reports	Supervisor
3	Wednesday, October 25 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank 4. Archiving daily reports	Supervisor
4	Thursday, October 26 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank 4. Archiving daily reports	Supervisor
5	Friday, October 27 <sup>th</sup> 2023	1. Taking daily financial reports 2. Checking daily financial reports 3. Depositing cash to the Bank 4. Archiving daily reports	Supervisor
6	Saturday, October 28 <sup>th</sup> 2023	DAY OFF	-

Source: Processed Data 2023

The following is the display of the work report in week 16 (sixteen), namely, day/date, activity and place of implementation:

**Table 3.16. Daily Activities of October 30<sup>Th</sup> 2023 to November 04<sup>Th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, October 30 <sup>Th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Depositing cash to the Bank</li> <li>4. Archiving daily reports</li> </ol>	Supervisor
2	Tuesday, October 31 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Scanning Procurement Biding reports</li> <li>4. Taking proof of tax payment hotel to the BPKAD</li> </ol>	Supervisor
3	Wednesday, November 01 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Scanning Procurement Biding reports</li> <li>4. Depositing cash to the Bank</li> <li>5. Handing over invoice and submit proof of tax payment hotel to the mill office</li> <li>6. Archiving daily reports</li> <li>7. Recapitulation of Unigraha's money inventory</li> </ol>	Supervisor
4	Thursday, November 02 <sup>Nd</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Depositing cash to the Bank</li> <li>4. Archiving daily reports</li> </ol>	Supervisor
5	Friday, November 03 <sup>Rd</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Checking October stock take adjustment</li> <li>4. Archiving daily reports</li> </ol>	Supervisor
6	Saturday, November 04 <sup>St</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Archiving daily reports</li> </ol>	Supervisor

Source: Processed Data 2023

The following is the display of the work report in week 17 (seventeen), namely, day/date, activity and place of implementation:

**Table 3.17. Daily Activities of November 06<sup>th</sup> 2023 to November 11<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, November 06 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Submitting invoice to the mill office</li> <li>4. Handing over form asset to the mill office</li> <li>5. Helping Cost Control maintaining menu</li> </ol>	Supervisor
2	Tuesday, November 07 <sup>th</sup> 2023	SICK	-
3	Wednesday, November 08 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Crosscheck handover of city ledger bill</li> <li>4. Submitting invoice to the mill office</li> </ol>	Supervisor
4	Thursday, November 09 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Deposit cash to the Bank</li> <li>4. Cleaning the receiving area together</li> </ol>	Supervisor
5	Friday, November 10 <sup>th</sup> 2023	<ol style="list-style-type: none"> <li>1. Taking daily financial reports</li> <li>2. Checking daily financial reports</li> <li>3. Handing over asset form to the mill office</li> </ol>	Supervisor
6	Saturday, November 11 <sup>th</sup> 2023	DAY OFF	-

*Source: Processed Data 2023*

The following is the display of the work report in week 18 (eighteen), namely, day/date, activity and place of implementation:



**Table 3.18. Daily Activities of November 13<sup>th</sup> 2023 to November 17<sup>th</sup> 2023**

No	Date and time	Description of activities	Assignor
1	Monday, November 13 <sup>th</sup> 2023	1. Taking daily report 2. Checking daily report 3. Scanning procurement document 4. Archiving document 5. Handing over invoice to the Mill Office	Supervisor
2	Tuesday, November 14 <sup>th</sup> 2023	1. Taking daily report 2. Checking daily report 3. Archiving Document	Supervisor
3	Wednesday, November 15 <sup>th</sup> 2023	1. Taking daily report 2. Checking daily report 3. Making report label name 4. Archiving report 5. Depositing cash to the Bank	Supervisor
4	Thursday, November 16 <sup>th</sup> 2023	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Supervisor
5	Friday, November 17 <sup>th</sup> 2023	1. Apprenticeship Seminar	Supervisor

Source: Processed Data 2023

### 3.3 Systems and Procedures

There are several procedures used in the operational activities of Unigraha Hotel, especially in the Accounting sections. In this Unigraha Hotel business unit the author is given several powers and responsibilities to carry out the following tasks:

#### 1. Checking daily report

The daily report is a report that must be checked by the income admin every day. The daily report is a report that contains evidence of transaction records that occur every day at the Unigraha Hotel, such as transactions at restaurants, health clubs, transport and even laundry that operates every day at the Unigraha Hotel.



**Figure 3.1. Checking Daily Report**

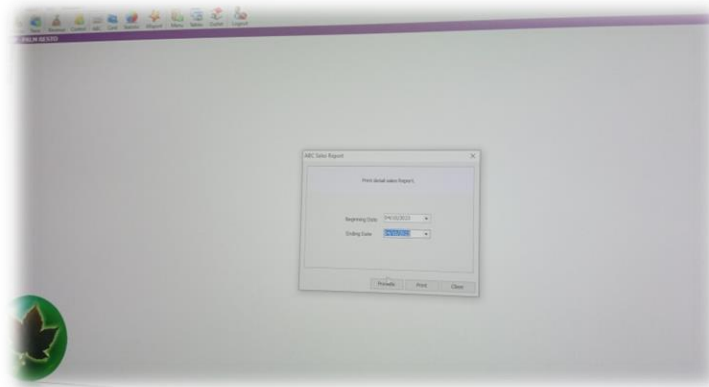
*Source: Processed Data 2023*

These are the procedure:

- a. Take the settlement to the front office staff
- b. Take the report at the front office
- c. Take and check proof of transfer
- d. Calculate the daily revenue report amount
- e. Calculate the daily sales summary report amount
- f. Match the nominal between the daily revenue report and the daily sales summary report
- g. If it is not balanced, find the difference by calculating the amount for each outlet
- h. Match the nominal total between the daily revenue report and the room statistics report
- i. Separate the original FO report from the copy
- j. Group them into one group between cash, bank transfer and credit card categories
- k. Calculate the number of proof of transaction reports using credit cards with the settlement taken earlier

## 2. Checking inventory

Checking inventory at the Unigraha Hotel aims to help cost control find out the results of daily sales of outlets managed by the Unigraha Hotel, such as knowing how many products are produced that day, how many sales and how much stock is left.



**Figure 3.2. Checking Inventory**

*Source: Processed Data 2023*

These are the procedures:

- a. Login into Power Pro system
- b. Select Report on the Bar Menu
- c. Click Inventory
- d. Select the outlet from which the data will be taken
- e. Set the date period
- f. Preview Report and Check the data

## 3. Handing over Bill City Ledger to the Mill office

The city ledger bill is a transaction bill that occurred on that day, the costs of which are charged to each consumer's company and must be submitted to the mill to be charged.

