

APPRENTICESHIP REPORT

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

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

APPROVAL SHEET

APPRENTICESHIP REPORT

**PT PELABUHAN INDONESIA (Persero) REGIONAL 1 BRANCH OF
DUMAI**

Written as One of the Requirement for Completing of the Job Training

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Dumai, May 31 2024

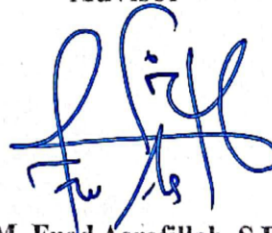
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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

In this era of globalization, every individual is required to be able to improve their quality and competence so that they are able to become individuals who are ready to compete in various sectors, especially in the industrial sector, these demands arise because as a university graduate must be able to become a solution to all problems that arise.

To meet these demands and to achieve the full objectives of education in higher education, it is deemed insufficient if students only rely on the theoretical knowledge gained from college. Therefore, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the world of work that they will pursue later. In line with that, the College requires students to take part in the Practical Work course which is held in even semesters.

Practical Work is an Intra-Curricular Activity which is part of the subject of State and Community Life (KBB) for all majors at Politeknik Negeri Bengkalis. In general, the implementation of Practical Work is aimed at improving students' abilities and skills in the field of technology and skills directly in various activities in industry and offices.

As a Student in international business Administration choosing to intern at PT Pelindo Dumai was a strategic and meaningful choice for me. I am interested in the dynamic logistics and transportation industry, and PT Pelindo Dumai as part of Pelindo III offers the opportunity to deeply understand port operations and logistics management. Moreover, I believe that interning at PT Pelindo Dumai will provide me with valuable practical experience in developing professional skills, such as human resource management, project management, and improving operational efficiency. In addition, PT Pelindo Dumai's contribution to the development of the Dumai region is also an additional motivation for me, as I

want to be able to contribute to the development of the community through the experience I gain during this internship. I am confident that PT Pelindo Dumai will be an ideal platform to develop my potential and prepare myself for a successful career in the industry.

After carrying out Practical Work specifically, students are expected to gain industrial experience which includes planning, processing and implementation in a work unit. The achievement of the objectives of the Practical Work ultimately refers to the formation of professional students who have broad skills and knowledge, especially in the field of International Business Administration. With this ability, it is hoped that graduates of the Applied Bachelor of International Business Administration of the Bengkalis State Polytechnic can apply their skills and knowledge.

Politeknik Negeri Bengkalis also strives to improve the ability of students by conducting training in companies, so as to realize the Polytechnic's mission to make ready-to-use personnel and have a link and match between the world of work and the world of education that is well implemented.

1.2 Purpose of the Apprenticeship

The Practical Work activities of Bengkalis State Polytechnic students in the International Business Administration Study Program have the following objectives:

1. To find out description of work activities at PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
2. To find out the documents used for activities when conducting apprenticeship program at PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.
3. To Find out the work system General Division work procedures at PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai

1.3 Significant of Apprenticeship

Practical work carried out is very useful for several parties such as students, companies and Politeknik Negeri Bengkalis.

1. For Students:

There are several benefits from the implementation of the Practical Work program obtained by students, namely as follows:

- a. Students can develop working relationships and add experience to their resume.
- b. Students have the opportunity to apply theoretical/conceptual knowledge in the world of work.
- c. Students gain practical experience in applying theoretical/conceptual knowledge in accordance with their study program.
- d. Students have the opportunity to be able to analyze problems related to the knowledge applied in the world of work in accordance with their study program.

2. For the Company

The benefits of implementing the Practical Work program are also obtained by companies / institutions that accept Practical Work students. The company will receive labor assistance from students who do Practical Work so that the work becomes a little lighter and easier.

3. For Politeknik Negeri Bengkalis

There are several benefits from the implementation of the Practical Work program obtained by the Bengkalis State Polytechnic, namely as follows:

- a. Bengkalis State Polytechnic can improve the quality of its graduates through student practical work experience.
- b. There is good cooperation / relationship between the campus and the company where students do Practical Work.
- c. Polytechnics will be better known in the industrial or corporate world.
- d. Politeknik Negeri Bengkalis receives feedback from organizations / companies on the ability of students who take part in Practical Work in the world of work.

- e. Bengkalis State Polytechnic receives good feedback from the world of work for curriculum development in the learning process.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History



Figure 2. 1 Logo PT Pelabuhan Indonesia (Pelindo)
Source: PT. Pelindo (Persero)

PT Pelabuhan Indonesia (Persero) abbreviated (Pelindo) is an Indonesian state-owned enterprise engaged in logistics, especially port management and development. Pelindo is formed into 4 parts based on different regions. Pelindo I, for example, manages ports in the provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau and Riau Islands. Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java, and West Kalimantan. Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, NTB and NTT. Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua, and West Papua. Pelindo I, II, III, IV are non-listed state-owned companies whose shares are 100% owned by the Ministry of SOEs. Legally PT Pelabuhan Indonesia I (Persero), PT Pelabuhan Indonesia III (Persero) and PT Pelabuhan Indonesia IV (Persero) are combined into PT Pelabuhan Indonesia II (Persero) based on Government Regulation No. 101 of 2021. PT Pelabuhan Indonesia II (Persero) acts as the surviving entity. Then based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia No.S-756 / MBU / 10/2021 dated October 1, 2021 regarding Approval of Name Changes, Amendments to the Articles of Association and Company Logo, PT Pelabuhan

Indonesia II (Persero) changed its name to "PT Pelabuhan Indonesia (Persero) or abbreviated as Pelindo".

PT Pelabuhan Indonesia (Persero) was originally a company under the name "Haven Bedrijf" during the Dutch colonial period. After the independence of the Republic of Indonesia, in the period 1945-1950, the company changed its status to Jawatan Pelabuhan. In 1969, Jawatan Pelabuhan turned into a State-Owned Enterprise (BUMN) with the status of the State Port Company abbreviated as PNP. In the period 1969-1983, PN Pelabuhan changed into a Port Entrepreneur Institution under the name of the Port Concession Agency abbreviated as BPP. In 1983, based on Regulation NO.11 of 1983 the Port Concession Agency (BPP) was transformed into a Port General Company I abbreviated as Perumpel I Based on Government Regulation No. 56 of 1991 Perumpel I changed its status to PT Pelabuhan Indonesia I (Persero).

During the period 1969-1983, PN Pelabuhan changed into a Port Entrepreneur Institution with the name Port Concession Agency abbreviated as BPP. In 1983, based on Government Regulation No. 11 of 1983, the Port Concession Agency (BPP) was changed to the Port General Company I abbreviated as Perumpel I. Based on Government Regulation No. 56 of 1991 Perumpel I changed its status to PT Pelabuhan Indonesia I (PERSERO). The change of the Company's name to PT Pelabuhan Indonesia I (PERSERO) based on Deed No. 1 dated December 1, 1992 from Imas Fatimah, S.H., Notary in Jakarta and has received approval from the Minister of Justice of the Republic of Indonesia based on Decree No. C2-8519.HT.01.01 of 1992 dated June 1, 1992 and has been announced in the State Gazette of the Republic of Indonesia No. 8612 dated November 1, 1994, supplement No.87.

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is one of the companies engaged in services which include port services, container services, terminals and container depots, shipyard businesses, fuel filling, port consulting services and customs area exploitation. At PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch there are several sections, namely, the Finance Section,

Operations & Engineering Section, Management Systems Section, General Section, and Bengkalis Area.

2.1.1 Subsidiaries of PT Pelabuhan Indonesia

1. PT Pelindo Maritime Services

PT Pelindo Maritime Services abbreviated as SPJM is one of four subholdings under PT Pelabuhan Indonesia (Persero) which was formed after the merger of 4 (four) State-Owned Enterprises, namely PT Pelabuhan Indonesia I-IV (Persero) on October 1, 2021. PT Pelindo Jasa Maritim manages five business clusters, namely marine services, port equipment services, shipyard services, dredging solutions, and port utility service providers. SPJM manages 8 subsidiaries namely PT Jasa Armada Indonesia Tbk, PT Pelindo Marine Service, PT Equiport Inti Indonesia, PT Jasa Peralatan Pelabuhan Indonesia, PT Energi Pelabuhan Indonesia, PT Pengerukan Indonesia, PT Berkah Industri Mesin Angkat, PT Lamong Energi Indonesia. It also operates 4 regions namely Region 1, 2, 3 and 4, as well as 3 grandchildren companies namely PT Alur Pelayaran Barat Surabaya, PT Berkah Multi Cargo, and PT Pelindo Energi Logistik. SPJM is headquartered in Makassar, while its subsidiaries are located in Jakarta, Surabaya and Makassar.

2. PT Pelindo Multi Terminal

PT Pelindo Multi Terminal focuses its port services on managing non-gold terminals, such as liquid bulk terminals, dry bulk, multipurpose, to passenger terminals and vehicle terminals. Pelindo Multi Terminal (SPMT) starting January 1, 2022 has officially operated at the Dumai Port Terminal, Riau.

A year after the Integration of Indonesian Ports, PT Pelindo Multi Terminal has taken a number of corporate action steps throughout 2022 through the operation of 10 Port Branches in Sumatra, Java, Kalimantan and Sulawesi. Shares of subsidiaries PT Indonesia Kendaraan Terminal Tbk and PT Pelabuhan Tanjung Priok, as well as the stages of the

transformation process and digitization of operational services in all ports managed by SPMT. This step is expected to lead to improved port services and connectivity.

3. PT Pelindo logistics solution

PT Pelindo logistics solution is one of the four subholding SOEs of PT Pelabuhan Indonesia (Persero), which was formed after the integration of Pelindo on October 1, 2021. SPSL is engaged in the Logistics & Hinterland Development business cluster which focuses on building capabilities and partnerships, expanding connectivity, and going beyond end-to-end integration to maximize value creation as an "Integrated Logistics Ecosystem Player".

SPSL currently operates logistics and hinterland development networks in more than 40 service areas spread across Indonesia and manages 6 Subsidiaries namely PT Multi Terminal Indonesia, PT Akses Pelabuhan Indonesia, PT Prima Indonesia Logistik, PT Nusantara Terminal Services, PT Menara Maritim Indonesia and PT Prima Kawasan Development which continue to provide end-to-end services by expanding connectivity and creating partnership strategies.

4. PT Pelindo Container Terminal

PT Pelindo Container Terminal or commonly abbreviated to SPJM, is a subsidiary of Pelabuhan Indonesia engaged in container terminal management (SPJM). As of August 2023, the company manages 29 Container Terminals (TPK) spread across Indonesia. The company was appointed as Pelindo's internal subholding holding company engaged in container terminal management. In 2023, the company began managing TPK Bagendang and TPK Bumiharjo in Central Kalimantan.

2.2 Vision, Mission and Corporate Values PT Pelabuhan Indonesia

2.2.1 Vision of PT Pelabuhan Indonesia

"To be the Leader of Integrated and World Class Maritime Ecosystem"

The vision is a statement of the Company's aspiration to become the main gateway to the global logistics network in Indonesia. This ideal arises based on geographical potential, business opportunities and national policies that open opportunities for the company to realize the vision.

