

**APPRENTICESHIP REPORT
PT. BUMI SIAK PUSAKO
(HUMAN CAPITAL MANAGEMENT)**

ARIEF FADILAH

5404201314



**INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS**

2024

**APPRENTICESHIP REPORT
PT BUMI SIAK PUSAKO
(HUMAN CAPITAL MANAGEMENT DEPARTEMENT)**

Written as one the conditions for completing Job Training

ARIEF FADILAH
5404201314


Pekanbaru, June 03th, 2024

**Manager of Human Capital Management
PT. Bumi Siak Pusako**





Rahmah Selviawati
No Peg. 01059422

**Advisor
International Business Administration**


M. Fuad Asrofillah, S.E., M.M
NIP. 199304202022031007

**Approved By :
Head of International Business Administration Study Program**



Wan Junita Ruffah, B. Sc., M. Ec. Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise for the blessings and grace of Almighty God Allah SWT, who has provided health and opportunities to the author so that can complete practical work activities and have completed practical work reports that the authors do at PT. Bumi Siak Pusako on time, namely from February 01th 2024 until May 31th 2024.

The authors also express their gratitude to all employees of PT. Bumi Siak Pusako who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT. Bumi Siak Pusako. In compiling this job training report, the author realizes that without the guidance from various parties this job training report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Jhony Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc as Coordinator of this apprenticeship.
6. Mr. M. Fuad Asrofillah, SE., MM as the Advisor of this apprenticeship Report.
7. Mrs. Rahmah Selviawati as a Manager Human Capital Management PT. Bumi Siak Pusako.
8. Mr. M. Muhaimin as a TM. Organization People Capability Human Capital Management.
9. Mr. Budi Susanto as TM. HR Operations and Office Service Human Capital Management.

10. Mr. Bayu Mulyadi as TM. Field Support Services Human Capital Management.
11. Mrs. Rytia Osi Pratiwi as a Wellness and Benefit Specialist Human Capital Management.
12. Mr. M. Haris as a Organization Capability Specialist and a Supervisor my Apprenticeship.
13. All employee of Human Capital Management Departement of PT. Bumi Siak Pusako that already give writer the guidance and a lot of experience while did the job training.
14. Especially My Father Mosli and My Mother Marlinda beloved who have provided a lot of support for prayer, time, energy, and material to help aand provide convenience during the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.
15. Especially for myself, thank you for sticking around and keeping up the enthusiasm in carrying out the internship to the preparation of the report.
16. Friend in arms of State Polytechnic of Bengkalis, especially International Business Administration Study Program. Thank you for your support and cooperation when completing this job training report.

The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the write and the reader.

Pekanbaru, July 15th 2024



Arief Fadilah
NIM.5404201314

TABLE OF CONTENTS

APPRENTICESHIP REPORT.....	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS.....	v
LIST OF FIGURES	vii
LIST OF TABLE.....	viii
LIST OF APPENDICES.....	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of Apprenticeship.....	3
1.3 Significance of Apprenticeship.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	4
2.1 Company History.....	4
2.2 Vision and Mission	8
2.3 Kind of Business.....	9
2.4 Organization Structure.....	9
2.5 The Work Process.....	14
2.6 Document Used for Activity	15

CHAPTER III SCOPE OF THE APPRENTICESHIP	19
3.1 Job Description	19
3.2 Systematic and Procedure.....	20
3.2.1 The Working System.....	20
3.2.2 The Working Procedure	20
3.3 Place of Apprenticeship.....	33
3.4 Kind and Description of the Activity.....	34
CHAPTER IV CONCLUSION AND SUGGESTION.....	36
4.1 Conclusions	36
4.2 Suggestions	38
REFERENCES	39

LIST OF FIGURES

Figure 2.1	Logo BOB PT. BSP – Pertamina Hulu.....	5
Figure 2.2	Logo PT. Bumi Siak Pusako.....	7
Figure 2.3	Holding Organization Structure of PT. Bumi Siak Pusako	10
Figure 2.4	Organization Structure of Human Capital Management	11
Figure 2.5	Official Travel Letter	16
Figure 2.6	Official Travel Report.....	16
Figure 2.7	Official Travel Declaration Letter	17
Figure 2.8	Letter Requesting Payment.....	17
Figure 2.9	Leave Request Form	18
Figure 2.10	Books of Delivery Document	18
Figure 3.1	Picture of Registration Table on Blood Donation	35
Figure 3.2	Picture of Participate in Family Event PT. Bumi Siak Pusako.....	35
Figure 3.3	Picture of Attend Weekly Recitations	35

LIST OF TABLE

Table 3.1 The Working Procedure Create a Summary Report Employee	21
Table 3.2 The Working Procedure Create a List of Employee Names.....	22
Table 3.3 The Working Procedure Update the Corporate Charter.....	23
Table 3.4 The Working Procedure Scanning and Photocopies Document	24
Table 3.5 The Working Procedure Compile and Tidy Up Document	25
Table 3.6 The Working Procedure Archiving Several Document	26
Table 3.7 The Working Procedure Create a Document Medical Payment	27
Table 3.8 The Working Procedure Verifying the Document DPD and SES	28
Table 3.9 The Working Procedure Update an Individual Development	29
Table 3.10 The Working Process Updated the Form Job Assesment	30
Table 3.11 The Working Procedure Create a Recap List Employee Leave.....	30
Table 3.12 The Working Procedure Create a Recap of Official Travel.....	31
Table 3.13 The Working Procedure Create a Recap of Basic Needs.....	32
Table 3.14 Work Schedule and of PT. Bumi Siak Pusako.....	33

LIST OF APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter.....	40
Appendix 2 : Apprenticeship Statement Letter	41
Appendix 3 : Certificate	42
Appendix 4 : List of Attendance.....	43
Appendix 5 : Company Appraisal Sheet	47
Appendix 6 : Daily Activities.....	48
Appendix 7 : Figure of Apprenticeship	66
Appendix 8 : Consultation Sheet.....	71