

TABLE OF CONTENT

APPROVAL SHEET	ii
PREFACE.....	iii
TABLE OF CONTENT.....	v
LIST OF TABLE.....	vii
LIST OF FIGURE.....	ix
LIST OF APPENDICES.....	x
CHAPTER I INTRODUCTION.....	1
1.1 Background Apprenticeship.....	1
1.2 Objectives of Apprenticeship.....	2
1.3 Benefits of Apprenticeship	2
CHAPTER II GENERAL DESCRIPTION OF COMPANY	3
2.1 Company Profile	4
2.1.1 Company History.....	4
2.2 Vision and Mission of PT. Bank Rakyat Indonesia.....	6
2.2.1 Vision of PT. Bank Rakyat Indonesia	6
2.2.2 Mission of PT. Bank Rakyat Indonesia	6
2.3 Kind of Business	7
2.4 Organizational Structure of PT. Bank Rakyat Indonesia.....	9
2.5 Working Process	13
2.6 Documents Used for Activities.....	18
2.6.1 Devices Used During Internship (KP) at PT. Bank Rakyat Indonesia.....	16
2.6.2 Office Equipment Used at PT. Bank Rakyat Indonesia	21
CHAPTER III SCOPE OF THE APPRENTICESHIP.....	23
3.1 Job Specification During Internship (KP) at PT. Bank Rakyat Indonesia	23
3.2 Systems and Procedures.....	23

3.2.1 System	23
3.2.2 Procedure	24
3.3 Place of the Apprenticeship	27
3.4 Kind and Description of the Activity	35
3.5 Obstacles and Solutions Faced During Internship (KP) at PT Bank Rakyat Indonesia.....	38
3.5.1 Obstacle Faced During Internship	38
3.5.2 Solutions	38
CHAPTER IV CONCLUSION AND SUGGESTIONS	43
4.1 Conclusion	43
4.2 Suggestions	43
APPENDICES	44