

**APPRENTICESHIP REPORT**  
**PT. PERTAMINA (PERSERO) REFINERY UNIT II**  
**SUNGAI PAKNING – RIAU**

**ATHIRAH AYUDHYA WANDARI**  
**Reg. Number: 5504201021**



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

# APPROVAL SHEET

## PT. PERTAMINA II Sungai Pakning

This apprenticeship report written by **Athirah Ayudhya Wandari** with Reg. Number **5504201021** who had done apprenticeship at PT. Pertamina (Persero) RU II Production started from August 2nd to September 1st, 2023 by the following advisor:

Bengkalis, September 1<sup>st</sup>, 2023

Jr Officer II Comrel & CSR  
PT. Pertamina Sungai Pakning

Advisor



**Rahmad Hidayat**



**Aswandi. M. Pd**  
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Approved by,  
Head of English for Business and Professional Communication  
Study Program  
State Polytechnic of Bengkalis



**Aswandi. M. Pd**  
NIP: 198804122015041004

# ACCEPTENCE SHEET

## ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **Athirah Ayudhya Wandari** with **Reg. Number 5504201021** who has done the apprenticeship at PT. Pertamina (Persero) RU II Production started from August 2<sup>nd</sup> to September 1<sup>st</sup>, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respects, and any all revisions by the apprenticeship report examine committee had been made:

Bengkalis 21<sup>st</sup> February , 2024 .

Acceptance by:

Advisor:



Aswandi, M. Pd

NIP:198804122015041004

Approved by:

**Head of English for Business and Professional Communication**

**Study Program**

**State Polytechnic of Bengkalis**



Aswandi, M. Pd

NIP:198804122015041004

## ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at PT. Pertamina (Persero) RU II Production timely.

During the writing process of this report, there were many people involved in giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

1. Johny Custer, ST.,MT as the Director of State Polytechnic of Bengkalis
2. Diah Paramita Sari, M.Pd as the Head of Language Department
3. Aswandi, M.Pd as the Head of D-III English for Business and Professional Communication Study Program and also the Advisor of Apprenticeship Report.
4. Prett Ristra, S.Pd., M.Ed as the Coordinator of Apprenticeship.
5. Arita Destianingsih, M.Pd as an Academic Advisor.
6. All Lectures of Language Department.
7. All of my family members who always support and encouragement me.

Bengkalis, February 21<sup>th</sup> 2024



**Athirah Ayudhya Wandari**

Reg. Number: 5504201021

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# CHAPTER I INTRODUCTION

## 1.1 Background of the Apprenticeship

Apprenticeship, also known as practical work are learning programs or field practices aimed at helping and developing students' abilities in the workplace. Through this program, students have the opportunity to apply what they have learned in class and further their knowledge and skills, both theoretical and practical, in a company or other organization. Apprenticeship provide students with work experience that allows them to gain valuable skills and qualifications,as well as job training that provides a snapshot of the real world of work.

State Polytechnic of Bengkalis is a vocational high school in Riau Province with eight departments, one of which is the Language Department, where it provides two study programs: Diploma Three English Language and Bachelor of Applied English for Business and Professional Communication. This department provides fields of study in tourism and hospitality, professional administration, business communication, and public relations. Polytechnic graduates, including language department graduates, are generally prepared to work with a variety of skills and compete globally. One of the programs that assist students in directly applying scientific theory and knowledge gained during their study period is the apprenticeship program, which is also one of the graduation requirements

This apprenticeship is a hands-on learning experience for students, with the goal of gaining experience that can be used for future professional development. This program also ensures that students have the ability to adapt, have a strong work ethic, are disciplined, and are responsible. The apprenticeship was implemented at PT. Pertamina (Persero) RU II Production. This industry offers 2 many opportunities for interns student to grow greatly. Interns can work on relevant projects, learn about the business, network, and improve both their hard and soft skills in this optimal environment. For this reason, the author chose and was given the opportunity to do an apprenticeship at PT. Pertamina (Persero) RU II Production.

The apprenticeship program was held from August 2nd to September 1st, 2023, at PT.Pertamina (Persero) RU II Production.

## **1.2 Purposes of the Apprenticeship**

The purposes of the apprenticeship are as follow::

1. To find out the kinds of jobs done in at PT. Pertamina (Persero) RU II Production,
2. To find out the working procedures, and business processes done in at PT. Pertamina (Persero) RU II Production,
3. To find out the documents used for activities while doing the apprenticeship program in the at PT. Pertamina (Persero) RU II Production

## **1.3 Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as author, companies and state Polytechnic of Bengkalis.

### **1. Significance for Author**

An apprentice has the opportunity to implement what they have learned in class to gain valuable work experience, fulfill college requirements, and develop personal career goals. Apprenticeship also helps apprentices learn about the impact of business, gain confidence, learn time management, establish a professional network, and improve their workplace communication skills.

### **2. Significance for The State Polytechnic of Bengkalis**

An apprentice can put their knowledge into practice taught in campus to complete college requirements, obtain useful work experience criteria, as well as create individual career objectives. Additionally, apprenticeship helps apprentices acquire confidence, understand the impact of business, develop a professional network, learn time management, and enhance their soft skill abilities at work.

### 3. Significance for PT. PERTAMINA (Persero) RU II Sungai Pakning

Companies can establish or expand their connections with colleges through apprenticeships, giving them the opportunity to promote and brand their image. Furthermore, this internship program can help ease the workload of other employees, allowing companies to identify a potential workforce among students so that, if a company needs employees, it can hire these students.

