

APPRENTICESHIP REPORT

**PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1
BRANCH OF DUMAI**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2024**

APPROVAL SHEET

PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1 BRANCH OF DUMAI

Written as one of the conditions for completing Apprenticeship

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Bengkalis, May 31th 2024

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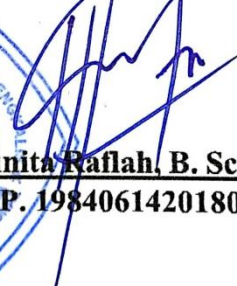

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Facing the ongoing globalization era, some people are forced to think and work hard to make ends meet. Competition to get a job today is very tight due to the large number of applicants and the small number of jobs that are contested by many people, especially for students who produce graduates every year by the thousands.

Seeing the phenomena that occur, every student must prepare himself well before being declared a graduate in finding a better job. Hard Skill is the main answer to get the job. But having Hard Skills alone is not enough, it must also be balanced with Soft Skills in facing various challenges while doing the job. Developing Hard Skills and Soft Skills in lectures is the key and the best way to achieve success and face competition in the world of work.

Bengkalis State Polytechnic is the only State Polytechnic in Riau Province. Bengkalis State Polytechnic is a tertiary institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Degree and Diploma 4 with an Applied Bachelor degree. The Bengkalis State Polytechnic has a Study Program consisting of two levels of education, namely Diploma 3 and Diploma 4, for the Diploma 3 Study Program consisting of Marine Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Informatics Engineering, Business English, Civil Engineering, Nauticals, and Management of Commercial Shipping. Meanwhile, the Diploma 4 Study Program consists of Production and Maintenance Mechanical Engineering, Industrial Electrical Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration, Digital Business, and Public Financial Accounting. State Polytechnic of Bengkalis has responsibility for improving human

resources, especially in achieving quality students. One of the efforts made is to require students to take part in practical work. Practical Work is a program that is beneficial for students to have work experience in an institution according to the background of the student's major.

This program is a combination of classroom learning and job training to help students gain recognized skills and qualifications. Skills and Qualifications are provided for a wide range of careers with a range of Internship levels including entry, supervisor, and manager levels. Each level of Internship is trained by professionals and the time required depends on the skills and abilities of the Internship participants.

The author has chosen PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai as the place for implementing Field Work Practice activities, because at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai has port activities as has been studied, for example in the field of logistics. During the implementation of practical work the author gets a place in the Training section of the General Division. The implementation of this practical work starts from February 1 to May 31, 2024. The implementation of this practical work is expected to add to the author's insight about various good and correct implementation of tasks and can face the real world of work with the experience he has gained.

1.2 Purpose of the Apprenticeship

To achieve the expected results, it is necessary to know the objectives of the practical work, which are as follows:

1. To understand the descriptions of work activities at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai.
2. To determine the time and location for practical work at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai.
3. To learn about the work system and general division work procedures at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai.

4. To identify the challenges encountered during practical work and devise solutions to overcome these challenges at PT. Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai.

1.3 Significances of the Apprenticeship

1. for Student

The benefit of practical work for students are as follows:

- a. Students get the opportunity to apply theoretical/ conceptual science real world of work.
- b. Students gain practical work experience in applying the oretical or conceptual according to their study program
- c. Students have the opportunity to be able to anlyse problems related to scince which are applied in work according to their study program.

2. for Company

The benefits of practical work activities for company are as follows:

- a. The establishment of coopretion between the world of education and certain companies or agencies.
- b. The company received assistance from students who did practical work.

3. for State Polythecnic of Bengkalis

The benefit of practical work for State Polythecnic of Bengkalis are as follows:

- a. can strengthen cooperation and socialization between the State Polythecnic of Bengkalis and Government agencies or companies where the practical work is carried out.
- b. can improve the competence of State Polythecnic of Bengkalis graduates.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Pelabuhan Indonesia (Persero) (abbreviated as Pelindo) is an Indonesian state-owned enterprise engaged in logistics, particularly in the management and development of ports. Pelindo is divided into four parts based on different regions. For example, Pelindo I manages ports in the provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau, and the Riau Islands. Pelindo II manages ports in the regions of ten provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java, and West Kalimantan. Pelindo III manages ports in the regions of seven provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, West Nusa Tenggara, and East Nusa Tenggara. Pelindo IV manages ports in the regions of eleven provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua, and West Papua. Pelindo I, II, III, and IV are non-listed state-owned enterprises (SOEs) with 100% of their shares owned by the Ministry of SOEs.

Legally, PT Pelabuhan Indonesia I (Persero), PT Pelabuhan Indonesia III (Persero), and PT Pelabuhan Indonesia IV (Persero) were merged into PT Pelabuhan Indonesia II (Persero) based on Government Regulation No. 101 of 2021. PT Pelabuhan Indonesia II (Persero) acts as the surviving entity. Subsequently, based on the Letter from the Minister of State-Owned Enterprises of the Republic of Indonesia No.S-756/MBU/10/2021 dated October 1, 2021, regarding the Approval of Name Change, Articles of Association Amendment, and Company Logo, PT Pelabuhan Indonesia II (Persero) changed its name to “PT Pelabuhan Indonesia (Persero)” or abbreviated as Pelindo. Initially, during the Dutch colonial era, PT Pelabuhan

Indonesia (Persero) was a company named “Haven Bedrijf.” After the independence of the Republic of Indonesia, in the period from 1945-1950, the company changed its status to Jawatan Pelabuhan. In 1969, Jawatan Pelabuhan became a State-Owned Enterprise (SOE) with the status of Perusahaan Negara Pelabuhan.

Name PNP. During the period from 1969 to 1983, PN Pelabuhan was transformed into the Port Enterprise Institute under the name Badan Pengusahaan Pelabuhan (Port Enterprise Agency), abbreviated as BPP. In 1983, based on Regulation No. 11 of 1983, Badan Pengusahaan Pelabuhan (BPP) was changed to Perusahaan Umum Pelabuhan I, abbreviated as Perumpel I. Based on Government Regulation No. 56 of 1991, Perumpel I’s status changed to PT Pelabuhan Indonesia I (Persero).

During the period from 1969 to 1983, PN Pelabuhan was transformed into the Port Enterprise Institute under the name Badan Pengusahaan Pelabuhan (Port Enterprise Agency), abbreviated as BPP. In 1983, based on Government Regulation No. 11 of 1983, Badan Pengusahaan Pelabuhan (BPP) was changed to Perusahaan Umum Pelabuhan I, abbreviated as Perumpel I. Based on Government Regulation No. 56 of 1991, Perumpel I’s status changed to PT Pelabuhan Indonesia I (PERSERO). The company’s name change to PT Pelabuhan Indonesia I (PERSERO) was based on Deed No. 1 dated December 1, 1992, from Imas Fatimah, S.H., Notary in Jakarta, and was approved by the Minister of Justice of the Republic of Indonesia based on Decree No. C2-8519.HT.01.01 of 1992 dated June 1, 1992, and was announced in the State Gazette of the Republic of Indonesia No. 8612 dated November 1, 1994, supplement No. 87.

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is a company engaged in services, including port services, container services, terminal and container depot services, shipyard business, fuel filling, port consulting services, and customs area management. At PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, there are several divisions, namely, the Finance Division, Operations &

Technical Division, Management System Division, General Affairs Division, and Bengkalis Area.

2.2 Vision and Mission

2.2.1 Company Vision

“Becoming a World Class, Integrated Maritime Ecosystem Leader” this vision is a statement of the Company's aspirations to become the main gateway to the global logistics network in Indonesia. This ideal emerged based on geographic potential, business opportunities and national policies that opened up opportunities for companies to realize this vision.

2.2.2 Company Mission

"Creating a national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth" Providing Reliable Port and Maritime Services Integrated with Industrial Areas to Support the Indonesian & global Logistics Network by maximizing the Economic Benefits of the Malacca Strait.

2.3 Kind of Business

In a company must have a type of business to carry out the goals of a company, PT. Pelindo has several types of business that are undertaken, namely as follows:

1. Goods Service

Goods or cargo services in the form of loading and unloading services starting from the ship to delivery to the owner of the goods. This cargo service consists of general wharf services, special wharf services, field services, and warehouse services. These services are services stipulated by laws and. Regulations. In its implementation, this service cooperates with subsidiary companies. Pelindo carries out integrated services in handling goods services.

