

# **APPRENTICESHIP REPORT**

**PT. RIFAN FINANCINDO BERJANGKA**

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ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS**

**2024**

**APPROVAL SHEET**

**PT. RIFAN FINANCINDO BERJANGKA**

Written as one of the conditions for completing Apprenticeship

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Pekanbaru, June 05<sup>th</sup>, 2024

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## PREFACE

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed practical work reports that the authors do at PT. Riau Semesta Biomassa on time, namely from February 01<sup>st</sup> 2024 until May 31th, 2024.

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

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During the apprenticeship at PT. Ekasapta Paramita Energi Stockpile Buton many lessons and knowledge that the writer gained from employees in the

office. Despite all that, the author also realized there are still many mistakes in process of writing this report. Therefore, we are happy to accept any suggestions or input and criticism from readers. Hopefully this report is useful for all interested parties.

Bengkalis, 04 August 2024

A handwritten signature in blue ink, consisting of several loops and strokes, positioned above the printed name.

Muhammad Hasrun  
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## TABLE OF CONTENT

<b>APPROVAL SHEET .....</b>	<b>ii</b>
<b>PREFACE.....</b>	<b>iii</b>
<b>TABLE OF CONTENT .....</b>	<b>v</b>
<b>LIST OF TABLE .....</b>	<b>vii</b>
<b>LIST OF FIGURE .....</b>	<b>viii</b>
<b>LIST OF APPENDICES .....</b>	<b>ix</b>
<b>CHAPTER I INTRODUCTION.....</b>	<b>1</b>
1.1 Background Apprenticeship.....	1
1.2 Objectives of Apprenticeship.....	2
1.3 Benefits of Apprenticeship .....	3
<b>CHAPTER II GENERAL DESCRIPTION OF COMPANY .....</b>	<b>4</b>
2.1 Company History .....	4
2.2 Vision and Mission of PT. Rifan Financindo Berjangka .....	6
2.2.1 Vision of PT. Riau Semesta Biomassa .....	6
2.1.1 Mission of PT. Riau Semesta Biomassa.....	7
2.3 Kind of Business .....	7
2.4 Organizational Structure of PT. Rifan Financindo Berjangka.....	8
2.5 Working Process .....	12
2.6 Documents Used for Activities .....	14
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>17</b>
3.1 Job Specification During Internship (KP) at PT. Rifan Financindo Berjangka.....	17
3.2 Systems and Procedures.....	17
3.2.1 System .....	17
3.2.2 Procedure.....	18
3.3 Place of the Apprenticeship .....	20
3.4 Kind and Description of the Activity.....	20

<b>CHAPTER IV CONCLUSION AND SUGGESTIONS .....</b>	<b>32</b>
4.1 Conclusion .....	32
4.2 Suggestions .....	32
<b>REFERENCES .....</b>	<b>34</b>
<b>APPENDICES .....</b>	<b>35</b>

## LIST OF TABLE

Table 3.1 Practice Work scheedule .....	20
Table 3.2 Daily Activities 01 February to 02 February 2024 .....	20
Table 3.3 Daily Activities 05 February to 09 February 2024 .....	20
Table 3.4 Daily Activities 12 February to 16 February 2024.....	21
Table 3.5 Daily Activities 19 February to 23 February 2024 .....	22
Table 3.6 Daily Activities 26 February to 30 February 2024 .....	22
Table 3.7 Daily Activities 04 March to 08 March 2024 .....	23
Table 3.8 Daily Activities 11 March to 15 March 2024 .....	24
Table 3.9 Daily Activities 18 March to 22 March 2024 .....	24
Table 3.10 Daily Activities 25 March to 29 March 2024 .....	25
Table 3.11 Daily Activities 01 April to 05 April 2024 .....	26
Table 3.12 Daily Activities 08 March to 12 March 2024 .....	26
Table 3.13 Daily Activities 15 April to 18 April 2024 .....	27
Table 3.14 Daily Activities 22 April to 26 April 2024 .....	27
Table 3.15 Daily Activities 29 April to 03 May 2024 .....	28
Table 3.16 Daily Activities 06 May to 10 May 2024 .....	29
Table 3.17 Daily Activities 13 May to 17 May 2024 .....	29
Table 3.18 Daily Activities 20 May to 24 May 2024 .....	30
Table 3.19 Daily Activities 27 May to 31 May 2024 .....	31

## LIST OF FIGURE

Figure 2.1 PT. Rifan Financindo Berjangka .....	4
Figure 2.2 Legality .....	5
Figure 2.3 Organization Structure.....	8
Figure 2.4 Marketing Documents PT. Rifan Financindo Berjangka .....	14
Figure 2.5 Sales Documents.....	15
Figure 3.1 Procedures PT. Rifan Financindo Berjangka.....	18
Figure 3.2 Prospek .....	19
Figure 3.3 Canvasing .....	14
Figure 3.4 Closing.....	15



## **LIST OF APPENDICES**

Appendix 1 Apprenticeship Reply Letter .....	34
Appendix 2 Apprenticeship Assessment Sheet.....	35
Appendix 3 Apprenticeship Statement Letter .....	36
Appendix 4 Daily Activities Apprenticeship .....	37
Appendices 5 List of Apprenticeship Attendance Sheet.....	47

## **BAB 1**

### **INTRODUCTION**

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

Apprenticeship is an obligation for every Diploma IV student Final level International Business Administration as one of the main requirements for complete the educational process. Internship activities are a form of training work for students to accommodate theories or concepts what is learned in lectures with practice in the field. In activities

Apprenticeship, can increase skills and increase the ability to compete in the business world and government agencies after completing his education. Apart from that, internships are applied to apply knowledge learned in college and learn the details of work standards professional. This experience then becomes a provision in undergoing depth career in the world of work.

PT Rifan Financindo Berjangka, which is the number 1 brokerage company in Indonesia and the author at place it in the Telemarketing section. The Telemarketing part is activities carried out by contacting customers to carry out offering cooperation in each company's business sector, this activity is one of the methods used by PT Rifan Financindo Berjangka in searching customers to join in gold investment, especially PT XUL10 products. Rifan Financindo Berjangka (RFB), is a futures brokerage company operates in the Commodity Futures Trading (PBK) sector.

The Importance of Internship Practice will create a good relationship for authors, educational institutions and related companies. This relationship exists is a reciprocal relationship that complements each other, especially for deep writers provide experience in the world of work.

### 1.1.1 Purpose of the Apprenticeship

The author carried out field for writing purposes Apprenticeship which is mandatory for College of Science students Jakarta's Indonesian Economy in achieving the title of Associate Expert. As for goals What you want to achieve from this internship is:

### 1.1.2 General Purpose

The general purpose of the International Business Application (ABI) program is to equip students with the knowledge and skills needed to understand and manage key aspects of global trade and business.

1. To fulfill the internship course and is one of the requirements Diploma IV Study Program in International Business Administration in obtaining Applied Bachelor's degree at Bengkalis State Polytechnic.
2. To know, recognize and improve understanding directly into the real world of work.
3. Get a real picture of the theory you learned during college especially in the Telemarketing section.
4. As motivation to improve learning for students regarding conditions actual company.

