

APPRENTICESHIP REPORT
PT. RIAU SEMESTA BIOMASSA

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APPLIED BACHELOR OF INTERNASIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2024

APPROVAL SHEET
PT. RIAU SEMESTA BIOMASSA

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 31th, 2024

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A handwritten signature in blue ink, consisting of a stylized, cursive script that is difficult to decipher but appears to be the author's name.

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CHAPTER I

INTRODUCTION

1.1 Background of Job Training Company

Bengkalis State Polytechnic is a vocational university in Riau. Bengkalis State Polytechnic is a vocational university that fulfills the emphasis on the practice of formation to strengthen competencies and specific study programs. In this institution, students in diploma programs are students with many subjects to develop specific competencies and if they provide job opportunities in industry or work in the professional field.

Therefore, Apprenticeship has become part of the Diploma IV International Business Administration Study Program since its establishment until now, in order to improve the quality of graduates' abilities and skills, because in the future competition in the world of work will be increasingly tight. Apprenticeship choose to carry out Apprenticeship at PT. Riau Semesta Biomassa.

PT. Riau Semesta Biomassa Company was chosen as a substitute for the Apprenticeship and previously four years of enriching experience for students during the Apprenticeship. This is explained by the fact that the company operates in the domestic market, makes transactions at the international level and is an excellent organization. The community offers apprenticeship the possibility of working with discipline, autonomy, profession and security.

Apprenticeship is a direct learning method in the world of work. The purpose of is to improve students' abilities according to their fields so that they can be applied directly in various tasks in government and private organizations to help students apply the knowledge they have learned to the world of work. When students do apprenticeship, students can broaden their horizons, knowledge, and abilities. Apprenticeship can also help solve scientific problems by using the theories learned in class. Every student of State Polytechnic of Bengkalis is required to take part in this apprenticeship every year.

Based on the provisions above, this Apprenticeship is carried out at PT. Riau Semesta Biomassa. Especially in the Administration Office section. Which is carried out for 16 (sixteen) weeks starting from February 1 to May 31, 2024.

1.2 Objectives of Apprenticeship

Based on the background above, the objectives and benefits of the Apprenticeship are as follows:

1. To get information about the job specifications of PT. Riau Semesta Biomassa
2. To learn about the software and hardware used at PT. Riau Semesta Biomassa during the Apprenticeship
3. To gain an understanding of the equipment and supplies used during the Apprenticeship at PT. Riau Semesta Biomassa
4. To find out the documents used during the Apprenticeship at PT. Riau Semesta Biomassa

1.3 Benefits of Apprenticeship

There are several benefits that can be taken from the implementation of this Apprenticeship for students.

1. Get the opportunity to apply the knowledge/concepts gained during lectures into the real world of work.
2. Can train skills, creativity, and innovation in completing the work given in the company.
3. Students can train a sense of responsibility and discipline in the world of work.
4. Gain new experiences and new knowledge in the world of work.
5. Understand a deep understanding of challenges and opportunities, which can be valuable capital to be able to contribute in the future

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 Company History

PT Riau Semesta Biomassa, also a liaison with the name PT. RSB, is a relatively young company. The community has been established on April 1, 2018 and so on 6 years ago. PT. RSB is a palm shell trading center, while playing the role of distributor / exporter. In carrying out domestic and foreign trade activities, the company builds using palm shell supplies at the Buton chemical industry location, Mengkapan, Sungai Apit District, Siak Regency, about 129 km or 3 hours from the route of the Riau regional capital, Pekanbaru. The company obtained a permit to build in accordance with the placement location, on a land surface of 3.5 hectares, with the following utilization:

1. The warehousing is fortunate to accommodate the transportation of oil palm shells from Siak Regency and its surroundings with a stockpile capacity of 40,000-50,000 MT and daily hauling of 35 dump trucks, each with a load of 20-30 tons.
2. The wharf for export transportation whose shipments are by sea using the port of the Tanjung Buton industrial area belonging to the Regency Government Siak with a large capacity of 10,000 MT per ship (Mother Vessel).



Figure 2.1 PT. Riau Semesta Biomassa
Source: PT. Riau Semesta Biomassa

In its early years, PT Riau Semesta Biomassa focused on research and development of biomass-to-energy conversion technologies. The company built the first biomass processing facility in Riau, which utilized agricultural and forestry waste as raw materials. This early project attracted the attention of investors and the government, who saw great potential in biomass energy. Like other renewable energy companies, PT Riau Semesta Biomassa faces various challenges, including fluctuating raw material prices and changing government regulations.

However, the company remains committed to sustainability and continues to look for ways to improve efficiency and reduce the environmental impact of its operations. Looking to the future, PT Riau Semesta Biomassa plans to continue expanding its operations and introducing innovative products that support the clean energy transition in Indonesia. With a vision to become a leader in the biomass energy sector, the company is determined to continue innovating and contributing to sustainable development.

PT Riau Semesta Biomassa actively collaborates with various institutions, both domestically and internationally. Collaboration with universities and research institutions helps the company to continue to innovate and develop the latest technology in biomass processing. In addition, partnerships with other companies in the renewable energy sector allow for the exchange of knowledge and technology that accelerates the development of the industry. Over the years, PT Riau Semesta Biomassa has received various awards for its contributions to the development of renewable energy in Indonesia. These awards include recognition for technological innovation, environmental sustainability, and contributions to the local economy.

2.2 Vision and Mission of PT. Riau Semesta Biomassa

Vision and mission are two important concepts used by organizations, companies, or individuals to set their goals and direction. Although often used together, they have different meanings and purposes.

2.2.1 Vision of PT. Riau Semesta Biomassa

A vision is a long-term picture of a desired future state or goal for an organization or individual. It reflects the highest aspirations and ultimate goals that an organization wants to achieve. A vision is usually formulated in the form of a short, inspiring statement that provides general guidance on where it wants to go. The following is the vision of PT. Riau Semesta Biomassa:

“Prosperous with stakeholders in a responsible and sustainable way”

2.2.2 Mission of PT. Riau Semesta Biomassa

A mission is a statement that explains the basic purpose, function, and responsibility of an organization or individual. The mission explains why the organization exists, what it does, for whom, and how it does it.

The missions of PT. Riau Semesta Biomassa are as follow:

1. Providing the highest quality products and services
2. Empowering people and communities, while ensuring environmental sustainability.
3. Provide added value for all stakeholders.

2.3 Kind of Business

PT. Riau Semesta Biomassa is a company engaging in the trading business of plantation products, namely the sale of the production of palm kernel shells that have been processed clean of waste.



Figure 2.2 Palm Shells

Source: PT. Riau Semesta Biomassa

2.4 Organizational Structure of PT. Riau Semesta Biomassa

Organizational structure is a structure and relationship between parts in a company. With the existence of an organizational structure, employees can clearly know their duties, authorities and responsibilities so that effective and efficient cooperation can be established to achieve company goals. The organizational structure of PT. Riau Semesta Biomassa is as follows:

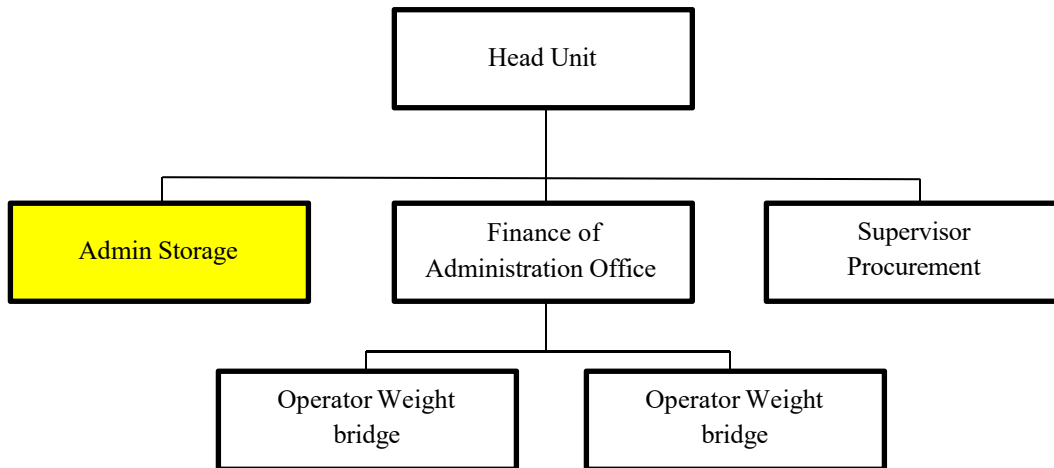


Figure 2.3 Organizations Structure
Source: PT. Riau Semesta Biomassa

From the structure above, the author presents a general description of the composition, division and implementation of tasks, authority and responsibility of each section. The general description of the composition, division and implementation of tasks of each section of the organization is as follows:

1. Head Unit

As a leader of a unit or department in PT. Riau Semesta Biomassa, the Head Unit has a crucial role in ensuring effective and efficient operations.