Date Check in	Date Check out	Trans ID	No Faktur	Amount	No Invoice
2-Nov-23	2-Nov-23	167619	124	Rp. 864.000	City Ledger Consump...
2-Nov-23	2-Nov-23	167682	124	Rp. 14.000.000	City Ledger Consump...
2-Nov-23	2-Nov-23	167693	124	Rp. 1.822.999	City Ledger Consump...
2-Nov-23	2-Nov-23	167757	124	Rp. 493.000	City Ledger Consump...
2-Nov-23	2-Nov-23	167853	124	Rp. 1.368.200	City Ledger Consump...
2-Nov-23	2-Nov-23	167929	124	Rp. 181.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168089	124	Rp. 50.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168300	124	Rp. 750.200	City Ledger Consump...
2-Nov-23	2-Nov-23	168345	124	Rp. 2.584.800	City Ledger Consump...
2-Nov-23	2-Nov-23	168601	124	Rp. 1.218.200	City Ledger Consump...
2-Nov-23	2-Nov-23	168746	124	Rp. 1.154.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168749	124	Rp. 2.147.800	City Ledger Consump...
2-Nov-23	2-Nov-23	168750	124	Rp. 173.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168751	124	Rp. 8.254.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168752	124	Rp. 1.361.250	City Ledger Consump...
2-Nov-23	2-Nov-23	168753	124	Rp. 750.200	City Ledger Consump...
2-Nov-23	2-Nov-23	168759	124	Rp. 1.388.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168821	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168856	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168889	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	168969	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	169169	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	169310	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	169374	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	169574	124	Rp. 2.373.000	City Ledger Consump...
2-Nov-23	2-Nov-23	169718	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169719	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169720	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169721	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169722	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169723	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169724	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169725	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169726	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169727	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169728	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169729	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169730	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169731	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169732	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169733	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169734	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169735	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169736	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169737	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169738	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169739	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169740	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169741	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169742	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169743	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169744	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169745	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169746	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169747	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169748	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169749	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169750	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169751	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169752	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169753	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169754	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169755	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169756	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169757	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169758	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169759	2117	Rp. 466	City Ledger Consump...
2-Nov-23	2-Nov-23	169760	2117	Rp. 466	City Ledger Consump...

**Figure 3.3. Hand Over Form**

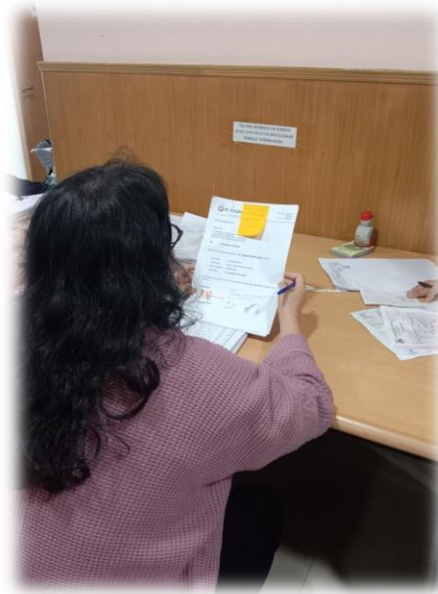
*Source: Processed Data 2023*

These are the procedures:

- Create a proof of invoice handover form
- Go to the mill office and submit the invoices one by one, stating the name/amount to the party who received the invoice at the mill office
- Once completed, ask the recipient of the invoice to sign the invoice receipt form.

#### **4. Submitting invoice to the Mill Office**

An invoice is a business document used to record and confirm sales transactions for goods or services. It serves as proof of purchase and contains transaction-related information, including details of the product or service purchased, amount to be paid, transaction date, payment method, and seller and buyer information.



**Figure 3.4. Submit invoice to the mill office**

*Source: Processed Data 2023*

These are the procedures:

- a. Create a proof of invoice handover form
- b. Go to the mill office and submit the invoices one by one, stating the name/amount to the party who received the invoice at the mill office
- c. Once completed, ask the recipient of the invoice to sign the invoice receipt form.

##### **5. Archiving every reports that has been checked**

Documents that have been checked, such as daily reports, proof of Qris transfers, credit cards and cash have to be archived. Archiving documents is the activity of grouping several documents based on the same type with the aim of making them easy to find and when stored in the document warehouse the



documents are not messy.

**Figure 3.5. Archive Document**

*Source: Processed Data 2023*

These are the procedures:

- a. tidy up the document before punching it
- b. Punch a hole in the paper using a hole punch
- c. Enter it into the letter file
- d. Provide Label of the file by writing the name and date of the report

### **3.4 Obstacle and Solution**

#### **3.4.1 Obstacle**

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

1. On the first day I started working I felt very nervous and afraid that I would make mistakes and would have difficulty understanding the work procedures taught by the supervisor.
2. At the beginning it was difficult to understand hotel terms for information in the report

#### **3.4.2 Solution**

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

1. You must remain calm and be able to control yourself, especially excessive fear which is not good if allowed to persist. pay attention to the surrounding environment and understand the working atmosphere around us.
2. Make notes so you can repeat them and understand them yourself so you can understand them quickly.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1. Conclusion**

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. The author is given tasks in the Unigraha business unit who are taught taking daily Report, checking daily report, submit invoice to the mill office hand over bill city ledger to the mill office, archive document, checking inventory, and pick up requested items according to SR from the store.
2. In the implementation of this internship, the authors carry out practical work at PT. Riau Andalan Pulp and Paper which lasts for 4 (four) months starting from July 17, 2023 to November 17, 2023. The activities carried out by the author during the practical work are in the Unigraha Hotel Business Unit, GMO Dept.
3. Then, in these practical work activities the author also understands the systems and procedures that apply in the implementation of practical work. Such as Taking Daily Report, Checking daily report, submit invoice to the mill office hand over bill city ledger to the mill office, archive document, checking inventory, and pick up requested items according to SR from the store.
4. On the first day I started working I felt very nervous and afraid that I would make mistakes and would have difficulty understanding the work procedures taught by the supervisor.
5. And the last one is difficult to understand hotel terms for information in the report.



## 4.2. Suggestion

Author provide some suggestions for various parties, namely for the author himself, for college students who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

### 1. Author

Suggestions for writers are to be more careful, thorough and concentrate in writing work. Get used to reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

### 2. College student

The author also provides suggestions that may be useful for students who will carry out practical work for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability and also in accordance with the instructions of the apprenticeship supervisor, thinking before taking action, always patient and obedient, must learn to manage all the tasks given and there is an initiative to evaluate the system and procedures for implementing apprenticeship. And lastly, the most important thing is to do your best during the implementation of this apprenticeship, because this opportunity may only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and also companies.

