

JOB TRAINING COMPANY

**PT BANK RAKYAT INDONESIA (Persero) Tbk
UNIT SUNGAI PAKNING**

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

APPROVAL SHEET

**JOB TRAINING COMPANY
PT BANK RAKYAT INDONESIA (Persero) Tbk
UNIT SUNGAI PAKNING**

Written as one of the conditions for completing Job Training


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Bengkalis, May 31st, 2024

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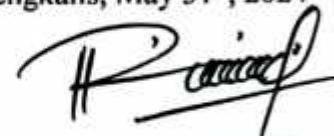
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Bengkalis, May 31st, 2024



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the early 2000s, the Government of Bengkalis Regency, through the Gema Bahari Foundation, established a college named Bengkalis Shipbuilding Polytechnic, offering three programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. Over time, the institution transitioned to Bengkalis polytechnic under the Bangun Insani Foundation (YBI) Bengkalis, expanding its offerings to include Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

In July 2001, Bengkalis Polytechnic welcomed its inaugural class of students. Then, in 2006, the institution expanded its offerings by introducing two new programs: Business English and Informatics Engineering. Later, on December 26, 2011, Bengkalis Polytechnic attained the status of a State University (PTN) and was officially renamed the State Polytechnic of Bengkalis through Regulation No. 28 of 2011 issued by the Minister of National Education.

From 2013 to 2016, the State Polytechnic of Bengkalis expanded its offerings with nine additional study programs, including D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Technical, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration, and D4 Public Financial Accounting. Continuing this growth, until 2021, the institution planned to introduce three more study programs: D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English for Communication and Professionals. Overall, since its establishment in 2000, the State Polytechnic of Bengkalis has developed into a vocational campus offering eight majors comprising

18 study programs. It emphasizes apprenticeship experiences, mandatory for all final semester students, aiming to cultivate competence across various fields.

Apprenticeship, commonly referred to as "Practice Work" or KP, involves a series of activities aimed at applying scientific theories and concepts learned during academic studies to real-world work situations relevant to students' fields of study. It serves to enhance students' knowledge and skills, enabling them to address scientific problems based on the theories they've acquired in college. By engaging in apprenticeship, students gain a deeper understanding of their chosen field of study and can apply their knowledge effectively. Furthermore, it offers students insights into their future professions and familiarizes them with the working environment associated with their study programs. Thus, apprenticeship serves as a valuable opportunity for students to acquire knowledge and practical experience, fulfilling a requirement for obtaining an applied bachelor's degree.

In this program, tailored for International Business Administration students in their eighth semester, the internship extends over approximately four months. Throughout this duration, students are empowered to select their desired location for the internship. Nevertheless, the internship coordinator presents various options or recommendations based on prior internship placements. Among these options, the author has indicated a keen interest in pursuing apprenticeship within the realm of finance, particularly at PT. Bank Rakyat Indonesia Bengkalis Branch Office, specifically at the Sungai Pakning Work Unit.

Bank Rakyat Indonesia (BRI) stands as one of Indonesia's largest state-owned banks. Its origins trace back to December 16, 1895, when it was established in Purwokerto, Central Java, by Raden Bei Aria Wirjaatmadja. Since then, PT Bank Rakyat Indonesia Tbk has evolved into a dynamic state-owned corporation, continually expanding its operations to include subsidiaries specializing in various services such as pension funds, insurance, pawnshops, and so on.

With over 128 years of expertise, BRI consistently offers convenience and efficiency in addressing diverse customer requirements. Backed by outstanding banking services, millions of customer transactions are seamlessly managed round the clock, seven days a week, through a vast network of service facilities spanning

across the nation. In step with the nation's progress, Bank BRI continually innovates to fulfill all banking service demands, steadfast in its commitment to serve as the primary partner for the Indonesian people in advancing their economy.

PT. Bank Rakyat Indonesia has a widespread presence across Indonesia, encompassing Regional Office Work Units, Branch Offices, Sub-Branch Offices, Cash Offices, BRI Units, and BRI Terrace, all interconnected in real-time online. In Bengkalis Regency specifically, there is one branch office situated at Jl. Gen. Sudirman, Bengkalis City, District of Bengkalis, Bengkalis Regency, Riau 28713. Within this branch office, there are three Unit offices, namely BRI Unit Sungai Pakning, BRI Unit Selat Baru, and BRI Unit Bengkalis Kota. Additionally, the BRI Unit Bengkalis Kota hosts one BRI Terrace located at the Terubuk Bengkalis market, known as BRI Terubuk Terrace Market.

1.2 Purpose of the Apprenticeship

The apprenticeship activities for students in the International Business Administration study program at State Polytechnic of Bengkalis include:

1. Describing the job roles at BRI Unit Sungai Pakning.
2. Identifying the locations and times when tasks are performed by employees at BRI Unit Sungai Pakning.
3. Explaining the procedural systems in place at BRI Unit Sungai Pakning.
4. Identifying challenges and solutions encountered during the apprenticeship implementation.

1.3 Significances of the Apprenticeship

Apprenticeship provides significant benefits for various parties, including students, companies, and State Polytechnic of Bengkalis.

1.3.1 Significances for Students

The implementation of the apprenticeship program provides several benefits for students, namely:

1. Get a certificate from the company after completing the apprenticeship program.

2. Receive pocket money and transport in accordance with the agreement between the apprenticeship participants and the company.
3. Students can develop work relationships and gain experience in resumes.
4. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
5. Students gain practical experience in applying theoretical or conceptual knowledge in accordance with their study program.
6. Students are able to analyze problems related to science applied in work in accordance with their study program.

1.3.2 Significances for the Company

The apprenticeship program also provides benefits for companies/institutions that accept apprenticeship students, among others:

1. Companies get labour assistance from students who do apprenticeship so that work becomes lighter and easier.
2. The company becomes better known among academics and the world of education.

1.3.3 Significances for State Polytechnic of Bengkalis

The implementation of the apprenticeship program also brings benefits to the Bengkalis State Polytechnic, namely:

1. The establishment of good cooperation/relationship between the campus and the company where students do apprenticeship.
2. Bengkalis State Polytechnic can improve the quality of its graduates through student apprenticeship experience.
3. Bengkalis State Polytechnic becomes better known in the industrial or corporate world.
4. Bengkalis State Polytechnic receives feedback from organizations/companies on the ability of students who participate in apprenticeship in the world of work.
5. Bengkalis State Polytechnic gets input from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Bank Rakyat Indonesia (BRI) is one of the largest state-owned banks in Indonesia. Founded in Purwokerto by Raden Aria Wiriatmaja under the name De Poerwokertosche Hulp-en Spaarbank der Indlandsche Hoofden, it initially functioned as an institution that managed mosque funds and channelled them to the community through a simple scheme. On 16 December 1895, the Hulpen Spaarbank der Indlandsche Bestuurs Ambtenareen was officially established, which later became known as the first ‘People’s Credit Bank’ in Indonesia. Over the years, the bank underwent several name changes, including in 1897 to De Poerwokertosche Hulpen Spaar-en Landbouw Creditbank (Volksbank) or ‘The People’s Bank’, then to Centrale Kas Voor Volkscredietwezen Algemene in 1912, and then to Algemene Volkscredietbank (AVB) in 1934. During the Japanese occupation in 1942, AVB changed its name to Syomin Ginko.



Figure 2.1 BRI Central Jakarta Head Office

Source: kompas.com

On February 22, 1946, under Government Regulation No. I of 1946, the Indonesian Government renamed this institution to Bank Rakyat Indonesia (BRI), making it the first state-owned bank in the Republic of Indonesia. In 1960, the Government renamed BRI to Bank for Farmers and Fishermen Cooperatives (BKTN), merging it with Bank for Farmers and Fishermen (BTN) and Nederlandsche Handels Maatschappij (NHM). In 1965, it was absorbed into Bank Indonesia and called Bank Indonesia for Cooperatives, Farmers, and Fishermen Affairs (BIUKTN) and Bank Negara Indonesia Unit II for the Export-Import Sector. Then, in accordance with Law No. 21 of 1968, it was renamed again to Bank Rakyat Indonesia as a commercial bank.

Bank BRI changed its legal status to PT. Bank Rakyat Indonesia (Persero) based on Banking Law No.7 of 1992. It transitioned into a Publicly Listed Company on November 10, 2003, following its listing on the Indonesia Stock Exchange with the share code BBRI. A significant strategic move occurred in 2007 with the acquisition of Bank Jasa Artha (BJA), later converted into PT. BRI Syariah Bank. Subsequently, BRI's Sharia Business Unit was separated from Bank BRI and merged into PT. Bank Syariah BRI on January 1, 2009.