The following are the main duties of a Head Unit in the company:

- a. Develop and implement strategic plans for the unit he leads, in line with the company's vision and mission
- b. Monitor daily, weekly, and monthly performance, and take corrective action if necessary.
- c. Lead, direct, and develop work teams within the unit.

- d. Prepare and manage the unit's budget, including allocating resources effectively.
 - e. Build and maintain good relationships with various stakeholders, including suppliers, customers, and business partners.
 - f. Manage compliance with safety, health, and environmental standards.
 - g. Prepare periodic reports on unit performance and submit to top management.
 - h. Encourage a culture of innovation and continuous improvement across the team.
1. Admin Storage

Admin Storage at PT. Riau Semesta Biomassa has an important role in ensuring inventory management and material storage runs efficiently and orderly. The following are the main tasks carried out by the Admin Storage:

- a. Receive and check goods entering the warehouse to ensure compliance with purchasing documents
- b. Arrange and store goods in the right storage location according to the category and type of goods.
- c. Perform regular inventory data updates and ensure stock availability according to production and operational needs.
- d. Manage requests for release of goods from the warehouse for production or operational needs.
- e. Conduct periodic stock audits to ensure compliance between inventory records and the physical number of goods in the warehouse.
- f. Monitor the condition of the warehouse environment so that the quality of the goods stored is maintained, and comply with occupational safety and health standards.
- g. Prepare periodic reports on inventory status, receipt, and release of goods.
- h. Provide inventory information needed for decision making.

- i. Manage documents related to receipt, storage, and release of goods, including invoices, delivery notes, and purchase orders. Ensure all documents are stored neatly and easily accessible.
- j. Look for and propose improvements in inventory and storage management processes to increase efficiency and reduce operating costs.

2. Finance Administrative Office

As an important part of the finance team, the Finance Administrative Officer at PT. Riau Semesta Biomassa is responsible for supporting financial and administrative operations. The following are the main duties of the Finance Administrative Officer:

- a. Manage and store the company's financial documents such as invoices, receipts, bank statements, and financial transaction records.
- b. Perform daily, weekly, and monthly bookkeeping by recording all financial transactions into the company's accounting system.
- c. Perform regular bank reconciliations to ensure that the company's financial records are in accordance with bank statements.
- d. Assist in the preparation of monthly, quarterly, and annual financial reports.
- e. Manage the company's petty cash, including recording all petty cash expenses and income.
- f. Monitor and manage the company's accounts payable and receivables, including sending and following up on invoices to customers.
- g. Archive all financial documents and records systematically.
- h. Assist in the process of preparing the company's annual budget.
- i. Prepare and file the company's tax reports.

3. Supervisor Procurement

Finance Supervisor Procurement at PT. Riau Semesta Biomassa has important responsibilities in managing financial aspects related to purchasing and procurement. The following are the main tasks carried out by the Finance Supervisor Procurement:

- a. Ensure the budget is in accordance with the company's operational and strategic needs and monitor the realization of the procurement budget.
- b. Evaluate and select potential vendors or suppliers based on quality, price, and reputation criteria.
- c. Negotiate contracts with vendors to get the best deal.
- d. Prepare, manage, and monitor procurement contracts with vendors.
- e. Oversee the entire purchasing process from purchase requests, approvals, to receipt of goods or services.
- f. Reconcile and verify vendor invoices to ensure that all procurement transactions are in accordance with orders and contracts.
- g. Prepare periodic financial reports related to procurement, including analysis of procurement expenditures and performance.
- h. Identify and manage risks associated with the procurement process, such as vendor risk and price risk.
- i. Monitor vendor performance periodically to ensure they meet established quality and delivery time standards.

4. Operator Weighbridge

The Weighbridge Operator at PT. Riau Semesta Biomassa is responsible for operating and managing the weighbridge used to weigh vehicles carrying materials in and out of the facility. The following are the main duties of the Weighbridge Operator:

- a. Operate the weighbridge system to weigh vehicles entering and leaving the facility. Ensure that all vehicles are weighed accurately and according to procedures.
- b. Record all weighing results in detail, including empty vehicle weight, loaded weight, and full vehicle weight.
- c. Check and verify related documents such as delivery notes, invoices, and loading permits before weighing.
- d. Prepare daily, weekly, and monthly reports on weighing activities.
- e. Ensure that the weighbridge is always in good condition and functions accurately.

- f. Ensure that all weighing procedures comply with company regulations and policies.
- g. Arrange the queue of vehicles to be weighed to ensure the process runs smoothly and efficiently. Coordinate with drivers and field staff to avoid congestion and delays.

2.5 Working Process

The work process at PT. Riau Semesta Biomassa involves a series of structured steps to produce biomass as a renewable energy source. The process begins with the collection of organic raw materials such as sawdust, crop residues, and agricultural waste which are then processed into biomass products such as pellets and briquettes. After the raw materials are collected, drying and crushing are carried out to achieve the appropriate particle size. Furthermore, the material is compacted using a special machine to form the final product. This process is carried out with high quality standards to ensure that the resulting product has optimal energy efficiency and low emissions.