## **CHAPTER II GENERAL DESCRIPTION OF THE COMPANY**

### **2.1 Company Profile**

Profile The Sungai Pakning fuel production refinery with an installed capacity of 50,000 barrels per day was built in 1968 by Refining Associates Canada Ltd (Refican) on a land area of 280 Ha, completed in 1969 and operated in December 1969. At the start of the refinery's operations, the processing capacity had only reached 25,000 barrels. per day, in September 1975 all refinery operations switched from Rafican to Pertamina.



**Figure 2.1. PT. Pertamina (Persero) Refinery Unit II Sungai Pakning**

*Source: PT. Pertamina (Persero) Refinery Unit II Sungai Pakning*

Since then the refinery has begun to undergo gradual improvements so that its product and capacity can be increased again. Towards the end of 1977, the refinery capacity increased to 35,000 barrels per day, reaching 40,000 barrels in April 1982. The refinery capacity was 30,000 barrels.

## **2.2 Vision and Mission**

The vision and mission of the PT. Pertamina (Persero) Refinery Unit II Sungai Pakning are to become the National Pride Refinery. Therefore, refinery reliability improvement programs and enhancements in information and communication quality are crucial.

### **2.2.1 Vision**

“To be world class energy company” and become a globally competitive, green, and eco-friendly oil and petrochemical refinery by the year 2028.

### **2.2.2 Mission**

1. Increase global market share
2. Using the latest technology in developing new products and achieving factory efficiency
3. Improving the quality of human resources through training
4. Realizing sustainability commitments in all operations.
5. Engaging in the professional management of oil and petrochemical processing.
6. Operating with an environmental perspective based on the company's core values.
7. Aimed at providing added value in the industry.

## **2.3 The Type of Company**

Pertamina RU II Sungai Pakning is one of the State-Owned Enterprises (SOEs) engaged in the oil refining industry. Established since 1971, Pertamina RU II Sungai Pakning has been a source of pride for Indonesia in providing energy for the public. Pertamina Sungai Pakning Oil Refinery has been in operation since 2013, with a processing capacity of up to 140,000 barrels per day. The refinery produces various Oil Fuel (BBM) products such as Industrial Fuel, Avtur, Solar, Kerosene, Pertamina, Peralite, as well as Non-Oil Fuel (NBBM) products including LPG, Asphalt, Lubricants, and Petrochemical products that are crucial for the community's livelihood.



**Figure 2.2. Product Type PT. Pertamina (Persero) Refinery Unit II  
Sungai Pakning**

*Source: PT. Pertamina (Persero) Refinery Unit II Sungai Pakning*

## **2.4 Organization Structure**

Pertamina is a fully integrated energy company that manages both upstream and downstream operations. As an energy holding company established by the Minister of SOEs' Decree dated June 12, 2020, Pertamina's primary business objectives are to manage the group's business portfolio and synergies, accelerate the development of new ventures, and oversee national initiatives.

Meanwhile, the recently formed subholdings will oversee a number of operations that were previously managed as the company's core businesses. These subholdings will take on a variety of responsibilities, such as promoting the application of operational excellence through increased scale and business synergy, hastening the growth of new ventures and the enhancement of current ones, and enhancing the skill and adaptability of funding and partnership arrangements that will be more advantageous to the firm. The role mapping for each Pertamina Group sub-holding is shown below:

# ORGANIZATIONAL STRUCTURE OF PT PERTAMINA (PERSERO)

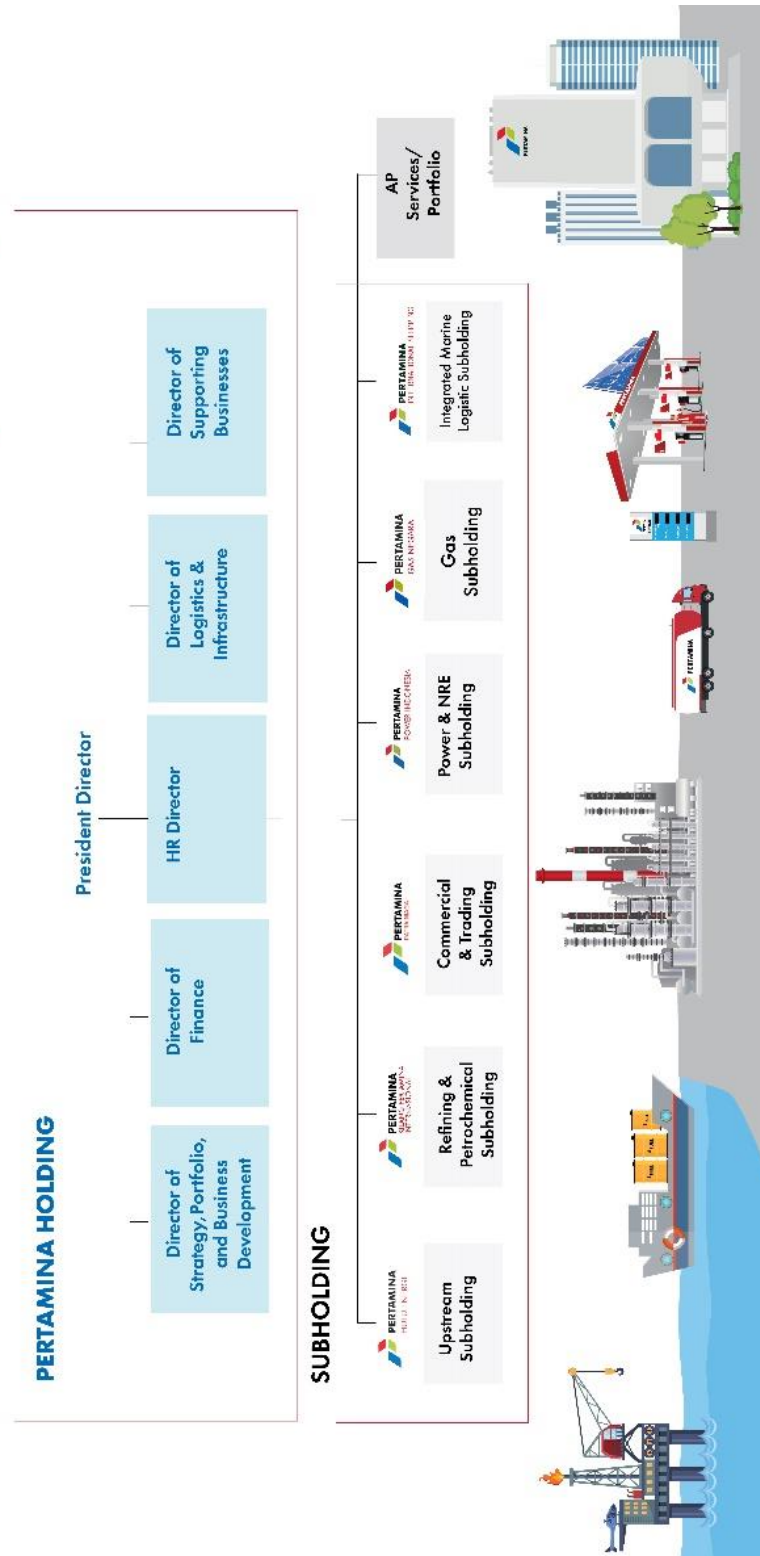


Figure 2.3. The Organization structure of PT. Pertamina (Persero)  
 Source: PT. PT. Pertamina (Persero)



Furthermore, Pertamina operates PT Pertamina International Shipping, a shipping company. By running a comprehensive network of LPG and fuel distribution stations throughout Indonesia, Pertamina also oversees infrastructure and logistics functions. PT Pertamina Bina Medika, PT Seamless Pipe Indonesia Jaya, PT Asuransi Tugu Pratama Indonesia Tbk (Tugu Insurance), PT Pertamina Pedeve Indonesia, PT Patra Jasa, PT Pertamina Training & Consulting, and PT Pelita Air Service are just a few of the many subsidiaries under Pertamina's leadership that operate business portfolios in the financial services sector and other services. A third common organizational structure is the matrix structure, where employees report to both a line manager, who provides tactical direction, and a functional manager, who provides strategic direction. This structure is used in companies that require their employees to have dual skills or knowledge, such as technical and business expertise.

In order to accelerate innovations beyond Pertamina's conventional business chains, such as in the areas of new and renewable energy, biofuel, and digital technology, the company is expected to have an agile, focused organization with the new group structure that can move faster. This can provide Pertamina with opportunities to grow its business scale, which can serve as a solid foundation to establish Pertamina as a leading global energy company.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Beginning on August 2, 2023, and concluding on September 1, 2023, PT. Pertamina (Persero) Refinery Unit II Sungai Pakning organized a one-month internship program. The author worked practically, and several standard tasks were assigned, including:

- 1.Planning content ideas
2. Creating content.
- 3.Crafting press releases.

These routine tasks were completed over the course of one month. Ensuring that work activities adhere to safety procedures is a key objective of this program. A crucial part of the last stage of procurement and the procure-to-pay (P2P) process. These processes were formerly done by hand, but AP automation software has simplified the process overall, saving time and effort when processing bills.

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

This practical work activity was carried out at PT. Pertamina (Persero) Refinery Unit II Sungai Pakning which is located at JSungai Pakning, Bukit Batu District, Bengkalis Region, Riau Province 28761. Starting from August 2 2023 to September 1 2023 or approximately one (1) month is devoted to apprenticeship activities.

#### **3.3 Daily Report Activities**

The following table provides a more detailed explanation of the tasks completed during practical work at PT. Pertamina (Persero) Refinery Unit II Sungai Pakning :

**Table 3.1. The Operating Timetable for the PT. Pertamina (Persero) Refinery Unit II Sungai Pakning**

No	Day	Office Hours	Break
1	Monday to Friday	08.00 - 17.00	12.00 - 13.30
2	Saturday	Holiday	-
3	Sunday	Holiday	-

*Source: PT. Pertamina (Persero) Refinery Unit II Sungai Pakning*

The following lists the tasks completed during the practical work:

**Table 3.2. Daily Activities of August 2<sup>nd</sup>, 2023 to August 6<sup>th</sup>, 2023**

No	Day/Date	Activity	Place
1	Wednesday, August 2 <sup>nd</sup> , 2023	Visit the main office and wait for the supervisor to arrange the internship requirements	Main Office
2	Thursday, August 3 <sup>rd</sup> , 2023	<ol style="list-style-type: none"> <li>1. Interviews</li> <li>2. Create a PT badname. Pertamina (Persero) RU II Pakning river</li> <li>3. Submission of PT. Pertamina (Persero) RU II regulations by the supervisor</li> </ol>	Main Office
3	Friday, August 4 <sup>th</sup> , 2023	Self-introducing and greeting all employees and Introduction to the Environment	Main Office
4	Saturday, August 5 <sup>th</sup> , 2023	<b>DAY OFF</b>	-
5	Sunday, August 6 <sup>th</sup> , 2023	<b>DAY OFF</b>	-

The following table shows the schedule of tasks that the author completed from of August 2<sup>nd</sup>, 2023 to August 6<sup>th</sup>, 2023, while doing an internship at PT. Pertamina (Persero) Refinery Unit II Sungai Pakning.