### 1.2. Special purpose

The specific purpose of PT Rifan Financindo Berjangka is to provide reliable and innovative futures trading services to clients, with a focus on enhancing their understanding of financial markets and risk management.

2. To find out how the process of Telemarketing activities is in PT. Rifan Financindo Berjangka.
3. Play a direct role in the work process in the Telemarketing section. Adapting the Internship Work Practice Program to appropriate activities implemented in the Telemarketing section.
4. To find out in depth about the activities carried out in the Telemarketing section which has been determined based on the decision Company Management.

### **1.3. Significances oh the Apprenticeship**

Apprenticeship provide hands-on training in a real-world environment, allowing interns to develop practical skills relevant to their chosen profession. This practical experience is often more valuable than theoretical knowledge alone.

1. Developing the writer's knowledge and insight into the world of work which is true, especially in the field of Telemarketing.
2. Obtain opportunities to work in agencies or institutions related.
3. Train a sense of responsibility and writer's mentality in the world of work.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

PT. Rifan Financindo Berjangka (“RFB”) is a member of the Futures Exchange Jakarta and the Futures Clearing House which carries out contract transactions futures regularly, fairly, effectively, transparently and listed on the Futures Exchange Jakarta, which is regulated in legislation in the field of Futures Trading thus providing legal certainty to all parties involved Commodity Futures Trading activities in Indonesia.



**Figure 2.1 PT. Rifan Financindo Berjangka**

*Source: PT. Rifan Financindo Berjangka*

In supporting the government to rebuild the climate investment in Indonesia, then since the beginning of 2000 Rifan Financindo Group through PT. Rifan Financindo Berjangka began to actively specialize as Brokerage company that is oriented towards providing services to all people who want to take advantage of opportunities in transactions in the market commodities and derivatives in the country. Supported by information technology and sources

professional human resources who have met the appropriateness qualification standards and the skills of the Commodity Futures Trading Supervisory Agency (BAPPEBTI). PT. Rifan Financindo Berjangka is an asset for society investors who want to invest in the stock exchange industry in Indonesia or the stock exchange abroad, and always tries to position itself as a company trusted, quality and reliable broker.

PT. Rifan Financindo Berjangka has more than 20 years of experience in Commodity Futures Trading industry and is a brokerage company largest by occupying the top position of 10 futures brokerage companies most active from PT. Indonesian Futures Clearing (Persero). Apart from members of the KBI (Persero), PT. Rifan Financindo Berjangka is also a member of PT. Exchange Jakarta Futures and is officially registered with the Futures Trading Supervisory Agency Commodities (BAPPEBTI).



**Figure 2.2 Legality**

*Source: PT. Rifan Financindo Berjangka*

Since 2000, PT. Rifan Financindo Berjangka continues to grow with the number of operational offices now in Jakarta (2 offices), Bandung, Semarang, Solo, Yogyakarta, Surabaya, Medan, Pekanbaru and Palembang).

Legal legality of PT. Rifan Financindo :

1. Deed of Amendment to the Articles of Association of PT. Rifan Financindo Commodities, Number 32 dated March 7 2000 by Notary Linda Ibrahim SH.
2. Ratification of the Department of Law and Legislation of the Republic of Indonesia No: C-21254 HT.01.04.TH.2000.
3. Exchange Member Approval Letter (SPAB) at the Jakarta Futures Exchange No: SPAB-024/BBJ/09/00.
4. Futures Broker Business License: Decree of the Head of BAPPEBTI No: 08/BAPPEBTI/SI/XII/2000.
5. Member of the Futures Clearing House No: 03/AK-KJBK/XII/2000.
6. Head of BAPPEBTI Regulation Number 5 of 2017 concerning Systems Alternative Trading (SPA).
7. Cooperation Agreement with SPA Organizing Trader, PT. Royal Assetindo No: 017/KOM/RFB-RA/III/2006.
8. Granting approval as a SPA participant from BAPPEBTI No: 1162/BAPPEBTI/SP/5/2007.
9. Determination as a Futures Broker carrying out acceptance activities prospective customers electronically on-line in the field of Futures and Commodity trading to PT Rifan Financindo Berjangka No: 28/BAPPEBTI/KEP-PBK/09/2014.

## **2.2 Vision and Mission**

### **2.2.1 Vision**

The following is the vision of PT. Rifan Financindo Berjangka:

1. To become the number one company in the commodity futures trading industry in Indonesia.
2. Implementing Good Corporate Governance in carrying out activities as a futures broker that upholds the values of fairness and legal certainty for everyone involved in it.

### 2.2.2 Mission

The following is the mission of PT Rifan Financindo Berjangka:

1. Increasing public literacy and education through collaboration with authorities and SROs through media press releases, seminars, etc.
2. Improving the competency of Futures Broker Representatives through external and internal training so that they become more professional in their work.
3. Implementation of strict standard work procedures, especially for accepting prospective customers.

### 2.3 Kind of Business

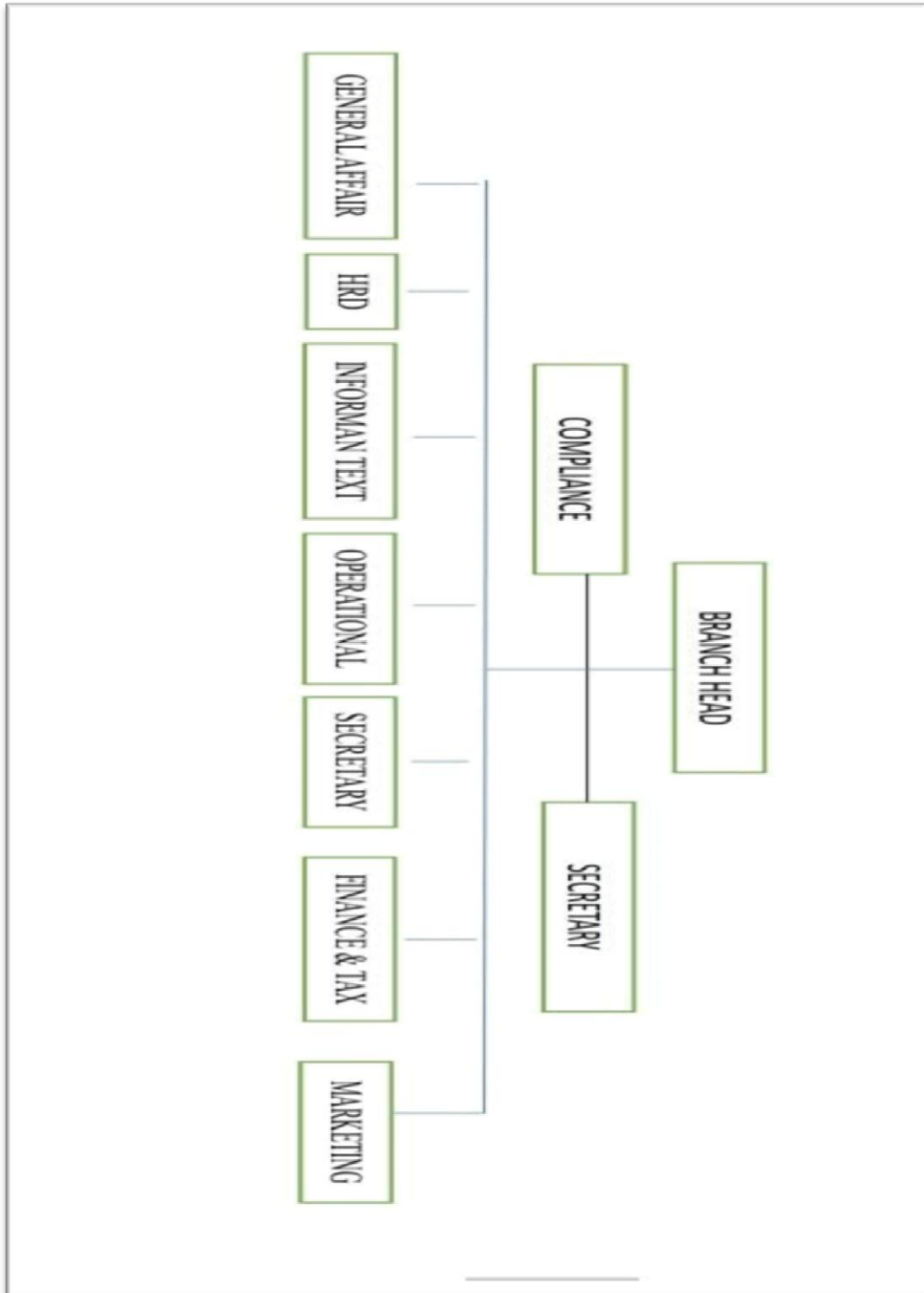
The Rifan Financindo Berjangka company offers various types of products in the field of futures and derivatives trading. Here are some of the products usually sold by this company:

1. Commodity Futures Contracts:
  - a. Gold: Futures contracts for gold trading.
  - b. Crude Oil: Futures contracts for trading crude oil.
  - c. Other Commodities: Such as silver, copper, and other commodities.
2. Currency Futures Contracts (Forex Futures Contracts):
  - a. Trade foreign currencies such as USD, EUR, JPY, GBP and other major currencies through futures contracts.
3. Stock Index Futures Contracts:
  - a. Futures contracts linked to major stock indices, such as global and regional stock indices.
4. Option Contracts (Options Contracts):
  - a. Options on various commodities and other financial instruments, providing flexibility in trading strategies.
5. Interest Rate Futures Contracts:
  - a. Futures contracts related to interest rates, such as government bonds and other interest rate-based instruments.



## 2.4 Organization Structure

### ORGANIZATION STRUCTURE



**Figure 2.3 Organization Structure**

*Source: Process Data 2024*

In the structure above, it is explained that there is a division of tasks and The tiered responsibilities are as follows:

1. Branch head
  - a. Responsible for representing the company in conducting all activities as a futures broker are in accordance with the rules in force and always refers to Law no. 10 of 2011 on Commodity Futures Trading.
  - b. Carrying out organizational management for supervision attached to the broker's office to support the smooth running of the business in the long term.
  - c. Establish relationships with parties outside or external to the company regions in accordance with their duties and authority.
2. Compliance and Internal Control
  - a. Oversee the implementation of policies and regulations at all levels in the branch office.
  - b. Monitor any regulatory changes that occur.
  - c. Receive and serve customer complaints.
3. Secretary
  - a. Record and archive incoming and outgoing letters related to company interests.
  - b. Routine tasks are tasks that do not require special orders, special attention or special supervision, examples of tasks processing letters, receiving guests, archiving, making schedules leadership work, and receiving telephone calls.
  - c. Special tasks are tasks that require orders or are occasional The leader wants the secretary to use the secretary's judgment and experience to complete, for example making agreements and sending faxes.
  - d. The task of carrying out relationships and cooperation is a task related to humans which includes: routine, special and creative tasks.
4. General Affairs Department
  - a. Handling employee problems (salary, commission, bonuses, leave, etc.).

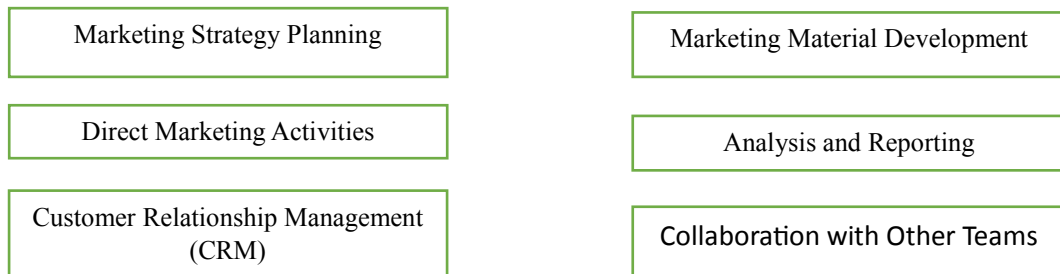
- b. Implementation of operational administration activities for each company day.
  - c. Storing and recording customer and candidate data bases customers.
  - d. Implementation of correspondence activities (correspondence with customers or other parties outside and inside the office branch).
5. Research and Trainee Department (HRD)
- a. Collect macro data related to economic development.
  - b. Prepare and provide all information possible influence price movements of commodities traded on futures exchanges, both economic and financial and socio-political.
  - c. Create commodity price statistics per product and per sector.
  - d. Carrying out fundamental or technical analysis as material information that customers may use for make decisions in transactions on the futures exchange.
  - e. Analyze natural conditions and relate them to traded products.
  - f. Submit reports to the Board of Directors and customers or results analysis.
  - g. Assist the Board of Directors in designing and compiling work plans and company activities in the future as well as the next stages of development in business in the Field Futures Trading.
6. Department of Technology and Information
- a. This department is responsible for the smooth flow of information via computer.
  - b. Resolve problems related to interference use of information systems, both internal and external computers with external parties.
  - c. Responsible for the security of the information, including procurement of a bank-up system for documents in the company computer file system.
  - d. Coordination with all facilities supporting companies information technology for the smooth operation of the company.

- e. All software (software) used in Company operations are also developed and monitored by this division.
7. Operations Department
- a. Check and ensure customer agreement documents and other administrative equipment required in opening customer transaction accounts.
  - b. Carry out all functions related to settlement and clearing of every customer transaction.
  - c. Confirming customer transactions with the AE/AO for submitted to the customer concerned regarding the transaction which has been done.
  - d. Customer position reporting.
8. Finance Department
- a. Prepare a reconciliation of the fund position of each customer/client days to be given to leaders and account executives.
  - b. Prepare daily reconciliation of financial positions at the bank.
  - c. Create and prove financial journals/slips.
  - d. Prepare monthly financial reports.
  - e. Record and carry out withdrawals or deposits of funds by customers.
  - f. Record the placement of company and customer funds.
9. Futures Broker Representative
- a. Search for customers in accordance with applicable regulations and ethics in the implementation of futures futures trading.
  - b. Provide accurate and correct information in accordance with the actual situation in the market.
  - c. Supervise and evaluate the capabilities and integrity of customers, especially in financial matters.
  - d. Ensure that existing customer funds are sufficient initial margin for making transactions.
  - e. Ensure the margin call position of customers as well receipt of the funds in accordance with the specified time determined.