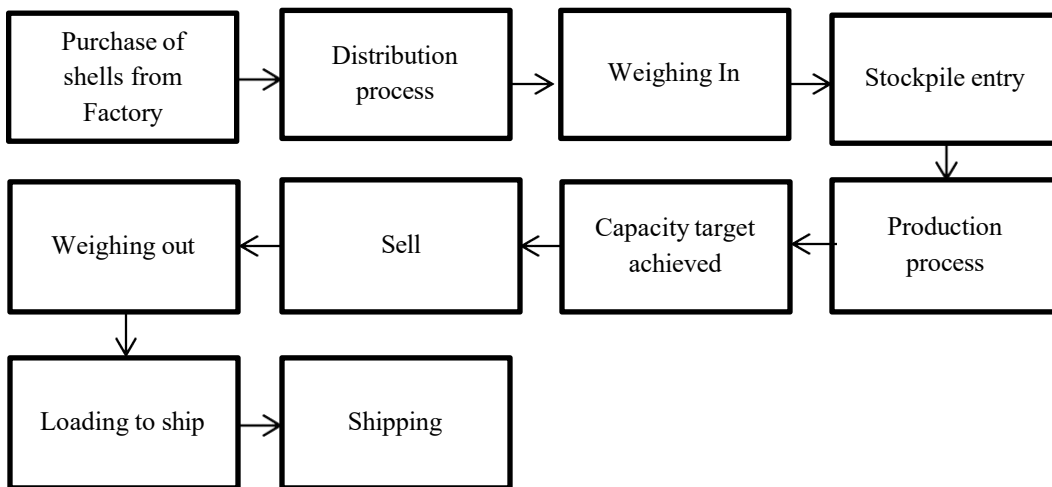


Figure 2.4 Working Process
Source: Processed Data 2024

1. Purchase of shells from Factory
Purchasing Shells from the Factory Purchasing shells from the factory of PT. Riau Semesta Biomassa Refers to the procurement process of palm kernel shells used as biomass fuel. Palm kernel shells are a by-product of the palm oil processing process that has a high calorific value and is widely used as a renewable energy source in various industrial applications.
2. Distribution Process
The process of distributing palm kernel shells from the mill to PT. Riau Semesta Biomassa involves a series of steps that ensure that palm kernel shells as biomass fuel are delivered efficiently and on time. The following is an explanation of the main stages in this distribution process:
 - a. The palm kernel shell supplier mill prepares the shells to be sent to PT. Riau Semesta Biomassa. This includes the process of collecting, drying, and packing the palm kernel shells so that they are ready for transportation.
 - b. The mill and PT. Riau Semesta Biomassa coordinate to determine the delivery schedule. This scheduling is important to ensure that the palm kernel shells arrive according to production needs.
 - c. The palm kernel shells are transported using appropriate transport vehicles, such as trucks or containers.
3. Weighing In
The inbound weighing process of palm kernel shells to PT. Riau Semesta Biomassa is an important step to ensure that the quantity and weight of palm kernel shells received are in accordance with what was ordered and expected.
 - a. The palm kernel shell transport vehicle arrives at the PT. Riau Semesta Biomassa location. The driver of the vehicle reports their arrival to the receiving officer and provides shipping documents

- b. The receiving officer checks and verifies the shipping documents to ensure that all information listed is in accordance with the purchase order and contract.
- c. The transport vehicle still loaded with palm kernel shells is directed to the weighbridge for initial weighing. The weight of the vehicle and cargo is recorded as the total weight.
- d. After the initial weighing, the vehicle is directed to the unloading area to unload the palm kernel shells.
- e. After the palm kernel shell cargo is unloaded, the empty vehicle is directed back to the weighbridge for final weighing.
- f. The net weight of the palm kernel shells is calculated by subtracting the weight of the empty vehicle (tare) from the weight of the loaded vehicle (gross).
- g. All weighing results are recorded in detail in the company's record keeping system. The receiving officer ensures that the weighing data matches the shipping documents and makes a report.
- h. The palm kernel shells that have been weighed and received are stored in a suitable storage area to maintain their quality before being used as biomass fuel in the production process.
- i. The palm kernel shell weighing and receiving report is submitted to related departments such as production and finance for tracking and recording inventory.

4. Stockpile Entry

Each time a material, such as palm kernel shells, is received at the company's facility, it is inspected and weighed to ensure quantity and quality.

- a. Shipping documents, such as waybills and invoices, are verified by the receiving officer to ensure that all information listed matches the order and the physical condition of the material received.

- b. Material receipt data is recorded into the company's inventory management system. The information recorded includes the type of material, quantity, weight, date of receipt, and supplier information.
 - c. The inventory management system is updated with the latest data from material receipts.
 - d. Storage Management
 - e. Every time material is removed from the warehouse for use in production or sale, the expenditure data is recorded in detail.
 - f. Stock reports are prepared periodically to provide management with information on the status of the inventory.
5. Sell and Weighing out
- Sell and weighing out activities at PT. Riau Semesta Biomassa involve a series of processes that ensure that sales and distribution transactions of palm kernel shells or other products are carried out accurately and efficiently.
- a. Order Receipt
 - b. Order Verification
 - c. Sales Contract Creation
 - d. Shipping Scheduling
 - e. Shipping Preparation
 - f. Initial Weighing (Gross)
 - g. Net Weight Calculation
6. Shipping
- Shipping activities at PT. Riau Semesta Biomassa include the process of shipping palm shells or other biomass products from the company's location to customers or distribution points. This process involves coordination between several departments to ensure that shipments are made safely, efficiently, and on time. The following are the main stages in shipping activities at PT. Riau Semesta Biomassa:
- a. Shipping Preparation
 - b. Shipping Scheduling

- c. Selecting a Transport Fleet
- d. Packaging and Loading Goods
- e. Shipping to Destination

2.6 Documents Used for Activities

In the implementation of apprenticeship there are several documents needed to complete the work given. These documents are as follows:

1. Employee Absence Recap

Employee attendance recap at PT. Riau Semesta Biomassa is the process of collecting, recording, and analyzing employee attendance data. This process is important to ensure that employees are present according to work schedules, as well as to manage and monitor their attendance. Attendance recaps are also used for salary calculations, benefits, and performance evaluations. PT. Riau Semesta Biomassa uses an attendance system that can be a fingerprint machine, identity card, or web/mobile-based attendance application to record employee attendance every day. Every month, daily attendance data is compiled into a monthly attendance recapitulation that includes the number of days present, permission, leave, sick, late, and early leave for each employee.

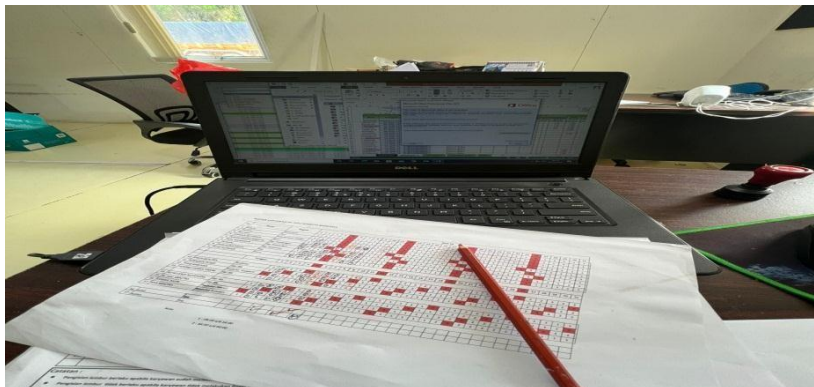


Figure 2.5 Employee Absence Recap
Source: PT. Riau Semesta Biomassa

2. Consumption Orders for Employees

Consumption ordering for employees at PT. Riau Semesta Biomassa is the process of providing food and beverages for employees during working hours, whether for lunch, dinner, or snacks. The budget for consumption is

prepared and approved by management. This budget includes the cost of food, beverages, and delivery.



Figure 2.6 Consumption Orders for Employees
Source: PT. Riau Semesta Biomassa

3. Operational Fund Recap and Realization Scan

Recapitulation of operational funds and realization scans at PT. Riau Semesta Biomassa is an important process in the company's financial management. This process involves recording, reporting, and analyzing operational expenses to ensure that the funds used are in accordance with the approved budget and support the company's operational activities. By following these steps, PT. Riau Semesta Biomassa ensures that the management of operational funds is carried out transparently, efficiently, and accountably. This process is very important to support the continuity of the company's operations, maintain stakeholder trust, and achieve the financial goals that have been set.

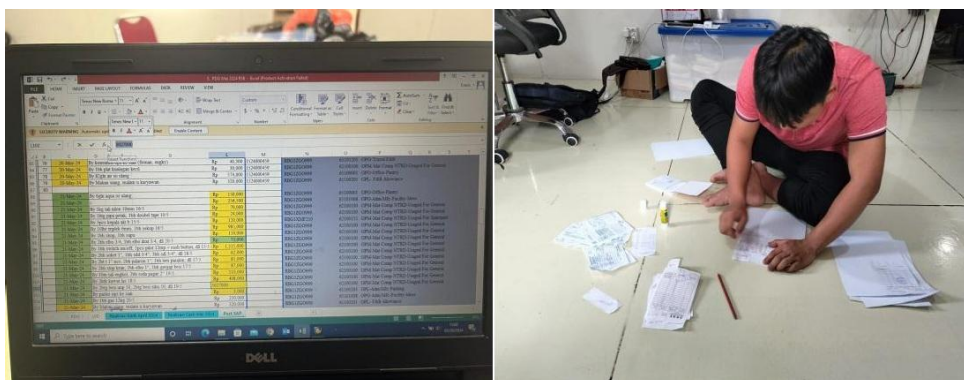


Figure 2.7 Operational Fund Recap and Realization Scan
Source: PT. Riau Semesta Biomassa

2.6.1 Devices Used During Apprenticeship at PT. Riau Semesta Biomassa

To support the smooth running of the tasks and work given, there are several things that must be considered and prepared so that the work results are as expected. The devices used are divided into 2 (two) types, namely hardware and software. The following is the software and hardware used during the implementation of apprenticeship at the Office of PT. Riau Semesta Biomassa as follows:

1. Software

The software used during the apprenticeship at the office Source: PT. Riau Semesta Biomassa in the field, namely:

a. Attendance Management

The attendance application at PT. Riau Semesta Biomassa is a digital system used to record, manage, and monitor employee attendance efficiently. This application is designed to replace manual methods that are prone to errors and inaccuracies, thus providing a more reliable and real-time solution. The following is an explanation of the features, benefits, and how the attendance application works at PT. Riau Semesta Biomassa. This application can be integrated with a fingerprint machine for employee attendance authentication, ensuring data accuracy and preventing fraud.

