

**APPRENTICESHIP REPORT
PT. EMP MALACCA STRAIT S.A
MERANTI-RIAU**

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**ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION
STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2024**

APPROVAL SHEET

APPRENTICESHIP REPORT PT. EMP MALACCA STRAIT S.A

Written as one of the requirements for completing Apprenticeship

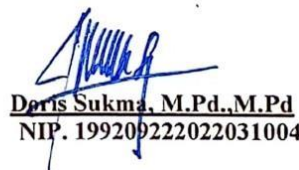
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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Mirna Febriani, Reg Number 5504201018** who did the apprenticeship at PT. ITA (Imbang Tata Alam), started from September 01st to January 01st 2024. 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.

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Praise gratitude submitted to the God who always gives blessing that help me complete this internship report. This document signifies the earnest application of knowledge and skills acquired during the English for Business and Professional Communication study program at the Language Department, Bengkalis State Polytechnic, portraying the internship as an academic requirement and a pivotal step into the professional realm.

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

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

Kurau, January 01st, 2024
The Writer



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CHAPTER I

INTRODUCTION

1.1 Background of Internship

Polytechnic State of Bengkalis is one of the State Polytechnics located in Bengkalis, Riau, Indonesia. Polytechnic State of Bengkalis is the first Polytechnic in Riau which was established in 2000. Through the Gema Bahari Foundation, its name for the first time was "POLITEKNIK PELAYARAN BENGKALIS". On July 29, 2011, Bengkalis Polytechnic officially became a state-owned university with the name POLITEKNIK NEGERI BENGKALIS through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment of the Organization and Work procedures of the Polytechnic State of Bengkalis. On December 26, 2011, Polytechnic State of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Polytechnic State of Bengkalis has 18 (eighteen) Study Programs consisting of 10 (ten) D3 (diploma three) in the fields of Shipbuilding Engineering, Ship Engineering Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Commercial Shipping Management, Business English, and Business Administration, and 8 (eight) D4 (diploma four) Study Programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English for Business and Professional Communication and Software Engineering.

Internship (PKL) or internship is one of the requirements that must be taken by every student. At this time, the smooth flow of information between the industrial world and education is very important in order to create harmony between the two. Therefore, internship is a good medium for students to interact directly with the industrial world.

The development of science allows everything to become more sophisticated. This encourages the world of work to get human resources who have superior abilities by meeting all the needs that exist in the world of work. The need to obtain reliable human resources also makes companies more effective in recruiting labor. This is a natural thing considering that companies should get workers who have the ability to build their companies. This triggers students to prepare themselves by improving hard skills and soft skills while in lectures to face competition in the world of work. Therefore, to empower human resources in Indonesia, Polytechnic State of Bengkalis as one of the state universities in Riau Province is expected to be able to produce quality graduates so that they can compete in the world of work.

To meet these expectations, the Polytechnic State of Bengkalis created a program that can help its graduates to become qualified graduates, namely the internship (KP) program. By participating in practical work, students will gain experience of direct assignments into the real world of work by practicing the theories that have been learned. Internship is a learning process by directly recognizing the scope of the real world of work. Student is required to go directly to the world of work which is their respective fields so that student is expected to be able to directly apply the knowledge that has been learned before into the world of work. In addition, with internship, students can increase their knowledge, skills, and experience in working which can later be applied in the real world of work.

English for Business and Professional Communication Study Program hopes that through internship, students can see directly how the real business world is, and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. Consequently, after completing the internship, every student is required to make a work report when carrying out practical work so that students can be accountable for her results obtained from the internship.

Based on the statement above, the author, as a student of the English for Business and Professional Communication Study Program, is required to carry out internship for a maximum of six months and a minimum of four months. The author has chosen PT IMBANG TATA ALAM as the place to carry out internship activities for four months. During the implementation of internship (KP), the author was placed in the Buyer

section.

The implementation of this practical work starts from September 1, 2023 to January 1, 2024. Through implementation of this internship, it is hoped that the writer will be able to broaden her insight into various tasks and be able to face the real world of work with the experience gained during internship.

1.2 Purpose of Internship

The objectives of the implementation of Practical Work activities for Bengkalis State Polytechnic students are:

1. To find out the job descriptions carried out during practical work at PT IMBANG TATA ALAM.
2. Provide an opportunity for the author to above the place of practical work Practice carried out at PT. IMBANG TATA ALAM.
3. Provide an opportunity for the author to experience the work system and procedures at PT IMBANG TATA ALAM.

1.3 Significance of the Internship

1.3.1 Significance for the Internship

Through the Program, the implementation of this practical work can provide information to interns about job descriptions, work systems and procedures, places of practical work, obstacles and solutions when carrying out practical work at PT. IMBANG TATA ALAM, to improve skills and insights in hard skill and soft skill competencies alike.

1.3.2 Significance for State Polytechnic of Bengkalis

Internship have an important role in improving the quality of work so that it is hoped that they can lead to a good working relationship between the Polytechnic State of Bengkalis and PT. Imbang Tata Alam.

1.3.3 Significance for the Company

Through the practical work program, PT IMBANG TATA ALAM gets a qualified workforce, has experience, and can strengthen the company's reputation. So that in the end it can provide benefits for the development of the company.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History

2.1.1 PT. EMP MALACCA STRAIT S.A

The Malacca Strait Block oil and gas concession was originally (1971) owned by a foreign oil company Pan Ocean Corporation, but in the same year (July 2, 1971) its ownership changed to Atlantic Rich Field Company (Arco) before HudbayOil (Malacca Strait) Ltd. (a Canadian oil company) took over the concession on March 1, 1978.

Operation of the Malacca Strait Block by Hudbay Oil (MS) Ltd. continued to receive technical assistance from British Petroleum (BP) until on May 13, 1991, the operator of the Malacca Strait Block changed to British Petroleum (BP) Ltd. In mid-1995, Far Eastern Hydrocarbons Ltd, domiciled in Hong Kong, owned by the Bakre group, took control of Resources Holding Incorporations, the holding company of Kondur Petroleum S.A and in the same year, when Lasmo Oil sold their stake in the Straits of Malacca block, Kondur Petroleum S.A used this opportunity to acquire all of Lasmo Oil's shares.

The acquisition and change of operator from Lasmo Oil to Kondur Petroleum S.A was signed on October 12, 1995. Subsequently, in 2003 PT Energi Mega Persada (EMP) took over Resources Holding Incorporation's ownership of Kondur Petroleum S.A also called EMP Malacca Strait S.A.

Based on the legal entity the word S.A in EMP Malacca Strait S.A stands for Society Anonym which in French law means a partnership run by one of its members. S.A also means an association where the liability of all partners is limited. The term S.A is also used in the UK for Chartered Company which means a company.

With joint shares where the shareholder is by special statutory authorization of parliament, limited from liability for the debts of the company in excess of the value of his shares or his liability for the debts of the company is limited to the amount of his shares in the company.

Based on the explanation above, the word S.A can be aligned with PT (Perseroan Terbatas) in Indonesia. The History of Operatorship of the company is as follows:

- | | |
|-------------------------------------|-------------------|
| 1. Kondur Petroleum S.A. | 05 August 1970 |
| 2. Pan Ocean Oil Corporation | 21 March 1971 |
| 3. Atlantic Richfield Indonesia | 02 July 1971 |
| 4. Hudbay Oil (Malacca Strait) Ltd. | 01 March 1978 |
| 5. LASMO Oil (Malacca Strait) Ltd. | 13 May 1991 |
| 6. Kondur Petroleum S.A. | 12 October 1995 |
| 7. EMP Malacca Straits S.A | 16 February 2003 |
| 8. PT Imbang Tata Alam | 10 September 2021 |

As the holding company of a number of business units in the upstream oil and gas industry, Energi Mega Persada applies comprehensive expertise in oil and gas reserves management and utilizes innovative, modern, safe, and environmentally friendly drilling techniques and production technologies in exploring and producing oil and gas in a working area of square kilometers.

Energi Mega Persada has developed itself into a gas supplier for a number of major industries in East Java, Sumatra, and Kalimantan. As one of the leading oil and gas exploration and production companies in Indonesia, Energi Mega Persada and its business units have direct and indirect control over its business units, which consist of:

1. Operator Highlights Operator
 - a. Malacca Strait PSC (60.48%)
 - b. B e n t u PSC (100%)
 - c. Korinci Baru PSC (100 %)
 - d. Gelam TAC (100 % with Pertamina)
 - e. Sangatta II CMB PSC (42 %)
 - f. Tabulako CMB PSC (70 %)
2. Non-Operator
 - a. Gebang JOBS PSC (50 %)
 - b. Kagean PSC (50 %)

c. Offshore North West Java (ONWJ) PSC (18, 73 %)

The following is an overview of the business units of PT IMBANG TATA ALAM in Indonesia.



Figure 2.1 Company area of PT IMBANG TATA ALAM in Indonesia
Source: PT. IMBANG TATA ALAM (2022)

PT IMBANG TATA ALAM is the operator of the Malacca Straits Block (PT Imbang Tata Alam), EMP has a 60.49% participating interest in the block. Production was 10,000 BOPD (Barrel Oil per Day) in 2005, but now production is around 3500 BOPD. Currently PT IMBANG TATA ALAM has five fields that have produced oil with the production capacity of each field as follows:

1. *Lapangan Lalang* (Offshore)
2. *Lapangan Mengkapan* (Offshore)
3. *Lapangan Melibur* (Onshore)
4. *Lapangan Kurau* (Onshore)
5. *Lapangan Selatan* (Offshore and Onshore)

2.2 Vision and Mission of PT IMBANG TATA ALAM

2.2.1 Company Vision

PT. IMBANG TATA ALAM intends to be distinguished remarkable, reliable, efficient, highly profitable, and an independent company with particular focus in oil and gas exploration and production.

2.2.2 Company Mission

PT. IMBANG TATA ALAM as an associate of the host countries will perform all the required activities in exploration, production, and development in oil and gas assets in a safe, efficient, and reliable manner, and will optimize the assets values and maximize profitability in the best interest of all stakeholders.

2.2.3 Structure Organization PT. AMBANG TATA ALAM

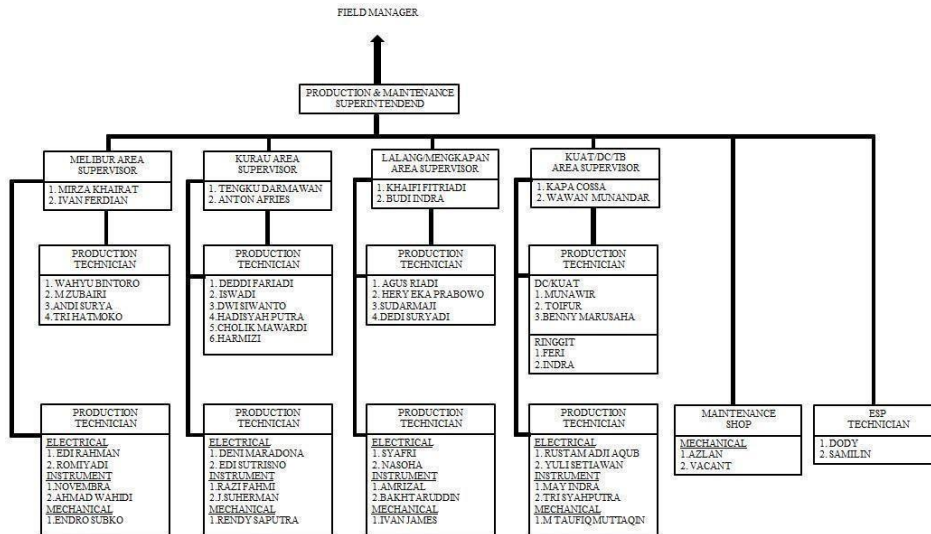


Figure 2.2 Company Organizational Structure

Source: PT. IMBANG TATA ALAM (2022)

The functions and responsibilities of each division in PT Imbang Tata Alam are as follows:

1. Production Manager (PM)

The Production Manager (PM) is responsible for the smooth production of crude oil with his duties to supervise and control the oil wells and their equipment, and supervise the Plant Facilities process and its activities and supervise and control the power generation system placed in the Process Plant Facilities.