- f. Noting that all the signs of migraine have been carried out in accordance with existing regulations.

## 2.5 Working Process

The workflow at PT. Rifan Financindo Berjangka begins with receiving orders from clients through various trading platforms. Subsequently, the analysts conduct market research and analysis to provide trading recommendations to clients. Next, the operational team executes orders as per given instructions, ensuring compliance with applicable regulations and internal procedures. Finally, the customer service team is ready to provide support and answer client inquiries regarding their transactions.



**Figure 2.3 Working Processes**

*Source: Process Data 2024*

1. Marketing Strategy Planning
  - a. Market Research: Collecting and analyzing market data to understand potential customers' needs and wants.
  - b. Market Segmentation: Identifying different market segments based on certain characteristics such as demographics, geography, psychographics, and behavior.
  - c. Setting Marketing Goals: Determining what you want to achieve with a marketing campaign, such as increasing brand awareness, attracting new prospects, or increasing sales.
2. Marketing Material Development
  - a. Digital Content: Create content for social media, email marketing, websites and blogs.
  - b. Brochures and Flyers: Design printed materials to distribute to potential customers.

- c. Promotional Videos: Develop videos explaining company products and services.
- 3. Direct Marketing Activities
  - a. Digital Campaigns: Running ads on social media, search engines and other digital platforms.
  - b. Events and Seminars: Hold events, seminars or webinars to attract interest and introduce products to a wider audience.
  - c. Cold Calling and Emailing: Contacting potential customers by telephone or email to offer products and services.
- 4. Analysis and Reporting
  - a. Campaign Monitoring: Monitor the performance of marketing campaigns using analytical tools such as Google Analytics, social media tools, and CRM systems.
  - b. Results Evaluation: Analyze the data obtained to evaluate the effectiveness of the campaign.
  - c. Reports and Corrective Actions: Prepare campaign results reports and take corrective actions if necessary.
- 5. Customer Relationship Management (CRM)
  - a. Leads Handling: Manage and follow up on incoming leads from marketing campaigns.
  - b. Customer Support: Provide customer support and service to ensure customer satisfaction and retention.
  - c. Feedback Loop: Collecting feedback from customers to improve products and services.
- 6. Collaboration with Other
  - a. Sales Team: Work closely with the sales team to ensure marketing messages are consistent and support sales efforts.
  - b. Product Team: Collaborate with the product development team to ensure the products offered are in line with market needs.

## 2.6 Document Used for Activity

Many documents are used in the daily work process at PT Rifan Financindo Berjangka in order to support operational activities, particularly in the marketing and other departments. Below are some common document types that are used:

1. Marketing Documents
  - a. Marketing Plan: This document includes the marketing strategy, objectives, target market, budget and marketing tactics that will be used.
  - b. Promotional Materials: Brochures, flyers, and other printed materials used to promote products and services.
  - c. Digital Content: Blog articles, social media posts, marketing emails, and other content created for digital marketing campaigns.
  - d. Campaign Performance Report: Document that contains analysis and results of marketing campaigns that have been carried out, including performance metrics and ROI.



**Figure 2.4 Marketing Documents PT. Rifan Financindo Berjangka**

*Source: Marketing Documents PT. Rifan Financindo Berjangka*

2. Sales Documents

- a. Sales Proposal: A document prepared to offer products and services to potential customers, including product details, prices, and benefits.
- b. Contracts and Agreements: Legal documents that govern the business relationship between a company and a customer, including terms and conditions of service.
- c. Customer Registration Form: Form used to register new customers, including personal information and account details.



Figure 2.5 Sales Documents PT. Rifan Financindo Berjangka

Source: Sales Documents PT. Rifan Financindo Berjangka

3. Operational Documents

- a. Operational Procedures Manual: A document that contains a step-by-step guide to carrying out specific operational tasks.
- b. Financial Statements: Documents that record a company's financial transactions, including income statements, balance sheets, and cash flows.
- c. Compliance Report: A document that ensures that a company complies with the rules and regulations applicable to the futures trading industry.



4. Compliance and Regulatory Documents
  - a. Compliance Documents: Documents that ensure the company complies with regulations from the Commodity Futures Trading Supervisory Agency (Bappebti) and other relevant authorities.
  - b. Risk Report: Document that identifies, assesses, and manages risks related to company operations.
5. Other Documents
  - a. Meeting Minutes: Notes from internal and external meetings that include discussions, decisions and actions to be taken.
  - b. SOP (Standard Operating Procedures): Documents that establish standard procedures for performing specific tasks to ensure consistency and efficiency.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Practical work is carried out for 4 months starting from March 8 to 08 July 2024 at PT. Rifan Financindo Futures. During the implementation of Field Work Practices there are many opportunities and chances are given to do work, as well as many more new ones knowledge and experience that can be brought into the world of work in particular in Marketing. To make it clearer and easier to report activities that have been carried out, there are several descriptions of weekly activities, so that every work carried out can be completed reported clearly and in detail. Tasks that have been practiced for 16 (seventeen) weeks at PT. Rifan Financindo Berjangka is as follows:

1. Planning a Marketing Strategy
2. Promotion and Branding
3. Client Development
4. Market Research and Analysis
5. Collaboration with Internal Team
6. Reporting and Evaluation
7. Budget Management

#### **3.2 System and Procedure**

##### **3.2.1 System**

Companies need a system to support company activities, in other words, a system is a series of procedures that are interconnected and together form a functions aimed at achieving company goals. The system used by PT. Rifan Financindo Berjangka is an electronic trading system that uses a platform that allows clients to carry out futures trading transactions online, while the client management system is for managing information and interactions with clients which has the main feature, namely a client database aimed at storing client data in a structured manner as well as a financial system and accounting that has all

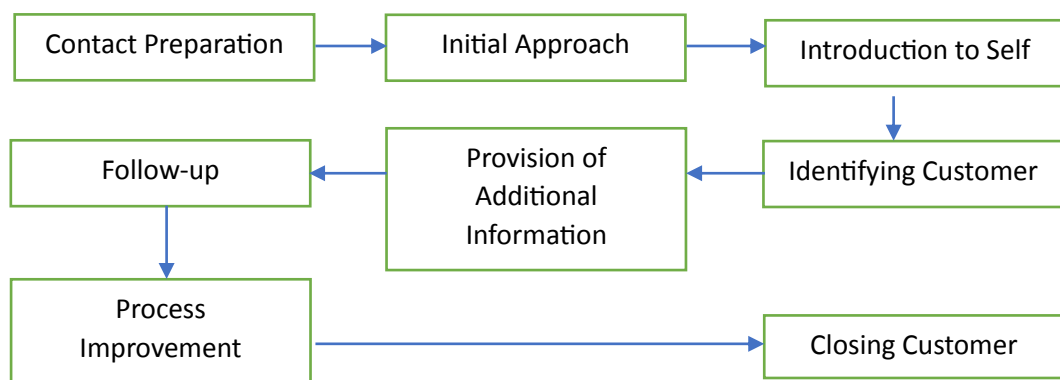
aspects of the company's finances, a risk management system monitors and manages those related to futures trading, a compliance system ensures that all company activities comply with applicable regulations, a Reporting and Analysis System produces performance reports and data analysis, an Education and Training System provides training for employees and clients, this Asset Management System manages the client's asset portfolio.