### 3. Company

After the author run the Apprenticeship activities at PT Riau Andalan Pulp and Paper. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

### 4. State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of Bengkalis campus is that the implementation of this apprenticeship can be used as an evaluation, and to provide debriefing to students who will carry out practical work activities before carrying out practical work in accordance with the field or course material related to systems and procedures at the company where the practical work is carried out.

## REFERENCES

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>., accessed on November 10, 2023.

State Polytechnic of Bengkalis Profile., <http://polbeng.ac.id/> ,. Accessed on November 10, 2023

## Appendix 1 : Apprenticeship Acceptance Letter



Internal

PT Riau Andalan Pulp and Paper  
 Jakarta Office  
 Jalan Sunda Bahung No. 21  
 Jakarta 10230, Indonesia  
 Tel : +62 21 3183 0134 Fax : +62 21 3144 804  
 Mill Office:  
 Jalan I Pribadi Timur, Pangkajene Kenei  
 Kabupaten Pangkajene  
 Riau 28333, Indonesia  
 Tel : +62 761 491 000 Fax : +62 761 491 666  
 www.aprindo.com  
 www.paperriau.com

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

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

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

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

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

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

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

Pangkalan Kerinci, 14 Juni 2023  
  
 PT. Riau Andalan Pulp and Paper  
**Tengku Kespandiar, ST., MM**  
 Campus Relation Manager

## Appendix 2 : Apprenticeship Letter



Internal

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

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

www.aprilasia.com  
www.paperone.com

Nomor : 305 /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	Rahmaniar	5504201014	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

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

### Appendix 3 : Apprenticeship Certificate



## Certificate of Completion

*This Certified that*

**RAHMANIAR**

student of :

**POLITEKNIK NEGERI BENGKALIS**

Study Program : English for Business and Professional Communication

Jurusan : Language Departemen

Has successfully completed on the job Training at  
Hotel Unigraha in Department of :

**GMO / Admin & General**

From July 17<sup>th</sup>, 2023 - November 17<sup>th</sup>, 2023

*Afi Khairi*  
General Manager

## Appendix 4 : Evaluation Result

### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL UNIGRAHA

Nama : Rahmaniar  
NIM : 5504201014  
Program Studi : D4 – Bahasa Inggris untuk Komunikasi Bisnis dan  
Profesional  
Kampus : Politeknik Negeri Bengkalis

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

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

Catatan : .....


.....

.....

.....

.....

Pangkalan Kerinci , 17 November 2023

  
Bambang Iswanto  
GMO Head

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
HOTEL UNIGRAHA


Nama : Rahmaniar  
NIM : 5504201014  
Program Studi : D4 – Bahasa Inggris untuk Komunikasi Bisnis dan  
Profesional  
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	20
2.	Tanggung-jawab	25%	22
3.	Penyesuaian diri	10%	8
4.	Hasil Kerja	30%	28
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 : Secara keseluruhan merupakan pribadi yang cekatan dalam menyelesaikan tugas dan tanggung jawab yang diberikan. Teliti dalam bekerja. Pribadi yang cepat menyesuaikan diri dengan lingkungan, dan memiliki disiplin yang tinggi.

Pangkalan Kerinci, 17 November 2023

  
Widya Rahma Diza  
Income Admin

## Appendix 5 : List of Attendance

Name **Rahmaniar**  
 Bulan **AGUSTUS**

Date	Time in	time out	Sign
1			
2	08.00	17.00	
3	08.00	17.00	
4	08.00	17.00	
5	OFF	-	.
6	OFF	-	.
7	08.00	17.00	
8	<del>08.00</del>	<del>17.00</del>	SICK
9	<del>08.00</del>	<del>17.00</del>	SICK
10	07.47.	17.00	
11	07.47	17.00	
12	07.46	12.00	
13	<del>07.55</del>	<del>17.00</del>	<del>Signature</del> OFF
14	07.55	17.00	
15	07.42.	17.00	
16	07.45.	17.48	
17	OFF	OFF	
18	17.43	17.41	
19	OFF	OFF	
20	OFF	OFF	
21	07.59.	17.00	
22	07.57	17.10	
23	07.53	17.00	
24	07.40.	17.04	
25	07.45.	17.06	
26	07.47.	12.07	
27	OFF	OFF	
28	07.52	17.10	
29	<del>07.52</del>	SICK	SICK
30	07.57	17.00	
31	07.57.	17.00	

D. H. M.



Name Rahmaniar  
 Bulan SEPTEMBER

Date	Time in	time out	Sign
1	07.43	17.00	
2	OFF	OFF	
3	OFF	OFF	
4	07.47	17.10	
5	07.47	12.30	
6	07.58	17.20	
7	07.54	17.00	
8	07.40	17.00	
9	07.52	12.00	
10	OFF	OFF	
11	07.51	17.21	
12	07.49	17.00	
13	07.48	17.00	
14	07.46	17.00	
15	07.43	17.00	
16	OFF	OFF	
17	OFF	OFF	
18	07.50	17.00	
19	07.50	17.00	
20	07.56	17.00	
21	07.45	17.09	
22	07.47	17.00	
23	07.47	12.00	
24	OFF	OFF	
25	07.41	17.11	
26	07.45	17.00	
27	07.46	17.17	
28	SICK	SICK	
29	07.49	17.00	
30	OFF	OFF	
31	OFF	OFF	

DIMANDY

Name **Rahmaniar**  
 Bulan **OCTOBER**

Date	Time in	time out	Sign
1	OFF	OFF	
2	07.46	17.00	
3	07.59	17.11	
4	07.42	17.09	
5	SAKIT	SAKIT	
6	07.43	17.10	
7	07.53	12.00	
8	OFF	OFF	
9	07.49	17.10	
10	07.48	17.11	
11	07.40	17.13	
12	07.42	17.0	
13	07.45	12.00	
14	OFF	OFF	
15	OFF	OFF	
16	07.43	17.10	
17	07.35	17.06	
18	07.52	17.00	
19	07.40	17.00	
20	07.54	17.08	
21	07.55	12.08	
22	OFF	OFF	
23	07.51	17.00	
24	07.38	17.00	
25	07.41	17.10	
26	07.38	17.00	
27	07.59	17.00	
28	OFF	OFF	
29	OFF	OFF	
30	07.47	17.00	
31	07.47	17.00	