2. Maintenance Manager (MM)

Maintenance Manager (MM) is responsible for the smooth operation of crude oil production support equipment and facilities. Maintenance Manager (MM) has the duty to carry out periodic repairs or maintenance of all equipment and machinery supporting crude oil production. Carry out repairs

To equipment and machinery supporting crude oil production and carry out maintenance and repairs to other important facilities such as air conditioning, Freezer.

FIELD SCM – SUPPORT DIVISION PT. IMBANG TATA ALAM

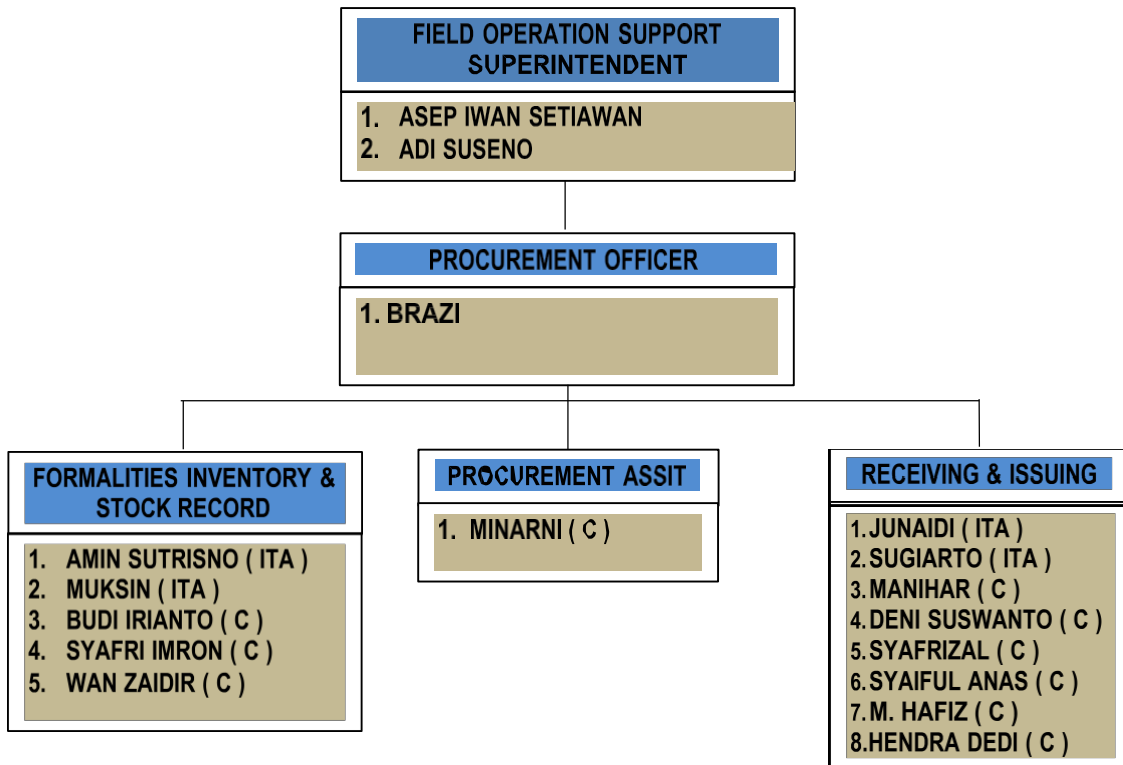


Figure 2.3 Organizational Structure of the Support Division
Source: PT. IMBANG TATA ALAM (2023)

The entire support manager area has 4 Material Services Superintendent sections and oversees 4 divisions that have their own duties and responsibilities. The functions and responsibilities of each Support Division in EMP Malacca Strait S.A, as follows:

1. Field Procurement Officer

The Field Procurement Officer is responsible for all purchases made by PT IMBANG TATA ALAM, his job is to conduct auctions for tenders, find vendors or suppliers, and issue POs (Purchase Orders), conduct all buying and selling matters related to administration. Training and Development planning and implementing training programs to enhance the skills and knowledge of employees.

2. Inventory Control & Stock Record Supervisor

Inventory Control & Stock Record Supervisor, as for the duties of this division, namely signing all approval correspondence, and supervising the recording of goods, as well as checking back, both in the warehouse and in computerization. Inventory Control & Stock Record Supervisor has 2 sections that assist him, namely Field Inventory & Asset Assistant and Stock Record Assistant. Document Used for Activity.

The duties of the Field Inventory & Asset Assistant division are to assist supervisors in carrying out the smooth running of their tasks and activities, giving numbers to SPR (Small Purchase Requisition) sheets, giving vocab numbers to new goods, checking goods in the middle of the year, checking goods per year.

Stock Record Assistant is responsible for stock inventory and supervising materials. His job is to help supervisors check materials in the field, check the warehouse in the middle of the year, enter or post a list of inventory items into the kardex system that has been provided, and archive SRR, MRR into the fields provided.

2.3 Field Overview

PT IMBANG TATA ALAM has a working area in the Riau Islands, namely Padang Island and Tebing Tinggi. The area is included in Riau Province and is located in the Strait of Malacca. PT IMBANG TATA ALAM has fields including Lalang Field, Mengkapan Field (offshore), Melibur Field (onshore), Kurau Field (onshore), and South Field (offshore and onshore).

The fields producing oil are mainly Lalang and Mengkapan (offshore) Kurau and Melibur (onshore), and South Field. Oil production in this block consists of 137 producing wells which are the largest in various fields.

2.3.1 Lalang Field

The Lalang Field was first discovered on August 1980. It is located in the offshore waters of the Lalang Strait between Padang Island and the mainland of Sumatra and was the first offshore field developed by Hubday Oil. There are five platforms in Lalang Field, namely:

1. LA (Lalang Well Platform Alpha)
2. LB (Lalang Well Platform Bravo)
3. LC (Lalang Well Platform Charlie)
4. LP (Lalang Platform), contains process plant equipment such as separator, compressor, turbine, water treatment unit, and control room.
5. LQ (Living Quarters), used to be a lodging place for workers, but now it is no longer used.



Figure 2.4 Well Lalang Platform
Source: PT. Imbang Tata Alam (2022)

2.3.2 Mengkapan Field

The Mengkapan offshore field was discovered in 1981 and commenced operations in 1986. Oil production from the two platforms of the Mengkapan unit is routed through the Lalang processing facility. As such, the Mengkapan field can be considered an integral part of the Lalang field operations.

The construction and equipment design of the two wellhead satellite platforms in the Mengkapan field are similar to those of the Lalang satellite installation. So are the well depths and production techniques used. The decline in production in both fields was naturally accompanied by an increase in the amount of produced water. To address this, a "hydro cyclone" water separation unit was installed.

The disposal of this waste water is seen at the foot of the platform in the form of water vapor. The use of the hydro cyclone reduced the water treatment load on the Lalang processing unit and increased the capacity of the Mengkapan pipeline. The Lalang and Mengkapan offshore fields are produced from wells between 4000-5000 feet deep using electric pumps buried in the wells. The wells are drilled directionally at an inclination of up to 40 degrees to reach all parts of the basin. Well repairs are carried out with a repair rig barge moored to the platform whenever repairs are required. The resulting production is delivered to the Lalang Process Plant via a subsea pipeline.

There are two platforms in the Mengkapan Field, namely:

1. MD (Mengkapan Well Platform Delta)
2. ME (Mengkapan Well Platform Echo)

2.3.3 Melibur Field

Melibur field is located on the eastern mainland of Padang Island. The field began production in 1986 and is an accumulation of oil from two separate sources. The produced oil is processed in the Melibur processing unit, by separating the water and gas content of the produced oil. Produced water is treated to meet quality standards and discharged to the sea. The gas produced is drained and used for local power generation. The crude oil produced is pumped and piped across Padang Island, and stored in the OSB Ladinda storage tank.

Oil is produced using electric or screw pumps buried in wells up to 1000 feet deep. The single BZ well was combined with the Melibur field and commenced operations in 1990. There are three oil drilling areas in Melibur, namely:

1. Melibur North-West
2. Main Melibur
3. Melibur South East

2.3.4 Kurau Field

The Kurau oil field was discovered in 1986 and the current facilities were commissioned in 1990. Kurau consists of two oil accumulations and is produced through a series of three clusters where wells can be tested and the fluid flow from the wells cooled before being transferred to the main Kurau process facility.

At Kurau the crude oil is separated in 3 states from its water and gas content. All wells at Kurau are pumped by electric pumps from a depth of 5000 feet with the main development being directional drilling which breaks off from clusters. The Kurau field, located on Padang Island, began development at the MSAC well in April 1986.

At the Kurau Process Plant the fluid separation process is carried out. Water as the largest fraction is removed from the bottom of the column, then flowed to the closed drain and further processed in the water treatment equipment (coalesce and floatation unit) to remove oil before being discharged to the sea. The oil that comes out of the separator flows to the Lalang Process Plant to be processed again with the fluid from the Lalang wells before flowing to the Ladinda storage tanker. Meanwhile, gas is released through the top of the separator column, then flowed to the booster compressor to increase the pressure before being sent to Lalang and Melibur as turbine fuel to replace diesel (dual fuel system). Kind and Description of the Activity.

Kurau has been selected as the operations support center and is equipped with accommodation, offices, workshops, and warehousing facilities. The Environmental Protection and Loss Control Center (ELC) in Kurau is also an important part of EMP's operations in monitoring operations activities to meet international environmental protection, health and safety standards.

2.3.5 Southern Field

The southern project provides the opportunity to produce several small-scale oil fields both onshore and offshore Padang Island and Tebing Tinggi Island. Crude oil is collected from the MSN offshore field as well as MSAI, MSBA, MSBT and MSBQ located onshore Tebing Tinggi Island and Padang Island, and piped to Kurau for processing. A deck on Tebing Tinggi Island is equipped with well testing facilities and a power generation center. From this deck, diesel-driven generators provide power for the wells and infrastructure in the area. The development of the southern field wells on

Padang Island is entirely using individual generators installed in remote areas.

2.3.6 Terminal Unit Oil Storage Tanker (Gandini).

Terminal unit oil storage tankers (Gandini) is the last collection unit facility in the middle of the ocean, all process units in EMP Malacca strait S.A are channeled through submarine pipes across the island of Padang as for what is stockpiled at the terminal is crude oil that has been processed with a water content of 99%, this oil is ready to be sold abroad and within the country.