2.2.2 Mission of PT Pelabuhan Indonesia

"Realizing a national maritime ecosystem network through increased network connectivity and service integration to support Indonesia's economic growth".

Providing Reliable Port and Maritime Services and Integrated with Industrial Estates to Support the Indonesian & Global Logistics Network by maximizing the Economic Benefits of the Malacca Strait.

2.2.3 Corporate Values PT Pelabuhan Indonesia

The prevailing values are expected to be able to lead the company to achieve its vision and carry out its mission known as AKHLAK.



Figure 2. 2 Logo Akhlak
Source: PT. Pelabuhan Indonesia (Persero)

The company values are defined as follows:

- Amanah: Upholding the trust given.
- Competent: Continue to learn and develop capabilities.
- Harmonious: Caring for each other and respecting differences.
- Loyal: Dedicated and prioritize the interests of the nation and state.

- Adaptive: Continue to innovate and be enthusiastic in driving or facing change.
- Collaborative: build synergistic cooperation.

2.3 Kind of Business

Business activities based on the Decree of the Minister of Transportation No. KP 133 of 2011 dated March 2, 2011 concerning the granting of a business license to PT Pelabuhan Indonesia (Persero) as a Port Business Entity carried out in providing port services and other businesses that support the port. carried out in providing port services and other businesses that support the achievement of the company's objectives include the provision or service of services, among others as achievement of the company's objectives includes the provision or service of services, among others, The following:

1. Provision or service of wharf services for mooring.
2. Provision or service of refueling oil and clean water services.
3. Provision or service of passenger and vehicle boarding and alighting facilities.
4. Provision or service of dock services for the implementation of loading and unloading activities, as well as port equipment.
5. Provision or service of warehouse services, places for storing goods, loading and unloading equipment, and port equipment.
6. Provision or service of container terminal services, liquid bulk, dry bulk, and Ro-Ro.
7. Provision or service of loading and unloading of goods.
7. Provision or service of distribution center and consolidation of goods.
8. Provision or service of ship delay services.

2.4 Organization Structure

In carrying out its operational activities, every company needs an organizational structure to facilitate its work, namely by dividing responsibilities and authorities based on the section or division it manages. Thus, the

organizational structure of PT Pelindo (Persero) Regional 1 Dumai Branch can be seen in the following figure:

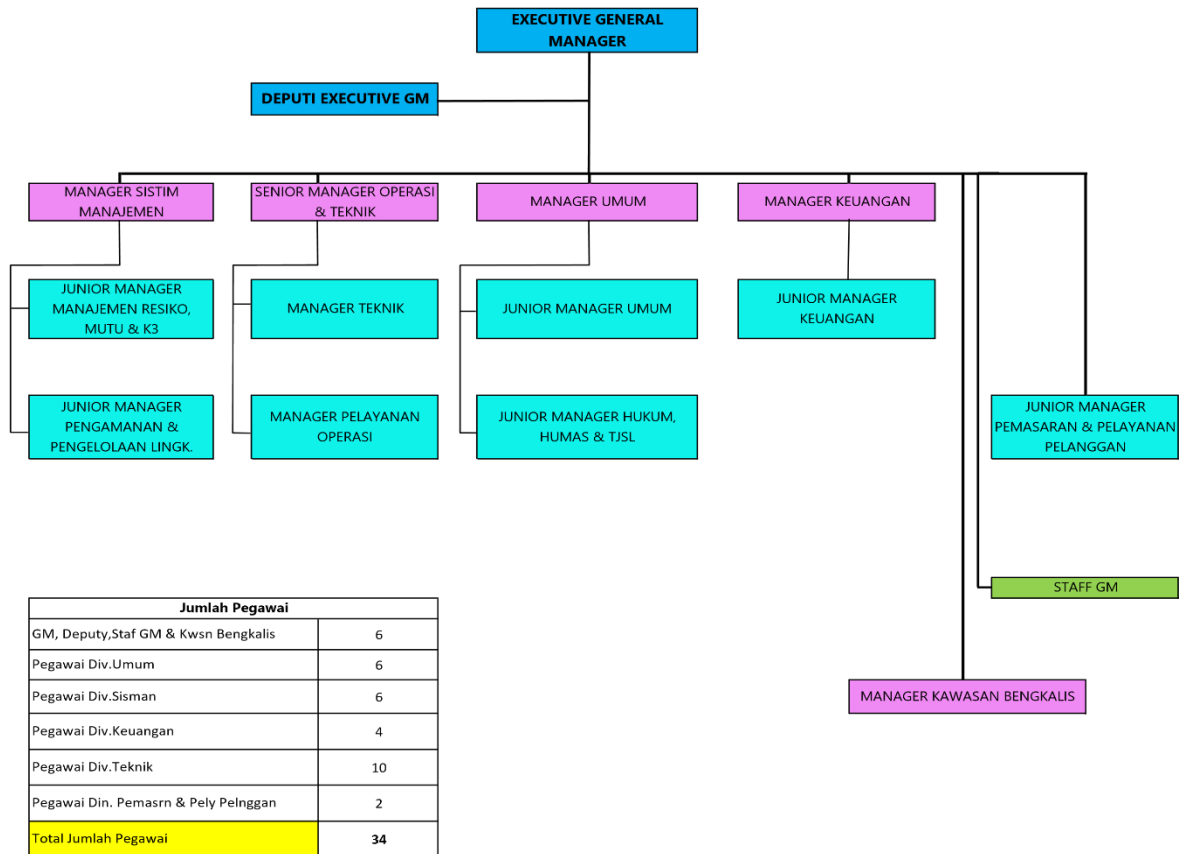


Figure 2.3 Organizational Structure
Source: PT. Pelindo (Persero) Regional 1 Branch of Dumai

2.5 The Working Process

PT Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai has each division which is explained below:

1. Executive General Manager

Leads several units in the field of work functions that oversee all functional managers. The Executive General Manager is responsible for

making decisions and is responsible for achieving company goals as well as controlling all tasks and functions within the company he leads.

2. Deputy General Manager

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

In carrying out its duties and authorities, the Deputy General Manager is assisted by the Marketing and Customer Service Manager.

3. Management System Manager

The management system section has the main task of planning, coordinating, controlling, recommending and reporting the preparation of the quality management system work program. Risk management, Occupational Safety and Health (OHS) Management System, Environmental Management System (SML), International Ship Port Security Code (ISPS Code), port security, key performance indicators (KPIs) as a whole and ensure suitability and effectiveness in its implementation.

In carrying out its duties and authorities, the Management System Manager is assisted by:

- a. Junior Manager Risk Management, Quality, and OHS
- b. Junior Manager of Security and Environmental Management

9. Senior Manager Operations and Engineering

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

In carrying out its duties and authorities, the Senior Manager of Operations and Engineering is assisted by:

- a. Engineering Manager
- b. Operations Service Manager

10. General Manager

The General Department has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs for planning and developing Human Resources (HR), personnel administration, labor relations, administration and housekeeping as well as law and public relations (PR) and TJSL.

In carrying out its duties and authorities, the General Manager is assisted by:

- a. Junior General Manager
- b. Junior Manager of Law, Public Relations, and TJSL

11. Finance Manager

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

In carrying out its duties and authorities, the Finance Manager is assisted by the Junior Finance Manager.

12. Bengkalis Area Manager

Has the main task of organizing, implementing port services and business and other services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and passenger flow in accordance with company policy.

2.6 Document Used for Activity

In Carrying out apprenticeship, there are several documents needed to complete the work given. These documents are as follows:

1. Medical Certificate

Medical certificates are issued to employees who intend to seek medical treatment at the designated hospital. This practice is in accordance with the company's policy of providing comprehensive health insurance coverage to all employees, ensuring that they have access to necessary medical care without financial burden. The issuance of these certificates not only facilitates prompt medical attention but also underscores the company's commitment to the well-being and welfare of its workforce, promoting a healthy and productive working environment where employees can focus on their roles with peace of mind regarding their healthcare needs.



Figure 2. 4 Medical Certificate
Sources: Processed Data 2024

2. Certificate of Mutual Aid in Death (KTMK)

The Certificate of Mutual Aid in Death (KTMK) given to the family of a deceased employee is an official acknowledgment from the company of the support and assistance provided by fellow employees to the family left behind. This document not only expresses the values of solidarity and

empathy within the workplace, but also provides concrete evidence of the moral, financial or practical contributions that have been made. KTMK letters often note the type of assistance provided, such as moral support, participation in the funeral process, or a financial donation to help with funeral expenses.

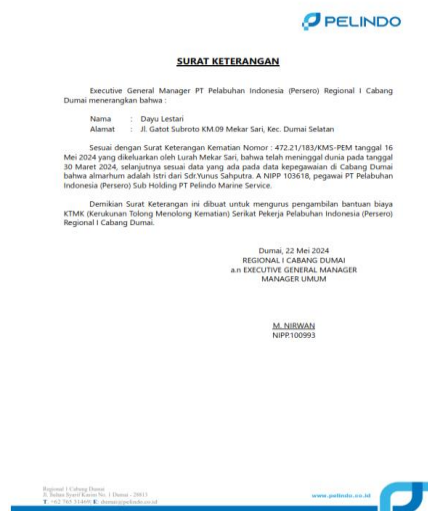


Figure 2. 5 Certificate of Mutual Aid in Death (KTMK)

Source: Processed Data 2024

3. Manual Incoming Letters

Manual incoming letters coming from several companies and received by PT Pelindo general division refers to the process of receiving and managing physical letters or other documents sent by external parties to the company. PT Pelindo's general division plays an important role in managing these incoming letters to ensure that they are forwarded to the relevant departments or individuals for follow-up according to the company's operational needs.



Figure 2. 6 Manual Incoming Letters
 Source: Processed Data 2024

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work program was carried out at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai for 4 (four) months from 01 February 2024 to 31 May 2024. During the practical work period, interns are placed in the General Division. There are several assignments during practical work in the General Division at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai are as follows:

1. Making recapitulation of the collateral return handover list.
This recapitulation is made to find out the list of recipients of collateral returns from the first party to the second party for the 2024 period using Microsoft Excel.
2. Reculate the TJS� budget for the 2023 period
This budget check is carried out to measure, assess and analyze the performance of the current and previous year's budget to compile recommendations in the framework of increasing the budget.
3. Make a Memorandum of Service for Submission of Assistance.
Memorandum of service for submission of assistance is a type of letter that is internal in nature and contains official communications from superiors to subordinates or vice versa. This Official Note is made to carry out the task of submitting reports, notifications, statements, requests, or submissions.
4. Make a recap of office vichel fuel purchase
create a recapitulation related to fuel purchases for vehicles used by the office. This process involves collecting fuel purchase data, such as date, quantity, cost, and fuel provider, and compiling it in a systematic format. The main purpose of this recapitulation is to better monitor fuel expenditure, ensure accuracy of records, and assist in budget planning and control of office vehicle operating costs.