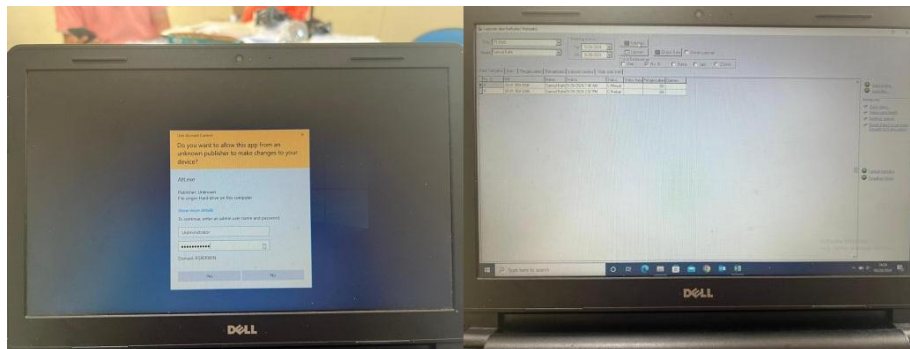


Figure 2.8 Attendance Management Application

Source: PT. Riau Semesta Biomassa

b. Microsoft Excell

Microsoft Excell is a very useful tool for data processing at PT. Riau Semesta Biomassa. With Excel, companies can organize, analyze, and

visualize data easily and efficiently. Here are ways to use Excel for various data input purposes at PT. Riau Semesta Biomassa.

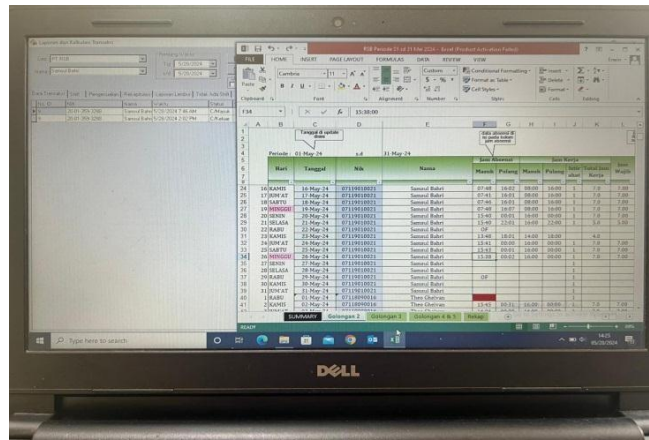


Figure 2.9 Microsoft Excell
Source: PT. Riau Semesta Biomassa

2. Hardware

The hardware used when doing apprenticeship at PT. Riau Semesta Biomassa in the field of Administration Service is as follows:

a. Laptop

A laptop is a hardware device that functions to process, process data and develop data. The hardware image can be seen in the following image

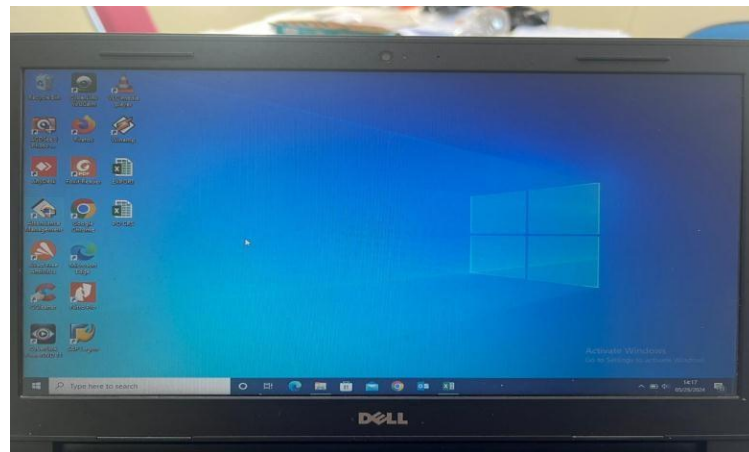


Figure 2.10 Laptop
Source: PT. Riau Semesta Biomassa

b. Mouse

A mouse is a pointing device used to enter data and commands into a computer.



Figure 2.11 Mouse

Source: PT. Riau Semesta Biomassa

2.6.2 Office Equipment Used at PT. Riau Semesta Biomassa

The equipment that is often used during the apprenticeship at the PT. Riau Semesta Biomassa office is as follows:

1. Printer

A printer is an external computer device that can display computer data in printed form. The data can be in the form of text or images printed on paper, cloth, etc. The hardware image can be seen in the following image.



Figure 2.12 Printer

Source: PT. Riau Semesta Biomassa

2. Pen

A pen is one of the writing tools that must be used for writing, drawing. A pen is also one of the equipment that must be used to fill in data. The documentation of office equipment can be seen in the following picture.



Figure 2.13 Pen

Source: PT. Riau Semesta Biomassa

3. Stapler

A stapler is a tool used to join paper. For office supplies, a standard stapler is usually used which is capable of joining 10-30 sheets of paper. In its application, a stapler is used to join receipts and join documents.

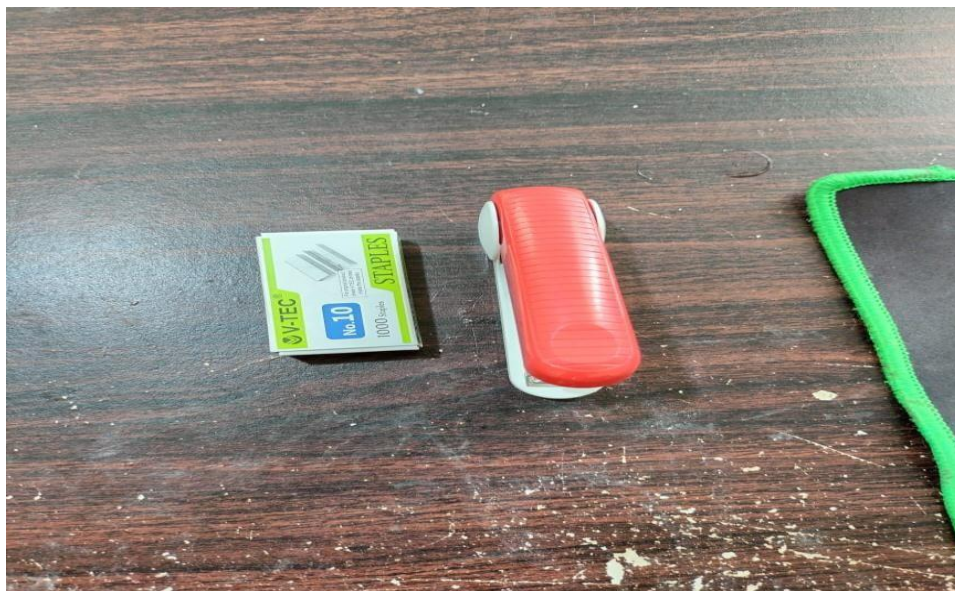


Figure 2.14 Stapler

Source: PT. Riau Semesta Biomassa

4. HVS Paper (High Quality Paper)

HVS Paper (High Quality Paper) is a type of white paper that is often used to print documents.