Figure 2.5 Terminal Unit Oil Storage Tanker (Gandini)
Source: PT. Imbang Tata Alam (2022)

2.4 Scope of PT. IMBANG TATA ALAM

The following is an overview of the area map and all existing units of the company PT IMBANG TATA ALAM production fields include Lalang Field, Mengkapan Field (offshore), Melibur Field (onshore), Kurau Field (onshore), and South Field (offshore and onshore).

1. Map of PT. IMBANG TATA ALAM's Territory Area



Figure 2.6 Map of the area of PT. IMBANG TATA ALAM
Source: PT. Imbang Tata Alam (2022)

2. Overview Area Map of Production Facilities PT. IMBANG TATA ALAM



Figure 2.7 Map of Production Field Area of PT IMBANG TATA ALAM
Source: PT. Imbang Tata Alam (2022)

2.5 Kind of Business

PT Imbang Tata Alam is a subsidiary of PT Energi Mega Persada Tbk (EMP) engaged in the Oil and Gas Exploration and Production sector which believes that the protection and development of workers and communities, environmental protection, security of workers and company assets, are very important in achieving the goals of exploration, drilling and production activities. To achieve excellence in Occupational Safety and Health. To achieve excellence in Occupational Safety and Health, Environment and Security, everyone must behave safely, have a healthy attitude, and be environmentally friendly and safe.

EMP PT IMBANG TATA ALAM is a multinational company engaged in drilling under the auspices of Pertamina. The oil produced by this company is still in the form of crude oil, after this crude oil is produced it will be processed by the Pertamina Company so that it becomes oil that is ready for use (Finish Good). The oil fields owned by EMP PT IMBANG TATA ALAM are Kurau Oil Field, Lalang Field, Mengkapan Field, Melibur Field, and South Field.

2.6 The Working Process

The process of production activities carried out by this company is an oil extraction activity from existing oil wells in areas that are the area of oil extraction activities in Riau Province. The area of EMP PT. IMBANG TATA ALAM has several areas that produce oil including:

1. Kurau Oilfield, The Kurau oilfield was discovered in 1986, with facilities in the area put into operation starting in 1990.
2. Lading Lalang, Lading Lalang is located offshore in the middle of Selut Lalang and operations began in April 1984. The Lalang field has a central processing facility with two satellite platforms located approximately 65 feet above the water.
3. Ladang Mengkapan, Ladang Mengkapan is also offshore and was discovered in 1981, the field commenced operations in 1986 and has two satellite platforms producing oil with relatively high water and gas content.
4. Melibur Field, Melibur Field is located on the eastern shore of Padang Island, and began production in 1986.
5. South Field, South Field produces a number of oil fields both onshore and in the waters of Padang Island and Tebing Tinggi.

The oil produced by PT IMBANG TATA ALAM is crude oil taken directly from oil wells. The process carried out first is taking oil in the well by using a pump. The oil is then flowed to the oil collection or Gathering Station. The flow of oil sent to the Gathering Station has three parts: oil, water, and gas. When this flow enters the Gathering Station the first process carried out is the separation of gas from liquid.

The gas produced is then carried out the combustion process to be disposed of. Furthermore, the liquid consisting of oil and water is collected in the tank for

Separation between water and oil by the process of density difference. So that the pure oil will be at the top of the liquid and the oil is flowed for the next process, namely the collection of oil and the calculation of the oil produced. After that, the oil is flowed to Gandini (*Penampungan Minyak*) in the middle of the sea for the process of selling crude oil to Pertamina, then Pertamina will carry out processing and produce oil that is ready for use.

The water produced at the Gathering Station will then flow to the Water Cleaning Plant (WCP). In this section, the water will be separated again between the oil and water sent from the Gathering Station. This separation also uses the concept of density differences so that later water and oil are separated and the resulting oil is flowed back to the Gathering Station to be processed from the beginning again. The water that has finished the separation process is then flowed to the existing filters to remove the remaining oil that is still in the water. Clean water is collected and then sent to the Water Injection Plant (WIP). This injection well is useful to be able to increase oil production in existing wells.

Before the water produced by the WCP enters the injection well, the water enters the WIP first to be able to adjust the water pressure determined to enter the injection well. The process of oil production activities takes place at any time, so that in carrying out their work the officers in the field work with 2 shifts, namely day and night shifts to be able to supervise the oil production activities carried out.

CHAPTER III

DESCRIPTION OF ACTIVITIES DURING PRACTICAL WORK

3.1 Specification of Tasks Performed During the Internship

Practical work was carried out for four months from 01 September 2023 to 01 January 2024 at PT. Imbang Tata Alam. In the procedure for implementing the practical work process, it is carried out with working time for 5 days from Monday to Friday and 2 days off from Saturday and Sunday. The tasks performed during PT. Imbang Tata Alam are as follows:

1. Making SPR invitations.
2. Fill out requests and contracts.
3. Daily report SPR.
4. Recording PO (Purchase Order), SO (Small Order).
5. Making Transmittal.
6. Scan SPO and SSO documents.
7. Filling in SPO and SSO LOG.
8. Filling daily SPO and SSO reports.
9. Recording SPO and SSO numbers in the SPO and SSO report book.
10. Fill out the Purchase Order registration book.

When the writer did Field Work Practices at PT. Imbang Tata Alam she was placed in the Purchasing Department for 4 (four) months, supervised by Mr. Brazi and his assistant Mrs. Minarni as the executor in purchasing goods company. Field work practice began on September 1, 2023. The first day of practical work, in the morning the author introduces herself to members who are in the buyer, and also introduces herself to the workers of PT IMBANG TATA ALAM, as well as a brief introduction to PT IMBANG TATA ALAM. And in the afternoon the author continued his task of compiling SPO and SSO documents. During the Field Work Practice in implementation, accuracy is required in every process of process because it is related to transactions and data of posting transactions to the ledger or also called journaling needs accuracy. If there is an error in inputting the amount of funds, it will have fatal consequences.

3.2 Agenda Report during Practical Work at PT. IMBANG TATA ALAM

Report on work (activities) that has been carried out during implementation Practical Work at PT Imbang Tata Alam starting from September 01, 2023 to January 01, 2024 can be seen in the table below:

Table 3. 1 Daily Activities of September 01st to September 07th, 2023

No	Day/Date	Activity	Place
1	Friday September, 01 st 2023	1. Introduction to The Buyer's Division 2. Prepare Payment Documents	Buyer
2	Monday September, 04 th 2023	1. Preparation of Payment Files 2. Preparation of Purchase Orders 3. Take Part In She-Meting Activities	Buyer
3	Tuesday September, 05 th 2023	1. Input Data 2. Scan SPO	Buyer
4	Wednesday September, 06 th 2023	1. Paste The Numbers According to The Sequence On The PO & SO Filling Files 2. Tidy Up the Room, And Tidy Up The Files 3. Create PO & SO Reports	Buyer
5	Thursday September, 07 th 2023	1. Arrange the files 2. Filing	Buyer

Source: Processed Data (2023)

Table 3. 2 Daily Activities of September 08th to September 14th, 2023

No	Day/Date	Activity	Place
1	Friday September, 08 th 2023	1. Clean And Tidy Up The Buyer's Room	Buyer
2	Monday September, 11 th 2023	1. Create an SPR invitation 2. Update SPR	Buyer
3	Tuesday September, 12 th 2023	1. Create SPR 2. Scan SPO	Buyer
4	Wednesday September, 13 th 2023	1. Making SPR Invitations 2. SPR Daily Report	Buyer
5	Thursday September, 14 th 2023	1. Double-Checking The SPR Invitation	Buyer

Source: Processed Data (2023)

Table 3. 3 Daily Activities of September 15th to September 21st, 2023

No	Day/Date	Activity	Place
1	Friday September, 15 th 2023	1. Scan SPR 2. Daily Report SPR	Buyer
2	Monday September, 18 th 2023	1. LOG Report SPO 2. Record SPO Data 3. Deliver Documents from Buyer To Warehouse 4. Scan SPO Files	Buyer
3	Tuesday September, 19 th 2023	1. Making Transmittal	Buyer
4	Wednesday September, 20 th 2023	1. LOG Report SPR 2. Making SPR Invitations 3. Mailing	Buyer
5	Thursday September, 21 st 2023	1. Creating SPR Invitations 2. Create Transmittal 3. Filling SPR LOG	Buyer

Source: Processed Data (2023)

Table 3. 4 Daily Activities of September 22nd to September 28th, 2023

No	Day/Date	Activity	Place
1	Friday September, 22 nd 2023	1. SPO and SSO Scanning 2. Filling Daily SPO and SSO Every Day 3. Filling In SPO And SSO LOG	Buyer
2	Monday September, 25 th 2023	1. Sending Mail For Transportation	Buyer
3	Tuesday September, 26 th 2023	Permission	
4	Wednesday September, 27 th 2023	1. Compile Transmittals 2. Compile SPO and SSO 3. Compile PO 4. Scanning SPO and SSO 5. Making Daily SPO and SSO Reports 6. Inputting SPO and SSO LOG Data 7. Submitting Documents to Warehouse And Room Supervisor Ops Support Supt	Buyer
5	Wednesday September, 28 th 2023	Prophet's Mauled Holiday	

Source: Processed Data (2023)

Table 3. 5 Daily Activities of September 29th to October 05th, 2023

No	Day/Date	Activity	Place
1	Friday September, 29 th 2023	1. Record MRR Received from The Warehouse	Buyer
2	Monday October, 02 nd 2023	1. Filling in The SPR LOG 2. Create Daily SPR RFQ 3. Compile SSO 4. Double-Checking SPR 5. Deliver SPR Documents and Letters to Camp Administration, Transportation, Finance And Radio Departments	Buyer
3	Tuesday October, 03 rd . 2023	1. Compiling Documents 2. SPO Scanning 3. Filling LOG SPO 4. Record SPO Report 5. Send Letter To Finance Department	Buyer
4	Wednesday October, 04 th 2023	1. Compiling Documents 2. Scanning SPO 3. Create Daily SPO Report 4. Record SPO Report 5. Bring Letter to Transportation Room	Buyer
5	Thursday October, 05 th 2023	1. Filling in The SPR LOG 2. Create Daily SPR 3. Compile SPO Documents 4. Deliver Mail to Warehouse	Buyer

Source: Processed Data (2023)

Table 3. 6 Daily Activities of October 06th to October 12th, 2023

No	Day/Date	Activity	Place
1	Friday October, 06 th 2023	1. SPO Page 2. Fill in SPO LOG 3. Fill in Daily SPO Report 4. Contents of SPO Report Book	Buyer
2	Monday October, 09 th 2023	1. Deliver Mail to The Warehouse And Pick Up Mail 2. Deliver Letters to The Finance Department and Pick Up Documents. 3. Deliver Letters to Supervisors, And Camp Admins 4. Compile So 5. Write Transmittals	Buyer
3	Tuesday October, 10 th 2023	1. Scan SPO 2. Daily Report SPO	Buyer
4	Wednesday October, 11 th 2023	1. Delivering Letters	Buyer

5	Thursday October, 12 th 2023	1. SPO and SSO Scanning 2. Filling SPO and SSO LOG 3. Filling SPO and SSO	Buyer
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Source: Processed Data (2023)

Table 3. 7 Daily Activities of October 13th to October 19th, 2023

No	Day/Date	Activity	Place
1	Friday October, 13 th 2023	1. Daily Report SPO 2. Delivering Letters to Transport	Buyer
2	Monday October, 16 th 2023	1. Filling in The SPR LOG 2. Deliver Letters and Documents to Transport	Buyer
3	Tuesday October, 17 th 2023	1. Compiling SPO 2. Filling in SPO Record Report 3. Delivering Mail to Transport	Buyer
4	Wednesday October, 18 th 2023	1. Filling In The SPR LOG	Buyer
5	Thursday October, 19 th 2023	1. Compile SPO Documents	Buyer

