

APPRENTICESHIP REPORT

PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL
PUBLIC RELATION

FASZRUL
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APPRENTICESHIP REPORT

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PUBLIC RELATION

Written as one of the conditions for completing Apprenticeship

FASZRUL

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Perawang - Riau, June 28th, 2024

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TABLE OF CONTENTS

APPRENTICESHIP REPORT	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENT	v
LIST OF FIGURES	vii
LIST OF TABLE	viii
LIST OF APPENDICES	ix
CHAPTER 1 INTRODUCTION	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	2
1.3 Significances of the Apprenticeship.....	2
1.3.1 Significances for the Student	2
1.3.2 Significances for the Academic	3
1.3.3 Significances for the Company	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company History	5
2.2 Vision and Mission	11
2.3 Kind of Business	11
2.4 Organization Structure	12
2.5 The Working Process	15
2.6 Document Used for Activity	17
CHAPTER III SCOPE OF THE APPRENTICESHIP	18
3.1 Job Description	18
3.2 System and Procedures	19
3.2.1 System.....	19

3.2.2 Procedures	20
3.3 Place of Apprenticeship	27
3.4 Kind and Description of the Activity	27
3.5 Services to the Community Through the IKAMI Organization	39
3.5.1 History of the IKAMI Organization.....	39
3.5.2 IKAMI Organization Activities	39
3.5.3 Challenges Faced	40
3.5.4 The Hopes of the IKAMI Organization	41
3.6 Obstacles Encountered and Solutions	41
3.6.1 Obstacles	41
3.6.2 Solution	42
CHAPTER IV CONCLUSION AND SUGGESTION	43
4.1 Conclusion	43
4.2 Suggestion	44
REFERENCES.....	46

LIST OF FIGURES

Figure 2.1 PT. Indah Kiat Pulp & Paper Perawang Tbk	5
Figure 2.2 The Organization structure of PT. Indah Kiat Pulp & Paper Tbk	13
Figure 2.3 The Organization Structure of Public Relation Section	14
Figure 2.4 Paper Aid Handover Form.....	17
Figure 3.1 Flowchart of Accepting Incoming Proposals	21
Figure 3.2 Flowchart of Hold a Gathering or Meeting	22
Figure 3.3 Flowchart of Fill out the Paper Assistance Handover Form	22
Figure 3.4 Documentation of Event Organizer Breaking the Fast Together	25
Figure 3.5 Documentation of Volunteer Sinarmas Buddhist Tzu Chi.....	26
Figure 3.6 List of mosques visited by IKAMI	40

LIST OF TABLE

Table 3.1 The Working Schedule of PT Indah Kiat Pulp & Paper Tbk.....	27
Table 3.2 Daily Activity of January 22 th , 2024 to January 26 th , 2024	27
Table 3.3 Daily Activity of January 29 th , 2024 to February 02 th , 2024	28
Table 3.4 Daily Activity of February 05 th , 2024 to February 09 th , 2024	28
Table 3.5 Daily Activity of February 12 th , 2024 to February 16 th , 2024	29
Table 3.6 Daily Activity of February 19 th , 2024 to February 23 th , 2024	29
Table 3.7 Daily Activity of February 26 th , 2024 to March 01 th , 2024	30
Table 3.8 Daily Activity of March 04 th , 2024 to March 08 th , 2024	30
Table 3.9 Daily Activity of March 11 th , 2024 to March 15 th , 2024	31
Table 3.10 Daily Activity of March 18 th , 2024 to March 22 th , 2024	31
Table 3.11 Daily Activity of March 25 th , 2024 to March 29 th , 2024	32
Table 3.12 Daily Activity of April 01 th , 2024 to April 05 th , 2024	32
Table 3.13 Daily Activity of April 08 th , 2024 to April 12 th , 2024	33
Table 3.14 Daily Activity of April 15 th , 2024 to April 19 th , 2024	33
Table 3.15 Daily Activity of April 22 th , 2024 to April 26 th , 2024	34
Table 3.16 Daily Activity of April 29 th , 2024 to May 03 th , 2024	34
Table 3.17 Daily Activity of May 06 th , 2024 to May 10 th , 2024	35
Table 3.18 Daily Activity of May 13 th , 2024 to May 17 th , 2024	35
Table 3.19 Daily Activity of May 20 th , 2024 to May 24 th , 2024	36
Table 3.20 Daily Activity of May 27 th , 2024 to May 31 th , 2024	36
Table 3.21 Daily Activity of June 03 th , 2024 to June 07 th , 2024	37
Table 3.22 Daily Activity of June 10 th , 2024 to June 14 th , 2024	37
Table 3.23 Daily Activity of June 17 th , 2024 to June 21 th , 2024	38
Table 3.24 Daily Activity of June 24 th , 2024 to June 28 th , 2024	38

LIST OF APPENDICES

Appendix 1: Apprenticeship Letter	47
Appendix 2: Apprenticeship Replay Letter.....	48
Appendix 3: Apprenticeship Statement Letter	49
Appendix 4: Apprenticeship Assessment Sheet.....	50
Appendix 5: Certificate	51
Appendix 6: Daily Activity	52

CHAPTER 1

INTRODUCTION

1.1 Background of the Apprenticeship

In a research Lasi and Kemper et al. (2014) The industry is a segment of an economy that generates highly automated and mechanized material items. Since the start of industrialization, advances in technology have brought about paradigm shifts that are now ex post termed "industrial revolutions": the first industrial revolution, which was characterized by mechanization; the second, by the intensive use of electricity; and the third, by the widespread adoption of digital technology.

In the industry there are various work fields that complement each other, one of which is the public relations section. Public relations (PR) is a management function that helps create and maintain mutual communication, understanding, support and cooperation between an organization or company and its public and is involved in handling management problems or issues. Apart from that, PR can also function as a "link and match" between Indah Kiat Pulp & Paper and industry and educational institutions. Basically, building cooperative relationships between vocational education and the industrial world is the most basic principle in terms of cooperation in the vocational field. The aim of establishing this relationship is to synchronize the vocational education curriculum with the curriculum required by the industry. They can also form partnerships to support vocational programs.

Vocational is a learning process carried out so that students are able to develop and exploit all existing potential so that students are ready to work with the competencies they have according to their field and also provide insight into industry needs, and facilitate collaboration between companies and educational institutions to ensure relevance and quality of training programs. Because to face intense competition in the current era of globalization, it is required to have quality, skilled and competent human resources. At this time, as a student, after completing education, he will contribute to the world of work. Field work practice is a form of simulation in the application of scientific disciplines during education

with the hope of providing an overview of work patterns. Field work practice is one of the courses in the curriculum of the International Business Administration Department at Bengkalis State Polytechnic, as one of the requirements for obtaining an applied bachelor's degree. Achieving the objectives of the field work practice is a hope for gaining experience and adjustments in the simulated work environment so that you will become competent and qualified human resources in the future.

1.2 Purpose of the Apprenticeship

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. Find out the job description of the apprenticeship program at PT. Indah Kiat Pulp & Paper
2. Find out the systems and procedures of the apprenticeship program at PT. Indah Kiat Pulp & Paper
3. Find out a place of the apprenticeship program at PT. Indah Kiat Pulp & Paper
4. Find out the kind and description of the activity of the apprenticeship program at PT. Indah Kiat Pulp & Paper
5. Find out what obstacles and solutions occur during practical work

1.3 Significances of the Apprenticeship

Based on the implementation of fieldwork practices, several benefits are obtained for the parties involved in this regard. The benefits are:

1.3.1 Significance for the Student

There are several benefits from the implementation of the job training programs obtained by the writer, namely as follows:

1. Train discipline, creativity, work motivation, behavior, emotions and ethics.
2. Teach students how to be responsible for a given task.

3. Increase students' knowledge and skills about the world of work so that they gain real work experience in companies/agencies and work together with other people with different backgrounds and scientific disciplines.
4. Seeing directly the use and role of industrial and communication technology at PT. Indah Kiat Pulp and Paper Tbk. Perawan
5. Gain direct and real practical field experience in the world of work.

1.3.2 Significance for the Academic

There are several benefits from implementing the job training obtained the academic, which are as follows:

1. Establishing good relations and cooperation between the Bengkalis State Polytechnic Business Administration Department and PT. Indah Kiat Pulp and Paper Tbk. Perawang, both in the business world and the industrial world as well as implementing field work practices in the future.
2. Bengkalis State Polytechnic Business Administration Department received information regarding the criteria for workers needed by companies where field work practices are carried out so that they can obtain good standardization of prospective workers and be able to produce competent graduates.
3. Developing students' abilities to apply knowledge, which can then be used as evaluation material in the academic field to develop and improve the quality of education.
4. The department will be able to improve the quality of its graduates through internship work experience and the department will be known in the world of work or institutions.

1.3.3 Significance for the Company

The benefits of implementing job training programs are also obtained by companies/institutions that accept job training students, such as:

1. Help lighten employee tasks and exchange knowledge with students.
2. Establishing good relations between the company and the University which can be mutually beneficial.

3. Support higher education in carrying out planned educational programs.
4. Assist the Public Relations Unit in completing daily tasks during the internship.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Company PT. Indah Kiat Pulp & Paper Tbk Perawang is a National Private company engaged in the Pulp & Paper industry with Foreign Investment (PMA) status. PT. Indah Kiat Pulp & Paper Tbk Perawang was first pioneered by Soetopo Jananto (Yap Sui Kie) who at that time led the Berkat Group in 1975. The Berkat Group, which has many adopted children, started a collaboration with the company Chung Hwa Pulp Corporation, Taiwan & Yuen Foong Yu Paper Manufacturing, Taiwan, to then conduct a first survey of business feasibility studies with factory establishment locations at the Paper Factory in Serpong, Tangerang - West Java, Pulp Factory in Central Java, Jambi and Riau as well as seven other regions in Indonesia.



Figure 2.1 PT. Indah Kiat Pulp & Paper Perawang Tbk
Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

PT. IKPP (Indah Kiat Pulp & Paper) Perawang is a leading company in Indonesia in the Pulp and Paper industry. This company is located on Jl. Raya Minas – Perawang Km.26, in Siak City or Regency, one of the important cities in Riau Province. This company was founded in 1976 by an Indonesian company

called CV Berkat Indah Agung and assisted by two companies from Taiwan. The company employs around 6,000 employees and has a total production of 1.9 million MT per year.

PT Indah Kiat Pulp & Paper Tbk – Perawang Factory has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is on Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang, better known as Perawang with a population of around 102.306 people, is an industrial city on the banks of the Siak River.

In 1976 it took care of permits for land acquisition, and arrangements for investment permits with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. On December 7, 1976, the company PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang is now officially established with notary Ridwan Soesilo, S.H. The application for the establishment of a factory is made with PMA status, intended to bring in foreign workers, because local workers have not yet mastered papermaking, besides providing incentives for foreign investors to want to enter Indonesia.

Factory planning and feasibility studies continued in 1977 to determine process, technology, and production capacity. After that, the construction of a cultural paper factory (Wood free printing & writing paper) phase I was carried out by installing two lines of paper machines, each with a capacity of 50 tons per day. This factory is located on Jl. Raya Serpong, Tangerang-West Java on the banks of the Cisadane River.

A year later a trial production was carried out at the factory with satisfactory results. On June 1, 1979, commercial production was carried out, as well as the inauguration day for the birth of PT. Indah Kiat Pulp & Paper-Tangerang. The date was chosen, because it coincided with the date of birth of Mr. Soetopo, in addition to making the logo and motto: "Participate in building the country, educating the nation and preserving the environment". Then the following year a second survey was carried out in Jambi and Riau Provinces ten

times, resulting in phase II of the Tangerang Paper Factory by installing a 3rd line paper machine with a capacity of 50 tons per day. Finally, after considering the location feasibility study data for 1975.

In particular, the factory location was in accordance with the source of raw materials, transportation and so on, a follow-up study was carried out in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Regency, Riau Province and on September 5, 1981, was carried out land acquisition and licensing. In 1982 land clearing and forest leveling were carried out. Forest Concession Rights owned by PT. Indah Kiat Pulp & Paper Tbk Perawang includes harvesting and logging, maintenance, and protection as well as sales of the following:

1. HPH (Forest Logging Rights), logging (Logging) is a forest concession with the aim of utilizing timber (Logs) for sale with the principles and principles of sustainable sustainability.
2. HTI (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of species that have high economic value.
3. Timber Utilization Permit (IPK) is the right to use wood from a forest area that will be converted to another within a maximum period of one year.

Timber utilization permit is the right to use wood from a forest area to be converted into another form within a maximum period of 1 year. Meanwhile, the operation of the line 3 paper machine at the Tangerang paper mill was carried out in addition to preparing the location for the Pulp factory in Pinang Village, Siak Sri Indrapura Regency, Riau Province.

A year later the physical construction of the phase I factory began in Riau Province. Simultaneously a loading and unloading facility was built, in the form of a special port where oceanic ships with a deadweight of more than 6,000 tons can dock, which is approximately 1.5 km from the factory location on the banks of the river Siak.

In 1994 the mill Pulp Phase III operated commercially and joined together with the mill's Pulp Phase I and II to produce Pulp high quality so that the capacity could be increased from 800 tons to 1,300 tons/day. Then the plant construction was Pulp Phase IV carried out in the next one with a capacity of 1,600 tons/day, where the trial operation is scheduled for the end of 1996, in addition to:

1. Raised two adopted children in Perawang, namely convection, and carpenter.
2. Helped the government again by accepting 24 workers from East Timor.
3. Received ISO 9002 certificate
4. Received an award from the Minister of Women's Role as the best Nakerwan Development Company in Riau.
5. Publish a tips info magazine.
6. Established YPPI Kindergarten and Elementary Schools.

The trial production of the Pulp factory was marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Suharto, on May 24, 1984. At that time, the capacity of the bleached pulp mill (Bleached Kraft Pulp) was 75,000 per year, so the need for pulp for the paper mill in Tangerang did not need to be imported again, but is fulfilled by the supply of pulp from Riau Province. This factory is the first wood-based Kelantan Sulphate pulp mill in Indonesia. This year also began the construction of phase II Industrial Plantation Forest (HTI).

