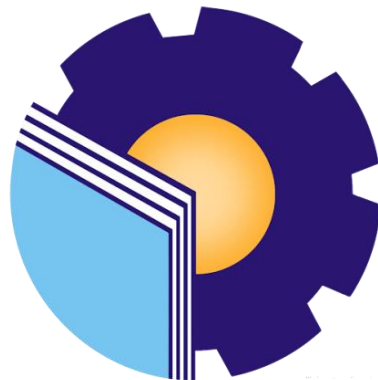


APPRENTICESHIP REPORT
PT INDAH KIAT PULP AND PAPER Tbk. PERAWANG-MILL
(PUBLIC RELATION)

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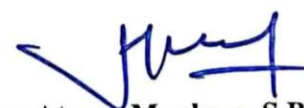
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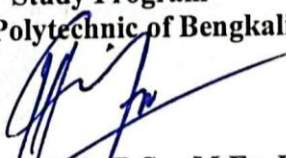


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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Indonesia has adult people as the successor of the nation. Youth need to be developed in the industrial sector according to their respective interests. A smart and competent young generation will fulfill the needs of human resources, reduce unemployment, and improve the country's economy.

Industry is a part of the economy that produces highly mechanized and automated material goods. The industry has goals and vision and mission to be achieved. So that competent human resources are needed and can help the company achieve the targets planned by the company itself. In today's era, competition to get a decent position in a company is very tight. The need for professional skills and high competitiveness makes Indonesia's young generation always lose to better human resources from other countries. Therefore, Indonesian education, especially at the university level, must be able to adjust the standardization of human resources needed by companies in the present and future.

Politeknik Bengkalis was established in 2000 by the Bengkalis Regency Government under Yayasan Bangun Insani (YBI). Since accepting new students in 2001, graduates have worked throughout Indonesia in government and private institutions, as well as national and multinational companies. On 29 July, 2011, Politeknik Bengkalis became a state university (PTN) through Minister of National Education Regulation Number 28 of 2011, and was inaugurated on 26 December, 2011 by the Minister of Education and Culture.

Bengkalis State Polytechnic is a university that produces experts from State Universities in Bengkalis Regency with a Diploma III education level with the title of Associate Expert and Diploma IV with the title of Bachelor of Applied Science. Bengkalis State Polytechnic has several departments, namely: Department of Shipbuilding Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Discussion, Commercial and Maritime Administration.

From 2013 to 2016, Politeknik Negeri Bengkalis added 9 new study programs, namely D IV Production and Maintenance Engineering, D IV Electrical Engineering, D IV Road and Bridge Design Engineering, D III Nautical, D III Management and Port Engineering, D IV Software Engineering, D IV International Business Administration, and D IV Public Financial Accounting. In 2021, Politeknik Negeri Bengkalis added 3 new study programs, namely D IV Marine Architecture Engineering Technology, D IV Information Systems Security, and D IV English Communication and Profession. Thus, since 2000 until now the Bengkalis State Polytechnic has eight departments with twenty study programs. The D IV International Business Administration Study Program was formed by Mrs. Yunelly Asra SE., MM which focuses on studying the challenges faced by the business world in the international market by accepting the first batch in 2016.

Apprenticeship is the application or practice and application of the theories learned factually where in this activity students will get things that can be used as work experience (work simulation) before undergoing actual work activities, and students can also apply the results obtained. Knowledge gained from practical work The implementation of apprenticeship will bring students to a real experience, namely the world of work. The apprenticeship process carried out by going directly to the company, will bring up a new picture of thinking because here the theory will be implemented and students will easily understand and learn it. So that when students sit at the work desk, they will easily adapt.

During the implementation of apprenticeship, the author was placed in the Public Relations division. This job training was carried out for 5 months and 2 weeks, starting from 22 January, 2024 to 30 June, 2024. With the implementation of this job training, it is hoped that it can help The Author hone his abilities and certainly add broader insights so that the author is able to face the world of work more mature from the experience gained.

1.2 Purpose of Apprenticeship

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. To find out the job description of the apprenticeship program at PT Indah Kiat Pulp And Paper Tbk. Perawang Mil.
2. To find out the system and Procedure of apprenticeship Program at PT. Indah Kiat Pulp And Paper Tbk. Perawang Mill.
3. To find out the place of the apprenticeship program at PT. Indah Kiat Pulp And Paper Tbk Perawang Mill.
4. To find out the type and description of apprenticeship program activities at PT. Indah Kiat Pulp And Paper Tbk Perawang Mill.
5. To find out what obstacles and solutions occur during the apprenticeship.

1.3 Significance of Apprenticeship

The apprenticeship done is advantageous for several parties, including students, businesses, and State Polytechnic of Bengkalis:

1. For Students

Students get the opportunity to use concepts and information learned in theory during lectures in the workplace. Train responsibility and discipline in terms of information management and time management in carrying out the assigned tasks. Knowing the real world of work so that it can be used as a provision and simulation for the future when going directly to the world of work.

2. For Businesses

The benefits for the company include: Establish a good relationship that can be mutually beneficial between the agency and the university and Source of Potential Employees Through the vocational training program, the company has the opportunity to identify and assess potential employee candidates. In addition, if the work training student shows good performance during the training period, the company can consider recruiting him as a permanent employee after completing his internship. As a means of the companys

contribution to the world of education and Productivity Improvement, apprenticeship Students who work well can make a real contribution in increasing the productivity of the company, especially in the student internship section. They bring new ideas, energy, and fresh perspectives that can help in overcoming existing challenges or problems. Helping to ease the work of the company in the place where the work practice is placed Innovation Opportunities Work training students often come with new knowledge and skills that they have acquired from college. This can open up opportunities for companies to adopt the innovative ideas and current practices they bring with them.

3. For State Polytechnic of Bengkalis

To improve the quality of its graduates through practical work experience, Politeknik Negeri Bengkalis receives input from the business world regarding curriculum development and learning procedures for students who take part in practical work. As a means of fostering good relations between companies and academics so that later they can provide information about the world of work for graduates, especially International Business Administration. Improve student abilities so that they can produce quality graduates. As a tool to measure how much the role of educators in providing lecture material to students in accordance with developments in the industrial workforce.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Indah Kiat Pulp and Paper Tbk is a company engaged in the production of pulp, cultural paper, industrial paper and tissue. PT Indah Kiat Pulp and Paper Tbk Perawang is a national private company engaged in the Pulp and Paper industry with Foreign Investment (PMA) status. PT Indah Kiat Pulp and Paper Tbk Perawang was first pioneered by Soetopo Jananto (Yap Sui Kie) who at that time he led the Berkat Group in 1975. The company's business activities began with the processing of waste paper into industrial paper. Pulp is used as raw material for paper and tissue as well as industrial paper.

PT Indah Kiat Pulp and Paper Perawang is a leading company in Indonesia in the Pulp and Paper industry. The company is located at Jl Raya Minas-Perawang Km.26, in Siak regency, one of the important cities in Riau Province. The company was established in 1976 by an Indonesian company called CV Berkat Indah Agung and assisted by two Taiwanese companies. The company employs around 6,000 employees and has a total production of 1.9 million MT per year.



Figure: 2.1 Mill PT. Indah Kiat Pulp and Paper
Sources: PT. Indah Kiat Pulp and Paper-Tbk Perawang Mill

PT Indah Kiat Pulp and Paper Tbk - Perawang Mill has two main locations, namely office locations and mill locations. The office location is located on Jl. Teuku Umar No. 51 Pekanbaru, while the factory location is on Jl. Raya Minas

Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau.

Perawang city is located between 0°32'- 0°51' North latitude and 101°28'- 101°52 East longitude. Elevation from sea level is between 0.5-5 meters with an air temperature of around 22°C to 33°C. The Perawang area as well as the Siak area in general consists of lowland and soil structures that tend to be yellow red podzolic from relief and alluvial deposits and organosol soils that are gley humus in the form of swamps or subsoil (peat). The shape of the area is approximately 75% flat to undulating and 25% undulating to hilly.



Figure 2.2: Logo of PT Indah Kiat Pulp and Paper
Source: PT. Indah Kiat Pulp and Paper

PT Indah Kiat Pulp and Paper was founded by Mr. Soetopo Janarto. Mr. Soetopo Janarto was born in Pematang Siantar, North Sumatra on 01 June, 1934. In 1975 Mr. Soetopo collaborated with a company from Taiwan to develop his company. The company has successfully expanded rapidly in several areas, including paper mills in Serpong, Tangerang, East Java, Jambi and other areas. In 1976, Mr. Soetopo took care of the land acquisition permit, and the capital investment permit with the status of Foreign Investment (PMA) with the President permission on 11 April, 1976. On 07 December, 1976, the company PT Indah Kiat Pulp and Paper Tbk Perawang was officially established with notary Ridwan Soesilo, S.H. The application for the establishment of the factory was made with PMA status, intended to bring in foreign workers, because local workers have not mastered papermaking, in addition to providing incentives for foreign investors to want to enter Indonesia. The name Indah Kiat means honest way (tips). Indah is the name taken from his wife, Indah Berliani Soetopo. In 1977 a feasibility study was conducted, followed by the construction of the Phase I cultural paper factory (Wood free printing & writing paper) by installing two paper machines with a

capacity of 50 tons per day. The factory is located on the banks of the Cisadane river.

A year later, trial production was carried out at the factory with satisfactory results. On 01 June, 1979, commercial production was carried out, as well as the inauguration of the birth of PT Indah Kiat Pulp and Paper-Tangerang. The date was chosen, because it coincided with the date of Mr. Soetopo birth, in addition to making the logo and motto: “Help build the country, educate the nation and preserve the environment”. Then the following year, the second survey was conducted in Jambi and Riau Provinces ten times, resulting in the Tangerang Paper Mill phase II by installing the 3rd line paper machine with a capacity of 50 tons per day. Finally, after considering the location feasibility study data in 1975.

In particular, the location of the factory in accordance with the source of raw materials, transportation and so on, then further studies were carried out in the villages of Pinang Sebatang and Perawang, Tualang District Siak Regency Riau Province and on September 5, 1981, land acquisition and licensing were carried out. In 1982, land clearing and forest leveling were carried out. Forest concession rights owned by PT Indah Kiat Pulp and Paper Tbk Perawang include collection and logging, maintenance and protection and sale of products:

1. HPH (Forest Logging Rights), logging is a forest concession right with the aim of utilizing timber (Logs) for sale with sustainable principles and principles.
2. HTI (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of types that have high economic value. Timber utilization permit is the right to utilize timber from a forest area that will be converted into another form within a maximum of 1 year. Meanwhile, the operation of the paper machine line at the Tangerang paper mill was carried out in addition to the preparation of the Pulp mill site in Pinang Village, Siak Sri Indrapura Regency, Riau Province. A year later physical construction of the phase I mill began in Riau Province. Simultaneously, loading and unloading facilities were built in the form of a special port that could be navigated by Ocean Ships with a deadweight of

more than 6000 tons, which was approximately 1.5 km from the mill site on the banks of the Siak River. Trial production of the pulp mill was marked by the inauguration of the mill by the President of the Republic of Indonesia, Mr. Soeharto, on 24 May, 1984. At that time the capacity of the bleached sulphate pulp mill (Bleached Kraft Pulp) was 75000 per year, so that the need for pulp for paper mills in Tangerang no longer needed to be imported, but was met by the supply of pulp from Riau Province. The mill is the first wood-based Kelantang Sulphate Pulp mill in Indonesia. This year also began the construction of phase II of the Industrial Forest Plantation (HTI). In this year PT Indah Kiat Pulp and Paper experienced losses due to the influence of the world recession, quality production was still not stable, in addition to the replacement of leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat ownership rights were purchased by the “SINAR MAS GROUP” led by Mr. Eka Cipta Wijaya, with the distribution of shares:

1. PT. Satria Perkasa Agung : 67%.
2. Chung Hwa Pulp Corp : 23%.
3. Yuen Fong Paper Manufacturing : 10 %

A year later saw the transition from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, son of Mr. Eka Cipta 68 Wijaya. Pulp production of 300 tons per day was also achieved this year following modifications to the production facilities. Construction of phase I of the Perawang paper mill began in 1988 with the installation of one line of cultural paper machines (wood free printing & writing paper) with a capacity of 150 tons per day. This made the Perawang paper mill an integrated Pulp and Paper mill.

In 1989, Phase II of the Pulp Mill was built in Perawang with a capacity of 500 tons per day. The commercial production of the first paper mill was marked by the inauguration by the President of the Republic of Indonesia Mr. Soeharto at Lokseumawe-Aceh. Then in 1990, the construction of the phase II paper mill in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons per day, which is one of the largest cultural paper machines in Asia. Trial

production of the phase II Pulp mill was conducted. The Company sold shares to the public and cooperatives with the distribution of shares:

1. PT. Puri Nusa Eka Persada : 58.23%
2. Cung Hwa Pulp Corp : 19.99%
3. Yuen Fong Yu Paper Manufacturing : 8.69%
4. Masyarakat : 13,09%

Commercial production of phase II paper mills and phase II pulp mills was carried out in 1991 which was marked by the inauguration by the President of the Republic of Indonesia Mr. Soeharto in Cikampek, West Java. Thus, PT Indah Kiat Pulp and Paper Corporation is one of Indonesia pulp and paper producers that is included in the ranks of the worlds top 150, followed by the sale of phase II shares to the public and 22 cooperatives carried out with the distribution of shares:

1. PT. Puri Nusa Eka Persada : 54.39%
2. Cung Hwa Pulp Corporation : 19.99%
3. Yuen Fong Yu Paper Manufacturing : 8.69%
4. Masyarakat : 16.93%

The process of preparing for the implementation of the foster father-adopted child program was carried out, which is a program of linking large industries with small industries by the Department of Industry and the Riau Regional Government. In 1992, preparations began for the construction of phase II of the pulp mill. The inauguration of foster children involved the leather craft industry, leather shoe industry, batik craft, clothing convection, metal casting, traditional Siak weaving, metal stamping and others. And a year later construction of phase II of the pulp mill began (pulp 8) with a capacity of 1,300 tons per day where trial production was carried out at the end of the year.