In 2011, Bank BRI marked three significant dates. Firstly, on January 11, 2011, Bank BRI implemented a stock split, reducing the nominal share value from IDR 500 per share to IDR 250 per share. This move aimed to increase share trading liquidity and expand ownership in the Indonesia Stock Exchange. Secondly, on March 3, 2011, Bank BRI undertook a corporate action by signing an Acquisition Deed with the Plantation Pension Fund (Daperbun) to acquire and become the controlling shareholder of PT Bank Agroniaga Tbk.

An important event in 2011 occurred on December 16, 2016. On this date, coinciding with Bank BRI's 116th anniversary, BRI executed a corporate action by signing the Instrument of Transfer and Bought and Sold Notes with BRIngin Life Insurance Sejahtera Life concerning shares of BRIngin Remittance Co. Ltd (Hong Kong).

In 2013, Bank BRI pioneered self-service banking services in Indonesia through BRI Hybrid Banking, aiming to enhance customer service. To further

improve accessibility, Bank BRI expanded its ATM network to 20,792 units and its EDC machines to 131,204 units, establishing itself as the bank with the largest ATM and EDC networks in Indonesia. Additionally, on April 28, 2014, Bank BRI achieved a significant milestone by signing the BRI Satellite (BRIsat) Procurement and Launching Contract with Space Systems/ Loral (SSL) and Arianespace. This agreement paved the way for Bank BRI to become the world's first and only bank to operate its own satellite, marking a momentous step not only for the bank but also for Indonesia.

In its drive to expand and fortify its banking networks across Asia, Bank BRI extended its conventional operations by inaugurating offices in the heart of Singapore, situated at OUE Bayfront, 50 Collyer Quay. Before this expansion, BRI had already established several overseas units in various countries, including BRI New York Agency, BRI Cayman Island Branch, Hong Kong Representative Office, and BRI Remittance Hong Kong. Another noteworthy innovation in 2015 was Bank BRI's introduction of 'Teras BRI Kapal' – a unique initiative where the bank operated a unit from a ship. 'Teras BRI Kapal' is supported by advanced information technology and proficient human resources, and is staffed with tellers, customer service personnel, and microcredit staff. A significant aspect of this initiative was the installation of an Automated Teller Machine (ATM) unit onboard, ensuring 24-hour online banking accessibility.

In a historic achievement on June 9, 2016, BRI launched its satellite named BRIsat, marking a groundbreaking moment as BRI became the world's first and only bank to possess and manage its own satellite. Since its inception to the present day, PT Bank Rakyat Indonesia Tbk, widely known as BRI, has remained steadfast in delivering top-notch banking services to the public. These services encompass a range of offerings such as deposits, loans, payment solutions, and investment services.

PT Bank Rakyat Indonesia Tbk, as one of the State-Owned Enterprises (SOEs), has shown continuous growth for more than 128 years of operation. Bank BRI has diversified its services through subsidiaries that focus on various sectors such as pension funds, insurance, pawnshops, and others. With its extensive

experience, Bank BRI consistently prioritises convenience and efficiency in meeting the diverse needs of its customers. Supported by excellent banking services, Bank BRI serves millions of customer transactions at any time through service facilities that are widely spread throughout the country. Along with the development of the country, Bank BRI remains dynamic in its approach, continuing to innovate to meet the evolving needs of banking services. Throughout its journey, Bank BRI continues to uphold its commitment to become the main partner of the Indonesian people in economic development efforts.

2.1.1 Bank Rakyat Indonesia Logo

BRI has undergone several logo changes, and the latest BRI logo appears notably simpler compared to its predecessors:



Figure 2.2 Logo of BRI
Source: wikipedia

2.1.2 Philosophy PT. Bank Rakyat Indonesia Logo

The Bank Rakyat Indonesia logo reflects the company's inclusivity. Sea blue symbolizes trust and calmness, representing stability and reliability in BRI's services. This blue hue assures customers of the bank's dependability and its ability to provide peace of mind. White, on the other hand, suggests courtesy and integrity, reinforcing BRI's commitment to high ethical standards. The enclosed rectangle housing the BRI bank logo signifies the company's emphasis on safety and security, reassuring customers of their trustworthiness. The combination of straight lines and curves in the logo symbolizes BRI's journey through historical events, highlighting its adaptability (curves) while adhering to core principles (straight lines).

2.2 Vision and Mission of PT Bank Rakyat Indonesia (Persero) Tbk

In carrying out its operational activities, Bank BRI follows a vision and mission that guides the Company towards success. These visions and missions help Bank BRI stay focused on achieving. They also remind management and employees that their co-operation is aimed at a common goal, which will contribute to the long-term success of the company.

2.2.1 Vision of PT Bank Rakyat Indonesia (Persero) Tbk

Become The Most Valuable Banking Group in Southeast Asia and Champion of Financial Inclusion.

2.2.2 Mission of PT Bank Rakyat Indonesia (Persero) Tbk

PT Bank Rakyat Indonesia (Persero) Tbk has three main missions that form the basis of the company's operations and strategies, which are as follows:

1. Carry out the best banking activities by prioritizing services to Micro, Small and Medium Enterprises to support the improvement of the people's economy
2. Providing excellent service to customers through a wide-spread network professional human resources and reliable information technology by implementing proper risk management and good corporate governance practices
3. Providing optimal benefits and benefits to interested parties (stake holders).

2.3 Kind of Business

In line with its vision and mission, BRI remains steadfast in its commitment to the development of Micro, Small, and Medium Enterprises (MSMEs). This unwavering dedication has translated into outstanding business performance and garnered international acclaim, including recognition from institutions such as the Asian Development Bank (ADB) and the World Bank. In response to evolving market dynamics and the diverse needs of the public regarding banking products and services, Bank BRI has expanded its business segments to encompass various areas. These include Micro and Program Business, Retail Business, Corporate Business, International Business, Treasury and Capital Market Support Services, as

well as Subsidiaries specializing in Sharia-compliant, Agribusiness, and Remittance services.

Bank BRI has designed various consumer product features that are attractive and in accordance with customer needs. These products include Savings, Current Accounts, Deposits, BRI Prioritas e-banking, Home Ownership Loans (KPR), Motor Vehicle Loans (KKB), Multipurpose Loans (KMG), and credit cards. At Bank Rakyat Indonesia Unit Sungai Pakning, there are several products the following:

2.3.1 Savings

Savings are funds deposited by individuals or households in financial institutions such as banks for future use. There are different types of savings including:

1. Simpedes

Simpedes savings refer to public deposits in Indonesian Rupiah, which can be made and withdrawn at KC/KCP/BRI Units/Cash Offices/Teras BRI. There are no limitations on the frequency or amount of deposits and withdrawals as long as they adhere to relevant regulations.

2 BritAma

A savings product that offers numerous conveniences for banking transactions, supported by e-banking facilities and a real-time online system, allowing customers to transact anytime and anywhere.

a. BritAma Business

BRI savings products are designed primarily for business use, offering greater flexibility in transactions, clearer transaction records, and additional benefits to support the business transaction needs of customers.

b. BritAma X

A savings product featuring a stylish debit card design tailored for young people, offering a variety of conveniences for banking transactions. Supported by e-banking facilities and a real-time online

system, this product allows customers to transact anytime and anywhere.

c. BritAma Junio

This is a BRI Savings product specifically aimed at the children segment with facilities and features that are attractive to children.

2.3.2 Deposit

Deposits are deposit products in banks where funds are kept for a certain period of time at a fixed interest rate.

1. Rupiah Deposits: Time deposits denominated in Rupiah that can only be withdrawn at certain times, offering attractive interest rates and other benefits.
2. Foreign Currency Deposits: Time deposits in foreign currencies that can only be withdrawn at certain times, offering attractive interest rates and other benefits.
3. BRI Internet Banking Deposit: A time deposit product that offers competitive interest rates.

2.3.3 Giro

Demand deposits are a type of bank account used mainly by companies and individuals for day-to-day business transactions. The following types of current accounts are available at BRI unit Sungai Pakning.

1. Giro BRI Rupiah: A type of deposit denominated in Rupiah that can be withdrawn at any time using cheque (bilyet giro), ATM card, or other means of command.
2. Giro BRI Foreign Currency: A type of foreign currency deposit that can be withdrawn at any time in accordance with the withdrawal order determined by BRI.