This year PT. Indah Kiat Pulp & Paper experienced losses due to the effects of the world recession, and production quality was still unstable, in addition to changes in leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat's ownership rights were purchased by the "Sinarmas Group" led by Mr. Eka Cipta Wijaya, with the distribution of shares:

1. PT. Mighty Knight the Great: 67%.
2. Chung Hwa Pulp Corp: 23%.
3. Yuen Fong Paper Manufacturing: 10 %

A year later was the transition period from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, the son of Mr. Eka Cipta Wijaya. This year also Pulp production of 300 tons per day was achieved after modifying production facilities. The existence of this paper mill makes the Perawang paper mill an integrated Pulp and Paper factory. In 1989, the construction of a phase II pulp mill in Perawang was carried out with a capacity of 500 tons per day. The commercial production of the paper mill I was marked by the inauguration of the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe-Aceh. Then in 1990, the construction of the phase II paper mill in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons per day which is one of the largest cultural paper machines in Asia. Phase II pulp mill trial production was carried out. The company sells shares to the public and cooperatives by distributing shares:

1. PT. Puri Nusa Eka Persada: 58.23%
2. Cung Hwa Pulp Corp: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Community: 13.09%

The commercial production of phase II paper mills and phase II pulp mills was carried out in 1991 which was marked by the inauguration of the President of the Republic of Indonesia Mr. Soeharto in Cikampek, West Java. Thus, PT. Indah Kiat Pulp and Paper Corporation is one of Indonesia's pulp and paper producers which is included in the top 150 in the world, followed by the sale of phase II shares to the public and 22 cooperatives carried out with the distribution of shares:

1. PT. Puri Nusa Eka Persada: 54.39%
2. Cung Hwa Pulp Corporation: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Society: 16.93%

And the preparation process for the implementation of the foster father-adopted child program was carried out, which was a linkage program for the large industry with small industry by the Ministry of Industry and the regional government of Dati I Riau. In 1992, preparations for the construction of phase II

of the pulp mill began. The inauguration of adopted children is carried out regarding the leather craft industry, leather shoe industry, batik handicrafts, clothing convection, metal casting, traditional Siak weaving, metal stamps, and others.

And a year later, the construction of phase II of the pulp mill began (pulp 8) with a capacity of 1,300 tons per day where production trials were carried out at the end of the year. Besides that, PT. Indah Kiat Pulp & Paper also helped the government by accepting apprentices from Timor-Leste as many as 20 people based on the Department of Manpower Program. In 1994 the phase III pulp mill operated commercially, joining together with pulp mills I & II to produce high-quality pulp so that its capacity could be increased from 800 tons to 1200 tons per day. Then the construction of a phase IV pulp mill was carried out the following year with a capacity of 1600 tons per day, where trial operations are scheduled for the end of the year. 1997 PT. Indah Kiat Pulp & Paper received another Zero Accident award from the President of the Republic of Indonesia and received an ISO 14001 certificate. At that time the company accepted 5 workers from East Timor. In 1998 the construction of paper mill III with a capacity of 1300 tons per day was achieved and the construction of the Training Center building at a cost of 2 billion was started. PT. Indah Kiat Pulp & Paper is a national private legal entity that is trusted by the government to operate forests and the forest product industry in the form of Forest Logging Rights (HPH) Groups:

1. PT. Arara Abadi, concession area +/- 265,000 Ha.
2. PT. Wira Karya Sakti, concession area +/- 220,000 Ha.
3. PT Mapala Rabda, concession area +/- 155,000 Ha.
4. PT. Dexter Timber Perkasa Indonesia, concession area +/- 51,000 Ha.
5. PT. Murini Timber, concession area +/- 116,000 Ha

Broadly speaking, initially, PT Indah Kiat Pulp & Paper, located in Perawang, produced pulp, which was then sent to a factory located in Perawang. Attack to be reproduced into packaging paper. After that, the production is sent back to the factory in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat main business

activities are in the cultural paper industry, pulp, and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photocopying paper, industrial paper such as packaging paper which includes containerboard (liner board and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard, and colored paper.

The products made by this company not only meet the domestic market but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, the Middle East, Africa, Europe, and the USA.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out its respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk - Perawang Mill:

1. Vision

The vision of PT Indah Kiat Pulp & Paper Tbk. Perawang is an international scale pulp and paper company with excellent paper quality and can compete with other paper companies at both domestic and international levels.

2. Mission

Mission of PT Indah Kiat Pulp & Paper Tbk. Perawang is working with integrity and commitment to customers, employees and shareholders at the same time and paying attention to monitoring the performance and excellent quality of PT Indah Kiat Pulp & Paper Tbk paper products.

2.3 Kind of Business

PT. Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry of Pulp and Paper. The main business activities of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments,

namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (line board and corrugating medium, corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical byproducts. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

Organizational structure is a framework that defines how work tasks are divided, grouped, and coordinated within an organization. This structure describes the hierarchy, authority, and responsibility among various levels and departments. Like the skeleton of a human body, organizational structure provides shape and support for an organization to achieve its goals.

A clear structure helps each individual understand their roles and responsibilities, so that work is neatly structured and directed. This minimizes duplication of effort and increases productivity. A structured flow of information and direction ensures all parties move in sync. Misunderstandings and communication barriers are minimized, so that achieving organizational goals becomes more focused.

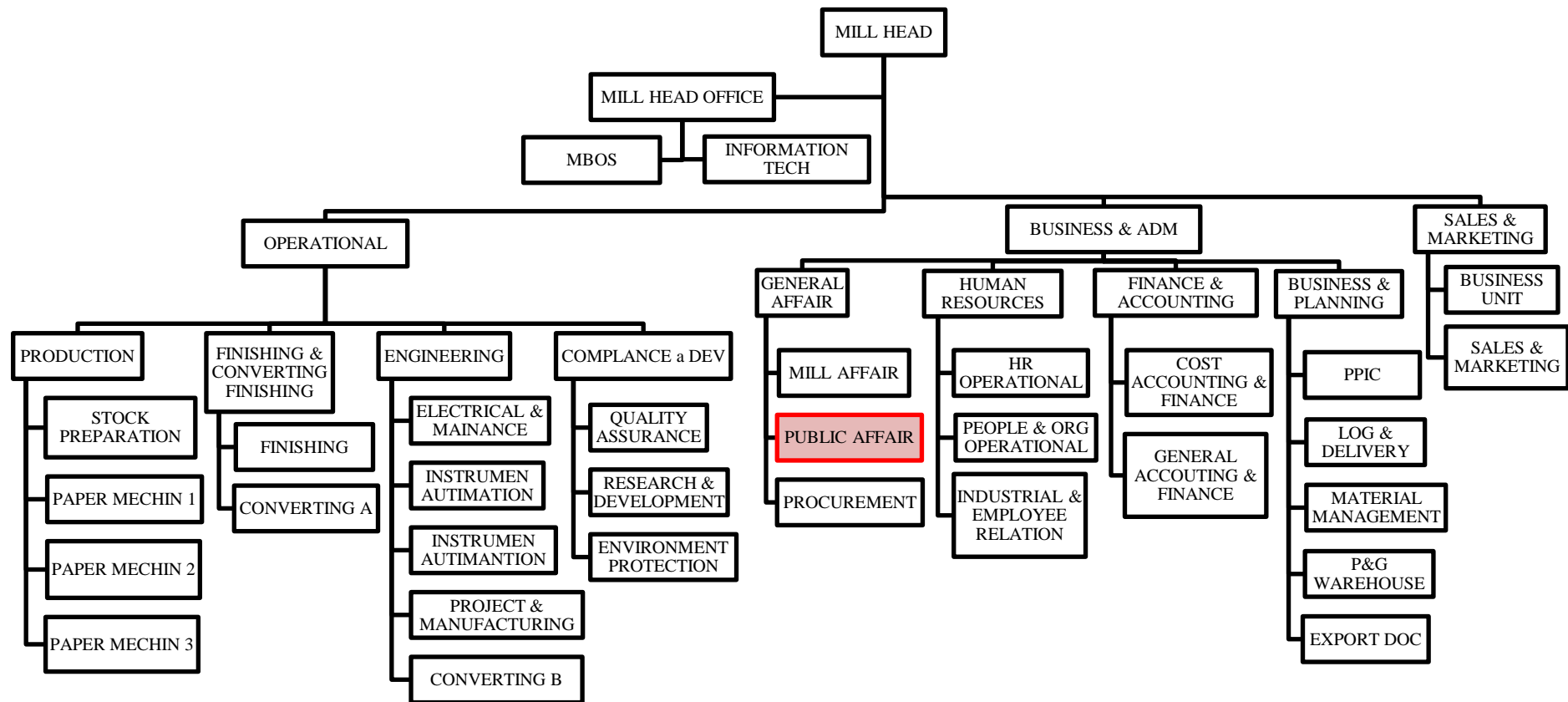


Figure 2.2 The organization structure of PT. Indah Kiat Pulp & Paper Tbk
 Source: PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill

When employees understand their roles and contributions, they feel more valued and motivated. This encourages increased performance and dedication to the organization. The right organizational structure is like a compass that guides the organization towards success. With an effective structure, organizations can achieve their goals more efficiently, directed, and supported by motivated individuals.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions of the functions, obligations, and responsibilities of each section in each field. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2. Below as follows:

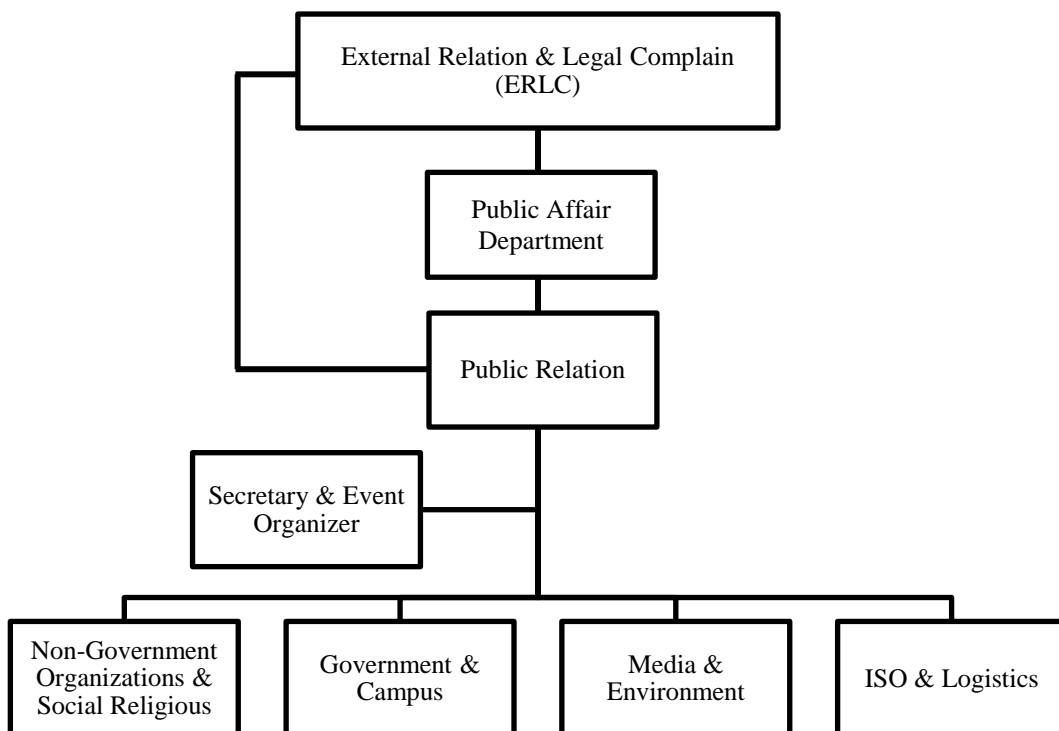


Figure 2.3 The Organization Structure of Public Relation Section
 Source: PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.5 The Working Process

Public Relations (PR) or Public Relations is a strategic function in a company whose role is to build and maintain positive relationships with the public. Public here can refer to various parties, such as customers, investors, media, government, community, employees and local people where the company is located.

Public relations (PR) in PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill has an important role in building a positive image for the company in the eyes of the public, Public Relations is a communication bridge between the company and the public. They are tasked with conveying information accurately and transparently to the public, as well as receiving and responding input from the public. Public Relations at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill also establishes positive relationships that are mutually beneficial, where the company gets information and support from stakeholders, and stakeholders get information and benefits from the company, various company stakeholders, such as the media, investors, and community.

Public relations at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill has an important role in controlling the situation and minimizing the negative impact of a problem that occurs within the company, their duty is to be able to convey correct, clear information to the public regarding problems, build public trust, and help maintain the company's good name in the eyes of the public or the general public. In order for Public Relations to carry out its role effectively, a structured and systematic process is needed. The following are several steps in the Public Relations process at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill:

1. **Research and analysis**

The first step is to conduct research and analysis to understand the public, their needs, and their expectations of the company. Research conducted by Public Relation is useful as a foundation for a communicator. Or in another sense, research has special benefits as a basis for working on important issues, identifying target market groups, measuring results and developing organizational strategies. The process of research activities is

quite complicated and must be carried out in detail. It's not surprising because research is used as the foundation of the Public Relations process. Research starts from defining opportunities or problems, which includes opinions, attitudes, knowledge, market segmentation, competitor strategies, and the daily behavior of the target market. In essence, research must be able to answer the questions 'what does society need from companies?' and what is currently happening. Without doing research, it will be difficult for a Public Relation person to get the latest information that is currently developing in society. As a result, they will rely on guesswork which could influence the failure of the program.

2. Goal setting

After understanding the public, Public Relations then sets the goals to be achieved. These goals must be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound). This stage is very important because it is the basis for making decisions regarding the strategy to be used and how big the potential for success is when it is introduced to the public. Apart from that, the strategy proposed must be able to be used as a solution to problems that have been identified at the research stage.

3. Strategy development

Public Relations then develops strategies to achieve the set goals. This strategy must be adjusted to public targets, budget and available resources.

4. Implementation of the program

Public Relations carries out programs that have been planned precisely and measurably.

5. Evaluation and monitoring

Public Relations regularly evaluates and monitors the effectiveness of programs that have been implemented, measure the level of success of the program that has been implemented and see what the advantages and disadvantages of a program are and be able to see how the community responds to the company. The results of this evaluation are then used to improve future or future programs.