Source: Processed Data (2023)

Table 3. 8 Daily Activities of October 20th to October 26th, 2023

No	Day/Date	Activity	Place
1	Friday October, 20 th 2023	1. Compile PO and SO Documents	Buyer
2	Monday October, 23 rd . 2023	1. Compiling Documents SO	Buyer
3	Tuesday October, 24 th 2023	1. Compiling SPO 2. Scan SPO 3. Fill in Daily SPO Report 4. Filling SPO LOG Report	Buyer
4	Wednesday October, 25 th 2023	1. Scan SPO 2. Fill in SPO LOG 3. Fill Out Daily SPO Report	Buyer
5	Thursday October, 26 th 2023	1. Daily Report SPO	Buyer

Source: Processed Data (2023)

Table 3. 9 Daily Activities of October 27th to November 02nd, 2023

No	Day/Date	Activity	Place
1	Friday October, 27 th 2023	1. Daily Report SPR	Buyer
2	Monday October, 30 th 2023	1. Take Mail to Transport and Warehouse 2. Compile SPO 3. Scan SPO	Buyer
3	Tuesday October, 31 st 2023	1. Pick Up Mail at The Main Office 2. Scan SPO and SSO 3. Fill in Daily SSO Report 4. Fill In SSO And SPO LOG	Buyer
4	Wednesday November, 01 st 2023	1. Writing PO Into PO Book	Buyer
5	Thursday November, 02 nd 2023	1. Fill Out Daily SPO Report 2. Fill Out SPO LOG	Buyer

Source: Processed Data (2023)

Table 3. 10 Daily Activities of November 03rd to November 09th, 2023

No	Day/Date	Activity	Place
1	Friday November, 03 rd . 2023	1. Daily Report SPR	Buyer
2	Monday November, 06 th 2023	1. Take Mail to Transport and Warehouse 2. Compile SPO 3. Scan SPO	Buyer
3	Tuesday November, 07 th 2023	1. Pick Up Mail at The Main Office 2. Scan SPO and SSO 3. Fill in Daily SSO Report 4. Fill In SSO And SPO LOG	Buyer
4	Wednesday November, 08 th 2023	Sick	Buyer
5	Thursday November, 09 th 2023	1. Compile SPO and SSO Documents	Buyer

Source: Processed Data (2023)

Table 3. 11 Daily Activities of November 10th to November 16th, 2023

No	Day/Date	Activity	Place
1	Friday November, 10 th 2023	1. Scan SPO 2. Fill In SPO LOG	Buyer
2	Monday November, 13 th 2023	1. Deliver Mail To The Transport Room 2. Pick Up Mail in The Finance Room	Buyer
3	Tuesday November, 14 th 2023	1. Compile SPO Documents	Buyer
4	Wednesday November, 15 th 2023	1. Scan SPO 2. Filling Daily SPO 3. Filling SPO LOG 4. Record In SPO Report Book	Buyer
5	Thursday November, 16 th 2023	1. Scan SPO 2. Filling Daily SPO 3. Filling SPO LOG 4. Record In SPO Report Book	Buyer

Source: Processed Data (2023)

Table 3. 12 Daily Activities of November 17th to November 23rd, 2023

No	Day/Date	Activity	Place
1	Friday November, 17 th 2023	Permission	
2	Monday November, 20 th 2023	1. Scan SPO 2. Filling Daily SPO 3. Filling SPO LOG 4. Record In SPO Report Book	Buyer
3	Tuesday November, 21 st 2023	1. Scan SPO 2. Filling Daily SPO 3. Filling SPO LOG 4. Record In SPO Report Book	Buyer
4	Wednesday November, 22 nd 2023	1. Making SPR Invitations 2. Fill in The SPR LOG 3. Fill Out SPR Daily Report	Buyer
5	Thursday November, 23 rd 2023	1. Environment and Society Themed Photo-shoot 2. Photo-shoot in Kurau Area 3. Photo-shoot in The Mangrove Area Of Teluk Belitung 4. Photo-shoot with The Community About Sago Palms	Buyer

Source: Processed Data (2023)

Table 3. 13 Daily Activities of November 24th to November 30th, 2023

No	Day/Date	Activity	Place
1	Friday November, 24 th 2023	1. Environmental And Community-Themed Photo Shoot 2. Kurau Area Photo-shoot 3. Photo-shoot In Kayu Ara Area, Lalang	Buyer
2	Monday November, 27 th 2023	1. Scan SPO 2. Daily Report SPO 3. Fill in SPO LOG 4. Record Into SPO Book	Buyer
3	Tuesday November, 28 th 2023	1. Retrieve Letters And Documents In The Supervisor and Finance Room	Buyer
4	Wednesday November, 29 th 2023	1. Scan SPO 2. Daily Report SPO 3. Fill in SPO LOG 4. Record Into SPO Book	Buyer
5	Thursday November, 30 th 2023	1. Scan SPO 2. Fill in SPO LOG 3. Record Into SPO Book	Buyer

Source: Processed Data (2023)

Table 3. 14 Daily Activities of December 01st to December 07th, 2023

No	Day/Date	Activity	Place
1	Friday December, 01 st 23	1. Compile SPO and SSO Documents 2. Search for Originals and Copies Of SPO and SSO Documents 3. Daily Report SPO And SSO	Buyer
2	Monday December, 04 th 2023	1. SPO and SSO Scans 2. Daily Report SPO 3. Fill in SPO LOG 4. Writing In SPO And SSO Book	Buyer
3	Tuesday December, 05 th 2023	1. Compiling Transmittal	Buyer
4	Wednesday December, 06 th 2023	1. Retrieve Documents In The Supervisor's Room 2. Take Mail To Transport	Buyer
5	Thursday December, 07 th 2023	1. Scan SPO 2. Daily Report SPO	Buyer

Source: Processed Data (2023)

Table 3. 15 Daily Activities of December 08th to December 14th, 2023

No	Day/Date	Activity	Place
1	Friday December, 08 st 2023	1. Compile SPO Documents 2. Compile PO (Purchase Order) Document	Buyer
2	Monday December, 11 th 2023	1. SPR Daily Report 2. SPR LOG Report	Buyer
3	Tuesday December, 12 th 2023	1. Compile SPO and SSO Documents 2. Scan SPO and SSO 3. Fill Out SPO and SSO LOG 4. Daily Report SPO And SSO	Buyer
4	Wednesday December, 13 th 2023	1. Make SPR Invitations 2. Fill Out SPR LOG 3. Daily Report SPR	Buyer
5	Thursday December, 14 th 2023	1. Compile SPO And SSO Documents	Buyer

Source: Processed Data (2023)

Table 3. 16 Daily Activities of December 15th to December 21st, 2023

No	Day/Date	Activity	Place
1	Friday December, 15 th 2023	1. Compile Documents and Adjust Pink Copy Numbers of PO (Purchase Orders) and SO (Service Orders).	Buyer
2	Monday December, 18 th 2023	1. Double-Check The SPR Document 2. Daily Report SPR	Buyer
3	Tuesday December, 19 th 2023	1. Scan SSO 2. Daily Report SSO 3. LOG SSO	Buyer
4	Wednesday December, 20 th 2023	1. Take Mail To Transport	Buyer
5	Thursday December, 21 st 2023	1. Double-Check The SPR Invitation Document	Buyer

Source: Processed Data (2023)

Table 3. 17 Daily Activities of December 22nd to December 28th, 2023

No	Day/Date	Activity	Place
1	Friday December, 22 th 2023	1. Scan SPO 2. Fill In SPO LOG	Buyer
2	Monday December, 25 th 2023	Christmas Day	
3	Tuesday December, 26 th 2023	Christmas Day	
4	Wednesday December, 27 th 2023	1. Fill Out A SPR Log Report	Buyer
5	Thursday December, 28 th 2023	1. SSO Scan 2. Daily Report SSO 3. SSO LOG Report 4. Writing In SSO Book	Buyer

Source: Processed Data (2023)

Table 3. 18 Daily Activities of December 29th 2023 to January 01st, 2024

No	Day/Date	Activity	Place
1	Friday December, 29 th 2023	1. Tidying Up SPO and SSO Documents 2. Tidy Up Purchase Order and Service Order Documents	Buyer
2	Monday December, 01 th 2024	1. Asked for Signatures of Attendance At The Same Time For Attachments During The Internship.	Buyer

Source: Processed Data (2023)

CHAPTER IV

CONCLUSION

4.1 Conclusion

The implementation of internship activities for Polytechnic State of Bengkalis students at PT IMBANG TATA ALAM has successfully achieved its objectives. Through this practical experience, the author gained valuable insights into the job descriptions executed during the internship, offering a comprehensive understanding of the tasks performed at PT IMBANG TATA ALAM. Furthermore, the opportunity provided to the author to immerse themselves in the practical work environment allowed for a firsthand experience of the organizational culture, work systems, and procedures at PT IMBANG TATA ALAM. This practical exposure not only enhanced the author's academic knowledge but also facilitated the application of theoretical concepts to real-world scenarios. Overall, the internship activities served as a crucial bridge between academic learning and practical application, contributing significantly to the author's professional development.

4.1.1 Benefits of Practical Work for Students

The benefits of practical work for students are as follows:

1. Students can apply the knowledge obtained in classroom.
2. Add insight to every student about the world of work.
3. Students can train their honesty and discipline in work.
4. Can find out how the future world of work system will be experienced and can help all existing jobs and learn to work in the world. Experienced and can help all existing jobs and learn to be responsible for what is being done.
5. Making an insight into the world of work.
6. Facilitate students in conducting job searches with what has been mastered or understood while doing practical work practice.
7. And can understand what is the meaning of discipline and responsibility in completing work.
8. Can find out about the world of work and gain new experiences experience that can later be used as self-preparation before really plunge into the world of work.

4.1.2 Suggestion

Based on the experience of doing practical work at PT. Imbang Tata Alam, there are several suggestions that will help the implementation of practical work in the future, here are some suggestions

1. For students
 1. For students who carry out practical work later should prepare skills in ethics because at when doing practical work, the ethics of a student are very important.
 2. In addition, you must always maintain communication and maintain a good attitude, because you will have to deal with company employees. Which will be faced with many company employees because in this practical work we as students must have more curiosity about what we run during practical work.
2. For the university
 1. The campus should provide debriefing or direction to students who will carry out practical work, especially related to student attitudes and behavior that must be maintained during practical work practice.
 2. In addition, the campus must provide more knowledge about practical work to students who will carry out practical work. More knowledge about practical work to students who will later carry out practical work.

REFERENCES

Energi Mega Persada Tbk - Empowering people. <https://www.emp.id/>

APPENDICES
APPENDIX 1: APPRENTICESHIP
ACCEPTANCE LETTER



No.0118/HCS.MGR/410/08-23/E
Jakarta, 3 Agustus 2023

Kepada
Yth. Wakil Direktur I
Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungai Alam
Kab. Bengkalis, Propinsi Riau

Hal : **Permohonan Kerja Praktek**

Menjawab surat No. 2649/PL31/TU/2023 tanggal 27 Juni 2023 mengenai Permohonan Kerja Praktek (KP), dengan ini kami sampaikan bahwa siswa-siswa tersebut dibawah ini dapat melaksanakan Kerja Praktek di PT. Imbang Tata Alam mulai 1 September 2023 – 30 Nopember 2023.