*Duf.*  
DINA

Name Rahmaniar  
 Bulan November

Date	Time in	time out	Sign
1	07.38	17.00	
2	07.56	17.00	
3	07.52	17.00	
4	07.40	17.00	
5	OFF	OFF	-
6	07.55	17.00	
7	<del>07.38</del>	sick	SAKIT
8	07.45	17.00	
9	07.40	17.00	
10	07.54	17.00	
11	OFF	OFF	-
12	OFF	OFF	-
13	07.40	17.00	
14	07.45	17.00	
15	07.38	17.11	
16	07.36	17.00	
17	07.55	17.00	
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			


D. HANIZ


## Appendix 6 : Daily Activities

### DAILY ACTIVITIES OF THE JOB TRAINING

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. Getting an ID BADGE as the identification during the internship program	T. Kespondiar	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		Getting the ID BADGE as an identification card during the internship program

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : July, 18<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Attending Safety Campus/Safety Induction	T. Kespondiar	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		<p>Safety campus/safety induction is an explanation and direction about K3 related to potential dangers, hazard control, required personal protective equipment (PPE), emergency response, and rescue procedures in a company.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : July, 20<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Population census in the employee housing complex of PT. RAPP	Jevon Aloysius	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		Population census is a periodic population calculation. The data obtained usually does not only include the number of people, but also facts regarding for example gender, age, language, and other things deemed necessary.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : July, 21<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Population census in the employee housing complex of PT. RAPP	Jevon Aloysius	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : JULY, 24<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Population census in the employee housing complex of PT. RAPP	Jevon Aloysius	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : JULY, 25<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Population cencus in the employee housing complex of PT. RAPP	Jevon Aloysius	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

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


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Population census in the employee housing complex of the PT. RAPP	Jevon Aloysius	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

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


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Populaion census in the employee housing complex of PT. RAPP	Jevon Aloysius	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : MARCH, 28<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visiting CD Center PT. RAPP	T. Kependiar	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		<p>CD center or Community Development center is a community empowerment institution managed by PT. RAPP aims for social and economic development as a form of commitment to grow and develop together with society.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : JULY, 31<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Population cencus in the employee housing complex of PT. RAPP	Jevon Aloysius	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : AUG, 01<sup>st</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visiting Unigraha Hotel	T. Kespandiar	
	<b>Notes by Industrial Coach</b>		

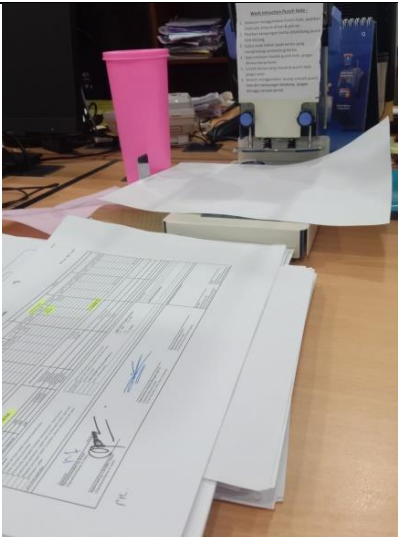
NO.	WORKING	EXPLANATION
1.		<p>Visiting Unigraha Hotel with the aim of asking permission to carry out the internship program at the Unigraha Hotel by the Campus Relation Manager Mr. T. Kespandiar.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : AUG, 02<sup>Nd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Placed at The GMO Head 2. Archive document	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		On the first day of starting the internship program at the Unigraha Hotel, the author was asked to help archive documents

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : AUG,03<sup>Rd</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		During the internship program, the author received the main task, namely taking and checking the daily financial reports of the Unigraha Hotel every day.




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : AUG, 04<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		The Unigraha Hotel daily report contains reports on transactions that occur every day at the Unigraha Hotel, such as at the FO, Laundry, Transport, Health Club and restaurants.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : AUG, 07<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving document	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		The author is asked to archive daily reports that have been checked.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : AUG, 10<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : AUG, 11<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : AUG, 12<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : AUG, 14<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : AUG, 15<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : AUG, 16<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Preparing for Independence Day event	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		



**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : AUG, 18<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : AUG, 21<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Summering Bill City Ledger	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : AUG, 22<sup>Nd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : AUG, 23<sup>Rd</sup> 2032


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		

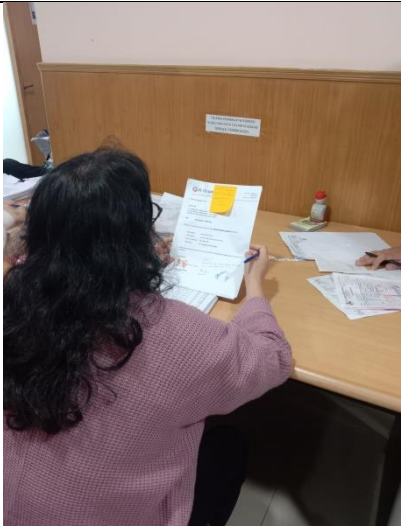
NO.	WORKING	EXPLANATION
1.		The author was accompanied to deposit the money from daily cash transactions that occurred at the Unigraha Hotel to the Bank.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : AUG, 24<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the bank 4. Submitting invoice to the mill office	Zhea apriliana	
<b>Notes by Industrial Coach</b>			

NO.	WORKING	EXPLANATION
1.		Invoice is a proof of purchase invoice issued by the seller to the buyer. This invoice must be submitted to the mill office so that payment can be made immediately for the items to be purchased.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : AUG, 25<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : AUG, 26<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : AUG, 28<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : AUG, 30<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archive daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : AUG, 30<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report 4. Attending General Staff Meeting (GSM)	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		<p>The General Staff Meeting (GSM) is an event held every 2 months by the Unigraha Hotel with the aim of strengthening relationships between employees as well as evaluating the performance and profit percentage of the Unigraha Hotel.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : SEPT, 01<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Checking and create a Guarantee Letter handover form 4. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		<p>The city ledger bill is proof of transactions that occur at Unigraha Hotel outlets where the costs are not billed personally but are billed to the buyer's company.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : SEPT, 04<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : SEPT, 05<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : SEPT, 06<sup>Th</sup> 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : SEPT, 07<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : SEPT, 08<sup>Th</sup> 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1 Taking daily report 2 Checking daily report 3 Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : SEPT, 09<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : SEPT, 11<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Recapitulation of bill city ledger handover form	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : SEPT,12<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : SEPT,13<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Deposit cash o the Bank 4. Submitting Guarantee Letter to the Mill Office	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : SEPT,14<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Taking daily report</li> <li>2. Checking daily report</li> <li>3. Depositing cash to the Bank</li> <li>4. Tidying up reports in preparation for 6S audit</li> </ol>	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		6S (Seiri, Seiton, Seiso, Safety, Seiketsu, and Shitsuke) is an audit of cleanliness, tidiness and safety of the work environment which will be carried out every month.