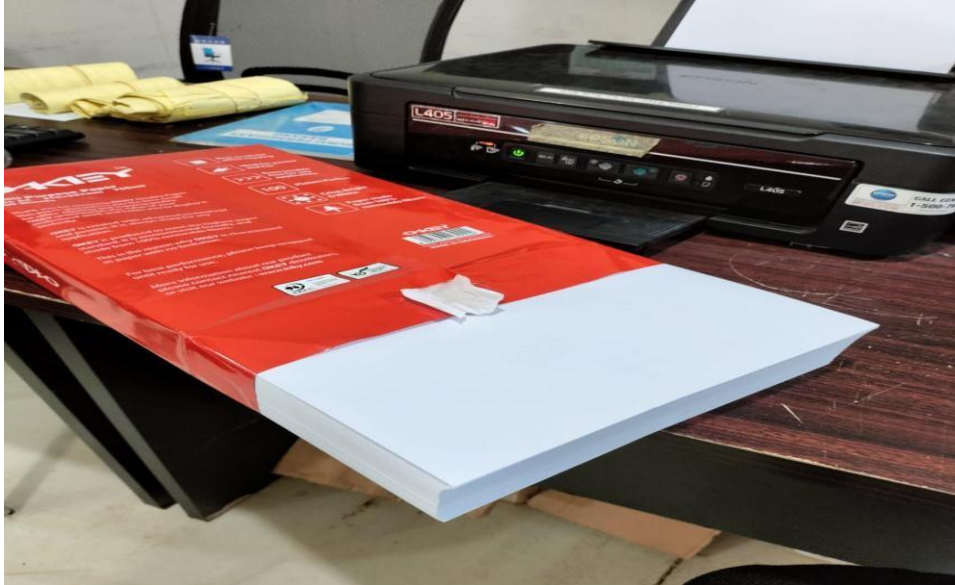


Figure 2.15 HVS Paper

Source: PT. Riau Semesta Biomassa

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Specification During Apprenticeship at PT. Riau Semesta Biomassa

In this chapter there are several descriptions of activities or tasks during the implementation of apprenticeship. Apprenticeship was carried out for 4 (four) months, starting from February 1 to May 31, 2024 at the Office of PT. Riau Semesta Biomassa. During the implementation of apprenticeship, there were many opportunities given to do work that was the task of the Administration section, as well as a lot of new knowledge and experience that could be taken in the world of work, especially in the field of Administration. To be clearer and easier in reporting the activities that have been carried out, there are several descriptions of weekly activities, so that each job that is done can be reported clearly and in detail. The tasks that have been carried out for 16 (sixteen) weeks at the Office of PT. Riau Semesta Biomassa , Administration section are as follows:

1. Employee Absence Recap
2. Consumption Orders for Employees
3. Operational Fund Recap and Realization Scan

3.2 Systems and Procedures

3.2.1 System

The company needs a system to support the company's activities, in other words, the system is a series of interconnected procedures and together form a function that aims to achieve the company's goals. The system is used by PT. Riau Semesta Biomassa. In its operational activities there are online and offline/manual system processes. PT. Riau Semesta Biomassa is a company engaged in the management and processing of palm shells. In its operational activities in terms of inputting Absence recaps, ordering employee consumption and Operational Fund Recap and Realization Scan PT Riau Semesta Biomassa uses a special company application based on the internet. As an online media, namely the Attendance

Management Application. In the form of manual media, it can be seen from the input of data and its processing using Documents and Microsoft Excel.

3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is done or carried out is uniform or in accordance with the standards set by the company. A procedure is a sequence of work involving several people in one or more sections, which is arranged to ensure equal treatment of transactions that occur frequently. A description of the procedures carried out when carrying out apprenticeship at PT Riau Semesta Biomassa is as follows:

1. Employee Absence Recap

Employee attendance recap at PT. Riau Semesta Biomassa is the process of collecting, recording, and analyzing employee attendance data. This process is important to ensure that employees are present according to work schedules, as well as to manage and monitor their attendance. Attendance recaps are also used for salary calculations, benefits, and performance evaluations. Here are some important points in the Absence Recap process:

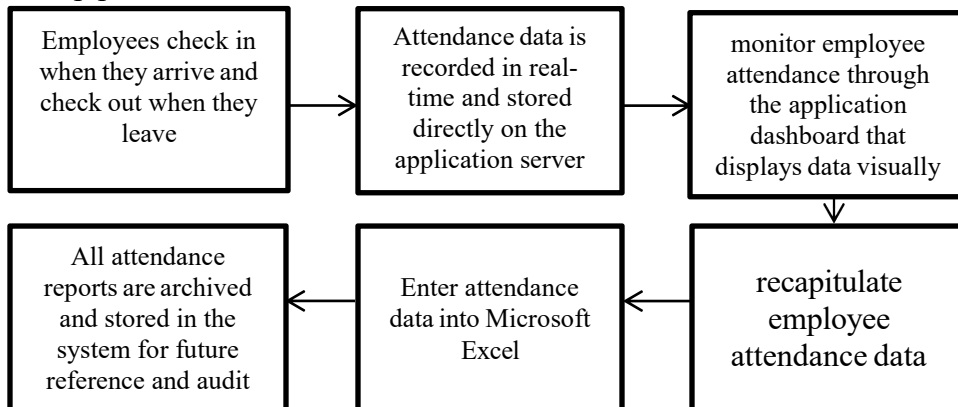


Figure 3.1 Employee Absence Recap
Source: PT. Riau Semesta Biomassa

2. Consumption Orders for Employees

Consumption ordering for employees at PT. Riau Semesta Biomassa is the process of providing food and beverages for employees during working

hours, whether for lunch, dinner, or snacks. The budget for consumption is prepared and approved by management.

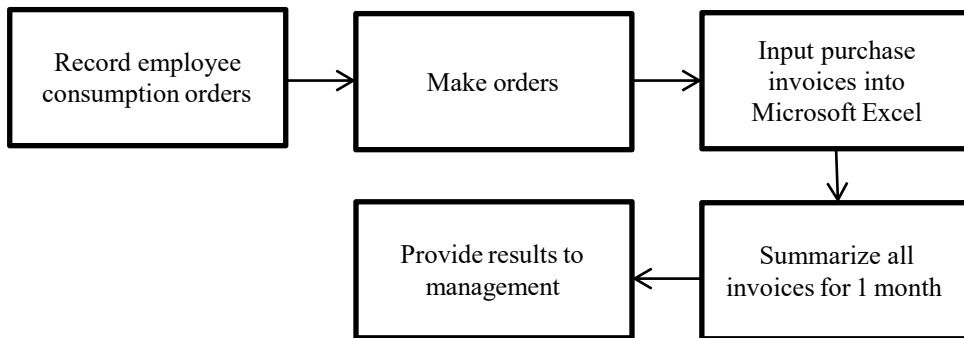


Figure 3.2 Pre Delivery Inspections
 Source: PT. Riau Semesta Biomassa

2. Operational Fund Recap and Realization Scan

Recapitulation of operational funds and realization scans at PT. Riau Semesta Biomassa is an important process in the company's financial management. This process involves recording, reporting, and analyzing operational expenses to ensure that the funds used are in accordance with the approved budget and support the company's operational activities.