5. Making Overtime Non-Shift Recapitulation.
This recapitulation is made to find out the list of overtime for non-shift employees who work in the Pelindo Dumai port area.
6. Archive incoming letters, certificates and others.
Archives are needed in every field of work so that they can be easily found again at any time if the leadership requires it.
7. Scan Important Document
Document scanning is the process of scanning document objects in the form of written structures and images detected by a scanner engine sensor which can convert them into digital data in the form of pdf or jpeg format files. Scan documents that function to duplicate hard file objects into soft file form so that these documents are easier to store and process other needs.
8. Make a certificate of mutual aid in death (KTMK)
The Certificate of Mutual Aid in Death (KTMK) given to the family of a deceased employee is an official acknowledgment from the company of the support and assistance provided by fellow employees to the family left behind. This document not only expresses the values of solidarity and empathy within the workplace, but also provides concrete evidence of the moral, financial or practical contributions that have been made.
9. Make a medical certificate for employees Employee
Medical certificates are given to employees who will seek treatment at the designated hospital. Because every employee is given health insurance by the company.

3.2 System and Procedure


3.2.1 System of Apprenticeship

To facilitate employees in carrying out their duties, the company uses an internet-based system to facilitate online work and also uses a manual system. Online systems such as inputting employee data on the Pelindo website. While the manual system is used to check important files that will be archived.

3.2.2 Procedure of Apprenticeship

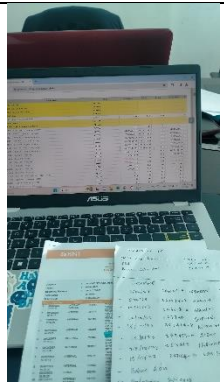
Work procedures or activities carried out when carrying out practical work in the General Division of PT Pelabuhan Indonesia (Persero) Regional 1 branch of Dumai is described as follows:

Table 3. 1 The Procedures of Recapitulation of Collateral List

No.	Making recapitulation of the collateral return handover list.	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Turn on the computer</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Login to Microsoft excel</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Creat table with different categories</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Input data</div>	Microsoft Excel		General Division

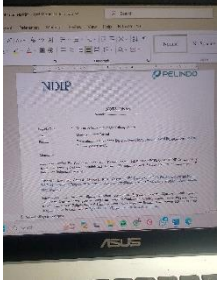
Source: *Processed Data, 2024*

Table 3. 2 The Procedures of Reculate the TJSL Budget

No.	Reculate the TJSL budget for the 2023 period	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Turn on the computer</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Login to Web TJSL Pelindo</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Look for TJSL data according to period and month</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Look at the expenditure data on credit and debit and then calculate wheter they are the same or not</div>	Web TJSL Pelindo		General Division


Source: *Processed Data, 2024*

Table 3.3 The Procedures of Make a Memorandum

No.	Make a Memorandum of Service for Submission of Assistance.	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Turn on the computer</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Login to word</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">See the aid application file</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Then complete whatever is requested in the letter</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">And then collect it with other requirements files</div>	Microsoft Word		General Division


Source: Processed Data, 2024

Table 3. 4 The Procedures of Make a List of Dump Truck and Diesel

No.	Make a recap of office vichel fuel purchase	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Receive a fuel purchase bill from the driver</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Adjust fuel bills according to vechile number and sort by purchase date</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Login to Microsoft excel</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Creat table with different categories</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Input data</div>	Microsoft Excel		General Division


Source: Processed Data, 2024

Table 3. 5 The Procedures of Making Overtime Recapitulation

No.	Making Overtime Recapitulation Non-Shift	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Accept non-shift employee absence</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Count how many times the employee worked overtime</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Login to Microsoft excel</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Creat table with different categories</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Input data</div>	Microsoft Excel		General Division


Source: Processed Data, 2024

Table 3. 6 The Procedures of Archive

No.	Archive incoming letters, certificates and others.	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Organize documents</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Put documents in plastic</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Insert into archive bundle</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Return it to the archive room</div>	Plastic and Bundle Document		General Division


Source: Processed Data, 2024

Table 3. 7 The Procedures of Scan Documents

No.	Scan Important Document	Device	Output	Place
1.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Turn on the Scanner</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Insert the document sheet</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Click scan in machine scanner</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Click scan to flasdisk and start</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Waiting for document realise</div>	Scanner Machine		General Division

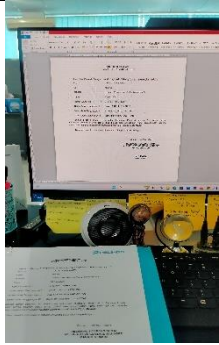
Source: Processed Data, 2024

Table 3. 8 The Procedures of Make a Certificate of Mutual Aid in Death (KTMK)

No.	Make a Certificate of Mutual Aid in Death (KTMK)	Device	Output	Place
1.	<p>Turn on the computer</p> <p>↓</p> <p>Login to word</p> <p>↓</p> <p>Open the KTMK statement letter</p> <p>↓</p> <p>Then enter the requested data</p> <p>↓</p> <p>On completed ask for the general manager signature</p>	Microsoft Word		General Division

Source: Processed Data, 2024

Table 3. 9 The Procedures of Make Make a medical certificate

No.	Make a medical certificate for employees Employee	Device	Output	Place
1.	<p>Open the Computer</p> <p>↓</p> <p>Enter a Microsoft Word</p> <p>↓</p> <p>Open the Medical Certificate letter template</p> <p>↓</p> <p>Then enter the requested data</p> <p>↓</p> <p>On completed ask for the general manager signature</p>	Microsoft Word		General Division

Source: Processed Data, 2024

3.3.1 Time of Apprenticeship

Implementation of Apprenticeship carried out for 4 months. Starting from 01st February to 31st May 2024.

Table 3. 10 Time of Apprenticeship

No.	Day	Working Hours	Agencies
1.	Monday- Friday	08:00 to 17:00	PT. Pelindo (Persero) Regional 1 branch of Dumai
2.	Saturday- Sunday	Holiday	Holiday

Source: Processed Data, 2024

3.3.2 Place of Apprenticeship

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



Figure 3. 1 PT. Pelabuhan Indonesia (Persero) Cabang Dumai

Sourced: Processed Data, 2024

3.4 Kind and Description of the Activity

During the internship, the author performed various routine tasks within the General division. In the Operations division, the author was assigned responsibilities to support employees with their tasks. These routine activities took place weekly over an 18-week period. Details of each routine task are provided in Appendix 6, which includes a daily log.

This appendix outlines both the routine tasks and additional activities beyond the author's core responsibilities during the internship. In addition to these regular tasks, the author also engaged in extra activities outside their primary job duties. These additional activities, typically organized by the company, were

designed to enhance team dynamics among employees. Further details on these activities are provided below:

1. Participate in K3 activities cleaning at the dock.

This activity was carried out at Pelindo Dumai Port. Each employee and intern wa given the task of cleaning the dock environment. For more details, see the following image:



Figure 3. 2 Participate in K3 cleaning activities at the dock
Source: Processed Data, 2024

2. Following the survey of docks

This activity is carried out at the Pelindo Port Dock, this activity is carried out so that the author understands the operation at the port. The purpose of the survey is to get a picture that represents an area correctly. For more details, see the following image:



Figure 3. 3 Following the survey of docks
Source: Processed Data, 2024

3. Participate in blood donation activities

This activity was carried out at Pelindo Office in commemoration of the K3 month and in collaboration with PMI Dumai, see the following image:



Figure 3. 4 Participate in blood donation activities
Source: Processed Data, 2024

4. Participate in fire simulation activities

This activity was carried out at Pelindo Office in commemoration of the K3 month. This activity was to teach employees and apprentices how to do in the event of a fire, see the following image:



Figure 3. 5 Participate in Fire Simulation Activities
Source: Processed Data, 2024

5. Participate in a meal together to welcome the Month of Ramdhan

This activity is carried out in the general division room at the Pelindo office. This activity aims to maintain friendship before entering the month of Ramadan, see the following image:



Figure 3. 6 Participate in a meal together to welcome the Month of Ramdhan
Source: Processed Data, 2024

6. Participate in an Iftar Event

This activity was held at a restaurant. this activity was carried out to strengthen the relationship between fellow employees in the general division along with interns and cleaning service, see the following image:



Figure 3. 7 Participate in an Iftar Event
Source: Processed Data, 2024

3.5 Obstacle and Solution of Apprenticeship

3.5.1 Obstacles of Apprenticeship

During the implementation of work practices carried out at PT Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai. encountered several obstacles, namely as follows as follows:

1. The use of the internet available in the office is often stuck or often not connected to the computer when working on TJSL using the web. This causes the work to be a little disturbed and long.

2. Difficulty finding old documents due to untidy archives

3.4.2 Solution of Apprenticeship

Solutions that can be done to overcome obstacles during practical work process, among others:

1. While working on the checking budget in the TJSL web, apprentice students use their cellphones to connect their laptops to the internet so that work continues and doesn't take long.
2. Rearranged the document archive by sorting the documents by document name and then put them into one archive folder and sorted from the oldest to the newest year and labeled the document name in each archive folder.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai, it can be concluded as follows:

1. Practical work in the General Division are: Recapitulation of collateral list, reculate the TJSL budget, make a memorandum, make a list of dump truk and diesel, making overtime recapitulation, archive letter, Scan document, make a certificate of mutual aid in death, and make a medical certificate.
2. The work system General division work procedures at PT Pelabuhan Indonesia (Persero) Regional 1 Branch Dumai are Using digital and manual systems such as Web TJSL Pelindo, Microsoft Excel, and Microsoft Word. while manually using printers, scanners, pencils and calculators.
4. The documents used for activities when conducting apprenticeship program at Pelindo (Persero) Regional 1 Branch of Dumai are Medical Certificate, Certificate of Mutual Aid in Death (KTMK) and Manual Incoming Letter.

4.2 Suggestion

Practical Work activities carried out by Bengkalis State Polytechnic Students of the International Business Administration Study Program for approximately 17 weeks are sufficient to assist students in getting to know the performance of PT Pelindo (Persero) Regional 1 Dumai Branch. However, there are several things as evaluation materials and suggestions for the implementation of further Practical Work, including:

1. Practical Work students should take advantage of the opportunity in this activity to gain knowledge and experience in the world of work that is not obtained in college to the fullest.
2. Practical Work students should be more disciplined in carrying out Practical Work so as not to damage the good name of the campus.

3. The Practical Work Program is a form of cooperation that is very beneficial for Bengkalis State Polytechnic students in particular so that we really hope for the openness of the hand of PT Pelindo (Persero) Regional 1 Dumai Branch for further Practical Work Program activities.
4. For PT Pelindo (Persero) Regional 1 Dumai Branch, to conduct research and development, it is hoped that the company will be willing to accept, especially Bengkalis State Polytechnic students who need practical work guidance.

This Practical Work experience is very useful for developing what has been taught on campus. This Practical Work can be said to be a complement and a maturation process to be ready when we have entered the real world of work.

REFERENCES

Politeknik Negeri Bengkalis., [http://polbeng.ac.id/.](http://polbeng.ac.id/), accessed on June 19th, 2024.

PT. Pelindo (Persero) Cabang Dumai <https://pelindo.co.id/port/pelabuhan-dumai>

Accessed on June 22nd, 2024.