**Table 3.3. Daily Activities of August 7<sup>th</sup>, 2023 to August 13<sup>th</sup>, 2023**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday, August 7 <sup>th</sup> , 2023	Planning content to increase awareness about Pertamina	Corporate Office
2	Tuesday, August 8 <sup>th</sup> , 2023	Create Social Media content about Pertamina	Corporate Office
3	Wednesday, August 9 <sup>th</sup> , 2023	Create Social Media content about Pertamina	Corporate Office
4	Thursday, August 10 <sup>th</sup> , 2023	Create Social Media content about Pertamina	Corporate Office
5	Friday, August 11 <sup>th</sup> , 2023	Create Social Media content about Pertamina	Corporate Office
6	Saturday, August 12 <sup>th</sup> , 2023	<b>DAY OFF</b>	-
7	Sunday, August 13 <sup>th</sup> , 2023	<b>DAY OFF</b>	-

The following table shows the schedule of tasks that the author completed from of August 7th, 2023 to August 13th, 2023, while doing an internship at PT. Pertamina (Persero) Refinery Unit II Sungai Pakning.

**Table 3.4. Daily Activities of August 14<sup>th</sup>, 2023 to August 20<sup>nd</sup>, 2023**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday, August 14 <sup>th</sup> , 2023	Create press releases for Pertamina's CSR activities	Corporate Office
2	Tuesday, August 15 <sup>th</sup> , 2023	Creating a Poster for Independence Day on the 17th	Corporate Office
3	Wednesday, August 16 <sup>th</sup> , 2023	Creating a Poster for Independence Day on the 17th	Corporate Office

4	Thursday, August 17 <sup>th</sup> , 2023	Social Media Analysis	Corporate Office
5	Friday, August 18 <sup>th</sup> , 2023	Create press releases for Pertamina's CSR activities	Corporate Office
6	Saturday, August 19 <sup>th</sup> , 2023	<b>DAY OFF</b>	-
7.	Sunday, August 20 <sup>th</sup> , 2023	<b>DAY OFF</b>	-

The following table shows the schedule of tasks that the author completed from of August 14<sup>th</sup>, 2023 to August 20<sup>th</sup>, 2023, while doing an internship at PT. Pertamina (Persero) Refinery Unit II Sungai Pakning.

**Table 3.5. Daily Activities of August 21<sup>st</sup>, 2023 to August 27<sup>th</sup>, 2023**

No	Day/Date	Activity	Place
1	Monday, August 21 <sup>th</sup> , 2023	Translating document (news) into English	Corporate Office
2	Tuesday, August 22 <sup>th</sup> , 2023	Create press releases for Pertamina's CSR activities	Corporate Office
3	Wednesday, August 23 <sup>th</sup> , 2023	Translating news (document) into English	Corporate Office
4	Thursday, August 24 <sup>th</sup> , 2023	Create press releases for Pertamina's CSR activities	Corporate Office
5	Friday, August 25 <sup>th</sup> , 2023	Analyzing and reviewing content created on social media	Corporate Office
6	Saturday, August 26 <sup>th</sup> , 2023	<b>DAY OFF</b>	-
7	Sunday, August 27 <sup>th</sup> , 2023	<b>DAY OFF</b>	-

The following table shows the schedule of tasks that the author completed from of August 21<sup>st</sup>, 2023 to August 27<sup>th</sup>, 2023, while doing an internship at PT. Pertamina (Persero) Refinery Unit II Sungai Pakning.

**Table 3.6. Daily Activities of August 28<sup>th</sup>, 2023 to September 1<sup>st</sup>, 2023**

No	Day/Date	Activity	Place
1	Monday, August 28 <sup>th</sup> , 2023	Perform Data Retrieval to Make Appretinceship Reports	Corporate Office
2	Tuesday, August 29 <sup>th</sup> , 2023	Perform Data Retrieval to Make Appretinceship Reports	Corporate Office
3	Wednesday, August 30 <sup>th</sup> , 2023	Perform Data Retrieval to Make Appretinceship Reports	Corporate Office
4	Thursday, August 31 <sup>th</sup> , 2023	Apprenticeship Assessment	Corporate Office
5	Friday, September 1 <sup>st</sup> , 2023	Farewell	Corporate Office

The following table shows the schedule of tasks that the author completed from of August 28<sup>th</sup>, 2023 to September 1<sup>st</sup>, 2023, while doing an internship at PT. Pertamina (Persero) Refinery Unit II Sungai Pakning.

## **CHAPTER IV CONCLUSION AND SUGGESTION**

### **4.1 Conclusion**

PT. Pertamina (Persero) Refinery Unit II Sungai Pakning provided hands on work experiences that allowed the following conclusions to be made :

1. A job training program is being implemented at the PT. Pertamina (Persero) Refinery Unit II in Sungai Pakning. This program has a one-month duration, running from August 2nd to September 1st, 2023.
2. During the practical work program, there are various types of work, including:
  - Content Idea Planning
  - Content creation
  - Create a press release
  - Social media Analysis
  - Document translation
3. The author comes to the conclusion that success in the workplace of the future will require a combination of hard and soft skills. Soft skills like leadership, problem solving, time management, organizational management, critical thinking, teamwork, analytical abilities, and self-confidence are necessary for someone to become a professional resource in the future. One of your hard skills is the ability to work in your area of expertise.

### **4.2 Suggestion**

PT. Pertamina (Persero) Refinery Unit II Sungai Pakning provided hands on work experiences that allowed the following conclusions to be made :

1. In order to further develop the skills that underpin the skills that require refinement, pick an internship or company that is relevant to your major.