2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially the Division, Public Relations including the following:

1. Paper Aid Handover Form

The Paper Aid Handover Form, especially folio or the form for handing over paper assistance, especially folio paper and A4 paper, is a form of company concern for the Siak district government and also for the community of village officials and offices in the Perawang Mill area.

PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS		
1	Periode	Mei 2024
2	Jumlah Bantuan	1 box
3	Jenis Kertas	folio
4	Instansi Penerima	PPK P. J. Timur
5	Penerima	A. H. M. H.
6	Tanggal Terima	02 Mei 2024
Keterangan:		
Diserahkan Oleh :		Diterima Oleh :
Public Affair		<i>[Signature]</i>

PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS		
1	Periode	Mei 2024
2	Jumlah Bantuan	4 box
3	Jenis Kertas	folio
4	Instansi Penerima	DLH Siak
5	Penerima	Yasmidi
6	Tanggal Terima	3 Mei 2024
Keterangan:		Sudah diambil langsung oleh bapak Yasmidi
Diserahkan Oleh :		Diterima Oleh :
Public Affair		

Figure 2.4 Paper Aid Handover Form

Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

The company provides free paper to Agencies in Siak Regency for work purposes. Every month, the company issues a maximum of 20 boxes, where 1 box each contains 5 reams of paper which are given to each agency in Siak Regency. Each agency is given the opportunity to receive 1 box of paper for two months. The form is used as proof that the paper has been issued and received by the relevant agency.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The practical work program was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill for approximately six months starting from 22 January 2024 to 30 June 2024. During the apprenticeship process we were placed in a different unit, some friends were placed in the Operations Port, and Public Relations of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill.

At the beginning of the practical work program, we will undergo an orientation session that aims to introduce us to the company culture, organizational structure, company values, and the rules and procedures that apply at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill.

Assignment of departments, during the practical work program, we will be placed in one of the departments in the company according to our area of expertise. Such as production, marketing, engineering, logistics, port operations, public relations, industrial relations, or other departments relevant to the Pulp & Paper industry.

In Port Operation, you will be involved in port operations related to the shipping and receiving of pulp and paper products. We will learn about the logistics process, stock management, and coordination with related parties in terms of shipping goods.

In the Public Relations section, we will be involved in activities related to company communication with the public, and problems that occur external to the company, starting from environmental issues and labor issues. We also learn from and are involved in preparing promotional materials, managing social media, organizing corporate events, and media relations.

There are several tasks during the job training in the Public Relations Section at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are as follows:

1. Receive incoming letters and incoming proposals
Receiving incoming proposals is the activity of receiving proposals sent by agencies or organizations that apply for assistance to companies.
2. Conducting Gatherings or Meetings
Conducting gatherings or meetings is to strengthen cooperation with an agency, institution, organization, and others. One of them is discussing current issues, updating project developments, and aligning common visions and goals.
3. Recapitulation of the Handover Paper Assistance
The company provides free paper for agencies in Siak Regency to use in business matters. The form is proof that the paper has been issued and received by the relevant agency
4. Meeting/Event Preparation
The company also has an event organizer to take care of several activities such as industry visits, iftar events together, and other activities.
5. Become a volunteer for the Sinarmas Buddhist Tzu Chi Foundation
The Buddha Tzu Chi Sinarmas Foundation is a charitable organization provided by the company PT. Indah Kiat Pulp & Paper in order to provide humanitarian assistance to local communities and also help in the form of education.

3.2 Systems and Procedures

3.2.1 System

Companies need a system to support the company's activities in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve a company goal.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is the system processed online and offline/manually. PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a company engaged in the paper

and pulp industry where the main raw materials are acacia and eucalyptus wood produced by PT Arara Abadi in HTI (Industrial Plantation Forest) whose location is not only in one area but spread over several areas of Riau Province. Apart from Perawang, PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java, and Banten Province, especially the Serang area. In order for these separate areas to be connected to each other, in their operational activities, and in terms of sending data, PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses a special internet-based company application. As online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.

3.2.2 Procedures

A company in carrying out its activities requires procedures so that everything is done consistently and in accordance with the standards set by the company. Procedures are work sequences that involve several people in one or more departments, which are arranged in such a way as to ensure that transactions that occur frequently are handled effectively and efficiently.

Consistency Procedures help create consistency in the implementation of company tasks and activities. By having clear procedures, everyone in the company can follow the same steps in getting their work done. This helps ensure that each task is performed in a consistent manner and produces a uniform output.

Efficiency Good procedures can increase the company's operational efficiency. Having structured and organized steps, and procedures help eliminate confusion or irregularities in carrying out tasks. This minimizes errors, reduces wasted time, and increases productivity.

Standard Quality Procedures also allow companies to set quality standards that must be adhered to in each activity. By detailing the steps to be followed, the procedure ensures that each job is carried out to meet the set standards. This helps maintain the quality of the product or service provided by the company.

The description of the procedures carried out while carrying out practical work activities (KP) in the division of Public Relations at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is as follows:

1. Receive incoming letters and proposals

Acceptance of incoming letters and proposals sent by agencies or organizations requesting assistance to the company, such as submitting proposals to request assistance for used materials, funds for activities, borrowing halls, and others. The steps in accepting an incoming proposal can be seen in Figure 3.1 as follows:

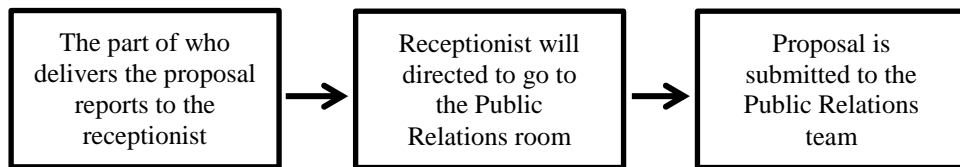


Figure 3.1 Flowchart of Accepting Incoming Proposals

Source: Processed Data 2024

Based on the flowchart above, the first step in receiving an incoming proposal is, for the party sending the proposal to report the name of the organization or agency, then tell the receptionist what the purpose is. After that, the receptionist will direct the person who delivered the proposal to the public relations room. After that, the person submits his proposal to the public relations team, and the proposal has been accepted and will be processed or assessed by the team concerned whether the proposal is worthy or not for assistance.

2. Hold a Gathering or Meeting

Holding a friendly event or meeting is to strengthen cooperation with an agency, institution, organization, etc. One of them is discussing current issues, updating project developments, and aligning shared vision and goals.

Industry Association PT Indah Kiat Pulp & Paper Tbk - Perawang Mill can also be involved in meetings with industry associations in the pulp and paper sector. This meeting can discuss issues related to industrial policy, technological innovation, and sector challenges. Through collaboration with industry associations, companies can share knowledge and experience

with similar companies, and strengthen their position in the industry. The step in conducting a gathering or meeting can be seen in Figure 3.2 as follows:

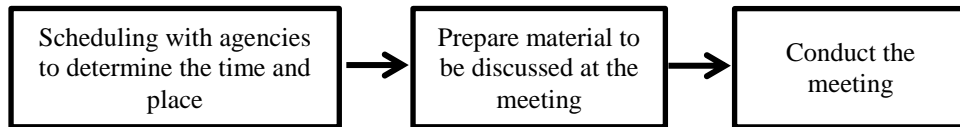


Figure 3.2 Flowchart of Hold a Gathering or Meeting

Source: Processed Data 2024

Based on the flowchart above, the first step in conducting a gathering or meeting is starting from Scheduling to determine the time and place. Usually this scheduling is done by sending a letter, if this meeting is held by another agency, they usually enter a letter first. However, often several agencies or institutions make scheduling via telephone and email. Then the Head of Public Relations prepared materials for the meeting. Then do the meeting, but usually before the meeting do follow-up by telephone.

3. Fill out the Paper Assistance Handover Form

The company provides free paper assistance to agencies in Siak Regency to be used for business matters and local government needs, especially Folio or A4 paper. This form is proof that the paper has been issued or given and received by the relevant agency. The several steps in filling out the Paper Aid Handover Form can be seen in Figure 3.3 as follows:

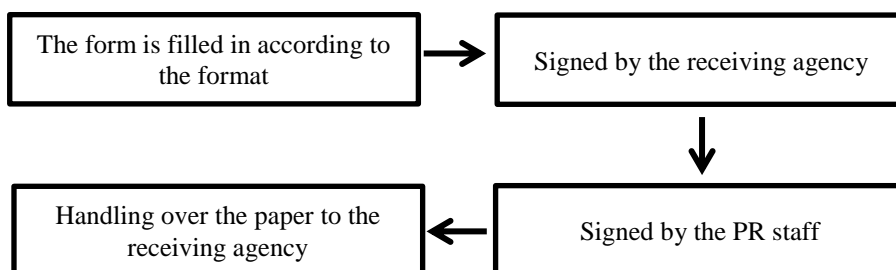


Figure 3.3 Flowchart of Fill out the Paper Assistance Handover Form

Source: Processed Data 2024

4. Campus Relations

Activities related to collaboration with PT. Indah Kiat Pulp and Paper Tbk. Perawang with universities or campuses in terms of workforce training, industrial visits, research, and other activities to strengthen collaboration between industry and education. Talking about collaboration, there is something called industrial vocation, the activities include:

a. Curriculum synchronization

By equalizing education quality standards between schools and industry, with this curriculum synchronization there is a link and match between the world of education and the world of industry.

b. Lecturer / Teacher Internship

Improving the quality of learning and teaching materials for certain courses in higher education. Proposing lecturers are more connected and matched with the world of industry and the world of work through direct involvement of lecturers in the industrial world where lecturers carry out internships.

c. Teaching Factory

By inviting expert employees to discuss presentations according to needs, it is possible for students to learn, understand, explore and clearly experience industrial operations.

d. Student or Student Internship Job Training

The internship program is very important for students who want to increase their work experience and expand their relationships in the world of work. Students will be placed at PT. Indah Kiat Pulp and Paper Tbk. Perawang and given assignments or work according to the field of interest.

5. Event Organizer

The company also organizes event organizers to organize several activities such as industrial visits, breaking the fast together, joint iftar events, Labor Day events and other activities involving the company. Event organizers, better known as EOs, will help improve the quality and smoothness of your series of events. Supported by a team that is experienced in handling

various types of events. In a more specific scope, being an Event Organizer means that we are responsible for everything that happens behind the scenes. Some of these responsibilities include:

- a. Event planning: You will design and plan all aspects of the event, including location selection, event theme, timing, and other logistical needs.
- b. Coordination of vendors and suppliers: You will communicate with the vendors and suppliers involved in the event, such as food providers, audiovisual equipment, decorations, and so on. You will arrange contracts, negotiate prices, and ensure that all requirements are met.
- c. Implementation of the event: You will manage all the technical details of the event, including selecting and preparing the venue, preparing the schedule, coordinating with the implementation team, and managing all operational aspects.
- d. Budget management: You will manage the event budget, ensure expenses stay within set limits, and seek creative solutions to optimize the use of funds.
- e. Team management: You will lead a team of event organizers, coordinate their work, and ensure effective collaboration between team members.
- f. Event supervision: You will monitor the overall course of the event, ensure all preparations and execution run smoothly, and address any issues that may arise during the event.
- g. Evaluation and feedback: After the event is over, you will evaluate the success of the event, receive feedback from attendees and clients, and record lessons that can be applied for future improvements.



Figure 3.4 Documentation of Event Organizer breaking the fast together

Source: Processed Data 2024

By being responsible for everything behind the scenes, the Event Organizer plays a vital role in creating a successful, smooth, and satisfying event experience for all parties involved.

6. Design and Creating Promotion Tools

create video/photo content designs for important moments of each activity or event to be shared by the company as public information, and also design banners, banners and logos for the purposes of each activity.

7. Become a volunteer with the Buddhist Tzu Chi Sinarmas Foundation

The Buddhist Tzu Chi Sinarmas Foundation is a charitable institution provided by the company PT. Indah Kiat Pulp & Paper in order to provide humanitarian assistance to local communities and also assistance in the form of education.



Figure 3.5 Documentation of Volunteer Sinarmas Buddhist Tzu Chi Foundation

Source: Processed Data 2024

PT Indah Kiat Pulp & Paper, which is part of the Sinarmas Group, supports the social activities of the Buddha Tzu Chi Sinarmas Foundation. The Buddhist Tzu Chi Foundation is a non-profit organization founded in Taiwan in 1966 by Master Cheng Yen. The purpose of this foundation is to spread love and humanity and provide assistance to those in need.

The social activities sponsored by the Buddha Tzu Chi Sinarmas Foundation under the auspices of PT Indah Kiat Pulp & Paper cover various fields, one of which is humanitarian assistance, education, health, and the environment. One of the activities that Tzu Chi Sinarmas has provided is providing assistance to victims of natural disasters, providing educational scholarships to underprivileged children, organizing food programs for hungry people, or holding environmental campaigns to raise awareness about the importance of protecting nature.

PT Indah Kiat Pulp & Paper's support for this charity activity shows the company's commitment to participating in social activities and providing benefits to the communities around their operational areas. The Sinarmas Group in general is also known for its commitment to social and

environmental responsibility through various charity programs and sustainability activities carried out in various sectors.

