

**APPRENTICESHIP REPORT  
NOVOTEL TANGERANG  
FRONT OFFICE (CONCIERGE)**



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**ENGLISH STUDY PROGRAM  
LANGUAGE DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2024**

**APPROVAL SHEET**

**APPRENTICESHIP REPORT  
NOVOTEL TANGERANG  
FRONT OFFICE (CONCIERGE)**

Written as one of the conditions for completing Apprenticeship

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Tangerang, June 30<sup>th</sup>, 2024

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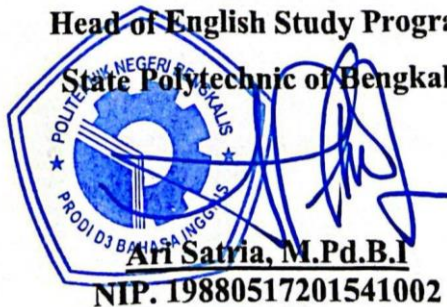
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## ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **ARIO ANDREANSYAH** Reg. Number **5203211148** who has done the apprenticeship at Novotel Tangerang, in Front Office Department as a Concierge from February 16<sup>th</sup> to June 30<sup>th</sup>, 2024. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee has been made.

Tangerang, July 15<sup>th</sup>, 2024

Accepted by:

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9. Last but not least, all of my family who gave me a lot of love, support, and the best prayers.

Siak, June 1<sup>st</sup>, 2024  
The Writer



**Ario Andreansyah**  
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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Background of Apprenticeship**

An apprenticeship, also known as a traineeship, involves a structured program where individuals learn and gain practical experience by working directly with a company for a specific duration. Companies participating in apprenticeship programs are authorized to offer placements and are responsible for providing guidance throughout the duration of the program. Additionally, students may have the opportunity to obtain certification to work in regulated industries. Vocational training focuses on enhancing specific skills within a specialized field. In simpler terms, an apprenticeship or traineeship refers to a job opportunity within an organization, institution, or company that offers a partnership program with educational institutions. Engaging in a high-quality apprenticeship significantly enhances one's prospects for success in the job market.

State Polytechnic of Bengkalis is a vocational college in Riau dedicated to preparing its students for successful careers in the professional world. One of the key initiatives in achieving this goal is the Practical Work (KP) program. This program is a mandatory component for students enrolled in the applied undergraduate English Language Study Program, serving as a vital requirement for their graduation and ensuring they gain practical, hands-on experience in their field.

Novotel Tangerang was chosen by the author to complete the internship, because this hotel is one of the largest hotels in Tangerang and has many collaborations with foreign companies. The Front Office, especially the Concierge section, is where the writer is placed. Novotel Tangerang strives to support all training that has been planned by mentors starting from provision to knowledge of hotel operations.

### **1.2 Purpose of Apprenticeship**

1. To find out the kind of jobs done in Concierge, at Novotel Tangerang.
2. To find out the tools needed to complete the apprenticeship report.

3. To find out the working procedures applied in Front Office Department, at Novotel Tangerang.
4. To gain genuine experience while working in Front Office Department, at Novotel Tangerang.

### **1.3 Significance of the Apprenticeship**

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

An apprenticeship initiative offers a chance for the apprentice to utilize their current expertise and talents, while also gaining new ones, especially within the fields of English and hospitality. Within this program, the apprentice enhances their capability to communicate professionally in public and engage the attention of their listeners.

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

Apprenticeships play a crucial role in equipping graduates from Polytechnic institutions with the necessary skills to seamlessly transition into the workforce after finishing their studies. Consequently, this aids students at the State Polytechnics of Bengkalis in enhancing and implementing their educational programs.

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

The apprenticeship initiative contributes to improving Novotel Tangerang's reputation and brand image by actively promoting its standing. Moreover, given that the apprentice students possess prior experience, it becomes more convenient for the hotel to identify and enlist both exchange students and seasoned personnel.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**

##### **2.1.1 Novotel**

Novotel is the mid-sized hotel brand within the Accorhotels group, established by Paul Dubrule and Gerard Pelisson in August 1967. Since its inception, Novotel has expanded its presence significantly, boasting around 400 hotels and resorts across 60 countries. These establishments are strategically located in financial hubs and popular tourist destinations worldwide.

The first Novotel hotel commenced operations in 1965, featuring 62 rooms measuring 25m<sup>2</sup> each. Characterized by uniform design, all Novotel accommodations are furnished with essential amenities such as bathrooms, televisions, and telephones. Moreover, the hotel offers additional facilities including meeting rooms, swimming pools, and private parking areas.

As of December 31, 2009, Novotel's portfolio comprised 395 hotels and resorts spanning 60 countries, providing 71,872 rooms and employing approximately 30,000 individuals. Notably, Novotel is actively engaged in the Earth Check environmental and community certification program, with 278 of its hotels already participating as of May 22, 2012.



**Figure 2.1 Property**

*Source: <https://all.accor.com/>*

Aligned with its commitment to enhancing guest experiences, Novotel Tangerang consistently embraces Accor's global initiatives to enhance and refine its facilities. Through this partnership, the hotel endeavors to ensure guests enjoy a fulfilling stay, meeting their expectations in terms of comfort and amenities. Consequently, Novotel Tangerang has not only emerged as a preferred choice for both business and leisure travelers but has also earned recognition as the premier accommodation option in Tangerang.

As Tangerang's hotel sector thrives, Novotel Tangerang remains steadfast in its mission to contribute positively to the area's development. Through various social and community outreach programs, the hotel endeavors to make a tangible impact on local communities and foster sustainable growth. In doing so, Novotel Tangerang not only ingrains itself in Tangerang's hospitality narrative but also assumes the role of a catalyst for enduring progress and responsible stewardship.

## **2.2 Vision and Mission**

### **2.2.1 Vision**

The vision of Novotel Tangerang, namely “Become a company operating in the service sector the best in global hospitality, travel and creation the most beautiful experience for the tourism community and new traveler around the world”.

### **2.2.2 Mission**

To achieve the vision they envision, Novotel Tangerang has a number of missions that they must complete first, the missions are:

1. Guest Passion
2. Respect
3. Innovation
4. Trust
5. Sustainable performance
6. Spirit of conquest

## **2.3 Kind of Business**

Novotel Tangerang, a member of the Accor group, is a mid-scale hotel brand situated in Tangerang, established in October 2014. It offers a comfortable

stay for both business and leisure travelers, boasting a four-star rating. Its prime location in the heart of Tangerang city, coupled with its proximity to shopping centers and the expansive BSD area, makes it a convenient choice for guests. Serving as a hub for exploration, the hotel provides easy access to various tourist attractions, with Tangerang recognized as one of the earliest settlements of the ethnic Chinese community in the archipelago. Additionally, its close proximity to Soekarno-Hatta Airport further enhances its accessibility.