2.4 Organization Structure

The organizational structure of a company, or company structure, generally refers to the arrangement of work units within a business. The purpose of this is to

ensure that every component of the company can operate at its best, allowing the company to function efficiently and effectively. The organizational structure of PT Bank Rakyat Indonesia Sungai Pakning Unit is as follows:

**ORGANIZATIONAL STRUCTURE OF
PT. BANK RAKYAT INDONESIA UNIT SUNGAI PAKNING OFFICE**

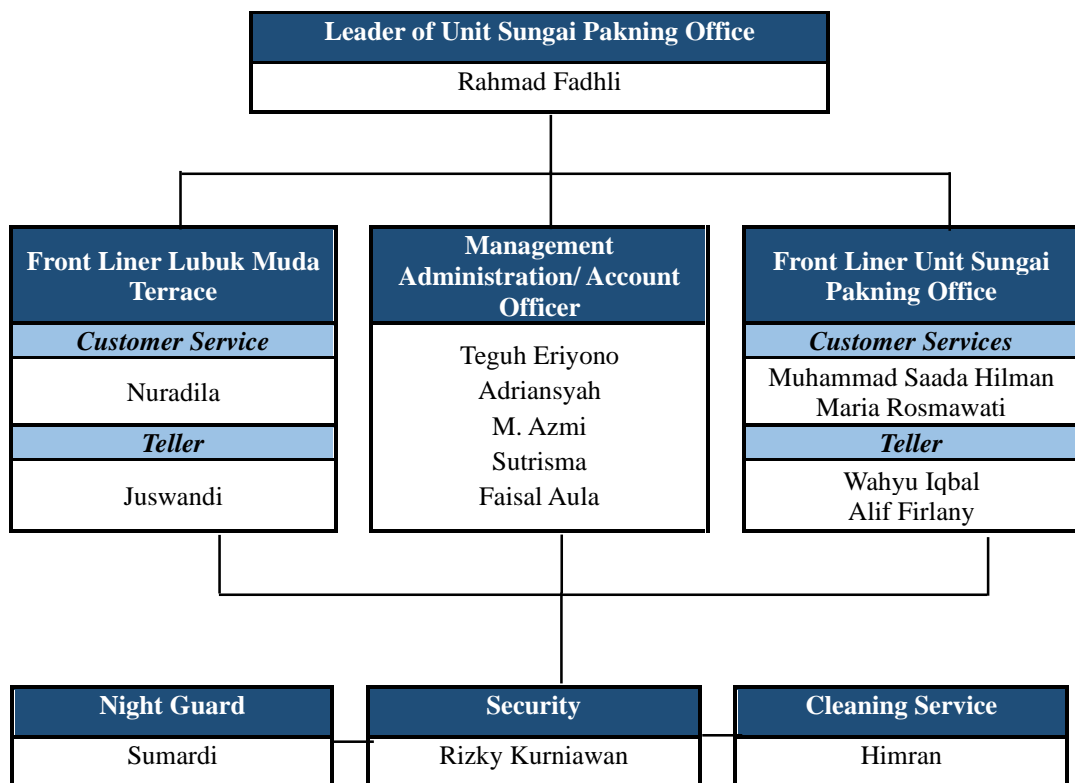


Figure 2.3 Organization Structure of BRI Unit Sungai Pakning
Source: BRI Unit Sungai Pakning

2.4.1 Head of BRI Unit Sungai Pakning

Leader of Bank Rakyat Indonesia Unit Sungai Pakning. The duties and responsibilities of leader Bank Rakyat Indonesia (BRI) as follow:

- a. Responsible for all operations at the BRI Unit
- b. Act as the full Supervisor of BRI Unit operations
- c. Serve as the BRI Unit password holder
- d. Oversee data processing at the BRI Unit
- e. Be accountable for BRI Unit employees

- f. Develop, monitor, and evaluate BRI Business Units and their working areas to achieve targets
- g. Provide coaching for BRI Unit customers, both in terms of loans and savings

The authority that must be exercised by the leader of BRI Unit Sungai Pakning includes:

- a. Deciding on requests for KUPEDES (Rural Business Credit), KUR (People's Business Credit), and BRIGuna according to the given powers
- b. Approving promotional costs
- c. Deciding on the disbursement or withdrawal of customer deposits

2.4.2 Management Administration (MANTRI)

The duties and responsibilities of a Management Administration (MANTRI) or Account Officer at Bank Rakyat Indonesia (BRI) are as follows:

- a. Conduct marketing of BRI unit products, including loans, savings, and other bank services.
- b. Oversee the loan process.
- c. Manage guarantees.
- d. Take initiatives to propose decisions on BRI Unit loans in accordance with applicable regulations to ensure the feasibility of the loans provided.
- e. Conduct coaching, billing, and loan supervision from the time the loan is disbursed until it is fully repaid.
- f. Accountable for arrears resulting from customer loan payment delays.
- g. Ensure the authenticity of loans and perform guarantee checking.

2.4.3 Customer Service (CS)

BRI Unit Sungai Pakning the duties and responsibilities of Customer Service BRI as follow:

- a. Providing information to customers or prospective customers about BRI products to support the marketing of BRI products.
- b. Offering information on loan balances, transfers, and loans for customers who need it to provide satisfactory loan services.

- c. Handling requests for copies of bank statements for customers who need them (excluding routine monthly deliveries) to ensure satisfactory customer service.
- d. Providing special services to core customers, such as delivering or picking up money at the customer's residence or place of business, to ensure customer satisfaction.
- e. Assisting customers who need help filling out applications for BRI funds and services to ensure satisfactory service.
- f. Receiving customer complaints and forwarding them to authorized officials to ensure satisfactory service.
- g. Performing other duties assigned by superiors to support business interest and BRI Unit operations.

2.4.4 Teller

The duties and responsibilities of a Teller at BRI Sub Branch Office Bengkalis include:

- a. Managing additional cash to ensure smooth and satisfactory customer service.
- b. Assisting customers with withdrawals and other requested transactions.
- c. Receiving deposit money from customers and verifying it against a deposit receipt to ensure transaction accuracy and money authenticity.
- d. Ensuring correct disbursement of funds to eligible customers to prevent errors.
- e. Verifying the validity of received cash receipts to maintain transaction security and accuracy.
- f. Managing and depositing physical cash to the Supervisor/AMO (Assistant Operations Manager) during and at the end of the day to maintain cash security.
- g. Processing debt payments, credit realizations, and other transactions approved by authorized officials for operational efficiency.
- h. Handling transactions involving the buying and selling of banknotes (foreign currencies) to provide excellent customer service.

2.4.5 Security

The duties and responsibilities of security personnel at BRI encompass securing assets, agencies, projects, buildings, properties, or premises. They monitor equipment, conduct surveillance, perform inspections, and manage access points to ensure security and prevent accidental loss or damage. Additionally, BRI security personnel are entrusted with maintaining customer service by assisting Micro, Small, and Medium Enterprises (MSMEs) seeking financial injections through BRI's flagship product, the BRI People's Business Credit (KUR).

2.4.6 Cleaning Service

A Cleaning Service Officer, commonly known as a cleaner, is responsible for providing comprehensive cleaning services within a facility or office building. Their duties include basic cleaning tasks such as dusting, mopping, sweeping, vacuuming, and wiping down windows and doors to maintain cleanliness. They are also responsible for ensuring that restrooms are thoroughly cleaned, sanitized, and stocked with necessary supplies. This role plays a crucial part in maintaining a clean and hygienic environment for occupants and visitors alike.

2.4.7 Night Guard

Ensure the security of the company or agency during nighttime hours until the morning office hours resume, while also documenting significant nighttime events.

2.5 The Working Process

At BRI Unit Sungai Pakning, the author was given several authorities and responsibilities to carry out the following tasks. In the Customer Service section, the author was also asked to do some work in the Management Administration/Account Officer Section, General Section, and Teller Section.

1. Archiving loan files
2. Scanning the loan file
3. Storage in digital form

In the Management Administration/Account Officer Section, the author is given the following authorities and responsibilities

1. Searching for customer loan files.
2. Printing the loan list table.
3. Receiving new loan application files,

In the General and Personnel section, the author is given the following authority and responsibilities:

1. Making nominal tires.

In the Teller section, the author is given the following authority and responsibilities:

1. Sorting money.
2. Debiting money

2.6 Documents Used for Activities

During the apprenticeship, several documents were used to complete the various tasks assigned. These documents cover a wide range of types and functions, ensuring that each task can be carried out effectively and efficiently. The use of these documents is essential to maintain order, accuracy and consistency in the workflow. The documents serve a variety of purposes, from data entry and customer service to archiving and operational support. Documents used in the apprenticeship include, but are not limited to, the following:

2.6.1 Customer loan credit file



Figure 2.4 KUR File
Source: Processed Data, 2024

Figure 2.4 above is a KUR file that contains important documents that support the disbursement of customer loans. These documents include photocopies of husband and wife's KTP, family card, NPWP, photocopy of marriage certificate, business certificate, photocopy of collateral/guarantee, business expense invoices, photos of husband and wife, debtor information, and other complementary documents. KUR loan amounts range from 25,000,000 to 500,000,000.



Figure 2.5 KUPEDAS File
Source: Processed Data, 2024

Figure 2.5 above is a KUPEDAS file that contains important documents that support the disbursement of customer loans. These documents include photocopies of husband and wife's KTP, family card, NPWP, photocopy of marriage certificate, business certificate, photocopy of collateral/guarantee, business expense invoices, photos of husband and wife, debtor information, and other complementary documents. The KUPEDAS loan amount starts from 1,000,000 to 250,000,000.