APPENDICES

Appendix 1: Apprenticeship Replay Letter



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

Dumai, 15 Januari 2024

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

1. Menunjuk surat dari Wakil Direktur I Politeknik Negeri Bengkalis Nomor : 4248/PL31/TU/2023 tanggal 09 November 2023 perihal Permohonan Praktek Kerja (KP).
2. Sehubungan hal tersebut diatas, disampaikan bahwa pada prinsipnya kami menyetujui Mahasiswa/i Saudara untuk melakukan Praktek Kerja (KP) di perusahaan kami terhitung mulai 01 Februari s.d 31 Mei 2024 atas nama sebagai berikut :

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

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

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

Appendix 2: Apprenticeship Statement Letter



SURAT KETERANGAN
NO : KP.40 / 1 / 12 / DMI/REG1-24.TU

Executive General Manager Pelindo Regional I Cabang Dumai menerangkan bahwa :

N a m a : Dwi Kurnia Putri
Mahasiswa : Politeknik Negeri Bengkalis
NIM : 5404201284
Program Studi : D4 Administrasi Bisnis Internasional

Berdasarkan :

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

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

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Dumai, 31 Mei 2024

REGIONAL 1 CABANG DUMAI
an. EXECUTIVE GENERAL MANAGER
MANAGER/UMUM


M. NIRWAN
NIPP. 100993

Regional 1 Cabang Dumai
Jl. Sultan Syarif Kasim No. 1 Dumai - 28213
☎ +62 765 31469 | ✉ dumai@pelindo.co.id

www.pelindo.co.id

Appendix 3: Apprenticeship Assesment Sheet

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

Name : Dwi Kurnia Putri
NIM : 5404201284
Study Program : International Business Administration State Polytechnic of Bengkalis

No.	Evaluation Aspects	Quality	Value
1.	Discipline	20%	92
2.	Responsibility	25%	94
3.	Adjusment / Adaptation	10%	90
4.	Work Result	30%	94
5.	Behavior in General	15%	90
	Total (1+2+3+4+5)	100%	92

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

Dumai, May 31 2024

Supervisor





















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NRP. 19810908242




Appendix 4: Apprenticeship Attendance Sheet












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










Name : Dwi Kurnia Putri
 NIM : 5404201284
 Sec/Dept : Divisi Umum

February		
No	Date	Signed
1.	Thursday, 1/2/2024	Am
2.	Friday, 2/2/2024	Am
3.	Monday, 5/2/2024	Am
4.	Tuesday, 6/2/2024	Am
5.	Wednesday, 7/2/2024	Am
6.	Monday, 12/2/2024	Am
7.	Tuesday, 13/2/2024	Am
8.	Thursday, 15/2/024	Am S Am
9.	Friday, 16/2/2024	Am
10.	Monday, 19/2/2024	Am
11.	Tuesday, 20/2/2024	Am
12.	Wednesday, 21/2/2024	Am
13.	Thursday, 22/2/024	Am
14.	Friday, 23/2/2024	Am
15.	Monday, 26/2/2024	Am
16.	Tuesday, 27/2/2024	Am
17.	Wednesday, 28/2/2024	Am
18.	Thursday, 29/2/2024	Am

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

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

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

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

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

Dumai, 31 May 2024

Supervisor





Wawan Kurniawan, ST
NRP. 19810908242


Appendix 6: Daily Activity of the Apprenticeship

DAILY ACTIVITIES OF THE JOB TRAINING




Day : Thursday-Friday

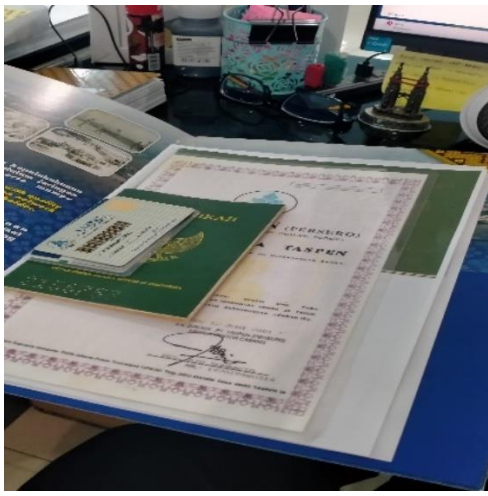
Date : 01-02 February 2024

Day and Time	Descriptive of Activity	Task Asignor	Signature
Thursday February 01, 2024	<ol style="list-style-type: none"> 1. Introduction with internship supervisor at Pelindo and General staff. 2. Find out about Dumai subsidiaries and core businesses 	Wawan Kurniawan	
Friday February 02, 2024	<ol style="list-style-type: none"> 1. Participated in K3 fun walk and clean-up activities at the Pelindo port dock. 2. Make a recap of overtime for shift and non-shift employees 3. Create employee attend recapitulation. 	Wawan Kurniawan	
Notes by Industrial Coach:			




No.	Working Picture	Explanation
1.		Recap shift employee overtime attendance process of recording and compiling employee attendance data during overtime in a systematic summary form. The purpose is to ensure the accuracy of overtime information, facilitate salary calculation, and provide necessary reports for management.

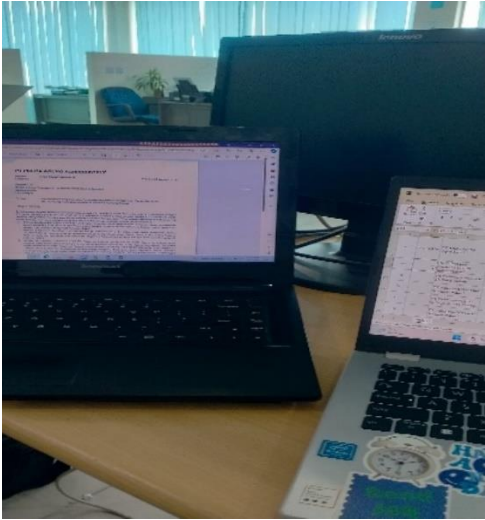
Day : Thursday-Friday
Date : 05-07 February 2024

Day and Time	Descriptive of activity	Task Assignature	Signature
Monday February 05, 2024	1. Labeling the archives and organizing them by year 2. Inputting data on apprentices 2024	Wawan Kurniawan	
Tuesday February 06, 2024	Recapitulate employee data	Wawan Kurniawan	
Wednesday February 07, 2024	1. Scanned and photocopied Mr. Muhammad Syafei's retirement correspondence 2. Recap incoming letters for the 2024 period 3. Archive intern data	Wawan Kurniawan	
Noted by Industrial Coach			





No.	Working Picture	Explanation
1.		Scanned and photocopied Mr. Syafei's pension requirements and ensured that all requirements were complete, then put the scanned results into a folder.


Day : Thursday-Friday
Date : 12-16 February 2024

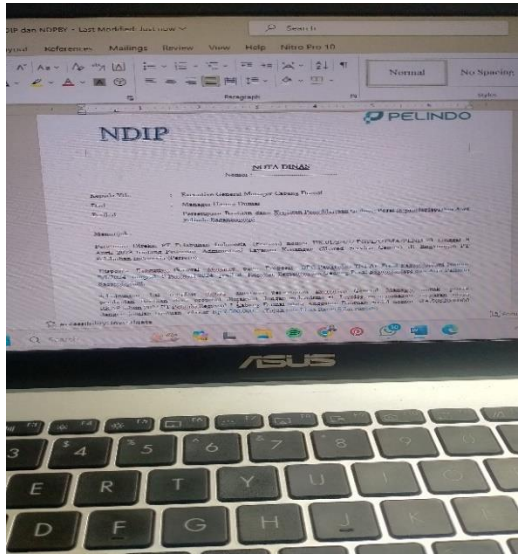
Day and Time	Descriptive of activity	Task Assignor	Signature
Monday February 12, 2024	<ol style="list-style-type: none"> 1. Archive External incoming letter. 2. Recheck the appointment letter. 	Wawan Kurniawan	
Tuesday February 13, 2024	<ol style="list-style-type: none"> 1. Recap data on Pelindo pension employees from 1998 to the present. 2. Continue to recap incoming letters for the 2024 period. 	Wawan Kurniawan	
Friday February 16, 2024	<ol style="list-style-type: none"> 1. Continue to recap data on Pelindo pension employees. 2. Continue to recap incoming letters for the 2024 period. 3. Recap data on BPJS number of security workers spmt Dumai. 4. Making a data recap of the regional 1 Dumai security BPJS number. 5. Participating in morning gymnastics. 	Wawan Kurniawan	
Noted by Industrial Coach:			

No.	Working Picture	Explanation
1.		<p>Create a recap of incoming letters manual archives to make it easier to find incoming mail files which are arguably very large and may be difficult to find.</p>




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



Day and Time	Descriptive of activity	Task Assignnor	Signature
<p>Monday February 19, 2024</p>	<ol style="list-style-type: none"> 1. Continue to recap data on Pelindo pension employees 2. Archive external incoming letters 	Wawan Kurniawan	
<p>Tuesday February 20, 2024</p>	<ol style="list-style-type: none"> 1. Analyze the errors in the minutes that will be signed 2. Participated in blood donor activities in the K3 month 	Wawan Kurniawan	
<p>Wednesday February 21, 2024</p>	Recheck the vehicle rental minutes	Wawan Kurniawan	
<p>Thursday February 22, 2024</p>	<ol style="list-style-type: none"> 1. Review the vehicle rental minute 2. Recapitulate shift employee absence data 3. Make NDIP request for assistance from the Bagansiapiapi Navy post 	Wawan Kurniawan	

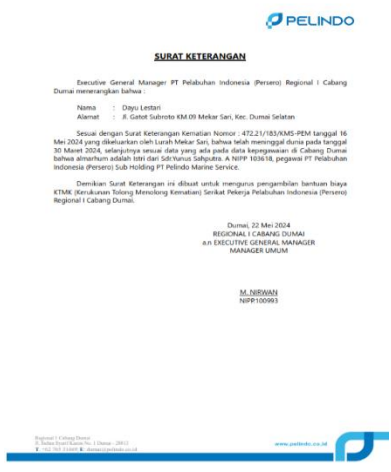
Friday February 23, 2024	<ol style="list-style-type: none"> 1. Participated in K3 fire simulation activities at Pelindo office 2. Participated in morning gymnastics 	Wawan Kurniawan	
Noted by Industrial Coach:			

No.	Working Picture	Explanation
1.		Making NDIP for funding assistance requirements from Bagansiapiapi Naval Post, where NDIP is one of the mandatory requirements for applying for funding assistance to PT Pelindo.