In addition, PT Indah Kiat also helped the government by accepting 20 interns from Timor-Leste under the Department of Manpower Program. 70 In 1994 the phase III pulp mill commenced commercial operations, joining together with pulp mills I & II to produce high quality pulp and increasing its capacity from 800 tons to 1200 tons per day. Phase IV of the pulp mill was built the following year with a capacity of 1600 tons per day, with commissioning

scheduled for the end of the year. In 1997, Indah Kiat Pulp and Paper received another Zero Accident award from the President of Indonesia, as well as an ISO 14001 certificate. At that time the company received 5 workers from East Timor. In 1998 the construction of paper mill III with a capacity of 1300 tons per day was achieved and the construction of the Training Center building began at a cost of 2 billion.

PT Indah Kiat Pulp and Paper is one of the national private legal entities trusted by the government to cultivate forests and the forest products industry in the form of HPH Group:

1. PT. Arara Abadi, concession area +/- 265.000 Ha.
2. PT. Wira Karya Sakti, concession area +/- 220.000 Ha.
3. PT Mapala Rabda, concession area +/- 155.000 Ha.
4. PT. Dexter Timber Perkasa Indonesia, concession area +/- 51.000 Ha.
5. PT. Murini Timber, concession area +/- 116.000 Ha.

Indah Kiat currently produces pulp, various types of paper products consisting of paper for writing and printing purposes, copy paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated media), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and colored paper. The company products not only cater to the domestic market, but have also penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, as well as Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, the Middle East, Africa, Europe, and the America.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and of course as a driving force in carrying out its respective programs, as well as PT. Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill:

1. Vision

To become an international pulp and paper company with excellent paper quality that can compete with other paper companies both domestically and internationally.

2. Mission

Working with integrity and commitment to customers, employees and shareholders at the same time and setting attention to monitoring the performance and excellent quality of PT. Indah Kiat Pulp and Paper Tbk paper products.

2.3 Kind of Business

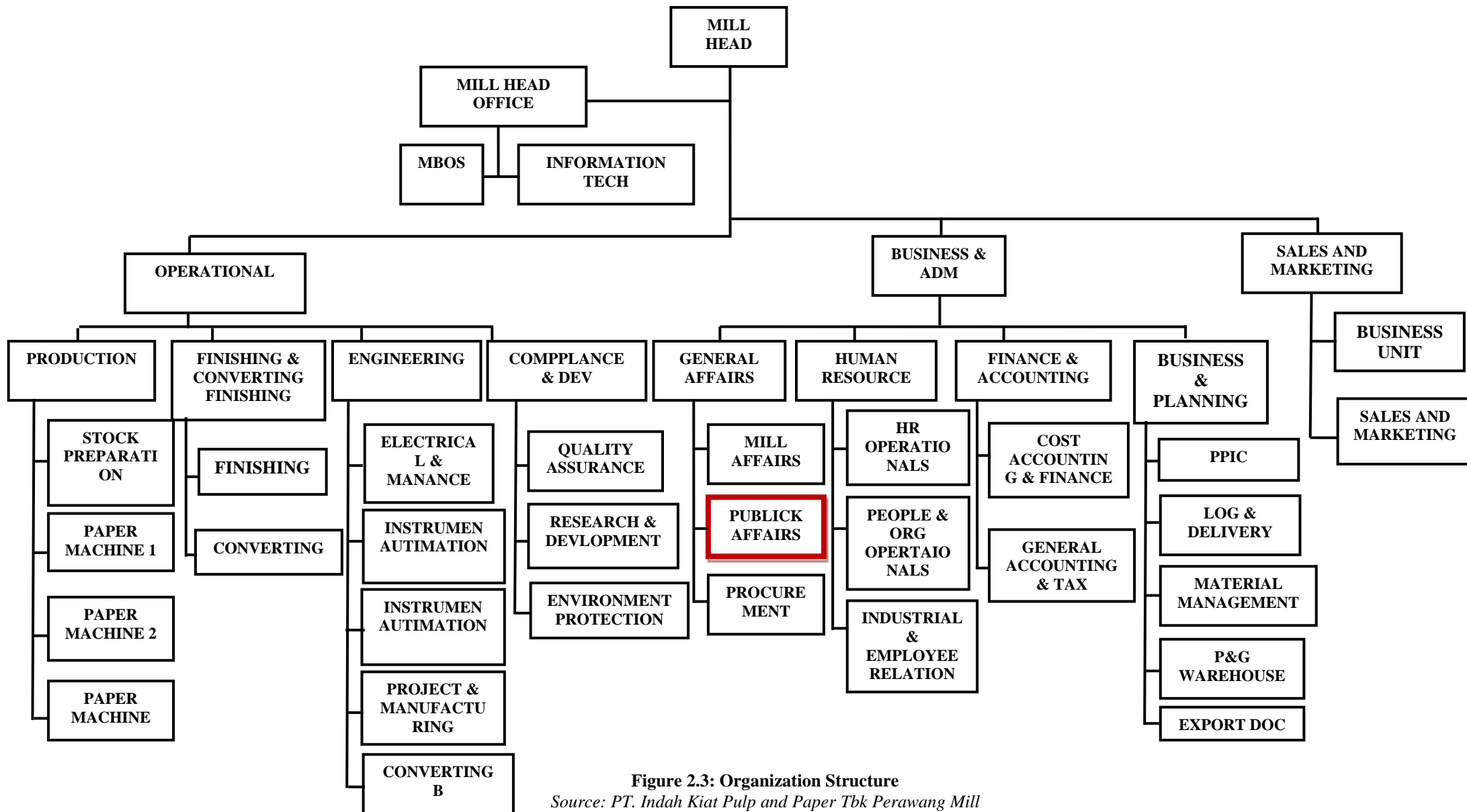
The Company is an integrated producer of pulp, cultural paper, industrial paper and tissue. The Company's business activities start from processing wood into pulp and paper and processing waste paper into industrial paper. Its pulp is used as raw material for paper and tissue as well as indirect raw material for industrial paper. Currently, the Company has production facilities in Perawang-Riau Province, Serang, and Tangerang-Banten Province and the total annual production capacity in 2019 is 3.0 million tons of pulp, 1.7 million tons of cultural paper, 108 thousand tons of tissue, and 2.1 million tons of packaging. With the globalization of the world economy, the Company is required to improve the competitiveness of its products through efforts to increase the efficiency and professionalism of the Company.

In addition, it cannot be denied that the pulp, paper, industrial paper and tissue business markets managed by the Company also face intense competition from both domestic and foreign markets. Matters that play a major influence in the domestic and international markets are trademarks, product quality, distribution and price. Therefore, the Company must strive in all aspects to improve the Company's ability to face competition and maintain the Company's position as one of the largest integrated pulp and paper producers in the world. One of the efforts is to develop products that have high added value and are environmentally friendly.

2.4 Organization Structure

Organizational structure is one of the important instruments that must be owned by a company in order to achieve the desired goals of the company. In the activities of a company, both commercial and non-commercial companies, it is necessary to have cooperation and coordination channels between members in achieving the goals that have been outlined previously.

The organizational structure must also be easy to change in order to adapt to changes that occur between without reducing the smooth running of activities. A good organizational form will depend on the situation and conditions of each company and the goals to be achieved. This is because the organizational form of a company with other companies is different. The form of organizational structure used by the company will support the goals to be achieved.



In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be arranged regularly so that the main objectives of the company that have been previously set can be achieved properly. The organizational structure of PT. Indah Kiat Pulp and Paper Tbk is prepared in accordance with the provisions of the functions, obligations and responsibilities of each part in each field. The organizational structure of PT. Indah Kiat Pulp and Paper Tbk Perawang Mill can be seen in the figure below:

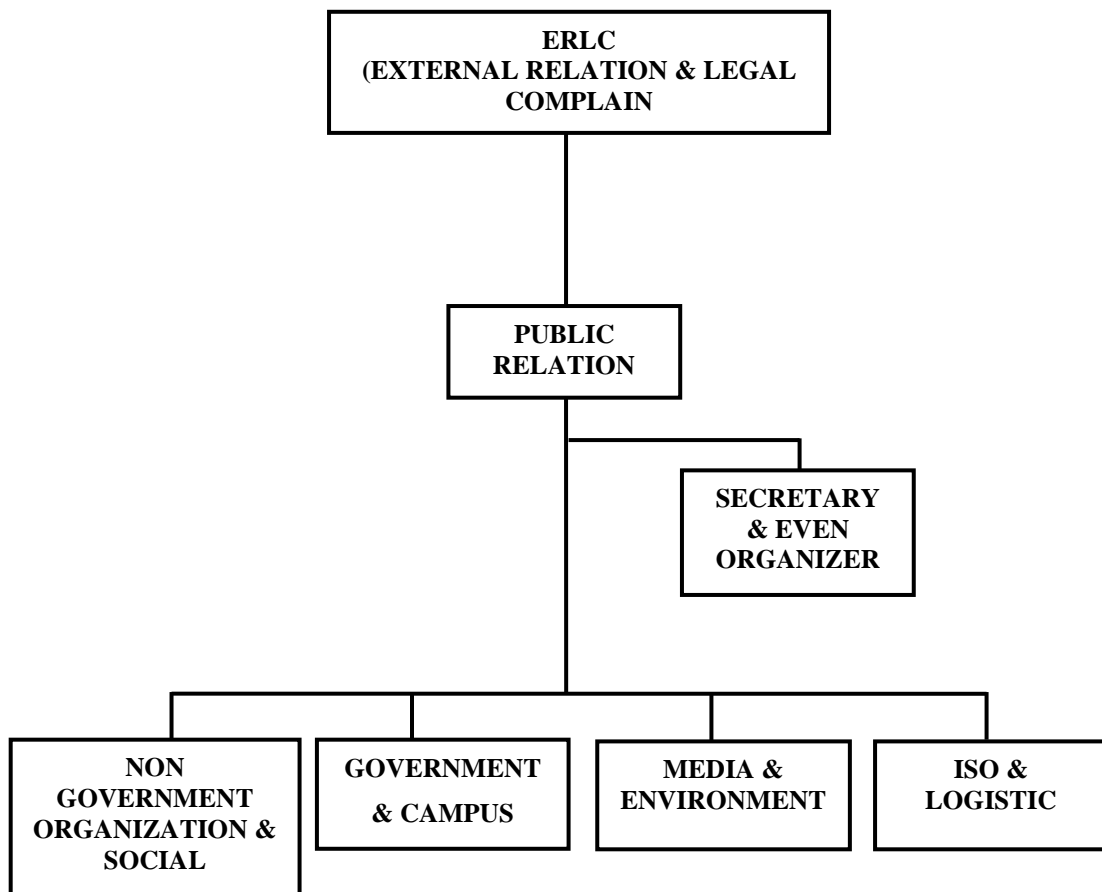


Figure 2.4: Organization structure of Public Affair
Source: PT. Indah Kiat Pulp and Paper Tbk Perawang Mill

2.5 The Working Process

Public Relations (PR) is a contact process between the business world and the general public that includes the acquisition of public opinion, the search for input, the recognition of information, and the acquisition of information. The success of this process, recognition of solid thinking, and a favorable public perception of the business are the main goals. The purpose of public relations is to build and improve the relationship between the company and the general public. This is an ongoing process.

The on going activities of the company PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill cannot be separated from the influence of the community environment, considering that the community is the target market of the industry and the environment used by the company to blend with the communitys residence. Therefore, there is an awareness of the importance of paying attention to and involving the role of the community in decision making and activities in the industrial environment and the business world.

A way to carry out public relations efforts well is needed. Keep in mind that Public Relation efforts are not only concerned with the end result, but also the methods used to achieve the end result. The work process of the Public Relation Division is depicted in the figure below:

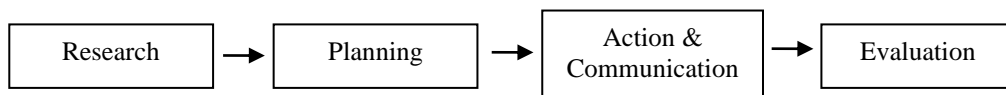


Figure 2.5 : Flowchart Working Process

Source: PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill

1. Research

Public Relations of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill must recognize the symptoms and causes of problems that occur in the companys community. Therefore, Public Relation needs to be involved in fact-gathering research. Public Relation needs to monitor and read about the understanding, opinions, attitudes, and behavior of people who are concerned and affected by the companys actions. Public Relation must be observant of data and facts that are closely related to the work to be done. All information must be obtained as thoroughly as possible. In the research definition stage, Public

Relation must process existing factual data, make comparisons, make judgments, and produce assessments, so that conclusions can be obtained and the accuracy of the factual data that has been obtained. The Public Relation process is not as simple as collecting data and facts, but must also prioritize processing, researching, classifying, and compiling data in such a way as to facilitate problem solving later. Research in this data search can be done by means of surveys and polls, interviews, focus group discussions, in-depth interviews, and traveling research.

2. Planning

After the research and data search stage, Public Relations proceeds to the planning stage. At this stage, Public Relations prepares the problem, thinks about how to solve it, and determines who will handle it later. This preparation should not be ignored, but rather studied in depth, as it will affect the effectiveness of Public Relations work as a whole. Planning is based on data and facts that have been collected, not on the wishes of Public Relations. Based on the formulation of the problem, a planning and decision-making strategy is developed to develop a work program based on business policies that are also adjusted to the interests of the community.

