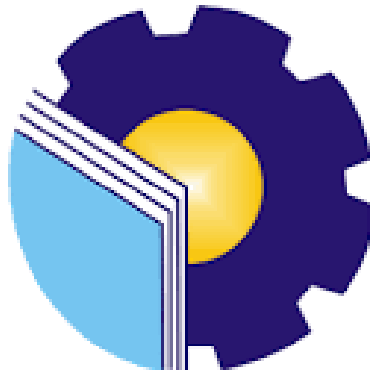


**APPRENTICESHIP REPORT**

**PT. BENGKALIS KUDA LAUT  
IN PEKANBARU-RIAU  
HUMAN RESOURCE ADMIN**

**DHIRA NANDINI  
540420132**



**APPLIED BACHELOR DEGREE OF INTERNASIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNICS OF BENGKALIS  
2024**

## APPROVAL SHEET

### APPRENTICESHIP REPORT PT. BENGKALIS KUDA LAUT PEKANBARU-RIAU HUMAN RESOURCE ADMIN

Written as one the condotions for completing Apprenticeship

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Approved by,  
The Head of International Business Administration  
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A blue ink signature of Wan Jenita Raflah, B.Sc., M.Ec, Dev is written over a circular stamp. The stamp contains the text "POLITEKNIK NEGERI BENGKALIS" and a logo in the center.

Wan Jenita Raflah, B.Sc., M.Ec, Dev  
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## PREFACE

Praise and gratitude to the presence of God Almighty for all the blessings and gift, The Author can complete the activities and practical work reports for 5 months at PT. Bengkalis Kuda Laut, located in Pekanbaru, Riau, from 01 February 2024 to 30 June 2024. The completion of this internship report is of course inseparable from the support and assistance of various parties, both directly and indirectly. The Author express in thanks for the help, guidance and suggestions from various parties. On this occasion, The Author would like to express the deepest gratitude to:

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8. Mrs. Erlina as Finance Director of PT. Bengkalis Kuda Laut.
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12. All employee of PT. Bengkalis Kuda Laut that already give the writer guidance and lot of experience while did the Apprenticeship

13. Especially for my parents, my father Arohman and my mother Witnadayati who have given a lot of sacrifices, support, prayers, time, energy and materials to help and provide convenience during college.
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I hope all the suggestions and encouragement that have been given to writers will help them become better people and receive favor from Allah SWT. The author states emphatically that there are a lot of errors and problems in this draft. Because of this, writers must also be alert to criticism that aims to build and guidance for future corrections. The authors hope that this script will be beneficial to them specifically as well as to all organizations in general.

Bengkalis, Agustus 02<sup>th</sup> 2024



**Dhira Nandini**  
**5404201312**

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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

According to student affairs admin (2017) In early 2000, the Bengkalis Regency Government, through the Gema Bahari Foundation, established a college with the name Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering, and Ship Machining Engineering. During its journey, the Bengkalis Shipping Polytechnic changed its name to the Bengkalis Polytechnic and is under the Bangun Insani Foundation (YBI) Bengkalis, with 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

In July 2001, Bengkalis Polytechnic admitted its first batch of new students. In 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. In early 2008 Bengkalis Polytechnic asked for support from YBI Bengkalis, the Bengkalis Regency Government and the Regional People's Representative Council of Bengkalis Regency to propose an increase in status from a Private University (PTS) to a State University (PTN).

On July 29 2011, Bengkalis Polytechnic officially became a PTN with the name Bengkalis State Polytechnic through Minister of National Education Regulation (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedures of the Bengkalis State Polytechnic. On December 26 2011, Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

In 2014 and 2015, Bengkalis State Polytechnic added 2 new study programs, namely D4 (Road & Bridge Design Engineering) and D3 (Nautics, Engineering &

Management and Commercial Ports). In 2016 Bengkalis State Polytechnic added several study programs, namely D4 (Software Engineering, International Business Administration and Public Financial Accounting).

Internship activities are a form of students to implement theories received during the learning process in college which can train skills and expertise that can be practiced in the world can train skills and expertise that can be practiced in the world of work. Students can feel how the world of work is today, we can know the expertise know the expertise and skills when doing an Internship.

The purpose of the Internship is to be able to add insight and experience to the workplace while in a work environment, applying the theories that we can apply during lectures applied during the lecture period. So that students are able to become graduates skilled, professional and have a high work ethic.

## **1.2 Purpose of the Apprenticeship**

There are several purposes in the internship activities at PT. Bengkalis Kuda Laut:

1. To describe the work at PT Bengkalis Kuda Laut during the internship. Internship period.
2. To find out the place and time of the internship.
3. To find out the obstacles and solutions while in the company.

## **1.3 Significances of the Apprenticeship**

With the existence of internship activities, of course, it is very beneficial for several parties such as students, companies and the Bengkalis State Polytechnic.

1. For Students

There are several benefits of having an internship program for students, namely as follows:

- a. Obtain knowledge about the scope of the world of work and practice discipline in company regulations.
- b. Obtain certificates and assessments from companies that can be used in the future in the world of work.
- c. Obtain experience and can apply it when you are in the real world of work.
- d. Able to analyze problems faced in the world of work and provide solutions that can overcome these problems.

2. For the Company

Some of the benefits of having an apprenticeship program for companies are as follows:

- a. Work in the company is completed more quickly with the help of labor from student interns.
- b. There is a good relationship between the company and the world of education.
- c. If there is a shortage of employees, the company does not need to bother looking for employees because the company can directly contact students who have done internships if they feel that the students are capable of working.

3. For State Polytechnic of Bengkalis

There are several benefits of having an internship program obtained by the Bengkalis State Polytechnic, namely as follows:

- a. Establish good relationships and cooperation with the company.
- b. Bengkalis State Polytechnic will be better known by companies inside and outside Riau province.
- c. Polytechnics will get good feedback from companies by having good students in the world of work.

## **CHAPTER 2**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**

Statement from Suyoto (2020) by starting a business focus in the oil and gas sector as well as vehicle and heavy equipment transportation, PT Bengkalis Kuda Laut was the first company to provide vehicles for employees within PT Chevron Pacific Indonesia by utilizing a Fleet Management System that was able to streamline and streamline the use of vehicles with 3S "Safety Satisfactory Services" (Safety, Comfort and Accuracy). Now PT Bengkalis Kuda Laut provides rental services for heavy equipment and light vehicles with or without drivers for various national and multinational companies totaling thousands of units spread throughout the archipelago. With the motto "We Are The Best Solution For Your Transportation", BKL is not just an ordinary retailer, supported by sophisticated IT equipment, BKL can provide concrete solutions to your transportation problems.

PT. Bengkalis Kuda Laut has two offices in Pekanbaru. The first office is the head office located at Jln. H. Imam Munandar No. 67 AA Tangkerang - Pekanbaru - Riau. There are several divisions located at the head office, such as the Human Resources Development division, Business Development division, Administration division, Purchasing division, Stock division, IT division, Legal division, and Maintenance division. The limited number of cars on display at the head office is due to insufficient land. Thus if a consumer comes to the head office to buy a car, the head office employee will direct him to go to the car showroom that the customer can see more car choices.



**Figure 2.1 The Head Office of BKL**  
*Source: Documentation, 2024*

Meanwhile, the second office is the S3mart Auto Arengka office, which is a used car office located on Jl. Soekarno - Hatta No.168 which is usually called the PT used car showroom. Bengkalis Sea Horse. In the car showroom there is an Asset division, Marketing division, Finance division, and Accounting & Tax division.



**Figure 2.2 Logo of PT. Bengkalis Kuda Laut**  
*Source: Suyoto, 2020*

Figure 2.2 is the logo of PT Bengkalis Kuda Laut, which has a picture of a seahorse, rice and cotton, all of these images have their own meaning for the company, namely:

1. Sea Horse

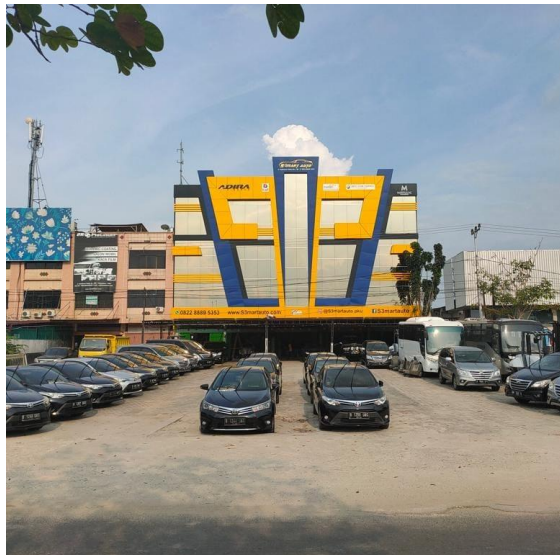
Seahorse as a symbol of loyalty, care, devotion, discipline and willingness to sacrifice.

2. Paddy

Rice means having the willingness to always help others according to one's ability.

3. Cotton

Cotton as a symbol of courage to fight for justice for oneself and others.



**Figure 2.3 S3mart Auto Arengka (Showroom)**

*Source: Documentation, 2024*

This company really upholds the corporate values that have been established since the company's inception, the corporate values of this company are as follows:

1. Family

This means fostering compassion, tolerance, togetherness, mutual assistance and mutual cooperation, deliberation for consensus, prosperity.

2. Loyalty

The loyalty that exists in PT. Bengkalis Kuda Laut is Discipline and Confidence, Caring and Serving, Dedication and Willing to Sacrifice, Responsible and Working Smart, Courageous and Firm, Self-Control.

3. HR development

Designing and implementing a unique HR Development System, Building HR with integrity (Honest, Humble, Consistent, Doing what is taught, Leading by Example, "say, do, act", "mature"), Building professional HR through motivational training and improving skills, Paying attention to worker and family welfare facilities, Developing career paths

4. Cooperation

Trust, Honesty, Common and Transparent Goals, Open Communication, Goodwill, Encouragement, Pygmalion Principle, Harmonious, Cooperative

5. Kaizen

Kaizen at PT. Bengkalis Kuda Laut is Continuous Improvement, Initiative and Creative for Innovative, Continuous Learning, Never give up, Constructive in thinking and action patterns, Accurate, Fast and Efficient Work, Focus on results, Pay attention to processes based on systems and procedures, Critical and analytical.

6. Extraordinary

What is meant by extraordinary is a workforce that has (extraordinary integrity, extraordinary professionalism, extraordinary loyalty), a company that is (extraordinarily proud, extraordinarily missed), a company that is comfortable,



safe and has a comfortable and conducive working atmosphere, Zero Accident , Safety First, Go Green, Achievement of exceeding work targets.

## **2.2 Vision and Mission**

Every company must have a vision and mission to realize its goals, Likewise with PT. Bengkalis Kuda Laut. The following is the vision and mission of PT. Bengkalis Kuda Laut:

### **1. Vision**

The vision of PT. Bengkalis Kuda Laut is a local service provider company with international standards that prioritizes S3: Safety, Satisfying Service (Safety, Comfort and Timeliness).

### **2. Mission**

A mission is a statement about what a company should do. In an effort to realize the vision and mission, the objectives and reasons why the company was founded were also determined. The following is the mission of PT. Sea Horse Bengkalis:

- a. Placing safety, occupational health and environmental protection as priorities in providing services.
- b. Providing the best services and quality products for safe, efficient land transportation rentals and safe, efficient and technologically advanced land transportation rentals, which are run by competent and highly motivated professionals.
- c. Creating job opportunities and prioritizing the placement of local workers.