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




Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, February 26, 2024	<ol style="list-style-type: none"> 1. Make a death certificate (KTMK) 2. Recapitulate data on official residence of Pelindo employees 	Wawan Kurniawan	
Tuesday, February 27, 2024	<ol style="list-style-type: none"> 1. Archive external incoming letters 2. Make a recap of intern data 	Wawan Kurniawan	
Wednesday, February 28, 2024	<ol style="list-style-type: none"> 1. Deliver the invitation letter for the monthly meeting to the Company concerned 2. Re-checking the new employee's TK file 	Wawan Kurniawan	

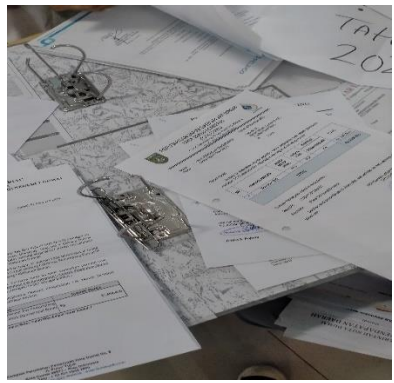
Thursday, February 29, 2024	<ol style="list-style-type: none"> Continue recapitulating incoming letters Recapitulate medical certificate Revising the mosque decree 	Wawan Kurniawan	
Friday, March 01, 2024	<ol style="list-style-type: none"> Continue revising the mosque decree Archive medical certificate Archive manual incoming letters Participated in morning gymnastics 	Wawan Kurniawan	
Noted by Industrial Coach:			

No.	Working Picture	Explanation
1.	 <p>The image shows a document titled "SURAT KETERANGAN" from PT Pelabuhan Indonesia (Persero) Regional I Cabang Dumai. It is dated 23 Mei 2024 and signed by M. NEWAN, NPP10093. The text discusses a death certificate issued for an employee and mentions financial assistance for the family.</p>	Make death certificates intended for financial assistance for the families of employees who have suffered a disaster.


Day : Thursday-Friday
Date : 04 – 08 March 2024



Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, March 04, 2024	<ol style="list-style-type: none"> Archive incoming letters Archive KP Letter 	Wawan Kurniawan	
Tuesday, March 05, 2024	<ol style="list-style-type: none"> Making a recap of postal inventory data that entered FSMAP for the period February to April Printing invitation letter for FSMAP meeting Printing the FEB RK Printing FSMAP financial report 	Wawan Kurniawan	

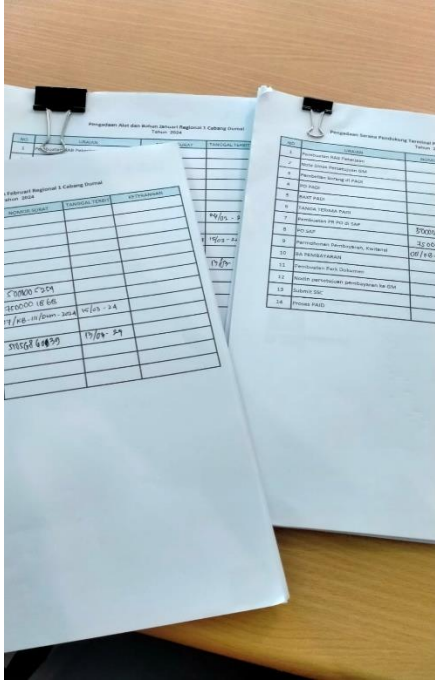
	5. Printing list of dues		
Wednesday, March 06, 2024	1. Printing the letter of action for the mass demonstration 2. Recording overtime attendance of shift employees 3. Participating in a meal together to welcome the fasting month	Wawan Kurniawan	
Thursday, March 07, 2024	1. Filing weekly meeting minutes 2. Assisted in editing monthly attendance data collection 3. Assisted in preparing cake boxes for neighborhood assistance	Wawan Kurniawan	
Friday, March 08, 2024	1. Served as office receptionist 2. Participated in cleanup activities at the departure terminal	Wawan Kurniawan	
Noted by Industrial Coach:			

No.	Working Picture	Explanation
1.		Manually filed incoming letters into archive folders based on the file and sorted from oldest to newest date.


Day : Thursday-Friday
Date : 13 – 15 March 2024





Day and Time	Descriptive of activity	Task Assignor	Signature
Wednesday, March 13, 2024	Recap a requests and payment of office vehicle leases	Wawan Kurniawan	

Thursday, March 14, 2024	<ol style="list-style-type: none"> Made a visit to the dock Helped prepare for takjil assistance 	Wawan Kurniawan	
Friday, March 15, 2024	<ol style="list-style-type: none"> Assist in making general division cash budget Print individual KPI proposal letters 	Wawan Kurniawan	
Noted by Industrial Coach:			

No.	Working Picture	Explanation
1.		Recap a requests and payment of office vehicle leases

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

Day and Time	Descriptive of activity	Task Assignor	Signature
Monday, March 18, 2024	Helped recap the list of names of Dumai (Persero) structural officials in the Dumai Branch area	Wawan Kurniawan	

Tuesday, March 19, 2024	Rechecking vehicle rental files for February 2024	Wawan Kurniawan	
Wednesday, March 20, 2024	<ol style="list-style-type: none"> 1. Making a recap of the 2023 Dumai Branch's SPMT and Regional orphan Aid program 2. Print the minutes of the 2023 SPMT orphan Aid program 	Wawan Kurniawan	
Thursday, March 21, 2024	<ol style="list-style-type: none"> 1. Recalculate the TJSL budget for the 2023 period 2. Helping to prepare takjil assistance 3. Breaking fast with general staff 	Wawan Kurniawan	
Friday, March 22, 2024	Making a medical certificate a.n metria	Wawan Kurniawan	
Noted by Advisor:			

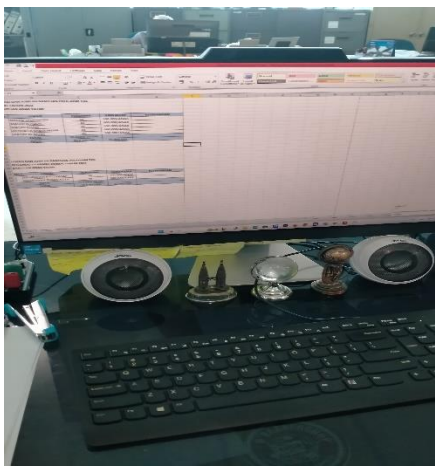
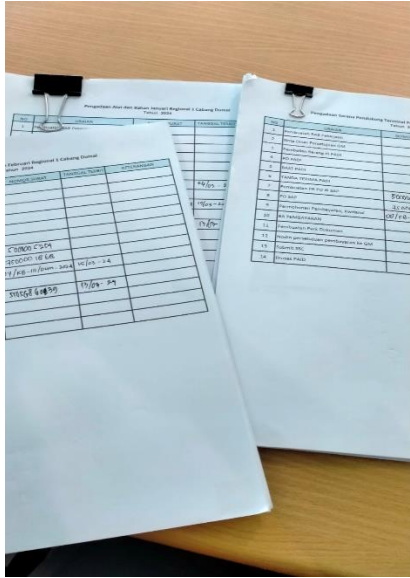
No.	Working Picture	Explanation
1.		Making a recap of the 2023 Dumai Branch's SPMT and Regional orphan Aid program

Table 3. 11 Daily Activities of March 25th to March 28th, 2024

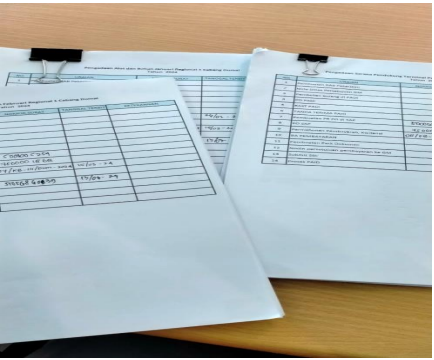
No.	Day and Time	Descriptive of activity	Place
1.	Monday, March 25, 2024	Iftar with all employees and staff of Dumai regional and spmt Dumai Branch	General Division
2.	Tuesday, March 26, 2024	<ol style="list-style-type: none"> 1. Convert from PDF to Word BA-KSO UM 2. Print the announcement letter of the 	General Division

		implementation of the new perdir for HO Regional Subreg Branches	
3.	Wednesday, March 27, 2024	Made a death certificate for the in-laws of Br. Antoni	General Division
4.	Thursday, March 28, 2024	Make a recap of the office vehicle fuel budget	General Division

No.	Working Picture	Explanation
1.		Recap a requests and payment of office vehicle leases

No.	Day and Time	Descriptive of activity	Place
1.	Monday, April 01, 2024	<ol style="list-style-type: none"> 1. Retyping the main bottleneck of the PUMK report into word 2. Making a recap of overtime attendance for shift employees 3. Making a recap of Lebaran media 	General Division

		<p>assistance</p> <ol style="list-style-type: none"> 4. Printing the DPP-Laskar Rumpun Melayu Pesisir letter 5. Printing the recapitulation of Eid Al-Fitr 1445H/2024 proposals 6. Printing a circular letter on office internet restrictions for the use of social media platforms 	
2.	Tuesday, April 02, 2024	<ol style="list-style-type: none"> 1. Scan BAST AC Mushola 2. Scan Tax invoice AC Musholla 3. Scan SO ac Musholla 4. Scan Accountability for operational advances 5. Make a list of family composition for prospective employees to retire 	General Division
3.	Wednesday, April 03, 2024	<ol style="list-style-type: none"> 1. Making a list of family composition for prospective employees to retire 2. Scan recapitulation of March fuel purchase bill 3. Rechecking March fuel receipts for office vehicles. 4. Print the decision letter of the board of directors of PT Pelabuhan Indonesia 	General Division
4.	Thursday, April 04, 2024	<ol style="list-style-type: none"> 1. Give the number and date in the minutes of matching and maintenance of the reserve osmosis system at the morong strait pilot station 2. Archive incoming letters 3. Archive medical certificate 	General Division
5.	Friday, April 05, 2024	<ol style="list-style-type: none"> 1. Make a medical certificate a.n Sulyana 2. Convert from pdf to word perdir organizational structure Dumai Branch 1 August 2023 	General Division

1.		Recap a requests and payment of office vehicle leases
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No.	Day and Time	Descriptive of activity	Place
1.	Tuesday, April 16, 2024	Permission	General Division
2.	Wednesday, April 17, 2024	Permission	General Division
3.	Thursday, April 18, 2024	Assist in making a recap of the fuel cost budget for office vehicles for the April period.	General Division
4.	Friday, April 19, 2024	Scan of cash advance request for April 2024 period	General Division

Table 3. 12 Daily Activities of April 22nd to April 26th, 2024

No.	Day and Time	Descriptive of activity	Place
1.	Monday, April 22, 2024	<ol style="list-style-type: none"> 1. Compile a list of passengers according to date and month 2. Arrange crew approval according to date and month 	General Division
2.	Tuesday, April 23, 2024	Scan the minutes of starting work and handing over the work location regarding the maintenance of Dumai Port	General Division
3.	Wednesday, April 24, 2024	<ol style="list-style-type: none"> 1. Re-edit the request file for payment of overtime bills for TAD employees for the July period 2. Scan vehicle rental files consisting of receipts, tax invoices, ba, invoices, and payment request letters. 	General Division
4.	Thursday, April 25, 2024	Make a recap of incoming external letters for the period 2024	General Division
5.	Friday, April 26, 2024	Making a death certificate of the parents of Ronny Gultom	General Division

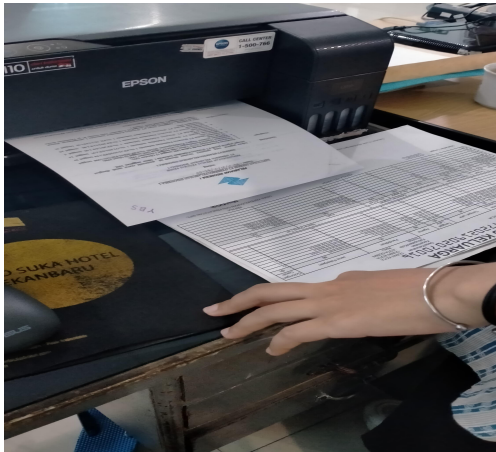
No.	Working Picture	Explanation
1.		Scan the minutes of starting work and handing over the work location regarding the maintenance of Dumai Port

