

APPRENTICESHIP REPORT
PT. INDOFOO CBP SUKSES MAKMUR TBK PEKANBARU

JULIA PUTRI

5404201344



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

2024

APPROVAL SHEET
APPRENTICESHIP REPORT
PT.INDOFOOD CBP SUKSES MAKMUR TBK PEKANBARU

Written as one of the Requirement for Completing of the Apprenticeship Report

JULIA PUTRI
5404201344

Bengkalis, July 01th 2024

Supervisor of Apprenticeship
PT. Indofood CBP Sukses Makmur Tbk
Pekanbaru



PT. INDOFOOD CBP
SOLE DIVISION
Indofood CBP
Rahmad
Nik. 900972
BRANCH
SUKSES MAKMUR TBK

Advisor
Study Program International
Business Administration


Nageeta Tara Rosa., S.E.,M.BA
Nik/ 12002147

Approved By:

The Head of International Business Administration Study Program
State of Polytechnic of Bengkalis


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

ACKNOWLEDGMENT

Praise and gratitude to the presence of Allah SWT who has given His grace and grace to the Author can complete the writing of this Apprenticeship report. This Apprenticeship report is prepared based on the implementation of Apprenticeship that the Author did at PT Indofood CBP Sukses Makmur Tbk Pekanbaru on March 01 to June 30, 2024.

In carrying out this Apprenticeship, the Author tries to gain knowledge, insights and skills regarding administration that have been obtained in lectures and systems in the world of work as much as possible by utilizing the facilities provided by the company.

The Author would also like to thank all employees of PT Indofood who are very kind, friendly and accept the Author to join and have the opportunity to become one of the family members of PT Indofood. In preparing this Apprenticeship report, the Author realizes that without the guidance of various parties this Apprenticeship report cannot be completed within the specified time, therefore the Author would like to thank all those who have been involved and helped the Author. The parties involved include:

1. Mr. Johny Custer, S.T.MT as Director of State Polytechnic Bengkalis.
2. Mr. Armada, ST, MT as Deputy Director I of State Polytechnic Bengkalis.
3. Mrs. Supriati, M.Si as Head of the Department of Business Administration.
4. Mrs. Wan Junita Raflah, B.Sc, M.Ec.Dev as Chair of the Study Program. International Business Administration.
5. Mrs. Nageeta Tara Rosa, S.E., M.BA as Advisor.
6. All Lectures of the International Business Administration Program.
7. PT Indofood CBP Sukses Makmur Tbk Pekanbaru which has given permission to the Author to carry out Apprenticeship in the company..
8. Mr. Risky Sepbrian Adiputro as Branch Manager Human Resource Development (BHRM).

9. Mr. Rahmad as IR Supervisor and as the main mentor during Apprenticeship at PT Indofood CBP Sukses Makmur Tbk Pekanbaru.
10. Mr. Hutomo Atman Maulana, S.Pd., M.Si as the guardian of class VIII C of the International Business Administration study program..
11. All parties who have helped the Author during the Apprenticeship that the Author cannot mention one by one.

With limited time and abilities, the Author realizes that in writing this report there are still many shortcomings. Therefore, the Author really hopes for all suggestions and constructive criticism as learning for the future, hopefully this report can be useful for the readers.

Bengkalis, August 21, 2024



Julia Putri
5404201344

TABLE OF CONTENT

APPROVAL SHEET	ii
ACKNOWLEDGMENT	iii
LIST OF TABLE	vii
LIST OF FIGURE	viii
CHAPTER I	11
1.1 Background of the Apprenticeship.....	11
1.2 Purpose of the Apprenticeship	12
1.3 Significances of the Apprenticeship.....	13
CHAPTER II	15
2.1 History of PT. Indofood CBP Sukses Makmur Tbk Branch Pekanbaru	15
2.1.2 Vision and Mission	18
2.2 Organizational structure of PT Indofood CBP Sukses Makmur Tbk.....	19
CHAPTER III	26
3.1 Job Description.....	26
3.1.1 Apprenticeship Agenda Report (KP) at PT Indofood CBP Sukses Makmur Tbk Pekanbaru Dept. Human Resource Development (HRD).	27
3.2 Apprenticeship Place	31
3.3 Description of Activities During Carrying out Apprenticeship at PT. Indofood CBP Sukses Makmur Tbk Pekanbaru in Dept. Human Resource Development (HRD).....	32
3.4 Expected Targets During Apprenticeship at PT.Indofood CBP Sukses Makmur Pekanbaru in Dept. Human Resource Development (HRD)	52
3.5 Software used during Apprenticeship at PT Indofood Sukses Makmur CBP Tbk Pekanbaru in Dept. Human Resource Development (HRD)	57
3.5.1 Software	58
3.6 Equipment and Supplies Used during Apprenticeship at PT Indofood Sukses Makmur CBP Tbk Pekanbaru	59
3.6.1 Equipment.....	59
3.6.2 Supplies.....	65

3.7	Constraints Faced in Apprenticeship During Apprenticeship at PT Indofood CBP Sukses Makmur Tbk Pekanbaru in Dept. Human Resource Development (HRD).....	67
3.8	Solutions Made from the Obstacles Faced in Apprenticeship During Apprenticeship at PT. Indofood CBP Sukses Makmur Tbk Pekanbaru in Dept. Human Resource Development (HRD).....	68
CHAPTER IV		69
4.1	Conclusion.....	69
4.2	Suggestion	72
REFERENCES		73