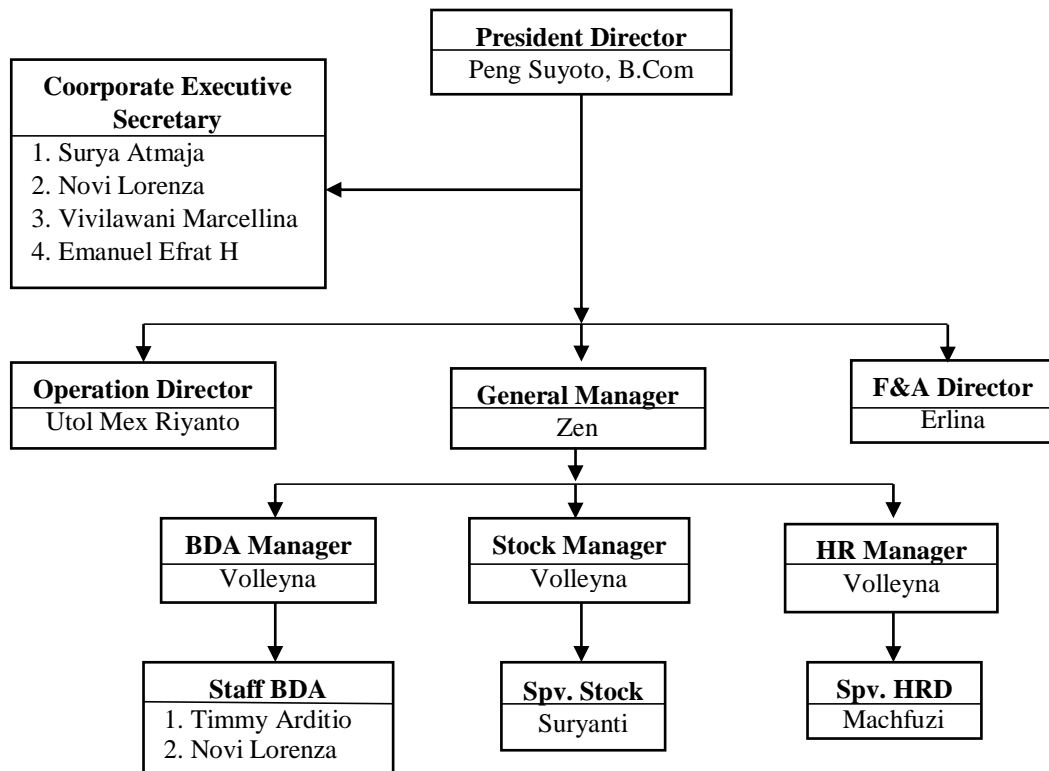
## **2.3 Kind of Business**

PT. Bengkalis Kuda Laut is a company operating in the field of light vehicle and heavy equipment transportation. The main business activities of PT. Bengkalis Kuda Laut is the rental and sales of light vehicle and heavy equipment transportation. Rental and sales of light vehicles and heavy equipment have been carried out in several

cities, namely Pekanbaru, Jakarta, Tangerang, Surabaya, Aceh, Medan, Batam, Jambi, Padang and Yogyakarta.

## 2.4 Organization Structure

The Operations Director is responsible for all operational activities at PT Kuda Laut Bengkulu, assisting the duties of the managing director, formulating strategies in achieving company targets and coordinating financial matters for company operations, supervising all employees and ensuring they carry out their duties as instructed, making activity reports to be given to the managing director.



**Figure 2.4 Organization Structure of PT. Bengkulu Kuda Laut**

*Sources: HRD PT. Bengkulu Kuda Laut*

Figure 2.4 above is the organizational structure of PT Bengkulu Kuda Laut, in which there is a division led by the manager, Mrs. Volleyna.

## 2.5 The Working Process

In carrying out this practical work activity, the author was placed in 3 (three) sections, namely the Human Resource Development, Business Development Administration and Stock. The following are the duties and authorities of each of these sections:

### 1. Human Resource Development

Granted the Authority and Responsibility to perform the following tasks:

- a. Employee attendance recap
- b. Recap of driver operating expenses
- c. Check operational cost report
- d. Make Certificate (Internal memo, letter, SPD, loan letter, active work letter, resignation letter, warning letter, power of attorney, etc.)
- e. Make a sign of handover of employee clothes
- f. Recap the Eid leave of BKL employees
- g. Maintain the reception desk
- h. Recap employee late attendance
- i. Recap employee salary timesheet
- j. Recap of TIKI delivery receipt
- k. Make PKWT addendum for ramba project
- l. Directly contacting candidates who applied
- m. Conduct psychological tests on candidates
- n. Input and print the candidate's psychological test results

### 2. Business Development Administration

Granted the Authority and Responsibility to perform the following tasks:

- a. Make a fire extinguisher license letter
- b. Input BKL legality documents
- c. Recap of cooperation contract
- d. Archive of tender documents for 2024
- e. Make a cooperation statement letter
- f. Fill in the partner letter

- g. Scan the vehicle rental agreement contract
- h. Check operational cost report
- i. Record vehicle registration renewal
- j. Recap vehicle photos of TPI unit
- k. Recap work experience list
- l. Post sales

### 3. Stock

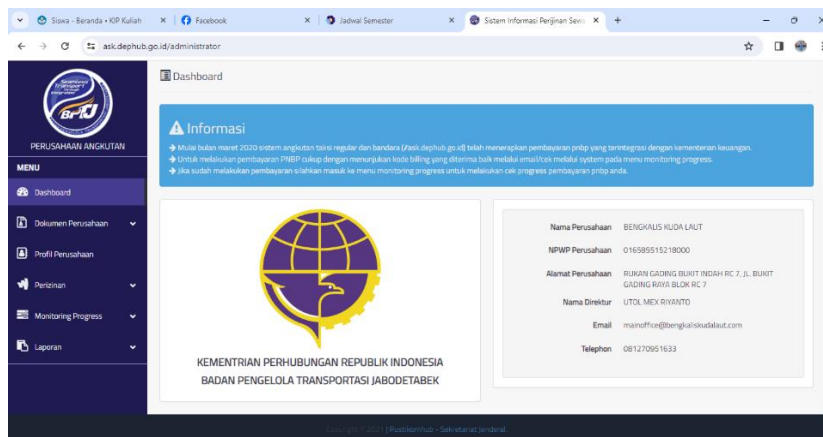
Granted the Authority and Responsibility to perform the following tasks:

- a. Grn in and out PO stock in BKL system
- b. Receive incoming goods for stock
- c. Check MR oil status in the system
- d. Recap PO store debt receipts
- e. Recap MR numbers for 2023 and 2024

## 2.6 Document Used for Activity

In the implementation of practical work, there are several documents that are needed to complete the assigned work. These documents are as follows:

### 1. The BPTJ Login System



**Figure 2.4 The BPTJ Login System**  
*Source: Documentation, 2024*

Figure 2.4 is a picture of the BPTJ login page which is used to manage Management Cards that cars that are rented out can be registered in applications such as online taxi, Maxim, Grab etc.

## 2. Make a Cooperation Statement Letter

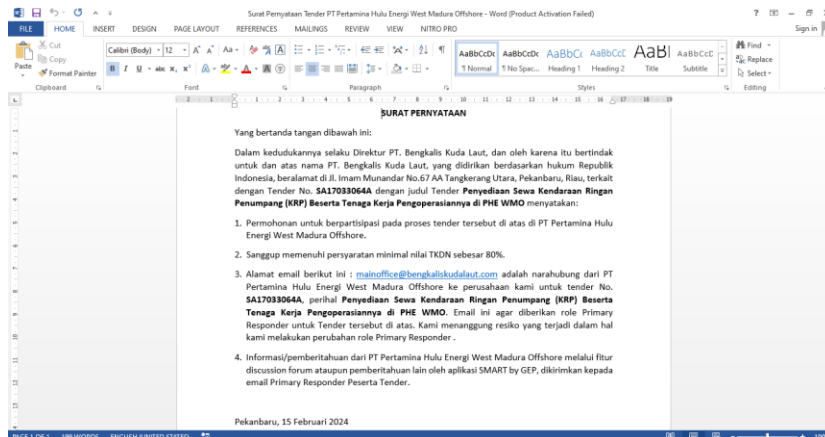


Figure 2.5 Make a Cooperation Statement Letter

Source: Documentation, 2024

Figure 2.5 is one of the making of a tender letter or statement of cooperation for the provision of light vehicle rental and labor between PT Bengkalis Kuda Laut and PT Pertamina Hulu Energi West Madura Offshore.

## 3. Employee Master Database

ID	NIP	BADGE	NAMA	JABATAN	DEPARTEMEN / D	LOKASI KERJA	TMK	MASA KERJA	TEMPAT LAHIR
<b>BOARD OF DIRECTOR</b>									
1	08780445	BKL-0001	Peng Suyoto	Direktur Utama	ALL	ALL	18-Aug-99	23 Tahun, 7 Bulan, 10 hari	Bengkalis
2	90999	BKL-0002	Erina	Direktur Keuangan	ALL	ALL	18-Aug-99	23 Tahun, 7 Bulan, 13 hari	Sei Pakning
3	9912001	BKL-0003	Utol mex riyanto	Direktur Operasional	ALL	ALL	18-Aug-99	24 Tahun, 11 Bulan, 12 hari	Simalungun
4	1012002	BKL-0079	Izen	General Manager	ALL	ALL	01-Dec-10	13 Tahun, 7 Bulan, 29 hari	Pematang Sia
<b>CORPORATE SECRETARY EXECUTIVE</b>									
1	2202003	BKL-0333	Iriyus Atmaja	Secretary	BDA/CES	S3mart Auto	17-May-22	2 Tahun, 2 Bulan, 13 hari	Rantau Pauh
2	2202005	BKL-0307	Novie Lorena	Secretary	BDA/CES	HO	23-Feb-22	2 Tahun, 5 Bulan, 7 hari	Pekanbaru
3	1908002	BKL-0256	Vivitawani Marcellina	Secretary	BDA/CES	Jakarta	13-Aug-19	4 Tahun, 11 Bulan, 17 hari	Pekanbaru
<b>HUMAN RESOURCE</b>									
1	107001	BKL-0005	Volletina	Manager HRD/BDA/Stok	HRD & BDA	HO	01-Jul-01	23 Tahun, 0 Bulan, 29 hari	Dumai
2	2311001	BKL-0362	MachFuzi	Supervisor HRD	HRD & BDA	HO	21-Mar-23	1 Tahun, 4 Bulan, 9 hari	Pekanbaru
3		BKL-0374	Arya Tharismahendra	Staff HRD	HRD	HO	22-Jun-23	1 Tahun, 1 Bulan, 8 hari	Padang Sider
4	0411001	BKL-0007	Niscan Nani	Helper	HRD	HO	06-Nov-04	19 Tahun, 8 Bulan, 4 hari	Rumbai
5	0809002	BKL-0027	Suyatno	Driver	HRD	S3mart Auto	4-Sep-08	15 Tahun, 10 Bulan, 26 hari	Pekanbaru
6	2211007	BKL-0338	Didit Anggara	Driver	HRD	S3mart Auto	14-Nov-22	1 Tahun, 8 Bulan, 16 hari	Pekanbaru
7		BKL-0383	Muhammad Keadat	Office Boy	HRD	S3mart Auto	18-Aug-23	0 Tahun, 11 Bulan, 14 hari	Tebing Tinggi
8	1503004	BKL-0173	Suryanti Haera	Office Girl	HRD	HO	14-Mar-15	9 Tahun, 8 Bulan, 10 hari	Gisung-stidi

Figure 2.6 Employee Master Database in Excel

Source: Documentation, 2024

Figure 2.6 is the employee master database, all data about employees is recorded in excel. This file is kept as a handle before being entered into the BKL System. All new employees who join or resign will be recorded in this database. This is done to make it easier if there are parties who want to record employee data.