Table 3. 13 Daily Activities of April 29th to May 03rd, 2024

No.	Day and Time	Descriptive of activity	Place
1.	Monday, April 29, 2024	1. Rechecking the home base statement letter 2. Recap the overtime attendance of shift employees.	General Division
2.	Tuesday, April 30, 2024	1. Making a medical certificate a.n Fachrizal 2. Scan documentation of January 2024 meeting attendance	General Division
3.	Thursday, May 02, 2024	1. Archive incoming letters 2. Archive medical certificate	General Division
4.	Friday, May 03, 2024	Make a recap of spmt attendance	General Division

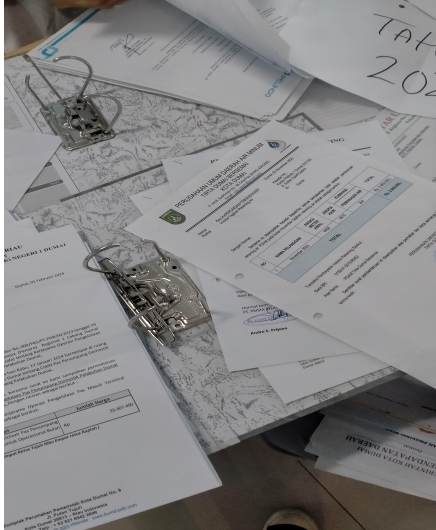
No.	Working Picture	Explanation
1.		Archive incoming letter and medical letter

Table 3. 14 Daily Activities of May 06th to May 08th, 2024

No.	Day and Time	Descriptive of activity	Place
1.	Monday, May 06, 2024	<ol style="list-style-type: none"> 1. Making an internship exit letter 2. Make a medical certificate a.n Chaidir Nur (Alm) 3. scan RAB procurement AC Regional Office 1 Branch Dumai 	General Division
2.	Tuesday, May 07, 2024	<ol style="list-style-type: none"> 1. Print BA of Structural handover of Dumai Branch 2. Print SK mutation as of May 1, 2024 3. Print the integration facts of the structural handover of the Dumai Branch 4. Print MOU letter Dumai and SMK ERNA 5. Scan working paper for calibration of performance appraisal results 	General Division
3.	Wednesday, May 08, 2024	Recheck the completeness of the collateral recipient submission file	General Division

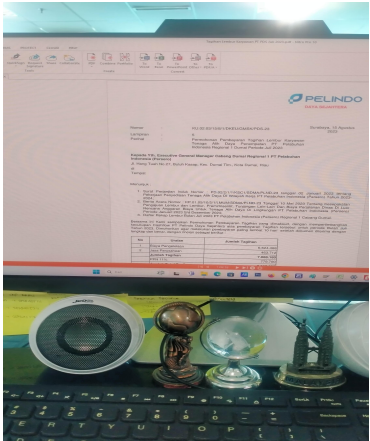
No.	Working Picture	Explanation
1.		Making an internship exit letter

Table 3. 15 Daily Activities of May 13rd to May 17th, 2024

No.	Day and Time	Descriptive of activity	Place
1.	Monday, May 13, 2024	<ol style="list-style-type: none"> 1. Review the proposed 2025 cost budget 2. Make a recap of the collateral return handover list 3. Make a recap of office operational car repairs 	General Division
2.	Tuesday, May 14, 2024	<ol style="list-style-type: none"> 1. Making a medical certificate a.n Dicky Suhenri Caniago 2. Making a parent's death certificate from Br.Jumasri Simanjuntak 3. Making a parent's death certificate of Br.Dicky Suheri Caniago 4. Print Minutes of fiber receipt of tents 5. Print FSMAP financial report April 2024 6. Print SPPT PIC dedicated Archives management 	General Division
3.	Wednesday, May 15, 2024	<ol style="list-style-type: none"> 1. Made a medical certificate a.n Ira Yanu Lova Yanti 2. Print manual KPI determination 3. Scan attendance confirmation letter 	General Division
4.	Thursday, May 16, 2024	<ol style="list-style-type: none"> 1. Make a recap of sacrificial animal proposal assistance 2. Recap the archive of old letters 	General Division
5.	Friday, May 17, 2024	<ol style="list-style-type: none"> 1. Making PPT for archiving arrangement 2. Making a medical certificate a.n Zakaria 3. Continue to recap the archive of old letters 	General Division


No.	Working Picture	Explanation
1.		Continue a recap the archive of old letters

Table 3. 16 Daily Activities of May 20th to May 22nd, 2024

No.	Day and Time	Descriptive of activity	Place
1.	Monday, May 20, 2024	1. Continue to recap the archive of old letters	General Division
2.	Tuesday, May 21, 2024	1. Printing the letter of completeness for PDS employees 2. Continue to recap the archive of old letters	General Division
3.	Wednesday, May 22, 2024	2. Making a medical certificate a.n Chandra Hidayat 3. Making a medical certificate a.n Deddy Irawan 4. Making a death certificate of the wife of Br.Yunus Sahputra A 5. Continue to recap the archive of old letters	General Division

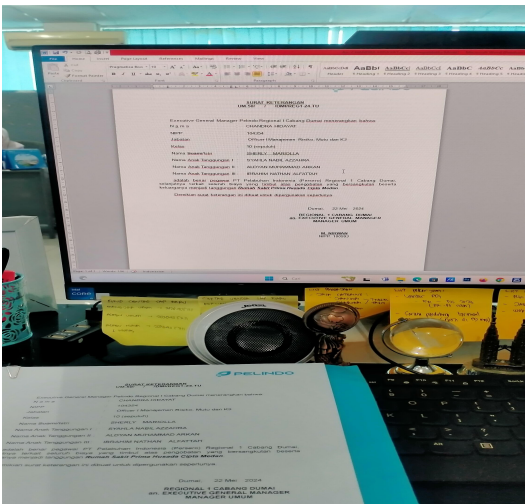
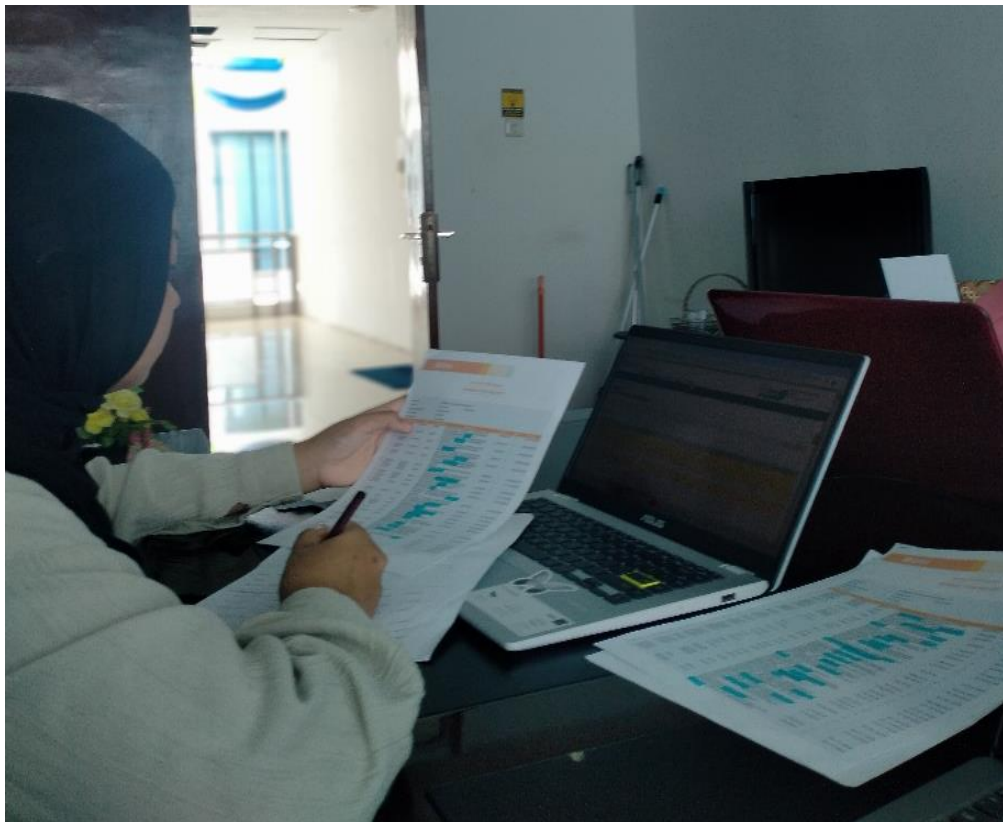
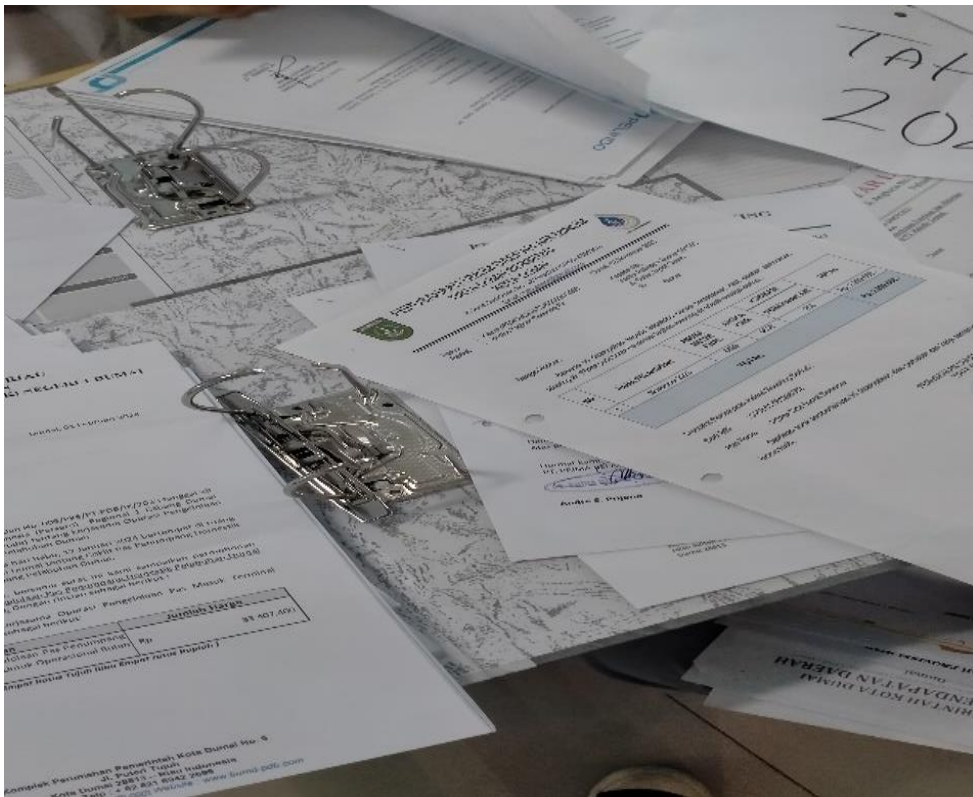
No.	Working Picture	Explanation
1.		Making a medical letter a.n Chandra Hidayat

