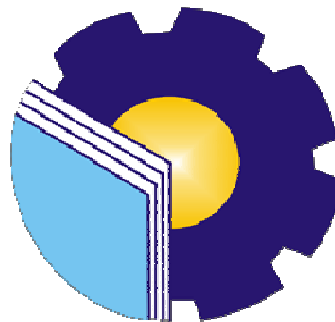


APPRENTICESHIP REPORT
PT. SARANA AGRO NUSANTARA UNIT DUMAI

ELY KASIRA

5404171114



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
2021**

APPROVAL SHEET
JOB TRAINING REPORT
PT. SARANA AGRO NUSANTARA UNIT DUMAI

Written as One of the Requirement for Completing of the Job Training


ELY KASIRA
5404171114

Bengkalis, June 30th 2021



PT Sarana Agro Nusantara
Kepala Unit

Jarwa Rahmanta

Advisor
Study Program International Business
Administration


Adrian Irmada Pratama S.Sos., M.B.A
NIP.198911172019031012

Approved by
Head of Study Program Internasional Business Administration
State Polytechnic of Bengkalis



Hutomo Atman Maulana. S.Pd., M.Si
NIP. 19890831 201803 1001

PREFACE

Praise for the presence of Allah SWT who has bestowed His grace so that the writer can complete the report of Apprenticeship at PT. Sarana Agro Nusantara Unit Dumai.

The writer would like to thanks those who helped in the preparation of this Apprenticeship report including to:

1. Mr. Johny Custer ST., MT a, MT as the Director of State Polytechnic of Bengkalis who has given approval for the implementation of Apprenticeship.
2. Mr. Armada., ST.,MT as Vice Director I of State Polytechnic of Bengkalis
3. Ms. Yunelly Asra SE.,MM as Head of the Department Commerce Administration.
4. Mr. Hutomo Atman Maulana, S.Pd.,M.Si as Head of International Business Administration study program.
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6. Mr. Abu Nasir Harahap as supervisor of job training at PT. Sarana Agro Nusantara (SAN) Unit Dumai.
7. Parents and parties involved in this Apprenticeship.

During Apprenticeship at PT. SAN Unit Dumai many lessons and knowledge that the writer gained from employees in the office. Despite all that, the writer 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, July 2021

Ely Kasira
540417114

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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Yayasan Bangun Insani (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multi National Companies.

As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, and Commercial and Maritime Administration.

Bengkalis State Polytechnic has a Study Program consisting of two levels of education, namely Diploma 4 and Diploma 3, for the D4 Study Program consisting of Production and Maintenance Mechanical Engineering, Industrial Electrical Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration and Accounting Public Finance, while the D3 Study Program consists of Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business

Administration, Informatics Engineering, Business English, Nautical Engineering and Commercial Shipping Management. The Bengkalis State Polytechnic has a curriculum that is oriented to the demands of a ready-made workforce with a composition of 40% theory and 60% practice with a number of Semester Credit Units (SKS) of 110 to 118 of the number of effective study hours 32 to 40 hours/week.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take practical work courses. Practical work is a means for students to develop themselves when they enter the world of work. This practical work activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the Bengkalis State Polytechnic.

As one of the universities, the Bengkalis State Polytechnic cooperates with government agencies and companies to make work reports for students who have completed their final study in semester VIII, and students are required to make reports. obtained from these KP activities and can continue their studies in the next semester. for that the implementation of this Job Training is carried out at PT. Sarana Agro Nusantara Unit Dumai for two months starting from February 15 to June 30, 2021.

PT. Sarana Agro Nusantara Unit Dumai is a State-Owned Enterprise (BUMN), which was established in 1985. It is a company engaged in the storage or stockpiling of palm oil, having its address at Jl. Datuk Laksamana, located around the Pelindo area, Dumai City, Riau. In general, this company aims to carry out and support government policies and programs in the field of economy and national development, especially the plantation sub-sector which concerns the distribution of palm oil (CPO).

PT. Sarana Agro Nusantara Unit Dumai was chosen as the place for the practice because this company has a storage tank service business for palm oil (CPO) and its derivative products. The company also carries out local and export activities for CPO (Crude Palm Oil) and its derivatives through the Pelindo Dumai

Port. Besides that, PT. Sarana Agro Nusantara has a target where the company's performance must increase from year to year, can develop and advance the company, increase company resources, and improve the welfare of human resources.

This is of course related to the International Business Administration Study Program, where the company's operational activities at PT. Sarana Agro Nusantara Dumai Unit is material that has been obtained while students are undergoing lectures. So that with this practical work, you can find out the real implementation process in the workplace.

In the company the author is assigned to the finance department where the author's task is to input and check data, such as ordering local purchase data, inventory and expenditure of goods. In addition, the author also has many things and gains a lot of experience and an overview of the world of work which will be useful after completing lectures, so that he can learn to adapt to the world of work and be ready to compete with other workers in the future.

1.2 Purposes of the Apprenticeship

The practical work activities of Bengkulu State Polytechnic students, International Business Administration study program have the following objectives:

1. To describe job descriptions during apprenticeship.
2. To explain the systems and procedures of the apprenticeship.
3. To find out the obstacles and solutions during apprenticeship.

1.3 Significances of the Apprenticeship

Apprenticeship Activities are very useful for students, Bengkulu State Polytechnic and Companies or Agencies such as:

1.3.1 For Students

There are several benefits from the implementation of practical work programs obtained by students, namely as follows:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
2. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
3. Students have the opportunity to be able to analyze problems related to science applied in work in accordance with their study program.
4. Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

1.3.2 For Bengkalis State Polytechnic

There are several benefits from implementing the practical work program obtained by the Bengkalis State Polytechnic, which are as follows:

1. There is good cooperation/relationship between the campus and the company where students do practical work.
2. Bengkalis State Polytechnic can improve the quality of its graduates through student practical work experience.
3. Bengkalis State Polytechnic will be better known in the industrial or corporate world.
4. Bengkalis State Polytechnic receives feedback from organizations/companies on the ability of students who take part in practical work in the world of work.
5. Bengkalis State Polytechnic receives feedback from the world of work for curriculum development and learning processes.