### 3.2.2 Procedures

A company in carrying out its activities requires such a procedure everything done or performed is uniform or in accordance with a standard determined by the company. A procedure is a series of work that involves several people in one or more parts, is regulated to ensure equal treatment of the transaction often occur. A description of the procedures carried out during implementation Practical work activities (KP) at PT Rifan Financindo Berjangka are as follows:

#### 1. Contacting

Contacting is the process of establishing initial communication with potential clients. This process includes various methods for reaching, introducing, and initiating interactions with potential customers with the goal of building relationships and moving them to the next stage in the marketing and sales funnel.

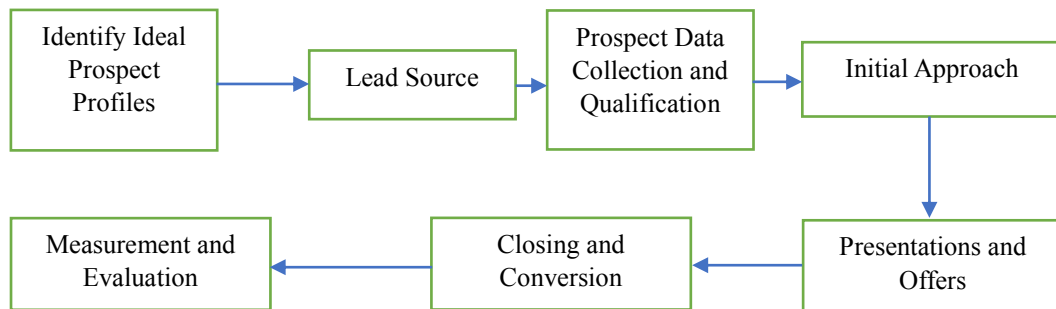


**Figure 3.1 Procedures PT. Rifan Financindo Berjangka**

*Source: Processed Data 2024*

## 2. Prospect

Prospects in a business and marketing context refer to potential customers or clients who are considered to have the potential to purchase a product or service. In other words, a prospect is an individual or organization that could become a customer.

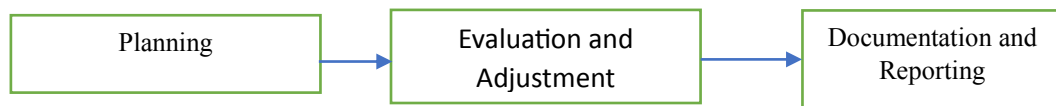


**Figure 3.2 Prospek**

Source: PT. Rifan Financindo Berjangka

## 3. Canvassing

someone whose job is to offer a product in a sales process directly to consumers, as part of the canvassing method

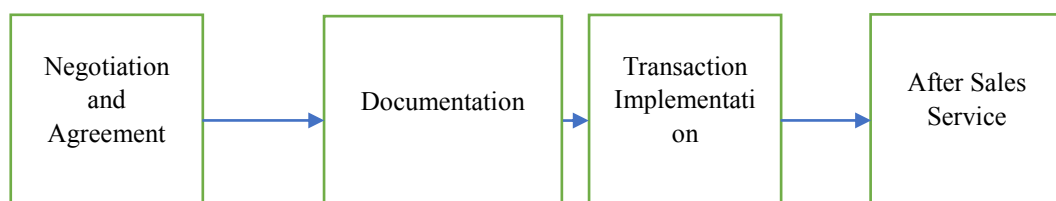


**Figure 3.3 Canvasing**

Source: PT. Rifan Financindo Berjangka

## 4. Closing

Closing is the final stage of the sales cycle where the deal between the company and the client is finalized. This involves final approval, signing of documents, and execution of the transaction.



**Figure 3.4 Closing**

Source: PT. Rifan Financindo Berjangka

### 3.3 Place of the Apprenticeship

This work practice activity was carried out at PT. Rifan Financindo Futures. During practical work the author is placed Marketing department. Company provisions regarding schedules or The time for carrying out practical work is as follows:

**Table 3.1 Practice Work Schedule**

No	Day	Working Hous	Agency
1	Monday to Friday	08:00 to 18:00	PT. Rifan Financindo
2	Saturday and Sunday	Holiday	Holiday

Source: Processed Data (2024)

### 3.4 Kind and Description of the Activity

The following are the activities carried out during the Apprenticeship Process at PT. Rifan Financindo Berjangka:

**Table 3.2 Daily Activities 01 February to 02 February 2024**

Date and Time	Activity	Workplace
Thursday/01 February 2024	1. Training	Training Room
Friday/02 February 2024	1. Training	Training Room

Source : Processed Data (2024)

Table 3.2 is the first week of internship activities. In the orientation stage, the author introduced himself and introduced safety guided by the public relations team and introduced the legality of the company and how the brokerage company works. The author was guided and assigned to perform like a regular staff, namely the main goal is to find clients to join trading in the company.

**Table 3.3 Daily Activities 05 February to 09 February 2024**

Date and Time	Activity	Workplace
Monday/05 February, 2024	1. Contacting 2. Prospek	1. RFB III Room 2. On the Road
Tuesday/06 February, 2024	1. Contacting 2. Prospek	1. RFB III Room 2. On the Road
Wednesday/07 February, 2024	1. Contacting 2. Prospek	1. RFB III Room 2. On the Road

Thursday/08 February 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the road</li> </ol>
Friday/09 February 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : Processed Data (2024)

Table 3.3 is the second week of internship activities, namely contacting prospective customers, meeting prospective customers to socialize about the company and stating the purpose of the meeting, namely to invite them to join trading at the company.

**Table 3.4 Daily Activities 12 February to 16 February 2024**

Date and Time	Activity	Workplace
Monday/12 February, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/13 February, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/14 February, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/15 February 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/16 February 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : Processed Data (2024)

Table 3.4 is the third week of internship activities, namely, inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.

**Table 3.5 Daily Activities 19 February to 23 February 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/19 February, 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road
Tuesday/20 February, 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room On the Road 2.
Wednesday/21 February, 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road
Thursday/22 February 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road
Friday/23 February 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road

Source : *Processed Data (2024)*

Table 3.5 is the fourth week of internship activities, namely inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.

**Table 3.6 Daily Activities 26 February to 01 March 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/26 February, 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road
Tuesday/20 February, 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road
Wednesday/21 February, 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road
Thursday/22 February 2024	1. Contacting 2. Prospek 3. Input database	1. RFB III Room 2. On the Road

Friday/01 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
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Source : *Processed Data (2024)*

Table 3.6 is the fifth week of internship activities, namely inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.

**Table 3.7 Daily Activities 04 March to 08 March 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/04 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/05 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/06 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/07 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/08 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : *Processed Data (2024)*

Table 3.7 is the sixth week of internship activities, namely, inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.