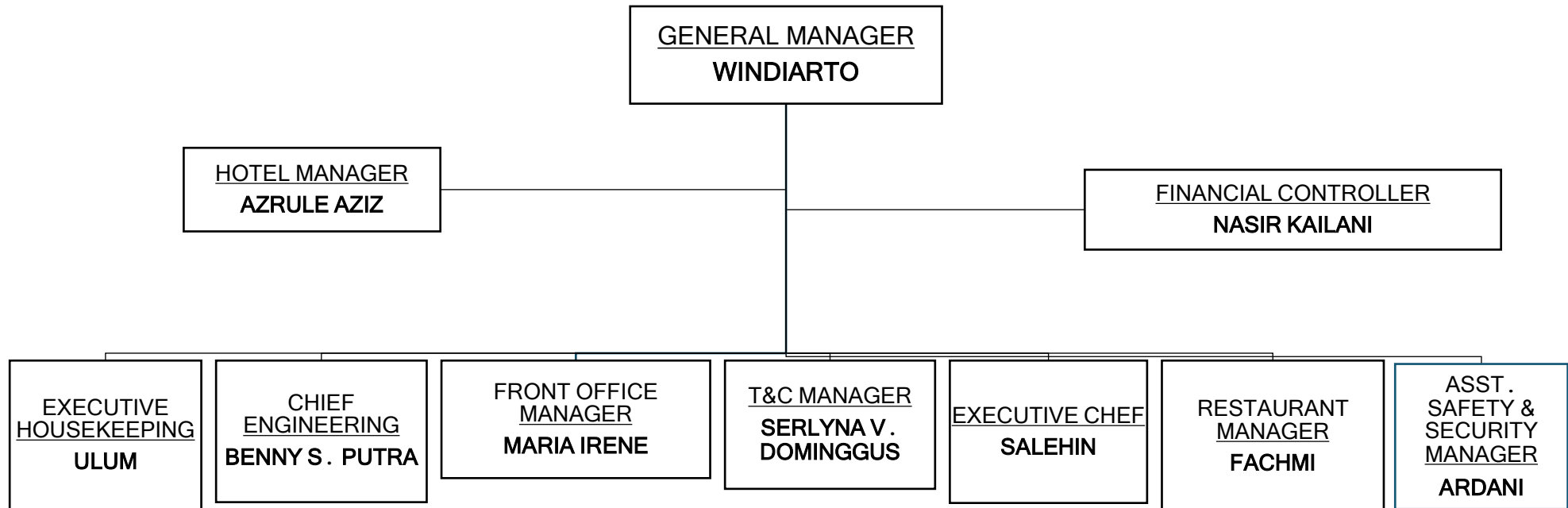
One of the notable features of Novotel Tangerang is its panoramic views of the city, complemented by ample lighting. The restaurant, located on the podium floor, overlooks the swimming pool and garden, offering guests a diverse and healthy menu selection. Furthermore, the hotel provides dedicated spaces such as children's play area in the lobby and a Mac corner for guests' convenience. Novotel Tangerang boasts 266 rooms across various categories, including superior rooms, executive rooms, premier rooms, and executive suites, catering to the diverse needs of its clientele.



**Figure 2.2 The Main Product of Novotel Tangerang**

*Source: <https://all.accor.com/>*

## 2.4 Organization Structures of Novotel Tangerang



The duties and responsibilities of each of these organizational structures are as follows:

1. General Manager

The general manager of a hotel is responsible for supervising and coordinating all facets of the hotel's daily operations, including front desk services, housekeeping, maintenance, dining options, and security. Their primary focus is to guarantee the hotel operates effectively and seamlessly, ensuring guests enjoy a comfortable stay. Additionally, they oversee budget management, establish and enforce policies and protocols, and ensure compliance with regulations and standards. Responsibilities may extend to recruiting and training staff, devising marketing tactics, and collaborating with fellow managers and stakeholders to fulfill the hotel's aims and objectives.

2. Hotel Manager

A hotel manager who is under the general manager has more specific responsibilities in carrying out daily operations at the hotel. Although their responsibilities may vary depending on the organizational structure and size of the hotel, generally they are responsible for several specific areas or departments within the hotel. The role of a hotel manager is to ensure that daily operations in his department run smoothly and in accordance with the standards set by the hotel, thereby helping to achieve the overall goals and success of the hotel led by the general manager.

3. Financial Controller

The role of a financial controller involves overseeing all financial transactions, encompassing revenues, expenditures, and assets. This includes monitoring income from room rentals, food and beverage sales, and other hotel services, along with managing expenses associated with hotel operations such as payroll, utilities, and maintenance. Additionally, the financial controller is responsible for handling accounts payable and receivable, maintaining precise financial records, and preparing financial statements and reports for both internal management and external



stakeholders, such as investors and tax authorities. Implementing sound accounting practices within a hotel is crucial for ensuring financial stability, minimizing waste and fraudulent activities, and enhancing profitability. Similarly, effectively addressing land disputes necessitates employing a fair and transparent process that emphasizes dialogue and consultation methods to achieve consensus and prevent future conflicts.

#### 4. Talent and Culture Manager

The Talent and Culture Department in hotels has an important role in managing key aspects of the success of human resources in the hotel industry. Responsible for employee recruitment, development and retention, this department designs and implements training programs aimed at improving staff skills and knowledge. Additionally, they manage employee performance by setting clear standards, providing regular feedback, and assisting in designing performance improvement plans. In terms of organizational culture, the Talent and Culture department plays a role in promoting company values and ensuring that every individual at the hotel feels valued and supported. In addition, they are also responsible for employee well-being, ensuring that physical and emotional well-being needs are met. Through effective internal communication and careful conflict management, this department helps maintain harmony and productivity among all team members. With a focus on labor regulatory compliance and in-depth analysis of human resource needs, the Talent and Culture department plays an integral role in ensuring the operational success and long-term sustainability of the hotel.

#### 5. Front Office

The front office of a hotel is tasked with providing diverse services to guests, encompassing tasks such as check-in/check-out procedures, room reservations, responding to inquiries, addressing complaints, and ensuring a positive and comfortable guest experience. Acting as the primary point of contact for visitors, front office personnel must uphold a professional and courteous demeanor while managing multiple

responsibilities and priorities. They may also oversee financial transactions, manage room inventory, and ensure compliance with hotel policies and regulations.

6. Chef (Food and Beverage Production)

The responsibilities of Food and Beverage Production in a hotel typically include overseeing the preparation and presentation of food and beverages to meet guest expectations and quality standards. This entails coordinating with kitchen staff to ensure timely and efficient food production, maintaining inventory levels of ingredients, monitoring food safety and hygiene protocols, and implementing menu planning and development. Additionally, Food and Beverage Production may involve collaborating with other departments such as catering or event planning to fulfill specific guest requests or special events. The ultimate goal is to deliver high-quality dining experiences that enhance guest satisfaction and contribute to the overall success of the hotel's food and beverage operations.

7. Restaurant (Food and Beverage Services)

The Food and Beverage Services department in a hotel is responsible for ensuring that guests receive high-quality dining experiences throughout their stay. This includes managing restaurant operations, room service, banquet facilities, and any other food and beverage outlets within the hotel. The primary tasks of this department include menu planning, food preparation, serving guests, maintaining cleanliness and hygiene standards, managing inventory, and ensuring customer satisfaction. Additionally, the Food and Beverage Services team may collaborate with other departments such as the kitchen, front office, and sales to coordinate events, promotions, and special requests. Overall, their goal is to provide guests with delicious meals, excellent service, and memorable dining experiences.

8. Engineering

Engineering a hotel involves the creation of a facility that can offer guests comfortable and safe accommodation, along with the necessary infrastructure to meet their needs. This encompasses engineering and

arranging guest rooms, communal spaces, and various amenities such as dining areas, swimming pools, and fitness facilities. Additionally, it entails the installation of mechanical, electrical, and plumbing systems to ensure the proper functioning of the building and its amenities. Throughout this process, factors such as building codes, safety standards, energy efficiency, and sustainability are carefully taken into account.

#### 9. Housekeeping

At a hotel, the housekeeping department is tasked with maintaining the cleanliness and tidiness of guest rooms, common areas, and service areas. The housekeeping team is responsible for tasks such as cleaning and replenishing supplies in guest rooms, maintaining the attractive appearance of public spaces such as lobbies and corridors, and ensuring the cleanliness and organization of service areas such as laundry facilities and storage rooms. Moreover, housekeeping involves effective coordination with other hotel departments such as the front desk and maintenance team to efficiently address any guest requests or issues related to rooms or facilities. Overall, the role of housekeeping is crucial in ensuring a pleasant experience for guests and upholding the hotel's reputation for quality service.

#### 10. Security

Security in a hotel entails taking precautions to ensure the safety and well-being of guests and employees, as well as the hotel's physical property. This includes implementing emergency response plans, maintaining secure access control systems, conducting regular patrols and surveillance, and training staff to handle security incidents appropriately. In addition, hotels must follow local security laws and regulations, such as fire safety codes and data privacy laws, to ensure the safety of their guests and their information.