Using the following facilities:

- a. Wharf: A specially designed building at a port that is used or a place for ships to be moored or docked to carry out loading and unloading activities for cargo and passenger ships.
- b. Stacking Warehouse: A building or enclosed place used to store goods coming from ships or to be loaded onto ships.
- c. Stacking yard: An open area within the terminal area that is used to place or stack containers or other goods, which are arranged in a planned manner, whether the goods are to be loaded onto ships or the goods after being unloaded from ships.
- d. Receiving/Delivery: The work of moving goods from the stockpile/stacking place in the warehouse/stacking yard and handing them over to the vehicles at the door of the warehouse/stacking yard or vice versa.

2. Ship Service

Ship service is a service for ship operational activities from entering to leaving the port. Ship services include:

- a. Mooring services: Services provided for ships docked at the wharf to carry out loading and unloading activities.
- b. Scouting services: Services provided for ships going in and out of the port through the port channel, so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment. orderly and smoothly for the safety of the ship and the environment.
- c. Tug services: Services provided by tugboats to push or tow vessels to or from the wharf.
- d. Water, garbage and waste services: Services provided for water services. waste management and ship waste.

3. Miscellaneous Services

Apart from actively carrying out port management activities, Pelindo is also engaged in other relevant fields such as leasing land, buildings and other supporting facilities needed for port activities. In carrying out port operation and concession activities, the Company entered into Business Partner Cooperation with several business partners from the private sector, such as cooperation with terminal operators, tugboats, and management of other port facilities. Miscellaneous services are services that support activities at the port. Various services include:

- a. Harbor Pass: Entrance fee to the port area for individuals and motorized vehicles.
- b. Port Equipment Maintenance Services: Services provided, in the form of rental of forklifts, cranes (land, floating and electric), tugboats, motor boats, and fire extinguishers
- c. Land, building, water and electricity rental services: This is a rental service for land, buildings, clean water and electricity.

2.4 Organizational Structure

In carrying out operational activities, every company needs an organizational structure to make work easier, namely by dividing responsibility and authority based on the sections or divisions it manages. That is the organizational structure of PT. Pelabuhan Indonesia (PERSERO) Regional 1 Branch of Dumai can be seen in the following picture:

Organizational Structure of PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

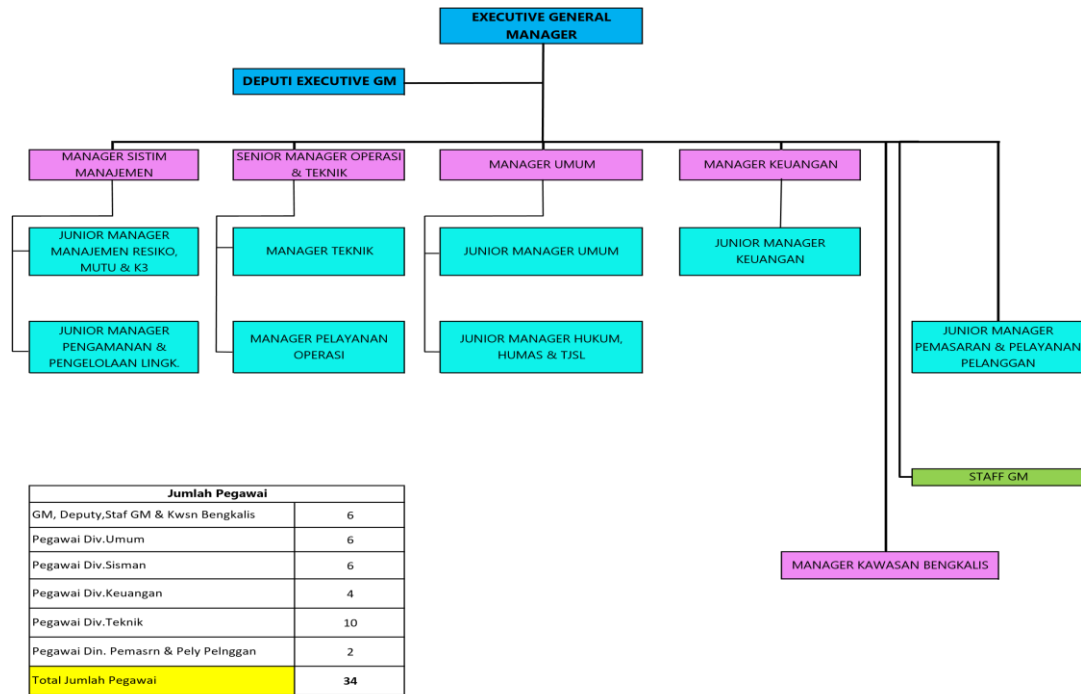


Figure 2.1 Organizational Structure of PT Pelindo

Sources : www.pelindoI.co.id

2.5 The Working Process

1. Executive General Manager

Leading several work function units that supervise all managers. The General Manager is tasked with making decisions and taking responsibility for achieving company goals and as the controller of all tasks and functions in the company he leads.

2. Deputy Executive General Manager

The Deputy Executive General Manager has the main task of assisting the General Manager in planning, directing, coordinating and controlling the implementation of port activities at the Dumai Port Branch as well as carrying out other tasks assigned by the General Manager.

3. Management of System Section

The management system section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of a quality management system work program. Risk management, occupational safety and health management system (K3), environmental management system (SML), International Ship Port Security Code (ISPS Code), port security, key performance indicators (KPI) as a whole and ensuring suitability and effectiveness in their implementation.

The Management System section consists of:

a. Junior Manager Risk, Quality & K3

Has the main task of planning, supervising, coordinating, controlling, identifying and reporting on the preparation of work program activities regarding risk, quality and K3 for employees and workforce.

b. Junior Manager for Environmental Security and Management

Has the main task of securing, monitoring and supervising to ensure security as well as formulating, compiling and managing technical policies in the field of structuring and implementing preventive instruments in protecting environmental management.

4. Operations and Engineering Department

The Operations and Engineering Section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for investment activities and maintenance of loading and unloading equipment, technical recommendations relating to Building Construction Permits (IMB), monitoring of port master plans and the environment, as well as water services. general, ship water and electrical services and operations.

The Operations & Engineering Section consists of:

a. Junior Manager of Engineering

Has the main task of carrying out, supervising and evaluating investment work activities, maintaining port facilities, monitoring the port master plan as well as implementing technical management information systems and technical

administration as well as preparing technical recommendations for controlling building permits.

b. Junior Manager Pelayanan Operasi

Has the main task of carrying out, supervising and evaluating investment work activities, maintenance of port equipment and installations, electrical services, ship and general water services as well as operation and maintenance of loading and unloading equipment.

5. Manager of General Affair

The General Section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for planning and development of Human Resources (HR), personnel administration, employment relations, administration and household as well as law and public relations (public relations) and TJSL.

The general part consists of:

a. Junior General Manager

Has the main task of carrying out, supervising and evaluating HR planning and development activities, personnel administration, employment relations.

b. Junior Manager of Law and Public Relations (PR) and TJSL

Has the main task of carrying out, supervising and evaluating activities and reviewing legal issues, relations with agencies and the public, storing documents, protecting company interests and implementing improvements to the company's image.

TJSL has the main task of carrying out, supervising and evaluating the financial administration activities of development funds, developing small businesses and cooperatives, assessing and evaluating the suitability of prospective development partners as well as preparing partnership and environmental development financial reports at PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

6. Financial department

The finance section has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for budget control activities, accounting, treasury, monitoring and evaluating financial reports as well as recording asset utilization, document verification and notation as well as partnership and environmental development (KBL) activities.

The Finance Department consists of:

a. Junior Finance Manager

Has the main task of carrying out, supervising and evaluating the activities of preparing and controlling the company's work plan and budget, accounting cycle, examining supporting evidence for transactions, administration and proposals for writing off fixed assets, administration and reporting of taxation and Non-Tax State Revenue (PNBP) as well as archiving evidence of bookkeeping and preparing financial reports as well as carrying out, supervising and evaluating financial traffic activities and checking accounts, administration of accounts payable, receivables, advances, deposits, superannuation, receipts. Storage of securities and disbursement of bank cash as well as verification of notes and notation.