2.6.2 Collateral Collection Register Book



Figure 2.6 Collateral collection register
Source: Processed Data 2024

Figure 2.6 illustrates a collateral collection register book, a log used by banks to record each instance of collateral collection from customers applying for loans with specific guarantees. Collateral may include house certificates, vehicle BPKBs, or other valuable assets pledged as security for the loan. This register documents details of the collateral collection transactions, such as the date of collection, type of collateral, identification number of the collateral, its value, and other pertinent information related to the administrative process and the security of the collateral throughout the loan period.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The apprenticeship was carried out at the Bank BRI Unit Sungai Pakning. Which was carried out for 4 months, starting from 01 February 2024 until 31 May 2024. During the apprenticeship period, the author was placed in the BRImen section (BRI Documents), but the author was also asked to do work in the Micro Marketing section, Customer Service (CS) section, General section and teller section.

The marketing department at BRI Unit Sungai Pakning is responsible for the financing, disbursement, and funding processes. Employees in this section, known as Mantri, are tasked with finding customers such as entrepreneurs, civil servants, and retirees. While working in the marketing department, the author was given the following tasks:

1. Create file locations and loan files
2. Scanning customer loan documents
3. Indexing loan files
4. Organizing and grouping files to the BRImen room
5. Take part in field surveys

In the teller section, the author assists with the teller's operational equipment. This section is responsible for directly interacting with customers and conducting various financial transactions. The author was given the following duties and responsibilities to assist the teller:

1. Sorting and Counting Money
2. Preparing money tires for tellers

Furthermore, in the service section, the author assisted in serving customers and completing files. The author was given the following tasks in the service department:

1. Archiving Claim Files
2. Scanning claim files
3. Validating customers' savings book

3.2 System and Procedure

The systems and procedures implemented at BRI Unit Sungai Pakning are as follows:

1. Place of Implementation of Apprenticeship

The place of apprenticeship at the bank. The following is information on company data where apprenticeship is carried out:

Company Name : BRI Unit Sungai Pakning
Address : Jl. Jend. Sudirman No.12, Sungai Selari, Kec.
Bukit Batu, Kabupaten Bengkalis, Riau 28761
Telephone : (021) 14017

2. Time Implementation of Apprenticeship

Working hours at BRI Unit Sungai Pakning are five days (Monday-Friday) a week. BRI Unit Sungai Pakning has provisions regarding working hours. The provisions for working hours at BRI Unit Sungai Pakning are:

Come to work : 07.15 WIB
Rest : 12.00-13.00 WIB
Return : 17.00 WIB

3. Uniform Implementation of Job Training

The work uniform at BRI Unit Sungai Pakning is batik and casual formal during the week. BRI Unit Sungai Pakning has uniform requirements. The work uniform requirements at PT Bank Rakyat Indonesia Indonesia are:

Monday : Casual (blue or white colour)
Tuesday : Batik
Wednesday : Casual
Thursday : Batik
Friday : Casual

4. Absence of Apprenticeship Participants

The attendance of apprenticeship participants at BRI Unit Sungai Pakning is carried out manually on sheets of paper that have contained attendance formats such as month, date, day and information. Information is filled in if the apprenticeship participant is absent. Absences are validated by the supervisor during apprenticeship by initialing in one of the columns provided.

5. Briefing

BRI Unit Sungai Pakning every Monday, Wednesday, and Friday carry out zoom with BRI Bengkalis Branch Office. morning zoom which begins with prayer reading, delivery of material, delivery from the branch manager, then reading the AKHLAK core values (Amanah, Competent, Harmonious, Loyal, Adaptive, Collaborative) and closed with a work culture yell.

6. Yasin Reading

BRI Unit Sungai Pakning zooms with the bengkalis branch office and also BRI units located in Bengkalis city and also in Selatbaru. Every Friday to carry out yasin reading and prayers together for the progress, safety and welfare of employees.

3.3 Place of Apprenticeship

The implementation of apprenticeship activities was carried out at PT Bank Rakyat Indonesia Tbk, Bengkalis branch office at Sungai Pakning Unit located at Jl. Jend. Sudirman No.12, Sungai Selari, Kecamatan Bukit Batu, Bengkalis Regency, Riau 28761. In the field of marketing, service and operations for 4 (four) months starting from 01 February 2024 to 31 May 2024. The time of implementation of apprenticeship activities at BRI Unit Sungai Pakning is carried out every Monday to Friday starting at 07.15 WIB until 17.00 WIB. By wearing Batik, Formal and Casual clothing during apprenticeship. Apprenticeship is given direction and guidance by Mr. Rahmad Fadhli. Di BRI Unit Sungai Pakning, The author was placed in the BRImen (BRI Documents) section, and operational documents in the customer service section.

Table 3.1 Daily Activities of February 01st, 2024 to February 02th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Thursday February 01, 2024	1. Morning Briefings. 2. Briefing from the Branch Manager. 3. Introduce yourself 4. Sorting money	Bank Rakyat Indonesia Bengkalis Branch Office
2.	Friday February 02, 2024	1. Yasinan and Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money	Bank Rakyat Indonesia Bengkalis Branch Office

Source: *Processed data 2024*

Table 3.1 is the first week the author conducts apprenticeship activities. In this week the author was briefed by the branch operation service manager about all the rules that must be obeyed when doing apprenticeship at BRI Bengkalis Branch Office. Then the author was taught how to sort money and input customer data.

Table 3.2 represents the activities of the second week in February when the author participated in the morning briefing with employees of Bank Rakyat Indonesia's Bengkalis Branch Office and other work units via Zoom. During this week, the author was assigned tasks such as sorting money based on its condition and denomination, separating customer files into those that have been paid off and those that have not, archiving files that needed organization, and relocating the archive storage.

Table 3.2 Daily Activities of February 05th, 2024 to February 9th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday February 05, 2024	1. Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money	Bank Rakyat Indonesia Bengkalis Branch Office
2.	Tuesday February 06, 2024	1. Morning Briefings. 2. Help the teller count money using the machine 3. Sorting money 4. Filing loan documents	Bank Rakyat Indonesia Bengkalis Branch Office
3.	Wednesday February 07, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files	Bank Rakyat Indonesia Bengkalis Branch Office
4.	Thursday February 08, 2024	Public Holiday	Public Holiday
5.	Friday February 09, 2024	Public Holiday	Public Holiday

Source: *Processed data 2024*

Table 3.3 in the third week, the author was placed in the Teller and BRImen sections. In the BRImen section, the writer was taught to index new documents with

paid-off data. In addition, the author was also taught to file documents in the BRImen room according to their numbers.

Table 3.3 Daily Activities of February 12th, 2024 to February 16th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday February 12, 2024	1. Morning Briefings. 2. Help the teller count money using the machine 3. Sorting money 4. Filing loan documents	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday February 13, 2024	1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday February 14, 2024	Public Holiday	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday February 15, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Scanning claim files 4. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday February 16, 2024	1. Yasinan and Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.4 outlines the activities of the fourth week in February, where the author performed the same tasks as in the previous week. However, there was an additional activity this week: participating in a Yasinan prayer gathering for the safety, welfare, and comfort of Bank Rakyat Indonesia. Additionally, the author was responsible for organizing and moving the customer's credit files to the BRImen room.

Table 3.4 Daily Activities of February 19th, 2024 to February 23th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday February 19, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Scanning customer loan documents 4. Sorting and Counting Money 5. Organizing and grouping files to the BRImen room	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday February 20, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Scanning claim files 4. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday February 21, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files	Bank Rakyat Indonesia Unit Sungai Pakning

4.	Thursday February 22, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Archiving Claim Files 4. Create file locations and loan files	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday February 23, 2024	1. Yasinan and Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.5 details the activities of the fifth week in March, during which the author continued with the same tasks as in the previous two weeks. In this fifth week, the author was assigned to the Marketing and General Department, assisting the operational department in completing its duties, similar to the previous weeks.

Table 3.5 Daily Activities of February 26th, 2024 to March 01st, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday February 26, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday February 27, 2024	1. Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday February 28, 2024	1. Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money 4. Scanning customer loan documents	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday February 29, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Scanning customer loan documents 4. Sorting and Counting Money 5. Organizing and grouping files to the BRImen room	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday March 01, 2024	1. Yasinan and Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.6 summarizes the activities of the sixth week in March, during which the author continued with the same tasks as in the previous three weeks. In this week, the author was assigned to the Marketing Department, where they assisted with compiling files, scanning and photocopying documents, locating files needed by orderlies, and filing them back in their proper places.

Table 3.6 Daily Activities of March 04th, 2024 to March 08th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday March 04, 2024	1. Morning Briefings. 2. Indexing loan files 3. Scanning customer loan documents 4. Archiving Files	Bank Rakyat Indonesia Unit Sungai Pakning

2.	Tuesday March 05, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Scanning customer loan documents 	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday March 06, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Scanning claim files 4. Help the teller count money using the machine 	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday March 07, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money 	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday March 08, 2024	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.7 is the second week in March, the author did the same activities in the first and fifth weeks. The author also assisted the teller in preparing the money tires and sorting the money according to emissions.