#### 4. Recap of Daily Attendance of BKL Employees

The image shows two windows side-by-side. The left window is an Excel spreadsheet titled '24 mei 24 HD [Protected View] - Excel (Product Activation Failed)'. It contains a table with columns: Name, Auto-Assig Date, Timetable On duty, Off duty, Clock In, and Clock Out. The right window is a Microsoft Word document titled 'absen tgl 13 mei 2024 - Word (Product Activation Failed)'. It contains a recap of daily attendance for '13 Mei 2024' for 'DIVISI HRD', listing names and times.

Name	Auto-Assig Date	Timetable On duty	Off duty	Clock In	Clock Out
2 UTOL MEX RYANTO	24/05/2024	JUMAT1	08.00	12.00	
3 UTOL MEX RYANTO	24/05/2024	JUMAT2	13.30	16.30	
4 VOLLEYNA	24/05/2024	JUMAT1	08.00	12.00	
5 VOLLEYNA	24/05/2024	JUMAT2	13.30	16.30	
6 MISRIAN NAWI	24/05/2024	JUMAT1	08.00	12.00	07.03
7 MISRIAN NAWI	24/05/2024	JUMAT2	13.30	16.30	
8 WELLY WELLYANTO	24/05/2024	JUMAT1	08.00	12.00	
9 WELLY WELLYANTO	24/05/2024	JUMAT2	13.30	16.30	
10 HELLEN MERYANA	24/05/2024	JUMAT1	08.00	12.00	
11 HELLEN MERYANA	24/05/2024	JUMAT2	13.30	16.30	
12 CHINDAWATI	24/05/2024	JUMAT1	08.00	12.00	
13 CHINDAWATI	24/05/2024	JUMAT2	13.30	16.30	
14 SURYANTI	24/05/2024	JUMAT1	08.00	12.00	08.00
15 SURYANTI	24/05/2024	JUMAT2	13.30	16.30	
16 SUYATNO	24/05/2024	JUMAT1	08.00	12.00	
17 SUYATNO	24/05/2024	JUMAT2	13.30	16.30	
18 SUSI SUSANTI	24/05/2024	JUMAT1	08.00	12.00	
19 SUSI SUSANTI	24/05/2024	JUMAT2	13.30	16.30	
20 JENDRI	24/05/2024	JUMAT1	08.00	12.00	
21 JENDRI	24/05/2024	JUMAT2	13.30	16.30	
22 REIN HANDAYANTI	24/05/2024	JUMAT1	08.00	12.00	
23 REIN HANDAYANTI	24/05/2024	JUMAT2	13.30	16.30	
24 DIAN FEBRIANI PUTRI	24/05/2024	JUMAT1	08.00	12.00	

The Word document shows a recap of daily attendance for '13 Mei 2024' for 'DIVISI HRD'. It lists the following items:

- Jam kehadiran:
  - Maranawi 07.43
  - Machfuzi Putra (DL RAMBA)
  - Arya 07.40
  - Suyatno 06.43
  - Suryanti harefa 07.46
  - Kadafi 07.25
  - Diati 07.
  - Teguh 07.22
- terlambat hadir: Tidak ada
- tidak hadir: Tidak ada

Figure 2.7 Recap of Daily Attendance of BKL Employees

Source: Documentation, 2024

Figure 2.7 is one of the activities every morning to recap the attendance of BKL employees, by pulling the attendance from the finger then recap in ms word. If an employee is absent or late, they will be contacted or confirmed immediately.

5. Calculate the Late Attendance of BKL Employees

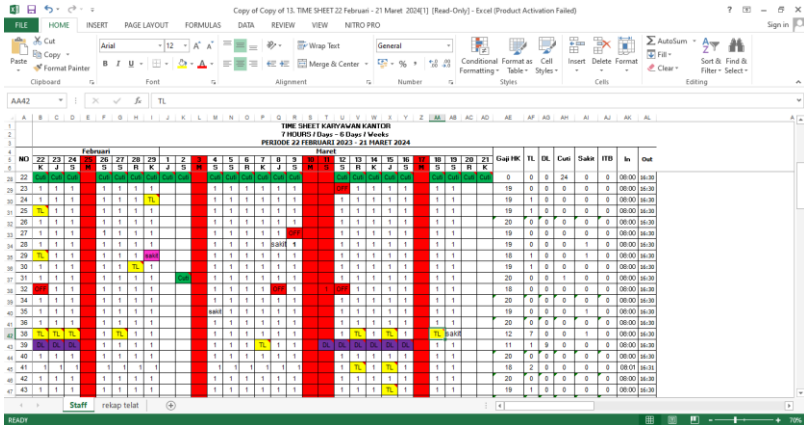


Figure 2.8 Calculate the Late Attendance of BKL Employees in Excel  
 Source: Documentation, 2024

Figure 2.8 is a database of late absences calculated at the end of each monthly pay period, used to calculate employee salaries and allowances.

6. The Login BKL System

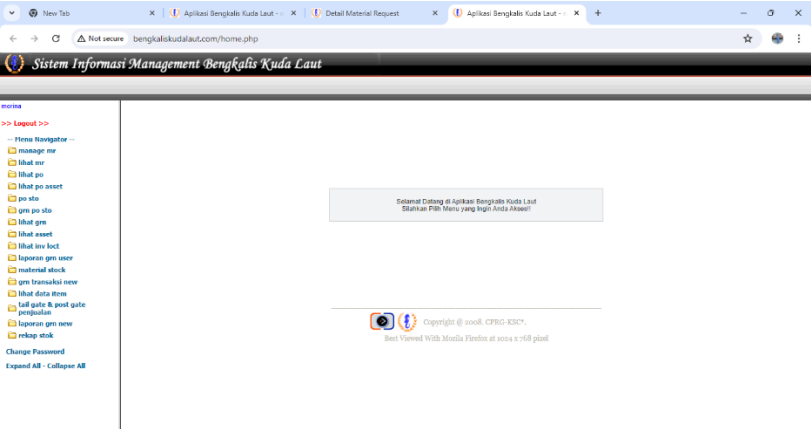


Figure 2.9 The Login BKL System  
 Source: Documentation, 2024

Figure 2.9 is the BKL login system used by the author for Grn in and out of stock items in the company. In addition, this system also has many uses, such as inputting employee overtime, creating letter numbering, creating material request letters, creating payroll, attendance history and others. material requests, making payroll, attendance history and others.

## 7. Recap of Pertamina Ramba's Salary Timesheet

The image displays two Excel spreadsheets side-by-side. The left spreadsheet, titled 'MONTHLY TIME SHEET PT. BENGKALIS KUDA LAUT', contains employee information for PT. Bengkalis Kuda Laut. The employee listed is Edi Suparman, with ID No. Png. and No. Pnt. The right spreadsheet is a detailed timesheet for 'LEMBUR' (overtime) for the month of January 2024. It lists dates from 1/1 to 31/1, employee names (mostly 'andia candia'), and overtime hours. The timesheet includes columns for 'No. Tanggal', 'Nama Karyawan', 'Tanggal Mulai', 'Tanggal Selesai', 'Jam. Sore', 'From', 'To', and 'Acc. Sore'.

**Figure 2.10 Recap of Pertamina Ramba's Salary Timesheet**

*Source: Documentation, 2024*

Figure 2.10 is a form of PT Bengkalis Kuda Laut's salary bill from Pertamina Ramba, this Timesheet is done at the end of each month or the end of the monthly salary period. This timesheet is done by the author and SPV HRD. Usually the time given to complete this timesheet is approximately a week before the salary date is issued.



## **CHAPTER 3**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

PT Bengkalis Kuda Laut where the author did practical work in the HRD admin section which is responsible for employee attendance, monthly tiki recap and input of operational cost reports. The HRD admin section carries out its duties in the office. In the HRD admin section, the author performs several tasks that have very useful knowledge and insights, some of these tasks are as follows:

1. Employee attendance recap
2. Recap of driver operating expenses
3. Check operational cost report
4. Make Certificate (Internal memo, letter, SPD, loan letter, active work letter, resignation letter, warning letter, power of attorney, etc.)
5. Make a sign of handover of employee clothes
6. Recap the Eid leave of BKL employees
7. Maintain the reception desk
8. Recap employee late attendance
9. Recap employee salary timesheet
10. Recap of TIKI delivery receipt
11. Make PKWT addendum for ramba project
12. Directly contacting candidates who applied
13. Conduct psychological tests on candidates
14. Input and print the candidate's psychological test results

## **3.2 Systems and Procedures**

The systems and procedures used by PT. Bengkalis Kuda Laut are as follows:

### **3.2.1 System**

The system used by PT. Bengkalis Kuda Laut in its operational activities is an online and offline / manual system process. PT Bengkalis Kuda Laut is a company engaged in the rental and sale of light vehicles and heavy equipment located not only in one area, but spread across several regions. Apart from Pekanbaru, PT. Bengkalis Kuda Laut also has several car showrooms located in Jakarta, Jambi and Surabaya. In order for these separate areas to be interconnected, its operational activities in terms of data transmission, PT. Bengkalis Kuda Laut uses a special application for internet-based companies.

The online system used in data processing at PT Bengkalis Kuda Laut is a personal company website that is used to store employee data, input employee salary data, and others. Data processing used by PT. Bengkalis Kuda Laut is generally done using Microsoft Excel. To provide data information and communication between offices using online media, especially Whatsapp.

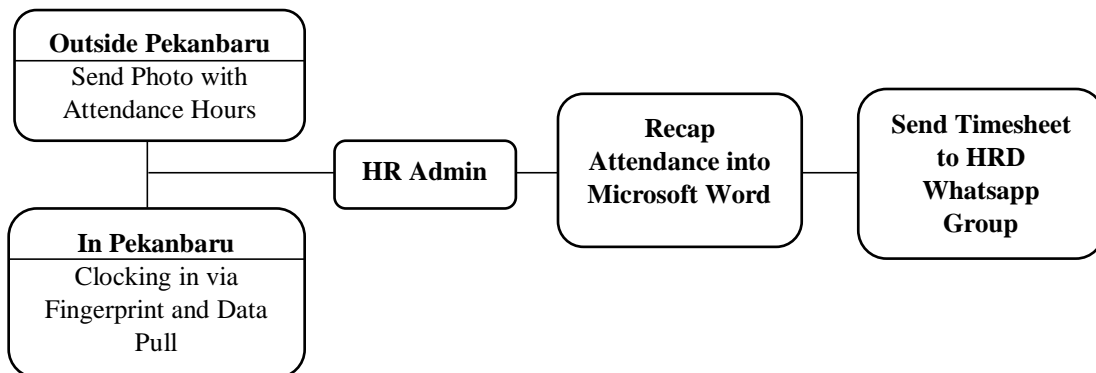
Inventory is also carried out through the BKL website system, every incoming inventory will be inputted into the system and the goods to be used will also be issued through the website system.