1.3.3 For Companies or Agencies

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

1. The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
2. The company will be recognized by academics and the world of education.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Sarana Agro Nusantara Unit Dumai or abbreviated as PT. SAN Unit Dumai is a State-Owned Enterprise (BUMN) which was established in 1985 based on the Notarial Deed of Ny. Asmah Sarbaini, Sh, No. 2 On October 2, 1985 under the name PT. Dumai Oil Tank Installation then changed its name to PT. SaranaSawitindoUtamaDumai abbreviated PT.SSUD which is a subsidiary of PT. (Persero) Plantation I-IIIV (PTP I S/D VII) and ratified by the Minister of Justice on July 17, 1985.



Figure 2.1 PT. Sarana Agro Nusantara
Source: Processed data 2021

With the change in ownership, this company merged into PT. Delitama Indonesia which is domiciled in Medan with the deed of incorporation number 09 dated September 11, 2000 and changed its name to PT. Sarana Agro Nusantara which was legalized by the Minister of Justice and Human Rights (HAM) on January 2, 2001 with the number C-18 HT.01.04 Year 2001 and announced in the State Gazette of the Republic of Indonesia.

Head Office PT. Sarana Agro Nusantara is located at Imam Bonjol No. 24 A-B Medan-Sumut and Has 2 (two) unit offices on Jalan Ujung Baru, Medan Belawan and on jl. Datuk Laksamana, namely PT. Sarana Agro Nusantara Unit Dumai.

The Belawan installation location is located on a land area of 35,785 M² and the Dumai installation is located on a 35,245 M² land area. Both have office facilities, storage tanks, warehouses, scales, workshops, steam boilers, pump installation rooms, power generation rooms, laboratories, pipelines. piping and others.

As a service company that has been established for more than 36 years and has a well-known reputation, the company is committed to always providing the best, effective and efficient services with competitive service rates and supported by professional and experienced human resources and adequate equipment.

2.2 Vision and Mission of PT. Sarana Agro Nusantara Unit Dumai

2.2.1 Vision

Forming an international standard company in the service sector and becoming a market leader in Indonesia with global scale services.

2.2.2 Mission

The Mission of PT. Sarana Agro Nusantara Dumai Unit, as follows

1. Providing the best stockpiling services to achieve customer satisfaction through consistency in controlling the quality of customers' products, integrated management systems, proper laboratories meeting National standards.

2. Human resources as company assets are appreciated and given consistent and continuous understanding.
3. The company strives to always fulfill the interests of various parties (stakeholders).

2.3 Kind of Business

As for the kind of business that are run at PT. Sarana Agro Nusantara Unit Dumai, they are as follows:

1. Establish and exploit crude palm oil (CPO) storage tanks or these semi-finished products and their derivatives and install pipelines and machine installations.
2. Receiving, stockpiling and pumping palm oil and its derivatives into and out of storage tanks and loading palm oil and its derivatives onto ships or other means of transportation.
3. Carry out other activities related to the business field of bulking and processing the production of other plantation products.

Specifically, the company also has the following objectives:

- a. The achievement of the company's performance is expected to continue to increase from year to year.
- b. Can develop and advance the company.
- c. Improvement of human resource capacity.
- d. Welfare of human resources.

2.4 Organizational Structure of PT. Sarana Agro Nusantara

2.4.1 Organizational Structure In General

Organizational structure is a system used to determine the allocation, category, and formal organization of work. The organizational structure shows the flow of information and the responsibilities assigned, coordinated, and controlled by each division. This is the organizational structure of PT. Nusantara Agro Facilities:



STRUKTUR ORGANISASI PT SARANA AGRO NUSANTARA

LAMPIR SKPTS DIREKSI PT SARANA AGRO NUSANTARA
 NOMOR : SAN.DIR/ SKPTS/ 54/ VII / 2020
 TANGGAL : 29 JULI 2020

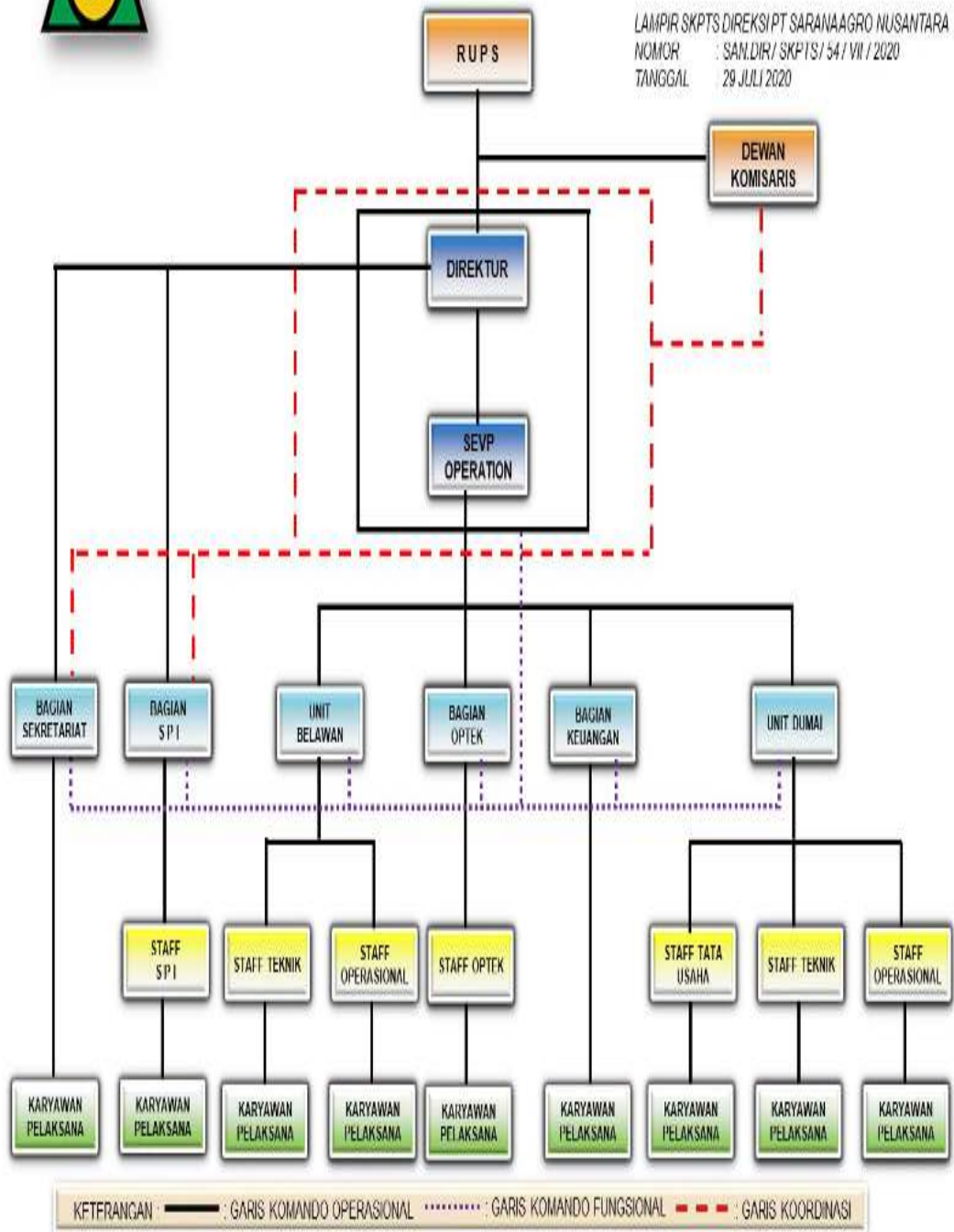


Figure 2.2 Organizational Structure of PT. Nusantara Agro

Source: Processed data 2021

2.4.2 Organizational Structure Financial Division

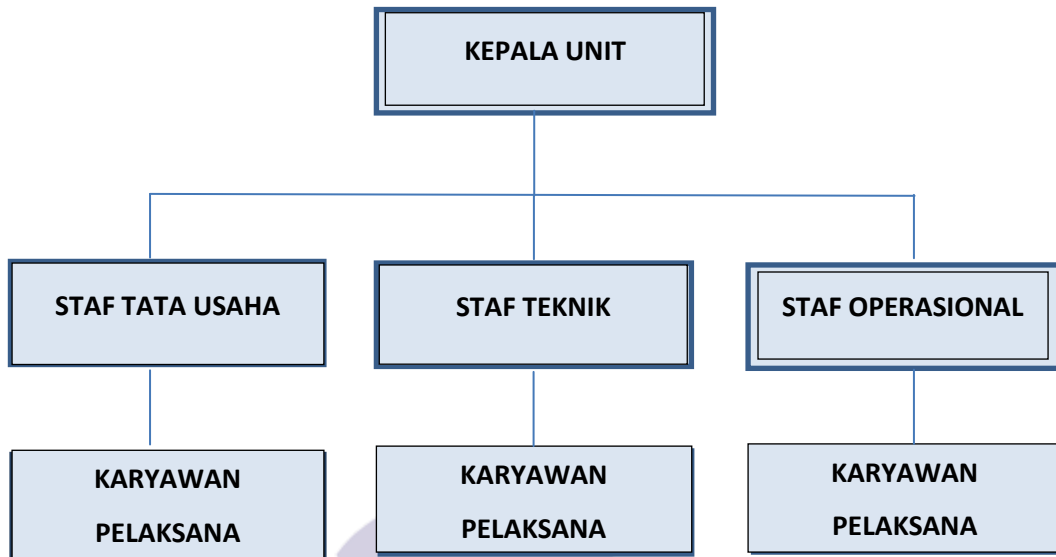


Figure 2.3 Organizational structure of PT. Sarana Agro Nusantara Unit Dumai
Source: Processed data 2021

Above is the organizational structure of the finance department, where the author was assigned during an internship for approximately two months. Where further explanation of the duties and authorities can be seen below.

1. Shareholders

The duties and authorities of shareholders are:

- a. Carry out supervision in implementing the provisions contained in the articles of association in the deed of establishment of PT. Nusantara Agro Facilities.
- b. Determine the company's policy in outline in order to achieve the company's main objectives at the time of the annual meeting.
- c. Consider and ratify the financial statements submitted in the annual report.

2. Board of Commissioners

The duties and authorities of the Commissioner are:

- a. Supervise the policies of the board of directors in running the company and provide advice to the board of directors.
- b. The Commissioner has the right to examine all books, letters and other evidence, examine and match the financial situation and has the right to know all actions that have been carried out by the board of directors.
- c. Temporarily dismiss one or more members of the board of directors if the member of the board of directors is contrary to the applicable regulations.

3. Director

The duties and authorities of the Director are:

- a. Leading and managing the company in accordance with the company's objectives and always trying to improve the efficiency and effectiveness of the company.
- b. Implement company policies, as well as the provisions set by the General Meeting of Shareholders of PTPN.
- c. Determine the main steps in implementing company policies in the Finance or General, Operations, Engineering, and Technology sections.
- d. Appointing and dismissing employees of class IA to IVD

4. Suvervisor Staff

The duties and authorities of the Operations Staff are:

- a. Assist the board of directors in planning, organizing, implementing, and supervising work in the operations/technical division (receiving, stockpiling palm oil shipments).
- b. Plan and coordinate work in the operations/engineering division to achieve optimal productivity and efficiency.
- c. Make a work plan and budget for the operation/engineering division every year (for supply/receipt/shipment plans, civil maintenance work, engineering maintenance work and investment).