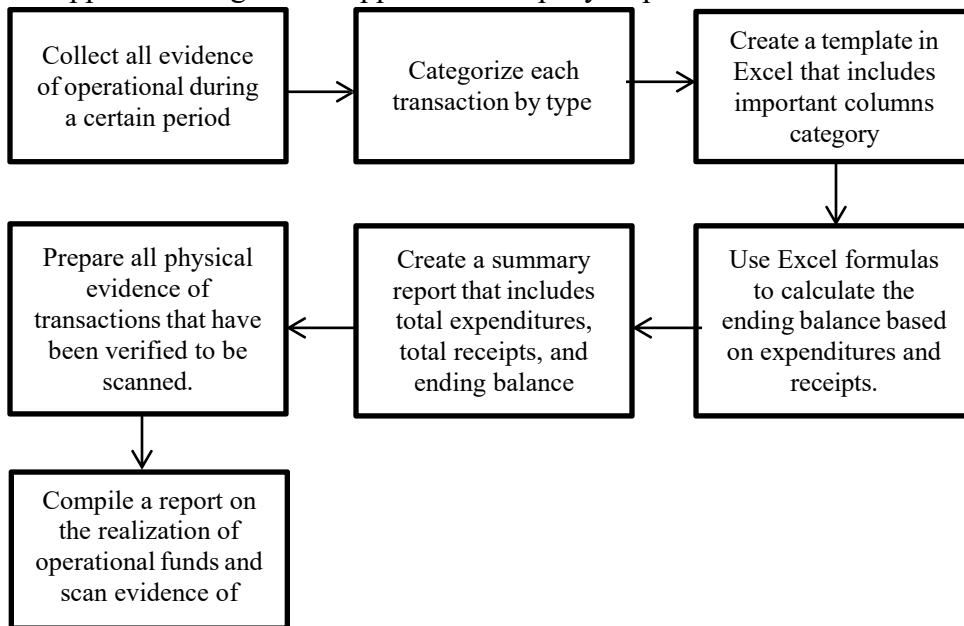


Figure 3.3 Operational Fund Recap and Realization Scan
 Source: PT. Riau Semesta Biomassa

3.3 Place of the Apprenticeship

Place of implementation of apprenticeship at PT. Riau Semesta Biomassa was carried out for 16 (sixteen) weeks. Starting from February 1, to May 31 2024. The work schedule at PT. Riau Semesta Biomassa, is as follows:

Table 3.1 Office Hours Schedule PT. Riau Semesta Biomassa

No	Day	Working Hours	Rest
1	Monday-Friday	08.00 s/d 17.00 WIB	12.00 s/d 13.00 WIB
2	Saturday	-	-
3	Sunday	-	-

Source: PT. Riau Semesta Biomassa 2024

A description of the work that was carried out during the apprenticeships which began on 1 February to 31 May 2024 at PT. Riau Semesta Biomassa. This week, recapitulating employee absences and overtime is a tough job. The details of the activities can be seen in the following table:

Table 3.2 First Week Work Agenda Report, 1 – 7 February 2024

No	Day/Date	Activity	Place
1	Thursday, 1 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
2	Friday, 2 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
3	Monday, 5 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
4	Tuesday, 6 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
5	Wednesday, 7 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office

Source: Processed Data 2024

This week, recapitulating employee absences and overtime is a tough job. The agenda of activities or work that has been carried out by the author during the implementation of apprenticeship at the PT. Riau Semesta Biomassa in the

Administration section from February 8 to February 14, 2024 can be seen in the table below as follows:

Table 3.3 Second Week Work Agenda Report, 8 – 14 February 2024

No	Day/Date	Activity	Place
1	Thursday, 8 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
2	Friday, 9 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
3	Monday, 12 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
4	Tuesday, 13 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office
5	Wednesday, 14 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office

Source: Processed Data 2024

This week, recapitulating employee absences and overtime is a tough job. The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Riau Semesta Biomassa in the Service Administration section from February 15, 2024 to February 21, 2024 can be seen in the table below as follows:

Table 3.4 Third Week Work Agenda Report, 15 - 21 February 2024

No	Day/Date	Activity	Place
1	Thursday, 15 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
2	Friday, 16 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Monday, 19 February 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap	Office

		and Realization Scan	
4	Tuesday, 20 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
5	Wednesday, 21 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office

Source: *Processed Data 2024*

This week, recapitulating employee absences and overtime is a tough job. The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from 22 – 28 February 2024 can be seen in the table below as follows:

Table 3.5 Fourth Week Work Agenda Report, 22 – 28 February 2024

No	Day/Date	Activity	Place
1	Thursday, 22 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
2	Friday, 23 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
3	Monday, 26 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
4	Tuesday, 27 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
5	Wednesday, 28 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap 	Office

		and Realization Scan	
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Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from February 29, 2024 to March 6, 2024 can be seen in the table below as follows:

Table 3.6 Fifth Week Work Agenda Report, 29 February – 6 March 2024

No	Day/Date	Activity	Place
1	Thursday, 29 February 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
2	Friday, 1 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
3	Monday, 4 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
4	Tuesday, 5 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
5	Wednesday, 6 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the implementation of the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from March 7, 2024 to March 13, 2024 can be seen in the table below as follows:

Table 3.7 Sixth Week Work Agenda Report, 7 February – 13 March 2024

No	Day/Date	Activity	Place
1	Thursday, 7 March 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
2	Friday, 8 March 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Monday, 11 March 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
4	Tuesday, 12 March 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
5	Wednesday, 13 March 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from March 14, 2024 to March 20, 2024 can be seen in the table below as follows:

Table 3.8 Work Agenda Report for the Seventh Week, 14 February – 20 March, 2024

No	Day/Date	Activity	Place
1	Thursday, 14 March 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
2	Friday, 15 March 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap	Office

		and Realization Scan	
3	Monday, 18 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
4	Tuesday, 19 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
5	Wednesday, 20 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from March 21, 2024 to March 27, 2024 can be seen in the table below as follows:

Table 3.9 Work Agenda Report for the Eighth Week, 21 March – 27 March, 2024

No	Day/Date	Activity	Place
1	Thursday, 21 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
2	Friday, 22 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
3	Monday, 25 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
4	Tuesday, 26 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office

5	Wednesday, 27 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
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Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from March 28, 2024 to April 3, 2024 can be seen in the table below as follows:

Table 3.10 Work Agenda Report for the Eighth Week, 28 March – 3 April, 2024

No	Day/Date	Activity	Place
1	Thursday, 28 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
2	Friday, 29 March 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
3	Monday, 1 April 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
4	Tuesday, 2 April 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
5	Wednesday, 3 April 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan The agenda of activities or work that has been carried out by the author during the

Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from April 4, 2024 to April 10, 2024 can be seen in the table below as follows:

Table 3.11 Work Agenda Report for the Ninth Week, 4 April – 10 April, 2024

No	Day/Date	Activity	Place
1	Thursday, 4 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
2	Friday, 5 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Monday, 8 April 2024	EID HOLIDAY	-
4	Tuesday, 9 April 2024	EID HOLIDAY	-
5	Wednesday, 10 April 2024	EID HOLIDAY	-

Source: Processed Data 2024

This week the author was absent because it coincided with a holiday (Eid Mubarak). The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from April 11, 2024 to April 17, 2024 can be seen in the table below as follows:

Table 3.12 Work Agenda Report for the Tenth Week, 11 April – 17 April, 2024

No	Day/Date	Activity	Place
1	Thursday, 11 April 2024	EID HOLIDAY	-
2	Friday, 12 April 2024	EID HOLIDAY	-
3	Monday, 15 April 2024	EID HOLIDAY	-
4	Tuesday, 16 April 2024	EID HOLIDAY	-
5	Wednesday, 17 April 2024	EID HOLIDAY	-

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from 18 April, 2024 to 24 April, 2024 can be seen in the table below as follows:

Table 3.13 Work Agenda Report for the Eleventh Week, 18 April – 24 April, 2024

No	Day/Date	Activity	Place
1	Thursday, 18 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office

		3. Operational Fund Recap and Realization Scan	
2	Friday, 19 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Monday, 22 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
4	Tuesday, 23 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
5	Wednesday, 24 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. May 1st is a national labor holiday. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from April 25, 2024 to May 1, 2024 can be seen in the table below as follows:

Table 3.14 Work Agenda Report for the Twelfth Week, 25 April– 1 May, 2024

No	Day/Date	Activity	Place
1	Thursday, 25 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
2	Friday, 26 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Monday, 29 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees	Office

		3. Operational Fund Recap and Realization Scan	
4	Tuesday, 30 April 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
5	Wednesday, 1 May 2024	HOLIDAY	-

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from May 2, 2024 to May 8, 2024 can be seen in the table below as follows:

Table 3.15 Work Agenda Report for the Thirteenth Week, 2 May – 8 May, 2024

No	Day/Date	Activity	Place
1	Thursday, 2 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
2	Friday, 3 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Monday, 6 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
4	Tuesday, 7 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
5	Wednesday, 8 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office

Source: Processed Data 2024

May 9 is the Ascension Day holiday. This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been

carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from May 9, 2024 to June 15, 2024 can be seen in the table below as follows:

Table 3.16 Work Agenda Report for the Fourteenth Week, 9 May – 15 June, 2024

No	Day/Date	Activity	Place
1	Thursday, 9 May 2024	HOLIDAY	-
2	Friday, 10 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Monday, 13 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
4	Tuesday, 14 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
5	Wednesday, 15 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office

Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from May 16, 2024 to May 22, 2024 can be seen in the table below as follows:

Table 3.17 Work Agenda Report for the Fifteenth Week, 16 May – 22 May, 2024

No	Day/Date	Activity	Place
1	Thursday, 16 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
2	Friday, 17 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap	Office

		and Realization Scan	
3	Monday, 20 May 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
4	Tuesday, 21 May 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
5	Wednesday, 22 May 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office

Source: Processed Data 2024

May 23rd is a holiday, Waisak Day. This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from May 23, 2024 to May 29, 2024 can be seen in the table below as follows:

Table 3.18 Work Agenda Report for the Sixteenth Week, 23 May – 29 May, 2024

No	Day/Date	Activity	Place
1	Thursday, 23 May 2024	HOLIDAY	-
2	Friday, 24 May 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
3	Monday, 27 May 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
4	Tuesday, 28 May 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan 	Office
5	Wednesday, 29 May 2024	<ol style="list-style-type: none"> 1. Employee Absence Recap 	Office

		2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	
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Source: Processed Data 2024

This week is Operational Fund Recap and Realization Scan. The agenda of activities or work that has been carried out by the author during the Apprenticeship at PT. Riau Semesta Biomassa in the Administration section from May 30, 2024 to May 31, 2024 can be seen in the table below as follows:

Table 3.19 Work Agenda Report for the Seventeenth Week, 30 May – 31 May, 2024

No	Day/Date	Activity	Place
2	Thursday, 30 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office
3	Friday, 31 May 2024	1. Employee Absence Recap 2. Consumption Orders for Employees 3. Operational Fund Recap and Realization Scan	Office

Source: Processed Data 2024

3.4 Kind and Description of the Activity

PT. Riau Semesta Biomassa provides various services to ensure customer satisfaction and smooth vehicle operations. The following are the types and descriptions of Employee Absence Recap, Consumption Orders for Employees, Operational Fund Recap and Realization Scan activities:

1. Employee Absence Recap
 - a. Employees check in and check out using a digital attendance system integrated with an attendance management application or fingerprint machine.
 - b. Admin checks daily attendance data to ensure that all employees have checked in and checked out according to schedule.
 - c. Admin creates an Excel template or uses the report feature in the application to recap monthly attendance.

- d. Enter daily attendance, leave, and permit data into the recapitulation template.
 - e. Analyze attendance data to identify patterns and trends such as lateness rates, unexplained absences, and leave usage.
 - f. Compile monthly attendance reports that include total days of attendance, leave, permits, and unexplained absences.
 - g. Send attendance reports to management, direct supervisors, and related employees via email.
2. Consumption Orders for Employees
- a. Collecting information from employees regarding food and beverage preferences
 - b. Determining the number of employees who will receive daily meals based on attendance data and work schedules.
 - c. Choosing vendors or food providers who can provide meals according to the prepared menu.
 - d. Ordering food and beverages to vendors based on the estimated number of employees and the prepared menu.
 - e. Receiving food and beverage orders from vendors at the agreed time.
 - f. Distributing food and beverages to employees according to the determined meal schedule.
3. Operational Fund Recap and Realization Scan
- a. Collect all evidence of operational transactions that include expenditures and receipts of funds during a certain period (for example, monthly).
 - b. Group each transaction by type, such as fuel costs, maintenance costs, employee salaries, and others.
 - c. Create a template in Excel or use financial software to summarize operational funds.
 - d. Enter each transaction into the recapitulation template based on the transaction evidence that has been collected and categorized.

- e. Prepare a recapitulation report that includes total expenditures, total receipts, and ending balance for a certain period.
- f. Collect and prepare all physical transaction evidence that has been verified to be scanned.
- g. Use a scanner to digitize physical transaction evidence.
- h. Name the scanned file clearly, include the date and description of the transaction.
- i. Upload the scanned file to the company's document management system
- j. Send operational fund realization reports digitally via email to the parent company.

3.5 Obstacles and Solutions Faced During Apprenticeship at PT. Riau Semesta Biomassa

3.5.1 Obstacle Faced During Apprenticeship

The obstacles faced during the Apprenticeship at PT. Riau Semesta Biomassa in the field of administrative are as follows:

- 1. Apprenticeship struggle to communicate effectively with employees within the company
- 2. Apprenticeship lack the practical experience and hands-on skills needed for some tasks

3.5.2 Solutions

From several obstacles faced during the Apprenticeship at PT. Riau Semesta Biomassa can be overcome in the following ways:

- 1. Encourage employee engagement so that apprenticeship feel comfortable communicating
- 2. Hold training sessions that focus on developing specific skills needed for Apprenticeship assignments.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In the implementation of Apprenticeship at the Office of PT. Riau Semesta Biomassa in the field of Service Administration, several conclusions can be drawn as follows:

1. The job specifications carried out by the author during the Service Administration Apprenticeship are, inputting employee absence recap data into the attendance management application and Microsoft Excel at PT. Riau Semesta Biomassa is a digital system used to record, manage, and monitor employee attendance efficiently. This application is designed to replace manual methods that are prone to errors and inaccuracies, thus providing a more reliable and real-time solution. Consumption ordering for employees at PT. Riau Semesta Biomassa is the process of providing food and beverages for employees during working hours, whether for lunch, dinner, or snacks. Recapitulation of operational funds and realization scans at PT. Riau Semesta Biomassa is an important process in the company's financial management. This process involves recording, reporting, and analyzing operational expenses to ensure that the funds used are in accordance with the approved budget and support the company's operational activities.
2. The hardware used during the Apprenticeship at PT. Riau Semesta Biomassa Office in the administration field is a laptop and mouse, while the software used is the Attendance Management Application and Microsoft excell.
3. The equipment used while working at PT. Riau Semesta Biomassa is a printing machine (Printer) and pen, stapler, and HVS paper.
4. Documents produced during the Apprenticeship are employee absence recap documents, consumption ordering documents, Recapitulation of operational documents.

5. Obstacles faced during the Apprenticeship at PT. Riau Semesta Biomassa in the administration field are that students struggle to communicate effectively with employees, lack the practical experience and hands-on skills. Some of the solution for companies is to encourage employee involvement so that apprenticeship feel comfortable communicating, Hold training sessions that focus on developing specific skills needed for Apprenticeship tasks.

4.2 Suggestions

Based on the description and Apprenticeship experience, the author hopes that:

1. To PT. Riau Semesta Biomassa

Here are some suggestions that the author can give to PT. Riau Semesta Biomassa, Administration section to improve Apprenticeship experience and work efficiency, Hold more in-depth training and orientation sessions at the beginning of the Apprenticeship to introduce the administration system, work procedures, and software used, Provide active and involved mentoring, with regular coaching schedules to evaluate performance and provide direction, Provide opportunities to learn more about the automotive industry and service administration through seminars, workshops, or sharing sessions from experienced employees.