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : SEPT,18<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : SEPT,19<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : SEPT,20<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. taking daily report 2. Checking daily report 3. Submitting invoice to the Mill Office	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : SEPT,21<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			

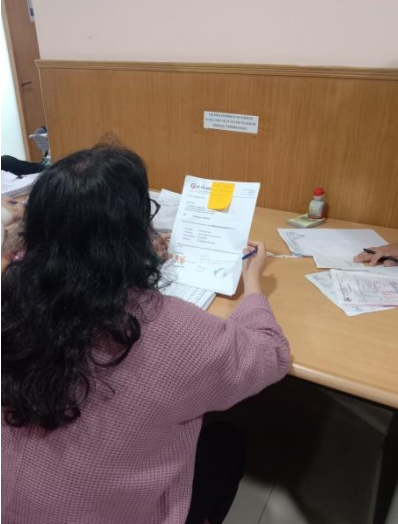
NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : SEPT,22<sup>Nd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Submitting invoice to the Mill Office 4. Checking inventory Foodcourt	Agung Desy Syari	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : SEPT,23<sup>Rd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : SEPT,25<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Taking proof of tax payment at the BPKAD Kab. Pelalawan	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : SEPT,26<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			

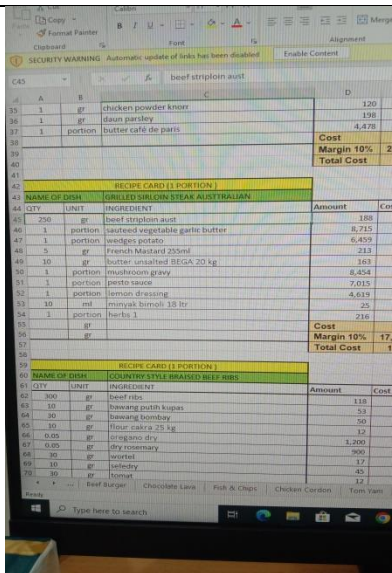
NO.	WORKING	EXPLANATION
1.		

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : SEPT,27<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Taking daily report</li> <li>2. Checking daily report</li> <li>3. Depositing cash to the bank</li> <li>4. Recapping menu for Middle East Street Food</li> </ol>	Rico. C Marbun	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		Input the menu into the power pro system so that cost control can find out how much budget will be needed for the menu

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : SEPT,29<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Aprilina	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : OCT, 02<sup>Nd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Submitting proof of Hotel's tax payment to the Mill Office	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : OCT, 03<sup>Rd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : OCT, 04<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Submitting Invoice to the Mill Office	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : OCT, 06<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. taking daily report 2. checking daily report 3. depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			

NO.	WORKING	EXPLANATION
1.		


**DAILY ACTIVITIES  
OF THE JOB TRAINING**


DAY : MONDAY

DATE : OCT, 09<sup>Th</sup> 2023

DAY : SATURDAY

DATE : OCT, 07<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : OCT, 09<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Submitting invoice to the Mill Office 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : OCT, 10<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : OCT, 11<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Handover Invoice to the Mill Office	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : OCT, 12<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : OCT, 13<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Checking inventory Foodcourt	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : OCT, 16<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Submitting invoice to the Mill Office 4. Deposit cash to the Bank 5. Archive daily report	Zhea Apriliiana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : OCT, 17<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Submitting Invoice to the Mill Office	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : OCT, 18<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Submitting Invoice to the Mill Office 4. Recapping Ali Café's menu 5. Archiving daily report	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : OCT, 19<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : OCT, 20<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : OCT, 21<sup>St</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Attending General staff Meeting (GSM)	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : OCT, 23<sup>Rd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. taking daily report 2. Checking daily report 3. Submitting Invoice to the Mill Office 4. Recipe Ala Carte new Menu	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : OCT, 24<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Taking daily report</li> <li>2. Checking daily report</li> <li>3. Issued kitchen requested items from the store</li> <li>4. Submitting invoice to the Mill Office</li> <li>5. Archiving daily report</li> </ol>	Rico C. Marbun	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		Items needed by each department at the Unigraha Hotel must be requested via the Store Request (SR) form and after that they will be removed from the store by the Storeman.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : OCT, 25<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : OCT, 26<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : OCT, 27<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : OCT, 30<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : OCT, 31<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : OCT, 31<sup>St</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Scanning procurement bidding document 4. Taking tax of payment Hotel Unigraha to the BPKAD	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		Author is asked to scan the procurement bidding document




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : NOV, 01<sup>St</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> <li>1. Taking daily report</li> <li>2. Checking daily report</li> <li>3. Scanning Procurement bidding document</li> <li>4. Depositing cash to the Bank</li> <li>5. Handover invoice to the Mill office</li> <li>6. Submitting proof pf tax payment to the Mill Office</li> <li>7. Archiving daily report</li> <li>8. Recapitulation of Umigraha's money inventory</li> </ol>	Rico C. Marbun	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		Unigraha's money is a voucher that was made like a form of money. This money used in a special event called "Street Food" which is held every month by Unigraha Hotel.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : NOV, 02<sup>Nd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : NOV, 03<sup>Rd</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Checking October stock take adjustment 4. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : NOV, 04<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving daily report	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : NOV, 06<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Submitting invoice to the Mill Office 4. Handover form asset to the Mill Office 5. Helping Cost Control maintaining menu	Zhea apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : NOV, 08<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Cross check handover form of City Ledger 4. Submitting invoice to the Mill Office	Zhea apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : NOV, 09<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : NOV, 10<sup>Th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Handover asset form to the Mill Office	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : MONDAY

DATE : NOV, 13<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Scanning procurement document 4. Archiving document 5. Handover invoice to the Mill Office	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : NOV, 14<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Archiving document	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : NOV, 15<sup>Th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Making report label name 4. Archiving daily report 5. Depositing cash to the Bank	Zhea Apriliana	
	<b>Notes by Industrial Coach</b>		


NO.	WORKING	EXPLANATION
1.		Author was asked to name each document that will be archived so that is easy to find.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : NOV, 16<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Taking daily report 2. Checking daily report 3. Depositing cash to the Bank	Zhea Apriliana	
<b>Notes by Industrial Coach</b>			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**









































































DAY : FRIDAY













































































































DATE : NOV, 17<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Apprenticeship Seminar		
	<b>Notes by Industrial Coach</b>		

NO.	WORKING	EXPLANATION
1.		