## 2.5 Working Process

**Table 2.1 Working Process of Concierge**

CONCIERGE RESPONSIBILITY	
START SHIFT	Check and print event today, Front Office Operation Efficiency, Checklist storage and handle luggage for all airlines crew
	Make sure lobby area are clean and tidy
	Handover logbook, ensure newspaper delivery is organizing check, Luggage store tidy and clean
	Assign and control all transportation today, assign for driver inform to group media or logbook, print tracing today, and check concierge notice board for internal car request
	Concierge counter stationaries are well set up in drawer, FO forms complete, counter table and mirror clean, all trolleys place neat, clean and tidy, taxi card ready in front of counter
	Parking scanning compuer must run well, log all parking history in detail at logbook, all trolley with luggage in lobby should be identified by luggage tag
	Check if key of hotel's car completed, trolley completed, wheelchair completed, all package must double check record, handover to next shift.
END SHIFT	Check and spread information of promotion today
	Check arrival gus, aware for VIP today, group arrival, and check out today
	Ensure all guest packages are distributed
	Record activities at concierge control sheet
	Ensure all form is recorded in detail

## 2.6 Tools Used for Activity

There are several tools used while doing apprenticeship activities, as follows:

1. Trolley

Trolleys used to assist concierges in transporting goods, such as; guest bag, suitcases, or package for event.

2. Computer and Barcode Scanner

Both of these tools used for free parking for guests, computer is used input data while scanner used to scan barcodes from parking tickets.

3. Luggage Tag

Luggage tags are used to mark guests' belongings, on the luggage tag there are 2 series of the same number, one will be placed on the item being entrusted, while the other will be held by the guest, as a sign that the item belongs to them.

#### 4. Daily Logbook

Logbooks used to help concierges remember what has or will happen in daily operations.

## CHAPTER III

### SCOPE OF THE APPRENTICESHIP

#### 3.1 Job Description

In this chapter, there were several descriptions of activities while carrying out apprenticeships. Apprenticeship was carried out for 4 months, starting from 16<sup>th</sup> February to 30<sup>th</sup> June 2024, in Front Office Department as Concierge at Novotel Tangerang. During apprenticeship at Novotel Tangerang, the author was placed in the Guest Service Center for 2 days and Concierge for 17 weeks. The working are 9 hours with 1 hours for lunch break. The day of work is fifth a week.

During the implementation of the apprenticeship, there were many opportunities given to the author to be able to complete the task. As well as a lot of new knowledge and experience that can be gained in the world of work. Here are some jobs that given during the apprenticeship, as follows:

##### 3.1.1 Concierge

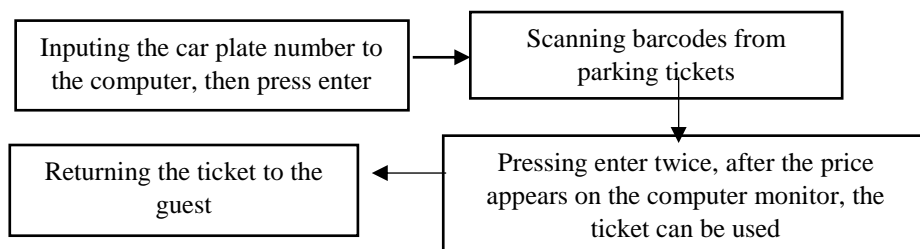
Concierge is hospitality professional who attends to guests' needs and helps them organize their accommodations while staying at hotels or other establishments that provide lodging services.

1. Registering Free Parking Access for Staying Guests
2. Doing Luggage Up and Luggage Down
3. Re-Programming Vingcard
4. Storing guest items/packages
5. Recording Activities into the Logbook

#### 3.2 Working Procedure

1. Registering Free Parking Access For Staying Guests

Novotel Tangerang is located in the Tangcity superblock area, where this area has quite expensive parking prices. Therefore, making parking fees free for guests is one of the facilities at Novotel Tangerang, and this is the Concierge's job, here are the steps for how to do it.

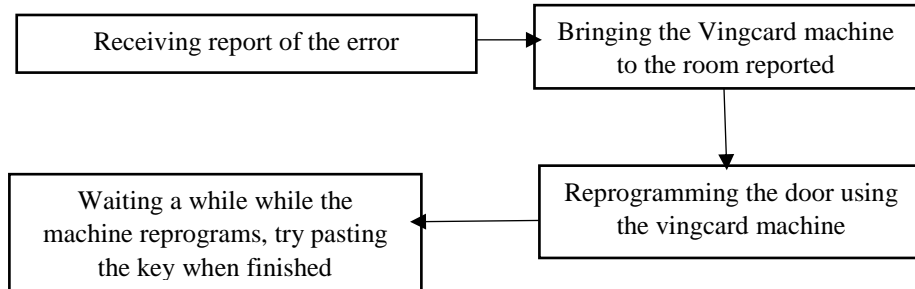


**Figure 3.1 Working Procedures of Registering Free Parking Access**



### 3. Re-Programming Vingcard

Sometimes the door to the room cannot be opened and the light shown is red (normally it is green), meaning the door must be reprogrammed using a tool called a Vingcard Machine.



**Figure 3.5 Working procedures of Re-Programming Vingcard**

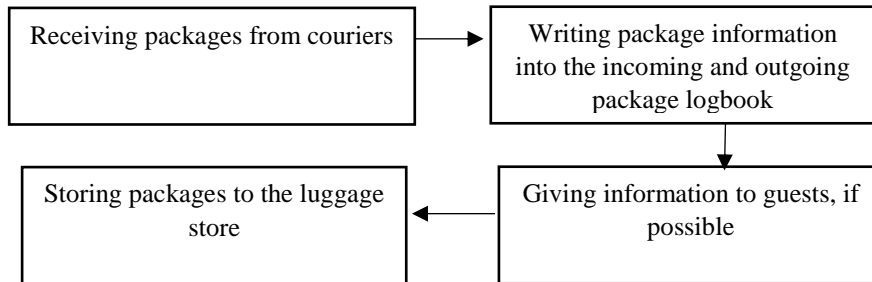


**Figure 3.6 Re-Programming Vingcard Process**



#### 4. Storing Guest Packages

Usually guests will order goods from e-commerce, the package that arrives will be kept by the concierge as long as the owner of the package cannot collect it directly.

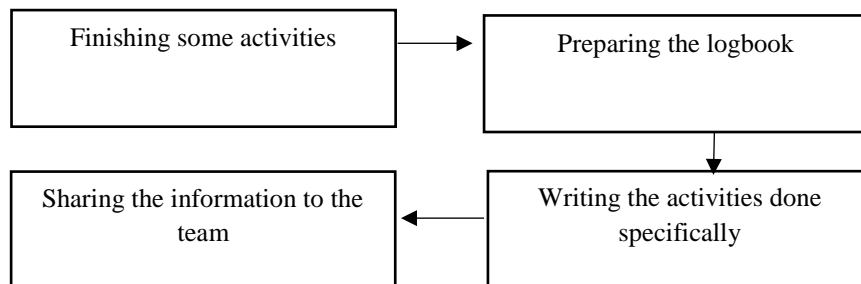


**Figure 3.7 Working Procedures of Storing Guest Packages**

**Figure 3.8 Incoming and Outgoing Packages Logbook**

#### 5. Recording the Activity into the Logbook

Activity record refers to filling in the daily logbook, this aims to make it easier for the next shift to find out what happened and what will happen based on the information in the daily logbook.