### **3.2.2 Procedures**

Procedure is a sequence of work involving several people in one or more sections, which is arranged to ensure the same treatment of frequently occurring transactions. The description of procedures for several jobs carried out during the practical work activities at the Human Resources Development Division of PT Bengkalis Kuda Laut is as follows:

## 1. Employee Absence

PT Bengkalis Kuda Laut has several projects and showrooms outside Pekanbaru. The following is the attendance procedure of PT. Bengkalis Kuda Laut:



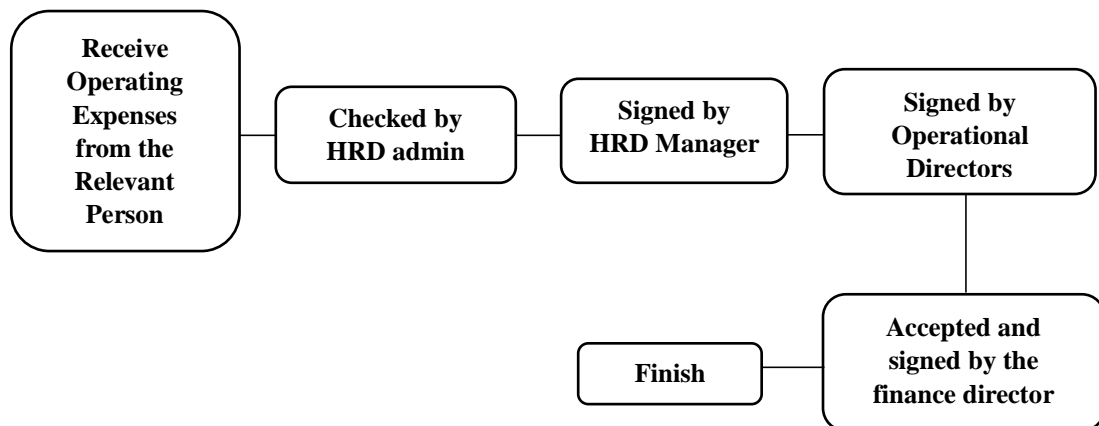
**Figure 3.1 Employee Absence**  
*Sources: Processed Data, 2024*

Figure 3.1 is the attendance procedure of PT Bengkalis Kuda Laut. For employees who are outside the city of Pekanbaru, the supervisor in charge of each location will send attendance in the form of photos that include employee attendance hours to the HRD admin. While employees who are in Pekanbaru, attendance is done by finger print and then extracted into an Excel file. If the attendance of all employees has been collected, the HRD admin will recap it into a word file which is then sent to the WhatsApp group.

If there are obstacles, such as employees who are outside the city of Pekanbaru not sending their attendance, the admin will contact the employee directly via Whatsapp. And if there is no answer, the HRD admin immediately reports to the HRD Supervisor or Manager.

## 2. Check Operating Expense Report

Checking the operational costs of PT Bengkalis Kuda Laut has several stages to be signed by the board of directors, as follows:



**Figure 3.2 Check Operating Expense Report**  
*Sources: Processed Data, 2024*

Figure 3.2 is the stage in checking operational costs, when checked by the HRD admin, the thing that must be considered is to see the nominal cost with the receipt listed. If it is correct, then check the nominal value that has been attached to the recap of operational costs. After checking everything and there are no problems, it will be initialed by the HRD manager to proceed to the superior.

If there are problems such as the nominal is not the same as the receipt listed, then this process is not continued to the manager and will be questioned first to those who recap the receipt.

### 3.3 Place of Apprenticeship

Internship work activities are carried out at PT. Bengkalis Kuda Laut, Pekanbaru, is positioned in the business development administration division for 4 (four) months from February 01, 2024 to June 29, 2024. PT Bengkalis Kuda Laut is located at Jl. Imam Munandar No. 67, North Tengkerang, District. Bukit Raya,

Pekanbaru City, Riau 28126, Indonesia. The main office of PT. Bengkalis Kuda Laut is open Monday – Friday (08.00 WIB - 16.30 WIB) and Saturday (08.00 WIB - 11.30 WIB).

**Table 3.1 Daily Activities from February 01, 2024 to February 03, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Thursday / February 01, 2024	1. Briefing with SPV 2. Study important BKL documents and cooperation letters	HR Manager
2.	Friday / February 02, 2024	1. Edit the APAR permit letter 2. Scan, print the APAR permit letter 3. Photocopy of house sales brochure 4. Input to KP activities	HR Manager
3.	Saturday / February 03, 2024	1. Training, Refreshing and Marketing (Showroom)	HR Manager

Source: Processed Data 2024

Table 3.1 is the first week in February and the first week the author carried out the internship. This week is still in the process of being introduced to the division and company regulations of Bengkalis Kuda Laut and continued with working on several tasks, such as reading tender letter guidelines, making licensing letters and workshops.

**Table 3.2 Daily Activities from February 05, 2024 to February 10, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / February 05, 2024	1. Input the BKL legality document into Excel 2. Input KP activities 3. Post sales	HR Manager
2.	Tuesday / February 06, 2024	1. Recap of the cooperation contract 2. Input KP activities 3. Post sales	HR Manager
3.	Wednesday / February 07, 2024	OFF (SICK)	HR Manager
4.	Thursday / February 08, 2024	OFF (ISRA MI'RAJ)	HR Manager
5.	Friday / February 09, 2024	OFF (SICK)	HR Manager
6.	Saturday / February 10, 2024	OFF (IMLEK)	HR Manager

Source: Processed Data, 2024

Table 3.2 is the second week in February, where the author carried out tasks, namely inputting BKL legality documents, recapitulating BKL contracts, posting sales on the marketplace.

**Table 3.3 Daily Activities from February 12, 2024 to February 17, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / February 12, 2024	1. Recap the vehicle rental contract 2. Compile and tidy up the vehicle rental documents 3. Photocopy of the letter 4. Input to KP activities 5. Post sales	HR Manager
2.	Tuesday / February 13, 2024	1. Recap work experience list 2. Buy ATK 3. Archive of contract letters 4. Input to KP activities 5. Post sales	HR Manager
3.	Wednesday / February 14, 2024	OFF (Election)	HR Manager
4.	Thursday / February 15, 2024	1. Post the sale 2. Recap of 2024 tender contracts 3. Archive tender documents 4. Post sales	HR Manager
5.	Friday / February 16, 2024	1. Edit the document 2. Recap document requirements 3. Make a statement letter 4. Archive of contract letters 5. Post sales	HR Manager
6.	Saturday / February 17, 2024	1. Become an open house committee member at Pak Peng Suyoto's house	HR Manager

*Source: Processed Data 2024*

Table 3.3 is the third week in February where the tasks assigned are recapitulating rental contracts, photocopying rental agreement letters, recapitulating work experience lists, recapitulating document requirements, making statements, and posting sales in the marketplace.

**Table 3.4 Daily Activities from February 19, 2024 to February 24, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / February 19, 2024	1. Make a statement of vehicle supply services 2. Make a statement of rental services 3. Scan and photocopy the contract letter 4. Fill out the partner letter document 5. Edit excel data	HR Manager

		6. Input to KP activities 7. Post sales	
2.	Tuesday / February 20, 2024	1. Continue filling in the partner's documentation 2. Tidy up the contract documents 3. Archives of PTPN VI contract letters 4. Input to KP activities 5. Post sales	HR Manager
3.	Wednesday / February 21, 2024	1. Recap HRD asset data 2. Daffa's farewell event for the stock division 3. Post sales	HR Manager
4.	Thursday / February 22, 2024	1. Scan the vehicle rental agreement 2. Continue to recap HRD asset data 3. Recap of BDA asset data 4. Scan the new employee's test result document 5. Archive of contract letters 6. Input to KP activities 7. Post sales	HR Manager
5.	Friday / February 23, 2024	1. Continue recapping BDA asset data 2. Check the operational cost report 3. Archive of contract offer letters 4. Scan the vehicle rental agreement 5. Input to KP activities 6. Post sales	HR Manager
6.	Saturday / February 24, 2024	1. Check the operational cost report 2. Archive of contract documents 3. Post sales	HR Manager

Source: Processed Data 2024

In table 3.4 is the fourth week in February, the work given is making a statement of vehicle supply services, filling out partner letters, recapping asset data, scanning contract letters, checking BO reports, archive PTPN VI contract letters, posting sales on the marketplace.

**Table 3.5 Daily Activities from February 26, 2024 to February 29, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / February 26, 2024	OFF (PERMISSION)	HR Manager
2.	Tuesday / February 27, 2024	1. Complete tender administration 2. Stamp and scan the tender letter 3. Check the operational cost report 4. Scan the heavy equipment rental contract 5. Post sales	HR Manager

3.	Wednesday / February 28, 2024	1. Check the tiki report 2. Move the contract archive 3. Document delivery recap (tiki) 4. PO mrkl (stock) report data 5. Post sales	HR Manager
4.	Thursday / February 29, 2024	1. Complete tender administration 2. Check the operational cost report 3. Post sales	HR Manager

Source: Processed Data 2024

In table 3.5, it is the fifth week in February, the work given is to complete the tender prequalification, the same as the previous week.

**Table 3.6 Daily Activities from March 01, 2024 to March 02, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Friday / March 01, 2024	1. Check the operational cost report 2. Tender contract archive 3. Scan the tender document 4. Post sales	
2.	Saturday / March 02, 2024	1. Product knowledge training (showroom)	

In table 3.6 is the first week of March, the work given is archiving tender documents, checking operational costs and completing training events in the showroom.

**Table 3.7 Daily Activities from March 04, 2024 to March 09, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / March 04, 2024	1. Check the operational cost report 2. Archive of vehicle rental contracts 3. Post sales	HR Manager
2.	Tuesday / March 05, 2024	1. Check the operational cost report 2. Recap of BKL employee absences 3. Check the operational cost report 4. Recap Pak Yatno's receipt in Excel 5. Post sales	HR Manager
3.	Wednesday / March 06, 2024	1. Check the operational cost report 2. Scan the heavy equipment rental contract 3. Post sales	HR Manager
4.	Thursday / March 07, 2024	1. Scan the rental price offer letter 2. Recap of BKL employee attendance 3. Post sales	HR Manager
5.	Friday / March 08, 2024	1. Tender contract archive 2. Scan the heavy equipment rental letter 3. Record STNK renewal from the BKL system	HR Manager



		4. Post sales	
6.	Saturday / March 09, 2024	1. Record STNK renewal from the BKL system 2. Halal bi Halal event (welcoming the holy month of Ramadan) 3. Post sales	HR Manager

Source: Processed Data 2024

In table 3.7 is the second week in March, the work given is recapping employee absences, checking operational costs, recapping driver operational costs, recording STNK renewal data, and filling in halal bi halal events in the showroom.