## Appendix 7: Log Book

No	Tanggal	Nama Mahasiswa	NPM	Nama Dosen	NIDN	Keterangan	Aksi
3	Jumat, 17 November 2023	197010052021211004 - A MAUIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar			Daily Report Magang	  
4	Jumat, 17 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi			Eighty Third Day	  
5	Kamis, 16 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari			Intern at Unigraha Hotel	  
6	Kamis, 16 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari			Daily Internship Report	  
7	Kamis, 16 November 2023	197010052021211004 - A MAUIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar			Daily Report Magang	  
8	Kamis, 16 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi			Eighty Second Day (Unigraha Hotel)	  
9	Rabu, 15 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari			Intern at Unigraha Hotel	  
10	Rabu, 15 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari			Daily Internship Report	  
11	Rabu, 15 November 2023	197010052021211004 - A MAUIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar			Daily Report Magang	  
12	Rabu, 15 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi			Eighty first day (Sakit)	  
13	Selasa, 14 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari			Intern at Unigraha Hotel	  
14	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari			Daily Internship Report	  
15	Selasa, 14 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi			Eighty Day (Unigraha Hotel)	  
16	Selasa, 14 November 2023	197010052021211004 - A MAUIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar			Daily Report Magang	  
17	Senin, 13 November 2023	197010052021211004 - A MAUIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar			Daily Report Magang	  
18	Senin, 13 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi			Seventy Ninth Day	  
19	Senin, 13 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari			Intern at Unigraha Hotel	  
20	Senin, 13 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari			Daily Internship Report	  
21	Jumat, 10 November 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari			Intern at Unigraha Hotel	  
22	Jumat, 10 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari			Daily Internship Report	  
23	Jumat, 10 November 2023	197010052021211004 - A MAUIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar			Daily Report Magang	  
24	Jumat, 10 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi			Seventy Eight	  
25	Kamis, 9 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari			Daily Internship Report	  
26	Kamis, 9 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi			Seventy Seventh Day (Unigraha Hotel)	  

27	Kamis, 9 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
28	Kamis, 9 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
29	Rabu, 8 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
30	Rabu, 8 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
31	Rabu, 8 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
32	Rabu, 8 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Sixth Day (Unigraha Hotel)	  
33	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
34	Selasa, 7 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
35	Selasa, 7 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Fifth Day (Unigraha Hotel)	  
36	Selasa, 7 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	  
37	Senin, 6 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
38	Senin, 6 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
39	Senin, 6 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Fourth Day (Unigraha Hotel)	  
40	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
41	Sabtu, 4 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
42	Sabtu, 4 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201019 - Wulan Nazari	Daily Internship Report	  
43	Sabtu, 4 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
44	Sabtu, 4 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Third Day (Unigraha Hotel)	  
45	Jumat, 3 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
46	Jumat, 3 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
47	Jumat, 3 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Second Day (Unigraha Hotel)	  
48	Jumat, 3 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
49	Kamis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
50	Kamis, 2 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
51	Kamis, 2 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
52	Kamis, 2 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy First Day (Unigraha Hotel)	  
53	Rabu, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
54	Rabu, 1 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
55	Rabu, 1 November 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventy Day (Unigraha Hotel)	  
56	Rabu, 1 November 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
57	Selasa, 31 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
58	Selasa, 31 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
59	Selasa, 31 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Ninth Day (Unigraha Hotel)	  
60	Selasa, 31 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
61	Senin, 30 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
62	Senin, 30 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Eighth Day (Unigraha Hotel)	  













































































































63	Senin, 30 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
64	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
65	Jumat, 27 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
66	Jumat, 27 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
67	Jumat, 27 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
68	Jumat, 27 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Seventh Day (Unigraha Hotel)	  
69	Kamis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	SAKIT	  
70	Kamis, 26 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
71	Kamis, 26 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
72	Kamis, 26 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty sixth day (Unigraha Hotel)	  
73	Rabu, 25 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
74	Rabu, 25 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
75	Rabu, 25 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
76	Rabu, 25 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-fifth day (Unigraha Hotel)	  
77	Selasa, 24 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
78	Selasa, 24 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
79	Selasa, 24 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
80	Selasa, 24 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty Fourth Day ( Unigraha Hotel)	  
81	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
82	Senin, 23 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
83	Senin, 23 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
84	Senin, 23 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty third day (Unigraha Hotel)	  
85	Sabtu, 21 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
86	Sabtu, 21 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
87	Sabtu, 21 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-second (Unigraha Hotel)	  
88	Sabtu, 21 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
89	Jumat, 20 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
90	Jumat, 20 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixty-first Day (Unigraha Hotel)	  
91	Jumat, 20 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
92	Jumat, 20 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
93	Kamis, 19 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
94	Kamis, 19 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixtieth day	  
95	Kamis, 19 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
96	Kamis, 19 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
97	Rabu, 18 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
98	Rabu, 18 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Nineth Day ( Unigraha Hotel)	  

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
































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99	Rabu, 18 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
100	Rabu, 18 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
101	Selasa, 17 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Eighth Day	  
102	Selasa, 17 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
103	Selasa, 17 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
104	Selasa, 17 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
105	Senin, 16 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
106	Senin, 16 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
107	Senin, 16 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty Seventh Day (Sakit)	  
108	Senin, 16 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
109	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
110	Jumat, 13 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-sixth day	  
111	Jumat, 13 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
112	Jumat, 13 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
113	Kamis, 12 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-fifth day	  
114	Kamis, 12 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Hotel Unigraha	  
115	Kamis, 12 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
116	Kamis, 12 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
117	Rabu, 11 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-fourth Day	  
118	Rabu, 11 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
119	Rabu, 11 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
120	Rabu, 11 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
121	Selasa, 10 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
122	Selasa, 10 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty third day (Unigraha Hotel)	  
123	Selasa, 10 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
124	Selasa, 10 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
125	Senin, 9 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
126	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
127	Senin, 9 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
128	Senin, 9 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-second day (Unigraha Hotel)	  
129	Senin, 9 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
130	Sabtu, 7 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
131	Sabtu, 7 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
132	Sabtu, 7 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifty-first day	  
133	Jumat, 6 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
134	Jumat, 6 Oktober 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  