3.3 Place of Apprenticeship

Job Training activities carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill Factory located on Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During practical work, the author was placed in the Public Relations Section. The following are company provisions regarding the schedule or time for carrying out practical work as follows:

Table 3.1. The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No	Day	Working Hours	Break
1	Monday to Thursday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Friday	07.00 - 17.00 WIB	11.30 - 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

3.4 Kind and Description of the Activity

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from January 22, 2024, to January 26, 2024, can be seen in the table below as follows:

Table 3.2 Daily activities of January 22th, 2024 to January 26th, 2024

No	Date and time	Activities	Place
1	Monday, 22 January 2024	• Safety Induction	• Smart house CSR IKPP
2	Tuesday, 23 January 2024	• division of unit placement • industrial and campus collaboration meetings	• Smart house CSR IKPP • Cafe in Pekanbaru
3	Wednesday, 24 January 2024	• Recap of paper aid handover receipt • Recapitulation of internship and job application letters • Visits to MSMEs assisted by IKPP	• Public relation • Public relation • Perawang
4	Thursday, 25 January 2024	• POLBENG industrial visit meeting • Recap of paper aid handover receipt	• IKPP Factory • Public Relation
5	Friday, 26 January 2024	• Recapitulation of internship and job application letters	• Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from January 29, 2024, to February 02, 2024, can be seen in the table below as follows:

Table 3.3 Daily activities of January 29th, 2024 to February 02th, 2024

No	Date and time	Activities	Place
1	Monday, 29 January 2024	<ul style="list-style-type: none"> • Recapitulation of internship and job application letters • Create a PPT design "vocational education challenges" 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 30 January 2024	<ul style="list-style-type: none"> • Create documents regarding requests for material goods • Input type and size in the document 	<ul style="list-style-type: none"> • Public relation • Public relation
3	Wednesday, 31 January 2024	<ul style="list-style-type: none"> • Conduct a field survey on the distribution of basic food coupons 	<ul style="list-style-type: none"> • Tualang Village
4	Thursday, 01 February 2024	<ul style="list-style-type: none"> • Conduct a field survey on the distribution of basic food coupons • Revision of PPT creation and design 	<ul style="list-style-type: none"> • Tualang village • Public relation
5	Friday, 02 February 2024	<ul style="list-style-type: none"> • meeting regarding dual system vocational training 	<ul style="list-style-type: none"> • IKPP main building

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from February 05, 2024, to February 09, 2024, can be seen in the table below as follows:

Table 3.4 Daily activities of February 05th, 2024 to February 09th, 2024

No	Date and time	Activities	Place
1	Monday, 05 February 2024	<ul style="list-style-type: none"> • Helping with work in the office • Escorting intern students to the mess 	<ul style="list-style-type: none"> • Public relation • Mess 26k/IKPP
2	Tuesday, 06 February 2024	<ul style="list-style-type: none"> • Helping with work in the office • Distribution of basic necessities to Tualang and Pinang Sebatang villages • Delivery of intern students to the unit 	<ul style="list-style-type: none"> • Public relation • Tualang and Pinang Sebatang village • IKPP main building
3	Wednesday, 07 February 2024	<ul style="list-style-type: none"> • Create rules for writing PT.IKPP practical work reports • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation
4	Thursday, 08 February 2024	Isra mi'raj (holiday)	-
5	Friday, 09 February 2024	<ul style="list-style-type: none"> • Create rules for writing PT.IKPP practical work reports • Distribution of equipment for PKL students • Delivery of street vendor students to the mess 	<ul style="list-style-type: none"> • Public relation • Public relation • Mess 26k/IKPP

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from February 12, 2024, to February 16, 2024, can be seen in the table below as follows:

Table 3.5 Daily activities of February 12th, 2024 to February 16th, 2024

No	Date and time	Activities	Place
1	Monday, 12 February 2024	<ul style="list-style-type: none"> • Helping with work in the office • Create rules for writing PT.IKPP practical work reports 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 13 February 2024	<ul style="list-style-type: none"> • Riau Banking Vocational School collaboration meeting • Help with office work • Recap of paper aid handover receipt 	<ul style="list-style-type: none"> • IKPP main building • Public relation • Public relation
3	Wednesday, 14 February 2024	General election day	-
4	Thursday, 15 February 2024	<ul style="list-style-type: none"> • Guided SMKN 3 Mandau on industrial visits • Helping with work in the office 	<ul style="list-style-type: none"> • Chemical unit • Public relation
5	Friday, 16 February 2024	<ul style="list-style-type: none"> • Recapitulation of internship and job application letters • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from February 19, 2024, to February 23, 2024, can be seen in the table below as follows:

Table 3.6 Daily activities of February 19th, 2024 to February 23th, 2024

No	Date and time	Activities	Place
1	Monday, 19 February 2024	<ul style="list-style-type: none"> • Recapitulation of internship and job application letters • Help with office work • Collaborative visit from UNRI 	<ul style="list-style-type: none"> • Public relation • Public relation • Quality Assurance building
2	Tuesday, 20 February 2024	<ul style="list-style-type: none"> • Delivery of intern students to the unit • Help with office work • Recap of paper aid handover receipt 	<ul style="list-style-type: none"> • Mess 26k • Public relation • Public relation
3	Wednesday, 21 February 2024	<ul style="list-style-type: none"> • Recap of receipt of goods • Help with office work • Scan of letter documents 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
4	Thursday, 22 February 2024	<ul style="list-style-type: none"> • Make a schedule for receiving incoming letters • Recap and organize the letter • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
5	Friday, 23 February 2024	<ul style="list-style-type: none"> • prepare and scan internship cooperation letter documents • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from February 26, 2024, to March 01, 2024, can be seen in the table below as follows:

Table 3.7 Daily activities of February 26th, 2024 to March 01th, 2024

No	Date and time	Activities	Place
1	Monday, 26 February 2024	<ul style="list-style-type: none"> • Scan of internship collaboration documents • Help with office work • Delivery of intern students to the mess 	<ul style="list-style-type: none"> • Public relation • Public relation • Mess 26k
2	Tuesday, 27 February 2024	<ul style="list-style-type: none"> • Explain to guests the internship application process • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation
3	Wednesday, 28 February 2024	<ul style="list-style-type: none"> • Prepare and scan documents for internship request letters • Designing and designing district audition brochures. Tualang • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
4	Thursday, 29 February 2024	<ul style="list-style-type: none"> • Designing and designing district audition brochures. Tualang • Help with office work • Designing audition banners for Tualang District 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
5	Friday, 01 March 2024	<ul style="list-style-type: none"> • Serve guests in the office • visited YPPI Tualang Elementary School for Tzu Chi Buddhist activities 	<ul style="list-style-type: none"> • Public relation • TK & YPPI Tualang

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from March 04, 2024, to March 08, 2024, can be seen in the table below as follows:

Table 3.8 Daily activities of March 04th, 2024 to March 08th, 2024

No	Date and time	Activities	Place
1	Monday, 04 March 2024	<ul style="list-style-type: none"> • Designing and designing district audition brochures. Tualang • Help with office work • Designing audition banners for Tualang District 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
2	Tuesday, 05 March 2024	<ul style="list-style-type: none"> • Designing audition banners for Tualang District (revision) • Delivery of intern students to the unit 	<ul style="list-style-type: none"> • Public relation • IKPP factory
3	Wednesday, 06 March 2024	<ul style="list-style-type: none"> • Scanned documents • Preparations for the opening of the audition for young preachers in Tualang sub-district • Help with office work 	<ul style="list-style-type: none"> • Public relation • Smart home IKPP • Public relation
4	Thursday, 07 March 2024	<ul style="list-style-type: none"> • The committee for the opening of auditions for young preachers in Tualang sub-district 	<ul style="list-style-type: none"> • Public relation • Smart home IKPP

No	Date and time	Activities	Place
		<ul style="list-style-type: none"> • Editing photos and videos of young dai auditions • Preparation of school MOU reports 	<ul style="list-style-type: none"> • Public relation
5	Friday, 08 March 2024	<ul style="list-style-type: none"> • Make a report on the educational agency internship MOU with IKPP • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from March 11, 2024, to March 15, 2024, can be seen in the table below as follows:

Table 3.9 Daily activities of March 11th, 2024 to March 15th, 2024

No	Date and time	Activities	Place
1	Monday, 11 March 2024	Saka New Year (holiday)	-
2	Tuesday, 12 March 2024	<ul style="list-style-type: none"> • Young preacher audition preparation 	<ul style="list-style-type: none"> • Smart home IKPP
3	Wednesday, 13 March 2024	<ul style="list-style-type: none"> • Documentation of dai audition participants • Control the tool 	<ul style="list-style-type: none"> • Smart home IKPP • Smart home IKPP
4	Thursday, 14 March 2024	<ul style="list-style-type: none"> • Documentation of dai audition participants • Control the tool • Help with office work 	<ul style="list-style-type: none"> • Smart home IKPP • Smart home IKPP • Public relation
5	Friday, 15 March 2024	<ul style="list-style-type: none"> • Make audition footage • Help with office work 	<ul style="list-style-type: none"> • Smart home IKPP • Smart home IKPP

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from March 18, 2024, to March 22, 2024, can be seen in the table below as follows:

Table 3.10 Daily activities of March 18th, 2024 to March 22th, 2024

No	Date and time	Activities	Place
1	Monday, 18 March 2024	<ul style="list-style-type: none"> • Survey and taking seeds to IKPP assistance • Documentation of young dai's audition • Accompanying industrial cooperation discussions with educational institutions 	<ul style="list-style-type: none"> • Perawang • Smart home IKPP • Perawang
2	Tuesday, 19 March 2024	<ul style="list-style-type: none"> • Editing the young dai's audition video • Breaking the fast with IKPP public relations alumni 	<ul style="list-style-type: none"> • Smart home IKPP • Pekanbaru
3	Wednesday, 20 March 2024	<ul style="list-style-type: none"> • Help with office work • Document recap 	<ul style="list-style-type: none"> • Public relation • Public relation
4	Thursday, 21 March 2024	<ul style="list-style-type: none"> • Accompanying the signing of the MOU with SMKN 7 Pekanbaru 	<ul style="list-style-type: none"> • Pekanbaru
5	Friday, 22 March 2024	<ul style="list-style-type: none"> • Accompanying industrial visits from agencies • Help with office work 	<ul style="list-style-type: none"> • Cut size building

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from March 25, 2024, to March 29, 2024, can be seen in the table below as follows:

Table 3.11 Daily activities of March 25th, 2024 to March 29th, 2024

No	Date and time	Activities	Place
1	Monday, 25 March 2024	<ul style="list-style-type: none"> • Explain the company's prohibitions and obligations to new PKL students • Accompany you to the unit • Assisting in providing evaluations to PKL students 	<ul style="list-style-type: none"> • Public relation • IKPP factory • IKPP factory
2	Tuesday, 26 March 2024	<ul style="list-style-type: none"> • Meeting with all office employees • Meeting with the young dai audition jury 	<ul style="list-style-type: none"> • Public relation • Perawang
3	Wednesday, 27 March 2024	<ul style="list-style-type: none"> • Create a young preacher audition banner design • Create invitation designs 	<ul style="list-style-type: none"> • Public relation • Public relation
4	Thursday, 28 March 2024	<ul style="list-style-type: none"> • Revision of the young preacher's audition banner design • Revision of invitation design 	<ul style="list-style-type: none"> • Public relation • Public relation
5	Friday, 29 March 2024	<ul style="list-style-type: none"> • Decorating the young preacher's audition building as well as breaking the fast with the Siak district government 	<ul style="list-style-type: none"> • Building in the bunut mess

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from April 01, 2024, to April 05, 2024, can be seen in the table below as follows:

Table 3.12 Daily activities of April 01th, 2024 to April 05th, 2024

No	Date and time	Activities	Place
1	Monday, 01 April 2024	<ul style="list-style-type: none"> • Help with office work • Recap of Eka Tjipta Foundation scholarship applicants 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 02 April 2024	<ul style="list-style-type: none"> • Recap of Eka Tjipta Foundation scholarship applicants • Editing and compiling office documents 	<ul style="list-style-type: none"> • Public relation • Public relation
3	Wednesday, 03 April 2024	<ul style="list-style-type: none"> • Help with office work • Recap of Eka Tjipta Foundation scholarship applicants 	<ul style="list-style-type: none"> • Public relation • Public relation
4	Thursday, 04 April 2024	<ul style="list-style-type: none"> • Accompanying the meeting with MUI Siak • Help with office work 	<ul style="list-style-type: none"> • Siak city • Public relation
5	Friday, 05 April 2024	<ul style="list-style-type: none"> • Distribution of basic food packages to orphans and poor people • documentation of distribution of basic food packages 	<ul style="list-style-type: none"> • Smart home IKPP • Smart home IKPP

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from April 08, 2024, to April 12, 2024, can be seen in the table below as follows:

Table 3.13 Daily activities of April 08th, 2024 to April 12th, 2024

No	Date and time	Activities	Place
1	Monday, 08 April 2024	Eid al-Fitr (permission)	-
2	Tuesday, 09 April 2024	Eid al-fitr (permission)	-
3	Wednesday, 10 April 2024	Eid al-fitr	-
4	Thursday, 11 April 2024	Eid al-fitr	-
5	Friday, 12 April 2024	Eid al-fitr (permission)	-

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from April 15, 2024, to April 19, 2024, can be seen in the table below as follows:

Table 3.14 Daily activities of April 15th, 2024 to April 19th, 2024

No	Date and time	Activities	Place
1	Monday, 15 April 2024	<ul style="list-style-type: none"> • Help with office work • Recap of application documents • Serving office guests 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
2	Tuesday, 16 April 2024	<ul style="list-style-type: none"> • Help with office work <ul style="list-style-type: none"> • Distribute meeting invitations 	<ul style="list-style-type: none"> • Public relation • Perawang city
3	Wednesday, 17 April 2024	<ul style="list-style-type: none"> • Help complete documents • Accompanying meetings with MSMEs assisted by CSR 	<ul style="list-style-type: none"> • Public relation • Perawang city
4	Thursday, 18 April 2024	<ul style="list-style-type: none"> • Help prepare the meeting room • Help with office work 	<ul style="list-style-type: none"> • Pindodeli factroy • Public relation
5	Friday, 19 April 2024	<ul style="list-style-type: none"> • Video and photo documentation of dual system vocational training • Accompany the head of the Manpower Department to see the process of making tissue products 	<ul style="list-style-type: none"> • Pindodeli factory • IKPP factory

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from April 22, 2024, to April 26, 2024, can be seen in the table below as follows:

Table 3.15 Daily activities of April 22th, 2024 to April 26th, 2024

No	Date and time	Activities	Place
1	Monday, 22 April 2024	<ul style="list-style-type: none"> • Help with office work • Editing videos and photos of dual system vocational training 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 23 April 2024	<ul style="list-style-type: none"> • Photo and video documentation of the process of making paper products • Documentary video editing 	<ul style="list-style-type: none"> • IKPP factory • Public relation
3	Wednesday, 24 April 2024	<ul style="list-style-type: none"> • Provide an explanation of the company's obligations and prohibitions to PKL students • Delivery of PKL students to the unit 	<ul style="list-style-type: none"> • Public relation • IKPP factory
4	Thursday, 25 April 2024	<ul style="list-style-type: none"> • Help create and design PPTelp prepare the meeting room • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation
5	Friday, 26 April 2024	<ul style="list-style-type: none"> • Create company e-mail • Answer office telephone calls 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from April 29, 2024, to May 03, 2024, can be seen in the table below as follows:

Table 3.16 Daily activities of April 29th, 2024 to May 03th, 2024

No	Date and time	Activities	Place
1	Monday, 29 April 2024	<ul style="list-style-type: none"> • Designing a sign prohibiting crossing the Kencong river • Lowering the ban on CSR programs 	<ul style="list-style-type: none"> • Perawang city • Perawang city
2	Tuesday, 30 April 2024	<ul style="list-style-type: none"> • Record and recap the handover of paper assistance • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation
3	Wednesday, 01 May 2024	International labor day (holiday)	-
4	Thursday, 02 May 2024	<ul style="list-style-type: none"> • Record and recap the handover of paper assistance • Mayday shirt design 	<ul style="list-style-type: none"> • Public relation • Public relation
5	Friday, 03 May 2024	<ul style="list-style-type: none"> • Revision of Mayday shirt design • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from May 06, 2024, to May 10, 2024, can be seen in the table below as follows:

Table 3.17 Daily activities of May 06th, 2024 to May 10th, 2024

No	Date and time	Activities	Place
1	Monday, 06 May 2024	<ul style="list-style-type: none"> • Help with office work • Answer office telephone calls • Record the handover of paper assistance 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
2	Tuesday, 07 May 2024	<ul style="list-style-type: none"> • Deliver company documents to the relevant units • Help with office work • Record the handover of paper assistance 	<ul style="list-style-type: none"> • IKPP main building • Public relation • Public relation
3	Wednesday, 08 May 2024	<ul style="list-style-type: none"> • Revision of Mayday shirt design • Accompanying company representatives at the Farewell party at SMKN 1 Tualang 	<ul style="list-style-type: none"> • Public relation • Gor Tualang
4	Thursday, 09 May 2024	<ul style="list-style-type: none"> • Revision of Mayday shirt design • Help with office work • Deliver documents to the relevant units 	<ul style="list-style-type: none"> • Public relation • Public relation • IKPP manin building
5	Friday, 10 May 2024	<ul style="list-style-type: none"> • Accompany unit meetings to create company profile videos • Help with office work 	<ul style="list-style-type: none"> • IKPP main building • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from May 13, 2024, to May 17, 2024, can be seen in the table below as follows:

Table 3.18 Daily activities of May 13th, 2024 to May 17th, 2024

No	Date and time	Activities	Place
1	Monday, 13 May 2024	<ul style="list-style-type: none"> • Help with office work • Accompanying the company profile video shoot on the pulp machine and wood preparation 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
2	Tuesday, 14 May 2024	<ul style="list-style-type: none"> • Accompanying industrial visits from schools and explaining the company • Help with office work • Answer office telephone calls 	<ul style="list-style-type: none"> • IKPP main building • Public relation • Public relation
3	Wednesday, 15 May 2024	<ul style="list-style-type: none"> • Accompany industrial visits from campus lecturers and explain the company • Help with office work • Answer office telephone calls 	<ul style="list-style-type: none"> • IKPP main building • Public relation • Public relation
4	Thursday, 16 May 2024	<ul style="list-style-type: none"> • Create and edit important company letters • Provide handover of paper assistance 	<ul style="list-style-type: none"> • Public relation • Public relation
5	Friday, 17 May 2024	<ul style="list-style-type: none"> • Make preparations for mayday • Create and edit videos related to the lively activities of SMK 2024 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from May 20, 2024, to May 24, 2024, can be seen in the table below as follows:

Table 3.19 Daily activities of May 20th, 2024 to May 24th, 2024

No	Date and time	Activities	Place
1	Monday, 20 May 2024	<ul style="list-style-type: none"> • Accompanying career incubator activities at UNRI • Documentation of activities 	<ul style="list-style-type: none"> • Pekanbaru • Pekanbaru
2	Tuesday, 21 May 2024	<ul style="list-style-type: none"> • Revision of video editing related to the lively activities of SMK 2024 • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation
3	Wednesday, 22 May 2024	<ul style="list-style-type: none"> • Create and edit letters related to student internships • Create and edit videos of Mayday activities 	<ul style="list-style-type: none"> • Public relation • Public relation
4	Thursday, 23 May 2024	Waisak day (holiday)	-
5	Friday, 24 May 2024	<ul style="list-style-type: none"> • help with office work • provide handover of paper assistance • Answer company telephone calls 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from May 27, 2024, to May 31, 2024, can be seen in the table below as follows:

Table 3.20 Daily activities of May 27th, 2024 to May 31th, 2024

No	Date and time	Activities	Place
1	Monday, 27 May 2024	<ul style="list-style-type: none"> • Scan documents • Provide handover of paper assistance 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 28 May 2024	<ul style="list-style-type: none"> • Help with office work • Tzu Chi white ash training • Tzu Chi training video editing documentation 	<ul style="list-style-type: none"> • Public relation • IKPP main building
3	Wednesday, 29 May 2024	<ul style="list-style-type: none"> • Editing Tzu Chi training videos • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation
4	Thursday, 30 May 2024	<ul style="list-style-type: none"> • Tzu Chi patient survey • Check and record 26k mess occupants • Help with office work 	<ul style="list-style-type: none"> • Perawang city • Mess 26k • Public relation
5	Friday, 31 May 2024	<ul style="list-style-type: none"> • Help with office work • work together • Make a PKL report 	<ul style="list-style-type: none"> • Public relation • Kencong river • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from June 03, 2024, to June 07, 2024, can be seen in the table below as follows:

Table 3.21 Daily activities of June 03th, 2024 to June 07th, 2024

No	Date and time	Activities	Place
1	Monday, 03 June 2024	<ul style="list-style-type: none"> • Mutual cooperation with office renovations • Provide handover of paper assistance 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 04 June 2024	<ul style="list-style-type: none"> • CSR field survey in Pinang Sebatang Barat • MSME logo design • Explain the company's obligations and prohibitions to PKL students 	<ul style="list-style-type: none"> • Pinang sebatang barat • Public relation • Public relation
3	Wednesday, 05 June 2024	<ul style="list-style-type: none"> • UMKM Frans Woven Sungai Apit logo design • Smart home book list recap 	<ul style="list-style-type: none"> • Public relation • Public relation
4	Thursday, 06 June 2024	<ul style="list-style-type: none"> • Field survey for CSR UMKM development, Frans weaving and weaving, Bu Atun Siak • Smart home book list recap 	<ul style="list-style-type: none"> • Sungai apit, Siak • Public relation
5	Friday, 07 June 2024	<ul style="list-style-type: none"> • Accompanying the meeting with the head of Pinang Sebatang Barat village • Field survey in Pinang Sebatang Barat 	<ul style="list-style-type: none"> • Pinang sebatang barat

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from June 10, 2024, to June 14, 2024, can be seen in the table below as follows:

Table 3.22 Daily activities of June 10th, 2024 to June 14th, 2024

No	Date and time	Activities	Place
1	Monday, 10 June 2024	<ul style="list-style-type: none"> • Smart home book list recap • Create and design proklam banners 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 11 June 2024	<ul style="list-style-type: none"> • Smart home book list recap • Create and edit MSME videos • Proklam banner fix design 	<ul style="list-style-type: none"> • Public relation • Public relation • Public relation
3	Wednesday, 12 June 2024	<ul style="list-style-type: none"> • Accompany the release of goods from the material warehouse • Preparation of proklam activities • Smart home book list recap 	<ul style="list-style-type: none"> • IKPP factory • Public relation • Public relation
4	Thursday, 13 June 2024	<ul style="list-style-type: none"> • Accompanying proklam activities in Pinang Sebatang Barat village • Video documentation of proklam activities 	<ul style="list-style-type: none"> • Pinang sebatang barat village
5	Friday, 14 June 2024	<ul style="list-style-type: none"> • Smart home book list recap • Make an internship report 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from June 17, 2024, to June 21, 2024, can be seen in the table below as follows:

Table 3.23 Daily activities of June 17th, 2024 to June 21th, 2024

No	Date and time	Activities	Place
1	Monday, 17 June 2024	Eid al-Adha (holiday)	-
2	Tuesday, 18 June 2024	<ul style="list-style-type: none"> • Provide explanations of internship information for guests • Make a PKL report 	<ul style="list-style-type: none"> • Public relation • Public relation
3	Wednesday, 19 June 2024	<ul style="list-style-type: none"> • Make a PKL report • Create an UMKM PPT design • Field survey of MSME locations 	<ul style="list-style-type: none"> • Public relation • Public relation • Perawang
4	Thursday, 20 June 2024	<ul style="list-style-type: none"> • Make a PKL report • Delivery of PKL students to the unit • Installation of MTQ banners from the company 	<ul style="list-style-type: none"> • Public relation • Public relation • Tualang
5	Friday, 21 June 2024	<ul style="list-style-type: none"> • Make a PKL report • Editing and creating MSME proposals 	<ul style="list-style-type: none"> • Public relation • Public relation

Source: Processed data 2024

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from June 24, 2024, to June 28, 2024, can be seen in the table below as follows:

Table 3.24 Daily activities of June 24th, 2024 to June 28th, 2024

No	Date and time	Activities	Place
1	Monday, 24 June 2024	<ul style="list-style-type: none"> • Make a PKL report • Help with office work 	<ul style="list-style-type: none"> • Public relation • Public relation
2	Tuesday, 25 June 2024	<ul style="list-style-type: none"> • Make a PKL report • Photos of MSME products 	<ul style="list-style-type: none"> • Public relation • Public relation
3	Wednesday, 26 June 2024	<ul style="list-style-type: none"> • Make a PKL report 	<ul style="list-style-type: none"> • Public relation
4	Thursday, 27 June 2024	<ul style="list-style-type: none"> • Make a PKL report 	<ul style="list-style-type: none"> • Public relation
5	Friday, 28 June 2024	<ul style="list-style-type: none"> • Make a PKL report 	<ul style="list-style-type: none"> • Public relation

Source: Processed data 2024

3.5 Services To The Community Through The IKAMI Organization

3.5.1 History of the IKAMI organization

The IKAMI organization was founded in 1998, IKAMI was initially called KMI (Korp Mubalig Indah Kiat) until 2006 and then changed its name to IKAMI (Indah Kiat Mubalig Association). The IKAMI organization was initially led by the late Mr. Sofyan, then the leadership was continued by the late Mr. Haji Samsulhidayah until in 2018 his leadership was replaced by Mr. Jasrimal, who was previously the secretary of the late Mr. Haji Samsulhidayah until now. IKAMI has members who come from preachers from the Indah Kiat company, so far it has 34 members and has a departure schedule to give lectures once a month for each area which is determined in turn with other members.

The establishment of IKAMI was based on collaboration with the company PT. Indah Kiat Pulp & Paper Tbk Perawang Mill with the aim of providing enlightenment on Islamic religious knowledge to the people in the environment around the company, especially in remote areas such as Gasip, Minas, and others because access to get there is so difficult that IKAMI members have to cross the river. First use a boat to get to the area.

3.5.2 IKAMI organizational activities

The activities of the IKAMI organization itself are not only limited to giving lectures or sermons every Friday, but its activities also include giving lectures on Islamic holidays such as the Isra Miraj of the Prophet Muhammad SAW, the Prophet's birthday, and the Islamic New Year. Friday sermons themselves are routinely held. alternately by IKAMI organization missionaries in different places in Perawang and surrounding areas, with each trip facilitated and funded by the company PT. Indah Kiat Pulp & Paper Tbk Perawang Mill.

DAFTAR MASJID KUNJUNGAN IKAMI

JALAN MINAS DAN SEKITARNYA			BUATAN DAN TELUK RIMBA		
KODE	NAMA MASJID	ALAMAT MASJID	KODE	NAMA MASJID	ALAMAT MASJID
A	AL IKHLAS	MINAS TIMUR	O	AL MUJAHIDIN	KU'ALA GASIB
B	AL HIDAYAH	MINAS TIMUR	P	NURUL YAKIN	SIGINTIL
C	AL MUKMININ	MINAS TIMUR	Q	NURUL IMAN	KAMPARI
BUNUT DAN MANDIANGIN			R	NURUL IMAN	TELUK RIMBA
			S	ASSHOLIHIN	BUATAN 1
			T	AL MUKMININ	PERBAUGAN
			U	AL MUFAMALAH	TELUK LANCANG
			KOTO GASIB DAN SEKITARNYA		
01	NURUL HAQ	GG KANCIL			
02	ATTAQWA	BLKG PASAR KM 4 PRW			
03	AL MUKMIN	BLK PIPA KM 4 PRW			
04	AL HIRAH	JLN PIPA CPI			
E	AL-HIDAYAH	KM-11-SIMPANG-4	05	AL JIHAD	JL SUKARAMAI UJUNG
F	BAITURRAHMAN	KOTO GASIB	06	AL FURQAN	KPR 2 PT IKPP
SUNGAI MANDAU DAN SEKITARNYA			07	AL HIDAYATULLAH	KM4.5 PERAWANG
			08	ARRAHMAT	JL SMA- GG RAHMAT
			09	RAUDAH	JL GARUDA KM 6 PRW
			10	RAUDATUL JANNAH	BTN KM 6
			11	NURUL HIDAYAH	KM 6.5 PERAWANG
K	AL-IBRAHIM	DS-2-S-SELODANG	12	ISTIQAMAH	GG ISTIQAMAH KM 6 PRW
L	AL-MUKHLISHIN	DS-2-S-SELODANG	13	AL MUKLISHIN	BUNUT PS BARAT
M	NURUL-HIKMAH	MUARA-KEKANTAN	14	RAUDATUL IBADAH	BTN CENDRAWASIH
PERAWANG DAN SEKITARNYA			15	MUJAHIDIN	MESS 26K PT IKPP
			16	NURUL IMAN	MESS SUPIR BUNUT
			17	AL JIHAD	DEPAN PASAR BUNUT
			18	NURUL IKHLAS	BTN BUNUT
			19	AL HIDAYAH	JL INDAH KASIH GG UTAMA
33	ASH-SHOHQIN	JL KANDIS	20	AL IKHLAS	JL M ALI UJUNG KM 6 PRW
34	AN-NULUR	KOPKAR	21	AL MUKMIN	JL HANG JERAT GG MUSLIM
35	NUR IKHLAS	JL DURIAN KM-9	22	BAITURRAHMAN	JL LAKSAMANA GG HARAPAN
36	AL-ANSHOR	KM-7, BTN Villa PI	23	BARUL AZIZ	JL PERKASA BLK KTR CAMAT
37	AL-BAITUL MAQDIS	PT SALIM	24	AL IKHWAN	BLK GANTING/ JL SUKA MAJU
38	AL-MUHAJIRIN	GASIB	25	BARUL JAMIL	JL HANG JERAT
39	AR-RAYYAN	JLN RAYA KM-7	26	AL MUQARRAMAH	JL MHD YAMIN (JL PT IKPP)
40	SYUHADA	MAREEDAN SEBERANG	27	BAHUSSALAM	JL MAREEDAN KM 6.5
41	NURUS SHOHRI	SIMPANG	28	NURUL IMAN	BAKAL
42	TAQWA - MUHAMMADYAH TULANG		29	AL MUHAJIRIN	DEPAN PT ABI BUNUT
43	IRSYADUL IBAAD	KAMPUNG MADURA	30	AL MUKMIN	PERUM PURI PERAWANG KM 10
44	NURUL ISLAM	KPR-1	31	NURUL HIDAYAH	BAKAL
45	NURUL YAKIN	MAREEDAN BARAT	32	BAHUSSALAM	BUNUT
46	AR-RAHMAN	TULANG REGENCY			
47	AS-SALAM	PTN GIBYAN JLN PERAG			
48	AL-HIDAYAH	JLN GAJAH TUNGGAL			