3. Action & Communication

Communication is often done based on personal assumptions by a public relations practitioner (staff). As a result, such actions sometimes bring bad consequences and are not recommended because they will jeopardize the company's image. This stage is skipped to get answers to questions. Specific objectives and objectivity should be linked to the achievement of the actions and communications to be carried out by the Public Relation practitioner. Public Relation must be able to communicate the implementation of the program so as to influence public attitudes which then encourage them to support the implementation of the program. In addition, Public Relation must also take action and carry out activities as well as possible. This action activity is a communication activity, just like group communication, mass communication, and organizational communication.

4. Evaluation

The way to know whether the process has been completed or not is to evaluate the steps that have been taken. The main purpose of evaluation is to measure the effectiveness of the process as a whole. At this stage Public Relation is required to be thorough and meticulous for the accuracy of existing data and facts. But keep in mind that the middle name in Public Relations is a crisis. Therefore, after solving one problem, it is possible that a new problem will arise. Thus, this stage is also a reference for future planning.

2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp and Paper Tbk - Perawang Mill, especially the Public Relations Division, including the following:

1. Input incoming letters and incoming proposals

Work related to inputting incoming letters and proposals can be referred to as administrative work or work as an administrative assistant. The main task in this job is to collect, sort, and input data from incoming letters and proposals received into the appropriate system. One of them is to receive incoming letters and proposals from various sources, such as post, email, or fax, sort incoming letters based on the type and purpose of their delivery, make notes on the agenda sheet of incoming letters, and help compile reports based on data collection of incoming letters and proposals. In addition, this job also requires good communication skills, because you have to interact with various related parties, either by phone, email, or in person.

The image shows a photograph of a handwritten data table. The table is organized into several columns and rows. The columns appear to contain various fields of information, such as dates, names, and descriptions. The handwriting is in black ink on a light-colored paper. The table is somewhat blurry, but the structure of the data is visible. It seems to be a record-keeping document for incoming letters and proposals.

Figure 2.6: Input Incoming Letters and Proposals

Source: Processed Data 2024

2. Disposition sheet for incoming proposals and social assistance

The disposition sheet or verification sheet is a document sheet to record actions or instructions to be carried out in connection with the letter or document received, the disposition sheet contains information in the form of date, letter number, subject, recipients name, and a column indicating the action to be taken, such as surrendering, submitting to certain parties, or withdrawing with further action.

The figure shows two examples of a disposition sheet for incoming proposals and social assistance. The form is titled 'LEMBAR VERIFIKASI & PENYALURAN SURUTAH SOCIAL' and includes fields for 'No. 24/4', 'Lampiran/pendukung', and 'Materi/Isi Surat'. The 'Catatan / Keterangan' section contains handwritten entries, including 'Belum dapat ditanggapi' and 'Ulangi Bermanfaat No. 15/20'. The form also includes checkboxes for various actions such as 'Penerimaan', 'Pengiriman', and 'Penyerahan'.

Figure 2.7 : Disposition sheet for incoming proposals and social assistance

Source: processed Data 2024

The Company has a policy to provide material assistance to communities in need. This assistance is provided through a social assistance program managed by the Public Relation team. To ensure that the assistance is right on target, the Public Relation team conducts evaluations and surveys of the applicants. Evaluation is done by checking the completeness of documents, such as verification sheets. Meanwhile, surveys are conducted to dig deeper information about the conditions and needs of the applicants.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This field apprenticeship was carried out for 22 weeks, starting from 22 January, 2024 to 30 June, 2024 at the Public Relations office of PT Indah Kiat Pulp and Paper Tbk Perawang Mill. Tasks that have been carried out for 22 weeks, as follows:

1. Receiving and processing incoming proposals or letters

Receiving proposals is the process of receiving proposals received from government agencies, education, businesses and so on that are seeking assistance in the industrial world (PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill), then for the process is how to process proposals that have been received towards the next stage until the realization of the proposal.

2. Conducting gathering or meetings

Gatherings or meetings are held, among others, to increase cooperation with an agency, institution, or organization.

3. Event organizer as a secretary and administration

Organizations also hire event organizers who handle various activities such as industrial visits, breaking fast together, and other gathering events.

4. Volunteering with tzu chi

Become a tzu chi volunteer in social services carried out with tzu chi volunteers in the company, including sharing basic necessities, compensation for orphans, ABS (*Ayo Smart Belajar*) activities in the YPPI Elementary School environment.

3.2 System and Procedures

3.2.1 Systems

The company needs a system to support company activities, in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve company goals. The system used by PT. Indah Kiat

Pulp and Paper Tbk-Perawang Mill in its operational activities is a system that is processed online and offline/manual.

PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill is a company engaged in the paper and pulp industry whose main raw material is acacia and eucalyptus wood produced by PT. Arara Abadi in HTI (Industrial Plantation Forest) whose locations are not only in one area but are spread across several regions in Riau Province. In addition to Perawang, Indah Kiat Pulp and Paper Tbk is also located in Tangerang, West Java, and Banten Province, specifically the Serang area. In order for these separate areas to be connected to each other, in their operational activities, as well as in terms of sending data, PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill uses a special internet-based company application.

3.2.2 Procedures

The actions of a company require a method to ensure that everything done or performed is uniform or in accordance with the standards that the organization has set. A process is a series of jobs that involve many people in one or more sections, and is designed to ensure fair treatment of transactions that occur regularly. The following is a summary of the methods used when conducting practical work activities at the Public Relations Division of PT. Indah Kiat Pulp and Paper Tbk-Perawang Mill:

1. Receive incoming letters and incoming proposals

One of PT Indah Kiat Pulp and Paper CSR programs is to participate in activities organized by local organizations, institutions, or agencies. These activities include receiving several proposals with various purposes, such as requests for assistance with used materials, funds for activities, hall loans, and others. The steps in receiving incoming proposals can be seen in Figure 3.1 as follows:

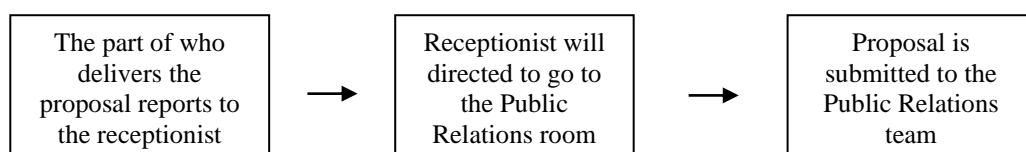


Figure 3.1 : Flowchart of Accepting Incoming Proposals

Source: Processed Data 2024

Based on the flowchart above, the first step in receiving incoming proposals is that the sender of the proposal reports the name of the organization or agency, then tells the receptionist what the purpose is. After that, the receptionist will direct the person submitting the proposal to the public relations room. After that, the person submits the proposal to the public relations team, and the proposal has been received and will be processed or assessed by the relevant team whether the proposal is feasible or not to be assisted.

2. Conducting Gathering or Meetings

PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is a large industrial company that has collaborated with several agencies and institutions. It is important for the company to hold meetings or gatherings with several agencies or institutions for the development and progress of the company. These meetings and gatherings usually discuss industrial relations with vocational education, regional activities involving companies and others. The steps in conducting a meeting or gathering can be seen in Figure 3.2 as follows:

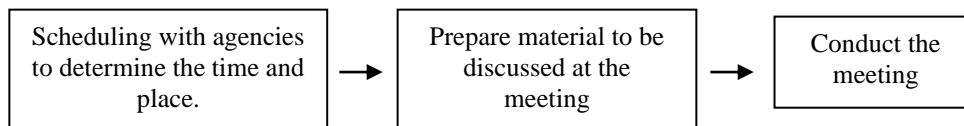


Figure 3.2: Flowchart of conducting gathering or meetings

Source: Processed Data 2024

Based on the flowchart above, the first step in organizing a meeting or gathering is to schedule a place and time. This is usually done by sending a letter; if the meeting is organized by another agency, they will usually include a letter first. However, some agencies or institutions often schedule appointments via phone and email. The Public Relation then develops the meeting materials. Then and only then does the meeting take place.



Figure 3.3: Documentation of meetings

Source: Process Data 2024

3. Event Organizer as a secretary and administration

PT Indah Kiat Pulp and Paper is one of the largest pulp and paper companies in Indonesia. As a large company, PT Indah Kiat Pulp and Paper has a Public Relations unit that is active in organizing various events to achieve corporate communication objectives. This Public Relations unit plays an important role in building and maintaining a positive image of the company in the eyes of the public. Through various activities, such as exhibitions and social activities, PT Indah Kiat Pulp and Paper Public Relations unit strives to increase public awareness and understanding of the company's products and values. With effective communication approaches and well-planned strategies, PT Indah Kiat Pulp and Paper Tbk Perawang Mill not only strengthens relationships with stakeholders, but also expands its reach and influence in the pulp and paper industry.

Event organizers play an important role in the success of an event. In addition, event organizers also act as an effective communication bridge between communities, stakeholders, and various other parties. Through careful planning and well-coordinated execution, event organizers help build better relationships and increase engagement and participation from all parties involved.

Involving an event organizer in the entire process of company an event allows the organization to ensure that every detail of the event is well prepared and all needs are met. This not only increases the chances of the overall success of

the event, but also creates a positive experience for the attendees that can enhance the company's image and reputation in the eyes of the public.

During the implementation of internship work at PT Indah Kiat Pulp and Paper Tbk Perawang Factory in the Public Relations section, The Author conducted or carried out the Dai audition and iftar activities with the Siak Regency Government. In the implementation of this activity, The Author fully contributed starting from making the submission proposal until the event was completed. The Public Relations Unit of PT Indah Kiat Pulp and Paper implements a structured and systematic event management system. This system consists of several stages, namely:

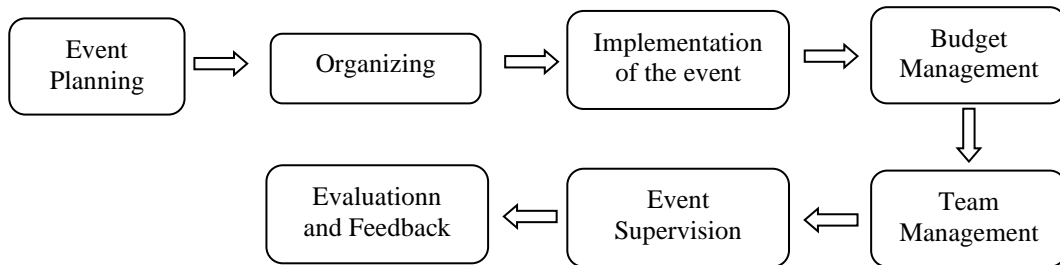


Figure 3.4: Flowchart of Event Organizer
 Source: Processed Data 2024

A. Event planning

the first is design and plan all aspects of the event, including location selection, event theme, timing, and other logistical needs. The planning stage is the initial stage in event management. At this stage, the Public Relations unit of PT Indah Kiat Pulp and Paper carries out several activities, namely:

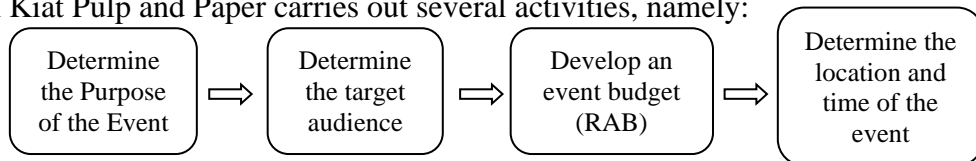


Figure 3.5: Flowchart of Planning Activities
 Source: Process Data 2024

Planning is an essential part of setting up and running an event. Through involvement in these stages, the author gained a deep understanding of the importance of careful and structured planning in organizing a successful event. This experience not only enriched the author skills in event management, but also helped to better understand how effective communication strategies can support the achievement of company goals.



Figure 3.6: Documentation of Proposal event Dai Audition
 Source: *Process Data 2024*

B. Organizing

The organizing stage is the next stage in event management. At this stage, the Public Relations unit of PT Indah Kiat Pulp and Paper carries out several activities, namely:

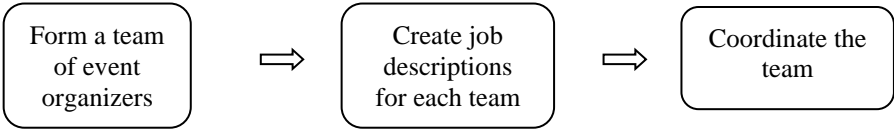


Figure 3.7: Flowchart of Organizing Activities
 Source: *Process Data 2024*

The next stage is organizing, this is no less important to do before creating an event/activity after doing the planning stage. By doing this organizing stage, it can ensure that every detail of the event is well prepared and all team members work effectively according to their job description. Good organization not only supports the smooth execution of the event, but also helps to create a collaborative and productive work environment, which ultimately contributes to the overall success of the event.

C. Implementation of the event

Manage all the technical details of the event, including selecting and preparing the venue, preparing the schedule, coordinating with the implementation team, and managing all operational aspects. The implementation stage is the core stage of event management. At this stage, the Public Relations unit of PT Indah Kiat Pulp and Paper carries out several activities, namely:

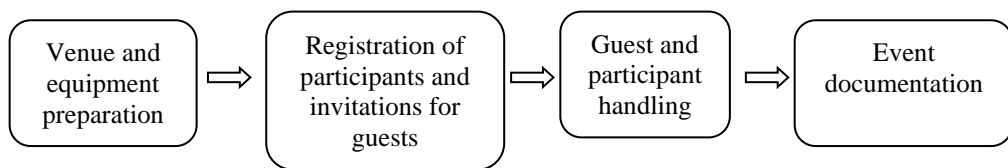


Figure 3.8: Flowchart of Implementation Process

Source: Process Data 2024

In addition, the team is also ready to handle any obstacles that may arise quickly and effectively to ensure the event continues as planned. Good coordination among team members and effective communication with all relevant parties are the main keys in this implementation stage. With careful preparation and execution, the event can achieve the expected goals and provide a positive experience for all participants and invited guests.