Table 3.7 Daily Activities of March 11th, 2024 to March 15th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday March 11, 2024	Public Holiday	Public Holiday
2.	Tuesday March 12, 2024	Public Holiday	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday March 13, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money 	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday March 14, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday March 15, 2024	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Create file locations and loan files 3. Scanning customer loan documents 4. Sorting and Counting Money 	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.8 is the third week in May when the author was assigned to the BRImen section. The author's activities were the same as the previous week. The author was absent on May 16-17, 2024 due to illness and has confirmed to the head of the unit to ask for permission.

Table 3.8 Daily Activities of March 18th, 2024 to March 22th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday March 18, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Scanning customer loan documents	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday March 19, 2024	1. Morning Briefings. 2. Indexing loan files 3. Scanning customer loan documents 4. Archiving Files	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday March 20, 2024	Permission Sick	Permission Sick
4.	Thursday March 21, 2024	Permission Sick	Permission Sick
5.	Friday March 22, 2024	Permission Sick	Permission Sick

Source: Processed data 2024

Table 3.9 details the activities carried out during the ninth week. The focus was on assisting with the compilation and scanning of customer claim files. In addition, the author assisted customer service in filing operational documents within the BRImen room, ensuring that all files were well organized and accessible.

Table 3.9 Daily Activities of March 25th, 2024 to March 29th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday March 25, 2024	1. Morning Briefings. 2. Indexing loan files 3. Archiving Files	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday March 26, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday March 27, 2024	1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday March 28, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday March 29, 2024	Public Holiday	Public Holiday

Source: Processed data 2024

Table 3.10 covers the first week of April, during which the author was assigned to the marketing department, performing tasks similar to those of the previous week. In the tenth week, the author primarily focused on inputting customer data, which included searching for files and archiving them in the BRImen room.

Table 3.10 Daily Activities of April 01st, 2024 to April 05th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday April 01, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Organizing and grouping files to the BRImen room 4. Sorting and Counting Money	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday April 02, 2024	4. Morning Briefings. 5. Archiving Claim Files 6. Scanning claim files 7. Sorting and Counting Money	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday April 03, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday April 04, 2024	1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files 4. Archiving Claim Files	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday April 05, 2024	1. Yasinan and Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.11 This is the second week of April, the author did not carry out any activities due to the long national holiday welcoming Eid al-Fitr and the Eid al-Fitr holiday until April 15, 2024. The author started working again on April 16, 2024.

Table 3.11 Daily Activities of April 08th, 2024 to April 12th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday April 08, 2024	Public Holiday	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday April 09, 2024	Public Holiday	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday April 10, 2024	Public Holiday	Public Holiday
4.	Thursday April 11, 2024	Public Holiday	Public Holiday
5.	Friday April 12, 2024	Public Holiday	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.12 is the third week of April the author carried out the same activities as the previous week, namely creating Location files and archiving customer credit files, searching files and scanning claim files. In the third week of April, the author also assisted customer service in printing and compiling customer claim files.

Table 3.12 Daily Activities of April 15th, 2024 to April 19th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday April 15, 2024	Public Holiday	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday April 16, 2024	1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday April 17, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday April 18, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday April 19, 2024	1. Yasinan and Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.13 details the last week of April, during which the author was placed in the marketing activity section. In the fourth week, the author learned to categorize files and assisted in filing customer loan documents and locating customer files.

Table 3.13 Daily Activities of April 22th, 2024 to April 26th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday April 22, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday April 23, 2024	1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday April 24, 2024	1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files 4. Archiving Claim Files	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday April 25, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday April 26, 2024	1. Yasinan and Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.14 covers the first week of May, when the author was placed in the customer service section to validate customers' savings. Additionally, the author archived customer service operational documents in the provided bindex sorting the files by month and year.

Table 3.14 Daily Activities of April 29th, 2024 to May 03rd, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday April 29, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday April 30, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday May 01, 2024	Public Holiday	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday May 02, 2024	1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 5. Validating customers' savings	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday May 03, 2024	1. Yasinan and Morning Briefings. 2. Indexing loan files 3. Archiving Files	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.15 details the second week of May, during which the author performed the same activities as the previous week. The author continued to assist employees by indexing loan files, archiving claim files, locating needed files, and creating and printing customer service queue numbers.

Table 3.15 Daily Activities of May 06th, 2024 to May 10th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday May 06, 2024	1. Morning Briefings. 2. Indexing loan files 3. Archiving Files	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday May 07, 2024	1. Morning Briefings. 2. Organizing files to the BRImen room 3. Indexing loan files	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday May 08, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday May 09, 2024	Public Holiday	Public Holiday
5.	Friday May 10, 2024	Public Holiday	Public Holiday

Source: Processed data 2024

Table 3.16 covers the third week of May when the author was assigned to the BRImen section. The activities performed were the same as the previous week, including filing and indexing customer loan files.

Table 3.16 Daily Activities of May 13th, 2024 to May 17th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday May 13, 2024	1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday May 14, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday May 15, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Create file locations and loan files 4. Archiving Files	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday May 16, 2024	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday May 17, 2024	1. Yasinan and Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

Table 3.17 describes the fourth week of May, during which the author performed the same activities as the previous week. In addition, the author assisted in the teller section by sorting money according to emission and checking the status of customers' payoffs. Documents for customers who had paid off their accounts were transferred to the paid-off cabinet.

Table 3.17 Daily Activities of May 20th, 2024 to May 24th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday May 20, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday May 21, 2024	1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday May 22, 2024	1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday	Public Holiday	Public Holiday

	May 23, 2024		
5.	Friday May 24, 2024	Public Holiday	Public Holiday

Source: Processed data 2024

Table 3.18 describes the fourth week of May, during which the author was placed in the marketing department. The author participated in a survey with the Mantri to visit customers' houses and assisted with operations by sorting and archiving work documents, similar to the previous week's tasks. On Friday, May 31, which was the author's last day of apprenticeship at PT. Bank Rakyat Indonesia (Persero) Tbk Unit Sungai Pakning, a Yasinan session and morning briefing were held, followed by the release of internship students and a group photo session.

Table 3.18 Daily Activities of May 27th, 2024 to May 31th, 2024

No.	Day/Date	Descriptions of Activities	Assignor
1.	Monday May 27, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Organizing and grouping files to the BRI men room 3. Indexing loan files 4. Take part in field surveys 	Bank Rakyat Indonesia Unit Sungai Pakning
2.	Tuesday May 28, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRI men room 	Bank Rakyat Indonesia Unit Sungai Pakning
3.	Wednesday May 29, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Create file locations and loan files 4. Archiving Files 	Bank Rakyat Indonesia Unit Sungai Pakning
4.	Thursday May 30, 2024	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files 	Bank Rakyat Indonesia Unit Sungai Pakning
5.	Friday May 31, 2024	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 	Bank Rakyat Indonesia Unit Sungai Pakning

Source: Processed data 2024

3.4 Kind and Description of the Activity

The systems and procedures that the author uses while working at BRI Unit Sungai Pakning are as follows:

3.4.1 Create File Locations and Loan Files

In this activity, the author was assigned to create location files based on rooms, cabinets, shelves, and sequence numbers. The file is then archived into a document on the customer service portal.

The process of archiving loan customer data involves several meticulous steps to ensure accuracy and accessibility with the following steps:

1. Open the Microsoft Excel application.
2. Press Ctrl + F to search for customer names that have been recorded as paid off.
3. Replace the paid-off customer data with the new file data.
4. If archiving a continued loan customer file, simply replace the new data without changing the storage place.
4. The data that needs to be inputted for archiving files are: CIF (Customer Information File), account number, ceiling, MANTRI (Account Officer) name, collateral type, collateral number, collateral owner, and file information.
5. After making changes, click "Save" to save the data.

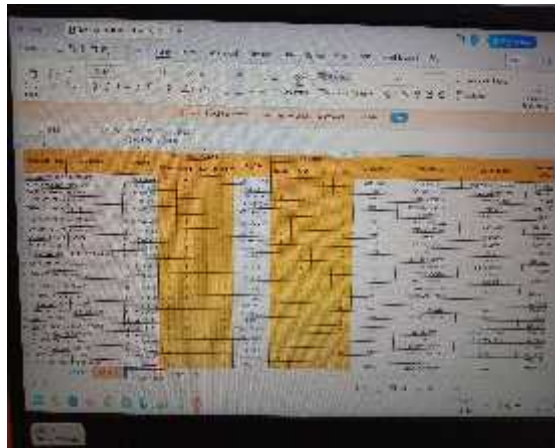


Figure 3.1. Create file locations

Source: Processed Data, 2024

3.4.2. Scanning Customer Loan Documents

The purpose of scanning customer loan documents is to digitize and archive documents efficiently. This process enables more secure and accessible data storage, minimizing the risk of loss or damage to physical documents. In addition,

digitization of documents speeds up the verification and approval process, thereby improving customer service and ensuring compliance with applicable regulations. KUR is people's business credit, KUPEDDES is rural business credit, and BRIGUNA is credit given to prospective debtors or debtors with the source of repayment coming from a fixed source of income.