**Figure 3.9 Working Procedures of Recording the Activity into the Logbook**



**Table 3. 2 Daily Activity of 4<sup>th</sup> March to 10<sup>th</sup> March 2024**

No	Day/Date	Activity	Place
1	Monday, March 4 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
2	Tuesday, March 5 <sup>th</sup> 2024	Day Off	
3	Wednesday, March 6 <sup>th</sup> 2024		
4	Thursday, March 7 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
5	Friday, March 8 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
6	Saturday, March 9 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
7	Sunday, March 10 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office

**Table 3. 3 Daily Activity of 11<sup>th</sup> March to 17<sup>nd</sup> March 2024**

No	Day/Date	Activity	Place
1	Monday, March 11 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
2	Tuesday, March 12 <sup>th</sup> 2024	Day Off	
3	Wednesday, March 13 <sup>th</sup> 2024		
4	Thursday, March 14 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
5	Friday, March 15 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
6	Saturday, March 16 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
7	Sunday, March 17 <sup>th</sup> 2024	Storing guest items/packages	Front Office

**Table 3. 4 Daily Activity of 18<sup>th</sup> March to 24<sup>th</sup> March 2024**

No	Day/Date	Activity	Place
1	Monday, March 18 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
2	Tuesday, March 19 <sup>th</sup> 2024	Day Off	
3	Wednesday, March 20 <sup>th</sup> 2024		
4	Thursday, March 21 <sup>st</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
5	Friday, March 22 <sup>nd</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
6	Saturday, March 23 <sup>rd</sup> 2024	Re-Programming Vingcard	Front Office

7	Sunday, March 24 <sup>th</sup> 2024	Storing guest items/packages	Front Office
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**Table 3. 5 Daily Activity of 25<sup>th</sup> March to 31<sup>st</sup> March 2024**

No	Day/Date	Activity	Place
1	Monday, March 25 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
2	Tuesday, March 26 <sup>th</sup> 2024	Day Off	
3	Wednesday, March 27 <sup>th</sup> 2024		
4	Thursday, March 28 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
5	Friday, March 29 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
6	Saturday, March 30 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
7	Sunday, March 31 <sup>st</sup> 2024	Storing guest items/packages	Front Office

**Table 3. 6 Daily Activity of 1<sup>st</sup> April to 7<sup>th</sup> April 2024**

No	Day/Date	Activity	Place
1	Monday, April 1 <sup>st</sup> 2024	Day Off	
2	Tuesday, April 2 <sup>nd</sup> 2024		
3	Wednesday, April 3 <sup>rd</sup> 2024	Recording Activities into the Logbook	Front Office
4	Thursday, April 4 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
5	Friday, April 5 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
6	Saturday, April 6 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
7	Sunday, April 7 <sup>th</sup> 2024	Storing guest items/packages	Front Office

**Table 3. 7 Daily Activity of 8<sup>th</sup> April to 14<sup>th</sup> April 2024**

No	Day/Date	Activity	Place
1	Monday, April 8 <sup>th</sup> 2024	Day Off	
2	Tuesday, April 9 <sup>th</sup> 2024		
3	Wednesday, April 10 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office

4	Thursday, April 11 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
5	Friday, April 12 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
6	Saturday, April 13 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
7	Sunday, April 14 <sup>th</sup> 2024	Storing guest items/packages	Front Office

**Table 3. 8 Daily Activity of 15<sup>th</sup> April to 21<sup>st</sup> April 2024**

No	Day/Date	Activity	Place
1	Monday, April 15 <sup>th</sup> 2024	Day Off	
2	Tuesday, April 16 <sup>th</sup> 2024		
3	Wednesday, April 17 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
4	Thursday, April 18 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
5	Friday, April 19 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
6	Saturday, April 20 <sup>th</sup> 2024	Redusting	Housekeeping
7	Sunday, April 21 <sup>st</sup> 2024	Doing Luggage Up and Luggage Down Registering Free Parking Access for Staying Guests	Front Office

**Table 3. 9 Daily Activity of 22<sup>nd</sup> April to 28<sup>th</sup> April 2024**

No	Day/Date	Activity	Place
1	Monday, April 22 <sup>nd</sup> 2024	Day Off	
2	Tuesday, April 23 <sup>th</sup> 2024		
3	Wednesday, April 24 <sup>th</sup> 2024	Re-Programming Vingcard Registering Free Parking Access for Staying Guests	Front Office
4	Thursday, April 25 <sup>th</sup> 2024	Storing guest items/packages Re-Programming Vingcard	Front Office
5	Friday, April 26 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests Re-Programming Vingcard	Front Office
6	Saturday, April 27 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down Registering Free Parking Access for Staying Guests	Front Office
7	Sunday, April 28 <sup>th</sup> 2024	Re-Programming Vingcard Doing Luggage Up and Luggage Down	Front Office

**Table 3. 10 Daily Activity of 29<sup>th</sup> April to 5<sup>th</sup> May 2024**

No	Day/Date	Activity	Place
1	Monday, April 29 <sup>th</sup> 2024	Day Off	
2	Tuesday, April 30 <sup>th</sup> 2024		
3	Wednesday, May 1 <sup>st</sup> 2024	Storing guest items/packages	Front Office
4	Thursday, May 2 <sup>nd</sup> 2024	Recording Activities into the Logbook	Front Office
5	Friday, May 3 <sup>rd</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
6	Saturday, May 4 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
7	Sunday, May 5 <sup>th</sup> 2024	Day Off	

**Table 3. 11 Daily Activity of 6<sup>th</sup> May to 12<sup>th</sup> May 2024**

No	Day/Date	Activity	Place
1	Monday, May 6 <sup>th</sup> 2024	Day Off	
2	Tuesday, May 7 <sup>th</sup> 2024		
3	Wednesday, May 8 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
4	Thursday, May 9 <sup>th</sup> 2024	Day Off	
5	Friday, May 10 <sup>th</sup> 2024		
6	Saturday, May 11 <sup>th</sup> 2024	Storing guest items/packages	Front Office
7	Sunday, May 12 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office

**Table 3. 12 Daily Activity of 13<sup>th</sup> May to 19<sup>th</sup> May 2024**

No	Day/Date	Activity	Place
1	Monday, May 13 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
2	Tuesday, May 14 <sup>th</sup> 2024	Day Off	
3	Wednesday, May 15 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
4	Thursday, May 16 <sup>th</sup> 2024	Day Off	
5	Friday, May 17 <sup>th</sup> 2024		
6	Saturday, May 18 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office

7	Sunday, May 19 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
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**Table 3. 13 Daily Activity of 20<sup>th</sup> May to 26<sup>th</sup> May 2024**

No	Day/Date	Activity	Place
1	Monday, May 20 <sup>th</sup> 2024	Storing guest items/packages	Front Office
2	Tuesday, May 21 <sup>st</sup> 2024	Recording Activities into the Logbook	Front Office
3	Wednesday, May 22 <sup>nd</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
4	Thursday, May 23 <sup>rd</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
5	Friday, May 24 <sup>th</sup> 2024	Day Off	
6	Saturday, May 25 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
7	Sunday, May 26 <sup>th</sup> 2024	Storing guest items/packages	Front Office

**Table 3. 14 Daily Activity of 27<sup>th</sup> May to 2<sup>nd</sup> June 2024**

No	Day/Date	Activity	Place
1	Monday, May 27 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
2	Tuesday, May 28 <sup>st</sup> 2024	Day Off	
3	Wednesday, May 29 <sup>nd</sup> 2024		
4	Thursday, May 30 <sup>rd</sup> 2024		
5	Friday, May 31 <sup>st</sup> 2024		
6	Saturday, June 1 <sup>st</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
7	Sunday, June 2 <sup>nd</sup> 2024	Doing Luggage Up and Luggage Down	Front Office

**Table 3. 15 Daily Activity of 3<sup>rd</sup> June to 9<sup>th</sup> June 2024**

No	Day/Date	Activity	Place
1	Monday, June 3 <sup>rd</sup> 2024	Re-Programming Vingcard	Front Office
2	Tuesday, June 4 <sup>th</sup> 2024	Storing guest items/packages	Front Office
3	Wednesday, June 5 <sup>th</sup> 2024	Day Off	
4	Thursday, June 6 <sup>th</sup> 2024		

5	Friday, June 7 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
6	Saturday, June 8 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office
7	Sunday, June 9 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office

**Table 3. 16 Daily Activity of 10<sup>th</sup> June to 16<sup>th</sup> June 2024**

No	Day/Date	Activity	Place
1	Monday, June 10 <sup>th</sup> 2024	Day Off	
2	Tuesday, June 11 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
3	Wednesday, June 12 <sup>th</sup> 2024	Storing guest items/packages	Front Office
4	Thursday, June 13 <sup>th</sup> 2024	Day Off	
5	Friday, June 14 <sup>th</sup> 2024		
6	Saturday, June 15 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office
7	Sunday, June 16 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office