D. Budget management

Manage the event budget, ensure expenses stay within set limits, and seek creative solutions to optimize the use of funds. The cost budget is included in the application proposal, after which it will be used as well as possible to fulfill all equipment and needs and managing the budget is no less important to support the success of the activity.

E. Team management

Lead a team of event organizers, coordinate their work, and ensure effective collaboration between team members.

F. Event supervision

Monitor the overall course of the event, ensure all preparations and execution run smoothly, and address any issues that may arise during the event.

G. Evaluation and feedback

After the event is over, you will evaluate the success of the event, receive feedback from attendees and clients, and record lessons that can be applied for future improvements.



Figure 3.9: Documentation of Event Organizer

Source: process Data 2024

The Public Relations Unit of PT Indah Kiat Pulp and Paper has successfully implemented a structured and systematic event management system and process. The following are suggestions/recommendations for future activities:

A. Use of Participant Feedback

Collect and analyze feedback from participants regularly to understand their perception of the event and gain valuable insights for future improvements.

B. Continue to innovate and deliver creative and engaging events. Organizing creative and innovative events can increase the attractiveness of the event and increase engagement with the target audience.

By continuing to implement and refine effective event management systems and processes, PT Indah Kiat Pulp and Paper Public Relations unit can organize various successful events and provide greater benefits for PT Indah Kiat Pulp and Paper Public Relations. The experience of the Public Relations unit of PT Indah Kiat Pulp and Paper in implementing event management can be a reference for other organizations that want to organize events professionally and effectively.

4. Volunteering with tzu chi

PT. Indah Kiat Pulp and Paper, which is part of the Sinarmas Group, supports the social activities of the Buddha Tzu Chi Sinarmas Foundation. The Buddha Tzu Chi Foundation is a non-profit organization founded in Taiwan in 1966 by Master Cheng Yen. The purpose of the foundation is to spread love and humanity and provide assistance to those in need. The social activities sponsored

by the Buddha Tzu Chi Sinarmas Foundation under the auspices of PT. Indah Kiat Pulp and Paper cover various fields, one of which is humanitarian assistance, education, health, and the environment. One of the activities carried out by Tzu Chi Sinarmas is to provide assistance to victims of natural disasters, provide educational scholarships to underprivileged children, hold food programs for starving communities, or hold environmental campaigns to raise awareness of the importance of protecting nature.



Figure 3.10: Documentation of Voluntering tzu chi
Source: Processed Data 2024

PT. Indah Kiat Pulp and Paper support for this charity shows the companys commitment to participating in social activities and providing benefits to the communities around its operational areas. Sinarmas Group in general is also known for its commitment to social and environmental responsibility through various charity programs and sustainability activities carried out in various sectors.



Figure 3.11: Documentation of Voluntering tzu chi
Source: Processed Data 2024

Based on the figure above are some of the activities that The Author participated in while volunteering at the Buddha Tzu Chi Sinarmas foundation at PT Indah Kiat Pulp and Paper Tbk Perawang Mill. These activities are participating in ABS (*Ayo Belajar Smart*) activities and the author acts as a mentor/talent in the practice of making liquid compost fertilizer where this activity is carried out at YPPI Elementary School. In addition, The Author participated in a social service event with other tzu chi volunteers. This activity is carried out by sharing kindness by providing food packages to underprivileged people and helping orphans.

3.3 Place of Apprenticeship

Indah Kiat Pulp and Paper Tbk - Perawang Mill is located at Jl Raya Minas Perawang KM. 26, Pinang Sebatang, Tualang, Siak Sri Indrapura, Riau. The Author was assigned to the Public Relations Department at the time of practical work. The following are the company provisions regarding the schedule or time of practical work:

Tabel 3.1 The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No	Day	Working Hours	Break Time
1	Monday-Thursday	07.00-17.00 WIB	11.00-13.00 WIB
2	Friday	07.00-17.00 WIB	11.30-13.30 WIB
3	Saturday-Sunday	Day Off	Day Off

Source: PT. Indah Kiat Pulp and Paper Tbk Perawang Mill

3.4 Kind and Description of the Activity

The activities carried out during the practical work can be seen from the following table:

Table 3.2 Daily activities of January 22th, 2024 to January 26th, 2024

No	Day/Date	Job Description	Place
1	Monday/22 January 2024	Safety Induction	Rumah Pintar Abdul Wahid
2	Tuesday/23 January 2024	1. Division/unit placement 2. Instructions on how to receive and record incoming proposals and process proposals 3. Receive and process incoming proposals from stakeholders	Public Relation Office
3	Wednesday/24 January 2024	Receive and process incoming proposals from stakeholders	Public Relation Office

4	Thursday/25 January 2024	Receive and process incoming proposals from stakeholders	Public Relation Office
5	Friday/26 January 2024	Receive and process incoming proposals from stakeholders	Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from 29 January to 2 February 2024:

Table 3.3 Daily activities of January 29th, 2024 to February 2th, 2024

No	Day/Date	Job Description	Place
1	Monday/29 January 2024	1. Receive and process incoming proposals 2. Make a proposal for Da'i Audition activities	Public Relation Office
2	Tuesday/30 January 2024	Receive and process incoming proposals	Public Relation Office
3	Wednesday/31 January 2024	Receive the realization of the results of the incoming proposal process from stakeholders	Public Relation Office
4	Thursday/1 February 2024	Received the realization of the results of the incoming proposal process in the form of financial assistance to PT Arara Abadi.	Public Relation Office PT. AA
5	Friday/2 February 2024	Opening Ceremony of dual system vocational training with assistants and participants from various educational institutions	PT IKPP Main Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from February 5th to February 9th 2024:

Table 3.4 Daily activities of February 5th, 2024 to February 9th, 2024

No	Day/Date	Job Description	Place
1	Monday/5 February 2024	Receive and process incoming proposals	Public Relation Office
2	Tuesday/6 February 2024	1. Volunteering for food distribution with tzu chi volunteers 2. Survey of meeting places for PEFC International Board Members	1. Tualang and Pinang Sebatang 2. Pekanbaru
3	Wednesday/7 February 2024	1. Received and accompanied the visit of PEFC International Board Member. 2. Receive the realization of the results of the incoming proposal process from stakeholders	1. PT IKPP, HTI, Arboretum 2. Public Relation Office
4	Thursday/8 February 2024	(Day Off) Isra' Mi'raj	-

5	Friday/9 February 2024	Receive and process incoming proposals	Public Relation Office
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Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from February 12th to February 16th 2024:

Table 3.5 Daily activities of February 12th, 2024 to February 16th, 2024

No	Day/Date	Job Description	Place
1	Monday/12 February 2024	Processing incoming proposals in the form of funds to PT Arara Abadi	Public Relation Office PT AA
2	Tuesday/13 February 2024	1. Receive the realization of the results of the incoming proposal process and send the proposal to PT AA for further processing 2. Receiving guests as well as cooperation meeting of SMK Perbankan Riau	1. Public Relation Office PT AA 2. PT IKPP (Eucalyptus Room) Main Office
3	Wednesday/14 February 2024	(Day Off) PEMILU	-
4	Thursday/15 February 2024	1. Receive the realization of the results of the incoming proposal process 2. Receive and process incoming proposals	Public Relation Office
5	Friday/16 February 2024	1. Become a tzu chi volunteer and participate in ABS (<i>Ayo Belajar Smart</i>) activities 2. Conducting patient surveys of potential tzu chi beneficiaries	1. SD YPPI 2. Patient House

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from February 19th to February 23th 2024:

Table 3.6 Daily activities of February 19th, 2024 to February 23th, 2024

No	Day/Date	Job Description	Place
1	Monday/19 February 2024	Processing incoming proposals	Public Relation Office
2	Tuesday/20 February 2024	1. Receive and process incoming proposals 2. Monitoring of CSR-assisted MSMEs (Dapoer Khadijah)	1. Public Relation Office 2. Pekanbaru
3	Wednesday/21 February 2024	Receive and process incoming proposals	Public Relation Office
4	Thursday/22 February 2024	1. Assist with office work 2. Mill Trip with students and interns from BPPM PT. AA	1. Public Relation Office 2. Home Cut size
5	Friday/23 February 2024	1. Assist with office work 2. Receive and process incoming proposals	Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from February 26th to March 1th 2024:

Table 3.7 Daily activities of February 26th, 2024 to March 1th, 2024

No	Day/Date	Job Description	Place
1	Monday/26 February 2024	Receive and process incoming proposals	Public Relation Office
2	Tuesday/27 February 2024	Receive and process incoming proposals	Public Relation Office
3	Wednesday/28 February 2024	1. Receive and process incoming proposals 2. Receive customer paper guest visits to Assisted MSMEs	1. Public Relation Office 2. BPPM
4	Thursday/29 February 2024	1. Assist with office work 2. Acquired equipment needed for ABS and Da'i Competition activities	1. Public Relation Office 2. Pekanbaru
5	Friday/1 March 2024	1. Receive and process incoming proposals 2. Volunteering with other tzu chi volunteers in ABS activities	1. Public Relation Office 2. SD YPPI

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from March 4th to March 8th 2024:

Table 3.8 Daily activities of March 4th, 2024 to March 8th, 2024

No	Day/Date	Job Description	Place
1	Monday/4 March 2024	1. Processing incoming proposals 2. Monitor the registration of dai audition participants	Public Relation Office
2	Tuesday/5 March 2024	1. Receive and process incoming proposals 2. Prepare for Da'i audition activities	Public Relation Office
3	Wednesday/6 March 2024	1. Rehearsal preparation for the opening of the Da'i audition 2. Recap participant forms from g-form 3. Develop a schedule for preacher Da'i auditions	Rumah Pintar
4	Thursday/7 March 2024	1. Receive and process incoming proposals 2. Opening cremony Da'i Audition 3. Recap participant data and create a performance schedule	1. Public Relation Office 2. Rumah Pintar
5	Friday/8 March 2024	1. Receive and process incoming proposals 2. Recap news that has been picked up by the media for the report	Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from March 11th to March 15th 2024:

Table 3.9 Daily activities of March 11th, 2024 to March 15th, 2024:

No	Day/Date	Job Description	Place
1	Monday/11 March 2024	(Day Off) Nyepi Day	-
2	Tuesday/12 March 2024	1. Processing incoming proposals to PT AA 2. Delivery Document 3. Preparation selection Da'i Audition	1. Public Relation Office 2. Rumah Pintar
3	Wednesday/13 March 2024	1. Selection Da'i Audition Start 2. Compiled the absence assessment form 3. Reorganize the schedule for the Dai audition selection show	Rumah Pintar
4	Thursday/14 March 2024	Selection Da'i Audition	Rumah Pintar
5	Friday/15 March 2024	1. Selection Da'i Audition 2. As to master of ceremony in Selection Dai Audition	Rumah Pintar

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from March 18th to March 22th 2024:

Table 3.10 Daily activities of March 18th, 2024 to March 22th, 2024:

No	Day/Date	Job Description	Place
1	Monday/18 March 2024	1. Receive and process incoming proposals 2. Take document	Public Relation Office
2	Tuesday/19 March 2024	1. Receive and process hall loan permits 2. Make a list of names of audition participants	Public Relation Office
3	Wednesday/20 March 2024	1. Create attendance list of Dai finalists and assessment form 2. Preparation of items for decoration	Public Relation Office
4	Thursday/21 March 2024	1. Receive and process incoming proposals 2. Telephone office handling 3. Recap attendance	Public Relation Office
5	Friday/22 March 2024	1. Receive and process incoming proposals 2. Processing incoming proposals to PT AA 3. Da'i audition final preparation and rehearsal	1. Public Relation Office 2. Public Relation Office PT AA 3. Aula Bunut

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from March 25th to March 29th 2024:

Table 3.11 Daily activities of March 25th, 2024 to March 29th, 2024:

No	Day/Date	Job Description	Place
1	Monday/25 March 2024	Receive and process incoming proposals	Public Relation Office
2	Tuesday/26 March 2024	1. Receive and process incoming proposals 2. Meeting with Public Affairs Team 3. purchase of decoration materials 4. Meeting with MUI Kec. Tualang	1. Public Relation Office 2. Vocation room 3. Pekanbaru 4. Andre caffe
3	Wednesday/27 March 2024	1. Survey of residents' homes who are candidates for food recipients from the tzu chi foundation 2. Making the winners decision letter (SK)	1. Jl. Pipa area 2. Public Relation Office
4	Thursday/28 March 2024	1. Receive and process incoming proposals to PT AA 2. Industrial visit with UNILAK and POLBENG lecturers	1. Public Relation Office PT AA 2. PT IKPP
5	Friday/29 March 2024	Prepare for opening activities with Pemkab Siak (room decoration, cleanliness, etc.)	Aula Bunut

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from April 1th to April 5th 2024:

Table 3.12 Daily activities of April 1th, 2024 to April 5th, 2024:

No	Day/Date	Job Description	Place
1	Monday/1 April 2024	1. Tzu chi grocery shopping and orphan donation 2. Meeting with PWI Siak Regency	1. Public Relation Office 2. Sido Marem
2	Tuesday/2 April 2024	1. Receive and process incoming proposals 2. Recapitulation of orphan data 3. Meeting with students	1. Public Relation Office 2. Public Relation Office 3. Pekanbaru
3	Wednesday/3 April 2024	1. Receive and process incoming proposals 2. Food distribution with tzu chi volunteers 3. Parcel packing	1. Public Relation Office 2. Rumah pintar 3. Public Relation Office
4	Thursday/4 April 2024	1. Process incoming proposals 2. Purchase of gifts for orphans 3. Meeting with students	1. Public Relation Office 2. Pekanbaru 3. Pekanbaru
5	Friday/5 April	1. Orphan compensation with tzu chi	1. Rumah pintar