**Table 3.8 Daily Activities from March 11, 2024 to March 16, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / March 11, 2024	OFF (NYEPI DAY)	HR Manager
2.	Tuesday / March 12, 2024	1. Archives of additional letters for Jabodetabek transportation vehicles 2. Recap of BKL employee attendance 3. Scan the vehicle rental invoice 4. Check the operational cost report 5. Post sales	HR Manager
3.	Wednesday / March 13, 2024	1. Recap the renewal of vehicle rental vehicle STNK 2. Scan the notary's deed 3. Scan the vehicle rental invoice 4. Check the operational cost report	HR Manager
4.	Thursday / March 14, 2024	1. Check the operational cost report 2. Make a handover receipt for BKL employee clothes 3. Make a tender statement 4. Print and scan the BKL employee power of attorney letter 5. Recap of BKL employees' Eid leave 6. Recap of BKL employee attendance	HR Manager
5.	Friday / March 15, 2024	1. Check and archive MR stock for the 2022-2023 period 2. Recap of BKL employees' Eid leave 3. Scan the company's statement that it is not blacklisted 4. Post sales	HR Manager
6.	Saturday / March 16, 2024	1. Recap and archive of Eid leave for BKL employees per SBU	HR Manager

Source: Processed Data 2024

In table 3.8 is the third week of March, the work given is recap of employee absences, make tender letters, react to renew STNK, check operational cost reports, print and scan employee power of attorney.

**Table 3.9 Daily Activities from March 18, 2024 to March 23, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / March 18, 2024	<ol style="list-style-type: none"> <li>1. Check the operational cost report from HRD</li> <li>2. Complete the tender administration for PT Perkebunan Nusantara IV</li> <li>3. Check the operational cost report from the Jakarta office</li> <li>4. Recap of BKL employee attendance</li> </ol>	HR Manager
2.	Tuesday / March 19, 2024	<ol style="list-style-type: none"> <li>1. Recap of IMA clothes</li> <li>2. Check the operational costs report for SBU AeroTRANS Jakarta</li> <li>3. Recap of BKL employee attendance</li> <li>4. Archives of offer letters, contracts and tender documents</li> <li>5. Scan the PTPN IV tender statement</li> </ol>	HR Manager
3.	Wednesday / March 20, 2024	<ol style="list-style-type: none"> <li>1. Check the operational cost report from HRD</li> <li>2. Check AeroTRANS operational costs for the February period</li> <li>3. Recap of BKL employee attendance</li> </ol>	HR Manager
4.	Thursday / March 21, 2024	<ol style="list-style-type: none"> <li>1. Recap of BKL employee attendance</li> <li>2. Notify the stock staff that goods have arrived</li> <li>3. Check the gift items that will be brought for the iftar together</li> <li>4. Recap late absences for BKL employees to calculate salaries</li> </ol>	HR Manager
5.	Friday / March 22, 2024	<ol style="list-style-type: none"> <li>1. Manage the reception desk (during tgm)</li> <li>2. Record incoming documents from the courier</li> <li>3. Recap of BKL employee attendance</li> <li>4. Tidy up and archive new employee CV files</li> <li>5. Recap BM data report for all BKL vehicles</li> </ol>	HR Manager
6.	Saturday / March 23, 2024	<ol style="list-style-type: none"> <li>1. OFF (SICK)</li> </ol>	HR Manager

Source: Processed Data 2024

In table 3.9 is the fourth week of March, the work given is checking operational costs, recapping employee absences, scanning PTPN IV tender statements, maintaining

the reception desk, tidying up and archiving new employee CV files, and recapping BKL project vehicle BM data reports.

**Table 3.10 Daily Activities from March 25, 2024 to March 30, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / March 25, 2024	<ol style="list-style-type: none"> <li>1. Recap BM data report for all BKL vehicles</li> <li>2. Check the report on operational costs for official travel, deposit receipts and BO TPI</li> <li>3. Fill in the absentee registration badge number for the iftar event with BKL</li> <li>4. Recap of BKL employee attendance</li> </ol>	HR Manager
2.	Tuesday / March 26, 2024	<ol style="list-style-type: none"> <li>1. Check Aero's operational cost report</li> <li>2. Check the operational cost report for the March period</li> <li>3. Check the Jakarta office operational cost report</li> <li>4. Recap salary time sheet</li> <li>5. Share takjil in front of the showroom with IMA</li> </ol>	HR Manager
3.	Wednesday / March 27, 2024	<ol style="list-style-type: none"> <li>1. Recap photo of TPI batch 4 vehicle units</li> <li>2. Recap of BKL employee attendance</li> <li>3. Archive HRD files and documents</li> <li>4. Check the operational cost report</li> </ol>	HR Manager
4.	Thursday / March 28, 2024	<ol style="list-style-type: none"> <li>1. Recap photo of TPI batch 4 vehicle units</li> <li>2. Print the PT BENGKALIS KUDA LAUT company policy letter</li> <li>3. Recap tiki delivery</li> <li>4. Check operational costs from Tangerang Banten</li> </ol>	HR Manager
5.	Friday / March 29, 2024	OFF (GOOD FRIDAY)	HR Manager
6.	Saturday / March 30, 2024	<ol style="list-style-type: none"> <li>1. Recap photo of TPI batch 4 vehicle units</li> <li>2. Recap the driver's overtime parking receipt</li> <li>3. Recap of Eid and annual leave for BKL employees</li> </ol>	HR Manager

Source: Processed Data 2024

In table 3.10 the fifth week of March, the author did the same work as in the previous week.

**Table 3.11 Daily Activities from April 01, 2024 to April 06, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / April 01, 2024	1. Check operational costs 2. Recap photos of TPI batch 4 vehicle units 3. Recap BO PO stock division 4. Recap of BKL employee attendance 5. Recap the TIKI delivery receipt	HR Manager
2.	Tuesday / April 02, 2024	1. Recap photo of TPI batch 4 vehicle units 2. Recap of BKL employee attendance 3. Check the operational cost report 4. Recap the TIKI delivery receipt	HR Manager
3.	Wednesday / April 03, 2024	1. Check the operational cost report 2. Recap of BKL employee attendance 3. Create a PKWT addendum to the ramba project 4. Print and stick the ramba project addendum stamp	HR Manager
4.	Thursday / April 04, 2024	1. Cross check the ramba project addendum 2. Recap photos of TPI batch 4 vehicle units 3. Check the operational cost report 4. Recap of BKL employee attendance	HR Manager
5.	Friday / April 05, 2024	1. Recap photo of TPI batch 4 vehicle units 2. Input additional vehicles in the mainoffice transportation system 3. Recap of BKL employee attendance 4. Recap the TIKI delivery receipt	HR Manager
6.	Saturday / April 06, 2024	OFF	HR Manager

Source: Processed Data 2024

In table 3.11 the first week in April, just like before the author was given the same job as the previous week.

**Table 3.12 Daily Activities from April 08, 2024 to April 13, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / April 08, 2024	OFF (EID UL FITRI)	HR Manager
2.	Tuesday / April 09, 2024	OFF (EID UL FITRI)	HR Manager
3.	Wednesday / April 10, 2024	OFF (EID UL FITRI)	HR Manager
4.	Thursday / April 11, 2024	OFF (EID UL FITRI)	HR Manager

5.	Friday / April 12, 2024	OFF (EID UL FITRI)	HR Manager
6.	Saturday / April 13, 2024	OFF (EID UL FITRI)	HR Manager

Source: Processed Data 2024

In table 3.12 the second week of April, the author was allowed to take 1 week of Eid leave.

**Table 3.13 Daily Activities from April 15, 2024 to April 20, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / April 15, 2024	OFF (EID FITRI)	HR Manager
2.	Tuesday / April 16, 2024	OFF (EID FITRI)	HR Manager
3.	Wednesday / April 17, 2024	<ol style="list-style-type: none"> <li>1. Recap photo of TPI batch 4 vehicle units</li> <li>2. Input additional vehicles in the mainoffice transportation system</li> <li>3. Check the TPI operational cost report for the period 21-31 March 2024</li> <li>4. Recap of BKL employee attendance</li> <li>5. Recap the TIKI delivery receipt</li> <li>6. Print the Ramba project official travel notice</li> </ol>	HR Manager
4.	Thursday / April 18, 2024	<ol style="list-style-type: none"> <li>1. Recap of BKL employee attendance</li> <li>2. Check the operational cost report</li> <li>3. Recap the TIKI delivery receipt</li> </ol>	HR Manager
5.	Friday / April 19, 2024	<ol style="list-style-type: none"> <li>1. Recap of BKL employee attendance</li> <li>2. Recap the TIKI delivery receipt</li> <li>3. Print proof of official travel approval</li> <li>4. Archive of probationary employee assessment forms</li> <li>5. Recap the estimated departure flight ticket schedule for BKL employees</li> </ol>	HR Manager
6.	Saturday / April 20, 2024	<ol style="list-style-type: none"> <li>1. Recap of BKL employee attendance</li> <li>2. Goro BKL office</li> </ol>	HR Manager

Source: Processed Data 2024

In table 3.13, the third week of April, the author did work, namely recapitulating the estimated airplane ticket schedule, inputting the addition of vehicles in the mainoffice system, archiving trial employee appraisal forms.

**3.14 Daily Activities from April 22, 2024 to April 27, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / April 22, 2024	1. Recap of BKL employee attendance 2. Recap of late attendance 3. Check the operational cost report 4. TIKI Recap	HR Manager
2.	Tuesday / April 23, 2024	1. Recap of BKL employee attendance 2. Recap salary timesheet 3. Check the BON deposit report	HR Manager
3.	Wednesday / April 24, 2024	1. Recap of BKL employee attendance 2. Take the interview form 3. Recap of official travel BON 4. Check the operational cost report	HR Manager
4.	Thursday / April 25, 2024	1. Recap of BKL employee attendance 2. Check updates to TPI batch 4 units 3. Check the operational cost report 4. Cross check your salary	HR Manager
5.	Friday / April 26, 2024	OFF (SICK)	HR Manager
6.	Saturday / April 27, 2024	1. Recap of BKL employee attendance 2. Make a clothes handover receipt	HR Manager

Source: Processed Data 2024

In table 3.14, the fourth week of April, the author was assigned the tasks of recapitulating ramba salary timesheets, recapitulating official travel receipts and checking updates on batch 4 TPI units. In addition, the author was also assigned to take interview forms from candidates who had just conducted interviews with managers.

**Table 3.15 Daily Activities from April 29, 2024 to April 30, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / April 29, 2024	1. Make a clothes handover receipt 2. Recap of BKL employee attendance 3. Photocopy of vehicle documents 4. Scan the new applicant's CV 5. Check the operational cost report	HR Manager
2.	Tuesday / April 30, 2024	1. Recap of BKL employee attendance 2. Check the operational cost report 3. Recap the TIKI delivery receipt	HR Manager

Source: Processed Data 2024

In Table 3.15, the fifth week of April, the author was assigned to make a sign of handover of BKL uniforms for teams outside Pekanbaru. The author was also assigned to photocopy vehicle documents, scan applicants' CVs and check operational expense reports.

