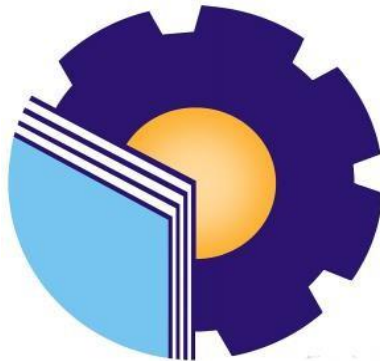


APPRENTICESHIP REPORT

**PT PERTAMINA INTERNATIONAL REFINERY UNIT II
DEPARTMENT HUMAN CAPITAL
DUMAI**

**NURHASIDA
5404201292**



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

2024

APPROVAL SHEET

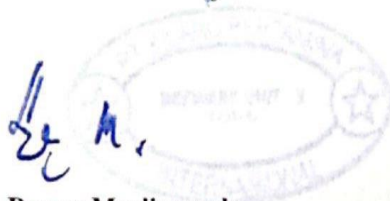
PT. KILANG PERTAMINA INTERNATIONAL
REFINERY UNIT II DUMAI
Written as one of the conditions for completing Apprenticeship

NURHASIDA
5404201292

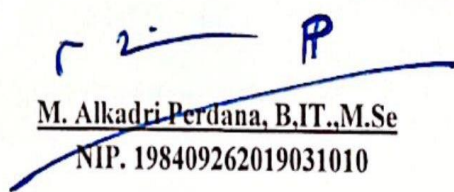
Dumai, June 28th, 2024

Manager of Human Capital
PT. Kilang Pertamina International
Refinery Unit II Dumai

Advisor
International Business
Administration



Donny Marliansyah
Nopeg. 88024765


M. Alkadri Perdana, B.IT., M.Se
NIP. 198409262019031010

Approved by,
Head of Study Program
International Business Administration



Wan Junita Raffah, B.Sc., M.Ev., Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

Gratitude is extended to the presence of Allah SWT for His benevolence and blessings, enabling the successful execution and completion of the activities and reports during this job training. This practical experience constitutes a crucial component for students of Bengkalis State Polytechnic in fulfilling their academic requirements towards attaining an applied bachelor's degree in the International Business Administration Study Program, under the Business Administration Department. Additionally, the author extends blessings and salutations to the esteemed Prophet Muhammad SAW, whose teachings serve as a guiding light for Muslims worldwide.

1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as the Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati, S. ST., MT as a Head of Department of Business Administration.
4. Ms. Wan Junita Raflah, as Head of International Business Administration study program.
5. Mr. M. Alkadri Perdana, B.IT., M.Sc. as the Apprenticeship Coordinator and Apprenticeship Advisor.
6. Mr. Donny Marliansyah as Manager Human Capital PT Kilang Pertamina International RU II.
7. Ms. Widi Hastuti Ridhani as Business Partner as well as apprenticeship advisor in the Human Capital Department PT Kilang Pertamina International RU II Dumai.
8. All Employees in the Human Capital at the Main Office of PT Kilang Pertamina International RU II Dumai

9. Especially for my Father Saryan and my Mother Sabariah who have given a lot of sacrifice, support, prayers, time, energy and materials to help and provide convenience during lectures to realize the ideals for them.
10. Dear brothers and sisters Rini Maryani, Diana Anisa, Sonia, M. Solihin, Muhammad Yusman who always give encouragement, support and advice in completing my study on time.
11. Friends at State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation while completing this final project.

The Author realizes that in the preparation of this apprenticeship report is still far from perfect, both in terms of preparation, language and writing. Therefore, the author highly expects criticism and constructive suggestions to become a reference for writers in the future. Hopefully this apprenticeship report is useful for both writers and readers.

Dumai, 28 Juni 2024

NURHASIDA
5404201315

TABLE OF CONTENTS

APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	v
LIST OF TABLES	vi
LIST OF FIGURES	vii
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship	4
CHAPTER II GENERAL DESCRIPTION OF COMPANY	4
2.1 Company Profile	5
2.2 Logo PT Kilang Pertamina	9
2.3 Visi and Misi PT Kilang Pertamina Internasional RU II	9
2.4 Kind of Apprenticeship	9
2.5 Organization Structure	10
2.6 Job Description of Apprenticeship	13
CHAPTER III SCOPE OF THE APPRENTICESHIP	15
3.1 Job Description	14
3.2 System and Procedures	15
3.3 Place of Apprenticeship	18
3.4 Time of Apprenticeship	19
3.5 Description of the Activity	19
3.6 Obstacles and Solution	28
3.6.1 Obstacles	29
3.6.2 Solution	29
CHAPTER IV CONCLUSION AND SUGGESTION	30
3.1 Conclusions	30
3.2 Suggestion	30
REFERENCES	32

LIST OF TABLES

Table 3. 1 Working Hours Schedule	19
Table 3. 2 Daily Activity of March 01 st , 2024 to March 08 th , 2024	20
Table 3. 3 Daily Activities of March 11 th , 2024 to March 15 th , 2024	21
Table 3. 4 Daily Activities of March 18 th , 2024 to March 22 th , 2024	22
Table 3. 5 Daily Activities of March 25 th , 2024 to March 29 th , 2024	23
Table 3. 6 Daily Activities of April 01 st , 2024 to April 05 th , 2024	23
Table 3. 7 Daily Activities of April 08 th , 2024 to April 12 th , 2024	24
Table 3. 8 Daily Activities of April 15 th , 2024 to April 19 th , 2024	24
Table 3. 9 Daily Activities of April 22 th , 2024 to April 26 th , 2024	25
Table 3.10 Daily Activities of April 29 th , 2024 to Mei 03 rd , 2024	25
Table 3.11 Daily Activities of May 06 th , 2024 to May 10 th , 2024	26
Table 3.12 Daily Activities of May 13 th , 2024 to May 17 th , 2024	26
Table 3.13 Daily Activities of May 20 th , 2024 to May 24 th , 2024	27
Table 3.14 Daily Activities of May 27 th , 2024 to May 31 th , 2024	27
Table 3.15 Daily Activities of June 03 rd , 2024 to June 07 th , 2024	27
Table 3.16 Daily Activities of June 10 th , 2024 to June 14 th , 2024	28
Table 3.17 Daily Activities of June 17 th , 2024 to June 21 th , 2024	28
Table 3.18 Daily Activities of June 24 th , 2024 to June 28 th , 2024	28

LIST OF FIGURES

Figure 2. 1 Logo PT Kilang Pertamina Internasional.....	7
Figure 3. 1 Recapitulation of Overtime for TAD RU II	17
Figure 3. 2 Maps Corection of Company Office House.....	18
Figure 3. 3 Induction of Apprenticeship Student.....	19
Figure 3. 4 Document TKO.....	20
Figure 3. 5 Making PPT for Socialization of Career Path.....	21
Figure 3. 6 BPA and BPS Interviews Activities.....	22
Figure 3. 7 Location of PT KPI.....	25
Figure 3. 8 Main Office RU II.....	25