**Table 3. 17 Daily Activity of 17<sup>th</sup> June to 23<sup>rd</sup> June 2024**

No	Day/Date	Activity	Place
1	Monday, June 17 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
2	Tuesday, June 18 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
3	Wednesday, June 19 <sup>th</sup> 2024	Day Off	
4	Thursday, June 20 <sup>th</sup> 2024		
5	Friday, June 21 <sup>st</sup> 2024		
6	Saturday, June 22 <sup>nd</sup> 2024	Storing guest items/packages	Front Office
7	Sunday, June 23 <sup>rd</sup> 2024	Recording Activities into the Logbook	Front Office

**Table 3. 18 Daily Activity of 24<sup>th</sup> June to 30<sup>th</sup> June 2024**

No	Day/Date	Activity	Place
1	Monday, June 24 <sup>th</sup> 2024	Registering Free Parking Access for Staying Guests	Front Office



2	Tuesday, June 25 <sup>th</sup> 2024	Doing Luggage Up and Luggage Down	Front Office
3	Wednesday, June 26 <sup>th</sup> 2024	Re-Programming Vingcard	Front Office
4	Thursday, June 27 <sup>th</sup> 2024	Day Off	
5	Friday, June 28 <sup>th</sup> 2024		
6	Saturday, June 29 <sup>th</sup> 2024	Storing guest items/packages	Front Office
7	Sunday, June 30 <sup>th</sup> 2024	Recording Activities into the Logbook	Front Office

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After completing the apprenticeship program at Novotel Tangerang hotel, several important conclusions can be drawn:

1. Throughout the apprenticeship, trainee was involved in various tasks, each contributing to a comprehensive learning experience. These tasks included registering free parking access for guests staying at the hotel, managing the transportation of luggage both upon arrival and departure, re-programming Vingcard, and maintaining meticulous records of daily activities. Each of these responsibilities provided practical insights into the operational aspects of hotel management and guest services.
2. The execution of daily tasks was strictly in accordance with the Standard Operating Procedures (SOP) of Novotel Tangerang. This adherence ensured consistency, efficiency, and quality in service delivery.
3. Several tools were integral to performing these tasks effectively. These included trolleys for transporting luggage, computers and barcode scanners for registering free parking access for guests staying at the hotel, luggage tags for organizing and tracking guest belongings, and daily logbook for recording and reviewing daily activities. Familiarity with these tools and procedures was crucial in maintaining the high standards expected in a professional hotel environment.
4. The apprenticeship program provided an invaluable opportunity to apply theoretical knowledge gained from academic courses in real-world scenarios. Subjects such as Business Communication, Tour Guiding, Translation, Reading, Speaking, Public Relations, Professional Ethics, and Business Simulation, which were studied on campus, proved to be directly relevant and applicable. For example, Business Communication and Speaking skills were essential when interacting with guests, ensuring clear

and effective exchanges. Tour Guiding and Translation skills were utilized in providing accurate and helpful information to international guests and translating necessary documents. Public Relations and Professional Ethics were critical in maintaining a positive image of the hotel and adhering to ethical standards. The Business Simulation knowledge helped in understanding the broader operational dynamics of the hotel industry.

Overall, the apprenticeship program at Novotel Tangerang was a highly educational and practical experience, bridging the gap between academic learning and professional application. It provided a holistic view of hotel operations, underscored the importance of adhering to SOPs, and highlighted the practical relevance of academic subjects in a real-world setting.

#### **4.2 Suggestion**

The author gained sufficient experience during four months of practical work. As a result, the author has made some recommendations that should be beneficial to Novotel Tangerang.

1. Provide working hours according to the SOP, as the author feels that the overtime rate for Novotel employees is very high and this can affect employee performance.
2. Be more responsible towards the trainees on duty.

## REFERENCES

Razali et. all. 2017. *Buku Panduan Kerja Praktek (KP) Mahasiswa*. Riau: Politeknik Negeri Bengkalis.

Accor. <https://all.accor.com/>,\_accesed on June 17<sup>th</sup>, 2024.

## APPENDICES

### APPENDIX A

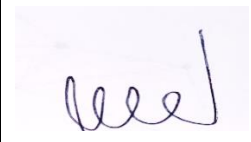
Daily Activity of internship


#### DAILY ACTIVITY

#### APPRENTICESHIP

Day : Thursday

Date : February 29<sup>th</sup> 2024


No	Job Description	General Manager	Signature
	General Training and Safety Induction	Windiarto	
<b>Note:</b>			

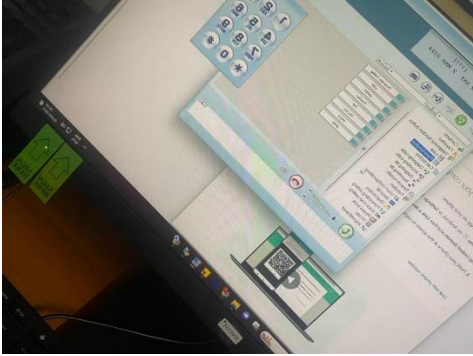
No	The Picture of the activity	Information
		Equipped with various general knowledge about Novotel Tangerang. Starting from the Accor company, which is the parent of Novotel Tangerang and various other well-known hotels, then membership at Accor, material about HACCP, security and safety at work, and others.

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : March 1<sup>st</sup>, 2024


No	Job Description	Duty Manager	Signature
	Operator	Faid Khasani	
<b>Note:</b>			

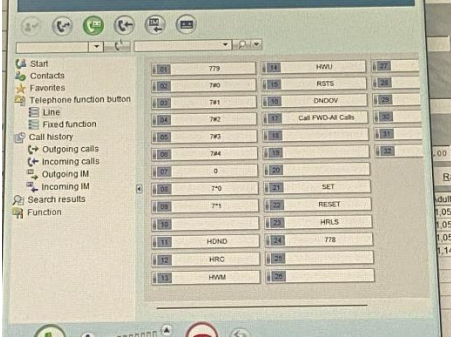
No	The Picture of the activity	Information
		Learn several things about reservations, guest needs, and also learn to communicate with guests using both Indonesian and English using the telephone.

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : March 2<sup>nd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Operator	Faid Khasani	
<b>Note:</b>			

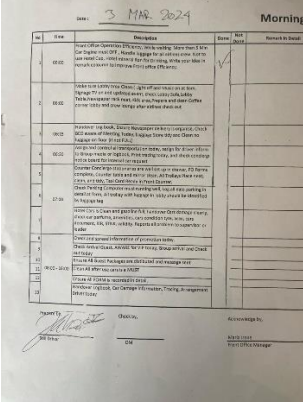
No	The Picture of the activity	Information
		<p>Registering wake up calls, Performing courtesy, Serving guest requests.</p>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : March 3<sup>rd</sup>, 2024

No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> <li>10. ETC.</li> </ol>




**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : March 4<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : March 7<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : March 8<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : March 9<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers.</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : March 10<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers.</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : March 11<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			

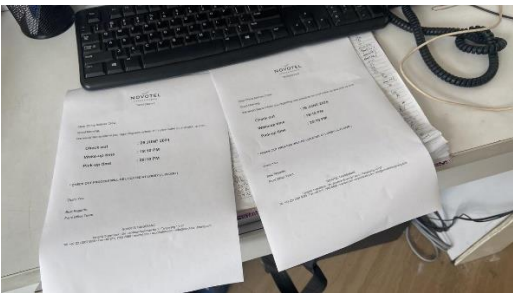
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers.</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : March 14<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers.</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : March 15<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers.</li> </ol>