2024	volunteers 2. Process incoming proposals 3. Telephone office handling 4. Take a Document	2. Public Relation Office 3. Public Relation Office 4. Main office PT IKPP
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Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from April 8th to April 12th 2024:

Table 3.13 Daily activities of April 8th, 2024 to April 12th, 2024:

No	Day/Date	Job Description	Place
1	Monday/8 April 2024	(Day Off) Eid al-fitr	-
2	Tuesday/9 April 2024	(Day Off) Eid al-fitr	-
3	Wednesday/10 April 2024	(Day Off) Eid al-fitr	-
4	Thursday/11 April 2024	(Day Off) Eid al-fitr	-
5	Friday/12 April 2024	(Day Off) Eid al-fitr	-

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from April 15th to April 19th 2024:

Table 3.14 Daily activities of April 15th, 2024 to April 19th, 2024:

No	Day/Date	Job Description	Place
1	Monday/15 April 2024	(Day Off) Eid al-fitr (permission)	-
2	Tuesday/16 April 2024	1. Receive and process incoming proposals 2. Telephone office Handling	Public Relation Office
3	Wednesday/17 April 2024	Processing incoming proposals	Public Relation Office
4	Thursday/18 April 2024	Processing incoming proposals	Public Relation Office
5	Friday/19 April 2024	1. Recap of 2024 news that has been updated by the media 2. Industry internship opening	1. Public Relation Office 2. PT PINDO DELI

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat

Pulp and Paper Tbk Perawang Mill Public Relations Division from April 22th to April 26th 2024:

Table 3.15 Daily activities of April 22th, 2024 to April 26th, 2024:

No	Day/Date	Job Description	Place
1	Monday/22 April 2024	1. Receive and process incoming proposals 2. Meeting with residents of Pinang Sebatang Barat village regarding PROKLIM (climate village program)	1. Public Relation Office 2. Pool Bunut
2	Tuesday/23 April 2024	Receive and process incoming proposals	Public Relation Office
3	Wednesday/24 April 2024	1. Receive and process incoming proposals 2. Meeting with IKAMI (Ikatan Mubaligh IKPP)	1. Public Relation Office 2. Perdana raya
4	Thursday/25 April 2024	1. Processing incoming proposals 2. Telephone office handling 3. Prepare zoom meet BISRA	Public Relation Office
5	Friday/26 April 2024	1. Zoom meet Top CSR with team 2. Receive and process incoming proposals	1. Rumah pintar 2. Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from April 29th to May 3th 2024:

Table 3.16 Daily activities of April 29th, 2024 to May 3th, 2024:

No	Day/Date	Job Description	Place
1	Monday/29 April 2024	Receive and process incoming proposals	Public Relation Office
2	Tuesday/30 April 2024	Receive and process incoming proposals	Public Relation Office
3	Wednesday/1 May 2024	(Day Off) Labour Day	-
4	Thursday/2 May 2024	1. Receive and process incoming proposals 2. Recap pricelist tenun 3. Scan document	Public Relation Office
5	Friday/3 May 2024	Receive and process incoming proposals	Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from May 6th to May 10th 2024:

Table 3.17 Daily activities of May 6th, 2024 to May 10th, 2024:

No	Day/Date	Job Description	Place
1	Monday/6 May 2024	1. Receive and process incoming proposals 2. Processing incoming proposals to PT. Arara Abadi 3. Distribution document 4. Recap news	1. Public Relation Office 2. Public Relation Office PT AA 3. Main office PT IKPP 4. Public Relation Office
2	Tuesday/7 May 2024	1. Receive and process incoming proposals 2. Scan barcode document payment	1. Public Relation Office 2. Main office PT IKPP
3	Wednesday/8 May 2024	1. Receive and process incoming proposals 2. Create may day shirt logo design 3. Meeting with company profile tim 4. Delivery document to accounting	1. Public Relation Office 2. Acasia room meet 3. accounting
4	Thursday/9 May 2024	(Day Off) Ascension Day of Jesus Christ	-
5	Friday/10 May 2024	1. Processing incoming proposals 2. Scan barcode document payment 3. Meeting with compant profile tim	1. Public Relation Office 2. SSC SPOKE 3. Jati room meet

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from May 13th to May 17th 2024:

Table 3.18 Daily activities of May 13th, 2024 to May 17th, 2024:

No	Day/Date	Job Description	Place
1	Monday/13 May 2024	1. Receive and process incoming proposals 2. Telephone office handling 3. Meet with company profile member	Public Relation Office
2	Tuesday/14 May 2024	1. Receive and process incoming proposals 2. Pick-up and preparation of souvenir gifts for guests 3. Joining in the activities of company profile filming members	1. Public Relation Office 2. PT. AA 3. Port Operation-Rasau Kuning (Foresty)
3	Wednesday/15 May 2024	1. Scan barcode document payment 2. Joining in the activities of company profile filming members	1. SSC Spoke 2. WP 8-Water Treatment-Arboretum
4	Thursday/16 May 2024	1. Receive and process incoming proposals 2. Create a statement letter	Public Relation Office
5	Friday/17 May 2024	1. Receive and process incoming proposals 2. Volunteering in ABS (<i>Ayo Belajar Smart</i>) activities with tzu chi volunteers	1. Public Relation Office 2. SD YPPI

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from May 20th to May 24th 2024:

Table 3.19 Daily activities of May 20th, 2024 to May 24th, 2024:

No	Day/Date	Job Description	Place
1	Monday/20 May 2024	1. Receive and process incoming proposals 2. Recap mayday minutes that have been uploaded to the media 3. Document delivery 4. Create a tzu chi organizational structure	1. Public Relation Office 2. Public Office 3. SD YPPI 4. Public Relation Office
2	Tuesday/21 May 2024	1. Receive and process incoming proposals 2. Create an internship interview reply letter 3. Scan barcode document payment	1. Public Relation Office 2. Spoke SSC HR&FA
3	Wednesday/22 May 2024	1. Receive and process incoming proposals 2. Scan document tzu chi	Public Relation Office
4	Thursday/23 May 2024	(Day Off) Vesak Day	-
5	Friday/24 May 2024	1. Receive and process incoming proposals 2. Telephone office handling	Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from May 27th to May 31th 2024:

Table 3.20 Daily activities of May 27th, 2024 to May 31th, 2024:

No	Day/Date	Job Description	Place
1	Monday/27 May 2024	1. Receive and process incoming proposals 2. Delivery and pick-up document	1. Public Relation Office 2. Main Office PT IKPP
2	Tuesday/28 May 2024	1. Receive and process incoming proposals 2. Tzu chi training 3. Scan barcode document payment	1. Public Relation Office 2. Eucalyptus room meet 3. Spoke SSC
3	Wednesday/29 May 2024	1. Processing incoming proposals fund to PT AA 2. Document retrieval in expedition 3. Processing incoming proposals 4. Help approve PBK through the system 5. Scan barcode document payment	1. Public Relation Office 2. Expedition (Mr. Suganda) 3. Spoke SSC
4	Thursday/30 May 2024	1. Receive and process incoming proposals 2. Make a report on tzu chi activities 2022-2024	Public Relation Office

		3. Telephone office handling	
5	Friday/31 May 2024	1. Receive and process incoming proposals 2. Mutual cooperation 3. Make a report on tzu chi activities 2022-2024 4. Scan barcode document payment	1. Public Relation Office 2. Spoke SSC

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from June 3th to June 7th 2024:

Table 3.21 Daily activities of June 3th, 2024 to June 7th, 2024:

No	Day/Date	Job Description	Place
1	Monday/3 June 2024	1. Receive and process incoming proposals 2. Mutual cooperation, Organize the layout of the space	Public Relation Office
2	Tuesday/4 June 2024	1. Receive incoming proposals 2. Community development 2024 news recap 3. Delivery document	1. Public Relation Office 2. Main office PT IKPP
3	Wednesday/5 June 2024	1. Receive and process incoming proposals 2. Sorting out old documents for destruction and archiving	Public Relation Office
4	Thursday/6 June 2024	1. Receive incoming proposals 2. TOP CSR news recap 3. Delivery and pick-up document	1. Public Relation Office 2. Main office PT IKPP
5	Friday/7 June 2024	1. Receive incoming proposals 2. Scan barcode document payment 3. Guest service administration	1. Public Relation Office 2. Spoke SSC

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from June 10th to June 14th 2024:

Table 3.22 Daily activities of June 10th, 2024 to June 14th, 2024:

No	Day/Date	Job Description	Place
1	Monday/10 June 2024	1. Receive incoming proposals from educational institution 2. Guest service administration 3. Scan barcode document payment 4. Create an incoming mail database	1. Public Relation Office 2. Spoke SSC
2	Tuesday/11 June 2024	1. Receive incoming proposals 2. Visiting corn plants 3. Delivery document	1. Public Relation Office 2. PPKM 3. Main office PT IKPP

3	Wednesday/ 12 June 2024	1. Receive incoming proposals 2. Survey of PROKLIM locations that will be verified by the assessment team. 3. Receiving visits/monitoring of POLBENG lecturers	1. Public Relation Office 2. Pinang Sebatang Barat
4	Thursday/13 June 2024	Accompanying the PROKLIM verification team	Pinang Sebatang Barat
5	Friday/14 June 2024	1. Receive and process incoming proposals 2. Guest service administration 3. Receive and process incoming proposals to PT AA	Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from June 17th to June 21th 2024:

Table 3.23 Daily activities of June 17th, 2024 to June 21th, 2024:

No	Day/Date	Job Description	Place
1	Monday/17 June 2024	(Day Off) Eid Al Adha	-
2	Tuesday/18 June 2024	1. Receive incoming proposals 2. Guest Service administration 3. Telephone office handling	Public Relation Office
3	Wednesday/ 19 June 2024	Permission (Sick)	-
4	Thursday/20 June 2024	1. Receive and process incoming proposals 2. Processing proposals with funding to PT AA 3. Creating BPJS data for prospective interns	1. Public Relation Office 2. Public Relation Office PT AA 3. Public Relation Office
5	Friday/21 June 2024	1. Receive incoming proposals 2. Delivery document payment 3. Make a reply letter / invitation for participants who pass the internship work	1. Public Relation Office 2. Main office PT IKPP 3. Public Relation Office

Source: Process Data 2024

The following table shows the schedule of activities or work completed by the author during the implementation of the Field Work Practice of PT Indah Kiat Pulp and Paper Tbk Perawang Mill Public Relations Division from June 24th to June 28th 2024:

Table 3.24 Daily activities of June 24th, 2024 to June 28th, 2024:

No	Day/Date	Job Description	Place
1	Monday/24 June 2024	1. Receive incoming proposals 2. Delivery and pick-up documents 3. Guest services administration	1. Public Relation Office

		4. Sorting old documents for archive	
2	Tuesday/25 June 2024	1. Receive and process incoming proposals 2. Delivery and scan barcode document payment	1. Public Relation Office 2. SSC SPOKE Room
3	Wednesday/26 June 2024	1. Receive incoming proposals 2. Create of Apprenticeship report 3. Guest Service administration 4. preparer des souvenirs pour les clients	1. Public Relation Office 2. Acacia Room
4	Thursday/27 June 2024	1. Receive incoming proposals 2. Create of Apprenticeship report 3. Recap payment documents for company archives	Public Relation Office
5	Friday/28 June 2024	1. Receive incoming proposals 2. Report presentation apprenticeship	Public Relation Office

Source: *Process Data 2024*

3.5 Obstacles Encountered and Solutions

3.5.1 Obstacles Encountered during of the Apprenticeship

The obstacles faced during the job training in the Public Relations Section of PT Indah Kiat Pulp and Paper Tbk-Perawang Mill, the author has the following obstacles:

The author has limitations in communicating in public, which makes The Author often feel insecure and even afraid when speaking or conveying ideas and comments on a matter.

3.5.2 Solutions Encountered during of the Apprenticeship

The solutions to the obstacles that the authors got during their work practice in the Public Relations Section of PT Indah Kiat Pulp and Paper Tbk-Perawang Mill, which we hope for the next period are:

The author participates in team activities to observe how techniques are used so that communication in front of the public can appear efficiently, neatly organized, and of course confident.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

In carrying out Field Work Practice activities at PT Indah Kiat Pulp and Paper Perawang Mill, especially in the Public Relations Section, the author gained various valuable experiences that strengthened the understanding and application of knowledge gained during lectures. This experience allows the author to apply his knowledge optimally and effectively while undergoing job training. Field Work Practice is a forum for students to understand the real world of work, as well as recognize the environment and working conditions that will be faced after completing their studies on campus.

Based on the description of the Practical Work report, it can be concluded that there are several theories and practices that have been taught in lectures that can be applied during the Practical Work. The following is a summary of the work carried out during the Practical Work:

1. The job specifications carried out during the internship include: Receiving and processing incoming proposals, Arranging meetings, Managing Event Organizers, and Volunteering with tzu chi.
2. Work systems and procedures in the public relations department use online systems, application systems and manual systems. All of these systems make it easier to do the work of the public relations department.
3. This field work practice was carried out at PT Indah Kiat Pulp and Paper Tbk Perawang Mill and placed in the Public Relations Unit/division.
4. During the implementation of the internship, the author experienced several obstacles including: The author has limitations in communicating in public, which makes The Author often feel insecure and even afraid when speaking or conveying ideas and comments on a matter.
5. The solution of obstacle: The author participates in team activities to observe how techniques are used so that communication in front of the public can appear efficiently, neatly organized, and of course confident.