2. It is recommended that students adequately prepare themselves prior to beginning an internship. For instance, to streamline the process and avoid misunderstandings, list the fundamental duties that interns at a company must fulfill.
3. There are still a lot of issues with how this internship is being implemented. Still, I make an effort to put my all into it. Furthermore, there are many flaws in this report. I also welcome constructive criticism so I can improve and increase its effectiveness.



## REFERENCE


Official Website of PT Pertamina <https://www.pertamina.com>

Official Website of PT Pertamina RU II Dumai-Sungai Pakning  
<https://www.pertamina.com/id/refinery-unit-ii-dumai>

**APPENDICES**  
**APPENDIX A**  
**DAILY ACTIVITIES**  
**OF THE JOB TRAINING**

DAY : WEDNESDAY - FRIDAY


DATE : AUGUST 2<sup>nd</sup> – 4<sup>th</sup> 2023

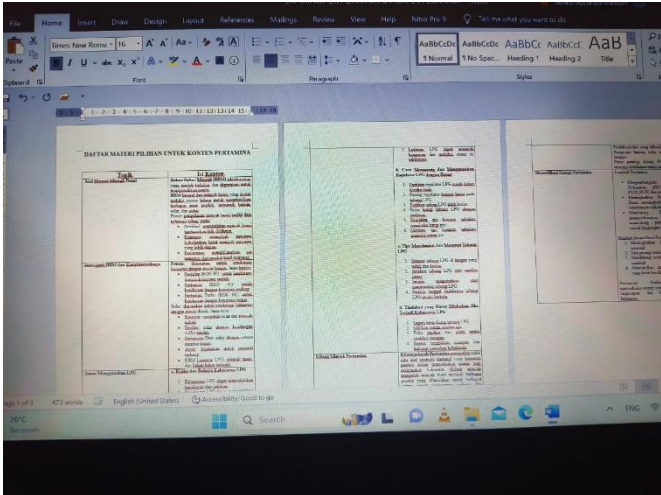
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visit the Office 2. Introduce myself for the first time in front of the officer	Muhammad Framadhoni	

NO.	WORKING	EXPLANATION
1.		In the first week, the author made introductions and was introduced to the office environment

DAY : MONDAY - FRIDAY

DATE : AUGUST 7<sup>th</sup> – 11<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Planning Content Idea 2. Making a content	Muhammad Framadhoni	

NO.	WORKING	EXPLANATION
1.		<p>In the context of a business, Planning content ideas is a complex task and requires creativity, research and analysis. By doing the right</p>

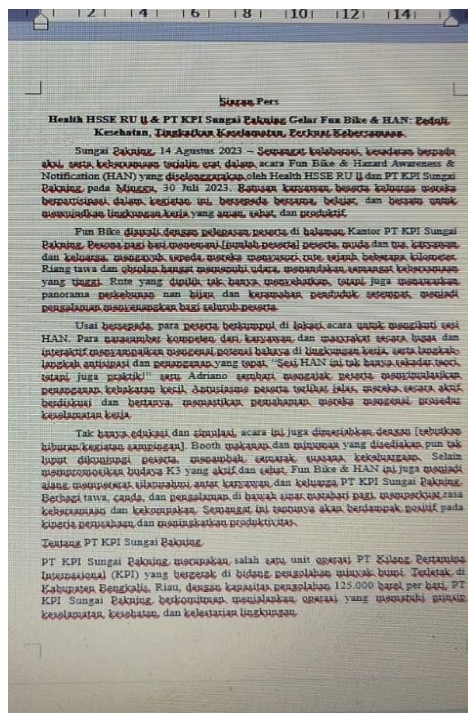
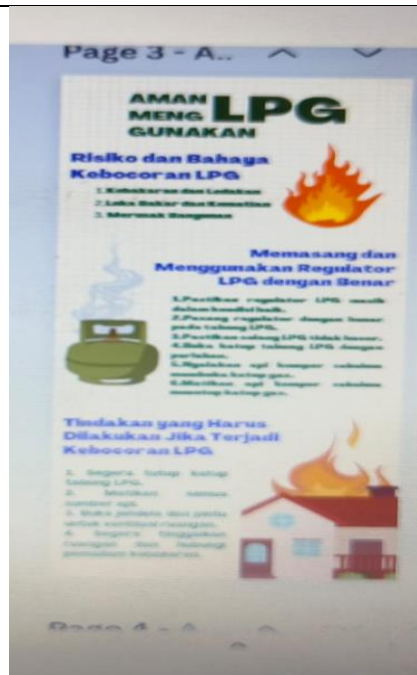
		planning, companies can produce interesting and effective content to achieve their marketing and communication goals.
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DAY : MONDAY - FRIDAY

DATE : AUGUST 14<sup>th</sup> – 18<sup>th</sup> 2023


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making a Press Release	Muhammad Framadhoni	


NO.	WORKING	EXPLANATION
1.		Creating an effective press release can help a company convey important information to the public, increase brand awareness, and build trust.



DAY : THURSDAY

DATE : AUGUST 21<sup>th</sup> – 25<sup>th</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making a content	Muhammad Framadhoni	

NO.	WORKING	EXPLANATION
1.		<p>Creating an effective press release can help a company convey important information to the public, increase brand awareness, and build trust.</p>

**DIVERSIFIKASI ENERGI PERTAMINA**

**LANGKAH 1**  
 Mengembangkan Energi Baru Terbarukan (EBT) membangun PLTS, PLTP, dan perikanan EBT.

**LANGKAH 2**  
 Meningkatkan produksi Gas Bumi, meningkatkan infrastruktur gas bumi, dan memanfaatkan energi.

**LANGKAH 3**  
 Memerintahkan Energi Efisien, mengoptimalkan basis biaya, dan mendorong penggunaan energi ramah lingkungan.