PENGURUS IKATAN MUBALLIGH INDAH KIAT PERAWANG

JASRIMAL
 KETUA
 HP : 0813-7873-6431

H.ABD SYAKUR
 SEKRETARIS
 HP : 0811-75-9116

Figure 3.6 List of mosques visited by IKAMI
Source: Processed Data 2024

During the founding of the IKAMI organization, the missionaries have collaborated with mosques in the areas around the company. The number of mosques in Perawang including Minas, Buatan areas, Gasib has a total of 60 mosques. And IKAMI has collaborated with the administrators of its mosques as many as 48 mosques by 2024 because several other mosques already have ustads who remain in the area.

3.5.3 Challenges faced

In carrying out its activities, the IKAMI organization does not have many challenges or obstacles. The challenges faced by the IKAMI organization are more related to transportation facilities, as is known, the IKAMI organization is facilitated and funded by the company PT. Indah Kiat Pulp & Paper Tbk Perawang Mill. One day when they want to go by ship, the ship they use breaks down in the middle of the journey or if they use a car from the company,

sometimes they don't get one because the car has been used for company guests or other company needs, so in the end they have to use a private vehicle or a member's vehicle.

3.5.4 The hopes of the IKAMI organization

One day when he went to the field there was pollution in the river caused by company, at that time IKAMI was carrying out its daily activities and coincidentally was also in the same place where the problem occurred, so seeing this incident IKAMI also helped provide understanding to the surrounding community that there should be turmoil or commotion so that it could be calmed down with help delivery by IKAMI in accordance with the company's wishes.

In fact, the members of the IKAMI organization have shown good participation in the organization, but the big hope is more for the company, where the company should be able to pay more attention and improve its facilities and contributions to IKAMI preachers because in fact they are also an extension of information from the PT. Indah Kiat Pulp Paper Tbk Perawang Mill to the community.

3.6 Obstacles Encountered and Solutions

3.6.1 Obstacles Encountered during of the Apprenticeship

The obstacles encountered during the completion of tasks carried out during job training at PT Indah Kiat Pulp & Paper Tbk Perawang are as follows:

1. In the company PT. Indah Kiat Pulp & Paper here limits the use of internet access for employees, so that employees who work in public relations can only access Outlook and also have limitations in using office facilities.
2. When the process of disseminating information is to be carried out but there is miscommunication between public relations and media partners in conveying news and information, this will become an obstacle in publication activities.
3. In the field of Public Relations, they still use a manual correspondence system, and there are also deficiencies in administrative processes that are not regular and have not been applied to applications that can be used.

4. There is still a lack of members or workforce for the Public Relations Unit of PT Indah Kiat Pulp & Paper Tbk Perawang which is still minimal at this time while there is a lot of work that needs to be done.

3.6.2 Solutions During the Apprenticeship

The solutions for the obstacles that the author get while doing the job training, we hope that on the next period are:

1. If restrictions on internet access are still needed, the company may consider adjusting its policies so that employees in the Public Relations department can have wider access and according to their job needs. And If the problem lies in security, the company can consider using a VPN (Virtual Private Network) for employees in the public relations department.
2. In conveying information to the media, you must have more control over the information to be conveyed so that there is no miscommunication with the media so that the process of disseminating the information can be carried out well, as is the wish of the Public Relations Unit of PT Indah Kiat Pulp & Paper Tbk Perawang.
3. Information. Using the Digital Correspondence System, Replace the manual mailing system with a digital mailing system. This will help improve efficiency and ease data accessibility. Create an integrated administrative system that covers all processes in Public Relations. This will simplify data management and improve information accuracy.
4. The lack of manpower means that existing employees must remain patient at work and must be able to plan work so that it is more structured so that the process of disseminating information can be carried out well and systematically.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The author has obtained a variety of invaluable experiences through Field Work Practice activities at PT Indah Kiat Pulp & Paper Perawang Mill, particularly in the Public Relations Section. These experiences enhance the comprehension and practical application of the knowledge acquired during lectures. During job training, this experience enables the writer to apply knowledge in the most efficient and effective way possible. Students can learn about the actual world of work and the kinds of environments and working circumstances they can expect to encounter once their time on university is up by participating in Field Work Practice.

Based on the description of the Job Training report, it can be concluded that there are several theories and practices that have been taught in lectures that can be applied during Practical Work. The following is a summary of the work done during the Practical Work

1. The specifications of the work carried out during the Job Training at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill There are several types of work during the practical work program, namely, Conducting Gatherings or Meetings, Receive incoming letters and incoming proposals, Fill Out the Paper Assistance Handover Forms, Event Organizer, and Become a volunteer for the Sinarmas Buddhist Tzu Chi Foundation
2. The practical work program was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill in Public Relations. The program is carried out for 5 (months) starting from January 22St 2024 to June 28th 2024.
3. Work systems and procedures in the public relations department use online systems, application systems and manual systems. All of these systems make it easier to do the work of the public relations section.

4. During the implementation of practical work, there were several obstacles, namely the Limitations in using office facilities, because office facilities have been authorized by the center and Limitations in obtaining data for a given job, because the data provided is unclear and incomplete and in the field of Public Relations, they still use a manual correspondence system, and there are also deficiencies in administrative processes that are not regular and have not been applied to applications that can be used.
5. The solutions for the obstacles that the author get while doing the job training, Using the Digital Correspondence System, Replace the manual mailing system with a digital mailing system. This will help improve efficiency and ease data accessibility. Create an integrated administrative system that covers all processes in Public Relations. This will simplify data management and improve information accuracy.

4.2 Suggestion

After carrying out Job Training at PT Indah Kiat Pulp & Paper Perawang Mill, there are several suggestions from the author personally, namely as follows:

1. It is advised that students completing practical work have access to computers in order to facilitate the seamless and effective execution of their task. In addition, given that a large portion of work is now done online, it is crucial to offer internet network connectivity. The provision of these resources will facilitate students' capacity to complete assignments more efficiently and effectively while also preparing them for an increasingly digital workplace.
2. Every job today tends to rely on online connectivity for a number of crucial tasks, including collaborating on group projects, communicating with coworkers and superiors, accessing information sources, and keeping track of the most recent advancements in related industries, so internet network access must be provided. It is imperative that students undergoing practical work have consistent and dependable internet access to fulfill

their assignments on time and stay up to date with the ever-evolving technology landscape of today's workplace.

REFERENCES

Mu'azinah, C. (2023) PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill Employee Cooperative and Event Organizer.

Zahra, A. F. (2023) PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill Campus Relations and Industrial Vocation.

Mutia, A. (2023) PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill History of the Public Relations Unit.

LIST OF APPENDICES

Appendix 1: Apprenticeship 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

Nomor : 4260/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Indah Kiat Pulp and Paper
Jl. Raya Minas, Perawang, Pinang Sebatang, Kab. Siak, Riau 28685
di Siak

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Indah Kiat Pulp and Paper yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 30 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Annisa Zhahara Husni	5404201338	D4 Administrasi Bisnis Internasional
2	Arief Fadilah	5404201314	D4 Administrasi Bisnis Internasional
3	Dhoiri Mulyadi	5404201290	D4 Administrasi Bisnis Internasional
4	Era Dahnia	5404201287	D4 Administrasi Bisnis Internasional
5	Faszrul	5404201335	D4 Administrasi Bisnis Internasional
6	Putri Ratna Sari	5404201308	D4 Administrasi Bisnis Internasional
7	Syrwan Hadi	5404201325	D4 Administrasi Bisnis Internasional
8	Rizki Rahmad	5404201283	D4 Administrasi Bisnis Internasional
9	Siti Aisyah	5404201286	D4 Administrasi Bisnis Internasional
10	Rahmat Sabani	5404201316	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP.197906172014041001

Contact Person:
M. Alkadri Perdana B.IT, M.Sc (0812 7648 4321)

Appendix 2: Apprenticeship Reply Letter



No : 003/PA-IKPP/I/2024
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 03 Januari 2024

Kepada Yth,
Armada, ST., MT
Wakil Direktur I, Politeknik Negeri Bengkalis
di
Bengkalis

Dengan hormat.

Menanggapi surat no.4260/PL31/TU/2023, Perihal Permohonan Kerja Praktek (KP) Mahasiswa/i Jurusan D-IV Administrasi Bisnis International bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah Kiat Pulp and Paper Tbk, Perawang dapat mengabulkan permohonan tersebut untuk atas nama :

- | | |
|-------------------------|------------|
| 1. Annisa Zhahara Husni | 5404201338 |
| 2. Era Dahnia | 5404201287 |
| 3. Fazrul | 5404201335 |
| 4. Putri Ratna Sari | 5404201308 |
| 5. Sylrwan Hadi | 5404201325 |
| 6. Siti Aisyah | 5404201286 |

Jurusan D-IV Administrasi Bisnis International, dan dapat dilaksanakan pada tanggal 22 Januari sampai dengan 30 Juni 2024

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill



Armada, SE., ME
Public Affair Head

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

Appendix 3: Apprenticeship Statement Letter



SURAT KETERANGAN 047/SKV-PA/IKPP/VI/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk. Perawang, menerangkan bahwa:

Nama : Faszrul
NIM/NIS : 5404201335
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
Asal Sekolah : Politeknik Negeri Bengkalis
Waktu : 22 Januari s/d 28 Juni 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 22 Januari s/d 28 Juni 2024 di PT. Indah Kiat Pulp & Paper Tbk. Perawang Mill.

Demikian surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 28 Juni 2024
Hormat Kami,
PT. Indah Kiat Pulp & Paper Tbk. Perawang



PT. Indah Kiat Pulp & Paper Tbk.
Office : Sinarmas Land Plaza Menara II, 7th Floor. JL. M.H. Thamrin No.51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001
Telp : (021) 3929266-69 (hunting), Fax : (021) 3929276, 3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Slak 28772, Riau - Indonesia
Telp : (62-761) 91088, 91030 (hunting), Fax : (62-761) 91373, 91376

Appendix 4: Apprenticeship Assessment Sheet

**EVALUATION RESULTS FROM A JOB TRAINING
COMPANY APRAISAL
PT.INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Name : Faszrul
 NIM : 5404201335
 Study Program : International Business Administration
 Educational institutions : State Polytechnic of Bengkalis

No	Assessment Aspects	Percentage	Score
1.	Discipline	20%	95
2.	Responsibility	25%	95
3.	Adjustment/Adaptation	10%	90
4.	Work result	30%	95
5.	Behavior in General	15%	90
	Number of Ratings (1+2+3+4+5)	100%	93

Information :

Score : Criteria
 81 - 100 : Special
 71 - 80 : Very well
 66 - 70 : Good
 61 - 65 : Pretty good
 56 - 60 : Enough
 Notes :

.....