135	Jumat, 6 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fiftieth day (Unigraha Hotel)	
136	Kamis, 5 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
137	Kamis, 5 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	
138	Kamis, 5 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty Nineth (Unigraha Hotel)	
139	Kamis, 5 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
140	Rabu, 4 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
141	Rabu, 4 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
142	Rabu, 4 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty eighth day (Unigraha Hotel)	
143	Rabu, 4 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
144	Selasa, 3 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
145	Selasa, 3 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty seventh (Unigraha Hotel)	
146	Selasa, 3 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
147	Selasa, 3 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
148	Senin, 2 Oktober 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty sixth	
149	Senin, 2 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	IZIN	
150	Senin, 2 Oktober 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
151	Senin, 2 Oktober 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
152	Jumat, 29 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
153	Jumat, 29 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
154	Jumat, 29 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
155	Jumat, 29 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty-fifth day (izin)	
156	Kamis, 28 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Maulid Nabi (Off)	
157	Rabu, 27 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
158	Rabu, 27 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty fourth day (Unigraha Hotel)	
159	Rabu, 27 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
160	Rabu, 27 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
161	Selasa, 26 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
162	Selasa, 26 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty-third day (Unigraha Hotel)	
163	Selasa, 26 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
164	Selasa, 26 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
165	Senin, 25 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
166	Senin, 25 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty second day	
167	Senin, 25 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	
168	Senin, 25 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	
169	Sabtu, 23 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
170	Sabtu, 23 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	

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171	Sabtu, 23 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
172	Sabtu, 23 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Forty first day (Unigraha Hotel)	  
173	Jumat, 22 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
174	Jumat, 22 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
175	Jumat, 22 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Fortieth Day (Unigraha Hotel)	  
176	Jumat, 22 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
177	Kamis, 21 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
178	Kamis, 21 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
179	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
180	Kamis, 21 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Ninth Day ( Unigraha Hotel)	  
181	Rabu, 20 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily report magang	  
182	Rabu, 20 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Eighth Day ( Unigraha Hotel)	  
183	Rabu, 20 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
184	Rabu, 20 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
185	Selasa, 19 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
186	Selasa, 19 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201019 - Wulan Nazari	Daily Internship Report	  
187	Selasa, 19 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
188	Selasa, 19 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Seventh Day (Unigraha Hotel)	  
189	Senin, 18 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
190	Senin, 18 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
191	Senin, 18 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The Thirty Sixth Day	  
192	Senin, 18 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
193	Jumat, 15 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
194	Jumat, 15 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  













































































































No	Tanggal	Nama	NIM	Instansi	Kategori	Aksi
195	Jumat, 15 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Unigraha Hotel	Thirty Fifth Day (Unigraha Hotel)	  
196	Jumat, 15 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Unigraha Hotel	Intern at Unigraha Hotel	  
197	Jumat, 15 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		Magang day	  
198	Kamis, 14 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		Daily Report Magang	  
199	Kamis, 14 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari		Daily Internship Report	  
200	Kamis, 14 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Unigraha Hotel	Thirty fourth (Unigraha Hotel)	  
201	Kamis, 14 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Unigraha Hotel	Intern at Unigraha Hotel	  
202	Kamis, 14 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		Magang day	  
203	Rabu, 13 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		Daily Report Magang	  
204	Rabu, 13 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari		Daily Internship Report	  
205	Rabu, 13 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Unigraha Hotel	Thirty Third Day (Unigraha Hotel)	  
206	Rabu, 13 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		magang day	  
207	Rabu, 13 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Unigraha Hotel	Intern at Unigraha Hotel	  
208	Selasa, 12 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari		Daily Internship Report	  
209	Selasa, 12 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		Magang day	  
210	Selasa, 12 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Unigraha Hotel	Intern at Unigraha Hotel	  
211	Selasa, 12 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Unigraha Hotel	Thirty Second Day ( Unigraha Hotel )	  
212	Senin, 11 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Unigraha Hotel	Thirty First Day (Unigraha Hotel)	  
213	Senin, 11 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari		Daily Internship Report	  
214	Senin, 11 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Unigraha Hotel	Intern at Unigraha Hotel	  
215	Senin, 11 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		magang day	  
216	Sabtu, 9 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Unigraha Hotel	Thirtieth day (Unigraha Hotel)	  
217	Sabtu, 9 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari		Daily Internship Report	  
218	Sabtu, 9 September 2023	197010052021211004 - A MAUK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar		magang day	  

219	Sabtu, 9 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
220	Jumat, 8 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
221	Jumat, 8 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
222	Jumat, 8 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
223	Jumat, 8 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty nine day	  
224	Kamis, 7 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
225	Kamis, 7 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
226	Kamis, 7 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
227	Kamis, 7 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty eighth day ( Unigraha Hotel)	  
228	Rabu, 6 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
229	Rabu, 6 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty Seventh Day (Unigraha Hotel)	  
230	Rabu, 6 September 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
231	Rabu, 6 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
232	Selasa, 5 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
233	Selasa, 5 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	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	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
236	Senin, 4 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
237	Senin, 4 September 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
238	Senin, 4 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	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	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	OFF	  
241	Sabtu, 2 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	OFF	  
242	Jumat, 1 September 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty fourth day (Unigraha Hotel)	  
243	Jumat, 1 September 2023	199209222022031004 - Doris 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	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
246	Kamis, 31 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
247	Kamis, 31 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty third day (Tidak masuk)	  
248	Kamis, 31 Agustus 2023	197010052021211004 - 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	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
251	Rabu, 30 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	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	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
254	Selasa, 29 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  

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255	Selasa, 29 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
256	Selasa, 29 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Off	  
257	Selasa, 29 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twenty first day	  
258	Senin, 28 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
259	Senin, 28 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
260	Senin, 28 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twentieth day (Unigraha Hotel)	  
261	Senin, 28 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
262	Sabtu, 26 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Nineteenth day (Unigraha Hotel)	  
263	Sabtu, 26 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang di Unigraha Hotel	  
264	Sabtu, 26 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Daily Report Magang	  
265	Sabtu, 26 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
266	Jumat, 25 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
266	Jumat, 25 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
267	Jumat, 25 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha hotel	  
268	Jumat, 25 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eighteenth day (Unigraha Hotel)	  
269	Jumat, 25 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
270	Kamis, 24 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
271	Kamis, 24 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventeenth day	  
272	Kamis, 24 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
273	Kamis, 24 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
274	Rabu, 23 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
275	Rabu, 23 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixteenth day	  
276	Rabu, 23 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
277	Rabu, 23 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	magang day	  
278	Selasa, 22 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
279	Selasa, 22 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifteenth day (Unigraha Hotel)	  
280	Selasa, 22 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Intern at Unigraha Hotel	  
281	Selasa, 22 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
282	Senin, 21 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
283	Senin, 21 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	  
284	Senin, 21 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	14th day internship at Unigraha Hotel	  
285	Senin, 21 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fourteenth day	  
286	Sabtu, 19 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
287	Jumat, 18 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Thirteenth day	  
288	Jumat, 18 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	  
289	Jumat, 18 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 13 di Hotel Unigraha	  




































