**Table 3.16 Daily Activities from May 01, 2024 to May 04, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Wednesday / May 01, 2024	INTERNATIONAL LABOR DAY OFF	HR Manager
2.	Thursday / May 02, 2024	1. Input the psychological test results 2. Recap new applicant's CV 3. Recap of BKL employee attendance 4. Check the operational cost report	HR Manager
3.	Friday / May 03, 2024	1. Recap of BKL employee attendance 2. Contact new applicants for interviews 3. Input and print the psychological test results from the online test 4. Contact new candidates for interviews	HR Manager
4.	Saturday/May 04, 2024	1. Recap of BKL employee attendance 2. Contact new applicants for interviews 3. Input and print the psychological test results from the online test 4. Contact new candidates for interviews	HR Manager

Source : Processed Data 2024

In table 3.16, the first week of May, the author is assigned to contact candidates who apply to BKL and conduct psychological tests, input the results of psychological tests and contact candidates to conduct interviews with users.

**Table 3.17 Daily Activities from May 06, 2024 to May 08, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / May 06, 2024	1. Recap of BKL employee attendance 2. Contact new applicants for interviews 3. Print the psychological test results from the online test 4. Contact new employees for interviews	HR Manager
2.	Tuesday / May 07 , 2024	1. Recap of BKL employee attendance 2. Contact new applicants for interviews 3. Print the psychological test results from the online test 4. Contact new employees for interviews 5. Recap the application for official travel letters	HR Manager
3.	Wednesday / May 08, 2024	1. Recap of BKL employee attendance 2. Contact new applicants for interviews 3. Print the psychological test results from the online test 4. Contact new employees for interviews	HR Manager
4.	Thursday May 09, 2024	OFF (ASCENSION OF ISA AL-MASIH)	HR Manager
5.	Friday / May 10, 2024	1. Recap of BKL employee attendance 2. Contact new applicants for interviews	HR Manager

		3. Print the psychological test results from the online test 4. Contact new employees for interviews	
6.	Saturday / May 11, 2024	OFF (SICK)	HR Manager

Source: Processed Data 2024

In table 3.17, the second week of May, the author received the same assignment as the previous week.

**Table 3.18 Daily Activities from May 12, 2024 to May 17, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / May 13, 2024	1. Recap of BKL employee attendance 2. Check the TPI Surabaya operational cost report 3. Input and print the psychological test results from the online test 4. Contact new candidates for interviews	HR Manager
2.	Tuesday / May 14, 2024	1. Scan the vehicle rental Addendum 2. Recap of BKL employee attendance 3. Input and print the candidate's psychological test results 4. Print the minutes of the BPJS visit 5. Input new employee database	HR Manager
3.	Wednesday / May 15, 2024	1. Recap of BKL employee attendance 2. Input the new Bkl employee database 3. Check the operational cost report 4. Scan the offer letter 5. Input and print the candidate's psychological test results 6. BKL employee OL archives 7. TIKI delivery recap	HR Manager
4.	Thursday / May 16, 2024	1. Recap of BKL employee attendance 2. Take Doc BO to the showroom 3. Check the operational cost report 4. Recap of KP submission 5. Input and print the candidate's psychological test results	HR Manager
5.	Friday / May 17, 2024	1. Recap of BKL employee attendance 2. Recap of KP submission 3. Input and print the candidate's psychological test results 4. Scan and archive the new employee's Offer Letter	HR Manager
6.	Saturday / May 18, 2024	1. Recap of BKL employee attendance 2. Recap of KP submission 3. Input and print the candidate's psychological test results	HR Manager

Source: Processed Data 2024



In table 3.18, the third week of May, the author received the same tasks as the previous week, namely inputting and printing the results of the candidate psychotest, contacting applicants to take the psychotest, inputting the BKL employee database, archiving offering letter new employees, scanning addendums for vehicle leases, printing news of BPJS visits and the author was also assigned to deliver documents to be initialed by the HRD manager to the showroom.

**Table 3.19 Daily Activities from May 19, 2024 to May 24, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / May 20, 2024	1. Recap of BKL employee attendance 2. Recap of KP submission 3. Scan the new employee's Offer Letter 4. Recap of Ramba contract addendum	HR Manager
2.	Tuesday / May 21, 2024	1. Recap of BKL employee attendance 2. Recap of KP submission 3. Check the operational cost report 4. Recap of ramba contract addendum stamps	HR Manager
3.	Wednesday / May 22, 2024	1. Recap of BKL employee attendance 2. Recap of KP submission 3. Recap of ramba contract addendum 4. Input and print the candidate's psychological test results 5. Recap of late attendance for the period 22 April-21 May	HR Manager
4.	Thursday / May 23, 2024	OFF (WAISAK HOLIDAY)	HR Manager
5.	Friday / May 24, 2024	1. Recap of BKL employee attendance 2. Recap of KP submission 3. Recap the salary timesheet 4. Input and print the candidate's psychological test results 5. Check the operational cost report	HR Manager
6.	Saturday / May 25, 2024	1. Recap of BKL employee attendance 2. Cross check the salary timesheet	HR Manager

Source: Processed Data 2024

In table 3.19, the fourth week of May, the author was assigned to stamp the addendum to the ramba contract, recap the ramba salary timesheet, check the operational cost report and recap the late attendance of BKL employees for meal allowance calculation.

**Table 3.20 Daily Activities from May 26, 2024 to June 02, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday / May 27, 2024	1. Recap of BKL employee attendance 2. Input and print the candidate's psychological test results 3. Make a certificate of not having a house (employee) 4. Recap the fuel bill, Mr. Napitu	HR Manager
2.	Tuesday / May 28, 2024	1. Recap of BKL employee attendance 2. Recap the TIKI delivery receipt 3. Input and print the candidate's psychological test results 4. Contact candidates to take the psychological test	HR Manager
3.	Wednesday / May 29, 2024	1. Check the operational cost report 2. Recap of BKL employee attendance 3. Input and print the candidate's psychological test results 4. Recap candidate files and CV 5. Recap of KP submission	HR Manager
4.	Thursday / May 30, 2024	1. Recap of BKL employee attendance 2. Input and print the candidate's psychological test results 3. Contact candidates to conduct interviews 4. Scan the candidate's psychological test results and CV for interview	HR Manager
5.	Friday / May 31, 2024	1. Recap of BKL employee attendance 2. Recap the TIKI delivery receipt 3. Recap of Ramba addendum contract 4. Recap the initials of the names of PT BENGKALIS KUDA LAUT employees	HR Manager
6.	Saturday/June 01, 2024	PANCASILA'S BIRTH DAY	HR Manager

Source: Processed Data 2024

In table 3.20, the fifth week of May, the author was assigned to make a certificate of not having a house for employees, recap employee attendance, recap fuel costs, input and print kandida psych test results and check operational cost reports.

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**Table 3.21 Daily Activities from June 03, 2024 to June 08, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday/June 03, 2024	1. Recap of BKL employee attendance 2. Check the operational cost report 3. Input and print the candidate's psychological test results 4. Recap new clothes come in mint color	HR Manager
2.	Tuesday / June 04, 2024	1. Recap of BKL employee attendance 2. Grn in and out PO stock 3. Check the operational cost report	HR Manager
3.	Wednesday / June 05, 2024	1. Recap of BKL employee attendance 2. Grn in and out PO stock	HR Manager
4.	Thursday / June 06, 2024	1. Grn in and out PO stock	HR Manager
5.	Friday/June 07, 2024	1. Grn in and out PO stock	HR Manager
6.	Saturday/June 08, 2024	1. Grn in and out PO stock 2. Receive incoming goods for stock	HR Manager

Source: Processed Data 2024

In table 3.21, the first week of June, the author was assigned to recap employee attendance, recap trial shirts, input and print psychotest results, grn in and out 600 PO stock, receive incoming stock items.

**Table 3.22 Daily Activities from June 10, 2024 to June 15, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday/June 10, 2024	1. Grn in and out PO stock	HR Manager
2.	Tuesday / June 11, 2024	1. Grn in and out PO stock	HR Manager
3.	Wednesday / June 12, 2024	1. Grn in and out PO stock 2. Check the MR status of the oil in the system	HR Manager
4.	Thursday / June 13, 2024	1. Grn in and out PO stock 2. Check the operational cost report	HR Manager
5.	Friday/June 14, 2024	1. Grn in and out PO stock 2. Recap PO receipt of shop debt 3. Check the approval status and PO stock grn	HR Manager
6.	Saturday/June 15, 2024	1. Grn in and out PO stock 2. Recap PO receipt of shop debt	HR Manager

Source: Processed Data 2024

In table 3.22 for the second week of June, the author is still doing in and out 600 stock POs, checking the status of MR oil in the system, checking operational cost reports, checking the status of approve stock POs and recapitulating store receipts.

**Table 3.23 Daily Activities from June 17, 2024 to June 22, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday/June 17, 2024	OFF (ID UL ADHA HOLIDAY)	HR Manager
2.	Tuesday / June 18, 2024	1. Grn in and out PO stock 2. Check the operational cost report	HR Manager
3.	Wednesday / June 19, 2024	1. Recap of extending PKWT from June to December 2. Recap of MR PO stock in 2023	HR Manager
4.	Thursday / June 20, 2024	1. Recap the salary timesheet 2. Check the operational cost report 3. Grn in and out PO stock	HR Manager
5.	Friday/June 21, 2024	1. Recap the salary timesheet 2. Check the Ramba oil MR approval status 3. Check the operational cost report	HR Manager
6.	Saturday/June 22, 2024	OFF	HR Manager

Source: Processed Data 2024

In table 3.23, the third week of June, the tasks given are still the same as the previous week, namely grn in and out PO stock. In addition, the author also recaps the extension of ramba's PKWT, recaps MR and PO stock in 2023, checks the status of approving ramba oil, recaps ramba's salary timesheet and checks the operational cost report.

**Table 3.24 Daily Activities from June 24, 2024 to June 29, 2024**

No	Day/Date	Description of Activities	Task Assignor
1.	Monday/June 24, 2024	OFF	HR Manager
2.	Tuesday / June 25, 2024	1. Recap of employee late attendance 2. Recap shop debt receipt 3. Grn out PO stock seat covers	HR Manager
3.	Wednesday / June 26, 2024	1. Recap the TIKI delivery receipt 2. Grn in and out stock of purchased goods 3. Check the operational cost report	HR Manager
4.	Thursday / June 27, 2024	1. Check the MR gear injection released status 2. Check the operational cost report 3. Recap the TIKI delivery receipt	HR Manager
5.	Friday/June 28, 2024	1. Grn in and out PO stock for dump truck projects 2. Check the operational cost report	HR Manager
6.	Saturday/June 29, 2024	1. Make KP assessment form 2. Recap of KP attendance as of June 3. Grn in and out PO stock	HR Manager

Source: Processed Data 2024

In table 3.24 of the fourth week in June, the author was assigned to recap employee late attendance, recap store receipts, check out seat covers, recap TIKI delivery receipts, check the released status of MR gera injection, check in and out PO dumptruck stock, and check operational cost reports. And on the last day the author and the staff said goodbye to the interns.

### **3.4 Obstacles and Solutions**

The obstacles faced by the author during his practical work at PT Bengkalis Kuda Laut were First, there were not enough desks, the author moved to another desk several times. Second, the office network is sometimes difficult to connect to the computer and it is difficult for the author to send absences or to input data into the system and other jobs that require internet connection. Third, there is no personal Whatsapp for the HRD division that the author can use when contacting candidates. The author has to report to the internet technology department if the internet network has problems. Fourth, lack of awareness for attendance, especially if employees are absent from work, they are always late in giving news and the author can be late in sending absences to the HRD SPV.