5. Head of Finance

The duties and authorities of the Head of Finance are:

- a. Assisting the board of directors in planning, organizing, implementing, and supervising work in the finance department which includes bookkeeping, financing, and procurement of goods.
- b. Supervise the financing of his division and be accountable to the board of directors.
- c. Researching, supervising, and evaluating financial reports to get an overview of the company's finances.
- d. Make a work plan and budget in the financial section and summarize all work plans and section budgets in the work plan book and company budget.

6. Head of Internal Audit Unit (SPI)

The duties and authorities of the Head of the Internal Audit Unit are:

- a. Prepare procedures for the inspection of the internal control unit so that efficiency and effectiveness can be achieved in the context of securing assets and managing the company.
- b. Carrying out internal inspections, both physical, financial and management of all work units of the company based on inspection norms, guidelines for the examination of BUMN on the implementation of RKAP, policies and regulations that apply in the company.
- c. Analyze/evaluate the company's financial statements (statement of financial position, profit/loss and its supporters) before being audited by a public accountant and the results are submitted to the board of directors.
- d. Maintain and supervise investments as well as letters and documents from the Internal Audit Unit.

7. Head of Secretariat

The duties and authorities of the Head of the Secretariat are:

- a. Leading, organizing and supervising all activities in the field of personnel.
- b. Develop, formulate instructions, procedures, programs, and other directives needed in carrying out policies related to staffing as determined.
- c. Manage and organize meetings of the board of directors and issue minutes of meetings, both for operational and documentation purposes.
- d. Develop and implement employee education and training programs to improve skills and skills as well as supervising the recruitment and placement of employees to meet the needs of the company's workforce and maintain records of them.

8. Unit Head

The duties and authorities of the Unit Head are:

- a. Coordinate and organize work assignments and direct all work in the unit.
- b. Prepare Audit Budget Work Plan.
- c. Carry out coordinating relations with PTPN and private plantations, KPB and shipping in order to receive, stockpile, ship (dry and liquid).

9. Administrative Staff

The duties and authorities of the Administrative Staff are:

- a. Coordinate daily reports on cash and bank positions.
- b. Coordinate the preparation of payment plans for third parties.
- c. Coordinate the implementation of payments for transactions that arise.

10. Technical Affairs Staff

The duties and authorities of the Technical Affairs Staff are:

- a. Make a field study to obtain data as a basis for planning equipment repair and maintenance.
- b. Maintain work discipline periodically assessing the work performance of subordinates.
- c. Carry out other tasks assigned by the unit head.

11. Technology Affairs Staff

The duties and authorities of the Technology Affairs Staff are:

- a. Make a field study to obtain data as a basis for planning equipment repair and maintenance.
- b. Prepare annual budget for technology affairs to be submitted to the Unit Head.
- c. Responsible for the management of the laboratory in the context of quality control received up to the shipping stage.

12. Expeditionary/Warehouse Affairs Staff

The duties and authorities of the Expeditionary/Warehouse Affairs Staff are:

- a. Supervise the transfer of goods within the port properly and responsibly to avoid damage and maintain quality.
- b. Check and match the completeness of receiving and shipping documents.
- c. Examine and examine reports on export/import activities and cargo and take corrective steps.

2.5 The Working Process

In general, the existing business processes at PT. SAN Unit Dumai in providing services for receiving, stockpiling and shipping palm oil (CPO), from contracts submitted by service users to field activities and physical and quality control of oil, namely the entry and exit of oil through PT. Dumai Agro Unit Facilities.

For the smooth running of the business, the management is supported by facilities and infrastructure as well as a workforce who understands palm oil plantations (CPO) and the management of palm oil stockpiling services (CPO). Those who are directly involved in the operational activities of receiving, stockpiling and shipping palm oil (CPO) will always relate to the use/operating of work equipment such as:

1. Operator (computer) weighbridge.
2. Operators of the engine room (power room) that is running the generating set or steam boiler (boiler).
3. Receiving or shipping pump operators.
4. Quality testing by a laboratory using equipment that has standards by the meteorological agency.
5. Operator water treatment, namely water used for heating palm oil (CPO) in storage tanks prior to shipment so as to facilitate the process of sending oil from the pipe to the ship's tank (not frozen).

Other facilities besides the work equipment owned, the company has also provided a storage tank with a large enough capacity to accommodate palm oil (CPO), both owned by PT. Nusantara plantations are also privately owned/cooperatives.

2.6 Document Used for Activity

There are several documents used for activities at PT. Sarana Agro Nusantara Dumai Unit as follows:

1. Letter of Receipt of Goods

Letter of Receipt of Goods is a document containing information on goods which includes the origin of CPO (Crude Palm Oil), quantity of CPO, quality of CPO, type of CPO (CSPO-MB and NON CSPO).

2. Inventory Card

Is a document containing the amount of stock of commodity/CPO after receipt/expense.

3. Tank Truck Inspection Card

Is a document containing the results of the inspection of the truck tank which includes information on transportation and goods carried, quality inspection, hours of entry and hours of exit.

4. Proof of Receipt and Release of Goods.

Is a document that contains requests and release of warehouse goods.



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The implementation of the Apprenticeship starting from February 15, 2021 to June 30, 2021, will be held from Monday to Friday. Assist in various tasks carried out by company staff, which tasks are described as follows:

1. Inputting and checking data on Goods Request Receipts and Goods Expenditure.

Goods Request Receipt is a Logistics Request sheet/form from each work unit in the organization related to the type of logistics specifications addressed to the warehouse department. Meanwhile, the Goods Expenditure Certificate is a proof of release/delivery of goods with certain types and specifications by the warehouse department to certain work units at a certain time.