**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : March 16<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			

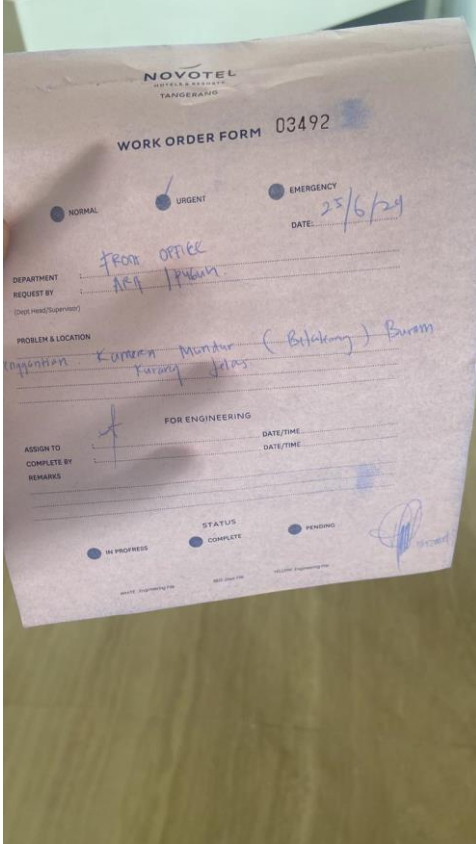
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : March 17<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : March 18<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : March 21<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : March 22<sup>nd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY  
APPRENTICESHIP**

Day : Saturday

Date : March 23<sup>rd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : March 24<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : March 25<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

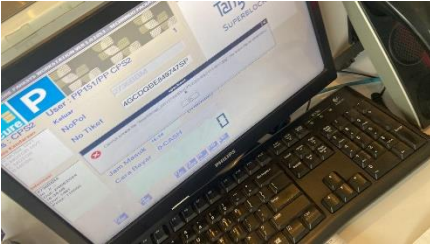


**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : March 28<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : March 29<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : March 30<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day Sunday

Date : March 31<sup>st</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : April 3<sup>rd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : April 4<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : April 5<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : April 6<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>




**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : April 7<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : April 10<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : April 11<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : April 12<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : April 13<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			

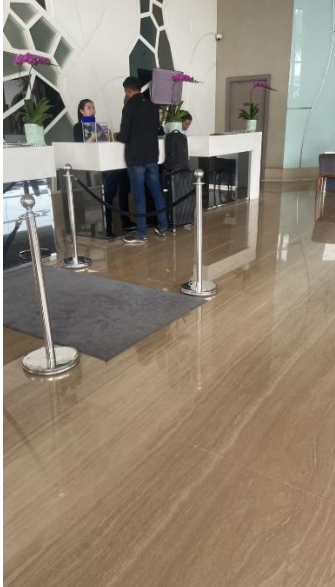
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : April 14<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : April 17<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : April 18<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

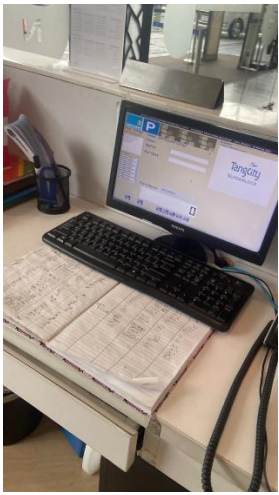


**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : April 19<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : April 20<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : April 21<sup>st</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : April 24<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : April 25<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			

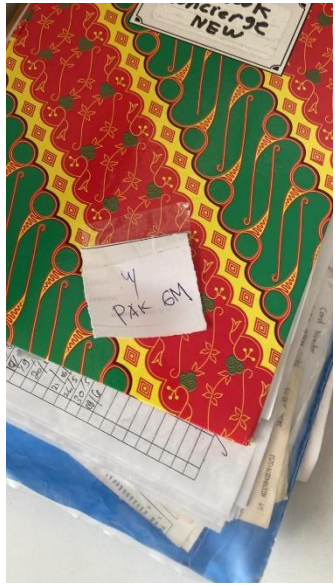
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : April 26<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : April 27<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : April 28<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

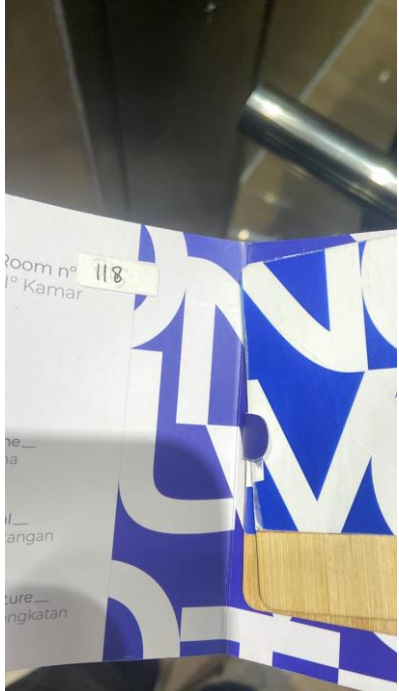


**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : May 1<sup>st</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : May 2<sup>nd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			

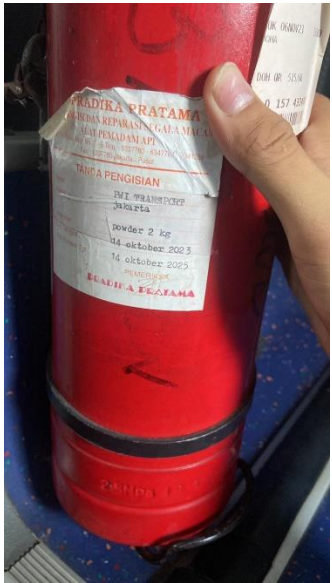
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : May 3<sup>rd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : May 4<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : May 8<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : May 11<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : May 12<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : May 13<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>




**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : May 15<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : May 18<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			

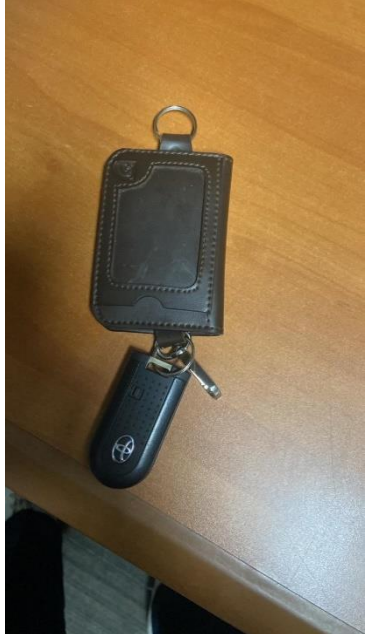
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : May 19<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			

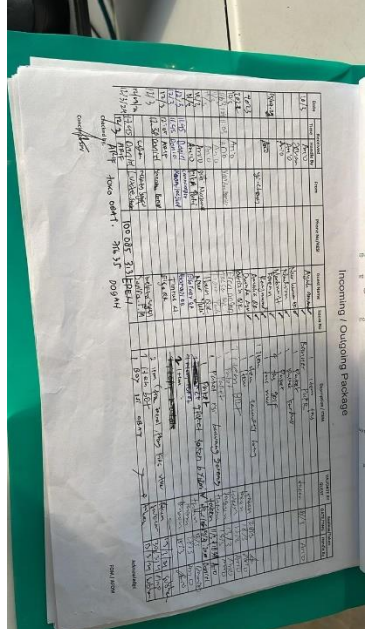
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : May 20<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			

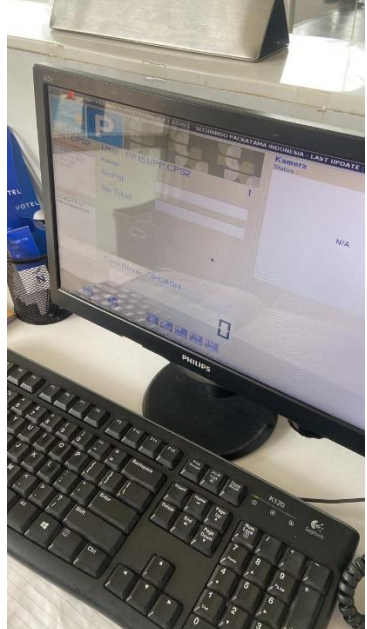
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Tuesday

Date : May 21<sup>st</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : May 22<sup>nd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			