4.2 Suggestion

After carrying out Field Work Practices at PT Indah Kiat Pulp and Paper Perawang Mill, there are several suggestions from personal writers, namely as follows:

1. Look for information related to the company and unit to be addressed, because in this case it will make it easier for students to prepare themselves for an internship with basic knowledge of the surrounding environment.
2. Establishing relationships or communication with the media and the public is not always taught on campus in depth, but it is very important in public relations work. Therefore, it would be nice for the campus to provide material or an activity from a course that specifically focuses on this aspect.
3. Network access Internet network access must be provided because every job today tends to rely on online connectivity for various important activities, such as communicating with coworkers and superiors, accessing information sources, collaborating on team projects, and monitoring the latest developments in related industries. The availability of stable and reliable internet access will ensure that students who are undergoing practical work can carry out their duties efficiently and keep up with the ever-evolving technology in today's world of work.

REFERENCES

Admin Polbeng. (2017). Sejarah Politeknik Negeri Bengkalis. Available on <http://www.polbeng.ac.id/official/jurusan-administrasi-niaga>.

PT. Indah Kiat Pulp and Paper Tbk Perawang Mill, sejarah dan visi misi perusahaan. URL: <https://indahkiat.co.id/in/indah-kiat-perawang>.

LIST OF APPENDICES

Appendix 1: Apprenticeship 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

Nomor : 4260/PL31/TU/2023

09 November 2023

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Indah Kiat Pulp and Paper
Jl. Raya Minas, Perawang, Pinang Sebatang, Kab. Siak, Riau 28685
di Siak

Dengan hormat,

Schubungan 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. Indah Kiat Pulp and Paper yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 01 Februari s/d 30 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1	Annisa Zhahara Husni	5404201338	D4 Administrasi Bisnis Internasional
2	Arief Fadilah	5404201314	D4 Administrasi Bisnis Internasional
3	Dhoiri Mulyadi	5404201290	D4 Administrasi Bisnis Internasional
4	Era Dahnia	5404201287	D4 Administrasi Bisnis Internasional
5	Faszrul	5404201335	D4 Administrasi Bisnis Internasional
6	Putri Ratna Sari	5404201308	D4 Administrasi Bisnis Internasional
7	Syirwan Hadi	5404201325	D4 Administrasi Bisnis Internasional
8	Rizki Rahmad	5404201283	D4 Administrasi Bisnis Internasional
9	Siti Aisyah	5404201286	D4 Administrasi Bisnis Internasional
10	Rahmat Sabani	5404201316	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 Replay Letter



No : 003/PA-IKPP/I/2024
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 03 Januari 2024

Kepada Yth,
Armada, ST.,MT
Wakil Direktur I, Politeknik Negeri Bengkalis
di
Bengkalis

Dengan hormat.

Menanggapi surat no.4260/PL31/TU/2023, Perihal Permohonan Kerja Praktek (KP) Mahasiswa/i Jurusan D-IV Administrasi Bisnis International bersama ini kami ucapkan terimakasih.

Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah Kiat Pulp and Paper Tbk, Perawang dapat mengabulkan permohonan tersebut untuk atas nama :

1. Annisa Zhahara Husni	5404201338
2. Era Dahnia	5404201287
3. Fazrul	5404201335
4. Putri Ratna Sari	5404201308
5. Syirwan Hadi	5404201325
6. Siti Aisyah	5404201286

Jurusan D-IV Administrasi Bisnis International, dan dapat dilaksanakan pada tanggal 22 Januari sampai dengan 30 Juni 2024

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill

Armada, SE., ME
Public Affair Head

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

Appendix 3: Apprenticeship Statement Letter



SURAT KETERANGAN 046/SKV-PA/IKPP/VI/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk. Perawang, menerangkan bahwa:

Nama : **Putri Ratna Sari**
NIM/NIS : 5404201308
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
Asal Sekolah : Politeknik Negeri Bengkalis
Waktu : 22 Januari s/d 28 Juni 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 22 Januari s/d 28 Juni 2024 di PT. Indah Kiat Pulp & Paper Tbk. Perawang Mill.

Demikian surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 28 Juni 2024
Hormat Kami,
PT. Indah Kiat Pulp & Paper Tbk. Perawang

Armadi, SE.,ME
Public Affair Head

PT. Indah Kiat Pulp & Paper Tbk.
Office : Sinarmas Land Plaza Menara II, 7th Floor. JL. M.H. Thamrin No.51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001
Telp : (021) 3929266-69 (hunting), Fax : (021) 3929276, 3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia
Telp : (62-761) 91088, 91030 (hunting), Fax : (62-761) 91373, 91376

Appendix 4: Apprenticeship Assessment Sheet

**EVALUATION RESULTS FROM A JOB TRAINING
COMPANY APRAISAL
PT.INDAH KIAT PULP & PAPER Tbk PERAWANG MILL**

Name : Putri Ratna Sari
 NIM : 5404201308
 Study Program : International Business Administration
 Educational institutions : State Polytechnic of Bengkalis

No	Assessment Aspects	Percentage	Score
1.	Discipline	20%	90
2.	Responsibility	25%	96
3.	Adjustment/Adaptation	10%	95
4.	Work result	30%	97
5.	Behavior in General	15%	96
	Number of Ratings (1+2+3+4+5)	100%	94.8

Information :

Score : Criteria

81 - 100 : Special

71 - 80 : Very well

66 - 70 : Good

61 - 65 : Pretty good

56 - 60 : Enough

Notes :

.....

Perawang, 28 June 2024



Irena Sastri Arsih
 PR Advisor

Perawang, 28 June 2024

Appendix 5: Certificate



Appendix 6: Daily Activity

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday-Friday



Date : 22 January 2024 - 26 January 2024

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : PuTri Raina Sari
 Lembaga Pendidikan : Politeknik Negeri Bengkalis
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 22 Januari 2024
 Penempatan Unit : HUMAS
 Koord. Lapangan : Irmai Satri Arini

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	22/Jan 2024	Safety Induction	Koperasi Rumah Pintar Akadri wahid		
2.	23/Jan 2024	Pembagian Divisi Unit Menerima dan memproses Proposal masuk dari berbagai pihak stakeholder	Humas		
3.	24/Jan 2024	Menerima dan memproses Proposal masuk dari Pihak stakeholder.	Humas		
4.	25/Jan 2024	Menerima dan memproses Proposal masuk dari Pihak stakeholder	Humas		
5.	26/Jan 2024	Menerima dan memproses Proposal masuk dari Pihak stakeholder (Pendidikan,	Humas		

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation sebagai file untuk pengesahan

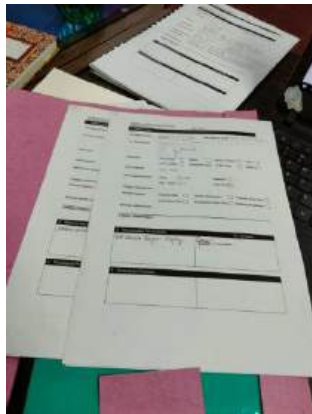
Document of the Activities	Explanation
 	<p>The first week of activities carried out is safety induction where this is done on the first day to introduce the rules in the company and introductions to employees in the division. In this week the author recorded incoming proposals/letters from various stakeholders.</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Putri Ratna Sari
 Lembaga Pendidikan : Politeknik Negeri Bengkulu
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 29 Januari
 Penempatan Unit : Humas
 Koord. Lapangan : Irmai Satri Arsih

No	Tanggal	Materi Praktek	Lokasi	Pasar pembimbing	
				Koord Lapangan	Public Relation
1.	29/1/2024	- memproses proposal masuk - membuat proposal kegiatan	Humas		
2.	30/1/2024	- memproses proposal masuk	Humas		
3.	31/1/2024	- menerima realisasi dari hasil proses proposal masuk	Humas		
4.	1/2/2024	- menerima hasil realisasi dan memproses proposal Dana ke PT Arara Abadi	Humas		
5.	2/2/2024	- pembukaan pelatihan Nopap Dual System dengan pendamping dan peserta dari berbagai instansi pendidikan	Gedung Hijau/ Gedung Utama PT- IKPP		

Document of the Activities



Explanation

The second week of activities carried out is to record incoming proposals from various stakeholders. After the proposal is processed, the proposal goes to the head of the general department and will then get a realization/note from him. In addition, this week the author also participated in the preparation and opening of the Dual System Training. Preparations made include determining the room, consumption, sound system, screen, computer and room conditions and ensuring the event runs smoothly.

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : Putri Raina Sari
 Lembaga Pendidikan : Politeknik Negeri Bengkulu
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 5 Februari
 Penempatan Unit : Humas
 Koord. Lapangan : Irena Satri Ardi

No	Tanggal	Materi Praktek	Lokasi	Peral penanggungjawab	
				Koord Lapangan	Public Relation
1.	5/2/2024	Menenma dan mempros proposal masuk	Humas		
2.	6/2/2024	- pembagian Smbako bersama kelawan tzu chi - Survey tempat pertemuan untuk PEFC International Board Member.	Tualang dan Pinang sekotang Pekanbaru		
3.	7/2/2024	- menerima kunjungan dari PEFC International Board Member. - Menaripa dan memproses proposal tmasuk	PT IKPP Perawang Humas		
4.	8/2/2024	Libur Isra' miraj	-	-	-
5.	9/2/2024	Menenma dan memproses proposal masuk	Humas		

Catatan
Lembar monitoring ini harus diserahkan ke Public Relation setiap hari senin untuk pengecekan

Document of the Activities



Explanation

In the third week, in addition to recording incoming proposals, the author participated as a tzu chi volunteer in charity activities, namely distributing basic necessities to people in need. The author also participated in a business trip with office employees to pick up guests from Jakarta who were already at the hotel to jointly confirm the meeting place to be used. In addition, the author also participated in accompanying guests from PEFC International on a visit to the company and HTI and Arboretum.

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Puji Roena Sari
 Lembaga Pendidikan : Universitas Asepri Banyuwangi
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 12 Februari
 Penempatan Unit : Humas
 Koord. Lapangan : Irmas Sastra Ardi

No	Tanggal	Materi Praktek	Lokasi	Penilaian	
				Koord Lapangan	Public Relation
1.	12/2/2024	Memproses proposal masuk ke PT. Arara	Humas	<i>[Signature]</i>	<i>[Signature]</i>
2.	13/2/2024	Menerima hasil revisi dan mengirimkan proposal ke PT. Arara untuk diproses. Pertemuan koordinasi CMC Perencanaan RUM	- Humas - PT. Arara - Gedung HJen/ - Gedung Utama	<i>[Signature]</i>	<i>[Signature]</i>
3.	14/2/2024	Libur pemitu	-	-	-
4.	15/2/2024	Menerima hasil revisi proposal masuk. Menerima dan memproses proposal masuk	Humas	<i>[Signature]</i>	<i>[Signature]</i>
5.	16/2/2024	Mut serta dalam kegiatan ABS (Ayo Belajar Smart) Survey calon pasien	SD YPPI	<i>[Signature]</i>	<i>[Signature]</i>

Catatan
 Lembar monitoring di hangg diarahkan ke Public Relation setiap hari senin untuk pengesahan

Document of the Activities



Explanation

Fourth week The author became a tzu chi volunteer in ABS activities, this activity was carried out at YPPI Elementary School and what was done was teaching. In addition, the author also participates in conducting surveys to patients homes who are prospective patients who will be assisted by the Buddhist tzu chi foundation.

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Duani Ratna Sari
 Lembaga Pendidikan : Politeknik Negeri Bengkulu
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktek : 19 Februari
 Penempatan Unit : Humas
 Koord. Lapangan : Irmay Septi Ardi

No	Tanggal	Materi Praktek	Lokasi	Petaf penyalahabuan	
				Koord Lapangan	Public Relation
1.	19/2/2024	Memproses proposal masuk	Humas		
2.	20/2/2024	- Menerima dan memproses proposal masuk - Monitoring UMRN Binaan "Dapoer Khadijah"	Humas Garuda Sakti		
3.	21/2/2024	Menerima dan memproses proposal masuk	Humas		
4.	23/2/2024	- Membantu pekerjaan di kantor - Mill Trip bersama mahasiswa dan siswa magang d BPPM PT Arara Abadi	- Humas - Cut size		
5.	28/2/2024	- Membantu pekerjaan di kantor. - Menerima dan memproses proposal masuk	Humas		

Document of the Activities



Explanation

The fifth week the author participated in monitoring MSMEs assisted by CSR PT Indah Kiat Pulp and Paper Tbk Perawang Factory (*Dapoer Khadijah*). Another activity is to accompany students and students from BPPM PT Arara Abadi in Mill Trip activities at Home Cut Size..