2. Input and checking the Local Purchase Order data.

Local Purchase Orders are purchases made from domestic suppliers. The author inputs data using the Microsoft Excel application and then checks it again so that no errors are found in inputting data.

3. Inputting and Checking the Inventory Card.

The Goods Inventory Card is a form/sheet to record changes in the amount of logistics inventory due to the entry and exit of logistics, code no. proof of entry/expenditure, origin/destination of logistics, amount of entry/expenditure, and the remaining amount (Logistics Inventory). The author inputs the data using Microsoft Excel.

4. Inputting a Machine and Equipment Maintenance Form.

Machine and Equipment Maintenance Request Form is a form used by the company as an activity system to maintain, develop and maximize the usability of all existing facilities in a workshop or industry so that the invested capital/investment can be effective and efficient. economical use.

5. Inputting and Checking Request Memo data.

Request memo is a letter or note containing a request for goods for office purposes.

6. Inputting the list of prices for salaries of Employees PT. SAN UD.

Salary is a form of Periodic payment from an employer to its employees which is stated in an employment contract. In Indonesia, salaries are usually made once a month, including at PT. SAN Dumai unit where the author carries out Apprenticeship. The author inputs employees salaries based on the position of the employees who work there. In addition to the salary, the author also inputs the employees Hari Raya Allowance where employees Hari Raya Allowance is non-wage income that must be paid by the company to workers before religious holidays.

7. Inputting and Checking Price List for Office Stationery 2021.

Office stationery is a wide range of office stationery products and various office supplies and necessities that are usually provided in corporate companies. The scope includes stationery, office furniture, office equipment, household needs, filing and document systems and many others. The company checks the Annual Price data to be wise in estimating the number of office stationery needed by employees or each division that moves in the office. With careful planning, namely by checking the price of Annual office stationery, the company can do careful planning on an annual or monthly basis. That way the company can order office stationery in large quantities at once and therefore it is likely to save money because the supplier agent will usually provide a significant discount as well.

8. Photocopy.

Photocopying is a method of making copies documents on paper using the irradiation process.

3.2 System and Procedures

The system used by PT. Sarana Agro Nusantara Dumai Unit is an online system and also uses a manual system. Online systems such as sending daily reports, confirming Pelindo bills or payments and monthly reports via email. While the manual system is used for recording CPO/PAO receipts, receipts and disbursements of goods and cash reports. An explanation of the work procedures carried out when doing practical work in the finance department at PT. Sarana Agro Nusantara Dumai Unit is explained as follows:

1. Inputting the data on the Goods Request Receipt and Goods Expenditure.

Inputting Goods Request Receipt and Goods Expenditure using Microsoft Excel application where Goods Request Receipt is a Logistics Request sheet/form from each work unit in the organization related to the type of logistics specifications addressed to the warehouse department. Meanwhile, the Goods Expenditure Certificate is a proof of release/delivery of goods with certain types and specifications by the warehouse department to certain work units at a certain time.

No. Urut	Nama Barang	Merk / Spesifikasi	Satuan	Jumlah	Gedung	Gedung	Kategori Barang	Jumlah Barang
001	Biji Kelapa	Biji Kelapa	kg	1000	1	1	1	1000
002	Biji Kelapa	Biji Kelapa	kg	1000	1	1	1	1000
003	Biji Kelapa	Biji Kelapa	kg	1000	1	1	1	1000
004	Biji Kelapa	Biji Kelapa	kg	1000	1	1	1	1000
005	Biji Kelapa	Biji Kelapa	kg	1000	1	1	1	1000

Figure 3.1 Goods Request Bill Report and Goods Expenditure
Source: Processed data 2021

The following is the procedure for goods request receiving at PT. Sarana Agro Nusantara Unit Dumai :

- a. Supplier of goods ordered together with invoice and proof of 2 (two) copies.
- b. Before the goods enter the warehouse, they are first checked by the Committee for the Procurement of Goods/Services. Furthermore, counting, measuring, weighing, checking the quality and quantity of the inventory items received, to ensure whether they are in accordance with the documents.
- c. After checking the 1st sheet of Proof of Delivery, the sheet of Proof of Delivery, Invoice submitted to the supplier, 2nd sheet of Proof of Delivery, 2nd Invoice, and inventory items submitted to the work unit that handles the warehouse.
- d. Furthermore, based on the 2nd Sheet of Proof of Delivery, Invoice; The 2nd sheet of OP and inventory, the work unit that handles the warehouse makes a Goods Receipt Report in duplicate, recording the number, unit, code number and explanation of each item submitted as well as a report on whether it is a holding work unit or entirely.
- e. Submit the 1st sheet of the Goods Receipt Report to the Head of the General Section along with the 1st sheet of Proof of Delivery, 1st sheet of Invoice for examination. The Report on the Receipt of non-inventory goods is attached with the Minutes of Inspection which must also be signed by the requester for goods or his representative who participates in the inspection when the goods are received.
- f. The Head of the General Section examines the Goods Receipt Report and after knowing the truth of the report and returns it to the work unit in the warehouse, the three Goods Receipt Reports together with complementary documents.
- g. The work unit that handles the warehouse records the receipts into the warehouse card according to their respective storage areas. In the case of

non-inventory items that are not directly taken, they must be placed specifically and specifically.

- h. Distribute the Goods Receipt Report and all complementary documents to the Warehouse Section, to further record the receipt of goods in the warehouse card.