Figure 3.2. Scan customer loan documents

Source: Processed Data, 2024

The picture above shows a writer scanning documents to copy them into digital form. This scanning is done to upload the documents into BRI's digital system, such as the Debt Statement Letter (SPH), loan decision, collateral (if KUPEDDES or BRIGUNA loan), and Debt Certificate (SKU). Thus, these documents can be stored electronically, facilitating access and data management. In addition, the documents can be reprinted in PDF form as needed, ensuring practicality and efficiency in the administrative process as well as fulfilling regulatory compliance requirements.

3.4.3 Indexing the Loan File

Indexing loan files refers to the process of systematically organizing and numbering files to facilitate the search and management of loan documents. The main objectives are to Organize loan files in a structured manner so that they are easily accessible and manageable both physically and digitally, Ensure that each loan file has a unique number or code that facilitates identification and search for the document, Make it easier for officers or users to find the documents needed

without having to spend a lot of time, Make it easier for officers or users to find the documents needed without having to spend a lot of time.



Figure 3.3. Indexing the Loan File
Source: Processed Data, 2024

3.4.4 Archiving Claim Files

Filing a claim file is the process of storing and organising claim documents so that they are neatly stored, complete, and easily accessible. The aim is to ensure the security, ease of access and completeness of documents to support the claims audit and tracking process.



Figure 3.4. Archiving Claim Files
Source: Processed Data, 2024

3.4.5 Scanning the Claim File

The purpose of scanning claim files is to ensure that the data contained in the claim file matches the data recorded in the bank system, as digital storage for easy access and management of files in the future as well as saving physical storage

space and scanning claim files can speed up the claims handling process because data can be processed more quickly and efficiently with the help of a computer system.



Figure 3.5. Scanning the Claim File
Source: Processed Data, 2024

3.4.6 Sorting and Counting Money

The picture below shows a writer counting and sorting Rupiah notes. This sorting activity involves selecting and grouping the banknotes based on circulation, denomination, emission, and year of issue. The sorted Rupiah notes are then prepared by ensuring that the main image on the front and back are facing the same direction, before they are inserted into the ATM machine. This step is important to ensure that the cash provided for use in ATM machines meets the standards of security, eligibility, and ease of use for customers.



Figure 3.6 Sorting and Counting Money
Source: Processed Data, 2024

3.4.7 Organizing and Grouping Files to the BRImen Room

Organizing and grouping files into BRImen rooms aims to ensure bank documents are stored neatly and safely. This process supports work efficiency, increases productivity, protects documents from damage or loss, and ensures compliance with bank regulations. With good management, bank staff can easily access the necessary documents, which in turn supports smooth operations and maintains the confidentiality of information.



Figure 3.7 Organizing and grouping files to the BRImen room

Source: Processed Data, 2024

3.4.8 Validating Customer Savings Book

The purpose and objective of validating the customer's passbook stamp is to ensure the validity and accuracy of the banking document. This process is very important to ensure that the stamp on the passbook is genuine and issued by the legitimate bank, not the result of forgery or manipulation and validate that all transactions recorded and stamped in the passbook have been verified and approved by the bank, thus avoiding unauthorised or unauthorised transactions.



Figure 3.8. Validating Customer Savings Book

Source: Processed Data, 2024

3.4.9 Preparing Money Tires for Tellers

The activity of Preparing "cash tires" for tellers refers to the process that involves providing and arranging sufficient quantities of cash in an orderly manner to support the daily transaction activities of the bank. The steps involved include calculating the amount of cash required, segregating cash by denomination, verifying the authenticity of the cash, arranging it in teller cash trays or tires, and preparing the necessary transaction documents. The ultimate goal is to ensure that each teller has sufficient and well-organized resources to serve customers efficiently, safely and in accordance with the bank's procedures.



Figure 3.9. Preparing money tires for tellers

Source: Processed Data, 2024

3.4.10 Take Part in Field Surveys

Picture the activity below is part of the marketing activity, which is a field survey to the homes of prospective customers who apply for loans. The survey involves several important steps, including checking the personal and financial data of the prospective customer, assessing the feasibility of the loan amount that can be provided based on the value of the proposed collateral and the type of business run by the prospective customer, and interviewing the prospective customer. The interview aims to ask a few core questions designed to gather more in-depth information about the prospective customer's financial situation, repayment capacity, and intended use of the loan.



Figure 3.10. Take part in field surveys
Source: Processed Data, 2024

3.5 Obstacles and Solutions

In the implementation of this apprenticeship, the authors get some obstacles that hinder the author in doing apprenticeship. With these obstacles, the author is also trying to find solutions so that these obstacles can be overcome properly and activities run smoothly.

3.5.1 Obstacles Faced

Obstacles Faced by the Author While carrying out apprenticeship at BRI Unit Sungai Pakning. The author gets the obstacles faced and this causes delays in the implementation of apprenticeship. The obstacles and obstacles that the author applies are as follows:

1. In the first week of apprenticeship, the author was still adapting to the work environment so that the author was a little awkward in communicating and socializing with employees.
2. Difficulty finding documents that have been archived because they are not arranged in the filing cabinet and documents have double data input.
3. It was difficult to scan claim files because we only have one scanner that can scan files.
4. Difficulty in finding DH loan files (blacklist) and restructuring archives because they are messy and if taken, they are not returned to the cupboard.

3.5.2 Solutions

Although the author experienced several obstacles that the author faced while carrying out apprenticeship at PT Bank Rakyat Indonesia Bengkalis branch office BRI Unit Sungai Pakning, the author was able to overcome obstacles and obstacles well and was able to carry out apprenticeship activities smoothly while carrying out apprenticeship at BRI Unit Sungai Pakning. The way practitioners overcome these obstacles is as follows:

1. In the first obstacle, the author took the initiative to greet when meeting and socialize with other employees during breaks.
2. In this obstacle, the author conducts periodic audits on the database to find and delete duplicate data.
3. Using CamScanner software from office mobile phones to scan documents.
4. The author evaluates the DH archive system and restructures the loan credit files by organizing and rearranging the loan credit files according to serial numbers, shelves and cabinets.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

Based on the explanation in the previous chapter, the author draws conclusions in several ways, namely as follows:

1. The author is given tasks in the BRIMen section, namely Filing loan files, scanning files, loan loans, Management Administration/Account Officer Section, Searching for customer loan files, Receiving new loan application files, and Printing loan list tables. And the Teller Section, namely sorting money and Making nominal tires.
2. In the implementation of this Apprenticeship, the author carried out Apprenticeship at one of the regionally owned companies in Riau, namely BRI Bengkalis Branch Office Sungai Pakning Unit which lasted for 4 (four) months, starting from February 01, 2024 to May 31, 2024.
3. Then, in this internship activity, the author also understands how the systems and procedures in the Credit Lending Efforts such as the system and procedures for granting credit and the documents used.
4. The obstacles that the author got during his internship at BRI Unit Sungai Pakning were first, the difficulty in finding DH loan files (balck list) and restructuring archives because they were messy and if taken they were not returned to the cupboard again. Then for the solution, the author evaluates the storage system for DH loan files and restructuring archives by organizing and rearranging loan files according to serial numbers, shelves and cabinets.

4.2 Suggestions

The author provides several suggestions for various parties, namely for the author himself, for students or younger siblings who will do apprenticeship in the next period, for the company and for the Bengkalis State Polytechnic.

1. Suggestions for writers are to be more disciplined, neat, careful and concentrated in carrying out apprenticeship.
2. The author advises students who will carry out apprenticeship to prioritize occupational safety and health, utilize time well, do work according to their abilities and supervisor's instructions, think before acting, and always be patient and obedient. Students must also learn to manage the tasks assigned and have the initiative to evaluate the system and procedures of internship work. The most important thing is to do your best during the internship, because this opportunity may only come once. Good performance during the internship has a positive impact on students, campus, and company.
3. After carrying out apprenticeship activities at BRI Unit Sungai Pakning, the author provides several suggestions for improvement. When the company assigns tasks that have a large responsibility and high risk to intern students, these tasks should be supervised, guided, and taught the steps. For example, when scanning files and archiving loan files, if one of the files is lost, this will have an impact on the performance of the customer service department.
4. Suggestions for the Bengkalis State Polytechnic campus are that the implementation of this internship can be used as evaluation material, and provide debriefing to students who will carry out apprenticeship activities before carrying out apprenticeship in accordance with the field or course material related to systems and procedures in the company where the apprenticeship is carried out.