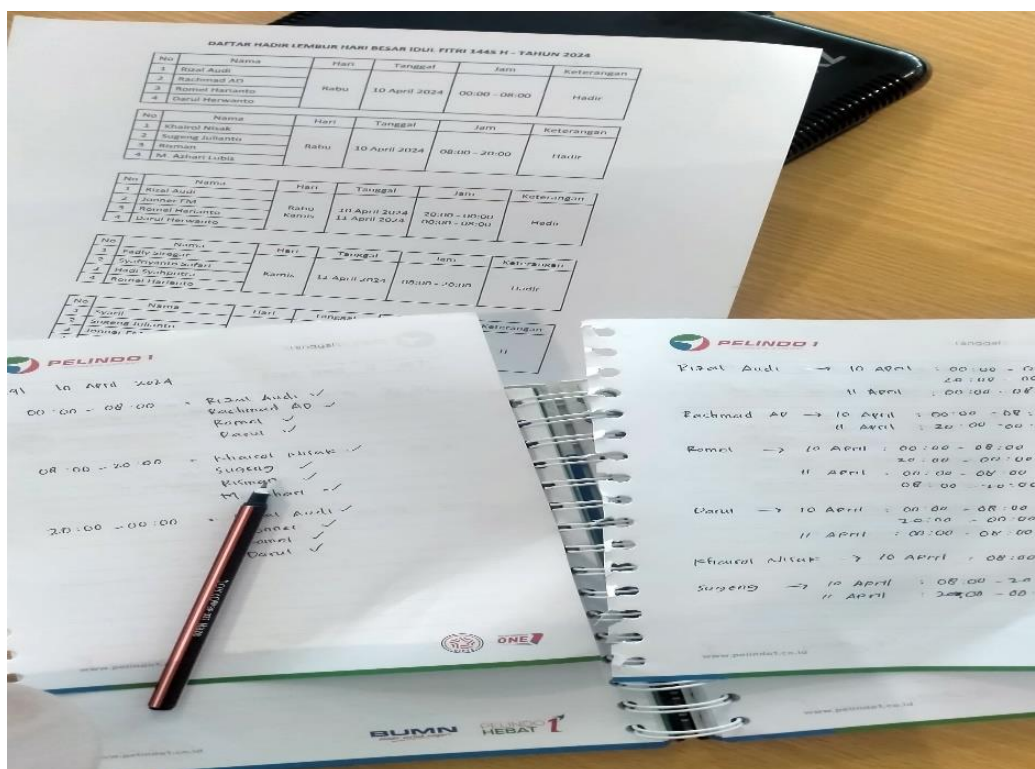
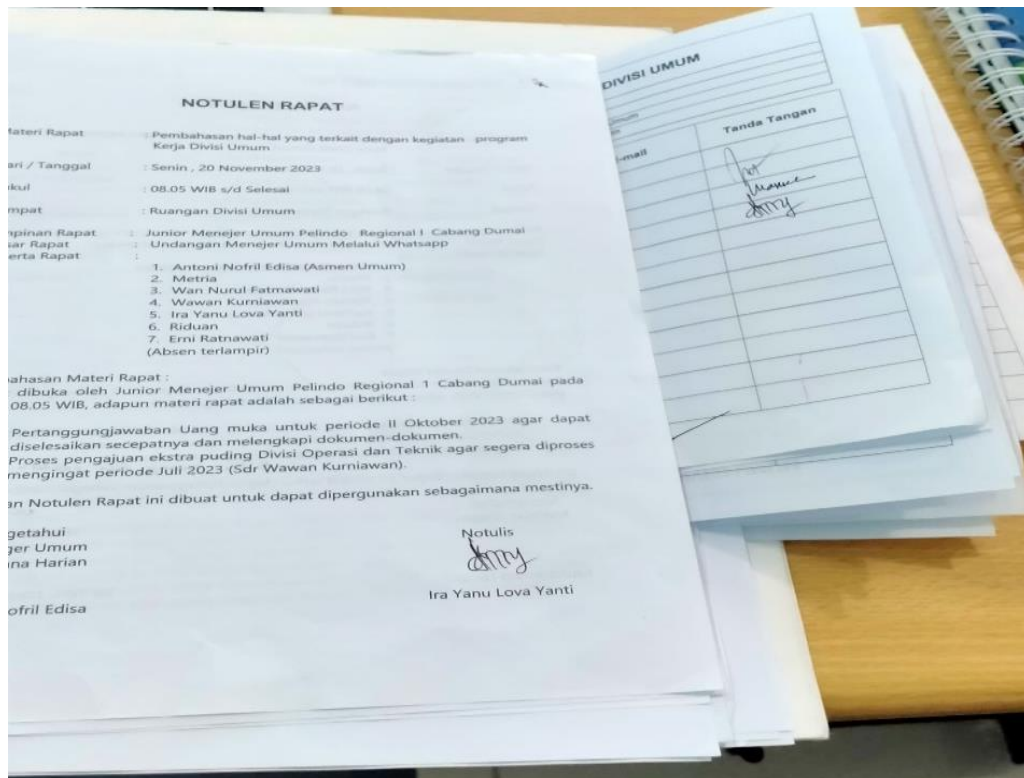
Table 3. 17 Daily Activities of May 27th to May 31st, 2024

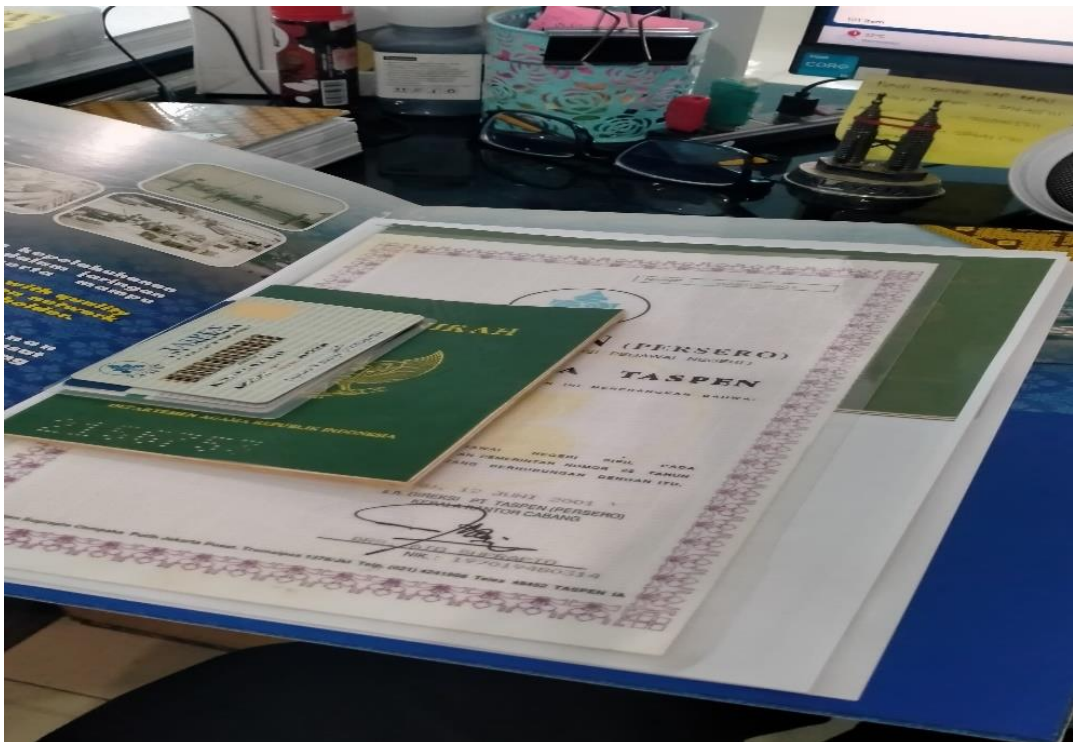
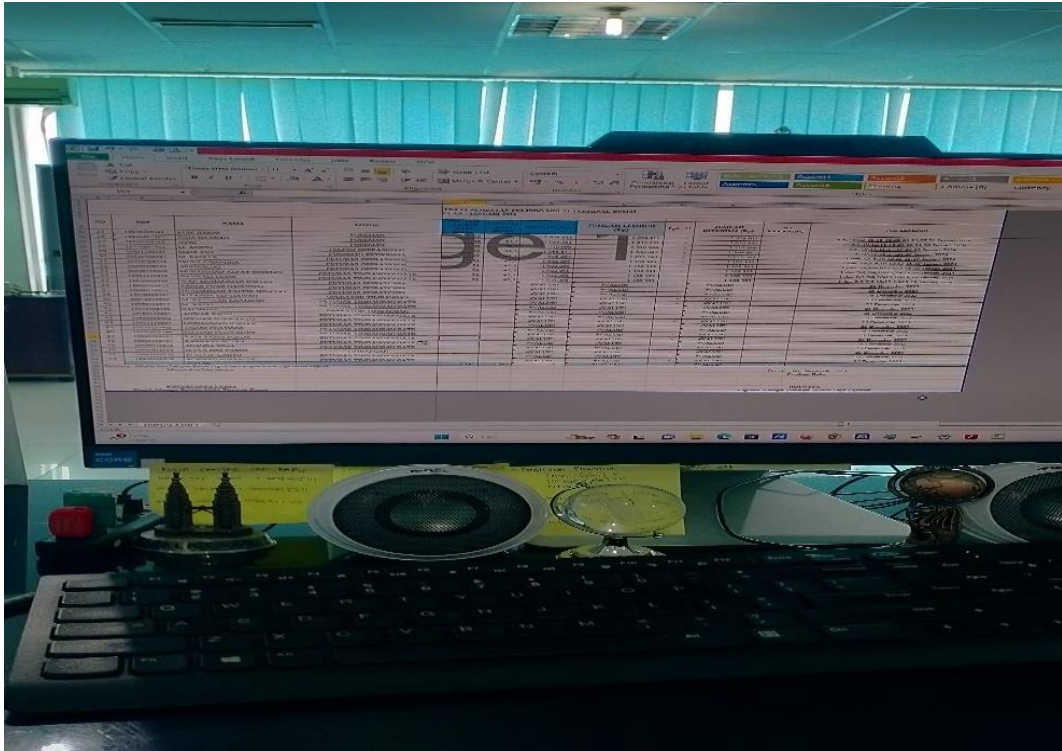
No.	Day and Time	Descriptive of activity	Place
1.	Monday, May 27, 2024	1. Print P-ESS Personal information 2. Scan of May budget estimate	General Division
2.	Tuesday, May 28, 2024	1. Print guidelines for commemorating the birthday of Pancasila 2024 2. Recap the overtime attendance of shift employees.	General Division
3.	Wednesday, May 29, 2024	1. Revise the task implementation order 2. Make a recapitulation data on intern	General Division
4.	Thursday, May 30, 2024	1. Revisi the circular on the ceremony commorting the birh of Pancasila 2. Scan the invitation letter for the ceremony for SPJM and SPMT 3. Attended the retirement event for Mr. Muhammad Syafei	General Division
5.	Friday, May 31, 2024	1. Take part join clean-up activities at the Seaworld Pier 2. Creat speaker repair documentation	General Division