2. To the Campus

The campus should give students time to complete their reports properly, and it is better to provide information related to the Apprenticeship earlier to avoid students being late in fulfilling the information provided.

3. To the Author

When carrying out Apprenticeship in a company, students must better recognize and adapt to the characteristics of each employee in the company because at first they are usually busy with their respective office work so that we personally as apprenticeship are required to be more active and take the initiative to ask the mentor or coordinator where we carry out Apprenticeship and at the same time it is an opportunity for us to introduce ourselves and adapt.

REFERENCES

<https://m.bisnis.com/amp/read/20170703/192/667767/golden-agri-resources-gar-bentuk-4-anak-usaha-baru>

Polbeng.ac.id (2017), sejarah politeknik negeri bengkalis, Accssed June 2024, From 23576/<https://kemahasiswaan.polbeng.ac.id/konten-20160921165631>

Sejarah PT. Riau Semesta Biomassa, <https://www.volza.com/company-profile/riau-semesta-biomassa->


APPENDICES

Appendix 1 Daily Activities Apprenticeship

WEEKLY ACTIVITIES OF PT. RIAU SEMESTA BIOMASSA

Date: 1 – 7 February 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Input employee absences, and enter the data into Microsoft Excel, create a list of employee food orders.

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**

Date: 8 – 14 February 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create a recap of Operational Funds and perform a Realization Scan of the recap results

Date: 15 – 21 February 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Copy employee attendance from the fingerprint machine to then be inputted into the attendance management application

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**

Date: 22 – 28 February 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Input employee absences into the attendance management application

Date: 29 February – 6 March 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Scan the realization of company operational costs

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**

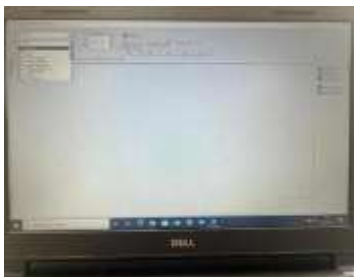
Date: 7 – 13 March 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Copying employee attendance lists from fingerprint machines and creating employee absence recaps

Date: 14 – 20 March 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Copying employee attendance lists from fingerprint machines and creating employee absence recaps

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**

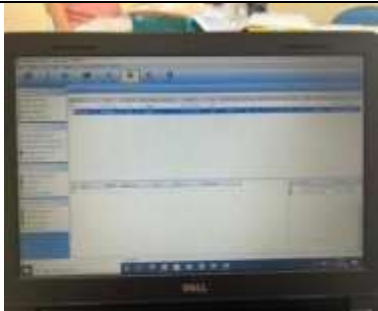
Date: 21 – 27 March 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Copy employee attendance from finger print application attendance management

Date: 28 March – 3 April 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Copy employee attendance from finger print application attendance management

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**


Date: 4 – 17 April 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create and input company operational costs into Microsoft Excel

Date: 18 – 24 April 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create a recap of Operational Funds and perform a Realization Scan of the recap results

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**

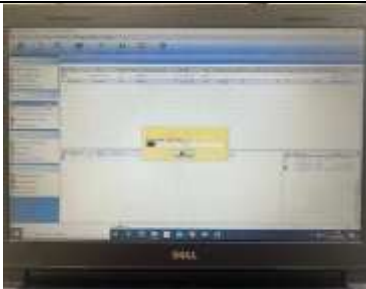
Date: 25 April – 1 May 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create a recap of Operational Funds and perform a Realization Scan of the recap results

Date: 2 – 8 May 2024


NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Copy employee attendance from finger print application attendance management

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**


Date: 9 – 15 May 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create a recap of Operational Funds and perform a Realization Scan of the recap results

Date: 16 – 22 May 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create a recap of Operational Funds and perform a Realization Scan of the recap results

**WEEKLY ACTIVITIES OF
PT. RIAU SEMESTA BIOMASSA**

Date: 23 – 29 May 2024

NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create a recap of Operational Funds and perform a Realization Scan of the recap results

Date: 30 – 31 May 2024


NO	Description of Activities	Task Assignor	Signature
1	Employee Absence Recap	Erwin	
2	Consumption Orders for Employees		
3	Operational Fund Recap and Realization Scan		
Note by Mentor:			

Documentation	Explanation
	Create a recap of Operational Funds and perform a Realization Scan of the recap results

Appendix 2: Apprenticeship Reply Letter



Appendix 3: Apprenticeship Statement Letter


GOLDENSHELL

PT. RIAU SEMESTA BIOMASSA

SURAT KETERANGAN
002/RSB-SP/1/2024

Yang bertanda tangan dibawah ini menerangkan bahwa:

Nama : Tan Thieng kah
Nim : 5404201321
Program Studi : Administrasi Bisnis Internasional
Jurusan : Administrasi Niaga
Politeknik Negeri Bengkalis


Telah melakukan aktivitas praktek kerja (magang) di perusahaan kami selama 4(empat) bulan terhitung 01 Februari s/d 31 Mei 2024.

Saudara Tan Thieng Kah telah melaksanakan tugas dan bertanggung jawab dengan baik selama magang di perusahaan kami, yang bersangkutan juga aktif mempelajari dan mengikuti kegiatan administrasi yang berlangsung di perusahaan kami.

Demikian surat keterangan ini dibuat dan dapat dipergunakan sebagaimana semestinya,
Terimakasih.

Sungai Apit, 01 Juni 2024
Hormat Kami,

PT. Riau Semesta Biomassa


PT. RIAU SEMESTA BIOMASSA
Supervisor

Appendix 4: Apprenticeship Assessment Sheet

Appendix 4: Apprenticeship Assessment Sheet

PENELIAN DARI PERUSAHAAN KERJA PRAKTEK

PT. RIAU SEMESTA BIOMASSA

Nama : Tan Thieng Kah

Nim : 5404201321

Program Studi : Administrasi Bisnis Internasional, Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	17%
2	Tanggungjawab	25%	23%
3	Penyesuaian Diri	10%	10%
4	Hasil Kerja	30%	28%
5	Perilaku Secara Umum	15%	15%
Total Jumlah (1+2+3+4+5)		100%	93%

Keterangan:

Nilai : Kriteria

81-100 : Istimewa

71-80 : Baik Sekali

66-70 : Baik

61-65 : Cukup Baik

56-60 : Cukup

Catatan:

College students will get many benefits when doing.....

Internship activities. They will gain practical work experience

improve their skills, expand their network and even gain job potential

In the future

Sungai Apit, 01 June 2024



Erwin
Supervisor

Appendices 5: List of Apprenticeship Attendance Sheet



Appendices 5: List of Apprenticeship Attendance Sheet

















ABSENSI MAHASISWA MAGANG PT. RIAU SEMESTA BIOMASSA
STOCKPILE MENGGAPAN

Nama : Tan Thieng Kah

NIM : 5404201321

No	Tanggal	Keterangan	Paraf
1	01/02/2024	Hadir	<i>Tan Thieng Kah</i>
2	02/02/2024	Hadir	<i>Tan Thieng Kah</i>
3	03/02/2024	Off	Off
4	04/02/2024	Off	Off
5	05/02/2024	Hadir	<i>Tan Thieng Kah</i>
6	06/02/2024	Hadir	<i>Tan Thieng Kah</i>
7	07/02/2024	Hadir	<i>Tan Thieng Kah</i>
8	08/02/2024		
9	09/02/2024	Hadir	<i>Tan Thieng Kah</i>
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11	11/02/2024	Off	Off
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13	13/02/2024	Hadir	<i>Tan Thieng Kah</i>
14	14/02/2024		
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30	30/04/2024	Hadir	

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7	07/05/2024	Hadir	<i>[Signature]</i>
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31	31/05/2024	Hadir	<i>[Signature]</i>

Sungai Apit, 01 June 2024



Erwin
Supervisor

