

## **TABLE OF CONTENTS**

|                                 |             |
|---------------------------------|-------------|
| <b>COVER TITLE .....</b>        | <b>i</b>    |
| <b>APPROVAL SHEET .....</b>     | <b>ii</b>   |
| <b>ACKNOWLEDGMENT .....</b>     | <b>iii</b>  |
| <b>TABLE OF CONTENTS.....</b>   | <b>v</b>    |
| <b>LIST OF TABLE .....</b>      | <b>vi</b>   |
| <b>LIST OF FIGURE .....</b>     | <b>vii</b>  |
| <b>LIST OF APPENDICES .....</b> | <b>viii</b> |

### **CHAPTER I INTRODUCTION**

|                                             |   |
|---------------------------------------------|---|
| 1.1 Background of the Apprenticeship .....  | 1 |
| 1.2 Purpose of the Apprenticeship.....      | 2 |
| 1.3 Significance of the Apprenticesgip..... | 3 |

### **CHAPTER II LITERATURE REVIEW**

|                                          |   |
|------------------------------------------|---|
| 2.1 Company Profile .....                | 4 |
| 2.2 Vision Mission.....                  | 5 |
| 2.2.1 Vision.....                        | 5 |
| 2.2.2 Mision .....                       | 5 |
| 2.3 Kind of Business.....                | 6 |
| 2.4 Organization Structure.....          | 7 |
| 2.5 Meaning of Company/Agency Logo ..... | 8 |
| 2.5 Working Process .....                | 9 |

### **CHAPTER III METHOD AND ACCOMPLISHMENT PROCESS**

|                                  |    |
|----------------------------------|----|
| 3.1 Job Describption .....       | 16 |
| 3.2 Systems and Procedures ..... | 16 |
| 3.2.1 Serving Costumer .....     | 17 |

|                                         |                                                                                  |           |
|-----------------------------------------|----------------------------------------------------------------------------------|-----------|
| 3.2.2                                   | Input Gadai Syariah Costumer Data .....                                          | 17        |
| 3.2.3                                   | Check Pawned Goods, Arrum BPKB Costumer, Trust and Exchange Rates Files.....     | 18        |
| 3.2.4                                   | Authorizeand Hand over KUR funds to Customer.....                                | 19        |
| 3.2.5                                   | Promote Gold Saving to Pawn Customer .....                                       | 19        |
| 3.2.6                                   | Archiving (SBG, SBG Settlement, Cashier Recapitalization, EDC Transactions)..... | 20        |
| 3.2.7                                   | Confusing Shops to Promote Exchange Rates.....                                   | 20        |
| 3.3                                     | Place of Apprenticeship .....                                                    | 20        |
| 3.3.1                                   | Place of the Apprenticeship .....                                                | 20        |
| 3.3.2                                   | Time of the Apprenticeship .....                                                 | 21        |
| 3.4                                     | Obstacless and Solution .....                                                    | 37        |
| <b>CHAPTER IV RESULT AND DISCUSSION</b> |                                                                                  |           |
| 4.1                                     | Conclusion .....                                                                 | 31        |
| 4.2                                     | Suggestion .....                                                                 | 51        |
| <b>REFERENCES.....</b>                  |                                                                                  | <b>38</b> |
| <b>APPENDICES .....</b>                 |                                                                                  | <b>38</b> |