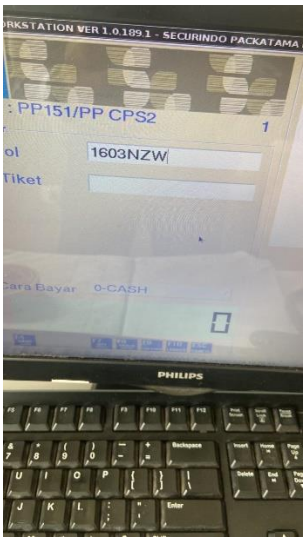
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Thursday

Date : May 23<sup>rd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			

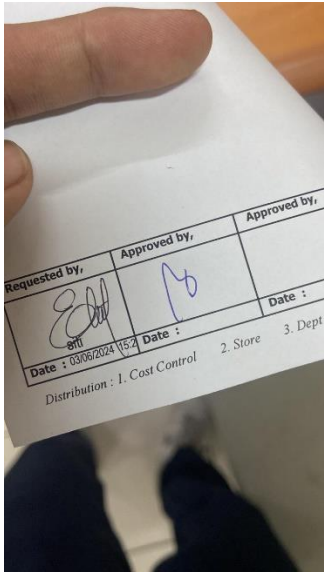
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : May 25<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

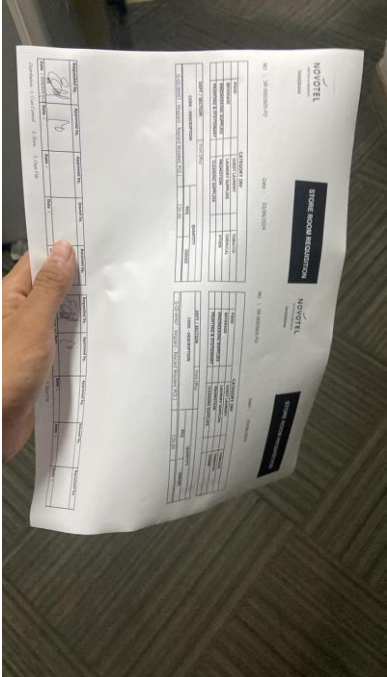


**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : May 26<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : May 27<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			

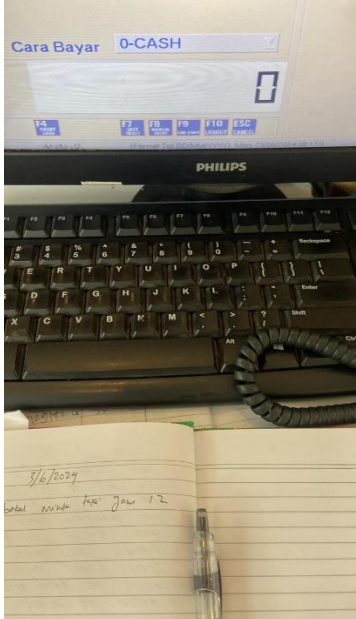
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : June 1<sup>st</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : June 2<sup>nd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : June 3<sup>rd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Tuesday

Date : June 4<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Friday

Date : June 7<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : June 8<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

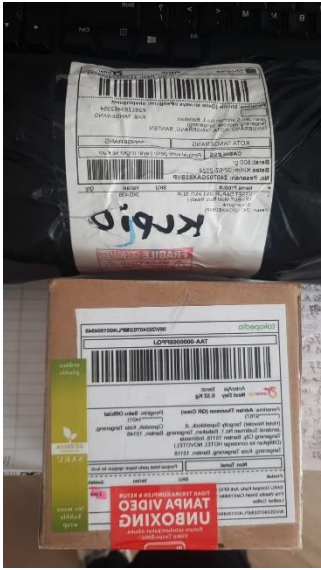


**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : June 9<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Tuesday

Date : June 11<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : June 12<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : June 15<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : June 16<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : June 17<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Tuesday

Date : June 18<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : June 22<sup>nd</sup>, 2024

No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>




**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday

Date : June 23<sup>rd</sup>, 2024


No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Monday

Date : June 24<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Registering Free Parking Access for Staying Guests	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Tuesday

Date : June 25<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Doing Luggage Up and Luggage Down	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Wednesday

Date : June 26<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Re-Programming Vingcard	Faid Khasani	
<b>Note:</b>			


No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Saturday

Date : June 29<sup>th</sup>, 2024


No	Job Description	Duty Manager	Signature
	Storing guest items/packages	Faid Khasani	
<b>Note:</b>			

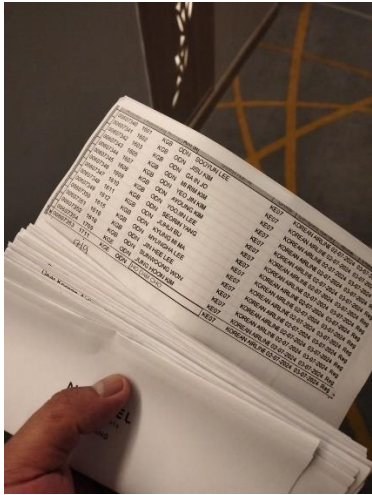
No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

**DAILY ACTIVITY**  
**APPRENTICESHIP**

Day : Sunday


Date : June 30<sup>th</sup>, 2024

No	Job Description	Duty Manager	Signature
	Recording Activities into the Logbook	Faid Khasani	
<b>Note:</b>			

No	The Picture of the activity	Information
		<ol style="list-style-type: none"> <li>1. Ensuring the hotel lobby is always in the best possible condition</li> <li>2. Welcoming guests while opening the door,</li> <li>3. Scanning parking tickets,</li> <li>4. Serving guest requests</li> <li>5. Delivering guest luggage to the proper place</li> <li>6. Distribute inventory from the store to the front office area</li> <li>7. Record the activity log book</li> <li>8. Reprogram Vingcard</li> <li>9. Prepare taxi vouchers</li> </ol>

## APPENDIX B

### Apprenticeship Recommendation Letter

 KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

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**SURAT REKOMENDASI**  
Nomor: 385/PL31/TU/2024

Yang bertanda tangan dibawah ini :

Nama : Johny Custer, ST., MT  
NIP : 197404022012121004  
Jabatan : Direktur  
Instansi : Politeknik Negeri Bengkalis

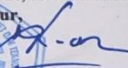
Memberikan rekomendasi kepada Mahasiswa yang tercantum dibawah ini :


Nama : Ario Andreansyah  
Nim : 5203211148  
Tempat, Tanggal Lahir : Simpang Pearak Jaya, 29 Mei 2003  
Asal Institusi : Politeknik Negeri Bengkalis  
Alamat Institusi : JL. Bathin Alam, Desa Sungai Alam, Bengkalis  
Jurusan/Program Studi : Bahasa/D3-Bahasa Inggris  
No Hp : 0821-7481-9231

Untuk mengikuti/menjadi peserta Program Magang dan studi Independen Bersertifikat (MSIB) Kampus Merdeka Tahun 2024 di Novotel Tangerang. Dalam rangka pengembangan diri mahasiswa, maka kami menyatakan:

1. Mendukung penuh pembelajaran mahasiswa melalui pengalaman Kampus Merdeka.
2. Memberikan pengakuan hasil belajar mahasiswa Program MSIB sebesar 20 SKS setelah penyelesaian program.

Demikian surat rekomendasi ini dibuat agar dapat dipergunakan sebagaimana mestinya.