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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 : 4218/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan Bank Rakyat Indonesia (BRI) Cabang Bengkalis
Jl. Jend. Sudirman, No. 18 Kec. Bengkalis, Kab. Bengkalis, Kota Bengkalis, Riau 28713
di Bengkalis

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 Bank Rakyat Indonesia (BRI) Cabang Bengkalis yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 31 Mei 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Putri Siska Niwanti	5404201328	D4 Administrasi Bisnis Internasional
2	Dewi Azzira	5404201274	D4 Administrasi Bisnis Internasional
3	Rismawati Putri	5404201306	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: Job Training Reference Letter



PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.

UNIT SUNGAI PAKNING

Jalan Jenderal Sudirman, Sungai Pakning

Telp. 0766-91027 Fax. 0766-91027

REFERENCE LETTER

B.22.VII/UNIT/MKR/7/2024

The undersigned below explains that:

Name : Rismawati Putri
Place/Date of Birth : Bengkalis, October 08,2002
Address : Jl. Awang Mahmuda, GG. Rambai, RT/RW 004/002, Desa Kuala Alam, Kec. Bengkalis, Kab. Bengkalis, Riau.

Has done Job Training in our company, PT Bank Rakyat Indonesia (Persero), Tbk. Since date February 01, 2024 up to May 31, 2024 as a Trainee.

While Working in our Company, the person Concerned has shown perseverance and seriousness to work well.

This certificate is given to he used appropriately.

Bengkalis, June 22, 2024

PT. Bank Rakyat Indonesia (Persero), Tbk

Unit Sungai Pakning

Rahmad Fadhli

Ka. Unit

Appendix 3: Company Appraisal Sheet

EVALUATION RESULT FROM JOB TRAINING
 COMPANY APPRAISAL
 PT. BANK RAKYAT INDONESIA (Persero) Tbk
 UNIT SUNGAI PAKNING

Name : Rismawati Putri
 Student's Identity Number : 5404201306
 Study Program : International Business Administration
 State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	96
2.	Responsibility	25%	98
3.	Adjustment/Adaptation	10%	95
4.	Work Result	30%	97
5.	Behavior in General	15%	97
Total (1+2+3+4+5)		100%	480/5 = 96%

Explanation :

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

Notes:

Sbs memiliki integritas yg sangat tinggi didalam dunia kerja
 diluar waktu, lebih tanggung jawab di dunia kerja.
 mudah menyudikan diri dg teman-teman kerja.
 Serta apa yg dikerjakan sesuai dg arahan dan prosedur.

Bengkalis, May 31st, 2024



RAHMAD FADHI
 Ka. Unit

Appendix 4: List of Attendance

LIST PRESENT OF THE JOB TRAINING
PT BANK RAKYAT INDONESIA (Persero) Tbk
UNIT SUNGAI PAKNING

Name : Rismawati Putri
 Student Identify Number : 5404201306
 Month : February

No	Day	Date	Entry Hours	Rest Hours	Return Hours	Student's Signature	Assignor Signature	Explanation	
1	Thursday	1	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
2	Friday	2	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
3	Saturday	3	Holiday						Holiday
4	Sunday	4	Holiday						Holiday
5	Monday	5	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
6	Tuesday	6	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
7	Wednesday	7	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
8	Thursday	8	Public Holiday						- Isra Mikraj Nabi Muhammad - Cuti Bersama Tahun Baru Imlek
9	Friday	9	Public Holiday						
10	Saturday	10	Public Holiday						
11	Sunday	11	Public Holiday						
12	Monday	12	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
13	Tuesday	13	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
14	Wednesday	14	Public Holiday						Pemilu 2024
15	Thursday	15	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
16	Friday	16	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
17	Saturday	17	Holiday						Holiday
18	Sunday	18	Holiday						Holiday
19	Monday	19	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
20	Tuesday	20	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
21	Wednesday	21	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
22	Thursday	22	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
23	Friday	23	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
24	Saturday	24	Holiday						Holiday
25	Sunday	25	Holiday						Holiday
26	Monday	26	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
27	Tuesday	27	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
28	Wednesday	28	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		
29	Thursday	29	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>		

Bengkalis, February 29th, 2024
 knowing.

[Signature]
 Practical Students

[Signature]
 Supervisor of Practical Work

[Signature]
 KA. Unit

LIST PRESENT OF THE JOB TRAINING
PT BANK RAKYAT INDONESIA (Persero) Tbk
UNIT SUNGAI PAKNING

Name : Rismawati Putri

Student Identify Number : 5404201306

Month : March

No	Day	Date	Entry Hours	Rest Hours	Return Hours	Student's Signature	Assignor Signature	Explanation	
1	Friday	1	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
2	Saturday	2	Libur						
3	Sunday	3							
4	Monday	4							
5	Tuesday	5	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
6	Wednesday	6	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
7	Thursday	7	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
8	Friday	8	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
9	Saturday	9	Public Holiday						Tahun Baru Saka
10	Sunday	10							
11	Monday	11							
12	Tuesday	12							
13	Wednesday	13	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
14	Thursday	14	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
15	Friday	15	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
16	Saturday	16	Holiday						Holiday
17	Sunday	17							
18	Monday	18							
19	Tuesday	19	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
20	Wednesday	20	Sick						Permission (Sick)
21	Thursday	21							
22	Friday	22							
23	Saturday	23	Holiday						Holiday
24	Sunday	24							
25	Monday	25				<i>Rismawati</i>	<i>[Signature]</i>		
26	Tuesday	26	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
27	Wednesday	27	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
28	Thursday	28	07.15	12.00	17.00	<i>Rismawati</i>	<i>[Signature]</i>		
29	Friday	29	Public Holiday						Wafat Isa Almasih
30	Saturday	30							
31	Sunday	31							

Bengkalis, March 31st, 2024
knowing,

[Signature]

Practical Students

[Signature]

Supervisor of Practical Work

[Signature]

KA. Unit

LIST PRESENT OF THE JOB TRAINING
PT BANK RAKYAT INDONESIA (Persero) Tbk
UNIT SUNGAI PAKNING

Name : Rismawati Putri
 Student Identify Number : 5404201306
 Month : April

No	Day	Date	Entry Hours	Rest Hours	Return Hours	Student's Signature	Assignor Signature	Explanation
1	Monday	1	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
2	Tuesday	2	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
3	Wednesday	3	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
4	Thursday	4	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
5	Friday	5	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
6	Saturday	6						Public Holiday Hari Raya Idul Fitri
7	Sunday	7						
8	Monday	8						
9	Tuesday	9						
10	Wednesday	10						
11	Thursday	11						
12	Friday	12						
13	Saturday	13						
14	Sunday	14						
15	Monday	15						
16	Tuesday	16	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
17	Monday	15						
18	Tuesday	16	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
19	Wednesday	17	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
20	Thursday	18	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
21	Friday	19	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
22	Saturday	20						Holiday
23	Sunday	21						
24	Monday	22	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
25	Tuesday	23	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
26	Wednesday	24	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
27	Thursday	25	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
28	Friday	26	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
29	Saturday	27						Holiday
30	Sunday	28						
31	Monday	29	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	
32	Tuesday	30	07.15	12.00	17.00	<i>Rismawati Putri</i>	<i>[Signature]</i>	

Bengkalis, April 30th, 2024
 knowing,

Rismawati Putri
 Practical Students

[Signature]
 Supervisor of Practical Work

[Signature]
 KA. Unit

**LIST PRESENT OF THE JOB TRAINING
PT BANK RAKYAT INDONESIA (Persero) Tbk
UNIT SUNGAI PAKNING**

Name : Rismawati Putri
Student Identify Number : 5404201306
Month : May

No	Day	Date	Entry Hours	Rest Hours	Return Hours	Student's Signature	Assignor Signature	Explanation	
1	Wednesday	1	Public Holiday						Hari Buruh Internasional
2	Thursday	2	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
3	Friday	3	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
4	Saturday	4	Holiday						Holiday
5	Sunday	5	Holiday						
6	Monday	6	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
7	Tuesday	7	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
8	Wednesday	8	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
9	Thursday	9	Public Holiday						Kenaikan Isa Almasih
10	Friday	10	Public Holiday						
11	Saturday	11	Public Holiday						
12	Sunday	12	Public Holiday						
13	Monday	13	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
14	Tuesday	14	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
15	Wednesday	15	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
16	Thursday	16	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
17	Friday	17	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
18	Saturday	18	Holiday						Holiday
19	Sunday	19	Holiday						
20	Monday	20	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
21	Tuesday	21	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
22	Wednesday	22	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
23	Thursday	23	Public Holiday						Hari Raya Waisak
24	Friday	24	Public Holiday						
25	Saturday	25	Public Holiday						
26	Sunday	26	Public Holiday						
27	Monday	27	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
28	Tuesday	28	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
29	Wednesday	29	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
30	Thursday	30	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		
31	Friday	31	07.15	12.00	17.00	<i>Rismawati</i>	<i>J</i>		