7. Marketing and Customer Service Department

Has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of operational planning and control work programs, anchoring services, pilotage, delays, mooring and fleet preparation, marketing, handling customer complaints, implementing Service Level Agreement (SLA)/Service Level Guarantee (SLG), as well as handling Customer Relationship Management (CRM) in customer service activities.

The Marketing and Customer Service Department consists of:

a. Junior Marketing and Customer Service Manager

Has the main task of carrying out, supervising and evaluating anchoring, pilotage, towage, mooring, ship telecommunications service activities and carrying out scouting administration as well as reporting on marketing and customer service throughout the dock area.

8. Bengkalis Area Manager

Has the main task of organizing, carrying out business and port services as well as other businesses and services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and the flow of passengers in accordance with company policy.

2.6 Document Used for activity

In carrying out its operational activities, there are several documents used by PT. Pelabuhan Indonesia (Persero) Regional | Branch of Dumai, especially the Affair Division including the following:

1. Employee Health Certificate Employees

The employee health certificate is given to employees who are going to seek medical treatment at a designated hospital. This is because every employee is provided with health insurance by the company. This can be seen in the following image.

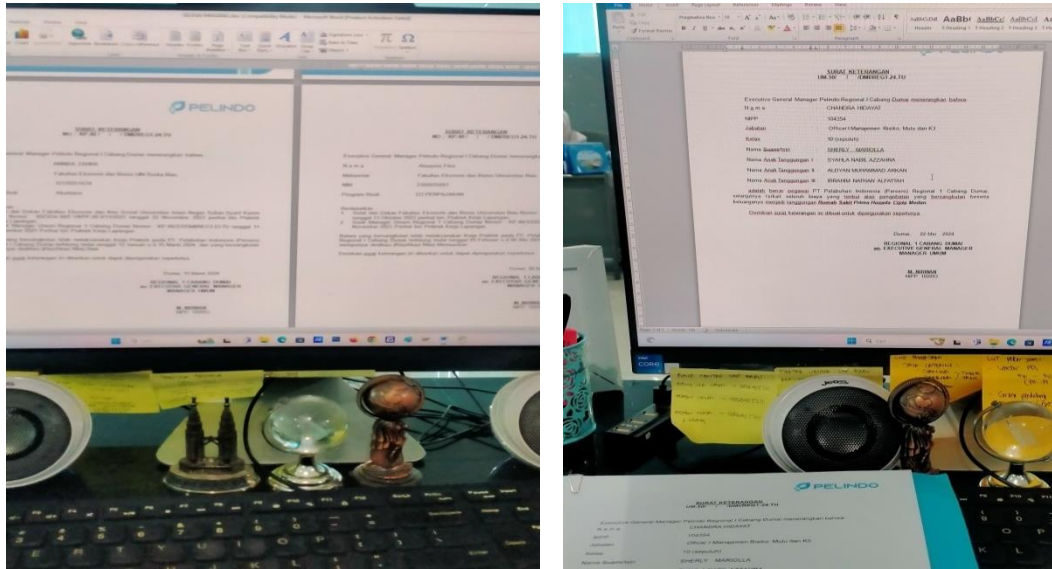


Figure 2.2 Employee medical letter

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

2. Expense Receipt

The total cost of fuel expenditures is calculated every month to account for the company's vehicle fuel purchases. After being calculated, it will be recorded in the logs. This can be seen in the following image:

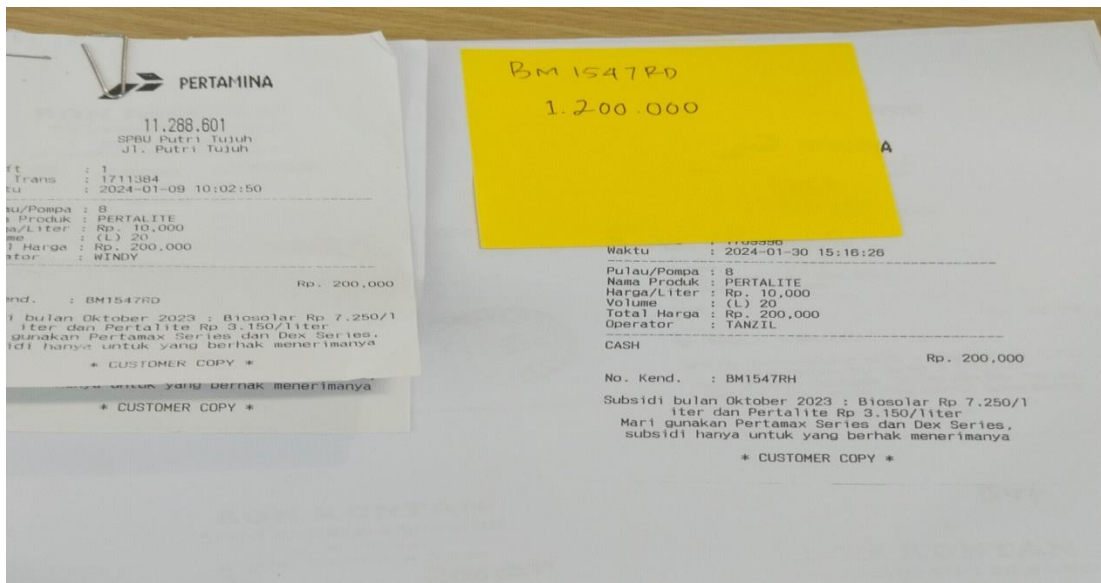


Figure 2.3 Expense Receipt

Source: General Division of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This chapter contains a description of the tasks performed during the internship at PT. Pelindo (Persero) Regional 1 Dumai Branch over a period of 4 (four) months, from February 1 to May 31, 2024, in the Management System Division. During the internship, there were many opportunities to engage in work related to the management system division and to gain new knowledge in the working world. The specific tasks carried out over 18 (eighteen) weeks in the Management System Division of PT. Pelindo (Persero) Regional 1 Branch of Dumai are as follows:

1. Archiving important letters and documents
2. Calculating the company's car fuel costs
3. Writing employee sick leave letters
4. Calculating employee overtime hours
5. Reviewing funding request proposals
6. Acting as the office receptionist

3.2 System and Procedure

3.2.1 System

To make it easier for employees to carry out mapping, the company uses an internet-based system. Each computer in one division is connected to other divisions in all Business Units at PT. Indonesian Harbor (Persero) Regional 1 Branch of Dumai. However, not all work is done online, there is some work that is done offline and manually, of some of this work I do more online than offline.

3.2.2 Procedure

Work Practice Procedures that have been implemented at PT. Port of Indonesia (Persero) Regional 1 Dumai Branch which starts from 01 February to 31 May 2024 in the Management System, the distribution is as follows:

1. Document Archiving In this activity, the writer is tasked with archiving important document letters. An archive is any written, printed, or typed record in the form of letters, numbers, or images that has meaning or purpose, as well as communication and information materials recorded on paper (cards, forms, letters) that have utility value in an orderly and planned manner, so that they can be easily retrieved when needed.

Before archiving, the writer was first taught by the task giver about the archiving system at PT Pelindo, as each company has different ways of archiving. The document archiving flow diagram can be seen in Figure 3.1 as follows:



Figure 3.1 Flowchart Archiving Documents
Source : Processed Data 2024

Based on the flowchart above, the first thing the writer does to archive documents is to sort the documents by date and month from the earliest to the latest. Each month is given a delimiter to make it easier to search or retrieve. Next, the writer punches holes in the documents and inserts them into the designated folders, then places these folders into the archive cabinet.

2. Add up the company fuel expences

The total cost of fuel expenditure is carried out every month to calculate the purchase of fuel for the Company's cars. After it is calculated, it will be entered into a note. Add fuel the company fuel expences flowchart be seen in figure 3.2 as follows :

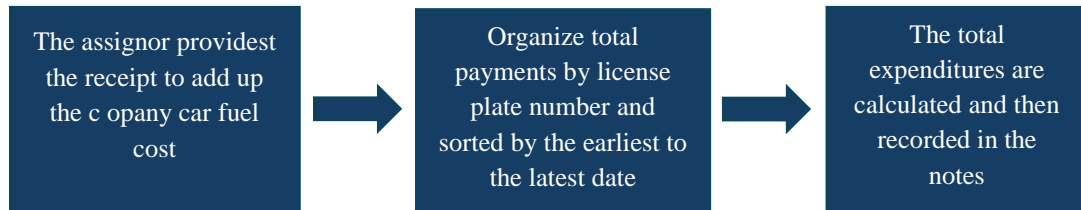


Figure 3.2 Flowchart Add up the company fuel expences
Source : Processed Data 2024

Based on the flowchart above, the first thing the writer does is organize the payment receipts by license plate number and also sort them by the earliest to the latest date. Once sorted, the total expenditures are calculated and then recorded in the notes.