The following is the procedure for goods expenditure at PT. Sarana Agro Nusantara Unit Dumai :

- a. The officer who needs the goods makes 2 (two) copies of the Goods Requirement Bill which is submitted to the Head of the Section for approval and signature.
- b. After being signed by the Head of the Section, the officer who needs the goods makes 4 (four) copies of the Proof of Goods Request and forwarded it to the appointed Board of Directors for approval.
- c. On the basis of the Proof of Request for Goods that has been approved, the officer submits the document to the work unit that handles the warehouse.
- d. The warehouse clerk prepares the goods as stated in the Proof of Goods Request and fills in the number of goods issued in the document.
- e. When the goods are delivered, the goods must be recalculated in the presence of the consignee. If it is appropriate, the warehouse clerk will put a signature on the Proof of Goods Request document.
- f. Furthermore, the warehouse officer distributes the Proof of Goods Request document. 2nd sheet to the work unit with goods. Proof of Goods Request. the 2nd sheet is archived by the Warehouse Section.
- g. Warehouse clerk records the release of inventory items into the warehouse card based on the Proof of Goods Request. 3rd sheet.
- h. Bookkeepers archive Proof of Goods Request. 1st sheet after making the necessary records.

this stage the user fills in the Script Book. The script book containing the list of items requested must be authorized in advance by the head of the requesting section. Then the script book is submitted to the material warehouse.

- b. The material warehouse section checks the inventory in the warehouse, then fills in the item code in the script book and makes a Goods Request List. Furthermore, the Goods Request List and the script book are submitted to the Office Supplies Administration.
- c. Office Inventory Administration Section verifies the Goods Request List and Script Book and provides information on the company's budget from the demand for goods. The Goods Request List and Script Book that have been authorized by the General Manager are submitted to the procurement department for further processing.
- d. The procurement department re-verifies the Goods Request List and Script Book for further processing.
- e. Based on the list of requests for goods, the procurement section carries out the procurement process with the initial stages of making its own Estimated Price. Next, the procurement team determines the supplier / partner and decides what type of purchase will be made according to the calculation value of the purchase of goods.
- f. Suppliers who submit price offers will be evaluated by the procurement department. If the price has been agreed, the procurement department prepares an Order Determination Letter. Then the Order Determination Letter is submitted to the General Manager for authorization.
- g. The supplier/courier sends the goods by attaching an Order Determination Letter and a letter of travel. Receipt of goods and the user together check whether the goods are in accordance with the specifications of the goods requested. If the goods that arrive are not in accordance with the order, then the receiving department makes a Proof of Rejection of Goods which is then submitted to the supplier/courier to bring back the goods.

- h. Based on Proof of Goods Receipt, the material warehouse section records it into the warehouse card and makes an Incoming Goods Bill.
- i. The finance department makes a purchase journal based on the Proof of Receipt of Goods and Incoming Goods Bill then inputted into the computer using the Microsoft Excel application.

3. Inputting the Inventory Card Data

The Goods Inventory Card is a form/sheet to record changes in the amount of logistics inventory due to the entry and exit of logistics, code no. proof of entry/expenditure, origin/destination of logistics, amount of entry/expenditure, and the remaining amount (Logistics Inventory). The author inputs the data using Microsoft Excel.

Tanggal	No. Bukti Masuk	No. Bukti Keluar	Detail No. Bukti Keluar dan Tujuan	Saldo	PENERIMAAN		PENGELUARAN		Saldo
					Penerimaan	Pengeluaran	Penerimaan	Pengeluaran	
27 Jan 2021	001/21								
28 Jan 2021	002/21								

Figure 3.3 Inventory Card Data Report

Source: Processed data 2021

The following is the procedure for inventory at PT Sarana Agro Nusantara Unit Dumai:

- a. This procedure is one of the procedures that make up the purchasing system. In this system, the cost of inventory purchased is recorded.

- b. Documents used in this procedure are: reports of receipt of goods and proof of cash out.
- c. The related functions in the procedure for recording the cost of inventory purchased are the receipt function which functions to receive goods that have been purchased, as well as to make a report on receipt of goods, the debt function is used to make evidence of cash outflows, the inventory card function to record inventory based on evidence of cash outflows, and warehouse function to record inventory mutations based on goods receipt reports.

4. Inputting Machine and Equipment Maintenance Request Form

Machine and Equipment Maintenance Request Form is a form used by the company as an activity system to maintain, develop and maximize the usability of all existing facilities in a workshop or industry so that the invested capital/investment can be effective and efficient. economical use.

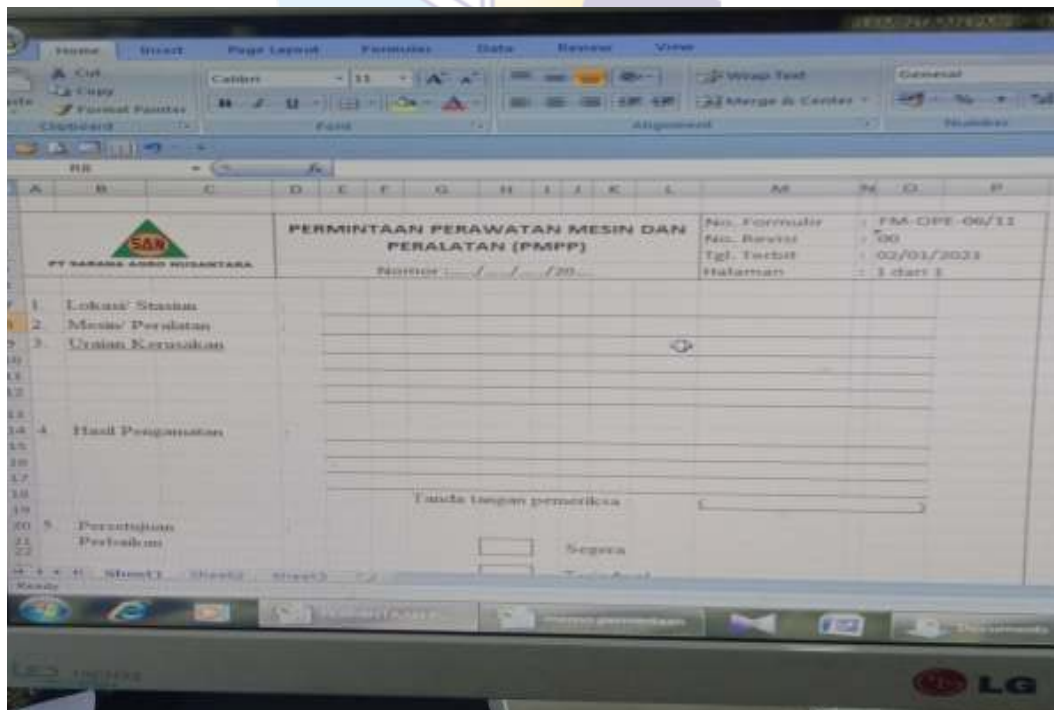


Figure 3.4 Machine and Equipment Maintenance Request Form

Source: Processed data 2021

The following is the procedure for machine equipment maintenance and request form PT. Sarana Agro Nusantara Unit Dumai :

