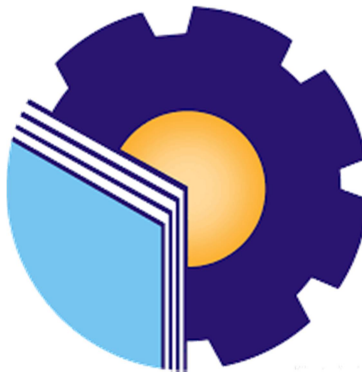


APPRENTICESHIP REPORT

**PT. INDONESIA COMENTS PLUS
(ICON+)**



Novalia Ramadani
5404201278

**INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION
DEPARTMENT STATE POLYTECHNIC OF
BENGKALIS BENGKALIS-RIAU
2024**

APPRENTICESHIP REPORT

**PT. INDONESIA COMENTS PLUS
(ICON+)**

Written as one of the conditions for completing Job Training

Novalia Ramadani
5404201278

Bengkalis, Juni 28, 2024

**Manager Business and Enterprise
Service**




Ridwansyah Putra S.M
NIP. 982300091CN

Advisor



Adrian Irnanda Pratama, S.Soc., M.B.A
NIP.98911172019031012

Approved by,
The head of International Business Administration Study Program
State Polytechnic of Bengkalis



Wan Junita Ruffah, B.Dc., M.Ec.Dev
NIP. 1984061420183200

PREFACE

Praise and gratitude the author prays to the presence of Allah SWT who has bestowed His mercy and grace so that the author can complete the writing of this practical work report. This practical work report was prepared based on the implementation of practical work that the author carried out at PT Indonesia Comnets Plus (Icon+) from March 4 to June 28 2024.

In the implementation of this practical work the author seeks to gain knowledge, insight and skills regarding administration that has been obtained in collage and systems in the world of work as much as possible by utilizing the facilities provided by the company.

The authors also express their gratitude to all employees of PT Indonesia Comnets Plus (Icon+) who are very kind, friendly and accept the authors to join and have an opportunity to become one of the family members of PT Indonesia Comnets Plus (Icon+).

In compiling this apprenticeship report, the author realize that without the guidance from various parties this apprenticeship report cannot be completed in a specific time, so the authors want to thank all the those who have been involved and assisted the author. Related parties include:

1. Mr. Johny Custer, S.T.MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati, M.Si as head of the Department of Commerce Administration.
4. Ms. Wan Junita Raflah, B.Sc., M.Ec.Dev as Chair of the International Business Administration Study Program.
5. Mr. Alkadri Perdana, B.IT., M.Si as the Coordinator apprenticeship.
6. Mr. Adrian Irnanda Pratama, as lecturer supervisor of Practical Work Writers.
7. Mr. Mussa pasarimbu as the Branch Manager of PT Indonesia Comnet

9. Especially for both parents Mustakim and Azizah 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. No words can replace all the love, effort, support, and prayers that have been poured out for the completion of this job company. I hope my parents will always be happy and proud of me.
10. To my beloved family, especially my brothers and sisters Farida Hanum, Siti Nurhidayah, Zulkarnain, Masitah, Halim Rusdan who have supported me all this time, thank you very much for your help and prayers in any way so that I can complete this thesis.
11. For my best friends Nurhanisyak, Melisa, Sonia Elvika, Fatihatus Soleha and comrades in arms. Thank you so much for helping me in completing this thesis.
12. All employees of PT Indonesia Connets Plus (Icon +).
13. All parties who have helped the writer during the practical work that the author cannot mention one by one.

With the limited time and ability, the authors realize that in writing this report there are still many shortcomings. Therefore, the authors highly expect all suggestions and constructive critics as lessons for the future, hopefully this report can be useful for readers.

Bengkalis, 31 June 2024



Novalia Ramadan
5404201278

TABLE OF CONTECT

COVER.....	i
VALIDATION FORM.....	ii
PREFACE	iii
TABLE OF CONTENTS.....	v
LIST OF FIGURE.....	vi
LIST OF TABLE.....	vii
LIST OF APPENDICES.....	xi
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship.....	2
1.3 Uses of Filedwork Practice.....	2
1.4 Field Work Practice Sites.....	3
1.5 Field Work Practice Implementation Schedule.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company History	4
2.2 Vision and Mission.....	5
2.3 Kind of Business	6
2.4 Organization Structure	9
2.5 Document Used for Activity	10
CHAPTER III SCOPE OF THE APPRENTICESHIP	13
3.1 Job Description.....	13
3.2 Place of Apprentichesip.....	13
3.3 Obstacles and Solution	17
CHAPTER IV CONCLUSIONS AND SUGGESTIONS.....	18
4.1 Conclusions.....	18

4.2	Suggestions	18
	REFERENCES	19
	APPENDICES	49