The solution to overcome this problem, regarding internet network problems, the author must report more quickly to the internet technology division for network connection errors, sometimes the author also uses internet network hotspots from personal cellphones. The author gives advice to Spv. HRD to facilitate a special cellphone for employee attendance. Finally, for employees who are late to attend and have no news, the author immediately reports employees who are difficult to contact that they can be contacted directly by HRD or direct supervisors.

## **CHAPTER 4**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

The author works at PT Bengkalis Kuda Laut, the author has achieved the objectives that have been formulated, namely the author has carried out various jobs in the Human Resources Development division, Business Development Administration and Stock given by the internship supervisor and was able to complete it well and quickly. The author gained a lot of new insights and knowledge when becoming an HRD Admin, knowledge that is very extraordinary because it is required to be able to manage human resources within the company. The author gained extraordinary experience for 5 months which will later be used when he is already in the world of work. In addition, the author is also required to be able to analyze problems, this will make the author more willing to take risks and be responsible for a job.

#### **4.2 Suggestions**

After doing practical work at PT. Bengkalis Kuda Laut, there are several suggestions, namely:

1. To support the smooth running of work, computer facilities should be provided for students who carry out practical work. The author recommends this because at PT. Bengkalis Kuda Laut does not provide computers for interns, the work given does not go directly to the PT office computer. Bengkalis Sea Horse. This causes the assignment document that the author is working on to have to be sent again via WA.
2. To support online-based work, it is recommended to provide an internet network. Sometimes the internet network at PT. Bengkalis Kuda Laut experiences problems that sometimes the author has to use the author's personal hotspot. An unstable

network can cause work delays because most work is done using the internet. such as sending documents.

3. To support maximum work results, when companies give assignments that have great responsibility and high risk to interns, they must be supervised, guided and taught the steps.

## REFERENCES

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# APPENDICES

## Appendix 1: Internship Application Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**  
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 4251 /PL31/TU/2023  
Hal : Permohonan Kerja Praktek (KP)

09 November 2023

Yth. Pimpinan PT. Bengkalis Kuda Laut  
Jl. Imam Munandar No.67, Tengkerang Utara, Kec. Bukit Raya, Kota  
Pekanbaru, Riau 28126  
di Pekanbaru


Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Bengkalis Kuda Laut yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 31 Mei 2024, adapun namamahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Ihsan Mardia Putri	5404201276	D4 Administrasi Bisnis Internasional
2	Dhira Nandini	5404201312	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,  
Wakil Direktur I  
  
Armada, ST., MT  
NIP.197906172014041001

Contact Person:  
M. Alkadri Perdana B.IT, M.Sc (0812 7648 4321)

**Appendix 2: Apprenticeship Certificate**



### Appendix 3: List of Attendance



#### ABSENSI KARYAWAN MAGANG

NAMA : Dhira Mandini  
Divisi : BDA

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	Friday	01/3-2024	08.00	11.30	16.30			- Cek & Laporan BO, - posting penjualan. ✓ - Arsip Kontras Kend. - scan dokumen tender
2	Saturday	02/3-2024	08.00	-	11.30			- Training: Product Knowledge (Showroom). ✓
3	Monday	04/3-2024	08.00	12.00	16.30			- Cek laporan BO operational. ✓ - Cek laporan BO HRD (dan bony putra).
4	Tuesday	05/3-24	08.00	12.00	16.30			- Cek laporan BO. ✓ - Rekap absen karyawan. - Cek BO dan HRD
5	Wednesday	06/3-2024	08.00	12.00	16.30			- Cek Laporan BO dan HRD. ✓ - Scan Kontras Sewa alat berat.
6	Thursday	07/3-2024	08.00	12.00	16.30			- Scan Kontras Surat Penawaran Sewa. ✓ - Rekap absen karyawan BKL.
7	Friday	08/3-2024	08.00	11.30	16.30			- Arsip Kontras Kend. - Scan surat penyewaan alat berat. ✓ - Mendata Pembelian STNK dan sistem BKL. - Cek laporan BO.
8	Saturday	09/3-2024	08.00	-	11.30			- Mendata Pembelian STNK dan sistem BKL. ✓ - Acara natal bhatal menyambut bulan suci Ramadhan (di Showroom).
9	Monday	11/3-2024	L	t	B	U	R	(Hari Nyepl).
10	Tuesday	12/3-2024	08.00	12.00	16.30			- Arsip Surat Penambahan kendaraan angkutan. ✓ - Rekap absen karyawan. - Cek laporan BO. - Scan invoice sewa kendaraan.
11	Wednesday	13/3-2024	08.00	12.00	16.30			- Rekap Perpanjang STNK angkutan sewa kendaraan. ✓ - Scan SP aftehnas. - Scan invoice sewa kendaraan.
12	Thursday	14/3-2024	08.00	12.00	16.30			- Cek laporan BO dan HRD. - Membuat surat pernyataan. ✓ - Membuat tanda spratenna. - Scan dan scan surat kwes BKL karyawan BKL.
13	Friday	15/3-2024	08.00	12.00	16.00			- Cek dan arsip MR stock tahun 2022-2023. ✓ - Rekap cuti lebaran karyawan BKL. - Scan surat pernyataan tidak termasuk kedalam daftar hitung.
14	Saturday	16/3-2024	08.00	-	11.30			- Rekap dan arsip cuti lebaran karyawan BKL sesuai BKL.
15	Monday	18/3-2024	08.00	12.00	16.30			- Cek laporan biaya operasional dan HRD. ✓ - Menyeleksi administrasi tender PPA IV. - Cek laporan biaya operasional dan Kantor Jakarta.
16	Tuesday	19/3-2024	08.00	12.00	16.00			- Rekap biaya IMA - Cek laporan BO SBU aerotrans Jakarta. ✓ - Rekap absen karyawan 14, 15 & 19 Maret 2024. - Arsip surat surat penawaran, kontrak dan dokumen tender.
17	Wednesday	20/3-2024	08.00	12.00	16.00			- Cek laporan biaya operasional dan HRD. ✓ - Cek biaya operasional aerotrans prioritas. - Rekap absen karyawan tanggal 20 Maret.
18	Thursday	21/3-2024	08.00	12.00	16.00			- Rekap absen karyawan tanggal 21 Maret. - Rekap absen. ✓ - Mengambil stock bahan ada BKL masuk. - Mengambil KBL. - Cek barang hadiah untuk BKL masuk. - Yang uti bukung.
19	Friday	22/3-2024	08.00	12.00	16.00			- Jaga meja resepsionis (selama TGM). - Rekap laporan data. ✓ - Mendata dokumen surat. - Rekap absen tanggal 22 Maret. - Rekap dan arsip cuti lebaran.
20	Saturday	23/3-2024	08.00	-	11.30	-	-	IZIN (sakit).
21	Monday	25/3-2024	08.00	12.00	16.00			- Rekap laporan data semua BM kendaraan BKL. ✓ - Cek laporan biaya operasional. - Rekap absen karyawan BKL 19 & 20 dan 25 Maret.
22	Thursday	28/3-2024	08.00	12.00	16.00			- Cek biaya operasional aero. ✓ - Cek biaya operasional dan Jakarta. - Bahagi fasli bersama IMA di depan Showroom.
23	Wednesday	27/3-2024	08.00	12.00	16.00			- Rekap foto unit kendaraan TPI batch 1. ✓ - Rekap absen 19 & 26 Maret 2024. - Arsip berkas dan. - Cek laporan biaya operasional dokumen HRD.
24	Thursday	28/3-2024	08.00	12.00	16.00			- Rekap foto unit kendaraan TPI batch 1. ✓ - Foto Surat Pembelian Pemasangan PT BKL. - Rekap pengiriman TIKI - Cek biaya operasional.
25	Friday	29/3-2024	L	1	B	U	R	(Jum'at Agung).
26	Saturday	30/3-2024	08.00	-	11.30			- Rekap foto unit kendaraan TPI batch 1. ✓ - Rekap absensi karyawan.

PEKANBARU, 30 / 03 / 2024.

DIKETAHUI:

Dhira Mandini  
Magang

Pengawas Magang

Manager HRD



### ABSENSI KARYAWAN MAGANG

NAMA : Dhira Nandini  
 Divisi : BDA & HRD.

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	Monday	April 01, 2024	08.00	11.30	16.00	<i>[Signature]</i>	<i>[Signature]</i>	- CEF BD - Refap absensi karyawan. - Refap Endorogan TPI - Refap BO BO - Refap resi pengimantiri
2	Tuesday	April 02, 2024	08.00	11.30	16.00	<i>[Signature]</i>	<i>[Signature]</i>	- Refap Endorogan TPI - CEF resi - Refap absensi karyawan Pengimantiri man - CEF biaya operasional TIE
3	Wednesday	April 03, 2024	08.00	11.30	16.00	<i>[Signature]</i>	<i>[Signature]</i>	- membuat PWT addendum project rambu - Refap absensi karyawan - CEF biaya operasional.
4	Thursday	April 04, 2024	08.00	11.30	16.00	<i>[Signature]</i>	<i>[Signature]</i>	- Cross check addendum rambu - Refap Endorogan TPI - CEF - Refap absensi karyawan
5	Friday	April 05, 2024	08.00	11.30	16.00	<i>[Signature]</i>	<i>[Signature]</i>	- Refap foto Endorogan TPI - input Endorogan di sistem absensi - Refap absensi karyawan - Refap resi.
6	Saturday	April 06, 2024	I	Z	I	N	-	-
7	Monday	April 08, 2024	C	U	T	I	-	-
8	Tuesday	April 09, 2024	L	E	B	A	<i>[Signature]</i>	A N.
9	Wednesday	April 17, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap Endorogan TPI - Refap absensi - input Endorogan di sistem - Refap resi. - CEF biaya operasional - Print BPD dinas.
10	Thursday	April 18, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan - CEF laporan biaya operasional - Refap resi penambahan TPI.
11	Friday	April 19, 2024	08.00	11.30	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi - Refap resi TPI - input back office absensi - Refap jadwal - Arsip form penilaian Pertolongan Karyawan
12	Saturday	April 20, 2024	-	-	11.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan bel. - GORD Kantor HO.
13	Monday	April 22, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan bel. - Refap - Refap absensi pelayanan - CEF laporan biaya operasional TPI.
14	Tuesday	April 23, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan bel. - CEF laporan setor bon. - CEF update unit TPI batch 4.
15	Wednesday	April 24, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan bel. - CEF biaya - ambil form intermedo. - Refap Bon pelayanan dinas. operasional.
16	Thursday	April 25, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan bel. - CEF update unit TPI batch 4. - CEF laporan biaya operasional.
17	Friday	April 26, 2024	S	A	K	I	<i>[Signature]</i>	-
18	Saturday	April 27, 2024	08.00	-	11.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan BEL. - membuat agenda serah terima
19	Monday	April 29, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan bel. - scan CV - Refap agenda serah terima bsm - pelamar - Foto copy dokumen Endorogan TPI.
20	Thursday	April 30, 2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	- Refap absensi karyawan bel. - CEF update Endorogan TPI batch 4.
21								
22								
23								
24								
25								
26								

PEKANBARU, 30 / 04 / 2024.