- a. The head of maintenance or supervisor is contacted, and explained about any damage that has occurred.
- b. Make four copies of the job sheet, while repairs will be made immediately.
- c. Supervisors receive a copy of the work sheet no. 1, 2 and 3. 4. For completeness, a copy of the work no. 4 submitted to the Head of Engineering and Maintenance for immediate repairs as soon as possible.
- d. This fault report is reviewed by the Department of Engineering and Maintenance, where special attention should be paid to 'corrective maintenance' based on the first proposal. After the results of the repair work are checked, 'OK' or 'unsatisfactory', then the next action needs to be taken on the corrective maintenance needed.
- e. After being reviewed by the preventive maintenance recording section, the report is archived for use in the preparation of monthly reports.

5. Input Request Memo Data

Request memo is a letter or note containing a request for goods for office purposes.



Figure 3.5 Request Memo Data Report

Source: Processed data 2021

The following is the procedure for the request memo at PT. Sarana Agro Nusantara Unit Dumai:

- a. To carry out the process of making a memo request for goods, you must first enter the item data and item code using the Microsoft Excel application.
- b. Furthermore, the data is printed and then addressed to the general head, administrative staff and unit head for correction and approval.
- c. Once approved the new goods can be spent on demand.

6. Inputting the Salaries of Employees of PT. SAN UD

Salary is a form of Periodic payment from an employer to its employees which is stated in an employment contract. In indonesia, salaries are usually made once a month, including at PT. SAN Dumai unit where the author carries out Apprenticeship. The author inputs employees salaries based on the position of the employees who work there. In addition to the salary, the author also inputs the employees Hari Raya Allowance where employees Hari Raya Allowance is non-wage income that must be paid by the company to workers before religious holidays.

Figure 3.6 Employee Salary Data Report
Source: Processed data 2021

The following is the procedure for Salaries of Employees of PT. Sarana Agro Nusantara Unit Dumai :

- a. Receive a list of deductions from the source of the discount, for example a cooperative discount after that receiving a list of employee names from the Human Resources administration.
- b. Enter the data in the employee form that is non-entry, for example a change in position rank.
- c. Create a new list whose file names are adjusted to the month.
- d. Followed by entering employee data that is entry.
- e. Then the Finance section conducts supervision or checks before and after the data is checked to examine the validity of the data.
- f. In the finance section, 3 sheets of cash outflow are made and 3 sheets of cover letter for transfer of demand deposits are made for cash evidence, the first sheet is used as an archive in the finance section, the second and third sheets are sent to Bank BNI and then to the accounting department, while for archives in the financial section while the third sheet is distributed to BNI Bank.
- g. Proof of cash, bank accounts (employee income list) and recapitulation are sent to BNI Bank for further processing and paid to each employee.
- h. Payment details or salary slips for the Human Resources section are distributed directly to employees as proof of payment.

7. Input and Check Price List for office stationery 2021

Office stationery is a wide range of office stationery products and various office supplies and necessities that are usually provided in corporate companies. The scope includes stationery, office furniture, office equipment, household needs, filling and document systems and many others. The company checks the Annual Price data to be wise in estimating the number of office stationery needed by employees or each division that moves in the office. With careful planning, namely by checking the price of Annual office stationery, the company can do careful planning on an annual or monthly basis. That way the company can order

8. Fotocopy

The following is the photocopy procedure at PT. Sarana Agro Nusantara Unit Dumai :

Make sure the photocopy machine is on and the availability of paper.

- a. Standardize the document to be duplicated.
- b. Press the copy button.
- c. Press the number keys for the number of documents to be duplicated.
- d. Press the star button (for non color).
- e. Press the mono button (for color).
- f. Wait for the document to be duplicated.

3.3 Place of Job Apprenticheship

This job training is carried out at PT. Sarana Agro Nusantara Unit Dumai which is located at Jalan Datuk Laksamana, Dumai – Riau. Implementation of the Job Training is carried out for 44 (forty four) days starting from Monday 15 February 2021 to Friday 30 June 2021.

The following is working time of PT. Sarana Agro Nusantara Unit Dumai:

Tabel 3.1 Place and Time of Job Training Implementation

No	Day	Working hours	Agency
1	Monday to Thursday	08.00-12.00 (Morning) 13.30-16.00 (Afternoon)	PT. Sarana Agro Nusantara Unit Dumai
2	Friday	08.00-12.00 (Morning)	PT. Sarana Agro Nusantara Unit Dumai

Source: Processed Data 2021

3.4 Kind and Description of the Activity

Reports on activities that have been carried out during the implementation of the Job Training at PT. Sarana Agro Nusantara for approximately 2 months from February 15, 2021 to June 30, 2021, the full details can be seen in the table below.