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : DUTRI RATNASARI
 Lembaga Pendidikan : POLITEKNIK NEGERI BANGKALIA
 Jurusan/Prodi : ADMINISTRASI UMUM / ADMINISTRASI SUMBER INTERNASIONAL
 Tanggal Praktek : 20 Februari
 Penempatan Unit : HUMAS
 Koord. Lapangan : IRMA SASTRI AESTH

No	Tanggal	Materi Praktek	Lokasi	Paraf Penanggung Jawab	
				Koord Lapangan	Publik Relation
1.	26/2/2024	- Menerima dan memproses Proposal masuk	Humas		A
2.	27/2/2024	Menerima dan memproses Proposal masuk	Humas		A
3.	28/2/2024	- Menerima dan memproses Proposal masuk. - Kunjungan Customer Paper ke UMKH Binaan	- Humas - BPPM		A
4.	29/2/2024	- Membantu Pekerjaan di Kantor - Mengikuti perlombaan ABS dan Lomba Dai'	- Humas - Pekanbaru		R
5.	1/3/2024	Menerima dan memproses Proposal masuk. - Kegiatan ABS bersama Kelawan tzu chi	Humas SD YEP1		A

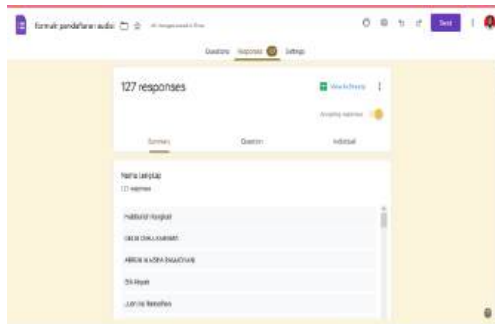
Document of the Activities	Explanation
   	<p>The sixth week activities carried out were customer assistance to the fostered umkm (cowshed & utilization of straps). In addition, the purchase of milk and snacks for ABS tzuchi activities.</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : PUTRI RATNA SARI
 Lembaga Pendidikan : POLITEKNIK NEGERI SURABAYA
 Jurusan/Prodi : ADMINISTRASI ANGGA / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 4 MARET 2024 - 8 MARET 2024
 Penempatan Unit : HUMAS / PUSKAS RELATON
 Koord. Lapangan : KEMAL SASTRI ARDI

No	Tanggal	Materi Praktek	Lokasi	Polaritas	
				Koordinat Lapangan	Public Relation
1.	4/3/2024	* Memproses Proposal Masuk * monitor pendaftaran Peserta Da'i di gform	Humas	☑	☑
2.	5/3/2024	* Menerima dan memproses Proposal masuk * Prepara untuk kegiatan Audit: Da'i	Humas Rumah Pintar	☑	☑
3.	6/3/2024	* Persiapan /gladi resik untuk pembukaan Audit: * Rekap form peserta da'i g-form * Menyusun Jadwal Audit:	Rumah Pintar	☑	☑
4.	7/3/2024	* Menerima dan memproses Proposal masuk * pembukaan Audit: * Rekap data Peserta dan membuat Jadwal tampil	Humas Rumah Pintar	☑	☑
5.	8/3/2024	* Menerima dan memproses Proposal masuk * Rekap Berita yang telah di up media	Humas	☑	☑

Document of the Activities



Explanation

The seventh week created a registration link and monitored the registration that had been recorded on google form. Preparing for the opening of the audition and being an admin in audition activities during the audition

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : DURI RATNA SARI
 Lembaga Pendidikan : POLITEKNIK ANGGKA BANGKALAI
 Jurusan/Prodi : ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 11 MARET 2024 - 15 MARET 2024
 Penempatan Unit : HUMAS / PUBLIC RELATION
 Koord. Lapangan : IRMAI SASTRI APRIH




No	Tanggal	Materi Praktek	Lokasi	Paraf penanggungjawab	
				Koord Lapangan	Public Relation
1.	11/3/2024	LIBUR HARI KAYA NYAPI	-	-	-
2.	11/3/2024	* Memproses proposal masuk ke PT. Arara * Mengantar Dokumen	Humas Arara		
3.	12/3/2024	* Persiapan Seleksi Audisi * Audisi (seleksi) * Menyusun form pendaftaran Audisi * Menyusun kembali jadwal tampil Seleksi Audisi Da'i	Rumah Pintar		
4.	14/3/2024	* Seleksi Audisi Da'i *	Rumah Pintar		
5.	15/3/2024	* Seleksi Audisi Da'i * Mc seleksi Audisi Da'i	Rumah Pintar		

Document of the Activities	Explanation
    	<p>The eighth week of activities carried out was the implementation of the Dai Gen-Z audition selection.</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : ELMI FATMA SARI
 Lembaga Pendidikan : COLLEGE MIKRO BANGKAU
 Jurusan/Prodi : ADMINISTRASI HUMAS / AB
 Tanggal Praktek : 10 - 22 MARET 2024
 Penempatan Unit : HUMAS
 Koord. Lapangan : EMAL ZATRI AFSILI

No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1.	10/3/2024	* Menerima dan memproses proposal masuk * pengambilan Dokumen	Humas		
2.	17/3/2024	* Menerima dan memproses proposal masuk * membuat daftar nama peserta audi	Humas		
3.	10/3/2024	* membuat daftar abden peserta dai a lembaf penitaram * persiapan barang untuk Dekorasi	Humas		
4.	11/3/2024	* Menerima 2 memprose proposal masuk * telephone banding * Rekap absensi	Humas		
5.	21/3/2024	* Menerima 2 memprose proposal masuk * processing proposal clana ke PT AA * Partipan final muba	Humas PT-AA		

Document of the Activities	Explanation
  	<p>The ninth week, in addition to recording and processing incoming proposals, the author also carried out several other activities as shown in the figure..</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK











Nama : PURBI RAJWA SARI
 Lembaga Pendidikan : POLITEKNIK KEMAHIRAN BENGKALIS
 Jurusan/Prodi : ADMINISTRASI RIAGA (ADMINISTRASI BUMU INTERNASIONAL)
 Tanggal Praktek : 25 MARET - 29 MARET 2024
 Penempatan Unit : HUMAS
 Koord. Lapangan : LEMAI SASTRI ARSIH

No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1.	24/3/2024	* Menahami dan memproses proposal masuk	Humas		
2.	26/3/2024	* Menerima dan memproses proposal masuk * meeting bersama Anggota Humas * Pembinaan Kaban dan Debarbanu * meeting bersama Mus Andre cafe	Humas R. Uokasi Debarbanu		
3.	27/3/2024	* survey calon penerima bantuan sembako dari PT. CIA * membuat surat Keputusan (SK)	Area Ji-Pipa Humas		
4.	28/3/2024	* Menahami dan memproses proposal masuk ke PT. AA Kuntungan Industri Dosen UNILAK & Polbeng	Humas PT. IAPP		
5.	29/3/2024	* Partisipan kegiatan Buka Bersama Pemkab Siak & Masyarakat	Aula Bumi		

Document of the Activities	Explanation
    	<p>The ten week The author conducted a meeting with employees in the public relations division regarding the open event with the Siak Regency Government and the community as well as the closing of the Dai audition on the 30th. This week the author also participated in assisting the industrial visits of UNILAK and Polbeng lecturers</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : DUTRI RATNA SARI
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALU
 Jurusan/Prodi : ADMINISTRASI HUMAS / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 1 APRIL - 5 APRIL 2024
 Penempatan Unit : HUMAS
 Koord. Lapangan : IRMAI SASTRI ARSIH

No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1.	1/4/2024	* Belanja persiapan untuk santunan anak yatim (tzu chi) * Meeting bersama Pwi kab siak	HUMAS Sidomareh		
2.	2/4/2024	* Menerima dan memproses proposal masuk * Rekap data anak yatim * Pertemuan dgn mhs	Humas Pekabaru		
3.	3/4/2024	* memproses proposal masuk. * Pembagian sembako bersama relawan tzu chi * Packing parcel	Humas Rumpin Humas		
4.	4/4/2024	* Menerima proposal masuk * Pembelian bingkisan untuk santunan anak yatim * Pertemuan dengan mahasiswa	Humas Pekabaru		
5.	5/4/2024	* santunan anak yatim bersama relawan tzu chi * menerima proposal masuk * Telephone handiing * Dettu Dokumen	-Rumpin -Humas -Gedung Hijau		

Catatan
 Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

Document of the Activities	Explanation
	<p>The eleventh week, the author had quite a lot of activities, including buying groceries and items to distribute to the poor and donate to orphans, after which doing the distribution. The author also made parcels for some people as souvenirs.</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : Putri Ratna Sari
 Lembaga Pendidikan : Politeknik Kertajati Bandung
 Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional
 Tanggal Praktikum : 10 April - 19 April 2024
 Instansi/Tempat Unit : INDAH
 Koord. Lapangan : Lenny Satrio Dewi

No	Tanggal	Materi Praktikum	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1.	10/4/2024	Elm Laboratorium	-	-	-
2.	16/4/2024	* Menentukan dan mempersiapkan proposal marketing * Telephone banding	Humas	f	f
3.	17/4/2024	mempreses proposal marketing	Humas	f	f
4.	18/4/2024	mempreses proposal marketing	Humas	f	f
5.	19/4/2024	* Rapat Berita Day * Pembukaan magang Kerja	Humas PT. Indah Kiat	f	f

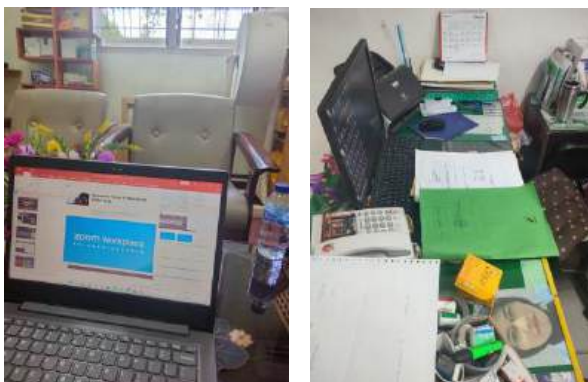
Document of the Activities	Explanation
  	<p>The twelve week writer processed incoming proposals, while also participating in the opening of the first batch of internships.</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : PURI BATIA SARI
 Lembaga Pendidikan : POLITEKNIK NEGERI SURABAYA
 Jurusan/Prodi : ADMINISTRASI MANAJEMEN / A&I
 Tanggal Prakték : 22 - 26 APRIL 2024
 Penempatan Unit : HUMAS
 Koord. Lapangan : LEMAU SATEL APSIH

No	Tanggal	Materi Praktek	Lokasi	Paraf Pembimbing	
				Koord Lapangan	Public Relation
1.	22/4/2024	* menerima dan memproses proposal masuk. bersama masyarakat P&B terkait PROKLIM	Humas Kolam Renang		
2.	23/4/2024	Menerima dan memproses proposal masuk	Humas		
3.	24/4/2024	* menerima dan memproses proposal masuk * meeting bersama (KAMI)	Humas Perdana Raya		
4.	25/4/2024	* memproses proposal masuk * telephone handling * persiapan zoom meet BISRA	Humas		
5.	26/4/2024	* meeting melalui zoom bersama TOP CSR * menerima dan memproses proposal masuk	Rumpin Humas		

sDocument of the Activities



Explanation

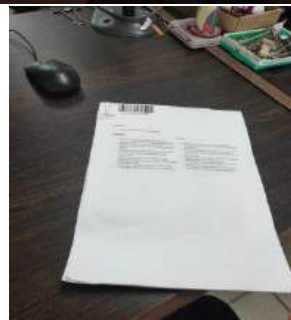
The thirteenth week, prepare zoom meet TOP CSR Award, and zoom meet BISRA

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : DURI RATNA SRI
 Lembaga Pendidikan : POLITEKNIK ANGKAS BANGSA
 Jurusan/Prodi : ADMINISTRASI AKRAB / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 29 APRIL - 3 MEI 2024
 Penempatan Unit : HUMAS / PK
 Koord. Lapangan : IRMAI CASTRI ANEIH

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	29/4/2024	* Menerima dan memproses Proposal masuk	HUMAS		
2.	30/4/2024	* Menerima dan memproses Proposal masuk	HUMAS		
3.	1/5/2024	LIBUR HARI BURUH INTERNASIONAL	-	-	-
4.	2/5/2024	* menerima dan memproses Proposal masuk * Rekap price list tender * scan dokumen	HUMAS		
5.	3/5/2024	* menerima dan memproses Proposal masuk	HUMAS		

Document of the Activities



Explanation

The fourteenth week The writer predominantly carries out activities to record incoming proposals, the writer also scans bacodes related to payment documents.

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : DINI RATNA SARI
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
 Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 6 Mei 2024 - 10 Mei 2024
 Penempatan Unit : HUMAS / PR
 Koord. Lapangan : LEMAH SAKTI ARIFIN

No	Tanggal	Materi Praktek	Lokasi	Petal Penitinding	
				Koord Lapangan	Public Relation
1.	6/5/2024	* Menerima dan memproses proposal masuk * Memproses proposal masuk ke PT-AA * Distribusi Dokumen * Belap Berita	HUMAS HUMAS PT-AA Gedung Utama Humas		
2.	7/5/2024	* Menerima dan memproses proposal masuk * scan barcode dokumen * Payment (Rp)	HUMAS Gedung Utama		
3.	8/5/2024	* menerima dan memproses proposal masuk * Design logo baju May day * Meeting bersama tim company profile * Antar Doc ke Accounting	HUMAS Acasia Room meet Accounting		
4.	9/5/2024	LIBUR KEMERIAHAN ISA AL MASH	-	-	-
5.	10/5/2024	* Menerima proposal masuk * scan barcode document * Payment * Meeting bersama Tim company profile	HUMAS SSC space Jati Room meet		

Document of the Activities



Explanation

The fifteenth week, the writer received and processed proposals, scanned barcodes for payment documents, and designed logos for the May Day committee uniforms.