**MANFAAT DIVERSIFIKASI ENERGI**


1. PEMERIKSAAN KEAMANAN ENERGI NASIONAL
2. MELUWANGI ENERGI GAS BUMIH RAKA
3. MEMERINTAH PERSEKUTUAN ENERGI NASIONAL
4. MELUWANGI PASA DEPAN ENERGI YANG LEBIH BERKESIH DAN BERKELANJUTAN

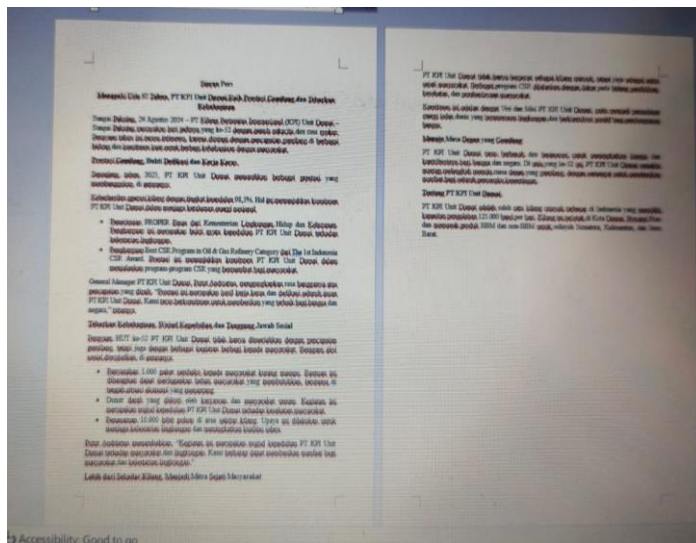


DAY : MONDAY - FRIDAY

DATE : AUGUST 28<sup>th</sup> – SEPT 1<sup>st</sup> 2023

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Making a content and press release	Muhammad Framadhoni	

NO.	WORKING	EXPLANATION
	 <p>The infographic is titled "ASAL MUASAL MINYAK BUMI" (Origin of Crude Oil). It explains that BBM (Bahan Bakar Minyak) is a fuel that is easy to use and used for moving vehicles. It is derived from crude oil through a refining process to produce various products like gasoline, diesel, and kerosene. The process is divided into two main stages: Distillation (memisahkan minyak bumi berdasarkan titik didihnya) and Conversion (mengubah senyawa hidrokarbon berat menjadi senyawa).</p>	<p>Creating informative infographics and press releases is an important task to increase brand awareness, educate the public and</p>



Accessibility: Good to go

build trust. As an intern, you can contribute by doing this task with full responsibility and dedication. Understanding the goals and target audience as well as conducting research and data are important things to do these 2 things.

## APPENDIX B

### APPRENTICESHIP ACCEPTANCE LETTER



Sungai Pakning, 31 Juli 2023  
Nomor : 384 /KPI45123/2023-S8  
Perihal : Balasan Surat Permohonan Kerja Praktek

Yang Terhormat,  
**Armada, ST., MT.**  
POLITEKNIK NEGERI BENGKALIS  
Di –  
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 2751/PL31/TU/2023 tanggal 11 Juli 2023 perihal Permohonan Permohonan Kerja Praktek, dengan ini diberitahukan bahwa kami *dapat menerima* mahasiswa saudara untuk melakukan kerja praktik, adapun siswa yang diterima atas nama :

NO.	N A M A	J U R U S A N
1.	Athirah Ayudhya Wandari	D4 Bahasa Inggris untuk komunikasi bisnis dan profesional

Untuk melakukan kerja praktek di PT. Pertamina (Persero) Sei Pakning mulai 2 Agustus /d 1 September 2023, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan berkelakuan baik dari institusi / lembaga pendidikan.
2. Surat kesehatan dari dokter / pemerintah yang menyatakan sehat fisik.
3. Pas foto berwarna ukuran 3 x 4 ( 2 lembar ) berpakaian rapi.
4. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm ( untuk KP dalam kilang )
5. Memakai masker
6. Map 1 bh

Dan perlu kami informasikan semua biaya selama bersangkutan melaksanakan Kerja Praktek di PT. Pertamina (Persero) Sei Pakning menjadi beban yang bersangkutan dan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spv. General Affair Spk

**Rahmad Hidayat**

**Contact Person :**  
Erna Imelda : 085271072354  
Rahmad Hidayat : 085265933386  
Amril Norman : 08127611794

PRODUCTION SEI PAKNING  
Jalan Cendana No. 1 Komplek Pertamina RU II Sei Pakning  
Telp. (0766) 912220-91221-91222 Ext. 4200  
Fax. (0766) 91227

# APPENDIX C CERTIFICATE OF APPRENTICESHIP



## SERTIFIKAT

Nomor : 389 / KPI45123 / 2023 - S8

*Dengan ini menewangkan bahwa :*

Nama : **ATHIRAH AYUDHYA WANDARI**  
NIM : **5504201021**  
Tempat & Tanggal lahir : **Makasar, 3 Maret 2001**  
Jurusan : **Bahasa Inggris untuk Komunikasi Bisnis dan Profesional**  
Institusi : **Politeknik Negeri Bengkalis**  
Telah melaksanakan : **Kerja Praktek / Magang di Administrasi**  
**PT. Kilang Pertamina Internasional RU II Sungai Pakning**  
Yang diselenggarakan dari tanggal : **2 Agustus s/d 1 September 2023**