No	Nama Peserta	NIM	Jurusan/Fakultas	Penempatan
1	Nabila	5504201025	D4 Bahasa Inggris	Field Warehouse
2	Ardi Wijaya	5504201022	D4 Bahasa Inggris	Field Warehouse
3	Farha Wahida	5504201005	D4 Bahasa Inggris	Field Warehouse
4	Nurul Irma	5504201011	D4 Bahasa Inggris	Field GPA
5	Mirna Febriani	5504201018	D4 Bahasa Inggris	Field Buyer

Selama peserta di lokasi perusahaan wajib melakukan Protokol Kesehatan yang berlaku di lingkungan perusahaan, dan apabila tidak dimungkinkan kehadiran di lokasi maka kegiatan dapat dilakukan melalui media online.

Demikian pemberitahuan dari kami dan terima kasih atas perhatiannya.

EMP

Teguh Yulianto
Compensation & Benefit Div. Manager

Tembusan :

- Pembimbing di Field Warehouse
- Pembimbing di Field GPA
- Pembimbing di Field Buyer

PT. Imbang Tata Alam

Bakrie Tower 32nd Floor
Rasuna Epicentrum

Jl. HR. Rasuna Said
Jakarta 12940
Indonesia

p +62 21 2994 1500
+62 21 2557 7000
f +62 21 2994 1110

APPENDIX 2
CERTIFICATED OF APPRENTICESHIP

CERTIFICATE
No. 008/F.GPA/8/2023

The undersigned hereby declares that:

Name : Mirna Febriani

Place/date of birth : Teluk Belitung/February 16th, 2003

Address : Jl. Teratai, RT.002/RW.001 Teluk Belitung Village, Meranti

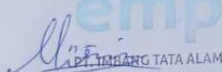
Has conducted practical work at our company, PT. EMP Malacca Strait S.A since September 1st as a practical worker (KP) until January 1st, 2024.

While working at our company, the person concerned has shown diligence and seriousness in working well.

This certificate is given to be used as appropriate.

Thus, for the benefit of the parties concerned.

Meranti, January 1st 2024


PT. EMP TATA ALAM

Minarni
Field Procurement Assist

APPENDIX 3

EVALUATION FORM

EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL
PT. EMP MALACCA STRAIT S.A

Name : Mirna Febriani
NIM : 5504201018
Study Program : D4 English for Business and Professional Communication
State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	98
2.	Responsibility	25%	92
3.	Adjustment	10%	95
4.	Work Result	30%	94
5.	General Behavior	15%	95
	Total (1+2+3+4+5)	100%	96

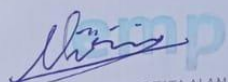
Explanation:

Score : Criteria
81 – 100 : Excellence
71 – 80 : Very Good
66 – 70 : Good
61 – 65 : Good Enough
56 – 60 : Fair

Note:

Untuk saudara mirna febriani anaknya disiplin dalam bekerja baik dalam bertingkah laku dan sedikit saran dari kami untuk kedepannya lebih meningkatkan tanggung jawab dalam bekerja dan mempunyai inisiatif yang lebih untuk mendapatkan hasil kerja yang lebih baik.

Meranti, January 1st, 2024


PT. JMBANG TATA ALAM
Minarni

Field Procurement Assist

APPENDIX 4


















LIST OF ATTENDANCE




LIST PRESENT OF THE APPRENTICESHIP
PT. EMP MALACCA STRAIT S.A

Name : Mirna Febriani

NIM : 5504201018


Dept. : Buyer

No.	Date	In	Out	Signature
1.	Friday, 01 September 2023	07.00	15.00	
2.	Monday, 04 September 2023	07.00	15.00	
3.	Tuesday, 05 September 2023	07.00	15.00	
4.	Wednesday, 06 September 2023	07.00	15.00	
5.	Thursday, 07 September 2023	07.00	15.00	
6.	Friday, 08 September 2023	07.00	15.00	
7.	Monday, 11 September 2023	07.00	15.00	
8.	Tuesday, 12 September 2023	07.00	15.00	
9.	Wednesday, 13 September 2023	07.00	15.00	
10.	Thursday, 14 September 2023	07.00	15.00	
11.	Friday, 15 September 2023	07.00	15.00	
12.	Monday, 18 September 2023	07.00	15.00	
13.	Tuesday, 19 September 2023	07.00	15.00	
14.	Wednesday, 20 September 2023	07.00	15.00	
15.	Thursday, 21 September 2023	07.00	15.00	
16.	Friday, 22 September 2023	07.00	15.00	
17.	Monday, 25 September 2023	07.00	15.00	

18.	Tuesday, 26 September 2023	07.00	15.00	
19.	Wednesday, 27 September 2023	07.00	15.00	
20.	Thursday, 28 September 2023	Prophet's Mauled Holiday		
21.	Friday, 29 September 2023	07.00	15.00	

Kepulauan Meranti, January 1st 2024

Field Procurement Assist


PT. IMBANG PATA ALAM
Minarni

**LIST PRESENT OF THE APPRENTICESHIP
PT. EMP MALACCA STRAIT S.A**

Name : Mirna Febriani
 NIM : 5504201018
 Dept. : Buyer

No.	Date	In	Out	Signature
1.	Monday, 02 October 2023	07.00	15.00	<i>M</i>
2.	Tuesday, 03 October 2023	07.00	15.00	<i>M</i>
3.	Wednesday, 04 October 2023	07.00	15.00	<i>M</i>
4.	Thursday, 05 October 2023	07.00	15.00	<i>M</i>
5.	Friday, 06 October 2023	07.00	15.00	<i>M</i>
6.	Monday, 09 October 2023	07.00	15.00	<i>M</i>
7.	Tuesday, 10 October 2023	07.00	15.00	<i>M</i>
8.	Wednesday, 11 October 2023	07.00	15.00	<i>M</i>
9.	Thursday, 12 October 2023	07.00	15.00	<i>M</i>
10.	Friday, 13 October 2023	07.00	15.00	<i>M</i>
11.	Monday, 16 October 2023	07.00	15.00	<i>M</i>
12.	Tuesday, 17 October 2023	07.00	15.00	<i>M</i>
13.	Wednesday, 18 October 2023	07.00	15.00	<i>M</i>
14.	Thursday, 19 October 2023	07.00	15.00	<i>M</i>
15.	Friday, 20 October 2023	07.00	15.00	<i>M</i>
16.	Monday, 23 October 2023	07.00	15.00	<i>M</i>
17.	Tuesday, 24 October 2023	07.00	15.00	<i>M</i>

18.	Wednesday, 25 October 2023	07.00	15.00	<i>M</i>
19.	Thursday, 26 October 2023	07.00	15.00	<i>M</i>
20.	Friday, 27 October 2023	07.00	15.00	<i>M</i>
21.	Monday, 30 October 2023	07.00	15.00	<i>M</i>
22.	Tuesday, 31 October 2023	07.00	15.00	<i>M</i>

Kepulauan Meranti, January 1st 2024

Field Procurement Assist


PT. KUBANG TATA ALAM
Minarni
Minarni

**LIST PRESENT OF THE APPRENTICESHIP
PT. EMP MALACCA STRAIT S.A**

Name : Mirna Febriani

NIM : 5504201018

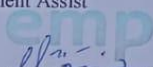
Dept. : Buyer

No.	Date	In	Out	Signature
1.	Wednesday, 01 November 2023	07.00	15.00	<i>M</i>
2.	Thursday, 02 November 2023	07.00	15.00	<i>M</i>
3.	Friday, 03 November 2023	07.00	15.00	<i>M</i>
4.	Monday, 06 November 2023	07.00	15.00	<i>M</i>
5.	Tuesday, 07 November 2023	07.00	15.00	<i>M</i>
6.	Wednesday, 08 November 2023	Sick		
7.	Thursday, 09 November 2023	07.00	15.00	<i>M</i>
8.	Friday, 10 November 2023	07.00	15.00	<i>M</i>
9.	Monday, 13 November 2023	07.00	15.00	<i>M</i>
10.	Tuesday, 14 November 2023	07.00	15.00	<i>M</i>
11.	Wednesday, 15 November 2023	07.00	15.00	<i>M</i>
12.	Thursday, 16 November 2023	07.00	15.00	<i>M</i>
13.	Friday, 17 November 2023	Permission		
14.	Monday, 20 November 2023	07.00	15.00	<i>M</i>
15.	Tuesday, 21 November 2023	07.00	15.00	<i>M</i>
16.	Wednesday, 22 November 2023	07.00	15.00	<i>M</i>
17.	Thursday, 23 November 2023	07.00	15.00	<i>M</i>

18.	Friday, 24 November 2023	07.00	15.00	<i>M</i>
19.	Monday, 27 November 2023	07.00	15.00	<i>M</i>
20.	Tuesday, 28 November 2023	07.00	15.00	<i>M</i>
21.	Wednesday, 29 November 2023	07.00	15.00	<i>M</i>
22.	Thursday, 30 November 2023	07.00	15.00	<i>M</i>

Kepulauan Meranti, January 1st 2024






Field Procurement Assist


Minarni
PT UMBANG BANGUN ALAM
Minarni

**LIST PRESENT OF THE APPRENTICESHIP
PT. EMP MALACCA STRAIT S.A**

Name : Mirna Febriani
 NIM : 5504201018
 Dept. : Buyer

No.	Date	In	Out	Signature
1.	Friday, 01 December 23	07.00	15.00	<i>M</i>
2.	Monday, 04 December 2023	07.00	15.00	<i>M</i>
3.	Tuesday, 05 December 2023	07.00	15.00	<i>M</i>
4.	Wednesday, 06 December 2023	07.00	15.00	<i>M</i>
5.	Thursday, 07 December 2023	07.00	15.00	<i>M</i>
6.	Friday, 08 December 2023	07.00	15.00	<i>M</i>
7.	Monday, 11 December 2023	07.00	15.00	<i>M</i>
8.	Tuesday, 12 December 2023	07.00	15.00	<i>M</i>
9.	Wednesday, 13 December 2023	07.00	15.00	<i>M</i>
10.	Thursday, 14 December 2023	07.00	15.00	<i>M</i>
11.	Friday, 15 December 2023	07.00	15.00	<i>M</i>
12.	Monday, 18 December 2023	07.00	15.00	<i>M</i>
13.	Tuesday, 19 December 2023	07.00	15.00	<i>M</i>
14.	Wednesday, 20 December 2023	07.00	15.00	<i>M</i>
15.	Thursday, 21 December 2023	07.00	15.00	<i>M</i>
16.	Friday, 22 December 2023	07.00	15.00	<i>M</i>
17.	Monday, 25 December 2023	07.00	15.00	<i>M</i>

18.	Tuesday, 26 December 2023	07.00	15.00	
19.	Wednesday, 27 December 2023	07.00	15.00	
20.	Thursday, 28 December 2023	07.00	15.00	
21.	Friday 29 December 2023	07.00	15.00	
22.	Monday, 01 January 2024	07.00	15.00	

Kepulauan Meranti, January 1st 2024

Field Procurement Assist



Minarni



APPENDIX 5

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 1

DATE : September 01st, 2023 to 07th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Introduction to the buyer's division 2. Draft SPO, SSO and Purchase Order documents 3. Take part in she-meting activities 4. Paste the numbers according to the sequence on the PO & SO filling files 5. Arrange the files	Minarni	
	Industry Advisory Notes		

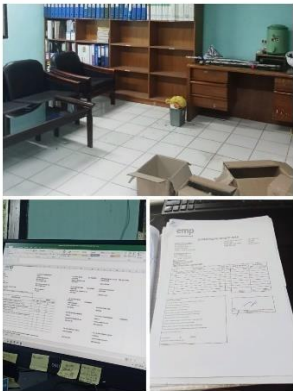
NO	WORKING PICTURES	EXPLANATION
1		Introduction to PT ITA KURAU.
2		Developing SPO Document.

