

## TABLE OF CONTENT

<b>APPROVAL SHEET .....</b>	<b>ii</b>
<b>PREFACE .....</b>	<b>iii</b>
<b>TABLE OF CONTENT .....</b>	<b>v</b>
<b>LIST OF TABLE.....</b>	<b>vii</b>
<b>LIST OF FIGURE.....</b>	<b>ix</b>
<b>LIST OF APPENDICES .....</b>	<b>x</b>
<b>CHAPTER I INTRODUCTION .....</b>	<b>1</b>
1.1 Background Apprenticeship .....	1
1.2 Purpose of Apprenticeship .....	2
1.3 Significances of Apprenticeship.....	2
<b>CHAPTER II GENERAL DESCRIPTION OF COMPANY .....</b>	<b>3</b>
2.1 Company Profile .....	3
2.1.1 Company History .....	3
2.2 Vision and Mission of PT. Dipo Internasional Pahala Otomotif .....	5
2.2.1 Vision of PT. Dipo Internasional Pahala Otomotif.....	5
2.2.2 Mission of PT. Dipo Internasional Pahala Otomotif .....	5
2.3 Kind of Business .....	6
2.4 Organizational Structure of PT. Dipo Internasional Pahala Otomotif .....	9
2.5 Working Process .....	16
2.6 Documents Used for Activities .....	17
2.6.1 Devices Used During Internship (KP) at PT. Dipo Internasional Pahala Otomotif.....	18
2.6.2 Office Equipment Used at	

PT. Dipo Internasional Pahala Otomotif.....	22
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>24</b>
3.1 Job Specification During Internship (KP) at PT. Dipo Internasional Pahala Otomotif .....	24
3.2 Systems and Procedures .....	24
3.2.1 System .....	24
3.2.2 Procedure .....	25
3.3 Place of the Apprenticeship.....	26
3.4 Kind and Description of the Activity .....	34
3.5 Obstacles and Solutions Faced During Internship (KP) at PT Bank Rakyat Indonesia.....	36
3.5.1 Obstacle Faced During Internship .....	36
3.5.2 Solutions .....	36
<b>CHAPTER IV CONCLUSION AND SUGGESTIONS.....</b>	<b>38</b>
4.1 Conclusions .....	38
4.2 Suggestions.....	39
Appendices .....	40