Bengkalis, 23 Januari 2024  
Direktur,  
  
Johny Custer, ST., MT  
NIP: 197404022012121004



**APPENDIX C**

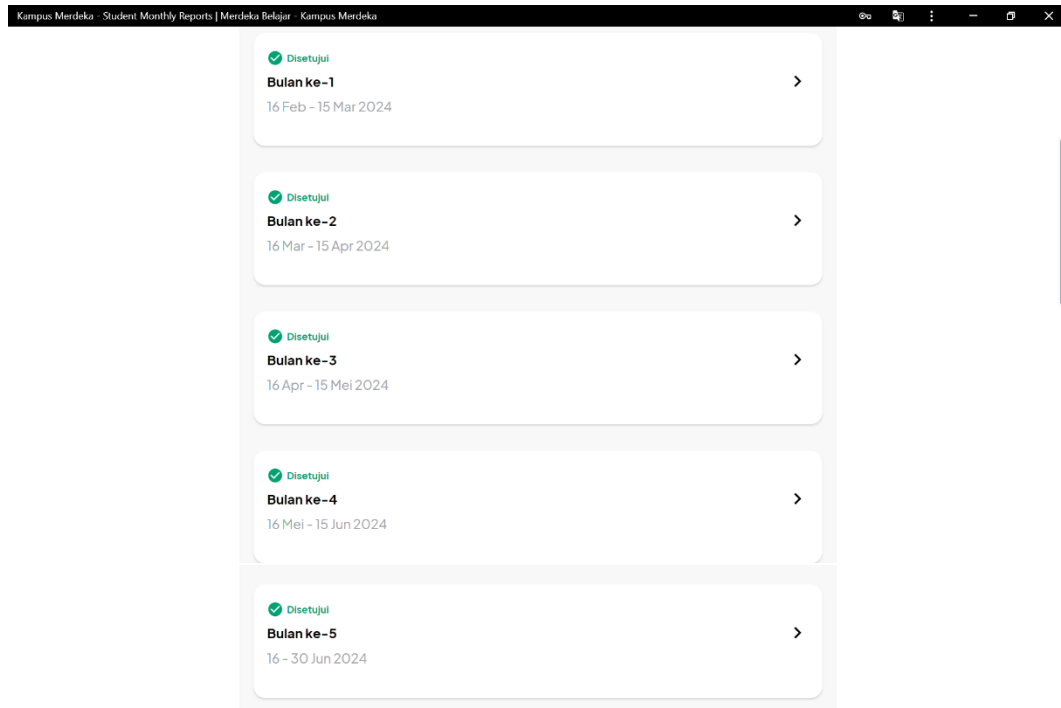
Certificated of Internship





## APPENDIX D

### Monthly Reports on the Kampus Merdeka Website



## APPENDIX E























































































### Logbook of Activities in SIAKAD

The screenshot displays the SIAKAD Logbook interface. On the left, there is a sidebar with navigation options: Detail Aktivitas, Mata Kuliah Konversi, Pembimbing, Log Aktivitas (selected), and Penilaian. The main content area shows details for a specific activity:

- Mahasiswa:** 5203211148 - Ario Andreansyah
- Program Studi:** D3 - Bahasa Inggris
- Periode Akademik:** 2023 Genap
- Tahun Kurikulum:** 2020
- Status Aktivitas:** Evaluasi
- Jenis Aktivitas:** Magang/Praktik Kerja (Kampus Merdeka)
- Instansi Tujuan:** PT. Mandiri Maju Kelolotama
- Posisi:** Front Office
- Tanggal Aktivitas:** 16 Feb 2024 - 30 Jun 2024
- Durasi Aktivitas:** 4 bulan 16 hari

Below the details, there are tabs for Log Aktivitas, Relevansi CPMK, Relevansi RPS, Kuesioner Kegiatan, and Unggah Dokumen Akhir. The Log Aktivitas tab is active, showing a table of activities:

Tanggal	Aktivitas	Aksi
30 Jun 2024	Doing Luggage Up and Luggage Down	
29 Jun 2024	Re-Programming Vingcard	
26 Jun 2024	Storing guest items/packages	
25 Jun 2024	Recording Activities into the Logbook	
24 Jun 2024	Doing Luggage Up and Luggage Down	
23 Jun 2024	Storing guest items/packages	
22 Jun 2024	Recording Activities into the Logbook	
18 Jun 2024	Re-Programming Vingcard	
17 Jun 2024	Recording Activities into the Logbook	
16 Jun 2024	Recording Activities into the Logbook	
15 Jun 2024	Recording Activities into the Logbook	
12 Jun 2024	Doing Luggage Up and Luggage Down	
11 Jun 2024	Doing Luggage Up and Luggage Down	
09 Jun 2024	Registering Free Parking Access for Staying Guests	
08 Jun 2024	Storing guest items/packages	
07 Jun 2024	Re-Programming Vingcard	
04 Jun 2024	Registering Free Parking Access for Staying Guests	
03 Jun 2024	Re-Programming Vingcard	
02 Jun 2024	Storing guest items/packages	
01 Jun 2024	Registering Free Parking Access for Staying Guests	
27 Mei 2024	Storing guest items/packages	
26 Mei 2024	Storing guest items/packages	
25 Mei 2024	Registering Free Parking Access for Staying Guests	
23 Mei 2024	Registering Free Parking Access for Staying Guests	
22 Mei 2024	Recording Activities into the Logbook	
21 Mei 2024	Re-Programming Vingcard	
20 Mei 2024	Doing Luggage Up and Luggage Down	
19 Mei 2024	Registering Free Parking Access for Staying Guests	
18 Mei 2024	Storing guest items/packages	
15 Mei 2024	Storing guest items/packages	
13 Mei 2024	Doing Luggage Up and Luggage Down	
12 Mei 2024	Registering Free Parking Access for Staying Guests	
11 Mei 2024	Storing guest items/packages	
08 Mei 2024	Re-Programming Vingcard	
04 Mei 2024	Re-Programming Vingcard	
03 Mei 2024	Recording Activities into the Logbook	
02 Mei 2024	Registering Free Parking Access for Staying Guests	
01 Mei 2024	Doing Luggage Up and Luggage Down	

28 Apr 2024	Recording Activities into the Logbook	 
27 Apr 2024	Recording Activities into the Logbook	 
26 Apr 2024	Recording Activities into the Logbook	 
25 Apr 2024	Recording Activities into the Logbook	 
24 Apr 2024	Registering Free Parking Access for Staying Guests	 
21 Apr 2024	Storing guest items/packages	 
20 Apr 2024	Housekeeping	 
19 Apr 2024	Doing Luggage Up and Luggage Down	 
18 Apr 2024	Doing Luggage Up and Luggage Down	 
17 Apr 2024	Storing guest items/packages	 
14 Apr 2024	Storing guest items/packages	 
13 Apr 2024	Registering Free Parking Access for Staying Guests	 
12 Apr 2024	Storing guest items/packages	 
11 Apr 2024	Re-Programming Vingcard	 
10 Apr 2024	Recording Activities into the Logbook	 
07 Apr 2024	Re-Programming Vingcard	 
06 Apr 2024	Recording Activities into the Logbook	 
05 Apr 2024	Doing Luggage Up and Luggage Down	 
04 Apr 2024	Registering Free Parking Access for Staying Guests	 
03 Apr 2024	Registering Free Parking Access for Staying Guests	 
31 Mar 2024	Recording Activities into the Logbook	 
30 Mar 2024	Recording Activities into the Logbook	 
29 Mar 2024	Storing guest items/packages	 
28 Mar 2024	Re-Programming Vingcard	 
25 Mar 2024	Registering Free Parking Access for Staying Guests	 
24 Mar 2024	Recording Activities into the Logbook	 
23 Mar 2024	Doing Luggage Up and Luggage Down	 
22 Mar 2024	Re-Programming Vingcard	 
21 Mar 2024	Storing guest items/packages	 
18 Mar 2024	Registering Free Parking Access for Staying Guests	 
17 Mar 2024	Storing guest items/packages	 
16 Mar 2024	Registering Free Parking Access for Staying Guests	 
15 Mar 2024	Recording Activities into the Logbook	 
14 Mar 2024	Registering Free Parking Access for Staying Guests	 
11 Mar 2024	Re-Programming Vingcard	 
10 Mar 2024	Registering Free Parking Access for Staying Guests	 
09 Mar 2024	Storing guest items/packages	 
08 Mar 2024	Registering Free Parking Access for Staying Guests	 
07 Mar 2024	Recording Activities into the Logbook	 
04 Mar 2024	Doing Luggage Up and Luggage Down	 
03 Mar 2024	Registering Free Parking Access for Staying Guests	 
02 Mar 2024	Hari kedua: Guest Service Center	 
01 Mar 2024	Hari pertama: Guest Service Center	 
29 Feb 2024	PEMBEKALAN	