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 2

DATE : September 08th, 2023 to 14th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	3. Clean and tidy up the buyer's room 4. Create an SPR invitation 5. Scan document SPO 6. Create SPR documents 7. Double-checking the SPR invitation	Minarni	
	Industry Advisory Notes		

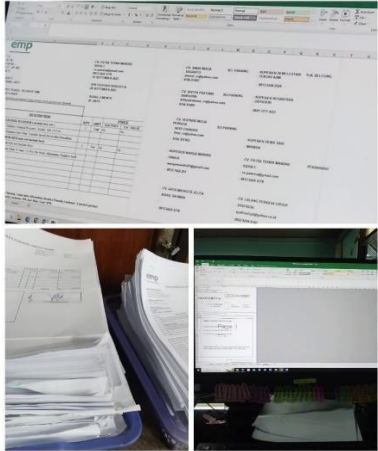
NO	WORKING PICTURES	EXPLANATION
1		Clean and tidy up the buyer's room Create an SPR invitation Scan document SPO

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 3

DATE : September 15th, 2023 to 21st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Create SPR documents 2. Work on SPO documents 3. Making Transmittal 4. Create SPR documents 5. Create SPR documents and create Transmittals	Minarni	
	Industry Advisory Notes		

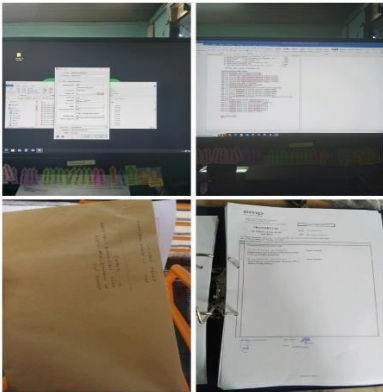
NO	WORKING PICTURES	EXPLANATION
1		Create SPR documents Work on SPO documents Making Transmittal

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 4

DATE : September 22nd, 2023 to 28th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	.1 Work on SPO and SSO documents .2 Sending mail for transportation .3 Permission .4 Create transmittals and work on SPO and SSO documents .5 Prophet's Mauled Holiday	Minarni	
	Industry Advisory Notes		


NO	WORKING PICTURES	EXPLANATION
1		<p>Work on SPO and SSO documents</p> <p>Sending mail for transportation</p> <p>Create transmittals and work on SPO and SSO documents</p>

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 5

DATE : September 29th, 2023 to October 05th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Record MRR received from the warehouse 2. SSO document processing, SPR, and mail delivery 3. Working on SPO documents and delivering letters 4. Compile the SPO document 5. Work on SPR and SPO documents	Minarni	
	Industry Advisory Notes		

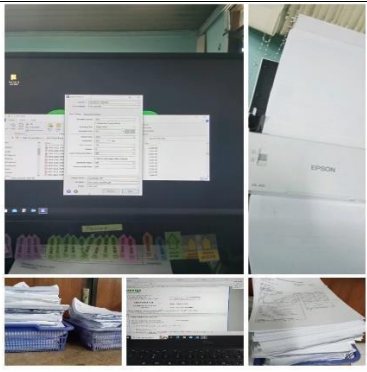
NO	WORKING PICTURES	EXPLANATION
1		Record MRR received from the warehouse SSO document processing, SPR, and mail delivery

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 6

DATE : October 06th, 2023 to October 12th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. SPO document work 2. Delivering letters and making Transmittals 3. SPO document processing 4. Delivering letters 5. SPO and SSO document processing	Minarni	
	Industry Advisory Notes		

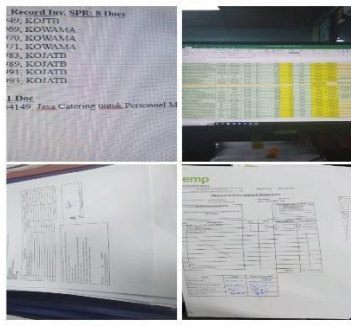
NO	WORKING PICTURES	EXPLANATION
1		SPO and SSO document processing Delivering letters making Transmittals

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 7

DATE : October 13th, 2023 to October 19th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Filled out daily SPO reports and delivered letters 2. Fill out SPR LOG reports and deliver letters 3. SPO document work 4. Filling in the SPR LOG 5. Compile the SPO document	Minarni	
	Industry Advisory Notes		

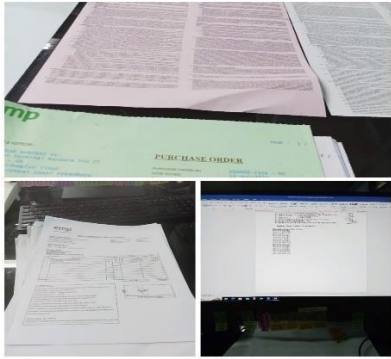
NO	WORKING PICTURES	EXPLANATION
1		Filled out daily SPO reports and delivered letters Fill out SPR LOG reports and deliver letters Filling in the SPR LOG Compile the SPO document

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 8

DATE : October 20th, 2023 to October 26th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Compile PO and SO Documents 2. Compile SO Documents 3. SPO document work 4. SPO document work 5. Daily report SPO	Minarni	
	Industry Advisory Notes		


NO	WORKING PICTURES	EXPLANATION
1		Compile PO and SO documents SPO document work SPO document work Daily report SPO

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 9

DATE : October 27th, 2023 to November 02nd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Daily report SPR 2. Working on SPO documents and delivering letters 3. Work on SPO and SSO documents 4. Writing PO in to book 5. Working on SPO documents	Minarni	
	Industry Advisory Notes		

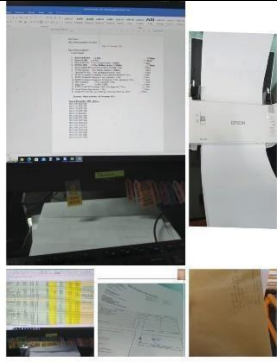
NO	WORKING PICTURES	EXPLANATION
1		Daily report SPR Work on SPO and SSO documents Writing PO in to book

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 10

DATE : November 03rd, 2023 to November 09th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Deliver letters and documents to the transport room 2. Working on SPO documents 3. Compile SPO and SSO documents 4. Sick 5. Compile SPO and SSO documents	Minarni	
	Industry Advisory Notes		


NO	WORKING PICTURES	EXPLANATION
1		Deliver letters and documents to the transport room Compile SPO and SSO documents

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 11

DATE : November 10th, 2023 to November 16th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. fill out daily report and SPO LOG 2. delivering mail 3. compile SPO documents 4. working on SPO documents 5. document processing SPO	Minarni	
	Industry Advisory Notes		

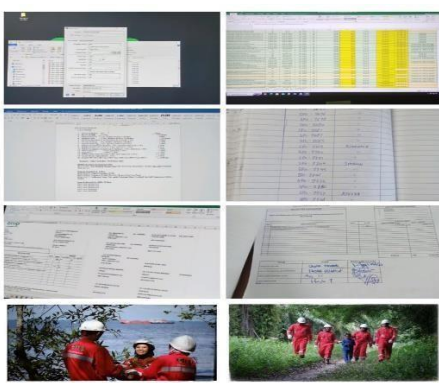
NO	WORKING PICTURES	EXPLANATION
1		fill out daily report and SPO LOG delivering mail compile SPO documents working on SPO documents document processing SPO

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 12

DATE : November 17th, 2023 to November 23rd, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Permission 1. Document processing SPO 2. Document processing SPO 3. SPR document work 4. Photo shoot	Minarni	
	Industry Advisory Notes		


NO	WORKING PICTURES	EXPLANATION
1		Document processing SPO SPR document work Photo shoot

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 13

DATE : November 24th, 2023 to November 30th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Photo shoot 2. Document processing SPO 3. Delivering mail 4. Document processing SPO 5. Document processing SPO	Minarni	
	Industry Advisory Notes		


NO	WORKING PICTURES	EXPLANATION
1		Photo shoot Document processing SPO Delivering mail

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 14

DATE : December 01st, 2023 to December 07th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. SPO and SSO document work 2. SPO and SSO document work 3. Drafting transmittal 4. Delivering letters and documents 5. Scan and fill in daily SPO report	Minarni	
	Industry Advisory Notes		

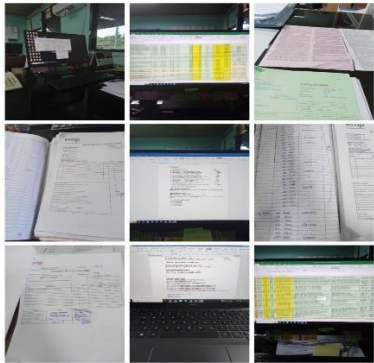
NO	WORKING PICTURES	EXPLANATION
1		SPO and SSO document work Drafting transmittal Delivering letters and documents

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 15

DATE : December 08th, 2023 to December 14th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Compile SPO and compile PO (Purchase Order) document 2. Fill in daily report and SPR LOG 3. Working on SPO and SSO documents 4. SPR document processing 5. Compile SPO and SSO documents	Minarni	
	Industry Advisory Notes		

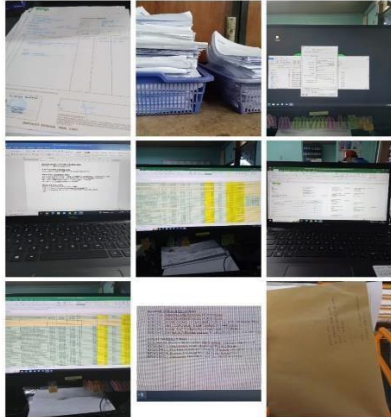
NO	WORKING PICTURES	EXPLANATION
1		Compile SPO and compile PO (Purchase Order) document Working on SPO and SSO documents SPR document processing

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 16

DATE : December 15th, 2023 to December 21st, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Compile Documents PO (Purchase Orders) and SO (Service Orders). 2. SPR daily report 3. SSO document work 4. Mail delivery 5. SPR document processing	Minarni	
	Industry Advisory Notes		

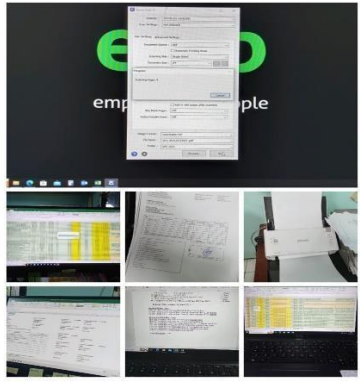
NO	WORKING PICTURES	EXPLANATION
1		Compile Documents PO (Purchase Orders) and SO (Service Orders). SPR daily report SSO document work Mail delivery SPR document processing