The total cost of fuel expenditure is carried out every month to calculate the purchase of fuel for the Company's cars. After it is calculated, it will be entered into a note.

3. Reviewing funding request proposals

It is a planning document or work plan prepared with the aim of providing an overview of the activities and the amount of funds needed by the implementer.

Reviewing funding request proposals flowchart be seen in figure 3.3 as follows

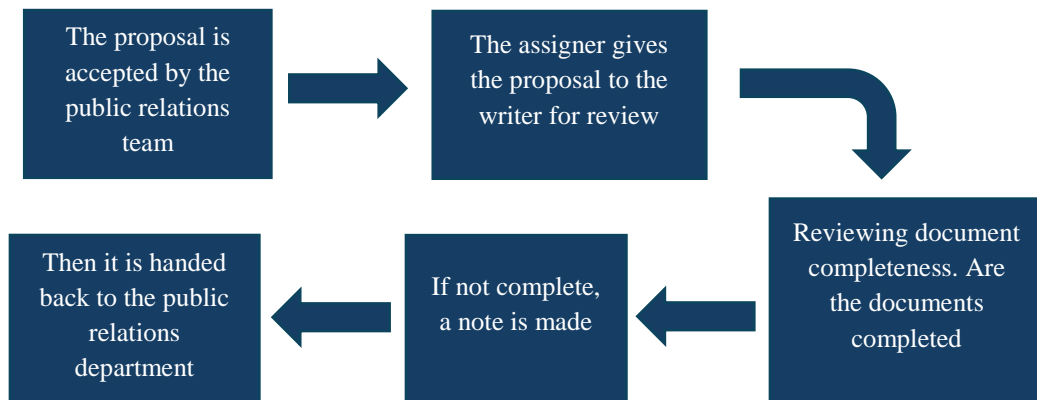


Figure 3.3 Reviewing funding request proposals
 Source : *Processed Data 2024*

4. Writing employee sick leave letters

The employee health certificate is given to employees who are going to seek medical treatment at a designated hospital. This is because every employee is provided with health insurance by the company. Writing employee sick leave letter flowchart be seen in figure 3.4 as follows

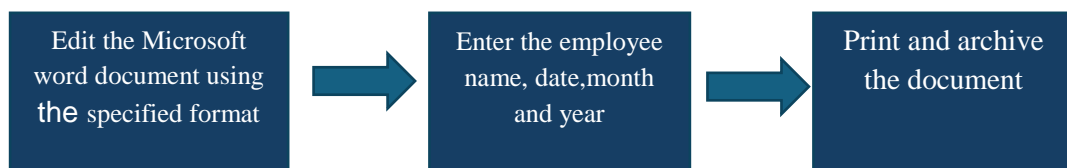


Figure 3.4 Writing employee sick leave letters
 Source : *Processed Data 2024*

3.3 Place of Apprenticeship

In carrying out practical work activities carried out in PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which is located on Jl. Sultan Syarif Kasim No. 1. Teluk Binjai, Kec. Dumai Timur, City of Dumai. Apprentices are placed in the General Division.



Figure 3.5 Office of P'T. Pelabuhan Indonesia (persero) Regional 1 Branch of Dumai

Source: PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

3.4 Kind and Description of the Activity

Table 3.1 The Working schedule of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

No	Day	Working Hours	Agency
1.	Monday to Friday	08:00 to 17:00	PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai
2.	Saturday and Sunday	Holiday	Holiday

Source: Processed Data, 2024

Activities that have been carried out during the implementation of the apprenticeship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai especially in the Administration Section for the first week, can be seen in the following table:

Table 3.2 Activities of the first week from February 01st, 2024 to February 02th, 2024

No	Date and Time	Description of activities	Place
1	Thursday, February 01 th , 2024	1. Self introduction, introduction about PT. Pelindo regional 1 Dumai branch, as well as the distribution of internship positions and the rules that must be obeyed during the internship, acquaintance with managers and employees in the general department.	Affair Division Room

		2. Find out the job descriptions of employees in the general department.	
2	Friday, February 02 th , 2024	1. Participate in mutual cooperation activities at the dock with all PT employees. Pelindo Regional 1 Dumai branch. 2. National K3 month competition activities in 2024.	Affair Division Room

Source: Processed Data, 2024

Table 3.2 the first day, introduce yourself and Participate in mutual cooperation activities at the dock with all PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

Table 3.3 Activities of the second week from February 05th, 2024 to February 09th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 05 th , 2024	1. Make the names according to the archive, paste them and arrange them by year 2. K3 provision	Affair Division Room
	Tuesday, February 06 th , 2024	1. Assist in preparing the internship permit letter. 2. Archiving incoming and outgoing letters	Affair Division Room
	Wednesday, February 07 th , 2024	1. Record fuel data and calculate fuel expenditure in January. 2. Scan fuel data 3. Scan the application file. 4. Create archiving data	Affair Division Room
	Friday February 08 th , 2024	Holiday	
	Saturday February 09 th , 2024	Holiday with Isra Mikraj of the Prophet Muhammad SAW	

Source: Processed Data, 2024

Table 3.3 In the second week of February, the author conducted K3 activities and additional lessons on archiving incoming and outgoing letters. Additionally, expenses were calculated.

Table 3.4 Activities of the third week from February 12th, 2024 to February 16th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 12 th , 2024	1. Archive certificates and letters of entry manually 2. Scan the agreement document between	Affair Division Room

		the Indonesian port (Persero) and PT. Nautical light diamond	
2.	Tuesday, February 13 th , 2024	Record data on the names of employees who retired at PT. Pelindo Regional 1 Dumai branch.	Affair Division Room
3.	Wednesday February 14 th , 2024	General Election	
4.	Thursday February 15 th , 2024	1. Record PT employee pension data. Pelindo Regional 1 Dumai branch 2. Archive incoming letters	Affair Division Room
5.	Friday February 16 th , 2024	1. Take part in morning exercise with employees 2. Continue to recap the pension data for PT employees. Pelindo Regional 1 Dumai branch	Affair Division Room

Source: Processed Data, 2024

Table 3.4 In the third week of February, the author carried out activities similar to the second week, namely archiving letters, scanning documents, and an additional activity of recording the retirement data of employees at PT. Pelindo Regional 1 Dumai Branch.

Table 3.5 Activities of the fourth week from February 19st, 2024 to February 23th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 19 th , 2024	1. Continue to recap data on PT retirees. Pelindo Regional 1 Dumai branch 2. Archive sick letters for 2024	Affair Division Room
2.	Tuesday, February 20 th , 2024	1. Check the car rental minutes 2. Continue to record data on retired employees of PT. Pelindo regional 1 Dumai branch 3. Scan the rental payment documents for 4 vehicles and make files according to the month.	Affair Division Room
3.	Wednesday February 21 th , 2024	Scan the monthly Receive Bast minutes mpile archives	Affair Division Room
4.	Thursday February 22 th , 2024	1. Scan the recapitulation document and convert it into a file 2. Create Excel and record the recapitulation document and print it 3. Enter social assistance data	Affair Division Room

5.	Friday February 23 th , 2024	1. Take part in morning exercise together 2. Participate in fire simulation activities with all PT employees. Pelindo Regional 1 Dumai branch	Office of PT. Pelindo (Persero) Regional 1 Branch of Dumai
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Source: Processed Data, 2024

Table 3.6 Activities of the fifth week from February 26th, 2024 to March 01nd, 2024