DIKETAHUI:

*[Signature]*  
 Dhira Nandini  
 Magang

*[Signature]*  
 NOLIE  
 Pengawas Magang

Manager HRD



## ABSENSI KARYAWAN MAGANG

NAMA : Dhira Nandini  
Divisi : BDA

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	Wednesday	01-Mei-2024	L	I	B	U	R	HARI BURUH INTERNASIONAL
2	Thursday	02-Mei-2024	08.00	12.00	16.30			Input hasil test psikotes. Rekap CV pelamar baru, Rekap absensi karyawan BKL, Cek laporan biaya operasional
3	Friday	03-Mei-2024	08.00	11.30	16.30			Rekap absensi karyawan BKL, Menghubungi kandidat untuk psikotes, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk interview
4	Saturday	04-Mei-2024	08.00	—	11.30			Rekap absensi karyawan BKL, Input dan print hasil psikotes karyawan, Menghubungi kandidat untuk interview
5	Monday	06-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Menghubungi kandidat untuk psikotes, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk interview
6	Tuesday	07-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Menghubungi kandidat untuk psikotes, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk interview, Rekap pengajuan SPD
7	Wednesday	08-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Menghubungi kandidat untuk psikotes, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk interview
8	Thursday	09-Mei-2024	L	I	B	U	R	KENAIKAN ISA AL-MASIH
9	Friday	10-Mei-2024	08.00	11.30	16.30			Rekap absensi karyawan BKL, Menghubungi kandidat untuk psikotes, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk interview
10	Saturday	11-Mei-2024	S	A	K	I		—
11	Monday	13-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Cek laporan BO TPI surabaya, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk interview
12	Tuesday	14-Mei-2024	08.00	12.00	16.30			Scan addendum sewa kendaraan, Rekap absensi karyawan BKL, Input dan print hasil psikotes kandidat, Print berita acara kunjungan BPJS, Input database karyawan baru
13	Wednesday	15-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Input database karyawan baru, Cek laporan BO, Scan surat penawaran, Input dan print hasil psikotes kandidat, Arsip OL karyawan baru, Rekap resi pengiriman TIKI
14	Thursday	16-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Antar doc BO ke showroom, Cek laporan BO, Rekap pengajuan KP, Input dan print hasil psikotes kandidat
15	Friday	17-Mei-2024	08.00	11.30	16.30			Rekap absensi karyawan BKL, Rekap pengajuan KP, Input dan print hasil psikotes kandidat, Scan dan arsip OL karyawan baru
16	Saturday	18-Mei-2024	08.00	—	11.30			Rekap absensi karyawan BKL, Rekap pengajuan KP, Input dan print hasil psikotes kandidat
17	Monday	20-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Rekap pengajuan KP, Scan OL karyawan baru, Rekap addendum kontrak ramba
18	Tuesday	21-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Rekap pengajuan KP, Cek laporan BO, Rekap materi addendum kontrak ramba
19	Wednesday	22-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Rekap pengajuan KP, Rekap addendum kontrak ramba, Input dan print hasil psikotes kandidat, Rekap absensi terlambat
20	Thursday	23-Mei-2024	L	I	B	U	R	HARI RAYA WAISAK
21	Friday	24-Mei-2024	08.00	11.30	16.30			Rekap absensi karyawan BKL, Rekap pengajuan KP, Rekap timesheet gay ramba, Input dan print hasil psikotes kandidat, Cek laporan BO
22	Saturday	25-Mei-2024	08.00	—	11.30			Rekap absensi karyawan BKL, Cross cek timesheet gay ramba
23	Monday	27-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Input dan print hasil psikotes kandidat, Membuat surat keterangan (karyawan).
24	Tuesday	28-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Rekap resi pengiriman TIKI, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk mengikuti test psikotes
25	Wednesday	29-Mei-2024	08.00	12.00	16.30			Cek laporan BO, Rekap absensi karyawan BKL, Input dan print hasil psikotes kandidat, Rekap berkas dan cv kandidat
26	Thursday	30-Mei-2024	08.00	12.00	16.30			Rekap absensi karyawan BKL, Input dan print hasil psikotes kandidat, Menghubungi kandidat untuk melakukan interview.
27	Friday	31-Mei-2024	08.00	11.30	16.30			Rekap absensi karyawan BKL, Rekap pengiriman TIKI.

PEKANBARU, 31/Mei/2024

DIKETAHUI:

Dhira Nandini  
Magang

Mieke Lorenta  
Pengawas Magang

\_\_\_\_\_  
Manager HRD



## ABSENSI KARYAWAN MAGANG

NAMA : Dhira Nandini  
Divisi : Stock

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	Sabtu	01/06/2024	L	I	B	U	R	<b>HARI LAHIR PANCASILA.</b> Rekap absensi karyawan bkl. Cek laporan biaya operasional, Input dan print hasil psikotes kandidat, Rekap baju warna
2	Senin	03/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Rekap absensi karyawan bkl. Gm in dan out PO stock, Cek laporan biaya operasional
3	Selasa	04/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Rekap absensi karyawan bkl. Gm in dan out PO stock
4	Rabu	05/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock
5	Kamis	06/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock
6	Jum'at	07/06/2024	08.00	11.30	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock, Terima barang masuk untuk stock
7	Sabtu	08/06/2024	08.00		11.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock
8	Senin	10/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock, Rekap PO tahun 2023
9	Selasa	11/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock, Cek status MR oli di sistem
10	Rabu	12/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock, Cek laporan biaya operasional
11	Kamis	13/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock, Rekap PO tanda terima utang toko. Cek status approve dan gm PO stock
12	Jum'at	14/06/2024	08.00	11.30	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock, Rekap PO tanda terima utang toko, <b>GORO KANTOR HO.</b>
13	Sabtu	15/06/2024	08.00		11.30	<i>[Signature]</i>	<i>[Signature]</i>	<b>HARI RAYA IDUL ADHA.</b> Cek laporan biaya operasional, Gm in dan out PO stock, Cek status released MR oli
14	Senin	17/06/2024	L	I	B	U	R	
15	Selasa	18/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Rekap perpanjangan PKWT ramba. Rekap MR stock tahun 2023
16	rabu	19/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Rekap timesheet gaji ramba. Cek laporan biaya operasional, Gm in dan out PO stock
17	Kamis	20/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Rekap timesheet gaji ramba. Cek status approve MR oli ramba. Cek laporan biaya operasional
18	Jum'at	21/06/2024	08.00	11.30	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Acara keluarga
19	Sabtu	22/06/2024	I	Z	I	N	-	Acara keluarga
20	Senin	24/06/2024	I	Z	I	N	-	
21	Selasa	25/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Rekap absensi terlambat karyawan, Rekap tanda terima utang toko, Gm out sarung jok
22	Rabu	26/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Rekap resi pengiriman tkl, Gm in dan out stock permintaan pembelian
23	Kamis	27/06/2024	08.00	12.00	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Cek status released MR gear injection, Cek laporan biaya operasional, Rekap resi pengiriman tkl
24	Jum'at	28/06/2024	08.00	11.30	16.30	<i>[Signature]</i>	<i>[Signature]</i>	Gm in dan out PO stock proyek dumptruck, Cek laporan biaya operasional
25	Sabtu	29/06/2024	08.00		11.30	<i>[Signature]</i>	<i>[Signature]</i>	Membuat form penilaian KP, Rekap absensi KP/Juni, Gm in dan out PO stock

PEKANBARU, 29 Juni 2024

DIKETAHUI:

*[Signature]*  
Dhira Nandini  
Magang

*[Signature]*  
Novie Lorena  
Pengawas Magang

\_\_\_\_\_  
Manager HRD

## Appendix 4: Company Appraisal Sheet



**PT. BENGKALIS KUDA LAUT**

**LIGHT VEHICLES AND HEAVY EQUIPMENT RENTAL**

**● BRANCH OFFICE :**

Jl. H. Imam Munandar No. 67 AA Tangkerang  
Tel. (0761) 862842 (Hunting)  
Fax. (0761) 33128  
Pekanbaru - Riau - Indonesia  
Email : mainoffice@bengkaliskudalaut.com

**EVALUATION RESULT FROM JOB TRAINING**

**COMPANY APPRAISAL**

**PT. BENGKALIS KUDA LAUT**

Name : Dhira Nandini  
Nim : 5404201312  
Study Program : D-IV International Business Administration  
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	90
2.	Responsibility	25%	93
3.	Adjustment / Adaptation	10%	88
4.	Work Result	30%	95
5.	Behavior in General	15%	92
Total (1+2+3+4+5)		100%	458/460

Explanation :

**Score : Criteria**  
81 – 100 : Excellence  
71 – 80 : Very Good  
66 – 70 : Good  
61 – 65 : Good Enough  
56 – 60 : Enough

**Notes :**  
Sangat baik dalam mengerjakan tugas yang diberikan, dapat mengerjakan pekerjaan dan tepat waktu. Memiliki kemampuan untuk memahami pekerjaan dan cepat, tetapi ketelitian harus diperbaiki kembali. Lebih aktif lagi dalam berkomunikasi.

Pekanbaru, June 29<sup>th</sup> 2024



**Vollevna**  
HRD Manager

**HEAD OFFICE :** Rukan Gading Bukit Indah RC 7 Jl. Bukit Gading Raya Blok RC 7 RT/RW. 009/018 Kel. Kelapa Gading Barat  
Kec. Kelapa Gading Kota Administrasi Jakarta Utara

**Appendix 5: Photo of The Author with Employees of PT. Bengkalis Kuda Laut**



Figure 1 Photo with HR Manager  
*Sources: Documentation (2024)*



Figure 2 Photo with HR Supervisor  
*Sources: Documentation (2024)*



Figure 3 with Mentor BDA  
*Sources: Documentation (2024)*



Figure 4 with the Stock Team  
*Sources: Documentation (2024)*





Figure 5 Monitoring Visit from Mr. Fuad  
*Sources: Documentation (2024)*



Figure 6 Group Photo in Order to Open with the Division HRD, BDA and Stock  
*Sources: Documentation (2024)*



Figure 7 Open House Event Committee at Mr. Suyoto's House

Sources: Documentation (2024)



Figure 9 Photo with All Employees with Mr. Peng Suyoto and Mrs. Erlina at Open House

Together with the entire BKL Group

Sources: Documentation (2024)



Figure 10 Photo with Head Office Employees at the Intern Farewell Event  
*Sources: Documentation (2024)*



Figure 11 Photo with Head Office Employees at Ferewell Birthday Senior Manager  
Mr. Dwi Suwito  
*Sources: Documentation (2024)*



Figure 11 Direction on Work Deadlines by HR Manager  
*Sources: Documentation (2024)*



Figure 12 Photo of the Author at work  
*Sources: Documentatiton (2024)*

## WRITER BIOGRAPHY



Dhira Nandini, the second of four children of Mr. Arohman and Mrs. Witnadayati who was born in Selatbaru village, on 13 September 2002, has an older sister named Dhede Arwita Sari and two younger sisters named Yola Armanda and Chelshea Oktavia Ramadhani. His educational history began when he graduated from elementary school in 2014 at SDN 01 Bantan, MTsN in 2014-2017 at MTsN 2 Bengkalis, high school in 2017-2020 at SMAN 1 Bantan. After graduating from high school, he then decided to continue his studies at the Bengkalis State Polytechnic, majoring in Business Administration and with a Bachelor's degree in the International Business Administration Study Program, starting in 2020 until now. The author has several organizational experiences while studying at Bengkalis State Polytechnic.