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 17

DATE : December 22nd, 2023 to December 28th, 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Scan SPO documents and fill out SPO LOG report 2. Christmas day 3. Christmas day 4. Fill in SPR log 5. SSO document processing	Minarni	
	Industry Advisory Notes		

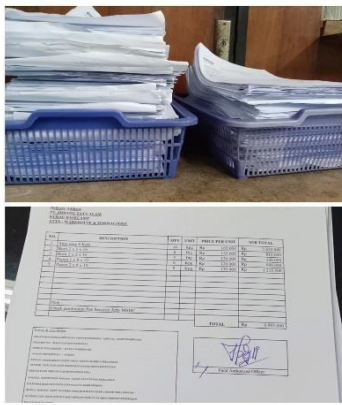
NO	WORKING PICTURES	EXPLANATION
1		Scan SPO documents and fill out SPO LOG report Fill in SPR log SSO document processing

**WEEKLY ACTIVITIES OF
APPRENTICESHIP**

WEEK : 18

DATE : December 29th, 2023 to January 01st, 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Tidying Up SPO and SSO and Purchase Order and Service Order Documents 2. Requesting a signature	Minarni	
	Industry Advisory Notes		

NO	WORKING PICTURES	EXPLANATION
1		Tidying Up SPO And SSO and Purchase Order and Service Order Documents

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Gmail YouTube Maps

SIM Akademik
Politeknik Negeri Bengkalis

Beranda Jadwal Akademik **Tingkat Akhir** Hasil Studi

Tingkat Akhir > Kegiatan Pendukung > Rincian Kegiatan

Rincian Kegiatan

Cari Kegiatan

Data Kegiatan	Periode	2023 Ganjil	Unit	D4 Bahasa Inggris Untuk Komunikasi
Peserta	Akademik			Bisnis dan Profesional
Pembimbing	Jenis Kegiatan	Kerja Praktek/PKL	Instansi	PT. EMP Malacca Strait S.A
Rincian Kegiatan	Nama Kegiatan	Kerja Praktek	Kelompok	

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Senin, 1 Januari 2024	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Ask internship supervisor for a signature	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
2	Senin, 1 Januari 2024	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201018 - Mirna Febriani	Meminta tanda tangan	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>

29°C Sebagian cerah


































WhatsApp Rincian Kegiatan DeepL Translate: Penerjemah p. x +


































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Gmail YouTube Maps

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Senin, 1 Januari 2024	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Ask internship supervisor for a signature	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
2	Senin, 1 Januari 2024	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201018 - Mirna Febriani	Meminta tanda tangan	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
3	Jumat, 29 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Recording or copying the spo number and its description	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
4	Jumat, 29 Desember 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
5	Jumat, 29 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal, Filing, Monthly Report, meminta cap dan ttd	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
6	Kamis, 28 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Copy news letter & mrr	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
7	Kamis, 28 Desember 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201018 - Mirna Febriani	SSO	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
8	Kamis, 28 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Daily Report, Transmittal, membuat nama supervisor	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
9	Rabu, 27 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
10	Rabu, 27 Desember 2023	199209222022031004 - Doris Sukma, M.Pd, M.Pd	5504201018 - Mirna Febriani	SPR	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>
11	Rabu, 27	1200133 - ARITA	5504201005 -	Daily Report, Filing, Transmittal	<input type="button" value="🗨️"/> <input type="button" value="👁️"/> <input type="button" value="🗑️"/>


































29°C Sebagian cerah





































	Desember 2023	Sukma, M.Pd., M.Pd	Mirna Febriani		
11	Rabu, 27 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Daily Report, Filing, Transmittal	  
12	Selasa, 26 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Holiday	  
13	Selasa, 26 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Natal	  
14	Senin, 25 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Holiday	  
15	Senin, 25 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Natal	  
16	Jumat, 22 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Copy news letter data	  
17	Jumat, 22 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
18	Jumat, 22 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, mengantar surat, Daily Report, SSR	  
19	Kamis, 21 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Searching data SPR dicomputer	  
20	Kamis, 21 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
21	Kamis, 21 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal, Filing, SSR, Daily Report	  





































33	Jumat, 15 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing Timesheet, SSR, Membuat Daily report, TAR	  
34	Kamis, 14 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
35	Kamis, 14 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
36	Kamis, 14 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket & surat, Monthly, TAR, Transmittal	  
37	Rabu, 13 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Complies file	  
38	Rabu, 13 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal & Daily Report	  
39	Rabu, 13 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
40	Selasa, 12 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly, Mengantar dokumen, membongkar mail bag	  
41	Selasa, 12 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
42	Senin, 11 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Delivering	  
43	Senin, 11 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket & surat, Filing, Transmittal	  





































44	Senin, 11 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	
45	Jumat, 8 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	
46	Jumat, 8 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket, Daily Report, Filing, Crew Exchange	
47	Kamis, 7 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	
48	Kamis, 7 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Daily Report, Timesheet & TAR	
49	Kamis, 7 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	
50	Rabu, 6 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	
51	Rabu, 6 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	
52	Rabu, 6 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Meminta cap & membuat paraf	
53	Selasa, 5 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat sas	
54	Selasa, 5 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat sas	

55	Selasa, 5 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Transmittal	
56	Selasa, 5 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, mengantar surat, SSR & TAR	
57	Senin, 4 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mrr	
58	Senin, 4 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	
59	Senin, 4 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing & membuat SSR	
60	Jumat, 1 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	
61	Jumat, 1 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	
62	Jumat, 1 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, filing, Transmittal dan membuat Daily Report	
63	Kamis, 30 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Making mrr	
64	Kamis, 30 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat TAR & mengantar surat	
65	Rabu, 29 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Picked up the transportation letter	

	Desember 2023	DESTIANINGSIH, M.Pd	Farha Wahida		
22	Rabu, 20 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Copy news letter	  
23	Rabu, 20 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	  
24	Rabu, 20 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, Crew Change, SSR	  
25	Selasa, 19 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
26	Selasa, 19 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO dan SSO	  
27	Selasa, 19 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly Report, SSR, Membuat nama crew change	  
28	Senin, 18 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mrr.	  
29	Senin, 18 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
30	Senin, 18 Desember 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Daily Report, Filing, Menulis nama supervisor	  
31	Jumat, 15 Desember 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Making mrr	  
32	Jumat, 15 Desember 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	PO dan SO	  


































66	Rabu, 29 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Transmittal, Filing Timesheet, membuat Monthly Report, mengantar surat	  
67	Selasa, 28 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, SSR, TAR & Daily Report	  
68	Selasa, 28 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
69	Senin, 27 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	TAR, Transmittal dan SSR	  
70	Senin, 27 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mrrr	  
71	Senin, 27 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
72	Senin, 27 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
73	Jumat, 24 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
74	Jumat, 24 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mrr	  
75	Jumat, 24 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Photoshoot	  
76	Jumat, 24 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	TAR, Daily Report & Mengantarkan surat	  
77	Kamis, 23 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Photoshoot	  





































No	Tanggal	Nama	Instansi	Instansi	Keterangan	Aksi
77	Kamis, 23 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	Photoshoot	  
78	Kamis, 23 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	5504201005 - Farha Wahida	TAR, Daily Report, Transmittal & Mengantarkan surat	  
79	Kamis, 23 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	5504201025 - Nabila	Membuat mt	  
80	Rabu, 22 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	SPR	  
81	Rabu, 22 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	5504201025 - Nabila	Menyusun berkas sssr	  
82	Rabu, 22 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	5504201005 - Farha Wahida	Filing, Daily, Monthly Report, Transmittal dan meminta cap	  
83	Selasa, 21 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	5504201022 - Ardi Wijaya	Making/Writing MT	  
84	Selasa, 21 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	SPO	  
85	Selasa, 21 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	5504201025 - Nabila	Membuat mt	  
86	Selasa, 21 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	5504201005 - Farha Wahida	Monthly, Daily Report, TAR, membuat nama supervisor di Timesheet, mengantar surat	  
87	Senin, 20 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	5504201022 - Ardi Wijaya	Making/Writing MT	  
88	Senin, 20 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	Spo	  





































88	Senin, 20 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	Spo	  
89	Senin, 20 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	5504201005 - Farha Wahida	TAR, SSR, Transmittal, meminta TTD dan cap untuk Petty Cash	  
90	Senin, 20 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	5504201025 - Nabila	Membuat mrr & mt	  
91	Jumat, 17 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	5504201022 - Ardi Wijaya	Checking Stock	  
92	Jumat, 17 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	5504201025 - Nabila	Membuat mt	  
93	Kamis, 16 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	Spo	  
94	Kamis, 16 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	5504201025 - Nabila	Antar barang ke jt&cek barang	  
95	Kamis, 16 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	5504201005 - Farha Wahida	FLING, TAR, Daily, Monthly Report dan mengantarkan paket	  
96	Rabu, 15 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	5504201005 - Farha Wahida	Membongkar mail bag, mengantar paket, Monthly, Transmittal, Daily, Tar	  
97	Rabu, 15 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	Spo	  
98	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	5504201022 - Ardi Wijaya	Making/Writing MT	  
99	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	5504201018 - Mirna Febriani	SPO	  


































	November 2023	Sukma, M.Pd., M.Pd	Ardi Wijaya	
99	Selasa, 14 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO
100	Selasa, 14 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat nama supervisor di Timesheet, mengantar surat, Monthly, Daily, TAR
101	Selasa, 14 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt
102	Senin, 13 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat
103	Senin, 13 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt
104	Senin, 13 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, membuat TAR, SSR, Monthly, Transmittal dan Daily Report
105	Jumat, 10 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO
106	Jumat, 10 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt
107	Jumat, 10 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, SSR, TAR, Laporan Daily
108	Kamis, 9 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Menyusun dokumen
109	Kamis, 9 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mt

	November 2023	Antika, M.Pd	Nabila	
110	Kamis, 9 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing Timesheet, Daily Record & membuat SSR
111	Rabu, 8 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR
112	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR
113	Selasa, 7 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	po
114	Selasa, 7 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly Report, Daily, membuat nama supervisor dan filing
115	Selasa, 7 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mengantar surat ke transport
116	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR
117	Senin, 6 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt
118	Senin, 6 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat paraf, Transmittal, TAR, Filing dan mengantarkan surat
119	Senin, 6 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO
120	Jumat, 3 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat

No	Tanggal	Nama	Instansi	Instansi	Detail Kegiatan	Aksi
121	Jumat, 3 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat sas	  	
122	Jumat, 3 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membongkar mail bag, mengantar surat, filing, meng-stempel, Monthly, TAR, Evaluasi Teknis RFS.	  	
123	Kamis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Send Product	  	
124	Kamis, 2 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Cek barang masuk	  	
125	Kamis, 2 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Spo	  	
126	Kamis, 2 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Monthly, Filing, Timesheet, Laporan Bulanan Perkapalan, Daily Transport Stratep	  	
127	Rabu, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	  	
128	Rabu, 1 November 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Po	  	
129	Rabu, 1 November 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Cek barang masuk	  	
130	Rabu, 1 November 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membongkar mail bag, filing, membuat Monthly, Daily Report, Transmittal & Planning Barging	  	
131	Selasa, 31 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  	


