290	Jumat, 18 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
291	Kamis, 17 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Off	
292	Rabu, 16 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
293	Rabu, 16 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Twelfth day (Unigraha Hotel)	
294	Rabu, 16 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Day 12 of internship at Unigraha	
295	Rabu, 16 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
296	Selasa, 15 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
297	Selasa, 15 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang day	
298	Selasa, 15 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Eleventh day (Unigraha Hotel)	
299	Selasa, 15 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke II di Hotel Unigraha	
300	Senin, 14 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Tenth day (Unigraha Hotel)	
301	Senin, 14 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 10 Hotel Unigraha	
302	Senin, 14 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Daily Internship Report	
303	Senin, 14 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	
304	Sabtu, 12 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 9 Hotel Unigraha	
305	Sabtu, 12 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	
306	Sabtu, 12 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The ninth day (Unigraha Hotel)	
307	Sabtu, 12 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	
308	Jumat, 11 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Magang Day	
309	Jumat, 11 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	
310	Jumat, 11 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	The eighth day (Unigraha hotel)	
311	Jumat, 11 Agustus 2023	19881122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	8th day internship at unigraha hotel	
312	Kamis, 10 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	
313	Kamis, 10 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Seventh day (Unigraha hotel)	






































































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314	Kamis, 10 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	7th day internship at Unigraha Hotel	
315	Kamis, 10 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	KP Day	
316	Rabu, 9 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	
317	Rabu, 9 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Meminta tanda tangan atasan	
318	Rabu, 9 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sixth day	
319	Rabu, 9 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Internship day 6 at. unigraha hotel	
320	Selasa, 8 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sakit	
321	Selasa, 8 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Fifth day	
322	Selasa, 8 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Izin	
323	Selasa, 8 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke-5	
324	Senin, 7 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan Keuangan Harian	
325	Senin, 7 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Mengisi Daily Report	
326	Senin, 7 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Magang hari ke 4 Hotel Unigraha	
327	Senin, 7 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Membuat BEO, Meeting, Arsip	
328	Jumat, 4 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Ikut Meminta Tangan Atasan dan mengikuti rapat	
329	Jumat, 4 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan Keuangan Harian Hotel Unigraha PT. RAPP	
330	Jumat, 4 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Rekapitulasi Event dan Meeting dengan staff Hotel Unigraha	
331	Jumat, 4 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Persiapan gamba dan melakukan input data dan pembelian barang store	
332	Kamis, 3 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Arsip Dokumen	
333	Kamis, 3 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Persiapan 6s dan input data kamar hotel	
334	Kamis, 3 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Penjelasan tentang BEO	
335	Kamis, 3 Agustus 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Laporan keuangan harian Hotel Unigraha PT RAPP	
336	Rabu, 2 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Ikut Meminta Tangan Atasan	
337	Rabu, 2 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Hari pertama magang di Hotel Unigraha	



338	Rabu, 2 Agustus 2023	197010052021211004 - A MALIK, S.Pd, M.Ed. TESL	5504201014 - Rahmaniar	Arsip Dokumen	  
339	Rabu, 2 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	The first day of Internship after placement at the Unigraha hotel	  
340	Selasa, 1 Agustus 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Briefing dan visit ke Hotel Unigraha	  
341	Selasa, 1 Agustus 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Visits to Unigraha hotels as well as monitoring placement locations during the internship	  
342	Selasa, 1 Agustus 2023	197010052021211004 - A MALIK, S.Pd, M.Ed. TESL	5504201014 - Rahmaniar	Survey ke hotel Unigraha PT. RAPP	  
343	Selasa, 1 Agustus 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Survey Hotel Unigraha	  
344	Senin, 31 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
345	Senin, 31 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
346	Senin, 31 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	  
347	Senin, 31 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk	  
348	Jumat, 28 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Pengenalan PT.RAPP dan mengunjungi CD center	  
349	Jumat, 28 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed. TESL	5504201014 - Rahmaniar	visit ke CD / Community Development CD Center	  
350	Jumat, 28 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	visit ke CD / Community Development CD Center	  
351	Jumat, 28 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Pengenalan CD Center PT. Rapp	  
352	Kamis, 27 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus Penduduk PT.RAPP	  
353	Kamis, 27 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed. TESL	5504201014 - Rahmaniar	sensus	  
354	Kamis, 27 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
355	Kamis, 27 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
356	Rabu, 26 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
357	Rabu, 26 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
358	Rabu, 26 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed. TESL	5504201014 - Rahmaniar	sensus	  
359	Rabu, 26 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
360	Selasa, 25 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd, M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
361	Selasa, 25 Juli 2023	197010052021211004 - A MALIK, S.Pd, M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  

362	Selasa, 25 Juli 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
363	Selasa, 25 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
364	Senin, 24 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
365	Senin, 24 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
366	Senin, 24 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
367	Senin, 24 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
368	Jumat, 21 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
369	Jumat, 21 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
370	Jumat, 21 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
371	Jumat, 21 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
372	Kamis, 20 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Sensus Penduduk PT. RAPP	  
373	Kamis, 20 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Sensus penduduk RAPP	  
374	Kamis, 20 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Sensus	  
375	Kamis, 20 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Sensus penduduk PT. Rapp	  
376	Rabu, 19 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Hijri New Year	  
377	Selasa, 18 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Safety Induction	  
378	Selasa, 18 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Safety Induction	  
379	Selasa, 18 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Safety Induction	  
380	Selasa, 18 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Safety Induction	  
381	Senin, 17 Juli 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201019 - Wulan Nazari	Registrasi	  
382	Senin, 17 Juli 2023	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504201014 - Rahmaniar	Registrasi	  
383	Senin, 17 Juli 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201024 - Devitrah Sari	Registrasi dan Cek-in Mess PT.RAPP	  
384	Senin, 17 Juli 2023	198710132022032004 - Pretti Ristra, S.Pd., M.Ed.	5504201010 - Susi	Registrasi	  

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