**Table 3.8 Daily Activities 11 March to 15 March 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/11 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/12 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/13 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/14 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/15 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

*Source : Processed Data (2024)*

Table 3.8 is the seventh week of internship activities, namely, inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.

**Table 3.9 Daily Activities 18 March to 22 March 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/18 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/19 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/20 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Thursday/21 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/22 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : *Processed Data (2024)*

Table 3.9 is the eighth week of internship activities, namely, inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.

**Table 3.10 Daily Activities 25 March to 29 March 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/25 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/26 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/27 March, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/28 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/29 March 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : *Processed Data (2024)*

Table 3.10 is the ninth week of internship activities, namely, inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.

**Table 3.11 Daily Activities 01 April to 05 April 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/01 April, 2024	1. Contacting 2. Prospek 3. Input database 4. Canvasing	1. RFB III Room 2. On the Road
Tuesday/02 April, 2024	1. Contacting 2. Prospek 3. Input database 4. Canvasing	1. RFB III Room 2. On the Road
Wednesday/03 April, 2024	1. Contacting 2. Prospek 3. Input database 4. Canvasing	1. RFB III Room 2. On the Road
Thursday/04 April 2024	1. Contacting 2. Prospek 3. Input database 4. Canvasing	1. RFB III Room 2. On the Road
Friday/05 April 2024	1. Contacting 2. Prospek 3. Input database 4. Canvasing	1. RFB III Room 2. On the Road

Source : Processed Data (2024)

Table 3.11 is the tenth week of internship activities, namely, inputting gold trading data for customer promotion, contacting prospective customers, meeting prospective customers to socialize about the company and conveying the purpose of the meeting, namely inviting customers to trade at the company.

**Table 3.12 Daily Activities 08 March to 12 March 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/08 April, 2024	Holiday	Holiday
Tuesday/09 April, 2024	Holiday	Holiday
Wednesday/10 April, 2024	Holiday	Holiday
Thursday/11 April 2024	Holiday	Holiday
Friday/12 April 2024	Holiday	Holiday

Source : Processed Data (2024)

Agenda of activities or work that has been done by the author during internship at PT. Rifan Financindo Berjangka Pekanbaru starting from April 8, 2024 to April 12, 2024.

**Table 3.13 Daily Activities 15 April to 18 April 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/15 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/16 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/17 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/18 April 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/19 April 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

*Source : Processed Data (2024)*

Table 3.13 is the internship activities of the twelfth week, namely inputting gold trading data for customer promotion, contacting potential customers, meeting potential customers to socialize about the company and Canvassing.

**Table 3.14 Daily Activities 22 April to 26 April 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/22 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/23 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Wednesday/24 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/25 April 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/26 April 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : Processed Data (2024)

Table 3.14 is the internship activities of the thirteenth week, namely inputting gold trading data for customer promotion, contacting potential customers, meeting potential customers to socialize about the company and Canvassing.

**Table 3.15 Daily Activities 29 April to 03 May 2024**

Date and Time	Activity	Workplace
Monday/29 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/30 April, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/01 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/24 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/25 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : Processed Data (2024)

Table 3.15 is the fourteenth week of internship activities, namely inputting gold trading data for customer promotion, contacting potential customers, meeting potential customers to socialize about the company and Canvassing.

**Table 3.16 Daily Activities 06 May to 10 May 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/06 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/07 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/08 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/09 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/10 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

*Source : Processed Data (2024)*

Table 3.16 is the internship activities of the fifteenth week, namely inputting gold trading data for customer promotion, contacting potential customers, meeting potential customers to socialize about the company and Canvassing.

**Table 3.17 Daily Activities 13 May to 17 May 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/13 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/14 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1 RFB III Room</li> <li>2 On the Road</li> </ol>

Wednesday/15 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/16 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/17 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : Processed Data (2024)

Table 3.17 is the internship activities of the sixteenth week, namely inputting gold trading data for customer promotion, contacting potential customers, meeting potential customers to socialize about the company and Canvassing.

**Table 3.18 Daily Activities 20 May to 24 May 2024**

Date and Time	Activity	Workplace
Monday/20 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Tuesday/21 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Wednesday/22 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Thursday/23 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>
Friday/24 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvasing</li> </ol>	<ol style="list-style-type: none"> <li>1. RFB III Room</li> <li>2. On the Road</li> </ol>

Source : Processed Data (2024)

Table 3.18 is the internship activities of the eighteenth week, namely inputting gold trading data for customer promotion, contacting potential

customers, meeting potential customers to socialize about the company and Canvassing.

**Table 3.19 Daily Activities 27 May to 31 May 2024**

<b>Date and Time</b>	<b>Activity</b>	<b>Workplace</b>
Monday/27 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvassing</li> </ol>	<ol style="list-style-type: none"> <li>3. RFB III Room</li> <li>4. On the Road</li> </ol>
Tuesday/28 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvassing</li> </ol>	<ol style="list-style-type: none"> <li>3. RFB III Room</li> <li>4. On the Road</li> </ol>
Wednesday/29 May, 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvassing</li> </ol>	<ol style="list-style-type: none"> <li>3. RFB III Room</li> <li>4. On the Road</li> </ol>
Thursday/30 May 2024	<ol style="list-style-type: none"> <li>1. Contacting</li> <li>2. Prospek</li> <li>3. Input database</li> <li>4. Canvassing</li> </ol>	<ol style="list-style-type: none"> <li>3. RFB III Room</li> <li>4. On the Road</li> </ol>
Friday/31 May 2024	<ol style="list-style-type: none"> <li>5. Contacting</li> <li>6. Prospek</li> <li>7. Input database</li> <li>8. Canvassing</li> </ol>	<ol style="list-style-type: none"> <li>5. RFB III Room</li> <li>6. On the Road</li> </ol>

*Source : Processed Data (2024)*

Table 3.19 is the internship activities of the nineteenth week, namely inputting gold trading data for customer promotion, contacting potential customers, meeting potential customers to socialize about the company and Canvassing.



## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

During the internship at PT Rifan Financindo Berjangka Pekanbaru, valuable experiences have been gained, providing in-depth insights into the financial industry and futures markets. This internship offered the opportunity to learn directly from industry professionals and engage in various tasks relevant to the company's operations. Throughout the internship period, skills in data analysis, understanding of financial products, and communication have significantly improved. Knowledge of futures market mechanisms and related regulations has also been expanded, making this experience a solid foundation for a career in the financial industry.

#### 4.2 Suggestions

1. **Enhance Technical Skills:** Continue to hone technical skills, especially in the use of data analysis software and other tools relevant to the futures market industry. Additional training or certification could further enhance competency in this field.
2. **Develop Soft Skills:** Improve communication and time management skills. These skills are crucial for interacting with the team and handling tasks efficiently.
3. **Further Involvement in Projects:** Aim to engage in larger projects or take the initiative in more complex tasks. This will provide opportunities to demonstrate creativity and problem-solving abilities.
4. **Increase Understanding of Regulations:** Given the importance of understanding futures market regulations, continue learning about changes in policies and regulations affecting the industry. This will aid in better decision-making in the future.
5. **Build Professional Network:** Develop a network with professionals in the industry, both within and outside the company. These connections can

open career opportunities and provide valuable support for professional development.