No	Date and Time	Description of activities	Place
1.	Monday, February 26 th , 2024	1. Archive incoming letters 2. Filing sick letters	Affair Division Room
2.	Tuesday, February 27 th , 2024	1. Make a decree for the management of the al-bahri mosque for the Indonesian port housing complex (Pelindo) Regional 1 Dumai branch 2. Scan important documents, create a table according to the name of the letter and create a file	Affair Division Room
3.	Wednesday February 28 th , 2024	Archive incoming letters and sick letters	Affair Division Room
4.	Thursday February 29 th , 2024	Continue to improve the Decree of the Al-Bari Mosque management	Affair Division Room
5.	Friday March 01 th , 2024	1. Morning gymnastics with PT employees. Pelindo Regional 1 Dumai branch 2. Archive documents for industrial visit permit applications	Affair Division Room

Source: Processed Data, 2024

Table 3.7 Activities of the sixth week from March 04th, 2024 to March 08th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 04 th , 2024	1. Prepare a fuel bill 2. Archive the 2024 incoming letters	Affair Division Room
2.	Tuesday, March 05 th , 2024	Prepare documents for regional kendis 1 Dumai branch in 2023	Affair Division Room
3.	Wednesday, March 06 th , 2024	Have a welcoming meal before the fasting month with general employees	Affair Division Room
4.	Thursday, March 07 th , 2024	Become an Office Receptionist	Affair Division Room
6.	Friday, March 08 th , 2024	Participate in cleaning activities at the passenger terminal with PT ladies. Pelindo Regional 1 Dumai branch	Affair Division Room

Source: Processed Data, 2024

Table 3.8 Activities of the seventh week from March 11th, 2024 to March 15th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 11 th , 2024	Ramadhan Holiday	
2.	Tuesday, March 12 th , 2024	Ramadhan Holiday	
3.	Wednesday, March 13 th , 2024	1. Prepare for the distribution of takjil to residents' homes 2. Print document ratification of the foundation of the minister of kaw and human rights of the republic of Indonesia, Certifate (Proof of rights), decree.	Affair Division Room
4.	Thursday, March 14 th , 2024	1. Deliver letters to PT-PT 2. Visit PT. Pelindo (Persero) Regional 1 Dumai branch	Affair Division Room
5.	Friday, March 15 ^h , 2024	1. Discussion with the general manager regarding the PT internship report. Pelindo (Persero) Regional 1 Dumai branch 2. Print the 2024 individu KPI proposal document	Affair Division Room

Source: Processed Data, 2024

Table 3.9 Activities of the eighth week from March 18th, 2024 to March 22rd, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 18 th , 2024	Prepare for the distribution of takjil to residents' homes	Affair Division Room
2.	Tuesday, March 19 th , 2024	1. Prepare for the distribution of takjil to residents' homes 2. Archive incoming letters	Affair Division Room
3.	Wednesday, March 20 th , 2024	Help prepare takjil distribution	Affair Division Room
4.	Thursday, March 21 th , 2024	1. Archive incoming letters 2. Prepare items for bukber with PT employees. Pelindo (Persero) regional 1 Dumai branch	Affair Division Room
5.	Friday, March 22 ^h , 2024	Calculate and arrange the money for distribution to orphans	Affair Division Room

Source: Processed Data, 2024

Table 3.10 Activities of the ninth week from March 25th, 2024 to March 29th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, March 25 th , 2024	1. Help prepare for the Pelindo Ramadhan sharing event 2. Participate in Pelindo activities to share Ramadhan	Affair Division Room
2.	Tuesday, March 26 th , 2024	1. Make a statement letter 2. Scan the Procurement RAB	Affair Division Room
3.	Wednesday, March 27 th , 2024	Sick	
4.	Thursday, March 28 th , 2024	1. Archiving incoming letters 2. Print document implementation of board of director regulations concerning working days and hourst for workers	Affair Division Room
5.	Friday, March 29 ^h , 2024	Good Friday	

Source: Processed Data, 2024

Table 3.11 Activities of the tenth week from April 01nd, 2024 to April 05th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 01 nd , 2024	1. Archive incoming letters and sick letters 2. Prepare invitation letters	Affair Division Room
2.	Tuesday, April 02 nd , 2024	1. Archive incoming mail 2. Filing sick letters 3. Compile and check letters asking for help and for advertisements	Affair Division Room
3.	Wednesday April 03 nd , 2024	Examining the proposal for funding assistance from the Indonesian Press Reporters Association A-PPI	Affair Division Room
4.	Thursday April 04 nd , 2024	Sick	
5.	Friday April 05 nd , 2024	1. Print document of the officer in charge or archives and their duties 2. Make a receipt for funding assistance for the plug-in lamp proposal	Affair Division Room

Table 3.12 Activities of the eleventh week from April 08th, 2024 to April 13th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 08 nd , 2024	Eid Al-fitr Holidays	
2.	Tuesday, April 09 nd , 2024	Eid Al-fitr Holidays	

3.	Wednesday April 10 nd , 2024	Eid Al-fitr Holidays	
4.	Thursday April 11 nd , 2024	Eid Al-fitr Holidays	
5.	Friday, April 12 nd , 2024	Eid Al-fitr Holidays	

Source: Processed Data, 2024

Table 3.13 Activities of the twelfth week from April 15th, 2024 to April 19st, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 15 nd , 2024	Eid Al-fitr Holidays	
2.	Tuesday, April 16 nd , 2024	Sick	
3.	Wednesday April 17 nd , 2024	1. Halal or halal 2. Make a letter of receipt for the delivery of the Al-Quran to SPMT	Affair Division Room
4.	Thursday April 18 nd , 2024	1. Halal or halal 2. Archive incoming letters	Affair Division Room
5.	Friday, April 19 nd , 2024	1. Morning exercise together 2. Archive important letters	Affair Division Room

Source: Processed Data, 2024

Table 3.14 Activities of the thirteenth week from April 22rd, 2024 to April 26th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 22 nd , 2024	Scan the ID cards of the names of advertising media for advertising costs for the national holidays in March 2024	Affair Division Room
2.	Tuesday, April 23 nd , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Affair Division Room
3.	Wednesday April 24 nd , 2024	1. Create an entry permit letter 2. Archive the entry permit letter	Affair Division Room
4.	Thursday April 25 nd , 2024	Scanning receipts and greetings for Eid al-Fitri 1445 H/2024 M	Affair Division Room
5.	Friday, April 26 nd , 2024	1. Take part in morning exercise with PT employees. Pelindo regional 1 Dumai branch 2. Archive incoming letters	Affair Division Room

Source: Processed Data, 2024

Table 3.15 Activities of the fourteenth week from April 29th, 2024 to May 03th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, April 29 nd , 2024	1. Recap data for March 2. Photocopy outgoing letters	Affair Division Room
2.	Tuesday, April 30 nd , 2024	1. Archive incoming letters 2. Scan Bast AC Musholla	Affair Division Room
3.	Wednesday May 01 nd , 2024	International Labor Day	
4.	Thursday May 02 nd , 2024	1. Print the Dumai branch Job Desc Draft document, 60 pages 2. Prepare the receipt according to No. The BM plate and all receipts are printed according to the plate number 3. Calculating hours for overtime work for PT employees. Pelindo Regional 1 Dumai branch	Affair Division Room
5.	Friday, May 03 rd , 2024	1. Morning exercise with employees 2. Calculating jams for overtime work for employees of PT Pelindo Regional 1 Dumai branch	Affair Division Room

Source: Processed Data, 2024

Table 3.16 Activities of the fifteenth week from May 06th, 2024 to May 10th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 06 nd , 2024	1. Scan the Event News 2. Photocopy the invitation	Affair Division Room
2.	Tuesday, May 07 nd , 2024	Record the names of employees according to the general section, finance section, management systems section and technical section.	Affair Division Room
3.	Wednesday May 08 nd , 2024	1. Make an internship report for PT. Pelindo (Persero) Regional 1 Dumai Branch 2. Scan important files	Affair Division Room
4.	Thursday May 09 nd , 2024	Ascension Day of Jesus	
5.	Friday, May 10 nd , 2024	Holiday	

Source: Processed Data, 2024

Table 3.17 Activities of the sixteenth week from May 13rd, 2024 to May 17th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 13 nd , 2024	1. Add up the fuel bill 2. Scan the BBM receipt according to the number plate	Affair Division Room
2.	Tuesday, May 14 nd , 2024	Archive incoming Letters	Affair Division Room
3.	Wednesday May 15 nd , 2024	Make a statement letter	Affair Division Room
4.	Thursday May 16 nd , 2024	Archiving letters of agreement and contracting agreement letters	Affair Division Room
5.	Friday, May 17 nd , 2024	1. Take part in gymnastics with all PT employees. Pelindo Regional 1 Dumai branch at the passenger terminal 2. Take part in cleaning activities with the mothers at the passenger terminal 3. Archive the agreement letter and passenger terminal chartering agreement letter	Affair Division Room and pesenger terminal