Sungai Pakning, 1 September 2023

Spv. General Affair Spk

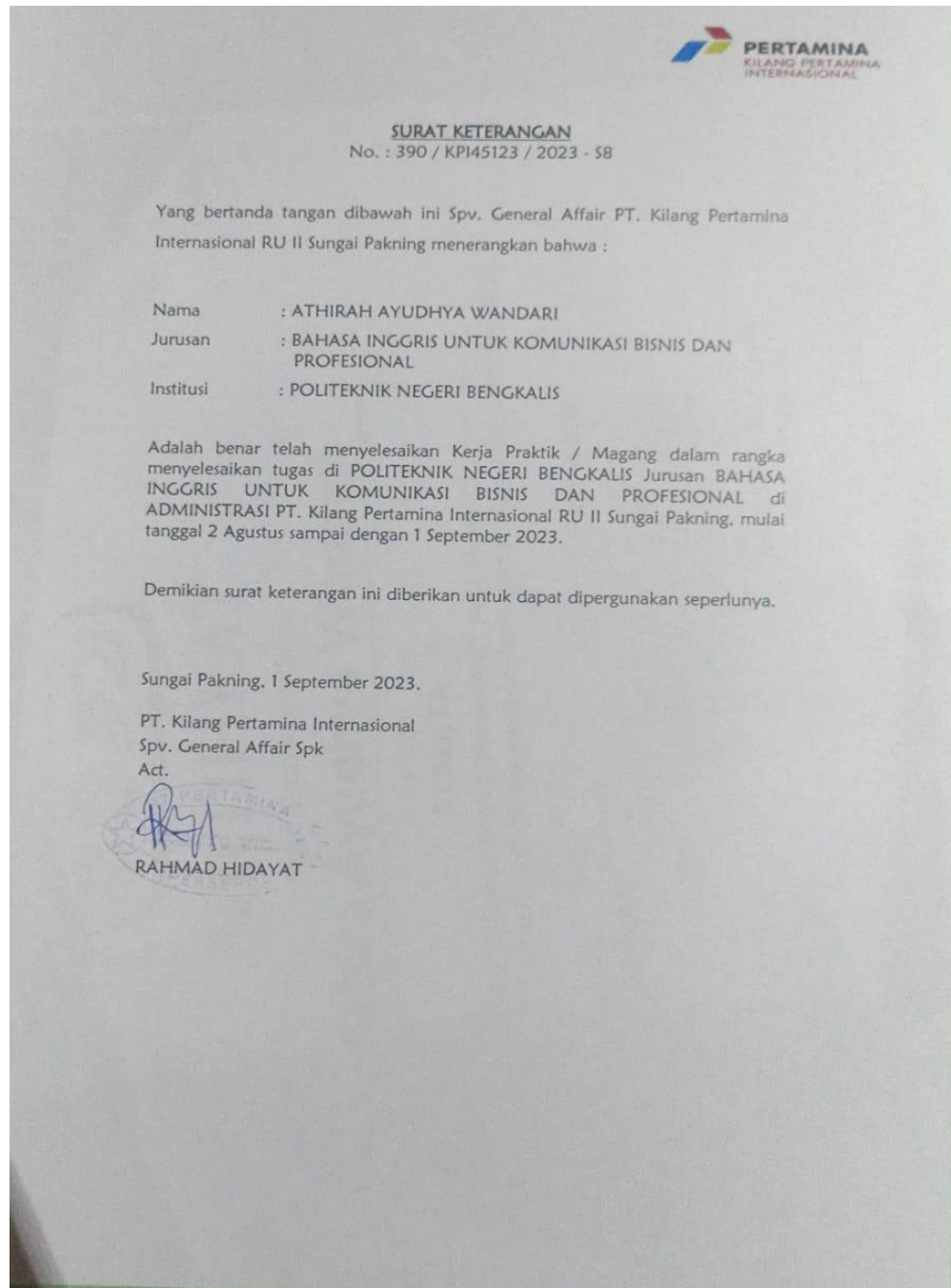
AeP

  
RAIMAD HIDAYAT  
PERTAMINA

www.pertamina.com

## APPENDIX D

### COMPLETED INTERNSHIP


















## APPENDIX E

### LOGBOOK


































**Rincian Kegiatan**

Cari Kegiatan Kembali ke Daftar + Tambah


































Data Kegiatan	Periode	2023 Ganjil	Unit	D4 Bahasa Inggris Untuk Komunikasi Bisnis dan Profesional
Peserta	Jenis Kegiatan	Kerja Praktek/PKL	Instansi	PT. Pertamina RU II Production Sei Pakning
Pembimbing	Nama Kegiatan	Kerja Praktek	Kelompok	

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 1 September 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Intership End	  
2	Kamis, 31 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Perform Data Retrieval	  
3	Rabu, 30 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Perform Data Retrieval	  
4	Selasa, 29 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Making content	  
5	Senin, 28 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Making content	  

← [https://polbeng.siakadcloud.com/siakad/set\\_kegiatankn/372](https://polbeng.siakadcloud.com/siakad/set_kegiatankn/372)

6	Jumat, 25 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Analyzing and reviewing	  
7	Kamis, 24 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create press releases	  
8	Rabu, 23 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Making content	  
9	Selasa, 22 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create press releases	  
10	Senin, 21 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Translating document	  
11	Jumat, 18 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create press releases	  
12	Kamis, 17 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Social Media Analysis	  
13	Rabu, 16 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Creating a Poster	  
14	Selasa, 15 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Creating a Poster	  
15	Senin, 14 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create press releases	  
16	Jumat, 11 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create the content	  

← ↻ 🏠 [https://polbeng.siakadcloud.com/siakad/set\\_kegiatankn/372](https://polbeng.siakadcloud.com/siakad/set_kegiatankn/372) 🗂️ 🔍 🌟 🔄 📄 📌 📁 📧 ⋮ 🏠