- 6. Seek Feedback and Evaluation:** Actively seek feedback from supervisors and colleagues to identify areas for improvement and enhance skills based on the received input.


By implementing these recommendations, it is hoped that the internship at PT Rifan Financindo Berjangka Pekanbaru will provide a strong foundation for career development in the financial industry and futures markets.

## REFERENCES

RFB (2024) in PT. Rifan Financindo Berjangka Available online: [https://www.rf-berjangka.com/?gad\\_source=1&gclid=CjwKCAjwuMC2BhA7EiwAmJKRrMQDpFseQUtxg7-cuH4Hw0YfaagInVgaGoMRRRQCg4HtrXNPPAAimRoCA7kQAvD\\_BwE](https://www.rf-berjangka.com/?gad_source=1&gclid=CjwKCAjwuMC2BhA7EiwAmJKRrMQDpFseQUtxg7-cuH4Hw0YfaagInVgaGoMRRRQCg4HtrXNPPAAimRoCA7kQAvD_BwE)

## APPENDICES

### Appendix 1: Apprenticeship Reply Letter



**PT. RIFAN FINANCINDO BRJANGKA**  
Member of The Jakarta Futures Exchange  
Member of The Indonesian Derivatives Clearing House

Pekanbaru, 22 Januari 2024

Nomor : 002/HRD-PKU/RFB/I/2024  
Lampiran : -  
Perihal : Balasan Permohonan Praktek Kerja (Magang)  
Kepada : Dekan Administrasi Bisnis Internasional  
Di Tempat

Dengan hormat,

Menanggapi surat permohonan PRAKERIN (Praktik Kerja Industri) dengan Nomor : **6093/PL31/TU/2024**, maka bersama surat ini kami selaku pihak SDM di PT. Rifan Financindo Berjangka Pekanbaru menerima pengajuan tersebut (permohonan PRAKERIN) dan memberikan kesempatan kepada mahasiswa untuk melaksanakan Praktik Kerja Industri (magang) di perusahaan kami selama 3 (Tiga) bulan terhitung dari bulan **Februari 2024 s/d Mei 2024**.


Adapun mahasiswa yang telah mengajukan permohonan praktik kerja/magang sebagai berikut:

No	Nama	NIM	Program Studi	L/P
1.	Muhammad Hasrun	5404201339	D4 Administrasi Bisnis Internasional	L
2	Mohd Raihan Helmi	5404201346	D4 Administrasi Bisnis Internasional	L

Demikian keterangan dari kami, kami harap kerjasama ini bisa memberikan dampak positif kepada mahasiswa/i serta kami selaku perusahaan juga bisa terbantu dengan hadirnya mahasiswa/i yang mengikuti Praktik Kerja Industri (PRAKERIN) di perusahaan kami. Semoga kerjasama ini bisa berkesinambungan untuk periode-periode yang mendatang.

Atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat Kami,



GA&HRD Manager

Jl. Jendral Sudirman No. 453, Kel. Simpang Empat, Kec. Pekanbaru Kota, Kota Pekanbaru, Prov. Riau, 28116  
Telp/Fax : (0761) 7870018 / 7870019

Appendix 2: Apprenticeship Assessment Sheet

EVALUATION RESULT FROM JOB TRAINING  
COMPANY APPRAISAL  
PT. RIFAN FINANCINDO BERJANGKA

Name : Muhammad Hasrun  
NIM : 5404201339  
Study Program : D-IV International Business Administration  
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	80
2.	Responsibility	25%	90
3.	Adjustment / Adaptation	10%	90
4.	Work Result	30%	90
5.	Behavior in General	15%	90
Total (1+2+3+4+5)		100%	90

Explanation :

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

Notes :

Pekanbaru, 31<sup>th</sup> Mei 2024

  
Henry Rosita  
Manager

## Apendix 3: Apprenticeship Statement Letter



**PT. RIFAN FINANCINDO BERJANGKA PEKANBARU**  
Member of The Jakarta Futures Exchange  
Member of The Indonesian Derivatives Clearing House

**SURAT KETERANGAN**  
002/HRD-PKU/RFB/1/2024

Sehubungan telah berakhirnya praktek kerja lapangan di PT. Rifan Financindo Berjangka Pekanbaru, menerangkan bahwa:

Nama : Muhammad Hasrun  
Nim : 5404201339  
Jurusan/Prodi : Administrasi Niaga / Administrasi Bisnis Internasional  
Asal Sekolah : Politeknik Negeri Bengkalis  
Waktu : 01 Februari s/d 31 mei 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 01 Februari s/d 31 mei 2024 di PT. Rifan Financindo Berjangka Pekanbaru.

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

Pekanbaru, 31 mei 2024  
Hormat kami,  
PT. Rifan Financindo Berjangka Pekanbaru


  
Andika Pormana Putra  
GA&HRD MANAGER

Appendix 3: Daily Activities Apprenticeship

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**


Date: 1-2 February 2024

No	Description of Activities	Task Asigner	Signature
1	Training		
Note by Mentor:			

Documentation	Explanation
	Learning about company legality

Date: 5-9 February 2024

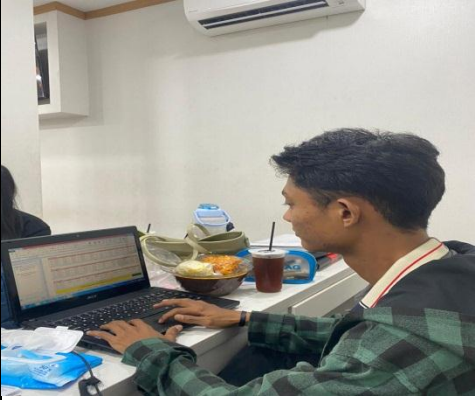
No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospect		
Note by Mentor:			

Documentation	Explanation
	contacting prospective customers and meeting to socialize prospective customers with the team leader.

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**

Date: 12-16 February 2024


No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database.</p>

Date: 19-23 February 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		

Note by Mentor:

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database.</p>

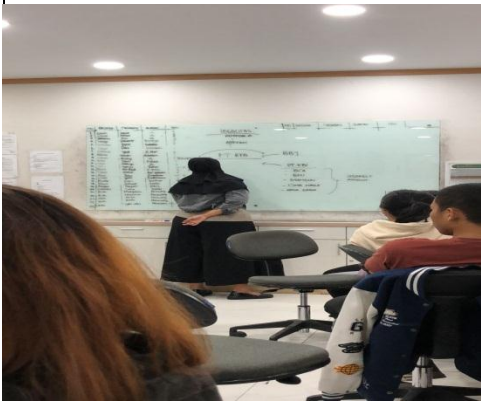


**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**

Date: 26 February - 01 Maret 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		

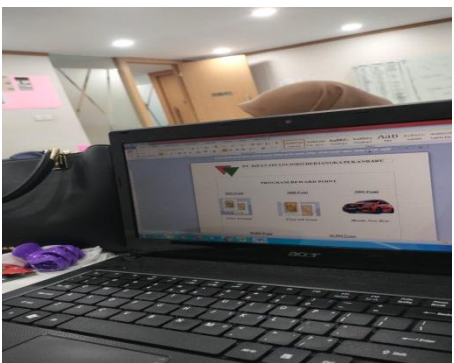
Note by Mentor:

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database.</p>

Date: 26 February - 01 Maret 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		


Note by Mentor:

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database.</p>

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**


Date: 4-8 Maret 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

Date: 11-15 Maret 2024


No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**


Date: 18-22 Maret 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

Date: 25-29 Maret 2024


No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**

Date: 1-5 April 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>


Date: 8-12 April 2024

No	Description of Activities	Task Assignor	Signature
1	Holiday Eid Adha		

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**

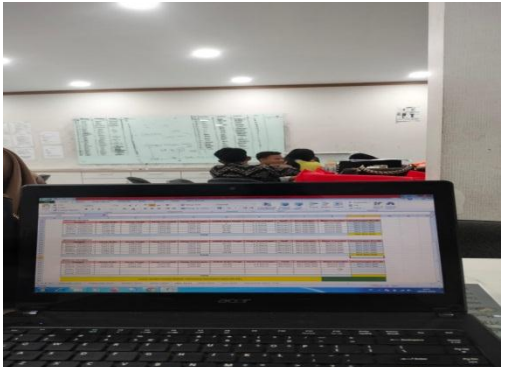
Date: 15-19 April 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvassing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

Date: 22-26 April 2024


No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvassing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**


Date: 29 April -03 Mei 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

Date: 6 -10 Mei 2024

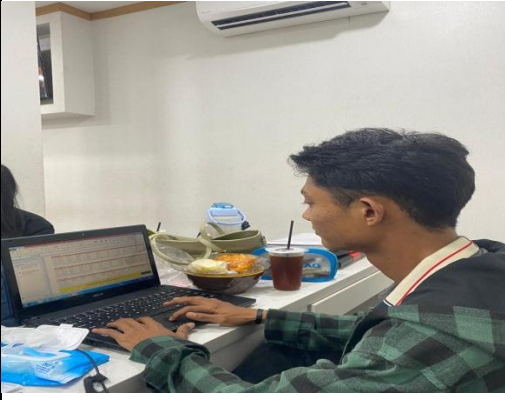
No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**


Date: 13 -17 Mei 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

Date: 20-24 Mei 2024


No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>

**WEEKLY ACTIVITIES OF  
PT. RIFAN FINANCINDO PEKANBARU**

Date: 27-31 Mei 2024

No	Description of Activities	Task Assignor	Signature
1	Contacting		
2	Prospek		
3	Input Data		
4	Canvasing		

Documentation	Explanation
	<p>contacting prospective customers and meeting to socialize prospective customers with the team leader and input database, and delivery of brochures to shops.</p>



Appendices 4: List of Apprenticeship Attendance Sheet

ABSENSI MAHASISWA MAGANG PT. RIFAN FINANCINDO BERJANGKA  
PEKANBARU

Name : Muhammad Hasrun

Nim : 5404201339

No	Date	Information	Initials
1	01/02/2024	Present	
2	02/02/2024	Present	
3	03/02/2024	Off	Off
4	04/02/2024	Off	Off
5	05/02/2024	Present	
6	06/02/2024	Present	
7	07/02/2024	Present	
8	08/02/2024	Present	
9	09/02/2024	Present	
10	10/02/2024	Off	Off
11	11/02/2024	Off	Off
12	12/02/2024	Present	
13	13/02/2024	Present	
14	14/02/2024	Present	
15	15/02/2024	Present	
16	16/02/2024	Present	
17	17/02/2024	Off	Off
18	18/02/2024	Off	Off
19	19/02/2024	Present	
20	20/02/2024	Present	
21	21/02/2024	Present	
22	22/02/2024	Present	
23	23/02/2024	Present	
24	24/02/2024	Off	Off
25	25/02/2024	Off	Off
26	26/02/2024	Present	
27	27/02/2024	Present	
28	28/02/2024	Present	
29	29/02/2024	Present	

No	Date	Information	Initials
1	01/03/2024	Present	
2	02/03/2024	Off	Off
3	03/03/2024	Off	Off
4	04/03/2024	Present	
5	05/03/2024	Present	
6	06/03/2024	Present	
7	07/03/2024	Present	
8	08/03/2024	Present	
9	09/03/2024	Off	Off
10	10/03/2024	Off	Off
11	11/03/2024	Present	
12	12/03/2024	Present	
13	13/03/2024	Present	
14	14/03/2024	Present	
15	15/03/2024	Present	
16	16/03/2024	Off	
17	17/03/2024	Off	
18	18/03/2024	Present	
19	19/03/2024	Present	
20	20/03/2024	Present	
21	21/03/2024	Present	
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25	25/03/2024	Present	
26	26/03/2024	Present	
27	27/03/2024	Present	
28	28/03/2024	Present	
29	29/03/2024	Present	
30	30/03/2024	Off	Off
31	31/03/2024	Off	Off

No	Date	Information	Initials
1	01/04/2024	Present	
2	02/04/2024	Present	
3	03/04/2024	Present	
4	04/04/2024	Present	
5	05/04/2024	Present	
6	06/04/2024	Off	Off
7	07/04/2024	Off	Off
8	08/04/2024	Eid Fitri	Eid Fitri
9	09/04/2024	Eid Fitri	Eid Fitri
10	10/04/2024	Eid Fitri	Eid Fitri
11	11/04/2024	Eid Fitri	Eid Fitri
12	12/04/2024	Eid Fitri	Eid Fitri
13	13/04/2024	Off	Off
14	14/04/2024	Off	Off
15	15/04/2024	Present	
16	16/04/2024	Present	
17	17/04/2024	Present	
18	18/04/2024	Present	
19	19/04/2024	Present	
20	20/04/2024	Off	Off
21	21/04/2024	Off	Off
22	22/04/2024	Present	
23	23/04/2024	Present	
24	24/04/2024	Present	
25	25/04/2024	Present	
26	26/04/2024	Present	
27	27/04/2024	Off	Off
28	28/04/2024	Off	Off
29	29/04/2024	Present	
30	30/04/2024	Present	

No	Date	Information	Initials
1	01/05/2024	Present	
2	02/05/2024	Present	
3	03/05/2024	Present	
4	04/05/2024	Off	Off
5	05/05/2024	Off	Off
6	06/05/2024	Present	
7	07/05/2024	Present	
8	08/05/2024	Present	
9	09/05/2024	Present	
10	10/05/2024	Present	
11	11/05/2024	Off	Off
12	12/05/2024	Off	Off
13	13/05/2024	Present	
14	14/05/2024	Present	
15	15/05/2024	Present	
16	16/05/2024	Present	
17	17/05/2024	Present	
18	18/05/2024	Off	Off
19	19/05/2024	Off	Off
20	20/05/2024	Present	
21	21/05/2024	Present	
22	22/05/2024	Present	
23	23/05/2024	Present	
24	24/05/2024	Present	
25	25/05/2024	Off	Off
26	26/05/2024	Off	Off
27	27/05/2024	Present	
28	28/05/2024	Present	
29	29/05/2024	Present	
30	30/05/2024	Present	
31	31/05/2024	Present	