131	Selasa, 31 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
132	Selasa, 31 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Scan SSO	  
133	Selasa, 31 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, SSR, Daily Report, TAR, Monthly dan memeriksa Crew Change	  
134	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
135	Senin, 30 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
136	Senin, 30 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat TAR, Monthly, Transmittal, Daily Report	  
137	Senin, 30 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
138	Jumat, 27 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input SSR, Making/Writing MT, Sent Letter, and Checking the Product	  
139	Jumat, 27 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  
140	Jumat, 27 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mengantar surat ke transport	  
141	Jumat, 27 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, meminta cap, Monthly, mengantar surat & SPR	  
142	Kamis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  































No	Tanggal	Nama	Instansi	Instansi	Tugas	Aksi
142	Kamis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  	
143	Kamis, 26 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  	
144	Kamis, 26 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mengantar surat ke transport dan mean office	  	
145	Kamis, 26 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket & surat, Monthly, TAR, meminta TTD & cap	  	
146	Rabu, 25 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mencari data spo	  	
147	Rabu, 25 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  	
148	Rabu, 25 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar paket & surat, membuat Monthly & filing	  	
149	Selasa, 24 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MRR	  	
150	Selasa, 24 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  	
151	Selasa, 24 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR, Monthly, Transmittal dan filling Daily Record	  	
152	Selasa, 24 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  	
153	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MRR	  	

153	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MRR	  
154	Senin, 23 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SO	  
155	Senin, 23 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat TAR, SSR, Transmittal, Timesheet dan filling Daily Record	  
156	Jumat, 20 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT	  
157	Jumat, 20 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	PO & SO	  
158	Jumat, 20 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  
159	Jumat, 20 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, filing, me-stempel, membuat TAR & Evaluasi Teknis RFS	  
160	Kamis, 19 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input SSR	  
161	Kamis, 19 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Spo	  
162	Kamis, 19 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, membuat Monthly Report & nama supervisor pada Daily Record	  
163	Rabu, 18 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MT and MRR	  

	Oktober 2023	Sukma, M.Pd., M.Pd	Ardi Wijaya		
164	Rabu, 18 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	
165	Rabu, 18 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, filling, membuat SSR & Daily Report minyak	
166	Selasa, 17 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	
167	Selasa, 17 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, membuat Daily Record, SSR, Transmittal dan TAR	
168	Senin, 16 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing Timesheet, membuat Monthly & Daily Report	
169	Senin, 16 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Log SPR	
170	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Making/Writing MRR and MT	
171	Jumat, 13 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	
172	Jumat, 13 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	
173	Kamis, 12 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat, menjawab telepon, membuat TAR & Daily Report	
174	Kamis, 12 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	




























	Oktober 2023	Ardi Wijaya	Nabila		
175	Kamis, 12 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO & SSO	
176	Rabu, 11 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input SSR, Making/Writing MT and MRR	
177	Rabu, 11 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengambil dokumen	
178	Rabu, 11 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Planning Barging, Transmittal, Mengantar surat & paket	
179	Rabu, 11 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat Mt dan mrr	
180	Selasa, 10 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	
181	Selasa, 10 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing Material Transfer, membuat SSR, TAR, dan Transmittal	
182	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Writing SPR Register	
183	Senin, 9 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	
184	Senin, 9 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, membuat TAR dan Daily Report, memeriksa Crew Change, mengambil barang di Main Office	
185	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar doc.	

No	Tgl	Nama	Instansi	Instansi	Detail	Aksi
185	Senin, 9 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar doc.	  	
186	Jumat, 6 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt	  	
187	Jumat, 6 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Filing, TAR, Daily Report, mengantar Mail Bag & Paket ke Main Office	  	
188	Jumat, 6 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  	
189	Kamis, 5 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Writing/Making MT	  	
190	Kamis, 5 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Izin tidak masuk	  	
191	Kamis, 5 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPR	  	
192	Kamis, 5 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mencatat mrr	  	
193	Rabu, 4 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat mt & mrr	  	
194	Rabu, 4 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT	  	
195	Rabu, 4 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  	

196	Rabu, 4 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar File & Surat, filing dan membuat Transmittal, Monthly Report, TAR dan Crew Change Report.	  
197	Selasa, 3 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MRR	  
198	Selasa, 3 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
199	Selasa, 3 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	SPO	  
200	Selasa, 3 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat TAR, Monthly Report, SSR, Transmittal Surat dan menyusun Daily Record	  
201	Senin, 2 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT, input Data, dan Membuat MRR	  
202	Senin, 2 Oktober 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data mt	  
203	Senin, 2 Oktober 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR dan SSR	  
204	Senin, 2 Oktober 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Menyusun SPR	  
205	Sabtu, 30 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT	  

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














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206	Jumat, 29 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	MRR	  
207	Jumat, 29 September 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menyusun Daily Record, Membuat SSR dan Monthly	  
208	Jumat, 29 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
209	Kamis, 28 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Cuti tanggal merah	  
210	Rabu, 27 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menyusun berkas	  
211	Rabu, 27 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Menyusun doc. SPO dan SSO	  
212	Rabu, 27 September 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menyusun file, membuat Monthly, Transmittal dan SSR	  
213	Selasa, 26 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Izin	  
214	Selasa, 26	198811122022032004 - Rindilla	5504201025 -	input data	  




























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























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
















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























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214	Selasa, 26 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
215	Selasa, 26 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Izin	  
216	Selasa, 26 September 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, TAR dan Daily Report	  
217	Senin, 25 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Mengantar surat	  
218	Senin, 25 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MRR	  
219	Senin, 25 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Input data	  
220	Senin, 25 September 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR dan Transmittal	  
221	Jumat, 22 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menginput data	  

























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No	Tanggal	Nama	Instansi	Tugas	Aksi
222	Jumat, 22 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Scan berkas SPO dan SSO	  
223	Jumat, 22 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Izin tidak masuk magang	  
224	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Input Data	  
225	Kamis, 21 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menginput data	  
226	Kamis, 21 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Membuat undangan SPR	  
227	Kamis, 21 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Mengantar surat & membuat TAR	  
228	Rabu, 20 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menginput data	  
229	Rabu, 20 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Membuat MT	  
230	Rabu, 20 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, Menyusun file, Transmittal surat dan TAR	  

No	Tanggal	Nama	Instansi	Tugas	Aksi
230	Rabu, 20 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat Monthly, Menyusun file, Transmittal surat dan TAR	  
231	Rabu, 20 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Input data SPR	  
232	Selasa, 19 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Transmittal	  
233	Selasa, 19 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Mengelola data dan input data di warehouse	  
234	Selasa, 19 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Izin tidak masuk magang	  
235	Senin, 18 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Membuat data MT dan MRR	  
236	Senin, 18 September 2023	1200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Membuat laporan TAR, dan SSR	  
237	Senin, 18 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Input data spo	  
238	Jumat, 15 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Menyalin data mrr dan sas di warehouse, PT empa malacca steel	  

No	Tgl	Nama	NIP	Instansi	Detail Kegiatan	Aksi
238	Jumat, 15 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Menyalin data mirr dan sas di warehouse, PT emp malacca streit	  
239	Jumat, 15 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Menyusun file dan membuat daily report	  
240	Jumat, 15 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Penyecanan berkas	  
241	Kamis, 14 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	SPR	  
242	Kamis, 14 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Membuat SSR dan mengisi Monthly	  
243	Kamis, 14 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201022 - Ardi Wijaya	Input Data	  
244	Rabu, 13 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	SPR	  
245	Rabu, 13 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Izin tidak masuk magang	  
246	Rabu, 13 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201022 - Ardi Wijaya	Input Data MT	  

No	Tgl	Nama	NIP	Instansi	Detail Kegiatan	Aksi
246	Rabu, 13 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201022 - Ardi Wijaya	Input Data MT	  
247	Rabu, 13 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Mengantar surat, membuat Monthly dan SSR	  
248	Selasa, 12 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Izin tidak masuk magang	  
249	Selasa, 12 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Membuat spr	  
250	Selasa, 12 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Membuat Monthly dan Tar	  
251	Senin, 11 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Izin tidak masuk magang	  
252	Senin, 11 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Membuat undangan SPR	  
253	Senin, 11 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Membuat SSR dan TAR	  
254	Jumat, 8 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Menyusun berkas di warehouse	  






















No	Tanggal	Nama	NIK	Instansi	Detail Kegiatan	Aksi
254	Jumat, 8 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Menyusun berkas di warehouse	  
255	Jumat, 8 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201022 - Ardi Wijaya	Input Data	  
256	Jumat, 8 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Me-laminating, menyusun file & membuat SSR	  
257	Jumat, 8 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Hausekepping	  
258	Kamis, 7 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Mencatat barang masuk	  
259	Kamis, 7 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Fileling	  
260	Kamis, 7 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Filing daily record, memasang stiker pada evacuation route, dan menyiapkan SSR	  
261	Rabu, 6 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201022 - Ardi Wijaya	Input data	  

262	Rabu, 6 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Housekeeping	  
263	Rabu, 6 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Menginput data di bidang warehouse	  
264	Rabu, 6 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Input data Monthly dan membuat SSR	  
265	Selasa, 5 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Cara Mempelajari dan menginput data	  
266	Selasa, 5 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201022 - Ardi Wijaya	Entering item data	  
267	Selasa, 5 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Input data	  
268	Selasa, 5 September 2023	ARITA DESTIANINGSIH, M.Pd	1200133	5504201005 - Farha Wahida	Menyalin data, menulis nama supervisor pada daily report, menjawab dan melakukan panggilan telepon	  
269	Senin, 4 September 2023	Rindilla Antika, M.Pd	198811122022032004	5504201025 - Nabila	Mempelajari devisi warehouse di PT emp Malacca strait	  
270	Senin, 4 September 2023	Doris Sukma, M.Pd., M.Pd	199209222022031004	5504201018 - Mirna Febriani	Penyusunan berkas-berkas	  

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270	Senin, 4 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Penyusunan berkas-berkas	  
271	Senin, 4 September 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Menginput Data & Join Meeting	  
272	Senin, 4 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Introducing the Way of Werehouse it Worked, and Follow the SHE Meeting	  
273	Jumat, 1 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201018 - Mirna Febriani	Pengenalan Divisi (Buyer)	  
274	Jumat, 1 September 2023	198811122022032004 - Rindilla Antika, M.Pd	5504201025 - Nabila	Pengenalan devisi warehouse	  
275	Jumat, 1 September 2023	I200133 - ARITA DESTIANINGSIH, M.Pd	5504201005 - Farha Wahida	Pengenalan Divisi Transport	  
276	Jumat, 1 September 2023	199209222022031004 - Doris Sukma, M.Pd., M.Pd	5504201022 - Ardi Wijaya	Introduction of EMP Malacca Strait of Werehouse Position	  

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APPENDIX 6:

REVISION LIST

Name : Mirna Febriani
Registration Number : 5504201018
Advisor : Doris Sukma, M.Pd.,M.Pd
Location : PT. EMP Malacca Strait S.A

NO	DAY / DATE	REVISION	ADVISOR
1).	15 / 01 / 2024	Unequal font Revision	f
2).	18 / 01 / 2024	Writing Revision	f
3).	19 / 01 / 2024	Space Revision	f
4).	23 / 01 / 2024	Revise the writings and meaning of unclear sentences	f
5).	24 / 01 / 2024	Revise Spacing and writing	f
6).	25 / 01 / 2024	Revise writing	f
7).	12 / 02 / 2024	Acc	f

Bengkalis, Maret 6th, 2024


Doris Sukma, M.Pd.,M.Pd
NIP/199209122022031004