13	Rabu, 16 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Creating a Poster	  
14	Selasa, 15 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Creating a Poster	  
15	Senin, 14 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create press releases	  
16	Jumat, 11 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create the content	  
17	Kamis, 10 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create the content	  
18	Rabu, 9 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Create the content	  
19	Selasa, 8 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Start to create the content	  
20	Senin, 7 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Planning content	  
21	Jumat, 4 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Introduce myself to officer in office	  
22	Kamis, 3 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Office	  
23	Rabu, 2 Agustus 2023	198804122015041004 - ASWANDI, M.Pd.	5504201021 - Athira Ayudhya Wandari	Visit the main office	  

## APPENDIX F

### ATTENDANCE LIST

#### ATTENDANCE LIST OF APPRENTICESHIP IN PT. PERTAMINA (PERSERO) SUNGAI PAKNING RU II PRODUCTION

Name : Athirah Ayudhya Wandari

NIM : 5504201021

Period : August 2<sup>nd</sup> – September 1<sup>st</sup>

NO	Day	Date	Time		Signature
			Morning	Afternoon	
1	Wednesday	2/8/2023	08.00 – 12.00	13.30 – 17.00	AP
2	Thursday	3/8/2023	08.00 – 12.00	13.30 – 17.00	AP
3	Friday	4/8/2023	08.00 – 12.00	13.30 – 17.00	AP
4	Saturday	5/8/2023	-	-	
5	Sunday	6/8/2023	-	-	
6	Monday	7/8/2023	08.00 – 12.00	13.30 – 17.00	AP
7	Tuesday	8/8/2023	08.00 – 12.00	13.30 – 17.00	AP
8	Wednesday	9/8/2023	08.00 – 12.00	13.30 – 17.00	AP
9	Thursday	10/8/2023	08.00 – 12.00	13.30 – 17.00	AP
10	Friday	11/8/2023	08.00 – 12.00	13.30 – 17.00	AP
11	Saturday	12/8/2023	-	-	
12	Sunday	13/8/2023	-	-	
13	Monday	14/8/2023	08.00 – 12.00	13.30 – 17.00	AP
14	Tuesday	15/8/2023	08.00 – 12.00	13.30 – 17.00	AP
15	Wednesday	16/8/2023	08.00 – 12.00	13.30 – 17.00	AP
16	Thursday	17/8/2023	08.00 – 12.00	13.30 – 17.00	AP
17	Friday	18/8/2023	08.00 – 12.00	13.30 – 17.00	AP
18	Saturday	19/8/2023	-	-	
19	Sunday	20/8/2023	-	-	
20	Monday	21/8/2023	08.00 – 12.00	13.30 – 17.00	AP
21	Tuesday	22/8/2023	08.00 – 12.00	13.30 – 17.00	AP
22	Wednesday	23/8/2023	08.00 – 12.00	13.30 – 17.00	AP
23	Thursday	24/8/2023	08.00 – 12.00	13.30 – 17.00	AP
24	Friday	25/8/2023	08.00 – 12.00	13.30 – 17.00	AP
25	Saturday	26/8/2023	-	-	
26	Sunday	27/8/2023	-	-	

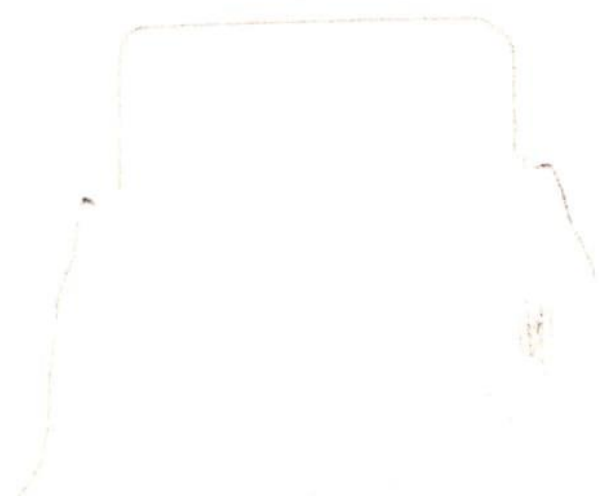


27	Monday	28/8/2023	08.00 – 12.00	13.30 – 17.00	H
28	Tuesday	29/8/2023	08.00 – 12.00	13.30 – 17.00	H
29	Wednesday	30/8/2023	08.00 – 12.00	13.30 – 17.00	H
30	Thursday	31/8/2023	08.00 – 12.00	13.30 – 17.00	H
31	Friday	1/9/2023	08.00 – 12.00	13.30 – 17.00	H

Sungai Pakning, September 1<sup>st</sup> 2023



RAHMAD HIDAYAT  
Jr Officer II Comrel & CSR



## APPENDIX G

### EVALUATION RESULT

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
PT. PERTAMINA (PERSERO) SUNGAI PAKNING RU II PRODUCTION**

Nama : Athirah Ayudhya Wandari  
 NIM : 5504201021  
 Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	85
2	Tanggung Jawab	25%	85
3	Penyesuaian Diri	10%	85
4	Hasil Kerja	30%	85
5	Perilaku Secara Umum	15%	85
Total Jumlah (1+2+3+4+5)		100%	85

**Keterangan :**

- Nilai : **Kriteria**  
 81 – 100 : Istimewa  
 71 – 80 : Baik Sekali  
 66 – 70 : Baik  
 61 – 65 : Cukup Baik  
 56 – 60 : Baik

**Catatan :**

.....  
 .....  
 .....

Sungai Pakning, 1 September 2023

  
 RAHMAD HIDAYAT  
 Jr Officer II Control & CSR