Perawang, 28 June 2024



PR **Hadi**
 Advisor

SERTIFIKAT

Diberikan kepada :

Faszirul

POLITEKNIK NEGERI BENGKALIS | ADMINISTRASI BISNIS INTERNASIONAL

Telah menyelesaikan program Kerja Praktik dengan Baik
di PT. Indah Kiat Pulp & Paper Tbk, Perawang Mill
sejak tanggal 22 Januari - 28 Juni 2024

Perawang, 25 Juli 2024
di PT. Indah Kiat Pulp and Paper Tbk, Perawang Mill



PR ARWADI, SE.,ME
Public Affair Head

Appendix 6: Daily Activity

VK II

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama: FAS2RUL
 Lembaga Pendidikan: Poltexnik Negeri Bengkulu
 Jurusan/Prodi: Administrasi Negeri / ABN
 Tanggal Praktek: 22 Januari 2024 - 26 Januari 2024
 Penempatan Unit: Humas / Public Relation
 Koord. Lapangan: Purnaduda / Herdi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22 Januari 2024	Safety Induction	Perawang (Rumit Prater)		
2.	23 Januari 2024	Pembagian penempatan unit - Perumun kerjasama industri dan kampus	- Bumi Prater, Perawang - Pekanbaru (Cafe)		
3.	24 Januari 2024	- Pengetahuan bentuk kerja berbasis industri - Pengetahuan Swift Perumahan - Mekanis dan kafe - kunjungan ke rumah baru app	- Kantor Humas (Perawang) - Kantor Humas - Perawang		
4.	25 Januari 2024	- Perumun kunjungan industri jurusan teknik elektro PolBEN - Pengetahuan bentuk kerja berbasis industri	- Kantor Perawang - Humas (KSP)		
5.	26 Januari 2024	- Pengetahuan Swift Perumahan - Mekanis dan Swift perumahan kafe	- Kantor Humas (KSP, Perawang)		

Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Participating in the safety induction which was held in the demo room and presented by safety unit
2		Industrial visit meeting from the electrical engineering department of bengkalis state polytechnic

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : PASZPUL
 Lembaga Pendidikan : Politeknik Negeri Bandung
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Informatika
 Tanggal Praktek : 29 Januari 2024 - 02 Feb 2024
 Penempatan Unit : HUMAS / Public Relation
 Koord. Lapangan : Purnajudi / Herdi









No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	29 Januari 2024	- Kelembagaan surat misal permohonan keef- - membantu membuat dan mendistribusikan PPT materi tersebut. - pendataan lokasi.	Kantor Humas ICPP		
2.	30 Januari 2024	- Membuat dokumen proposal permohonan bantuan keef. - layout gambar dan ukuran dalam dokumen.	Kantor Humas ICPP		
3.	31 Januari 2024	- Melakukan survey lapangan pembagian kupon sembako di desa Tuisuk.	Desa Tuisuk		
4.	01 Feb 2024	- Survey lapangan pembagian kupon sembako. - Basis pembagian dan data PPT.	- Desa Tuisuk - Kantor Humas ICPP		
5.	02 Feb 2024	- Persebaran dasar pelatihan vokasi di sistem kerja pandidikan dari berbagai instansi pendidikan.	Gedung Hsu/ Gedung Utama ICPP, and Gedung CUP size.		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Conducting a field survey for the distribution of basic food coupons as part of Tzu Chi volunteer activities.
2		large meeting of dual system vocational training cooperation with mentors from various educational institutions.

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : FASZRUL
 Lembaga Pendidikan : Pontianak Negeri, Banker
 Jurusan/Prodi : Administrasi Negeri / Administrasi Bisnis (Internasional)
 Tanggal Praktek : 05 - 09 Feb 2024
 Penempatan Unit : Humas / Public Relation
 Koord. Lapangan : Purnepada / Hardi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	05 Feb 2024	- Membantu pegawai di kantor - Pembelian siswa untuk ke masa musab-musab	- Humas - Mas 26 k / IHP		
2.	06 Feb 2024	- Membantu pegawai di kantor - Pembelian sembako desa - Pembelian dan pemasok sembako - Pembelian mahasiswa untuk ke	- Humas - Mas 26 k & Purnepada - Gedung IHP / IHP		
3.	07 Feb 2024	- Membantu siswa penulisan laporan kegi praktek - Membantu pegawai di kantor	- Humas - Humas		
4.	08 Feb 2024	Cuti kor/misg	-	-	-
5.	09 Feb 2024	- Membantu siswa penulisan laporan kegi praktek - Pembelian perlengkapan untuk siswa ke mahasiswa untuk ke - Pembelian ke masa musab	- Humas - Kantor - Mas 26 k		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Conducting a field survey for the distribution of basic food coupons as part of Tzu Chi volunteer activities.

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : FANZQUL
 Lembaga Pendidikan : Politeknik Negeri Banten
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 12 Februari - 16 Februari 2024
 Penempatan Unit : Humas / Public Relation
 Koord. Lapangan : Hardi / Purni Yudin

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	12 Feb 2024	- Membantu dalam penulisan kerja praktek - membantu pekerjaan di kantor	Humas		
2.	13 Feb 2024	- Performa kerjasama SMK Perguruan Suka Bangsa - Membantu pekerjaan di kantor - Berpartisipasi dalam kerja	Gedung Suka Bangsa / Utan - Humas		
3.	14 Feb 2024	Hari Pemilu	-	✓	✓
4.	15 Feb 2024	- Membantu dalam pekerjaan di kantor - Membantu dalam pekerjaan di kantor	- Chemical unit - Kantor Humas		
5.	16 Feb 2024	- Berpartisipasi dalam pekerjaan di kantor - Membantu dalam pekerjaan di kantor	- Kantor Humas - Kantor Humas		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Cooperation meeting between Riau Banking Vocational School and companies
2		Accompanying industrial visit of State Vocational School 3 Mandau

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : FARIZRUL
 Lembaga Pendidikan : Politeknik Negeri Semarang
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Informatika
 Tanggal Praktek : 19 Februari 2024 - 23 Februari 2024
 Penempatan Unit : Humas / Public Relation
 Koord. Lapangan : Harzi / Purnanudha

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	19 Feb 2024	- Membantu cetak surat internal - Membantu pengisian data kantor - Menjalankan tugas dari UNRI	Humas		
2.	20 Feb 2024	- Membantu menerima tamu - Mencetak dan mengelola surat - Membantu pengisian data kantor	Humas		
3.	21 Feb 2024	- Membantu pekerjaan administrasi - Membantu pengisian data kantor - Melakukan scan dokumen	Humas		
4.	22 Feb 2024	- Membantu dan mengelola surat - Membantu pengisian data kantor - Membantu dan mengelola surat	Humas		
5.	23 Feb 2024	- Membantu dan scan dokumen - Membantu surat ke bagian lain - Membantu pekerjaan kantor	Humas		

Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



No	Activities	Description
1		Accompanying internship collaboration visits from UNRI lecturers

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : FARZUL
 Lembaga Pendidikan : PoliTeknik Negeri Bengkalis
 Jurusan/Prodi : ADM / AD
 Tanggal Praktek : 26 Februari 2024 - 01 Maret 2024
 Penempatan Unit : Humas
 Koord. Lapangan : Harah / Purni Puha

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	26 Feb 2024	- Sejar sebelum persiapan media - Membantu kegiatan donor - Mengikuti musyawarah media, safety induction dan survey media.	- Kantor Humas - Kantor Humas - Mus 26k		
2.	27 Feb 2024	- Menemani dan mengobservasi kegiatan terkait proses pengajuan KD/ media - Membantu kegiatan donor	Kantor Humas		
3.	28 Feb 2024	- Menemani dan scan dokumen surat permohonan media - Membantu kegiatan donor - Menemani dan mendesain banner untuk da'i ke. Tualang	Kantor Humas		
4.	29 Feb 2024	- Menemani dan mendesain banner audisi da'i ke. Tualang - Membantu kegiatan donor - Menemani dan mendesain banner untuk da'i ke. Tualang.	Kantor Humas		
5.	01 Maret 2024	- Menemani teman donor - Berpartisipasi ke SD YPPI Tualang untuk kegiatan Buddha Tzu Chi Indonesia	- Kantor Humas - TK & SD YPPI Tualang		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengosahan

No	Activities	Description
1		Designing and designing brochures for dai auditions held by companies in Tualang sub-district
2		Going to the field to YPPI Elementary School to distribute free milk and books as part of the Tzu Chi Buddha volunteer activities

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : FASZQUL
 Lembaga Pendidikan : Poli tekni Negeri Benteng
 Jurusan/Prodi : Administrasi Manajemen Bisnis
 Tanggal Praktek : 04 Feb 2024 - 08 Feb 2024
 Penempatan Unit : Humas / Public Relation
 Koord. Lapangan : Purnawati / Azidi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	04 Feb 2024	- Membuat desain standur - Membuat desain banner - Membantu kegiatan di kantor.	- Kantor Humas - Kantor Humas - Kantor Humas		
2.	05 Feb 2024	- Membuat desain banner kegiatan - Membuat materi materi kegiatan - Membuat materi materi kegiatan	- Kantor Humas - Kantor Humas		
3.	06 Feb 2024	- Membuat scan dokumen - Membuat materi materi kegiatan - Membuat materi materi kegiatan	- Humas - Humas - Humas		
4.	07 Feb 2024	- Membuat materi materi kegiatan - Membuat materi materi kegiatan - Membuat materi materi kegiatan	- Humas - Humas - Humas		
5.	08 Feb 2024	- Membuat materi materi kegiatan - Membuat materi materi kegiatan - Membuat materi materi kegiatan	- Humas		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Banner design for young preacher audition activities in Tualang sub-district
2		Banner design for young preacher audition activities in Tualang sub-district

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Ferdinand
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : ADM/AB
 Tanggal Praktek : 11 Maret - 15 Maret 2024
 Penempatan Unit : Humas / Public Relation
 Koord. Lapangan : Herdi / Prarupudha











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	11/03/24	Har. rafa NARA (Tahun baru Btk) / Lahir.	-	-	-
2.	12/03/24	- persiapan Audis di 1 Mndz	Rumah Pintar.		
3.	13/03/24	- Dokumentasi pelaksanaan persfz Audis di 1 Mndz - membuat elaf	Rumah Pintar.		
4.	14/03/24	- Dokumentasi persfz Audis di 1 Mndz - membuat elaf - membuat persiapan detail	Rumah Pintar - tpmms		
5.	15/03/24	- Dokumentasi persfz foto dan video Audis di 1 Mndz - membuat persiapan dokumentasi	Rumah Pintar.		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



No	Activities	Description
1		Implementation of the selection activities for young preacher audition participants in Tualang sub-district

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Fazrul
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : ADM / ASI
 Tanggal Praktek : 18 - 22 Mei 2024
 Penempatan Unit : Humas
 Koord. Lapangan : Hardi / Purnafudha











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	18 Mei 2024	- Survei dan penanaman bibit ke dalam KPP - Dokumentasi audio dan video kegiatan penanaman	- Persewang - Harjo Umbara - Persewang		
2.	19 Mei 2024	- Penyebaran video 1 menit dan 1 menit - Buka press kit ke humas KPP	- Rumah pinjar - Persewang		
3.	20 Mei 2024	- Membantu kegiatan donor - Rekap dokumen	- Harjo Umbara		
4.	21 Mei 2024	- Menanggapi pesan ke humas dan insipr. bank - Sate N 7 Pekanbaru	- Sate N 7 Pekanbaru		
5.	22 Mei 2024	- Menanggapi pengumuman insipr. dan status	- Rumah cafe Sze KPP		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



No	Activities	Description
1		Survey and collection of seeds from the company's fostered gardens
2		Carry out industrial visit assistance from educational institutions

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : FASZURU
 Lembaga Pendidikan : IS (Berk)
 Jurusan/Prodi : ADM / A51
 Tanggal Praktek : 25 Maret 2024 - 29 Maret 2024
 Penempatan Unit : Humas
 Koord. Lapangan : Herdi / Rumanfidz











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	25 Maret 2024	Mengajukan laporan dan kegiatan perusahaan pada retribusi P21 baru - membuat buku surat sampel - membuat PPT mengenai retribusi	- Kantor Humas - PT. IKPP		
2.	26 Maret 2024	- Membuat profile surat - membuat surat - membuat buku surat - membuat buku surat - membuat buku surat	- Humas - Peranmas		
3.	27 Maret 2024	- PPT mengenai surat - PPT mengenai surat - PPT mengenai surat	- Humas - Humas		
4.	28 Maret 2024	- PPT mengenai surat - PPT mengenai surat	Humas		
5.	29 Maret 2024	- PPT mengenai surat - PPT mengenai surat - PPT mengenai surat	Humas		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Provide an explanation regarding the regulations, obligations and prohibitions to new interns at the company
2		Create and design banner designs for breaking the fast together with the Siak district government and also for auditions for young preachers throughout Tualang sub-district

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Pasrah Polans
 Lembaga Pendidikan : ADM / ADI
 Jurusan/Prodi : ADM / ADI
 Tanggal Praktek : 01 April 2024 - 05 April 2024
 Penempatan Unit : Humer
 Koord. Lapangan : Andi / Guna Fudzi







No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	01 April 2024	- Membantu kegiatan di Kantor - Pakep untuk business Eka Tripta foundation	Humer		
2.	02 April 2024	- Pakep untuk business Eka Tripta foundation - Mubadlat dan mubalim tobanan kantor	Humer		
3.	03 April 2024	- Mubadlat kegiatan di Kantor - Pakep untuk business Eka Tripta foundation	Humer		
4.	04 April 2024	- Mubadlat meeting kegiatan Mui Siak - Membantu kegiatan di Kantor	Siak		
5.	05 April 2024	- Membantu paket sembako kepada anak yatim dan dhuafa - Dokumentasi pemberian paket sembako	Pusat panti		

Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Accompanying the meeting with Mui Siak
2		Distributing basic food packages to orphans and the poor as part of Tzu Chi activities

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Pesmi Daidang
 Lembaga Pendidikan : Adm / ABL
 Jurusan/Prodi : 08 April 2024 - 12 April 2024
 Tanggal Praktek : Humas
 Penempatan Unit : Humas / perni. praktk
 Koord. Lapangan :











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	08 April 2024	1210 idu fitri	-		
2.	09 April 2024	1210 idu fitri 1445 H / 2024 m	-		
3.	10 April 2024	Hari kerja idu fitri / 1445 H / 2024 m.	-	-	-
4.	11 April 2024	Hari kerja idu fitri	-	-	-
5.	12 April 2024	1210 idu fitri	-		

Catatan



Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Suzuki
 Lembaga Pendidikan : Poltek
 Jurusan/Prodi : DM / ADI
 Tanggal Praktek : 13 April 2024 - 19 April 2024
 Penempatan Unit : Humas / Public Relation
 Koord. Lapangan : Haris / Pratiyuda











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	13 April 2024	- Membantu pengisian dokumen - Penerimaan dokumen laporan - Mengisi Monev dan form terkait	Humas		
2.	16 April 2024	- Membantu pengisian dokumen - Mengisi dokumen undangan - Penempatan / meeting	- Humas - Public Relation		
3.	18 April 2024	- Membantu menuliskan dokumen - Mendampingi Perencanaan - UMLM / CSR	- Humas - Public Relation		
4.	18 April 2024	- Membantu pengisian dokumen - Membantu menuliskan dan - Rincian meeting dan - meeting undangan	- Humas - Public Relation		
5.	19 April 2024	- Dokumentasi video kegiatan - Lokasi dan objek - Dokumentasi foto - Mendampingi kegiatan - Meeting proses dokumentasi produksi	- Public Relation - Area pabrik		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan


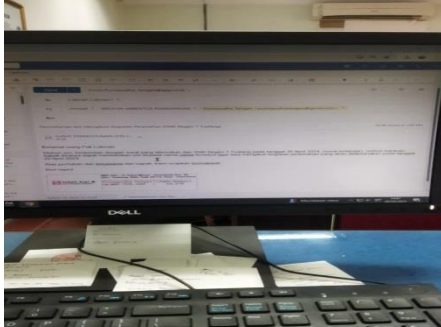
No	Activities	Description
1		Help distribute invitations to village officials for meetings with companies
2		Accompanying meetings with CSR fostered chips UMKM

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Prastika
 Lembaga Pendidikan : Politeknik Negeri Pekanbaru
 Jurusan/Prodi : Administrasi Dasar / International Business Administration
 Tanggal Praktek : 22 April 2024 - 26 April 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Purwiputriz / Harzi









No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22 April 2024	- Membuat pengantar dan foto perusahaan - Membuat pengantar video dan foto perusahaan video dan foto	- Kantor Humas		
2.	23 April 2024	- Dokumentasi foto dan video mulai dari chip (buku buku) hingga produk jadi. - Pengantar video dan foto	- Area HRD		
3.	24 April 2024	- Membuat esplan dan pengantar mengenai esplan (visi dan misi) dan dokumentasi ke manajemen HRD dan ke unit	- Kantor Humas - Area HRD		
4.	25 April 2024	- Membuat membuat dan membuat BISRA PPT - Membuat pengantar dan foto	- Kantor Humas		
5.	26 April 2024	- Membuat Membuat E-mail (pengantar) - Membuat pengantar ke kantor	- Kantor Humas		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

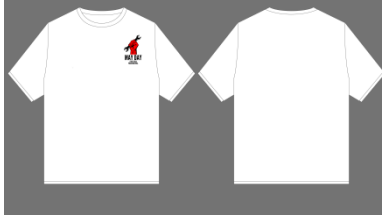
No	Activities	Description
1		Designing BISRA PPT design
2		Creating a company email

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Perarul
 Lembaga Pendidikan : Poltekpol Negeri Bengkulu
 Jurusan/Prodi : Adbis / ADI
 Tanggal Praktek : 29 April - 03 Mei 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Purnananda / Hardi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	29 April 2024	- Mendiskusikan tentang fungsi komunikasi di lingkungan - Tujuan kegiatan untuk promosi CSR	Kantor Perawang		
2.	30 April 2024	- Membuat dan membuat surat terima bantuan kantor - Membuat dan membuat paket program CSR	Kantor Humas		
3.	01 Mei 2024	Hari Buruh Internasional (libur)	-	-	-
4.	02 Mei 2024	- Membuat dan membuat surat terima bantuan kantor - Desain baju mugdang	Kantor Humas		
5.	03 Mei 2024	- Desain baju mugdang - Membuat dan membuat surat terima bantuan kantor	Kantor Humas		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



No	Activities	Description
1		Designing and creating committee uniform designs for Labor Day activities

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : P. Rizki
 Lembaga Pendidikan : Pontianak Negeri Banker
 Jurusan/Prodi : ABM / AB1
 Tanggal Praktek : 06 Mei 2024 - 10 Mei 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Pranupudha / Herdi











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	06 Mei 2024	- Memberikan penjelasan kepada karyawan tentang perusahaan - Membantu pembuatan laporan keuangan - Membantu dan mendesain logo	Kantor Humas		
2.	07 Mei 2024	- Mendiskusikan dengan perwakilan dari unit terkait - Membantu pembuatan laporan keuangan - Membantu pembuatan laporan keuangan	- Gedung Utama - Kantor Humas		
3.	08 Mei 2024	- Mendesain logo dan mendesain logo baru - Mendesain logo baru (huruf, bentuk) - Mendesain logo baru mendesain logo perusahaan perusahaan di Gresik - Mendesain logo baru di Gresik	- Kantor Humas - GOR Tameng		
4.	09 Mei 2024	- Revisi desain logo baru - Mendesain logo baru (huruf, bentuk) - Mendesain logo baru mendesain logo perusahaan perusahaan ke - Mendesain logo baru mendesain logo perusahaan perusahaan ke	- Kantor Humas - Gedung Utama		
5.	10 Mei 2024	- Membantu pembuatan laporan keuangan - Mendesain logo baru mendesain logo perusahaan perusahaan ke - Mendesain logo baru mendesain logo perusahaan perusahaan ke	- Kantor Humas - Gedung Utama		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



No	Activities	Description
1	 <p align="center">© 71 Oren Muda Kerah Abu Misty Muda</p>	Designing and revising the design of the committee's uniforms for Labor Day activities
2		Accompany the joint meeting unit to create a new company profile video design

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : F. S. Z. R. H. L.
 Lembaga Pendidikan : Pontianak Negeri Bank Timur
 Jurusan/Prodi : Administrasi Niaga / AB1
 Tanggal Praktek : 13 Mei 2024 - 17 Mei 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Purwahidha / Herdi









No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	13/ Mei 2024	- Membantu pengambilan footage video company profile di Pulp machine, wood preparation	PT: IKPP Perawang		
2.	14/ Mei 2024	- Membantu mengambil footage video dari pabrik dan mesin-mesin. - Membantu dalam kegiatan dokumentasi - Menjawab pertanyaan pengunjung	- PT: IKPP Perawang - Kantor Humas		
3.	15/ Mei 2024	- Membantu mengambil footage industri dari dalam pabrik dan mesin-mesin. - Menjawab pertanyaan pengunjung	- PT: IKPP Perawang - Kantor Humas		
4.	16/ Mei 2024	- Membantu dan mendampingi Staff Public Relation - Membantu dalam kegiatan dokumentasi	- Kantor Humas		
5.	17/ Mei 2024	- Membantu kegiatan kegiatan hari magang membantu dan mendampingi video footage kegiatan selama 5 hari 2024	Kantor Humas		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



No	Activities	Description
1		Accompanying the taking of company profile video footage at the pulp machine and at wood preparation
2		Accompany industrial visits from schools and explain about the company

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Pasizul
 Lembaga Pendidikan : Pontrekol Negeri Bengkulu
 Jurusan/Prodi : ADM / Administrasi Bisnis Internasional
 Tanggal Praktek : 20 Mei 2024 - 24 Mei 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Purni Pudhi / Herdi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	20/ Mei 2024	- Mendampingi kegiatan Intubator fajar di UNRI. - Dokumentasi kegiatan incubator fajar di UNRI	UNRI		
2.	21/ Mei 2024	- Revisi pembuatan video terkait kegiatan Senam 5M 2024 - membuat kegiatan lainnya	Teater Humus		
3.	22/ Mei 2024	- membuat dan mengedit video terkait mahasiswa mahasiswa - membuat dan mengedit video kegiatan lainnya	Teater Humus		
4.	23/ Mei 2024	Hari raya waisak (istirahat)	-	-	-
5.	24/ Mei 2024	- membuat kegiatan lainnya - membuat dan mengedit video kegiatan lainnya - membuat dan mengedit video kegiatan lainnya	Teater Humus		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

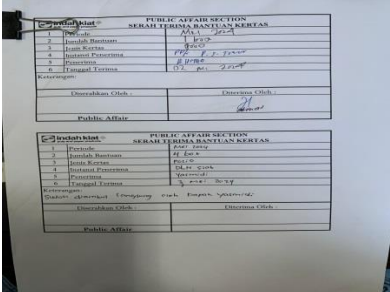

No	Activities	Description
1		Accompanying career incubator activities at UNRI
2		Designing and editing videos for Mayday or Labor Day activities

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Pargul
 Lembaga Pendidikan : Poli Teknik Negeri Semarang
 Jurusan/Prodi : Administrasi Publik / Administrasi Sistem Internasional
 Tanggal Praktek : 27 Mei 2024 / 31 Mei 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Purno Rudho / Herdi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	27/ Mei 2024	- Melakukan scan dokumen surat - Pembuatan ringkasan ferome bantuan kertas	Rantor Humer		
2.	28/ Mei 2024	- Membuat laporan dan laporan Tzu chi - Melakukan penelitian abu putih di pabrik utama HPP - Dokumentasi tabung penelitian Tzu chi	Gedung Utama HPP		
3.	29/ Mei 2024	- Membuat deskripsi penelitian disamping - Melakukan penelitian video penelitian Tzu chi	Rantor Humer		
4.	30/ Mei 2024	- Membuat deskripsi penelitian disamping - Melakukan proses Tzu chi - Cara dan metode penelitian MBR 2024	Rantor Humer - desa di perantauan - mesor 2024		
5.	31/ Mei 2024	- Membuat deskripsi penelitian disamping - Cara dan metode penelitian MBR 2024 - Membuat laporan PKL/ magang	Rantor Humer - Sumbil Gunung, Purworejo		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan



No	Activities	Description
1		Responsible for providing handover of paper assistance and summaries for a year
2		Participating in white ash training in the company's main building

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Fazrul
 Lembaga Pendidikan : Politeknik Negeri Perak
 Jurusan/Prodi : Administrasi Negeri / Administrasi Bisnis Informatika
 Tanggal Praktek : 03 Juni 2024 - 07 Juni 2024
 Penempatan Unit : Public Relation / Humas
 Koord. Lapangan : Dura Yuchra / Hardi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	03 Juni 2024	- Membuat laporan bersama - Menentukan lokasi penelitian - Menentukan jenis dan metode penelitian	Kantor Humas		
2.	04 Juni 2024	- Survei lapangan bisnis - CSR di PT. Indah Kiat Pulp & Paper - Menentukan lokasi penelitian - Menentukan administrasi - Menentukan metode penelitian	PT. Indah Kiat Pulp & Paper Kantor Humas		
3.	05 Juni 2024	- Membuat dan mendiskusikan - 100 UMKM Frans Tenun - Membuat laporan deskripsi - buku rumah pindai	Kantor Humas		
4.	06 Juni 2024	- Survei lapangan bisnis - CSR UMKM Frans Tenun - Survei Apit dan Bu Atas - di Sisk - Melakukan Rekrutmen	Rumah Apit Sisk - Kantor Humas		
5.	07 Juni 2024	- Mendiskusikan metode dengan - kepada ahli PR - melakukan survei - Survei lapangan di - PT. Indah Kiat Pulp & Paper	PT. Indah Kiat Pulp & Paper		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Designing and creating logo designs for CSR-assisted UMKM companies
2		Conducting a field survey of CSR fostered Frans Tenun UMKM in Sungai Apit

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Fasiq PUL
 Lembaga Pendidikan : Politeknik Negeri Bandung
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 10 Juni 2021 / 14 Juni 2021
 Penempatan Unit : Public Relation
 Koord. Lapangan : Purusada / Haris









No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	10 Juni 21	- Menyalin dan Revisi draft buku rumah Pinter - Menyalin dan mendesain Spanduk (Praktikum)	Kantor Humas		
2.	10 Juni 21	- Menyalin dan membuat Video UMKM - Menyalin dan membuat draft buku rumah Pinter (Desain) fix Spanduk (Praktikum)	Kantor Humas		
3.	12 Juni 21	- Menyalin dan membuat desain dari bujukan material - Menyalin dan Revisi draft buku rumah Pinter - Menyalin dan membuat program	PT. IKPP Kantor Humas Kantor Humas		
4.	13 Juni 21	- Menyalin dan membuat program di kelompok Pemas Sebaskas Barat - Menyalin dan membuat program	Kantor Pemas Sebaskas Barat Kantor Pemas Sebaskas Barat		
5.	14 Juni 21	- Menyalin dan Revisi draft buku rumah Pinter - Menyalin laporan makas	Kantor Humas		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Designing and editing the form of a business profile video from Frans Tenun UMKM
2		Designing and editing video formats for climate village program activities

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : FIRZUL
 Lembaga Pendidikan : Politeknik Negeri Pasuruan
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 17 Juni 2024 - 21 Juni 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Purnepudhe / Hardi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	17 Juni 24	Hari raya idul adha 1445 H / 2024 M (Libur)	-	-	-
2.	18 Juni 24	- Mendiskusikan jenis-jenis informasi marketing untuk jmlh. - Membuat laporan praktik kerja lapangan.	Kantor Humas.		
3.	19 Juni 24	- Membuat laporan praktik kerja lapangan - Membuat desain PPT DMtk - Survei lapangan terkait UMKM.	Kantor Humas. Perawang.		
4.	20 Juni 24	- Membuat laporan praktik kerja lapangan - Presentasi mahasiswa PKL ke unit - Promosi produk MTQ	- Kantor Humas - Kantor Humas - Trusmi.		
5.	21 Juni 24	- Membuat laporan praktik kerja lapangan. - Membuat dan membuat laporan progresi UMKM.	- Kantor Humas - Kantor Humas.		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

No	Activities	Description
1		Survey and install MTQ banners from the company

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK


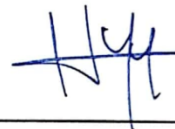
Nama : Purwati
 Lembaga Pendidikan : Pontianak Negeri Denpasar
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Informasione
 Tanggal Praktek : 24 Juni 2024 - 28 Juni 2024
 Penempatan Unit : Public Relation
 Koord. Lapangan : Jumrah / Herdi

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	24 Juni 24	- Membuat laporan praktik kita lapangan - membuat berbagai kegiatan di kantor	Public Relation		
2.	25 Juni 24	- Membuat laporan PkL - Foto produk UMIKAT.	Public Relation		
3.	26 Juni 24	- Membuat laporan PkL - Membuat kisah produk UMIKAT. - Membuat PDK/PDS tambahan	Public Relation Public Relation Public Relation		
4.	27 Juni 24	- Membuat kisah produk UMIKAT - Menyiapkan team ke - Menyiapkan UMIKAT - Menyiapkan PPT presentasi	- Public Relation - Perawang - Public Relation		
5.	28 Juni 24	- Presentasi praktik kita	- Public Relation		


Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS

Name : Faszrul
Student Identity No : 5404201335
Apprenticeship Place : PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill
Advisor : Yunelly Asra, S.E., M.M

No.	Date and Time	Revision	Advisor Initials
1.	Selasa 16/4 -24	Lengkapi Lamiran	
2	senin 29/4 -24	ACC!	

Bengkalis, , 2024
Advisor


Yunelly Asra, S.E., M.M
NIP. 197507012012122001