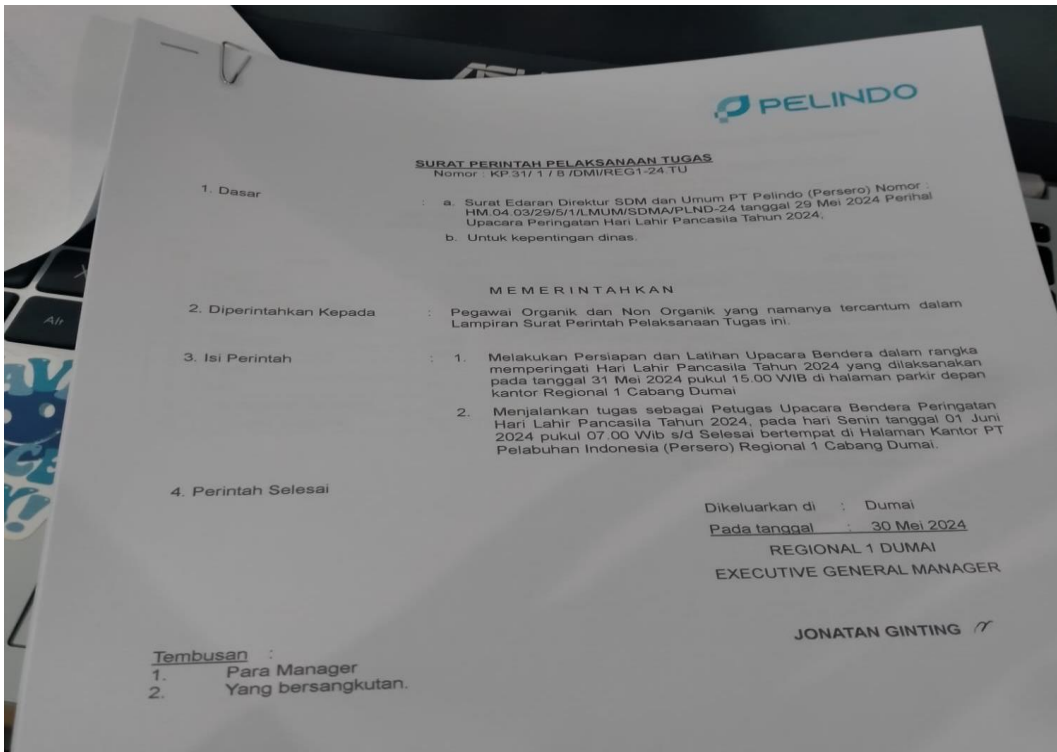
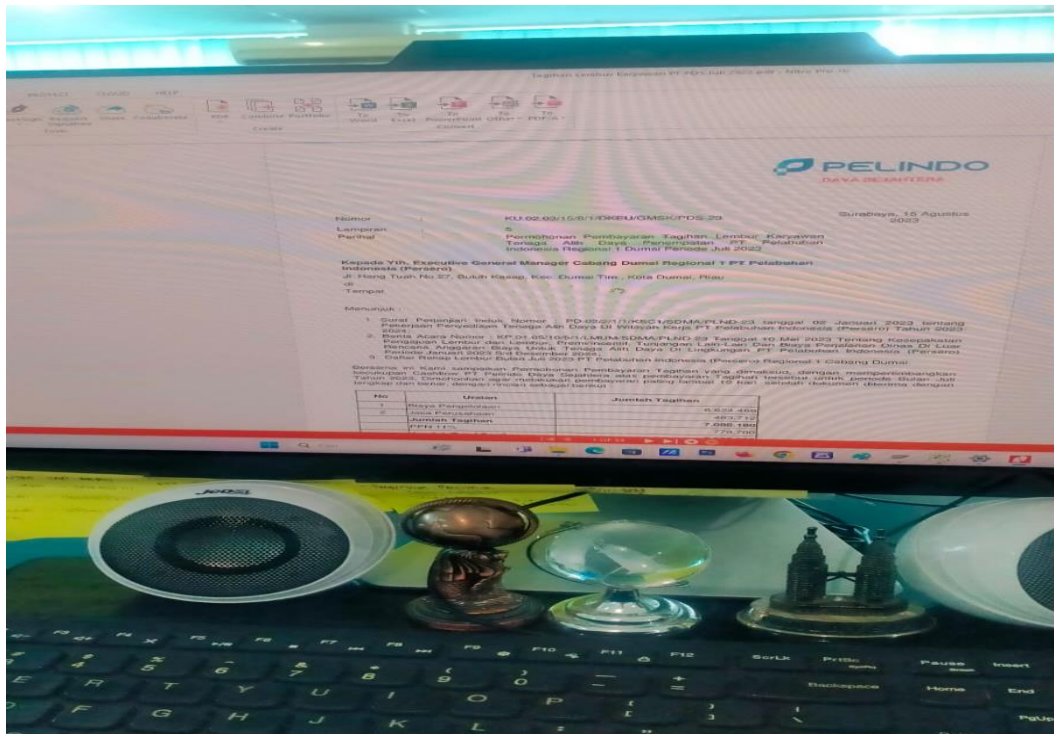
Appendix 7: Work Documentation

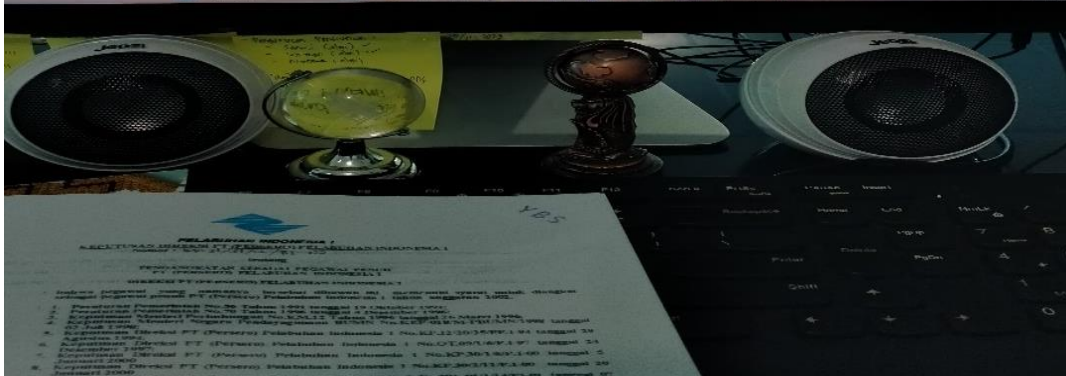
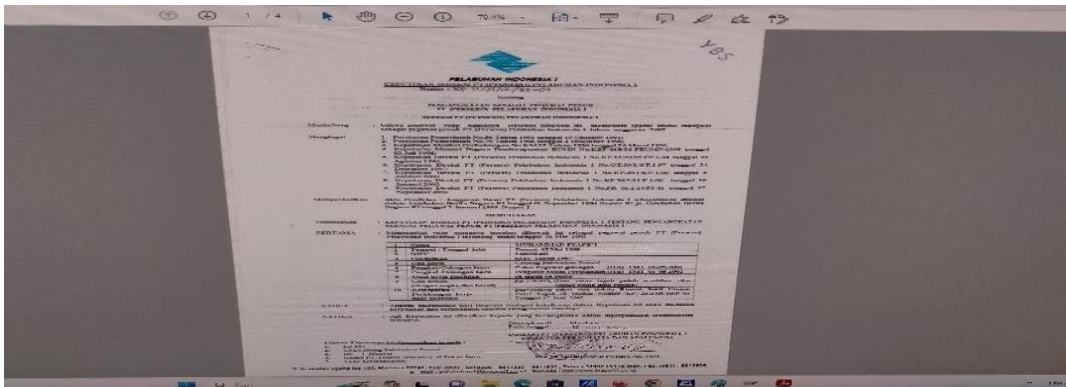
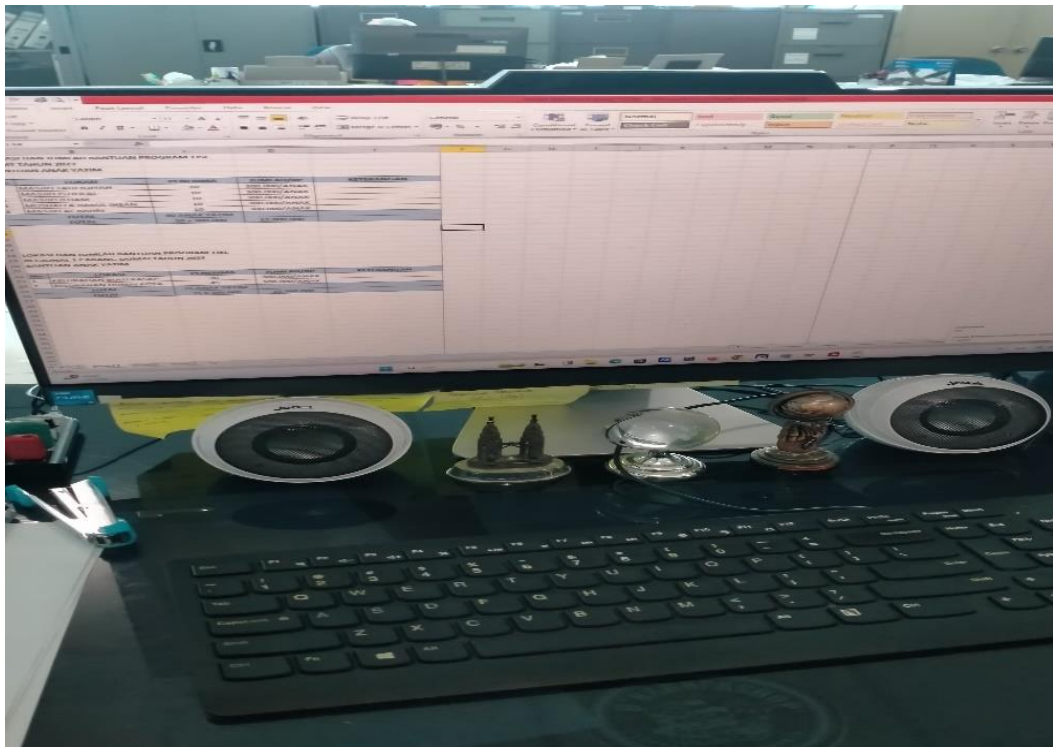
















REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY
PROGRAM STATE POLYTECHNIC BENGKALIS

Name : Dwi Kurnia Putri
Student Number : 5404201284
Apprenticeship Place : PT. Pelindo (Persero) Regional 1 Branch of Dumai
Advisor : Muhammad Fuad Asrofillah, S.E., M.M

NO.	DAY/DATE	REVISION	SIGNATURE
1.	10/10 - 2020	Selesai by Asyraf	
2.			
3.			


Advisor
Muhammad Fuad Asrofillah, S.E., M.M
NIP. 199504202022031007