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : DUTRI RATNA SARI
 Lembaga Pendidikan : DOLITE PUBLIS NEGEM1 BENGKALIS
 Jurusan/Prodi : ADMINISTRASI, AKSIKRA / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 15 Mei - 19 Mei 2024
 Penempatan Unit : HUMAS / DK
 Koord. Lapangan : IRMAWI SRIATI ARSINI


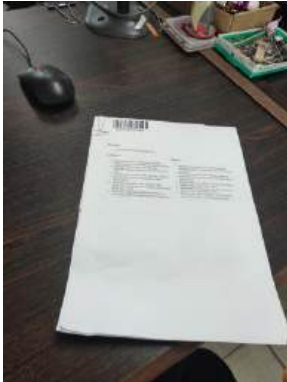
No	Tanggal	Materi Praktek	Lokasi	Pusat pembelajaran	
				Koord Lapangan	Public Relation
1.	13/5/2024	* menerima dan memproses proposal masuk * telephone handling office * Berdiskusi bersama Tim Company Profile	HUMAS	☑	☑
2.	14/5/2024	* Menerima dan memproses proposal masuk * pengambilan 2 operator sebagai karyawan utk tamu * Bergabung dalam Tim Syuting Company Profile	HUMAS Pr-AA Part operation & Forestry Baku Puntung	☑	☑
3.	15/5/2024	* Scan document Barcode Payment (TR) * Bergabung dalam Tim Shooting Company Profile	SSC SPARE wp @ Water Treatment Arboretum	☑	☑
4.	16/5/2024	* Menerima dan memproses proposal masuk * membantu membuat surat pernyataan	HUMAS	☑	☑
5.	19/5/2024	* Menerima dan memproses proposal masuk * ikut serta dalam kegiatan ADS bersama Karyawan dan ahli pemasaran	HUMAS SDS YPPI	☑	☑

Document of the Activities	Explanation
	<p>The sixteenth week, the author participated in the team in order to create a company profile</p>

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : PUREI RATNA SARI
 Lembaga Pendidikan : POLITEKNIK NEGERI BENGALIS
 Jurusan/Prodi : ADMINISTRASI AKASA/ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 20 MEI 2024 - 24 MEI 2024
 Penempatan Unit : HUMAS / PR
 Koord. Lapangan : IGNAS SATTI ARDI

No	Tanggal	Materi Praktek	Lokasi	Peralaksanaan	
				Koors Lapangan	Pada Relator
1.	20/5/2024	* Menerima Proposal * Rangkap serta warna mayday * Pengantaran dokumen yang di kirim * Pembuatan struktur buku	HUMAS RDS VARI Humas	§	§
2.	21/5/2024	* Menerima dan memproses * proposal masuk * Memproses foto dokumen * Scan barcode document * Payment	HUMAS space SEC HRS PA	§	§
3.	22/5/2024	* Menerima proposal masuk * Scan documents itu di	HUMAS	§	§
4.	23/5/2024	LIBUR HARI RAYA WAHAIK	-	-	-
5.	24/5/2024	* Menerima proposal * masuk * Telephone Handling	HUMAS	§	§

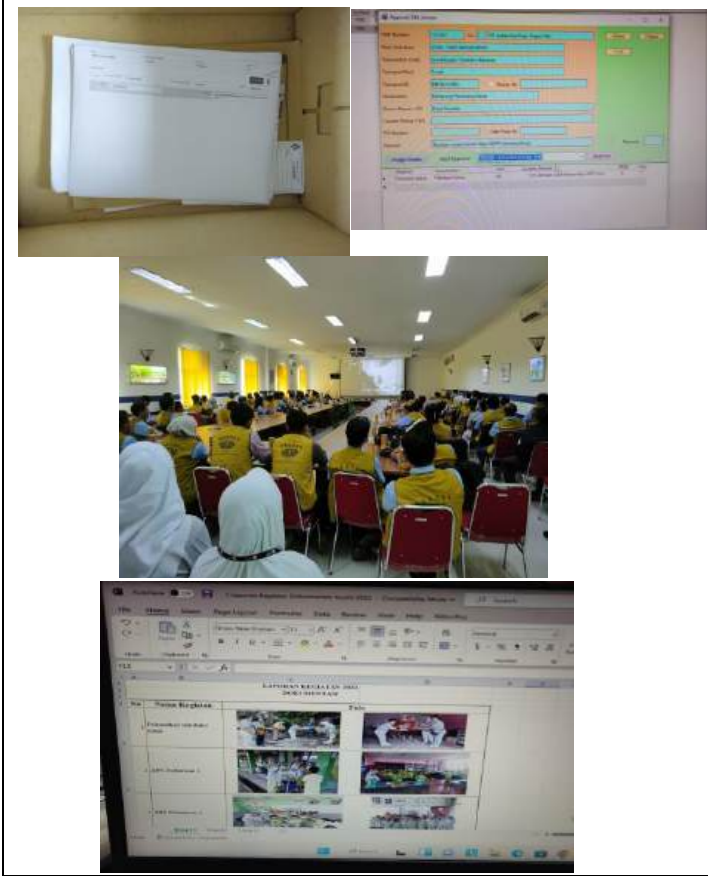
Document of the Activities	Explanation
 	<p>The 17 week , menerima dan memproses proposal masuk, dan scan barcode dokumen pembayaran</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : DITA RATNA SARI
 Lembaga Pendidikan : BOJONEGARA AKADEMI SENI BAKRAF
 Jurusan/Prodi : ADMINISTRASI KEMAS/ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 21 April 2024
 Penempatan Unit : HUMAS/PR
 Koord. Lapangan : KEVALI SARTAS AESTH

No	Tanggal	Materi Praktek	Lokasi	Poin-poin yang	
				Koreksi Lapangan	Publik
1.	19/4/2024	* Mengetahui dan Menproleh Draft proposal rencana * Pengantar dan pengantar dokumen	HUMAS Gedung Utama/ Gedung HJMU	✓	✓
2.	20/4/2024	* Mengetahui proposal akhir dan menyerahkan proposal * Nilai 5000 dalam Perhitungan tzu chi Abu Daud * Scan barcode dokumen TP	HUMAS SCOPYING ROOM SPOKE SSC HP 3FA	✓	✓
3.	25/4/2024	* Mengetahui proposal akhir dan menyerahkan proposal * Nilai 5000 dalam Perhitungan tzu chi Abu Daud * Scan barcode dokumen TP	HUMAS SPOKE SSC HP 3FA KEMERDIA	✓	✓
4.	30/4/2024	* Mengetahui proposal akhir dan menyerahkan proposal * Nilai 5000 dalam Perhitungan tzu chi Abu Daud * telephone handling	HUMAS SPOKE SSC HP 3FA	✓	✓
5.	31/4/2024	* Mengetahui proposal akhir dan menyerahkan proposal * Nilai 5000 dalam Perhitungan tzu chi Abu Daud * Scan barcode dokumen TP	HUMAS SPOKE SSC HP 3FA	✓	✓

Catatan
 Lembar monitoring ini harus diserahkan ke Public Relation setiap hari untuk pengesahan

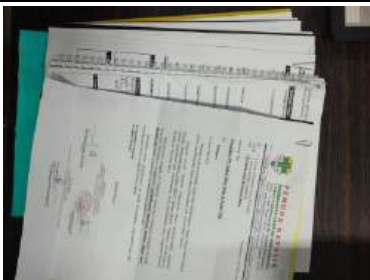

Document of the Activities	Explanation
	<p>The eighteen week, The author carried out document delivery activities, helped approve PBK, participated in tzu chi training activities and made tzu chi activity reports for the 2022-2024 period.</p>

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : DITRI RATNA SARI
 Lembaga Pendidikan : COLLEGE OF BUSINESS, BEKRAFALIA
 Jurusan/Prodi : ADMINISTRASI BISNIS / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 5 JUNI - 7 JUNI 2024
 Penempatan Unit : HUMAS/PR
 Koord. Lapangan : IRMA SACTI ARDI











No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	5/6/2024	* menerima dan memproses proposal * getting ready, mengantar foto ke HRD ruang yang baru	Humas	<i>[Signature]</i>	<i>[Signature]</i>
2.	6/6/2024	* menerima proposal masuk * Resap beres ca 2024 * Delivery Dokumen	Humas Gedung Utama	<i>[Signature]</i>	<i>[Signature]</i>
3.	7/6/2024	* menerima dan memproses proposal masuk * Memeriksa Dokumen - dokumen lama untuk diarsipkan dan diupdate	Humas	<i>[Signature]</i>	<i>[Signature]</i>
4.	7/6/2024	* menerima proposal masuk * Backup Beres Top one * Mengantar & mengantar dokumen	Humas Gedung Utama PT-IPPP	<i>[Signature]</i>	<i>[Signature]</i>
5.	7/6/2024	* menerima Proposal masuk * scan beres document * pengantar proposal		<i>[Signature]</i>	<i>[Signature]</i>

Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari serta untuk pengesahan

Document of the Activities	Explanation
	The nineteen week, the author conducts proposal acceptance.
	Eating together after doing mutual cooperation and rearranging the room

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : PUTRI RATNA SARI
Lembaga Pendidikan : POLITEKNIK NEGERI BENGKALIS
Jurusan/Prodi : ADMINISTRASI NIAGA / ADMINISTRASI BISNIS INTERNATIONAL
Tanggal Praktek : 10 JUNI - 14 JUNI 2024
Penempatan Unit : HUMAS / PR
Koord. Lapangan : IRMA SASTRI ARSIH

No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	10/6/2024	* Menerima Proposal masuk dari instansi pendidikan * sebagai Pelayanan * scan barcode doc Payment * Membuat Database Proposal masuk	Humas ssc spoke Humas		
2.	11/6/2024	* Menerima proposal masuk * Mengunjungi Tanaman Jagung * Pengantaran Dokumen	Humas PPTM Gedung hijau		
3.	12/6/2024	* Menerima Proposal masuk * Survey lokasi yang akan diverifikasi (PROKLIM) * Menerima kunjungan/monitor dari dosen Polbens	Humas Kamp. PSB Humas		
4.	13/6/2024	* Program Kampung Iklim (verifikasi)	Kampung Pinang Sebatang barat		
5.	14/6/2024	* Menerima & memproses Proposal masuk * Administrasi pelayanan * Menerima dan memproses Proposal masuk dari PT-AA	Humas		

Catatan
Lembar monitoring ini harap diserahkan ke Public Relation setiap hari senin untuk pengesahan

Document of the Activities	Explanation
	<p>The twenty week , The author has full activities related to PROKLIM (<i>Program Kampung Iklim</i>) which is in the verification stage. Survey the place to be verified whether it is safe or there are shortcomings, in this case accompanied by APP.</p>

**MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK**

Nama : DUTRI RATNA SARI
 Lembaga Pendidikan : POLITEKNIK NEGERI BANGKALU
 Jurusan/Prodi : ADMINISTRASI ALUMAH / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 19 JUNI - 21 JUNI 2024
 Penempatan Unit : HRMS / HR
 Koord. Lapangan : IKOMI SATRI MATH



No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koordin Lapangan	Publik Relation
1.	13/6/2024	Hari Raya Idul Adha	-	-	-
2.	14/6/2024	* Menerima proposal masuk * Administrasi Pelayanan * Tambah * Telephone Handling	Humas	<i>[Signature]</i>	<i>[Signature]</i>
3.	19/6/2024	izin sakit	-	-	-
4.	20/6/2024	* Menerima dan * Memulai proses proposal * Memulai proses * Memulai data perusahaan * Magang	Humas PT IN Humas	<i>[Signature]</i>	<i>[Signature]</i>
5.	21/6/2024	* Menerima proposal masuk * Dan pelaksanaan dokumen * Membuat surat komapan/ * undangan untuk peserta * Lois magang kerja	Humas Badang utama Humas	<i>[Signature]</i>	<i>[Signature]</i>

Document of the Activities	Explanation
	<p>The twenty one week , Receiving proposals with funds as well as processing, Delivery of payment documents for open TP, making a summary of MSME data</p>

MAGANG INDUSTRI
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG
MONITORING PELAKSANAAN KERJA PRAKTEK

Nama : PUTEI RATNA SARI
 Lembaga Pendidikan : POLITEKNIK NEGERI SINGARAJATI
 Jurusan/Prodi : ADMINISTRASI SIAGA / ADMINISTRASI BISNIS INTERNASIONAL
 Tanggal Praktek : 24 JUNI - 28 JUNI 2024
 Penempatan Unit : HUMAS / CSR
 Koord. Lapangan : IBRAHIM SASTRI ABEN







No	Tanggal	Materi Praktek	Lokasi	Paraf pembimbing	
				Koord Lapangan	Public Relation
1.	14/6/2024	* Menerima Proposal masuk * Pengambilan dan Pengambilan document * Administrasi Pengawasan Tamu * Pemilahan document lama	Humas Gedung Hujan Humas		
2.	16/6/2024	* Menerima & memproses Proposal masuk * Data Dokumen & Scan Barcode document Payman	Humas SSC Space		
3.	26/6/2024	* Prepare document tamu * Menerima proposal masuk * Administrasi Pelayanan Tamu * Membuat laporan Kp	Admin Room Humas		
4.	27/6/2024	* Menerima Proposal masuk * Eksek document Payman untuk siap administrasi * Membuat laporan Kp	Humas		
5.	28/6/2024	* Menerima Proposal masuk * presentasi laporan KPL	Humas		

Document of the Activities	Explanation
 	<p>The twenty two Week, processing incoming proposals, and presentation of a 22-week internship at PT Indah Kiat Pulp and Paper Tbk. Perawang Mill</p>

Appendix 7: Revision Sheet

**REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV
STUDY PROGRAM
STATE POLYTECHNIC BENGKALIS**

Name : Putri Ratna Sari
 Student's Identify No : 5404201308
 Apprenticeship Place : PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill
 Advisor : Hutomo Atman Maulana, S.Pd., M.Si

No.	Date	Revision	Advisor Initials
1	10 July 2024	- Correct the name in the acknowledgment - Change the sentence D IV to Bachelor of Degree	
2	12 July 2024	Create a flowchart for each job description process	
3	15 July 2024	Improve in the problem obstacle and solution with scientific	
4	17 July 2024	Change the suggestion section	
5	19 July 2024	Perbaikan program skripsi Complete Appendix	
6	19 July 2024	ACC <u>valid</u>	

Bengkalis July 19, 2024

Advisor



Hutomo Atman Maulana, S.Pd., M.Si
 NIP. 198908312018031001