Bengkalis, May 31st, 2024
knowing,

Rismawati
Practical Students



J
Supervisor of Practical Work

Rismawati
KA. Unit

Appendix 5: Daily Activities of the Job Training

**DAILY ACTIVITIES
OF THE JOB TRAINING**




Day : Thursday- Friday
Date : 01-02 February 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Briefing from the Branch Manager. 3. Introduce yourself 4. Sorting money 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Prepare tires of money for tellers

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday- Friday
Date : 06-09 February 2024





No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Morning Briefings. 2. Preparing money tires for tellers 3. sorting money	Rahmad Fadhli	
2.	1. Morning Briefings. 2. Help the teller count money using the machine 3. Counting money using a money counting machine 4. Filing loan documents	Rahmad Fadhli	
3.	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files	Rahmad Fadhli	
4.	Public Holiday	Public Holiday	Public Holiday
5.	Public Holiday	Public Holiday	Public Holiday
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Counting money using a money counting machine

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday- Friday






Date : 12-16 February 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Help the teller count money using the machine 3. Sorting money 4. Filing loan documents 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 	Rahmad Fadhli	
3.	Public Holiday	Public Holiday	Public Holiday
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Scanning claim files 4. Help the teller count money using the machine 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Validating Customer Savings Book 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Validating Customer Savings Book

DAILY ACTIVITIES OF THE JOB TRAINING






Day : Monday- Friday
Date : 19-23 February 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Scanning customer loan documents 4. Sorting and Counting Money 5. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Scanning claim files 4. Help the teller count money using the machine 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Archiving Claim Files 4. Create file locations and loan files 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Creating file locations and archiving loan files

DAILY ACTIVITIES OF THE JOB TRAINING






Day : Monday- Friday
Date : 26 February-01 March 2024

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. sorting money 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Preparing money tires for tellers 3. Sorting money 4. Scanning customer loan documents 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Scanning customer loan documents 4. Sorting and Counting Money 5. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 	Rahmad Fadhli	
Notes by Industrial Coach.			


No.	WORKING	EXPLANATION
1.		Create file locations and loan files

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday- Friday
Date : 04-08 March 2024




No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Indexing loan files 3. Scanning customer loan documents 4. Archiving Files 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Scanning customer loan documents 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Scanning claim files 4. Help the teller count money using the machine 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. sorting money 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	

Notes by Industrial Coach.

No.	WORKING	EXPLANATION
1.		Scanning customer loan documents

**DAILY ACTIVITIES
OF THE JOB TRAINING**






Day : Monday- Friday
Date : 11-15 March 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Public Holiday	Public Holiday	Public Holiday
2.	Public Holiday	Public Holiday	Public Holiday
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. sorting money 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Create file locations and loan files 3. Scanning customer loan documents 4. Sorting and Counting Money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Organizing and Grouping Files to the BRImen Room

DAILY ACTIVITIES OF THE JOB TRAINING





Day : Monday- Friday
Date : 18-22 March 2024

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Scanning customer loan documents 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Indexing loan files 3. Scanning customer loan documents 4. Archiving Files 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. sorting money 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Create file locations and loan files 3. Scanning customer loan documents 4. Sorting and Counting Money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Sorting money

DAILY ACTIVITIES OF THE JOB TRAINING






Day : Monday- Friday
Date : 25-29 March 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Morning Briefings. 2. Indexing loan files 3. Archiving Files	Rahmad Fadhli	
2.	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files	Rahmad Fadhli	
3.	1. Morning Briefings. 2. Compile and scan claim files 3. Help the teller count money using the machine	Rahmad Fadhli	
4.	1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. Sorting money	Rahmad Fadhli	
5.	Public Holiday	Public Holiday	Public Holiday
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Compile and scan claim files

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday- Friday
Date : 01-05 April 2024

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Organizing and grouping files to the BRImen room 4. Sorting and Counting Money 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files 4. Archiving Claim Files 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. sorting money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Organizing and grouping files to the BRImen room

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday- Friday





Date : 08-12 April 2024

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Public Holiday	Public Holiday	Public Holiday
2.	Public Holiday	Public Holiday	Public Holiday
3.	Public Holiday	Public Holiday	Public Holiday
4.	Public Holiday	Public Holiday	Public Holiday
5.	Public Holiday	Public Holiday	Public Holiday
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
	-	-

DAILY ACTIVITIES OF THE JOB TRAINING






Day : Monday- Friday
Date : 15-19 April 2024

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Public Holiday	Public Holiday	Public Holiday
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for teller 4. sorting money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Create location files and archive loan files

DAILY ACTIVITIES OF THE JOB TRAINING





Day : Monday- Friday
Date : 22-26 April 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files 4. Archiving Claim Files 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Sorting money

DAILY ACTIVITIES OF THE JOB TRAINING




Day : Monday-Friday
Date : 29 April-03 May 2024

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Preparing money tires for tellers 4. sorting money 	Rahmad Fadhli	
3.	Public Holiday	Public Holiday	Public Holiday
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 5. Validating customers' savings 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Indexing loan files 3. Archiving Files 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Archiving customer service operational files

**DAILY ACTIVITIES
OF THE JOB TRAINING**




Day : Monday-Friday
Date : 06-10 May 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Morning Briefings. 2. Indexing loan files 3. Archiving Files	Rahmad Fadhli	
2.	1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files	Rahmad Fadhli	
3.	1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Finding the required files	Rahmad Fadhli	
4.	Public Holiday	Public Holiday	Public Holiday
5.	Public Holiday	Public Holiday	Public Holiday
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Finding the required files

DAILY ACTIVITIES OF THE JOB TRAINING




Day : Monday-Friday
Date : 13-17 May 2024


No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Create file locations and loan files 4. Archiving Files 	Rahmad Fadhli	
4.	Permission (Sick)	Permission (Sick)	Permission (Sick)
5.	Permission (Sick)	Permission (Sick)	Permission (Sick)
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Prepare money tires for tellers

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Friday
Date : 20-24 May 2024






No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Take part in field surveys 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 	Rahmad Fadhli	
4.	Public Holiday	Public Holiday	Public Holiday
5.	Public Holiday	Public Holiday	Public Holiday
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Finding the required files

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday-Friday

Date : 27-31 May 2024

No.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Organizing and grouping files to the BRImen room 3. Indexing loan files 4. Take part in field surveys 	Rahmad Fadhli	
2.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Help the teller count money using the machine 4. Organizing and grouping files to the BRImen room 	Rahmad Fadhli	
3.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Sorting and Counting Money 3. Create file locations and loan files 4. Archiving Files 	Rahmad Fadhli	
4.	<ol style="list-style-type: none"> 1. Morning Briefings. 2. Create file locations and loan files 3. Indexing loan files 4. Archiving Claim Files 	Rahmad Fadhli	
5.	<ol style="list-style-type: none"> 1. Yasinan and Morning Briefings. 2. Archiving Claim Files 3. Scanning claim files 4. Sorting and Counting Money 	Rahmad Fadhli	
Notes by Industrial Coach.			

No.	WORKING	EXPLANATION
1.		Take part in field surveys

Appendix 6: Certificate of Job Training



**Appendix 7: Photo with Employees Bank Rakyat Indonesia, Tbk Branch
Office Bengkalis Sungai Pakning Unit**



**Appendix 8: Morning Briefing with All Employees Bank Rakyat Indonesia,
Tbk Sungai Pakning Unit**



Appendix 9: Yasin and Morning briefing



Appendix 10: Sharing Takjil Ramadhan with BRI Sungai Pakning Unit Employees



Appendix 11: Participated in the survey at the customer's residence with the Mantri



Appendix 12: Release of Apprenticeship Students and Photos with Employees








Appendix 13: Guidance Consultation Sheet

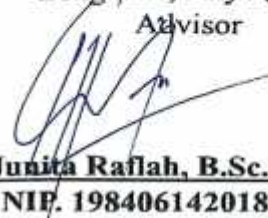
**REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION
D-IV STUDY PROGRAM
STATE POLYTECHNIC OF BENGKALIS**

Name : Rismawati Putri
 Student Identity Number : 5404201306
 Apprenticeship Place : PT Bank Rakyat Indonesia (Persero) Tbk Unit
 Sungai Pakning
 Advisor : Wan Junita Raflah, B.Sc., M.Ec, Dev

No.	Date and Time	Revision	Advisor Initials
1	Friday July 19/ 2024	- Add a description of the beginning of the sub-chapter - add an explanation of the daily activity table - check again according to guide	
2	Thursday July 25/ 2024	check on table	
3	Friday July 26/ 2024	full	
4			
5			

Bengkalis, July 26, 2024

Advisor



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