Source: Processed Data, 2024

Table 3.18 Activities of the seventeenth week from May 20th, 2024 to May 24th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 20 nd , 2024	1. Participate in a national awakening ceremony 2. Archive letters of agreement and contracting agreements	Affair Division Room
2.	Tuesday, May 21 nd , 2024	Archive the logistics division agreement Letter according to year	Affair Division Room
3.	Wednesday May 22 nd , 2024	1. Archive incoming letters and letters from KP 2. Archive letters of agreement and chartering agreements for the logistics division	Affair Division Room
4.	Thursday May 23 nd , 2024	Waisak Day	
5.	Friday, May 24 nd , 2024	Holiday	

Source: Processed Data, 2024

Table 3.19 Activities of the eighteenth week from May 27th, 2024 to May 31th, 2024

No	Date and Time	Description of activities	Place
1.	Monday, May 27 nd , 2024	1. Print important documents 2. Archive the contracting agreement document	Affair Division Room
2.	Tuesday, May 28 nd , 2024	1. Capturing data on the list of proposals for assistance with sacrificial animals for 1445 H/ 2024 M 2. Scan the BBM receipt 3. Archive the agreement letter and contracting agreement documents	Affair Division Room
3.	Wednesday May 29 nd , 2024	Scan advertising documents and receipts Archiving incoming letter and letter to Kp	Affair Division Room
4.	Thursday May 30 nd , 2024	1. Participate in the retirement ceremony 2024 for Junior Manager of Law, Public Relations & TJSL 2. Prepare a letter for carrying out the ceremony	Affair Division Room
5.	Friday, May 31 nd , 2024	1. Take part in mutual cooperation activities at the PT. Pelindo regional 1 dumai branch 2. Filling incoming letters and compiling all archives 3. Photocopy of certificate	Management Systems Division Room

Source: Processed Data, 2024

3.5 Obstacles and Solution of Apprenticeship

3.5.1 Obstacles of Apprenticeship

During the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai, several challenges were encountered, including:

1. Unreliable internet connectivity in the office, causing frequent disconnections and difficulty connecting to computers. This issue disrupts work and prolongs task completion.
2. Malfunctioning common area printer, which often jams or produces poor quality prints, such as printing only in black with streaked lines instead of in color.

3.5.2 Solution of Apprenticeship

To address these challenges during the internship, the following solutions can be implemented:

1. Interns should use their phones to create a hotspot and connect their laptops to the internet to ensure continuous and efficient work without delays.
2. For printing needs, interns should use printers in other rooms, such as those in the technical department, to avoid issues with the common area printer and ensure documents are printed correctly.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, the following conclusions can be drawn:

1. There were several types of tasks during the internship program, including: archiving letters, creating employee health certificates, calculating the company's vehicle fuel costs, calculating employee overtime hours, creating management decrees, serving as the office receptionist, participating in communal activities with employees, participating in occupational health and safety simulations, helping prepare and participating in the distribution of iftar during Ramadan, and reviewing funding request proposals.
2. The internship was conducted at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, located at Jl. Sultan Syarif Kasim No. 1, Teluk Binjai, Kec. Dumai Timur, Kota Dumai, Riau. During the internship, the writer was placed in the General Division. The internship started on February 1 and ended on May 31, 2024.
3. To facilitate employees in performing their duties, the company uses internet-based systems to ease online work and also employs manual systems. Online systems include sending reports via email, while manual systems are used for recording official reports and health certificates.
4. During the internship, there were some challenges, such as frequent internet outages at the office. The solution to these issues was that interns had to provide their own internet packages to prevent delays in work.

4.2 Suggestion

After completing the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai, there are several suggestions as follows:

4.2.1 Suggestions for Students

Suggestions for students who intern at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai are as follows:

1. Students should upgrade their computer skills, especially in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, as these are very useful during the internship in the General section of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai, particularly in creating documents and tables.
2. Students should study design in the Visual Design Practice course within the International Business Administration program. This is useful during the internship in the General section of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai, for tasks such as creating posters, banners, and stickers.

4.2.2 Suggestions for Politeknik Negeri Bengkalis

Suggestions for Politeknik Negeri Bengkalis are as follows:

1. The campus should strengthen its cooperation with PT. Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai to provide more opportunities for students to intern easily and be welcomed by the company.
2. The campus should monitor students who are undertaking internships at companies.

REFERENCES

<https://www.pelindo.co.id>

https://id.m.wikipedia.org/wiki/Pelindo_Solusi_Logistik

PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai Bengkalis State Polytechnic Practical Work Guide

APPENDICES

Appendix 1. Appendiceship Reply Letter



Nomor : HM.03.05/15/1/1/B4.1/B4/DUM-24
Lampiran : 1
Perihal : Permohonan Kerja Praktek (KP)

Dumai, 15 Januari 2024

Kepada Yth. Wakil Direktur I Politeknik Negeri Bengkalis
Jalan Bathin Alam, Sungai Alam
di
Bengkalis

1. Menunjuk surat dari Wakil Direktur I Politeknik Negeri Bengkalis Nomor : 4248/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Praktek Kerja (KP).

2. Sehubungan hal tersebut diatas, disampaikan bahwa pada prinsipnya kami menyetujui Mahasiswa/i Saudara untuk melakukan Praktek Kerja (KP) di perusahaan kami terhitung mulai 01 Februari s.d 31 Mei 2024 atas nama sebagai berikut :


No	NAMA MAHASISWA	NIM	PROGRAM STUDI
1	Muharroma Rizka Siregar	5404201315	D4 Administrasi Bisnis Internasional
2	Rahmini	5404201348	D4 Administrasi Bisnis Internasional
3	Rosa Camelia	5404201270	D4 Administrasi Bisnis Internasional
4	Suryatina	5404201336	D4 Administrasi Bisnis Internasional
5	Dwi Kurnia Putri	5404201284	D4 Administrasi Bisnis Internasional

Untuk pelaksanaan dimaksud kepada mahasiswa/i saudara agar memperhatikan hal-hal sebagai berikut :

1. Sebelum memulai Praktek Kerja Lapangan (PKL) wajib melapor kepada Asisten Menejer Umum pada Divisi Umum Cabang Pelabuhan Dumai;
 2. Mentaati semua peraturan yang berlaku dan Protokol Kesehatan di Perusahaan dan wajib memahaminya ;
 3. Melengkapi Fotocopy Asuransi Jiwa / BPJS Kesehatan;
 4. Menyerahkan surat pernyataan bermaterai dari Sekolah apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggung jawab;
 5. Perusahaan kami tidak menyediakan fasilitas seperti uang makan, tempat tinggal, transport, asuransi dan lain-lainnya.
4. Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.



Appendix 2. Apprentices Statement Letter



SURAT KETERANGAN
NO : KP.40 / 1 / 15 / DMI/REG1-24.TU

Executive General Manager Pelindo Regional I Cabang Dumai menerangkan bahwa :

N a m a : Suryatina
Mahasiswi : Politeknik Negeri Bengkalis
NIM : 5404201336
Program Studi : D4 Administrasi Bisnis Internasional

Berdasarkan :

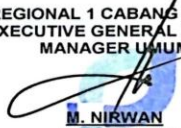
1. Surat Direktur Politeknik Negeri Bengkalis Nomor : 4248/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Kerja Praktek (KP);
2. Surat Manager Umum Regional 1 Cabang Dumai Nomor : HM.03.05/15/1/1/B4.1/B4/DUM-24 tanggal 15 Januari 2024 Perihal Permohonan Kerja Praktek (KP).

Bahwa yang bersangkutan telah melaksanakan Kerja Praktek pada PT. Pelabuhan Indonesia (Persero) Regional I Cabang Dumai terhitung mulai tanggal 01 Februari s.d 31 Mei 2024, dan yang bersangkutan mempunyai dedikasi (Klasifikasi Nilai) Baik.


Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Dumai, 31 Mei 2024

REGIONAL 1 CABANG DUMAI
an. EXECUTIVE GENERAL MANAGER
MANAGER UMUM


M. NIRWAN
NIPP. 100993

Regional 1 Cabang Dumai
Jl. Sultan Syarif Kasim No. 1 Dumai - 28813
T +62 765 31469J E dumai@pelindo.co.id

www.pelindo.co.id 

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Appendix 3. Apprenticeship Assement Sheet

**EVALUATION RESULT FROM THE JOB TRAINING COMPANY
PT. PELINDO (Persero) REGIONAL 1 BRANCH OF DUMAI**

Name : Suryatina
NIM : 5404201336
Study Program : International Business Administration State Polytechnic of Bengkalis

No.	Evaluation Aspects	Quality	Value
1.	Discipline	20%	92
2.	Responsibility	25%	95
3.	Adjusment / Adaptation	10%	89
4.	Work Result	30%	92
5.	Behavior in General	15%	90
	Total (1+2+3+4+5)	100%	91

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

Dumai, May 31 2024

Supervisor











Wawan Kurniawan, ST
NRP. 19810908242












Appendix 4. Daily Activity














DAILY ACTIVITIES OF THE APPRENTICESHIP PT. Pelindo (Persero) Regional 1 Branch of Dumai















Name : Suryatina












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










Date	Activity	Signed
February 1, 2024	<ol style="list-style-type: none"> 1. Self introduction, introduction about PT. Pelindo regional 1 Dumai branch, as well as the distribution of internship positions and the rules that must be obeyed during the internship, acquaintance with managers and employees in the general department. 2. Find out the job descriptions of employees in the general department. 	
February 2, 2024	<ol style="list-style-type: none"> 1. Participate in mutual cooperation activities at the dock with all PT employees. Pelindo Regional 1 Dumai branch. 2. National K3 month competition activities in 2024. 	
February 5, 2024	<ol style="list-style-type: none"> 1. Make the names according to the archive, paste them and arrange them by year 2. K3 provision 	
February 6, 2024	<ol style="list-style-type: none"> 1. Assist in preparing the internship permit letter. 2. Archiving incoming and outgoing letters 	
February 7, 2024	<ol style="list-style-type: none"> 1. Record fuel data and calculate fuel expenditure in January. 2. Scan fuel data 3. Scan the application file. 4. Create archiving data 	
February 12, 2024	<ol style="list-style-type: none"> 1. Archive certificates and letters of entry manually 2. Scan the agreement document between the Indonesian port (Persero) and PT. Nautical light diamond 	
February 13, 2024	Record data on the names of employees who retired at PT. Pelindo Regional 1 Dumai branch.	
February 15, 2024	<ol style="list-style-type: none"> 1. Record PT employee pension data. Pelindo Regional 1 Dumai branch 2. Archive incoming letters 	



February 16, 2024	<ol style="list-style-type: none"> 1. Take part in morning exercise with employees 2. Continue to recap the pension data for PT employees. Pelindo Regional 1 Dumai branch 	
February 19, 2024	<ol style="list-style-type: none"> 1. Continue to recap data on PT retirees. Pelindo Regional 1 Dumai branch 2. Archive sick letters for 2024 	
February 20, 2024	<ol style="list-style-type: none"> 1. Check the car rental minutes 2. Continue to record data on retired employees of PT. Pelindo regional 1 Dumai branch 3. Scan the rental payment documents for 4 vehicles and make files according to the month. 	
February 21, 2024	<ol style="list-style-type: none"> 1. Scan the monthly Receive Bast minutes 2. Compile archives 	
February 22, 2024	<ol style="list-style-type: none"> 1. Scan the recapitulation document and convert it into a file 2. Create Excel and record the recapitulation document and print it 3. Enter social assistance data 	
February 23, 2024	<ol style="list-style-type: none"> 1. Take part in morning exercise together 2. Participate in fire simulation activities with all PT employees. Pelindo Regional 1 Dumai branch 	
February 26, 2024	<ol style="list-style-type: none"> 1. Archive incoming letters 2. Filing sick letters 	
February 27, 2024	<ol style="list-style-type: none"> 1. Make a decree for the management of the al-bahri mosque for the Indonesian port housing complex (Pelindo) Regional 1 Dumai branch 2. Scan important documents, create a table according to the name of the letter and create a file 	
February 28, 2024	Archive incoming letters and sick letters	
February 29, 2024	Continue to improve the Decree of the Al-Bari Mosque management	
March 1, 2024	1. Morning gymnastics with PT employees. Pelindo Regional 1 Dumai branch	

	2. Archive documents for industrial visit permit applications	
March 4, 2024	1. Prepare a fuel bill 2. Archive the 2024 incoming letters	
March 5, 2024	Prepare documents for regional kendis 1 Dumai branch in 2023	
March 6, 2024	Have a welcoming meal before the fasting month with general employees	
March 7, 2024	Become an Office Receptionist	
March 8, 2024	Participate in cleaning activities at the passenger terminal with PT ladies. Pelindo Regional 1 Dumai branch	
March 13, 2024	1. Prepare for the distribution of takjil to residents' homes 2. Print document ratification of the foundation of the minister of kaw and human rights of the republic of Indonesia, Certifate (Proof of rights), decree.	
March 14, 2024	1. Deliver letters to PT-PT 2. Visit PT. Pelindo (Persero) Regional 1 Dumai branch	
March 15, 2024	1. Discussion with the general manager regarding the PT internship report. Pelindo (Persero) Regional 1 Dumai branch 2. Print the 2024 individu KPI proposal document	
March 18, 2024	Prepare for the distribution of takjil to residents' homes	
March 19, 2024	1. Prepare for the distribution of takjil to residents' homes 2. Archive incoming letters	
March 20, 2024	Help prepare takjil distribution	
March 21, 2024	1. Archive incoming letters 2. Prepare items for bukber with PT employees. Pelindo (Persero) regional 1 Dumai branch	
March 22, 2024	Calculate and arrange the money for distribution to orphans	

March 25, 2024	<ol style="list-style-type: none"> 1. Help prepare for the Pelindo Ramadhan sharing event 2. Participate in Pelindo activities to share Ramadhan 	
March 26, 2024	<ol style="list-style-type: none"> 1. Make a statement letter 2. Scan the Procurement RAB 	
March 27, 2024		Izin 
March 28, 2024	<ol style="list-style-type: none"> 1. Archiving incoming letters 2. Print document implementation of board of director regulations concerning working days and hours for workers 	
April 1, 2024	<ol style="list-style-type: none"> 1. Archive incoming letters and sick letters 2. Prepare invitation letters 	
April 2, 2024	<ol style="list-style-type: none"> 1. Archive incoming mail 2. Filing sick letters 3. Compile and check letters asking for help and for advertisements 	
April 3, 2024	Examining the proposal for funding assistance from the Indonesian Press Reporters Association A-PPI	
April 4, 2024		Izin 
April 5, 2024	<ol style="list-style-type: none"> 1. Print document of the officer in charge or archives and their duties 2. Make a receipt for funding assistance for the plug-in lamp proposal 	
April 16, 2024		Izin 
April 17, 2024	<ol style="list-style-type: none"> 1. Halal or halal 2. Make a letter of receipt for the delivery of the Al-Quran to SPMT 	
April 18, 2024	<ol style="list-style-type: none"> 1. Halal or halal 2. Archive incoming letters 	
April 19, 2024	<ol style="list-style-type: none"> 1. Morning exercise together 2. Archive important letters 	
April 22, 2024	Scan the ID cards of the names of advertising media for advertising costs for the national holidays in March 2024	


April 23, 2024	1. Scan the tax invoice for March 2. Scan PT employee pension documents. Pelindo Regional 1 Dumai branch	
April 24, 2024	1. Scan the tax invoice for March 2. Scan PT employee pension documents. Pelindo Regional 1 Dumai branch	
April 25, 2024	Scanning receipts and greetings for Eid al-Fitri 1445 H/2024 M	
April 26, 2024	1. Take part in morning exercise with PT employees. Pelindo regional 1 Dumai branch 2. Archive incoming letters	
April 29, 2024	1. Recap data for March 2. Photocopy outgoing letters	
April 30, 2024	1. Archive incoming letters 2. Scan Bast AC Musholla	
May 2, 2024	1. Print the Dumai branch Job Desc Draft document, 60 pages 2. Prepare the receipt according to No. The BM plate and all receipts are printed according to the plate number 3. Calculating hours for overtime work for PT employees. Pelindo Regional 1 Dumai branch	
May 3, 2024	1. Morning exercise with employees 2. Calculating jams for overtime work for employees of PT Pelindo Regional 1 Dumai branch	
May 6, 2024	1. Scan the Event News 2. Photocopy the invitation	
May 7, 2024	Record the names of employees according to the general section, finance section, management systems section and technical section	
May 8, 2024	1. Make an internship report for PT. Pelindo (Persero) Regional 1 Dumai Branch 2. Scan important files	
May 13,	1. Add up the fuel bill	

2024	2. Scan the BBM receipt according to the number. Plate	
May 14, 2024	Archive incoming Letters	
May 15, 2024	Make a statement letter	
May 16, 2024	Archiving letters of agreement and contracting agreement letters	
May 17, 2024	<ol style="list-style-type: none"> 1. Take part in gymnastics with all PT employees. Pelindo Regional 1 Dumai branch at the passenger terminal 2. Take part in cleaning activities with the mothers at the passenger terminal 3. Archive the agreement letter and passenger terminal chartering agreement letter 	
May 20, 2024	<ol style="list-style-type: none"> 1. Participate in a national awakening ceremony 2. Archive letters of agreement and contracting agreements 	
May 21, 2024	Archive the logistics division agreement letter according to year	
May 22, 2024	<ol style="list-style-type: none"> 1. Archive incoming letters and letters from KP 2. Archive letters of agreement and chartering agreements for the logistics division 	
May 27, 2024	<ol style="list-style-type: none"> 1. Print important documents 2. Archive the contracting agreement document 	
May 28, 2024	<ol style="list-style-type: none"> 1. Capturing data on the list of proposals for assistance with sacrificial animals for 1445 H/ 2024 M 2. Scan the BBM receipt 3. Archive the agreement letter and contracting agreement documents 	
May 29, 2024	<ol style="list-style-type: none"> 1. Scan advertising documents and receipts 2. Archiving incoming letter and letter to Kp 	
May 30,	1. Participate in the retirement ceremony	

2024	for Junior Manager of Law, Public Relations & TJSL 2. Prepare a letter for carrying out the ceremony	
May 31, 2024	1. Take part in mutual cooperation activities at the PT. Pelindo regional 1 dumai branch 2. Filling incoming letters and compiling all archives 3. Photocopy of certificate	

Dumai , 31 May 2024

Supervisor



Wawan Kurniawan,ST
NRP. 19810908242

Appendix 5. List of Apprenticeship Attendance Sheet














ABSEN WORK PRACTISE PT. Pelindo (Persero) Regional 1 Branch of Dumai











Name : Suryatina
NIM : 5404201336
Sec/Dept : Bagian Umum

February		
No	Date	Signed
1.	Thursday, 1/2/2024	<i>Am</i>
2.	Friday, 2/2/2024	<i>Am</i>
3.	Monday, 5/2/2024	<i>Am</i>
4.	Tuesday, 6/2/2024	<i>Am</i>
5.	Wednesday, 7/2/2024	<i>Am</i>
6.	Monday, 12/2/2024	<i>Am</i>
7.	Tuesday, 13/2/2024	<i>Am</i>
8.	Thursday, 15/2/2024	<i>Am</i>
9.	Friday, 16/2/2024	<i>Am</i>
10.	Monday, 19/2/2024	<i>Am</i>
11.	Tuesday, 20/2/2024	<i>Am</i>
12.	Wednesday, 21/2/2024	<i>Am</i>
13.	Thursday, 22/2/2024	<i>Am</i>
14.	Friday, 23/2/2024	<i>Am</i>
15.	Monday, 26/2/2024	<i>Am</i>
16.	Tuesday, 27/2/2024	<i>Am</i>
17.	Wednesday, 28/2/2024	<i>Am</i>
18.	Thursday, 29/2/2024	<i>Am</i>

March		
No	Date	Signed
1.	Friday, 1/3/2024	Am
2.	Monday, 4/3/2024	Am
3.	Tuesday, 5/3/2024	Am
4.	Wednesday, 6/3/2024	Am
5.	Thursday, 7/3/024	Am
6.	Friday, 8/3/2024	Am
7.	Wednesday, 13/2024	Am
8.	Thursday, 14/3/024	Am
9.	Friday, 15/3/2024	Am
10.	Monday, 18/3/2024	Am
11.	Tuesday, 19/3/2024	Am
12.	Wednesday, 20/3/2024	Am
13.	Thursday, 21/3/2024	Am
14.	Friday, 22/3/2024	Am
15.	Monday, 25/3/2024	Am
16.	Tuesday, 26/3/2024	Am
17.	Wednesday, 27/3/2024	Am ^s
18.	Thursday, 28/3/2024	Am

April		
No	Date	Signed
1.	Monday, 1/4/2024	Am
2.	Tuesday, 2/4/2024	Am
3.	Wednesday, 3/4/2024	Am

4.	Thursday, 4/4/2024	 S
5.	Friday, 5/4/2024	
6.	Tuesday, 16/4/2024	S 
7.	Wednesday, 17/4/2024	
8.	Thursday, 18/4/2024	
9.	Friday, 19/4/2024	
10.	Monday, 22/4/2024	
11.	Tuesday, 23/4/2024	
12.	Wednesday, 24/4/2024	
13.	Thursday, 25/4/2024	
14.	Friday, 26/4/2024	
15.	Monday, 29/4/2024	
16.	Tuesday, 30/4/2024	

May		
No	Date	Signed
1.	Wednesday, 1/5/2024	
2.	Thursday, 2/5/2024	
3.	Friday, 3/5/2024	
4.	Monday, 6/5/2024	
5.	Tuesday, 7/5/2024	
6.	Wednesday, 8/5/2024	
7.	Monday, 13/5/2024	
8.	Tuesday, 14/5/2024	
9.	Wednesday, 15/5/2024	
10.	Thursday, 16/5/2024	

11.	Friday, 17/5/2024	Am
12.	Monday, 20/5/2024	Am
13.	Tuesday, 21/5/2024	Am
14.	Wednesday, 22/5/2024	Am
15.	Monday, 27/5/2024	Am
16.	Tuesday, 28/5/2024	Am
17.	Wednesday, 29/5/2024	Am
18.	Thursday, 30/5/2024	Am
19.	Friday, 31/5/2024	Am

Dumai, 31 May 2024

Supervisor



Wawan Kurniawan, ST
NRP. 19810908242

Appendix 6. Apprenticeship Certificate



Appendix 7. Apprenticeship Documentations

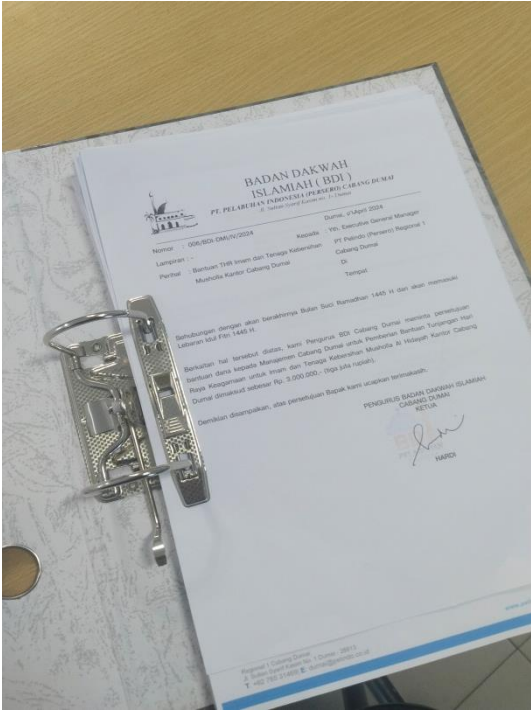
1. Mutual cooperation and healthy exercise in the context of national k3 nasional 2024



2. Work together to go to the dock with employees



3.Document Archiving



4. Fire simulation at PT. Office Pelindo Regional 1 Branch of Dumai



5. Retirement event for the Junior Manager of law, Public Relations & TJSL



6. Breaking fast with general department affair



7. Welcome event before the fasting month



8. Friday morning exercise



9. Visit the pier



10. Pelindo sharing event