Table 3.2 Agenda of Activities of the First Week (February 15th until 19th 2021)

Date and time	Activities	The place
Monday 15 February 2021	Self Introduction and company environment.	Finance
Tuesday 16 February 2021	Input and Check Data on Request for Goods and Release of Goods and Potocopying.	Finance
Wednesday 17 February 2021	Input and Check Data on Request for Goods and Release of Goods and copying.	Finance
Thursday 18 February 2021	Make Machine and Equipment Maintenance Request Form (PMPP) and copying.	Finance
Friday 19 February 2021	Inputting and Checking the 2021 OPL Actual Recap and copying.	Finance

Source: Processed data 2021

Table 3.3 Second Agenda of Activities of the Second Week(February 22th until 23th 2021)

Date and time	Activities	Place
Monday 22 February 2021	1. Input Local Purchase Order Data. 2. Checking Request Memo Data and copying.	Finance
Tuesday 23 February 2021	Input Local Purchase Order Data and copying.	Finance

Source: Processed data 2021

Table 3.4 Agenda of Activities of the Third Week (March 0th until 05th 2021)

Date and time	Activities	Place
Monday 01 March 2021	Inputting and Checking Inventory Data and copying.	Finance
Tuesday 02 March 2021	Make Machine and Equipment Maintenance Request Form and copying.	Finance
Wednesday 03 March 2021	Input and Check Data on Request for Goods and Release of Goods and copying.	Finance

Thursday 04 March 2021	Create Form and Input Request Memo data.	Finance
Friday \05 March 2021	Checking Control Sheet Data and copying.	Finance

Source: Processed data 2021

Table 3.5 Agenda of Activities of the Fourth Week (March 15th until 19th 2021)

Date and time	Activities	Place
Monday 15 March 2021	Inputting and Checking Local Purchase Order Data PT. SAN and copying.	Finance
Tuesday 16 March 2021	Inputting and Checking the Proof of Journal Expenditure and copying data.	Finance
Wednesday 17 March 2021	Inputting and Checking Requests for Goods and issuing Items	Finance
Thursday 18 March 2021	Inputting and Checking Inventory Data and copying.	Finance
Friday 19 March 2021	Input and Check Data Inventory of Goods and Expenditure of Goods and copying.	Finance

Source: Processed data 2021

Table 3.6 Agenda of Activities of the Fifth Week (March 29th until April 02th 2021)

Date and time	Activities	Place
Monday 29 March 2021	Inputting and Checking Local Purchase Order Data PT. SAN and copying.	Finance
Tuesday 30 March 2021	Inputting and Checking the Proof of Journal Expenditure and copying data.	Finance
Wednesday 31 March 2021	Inputting and Checking the Requested Price of Goods and copying.	Finance
Thursday 01 April 2021	Inputting and Checking Data on Requested Prices of Goods and copying.	Finance
Friday 02 April 2021	Dead Al Masih	Finance

Source: Processed data 2021

Table 3.7 Agenda of Activities of the Sixth Week (April 12th until 16th 2021)

Date and time	Activities	Place
Monday 12 April 2021	Entering THR Salary list data and a copying.	Finance
Tuesday April 13 2021	Checking item demand memo data	Finance
Wednesday 14 April 2021	Check the data for the purchase of local goods and copying.	Finance
Thursday 15 April 2021	Entering Goods Inventory Card data.	Finance
Friday 16 April 2021	Enter the data of the Goods Inventory Card and copying.	Finance

Source: Processed data 2021

Table 3.8 Agenda of Activities of the Seventh Week (April 26th until 30th 2021)

Date and time	Activities	Place
Monday 26 April 2021	Checking Local Purchase Order data and copying.	Finance
Tuesday 27 April 2021	Entering Inventory data.	Finance
Wednesday 28 April 2021	Enter inventory data and copying.	Finance
Thursday 29 April 2021	Entering goods request and goods expenditure receipt data.	Finance
Friday 30 April 2021	Checking Data Inventory of Goods and copying.	Finance

Source: Processed data 2021

Table 3.9 Agenda of Activities of the Eighth Week (April 31th until June 19th 2021)

Date and time	Activities	Place
Monday 31 April 2021	Enter inventory data and copying.	Finance
Tuesday 01 June 2021	Pancasila Birthday Holiday	Finance

Wednesday 02 June 2021	Inputting and Checking the Requested Price of Goods and copying.	Finance
Thursday 03 June 2021	Input Data Inventory of Goods and copying.	Finance
Friday 04 June 2021	Input local goods data and copying.	Finance

Source: Processed data 2021

Table 3.10 Daily Agenda of Activities of the Ninth Week (June 14th until 18th 2021)

Date and time	Activities	Place
Monday 14 June 2021	Entering price data for stationery 2021.	Finance
Tuesday 15 June 2021	Inputting and Checking the Proof of Journal Expenditure and copying data.	Finance
Wednesday 16 June 2021	Inputting inventory data and copying.	Finance
Thursday 17 June 2021	Checking Purchase Order data for goods	Finance
Friday 18 June 2021	Input and Check Data Inventory of Goods and Expenditure of Goods and copying.	Finance

Source: Processed data 2021

Table 3.11 Agenda of Activities of the Tenth Week (June 21th until 25th 2021)

Date and time	Activities	Place
Monday 21 June 2021	Inputting and Checking Local Purchase Order Data PT. SAN and copying.	Finance
Tuesday 22 June 2021	Inputting and Checking the Proof of Journal Expenditure and copying data.	Finance
Wednesday 23 June 2021	Inputting and Checking the Requested Price of Goods and copying.	Finance

Thursday 24 June 2021	Inputting and Checking Inventory Data and copying.	Finance
Friday June 25 2021	Input and Check Data Inventory of Goods and Expenditure of Goods and copying.	Finance

Source: Processed data 2021

3.5 Obstacles and Solution of Apprenticeship

3.5.1 Obstacles of Apprenticeship

There are several obstacles that occur during the implementation of the Job Training at PT. Sarana Agro Nusantara Dumai Unit in the Finance section are as follows:

1. Lack of insight or knowledge due to the implementation of internships during the covid-19 pandemic, the company scheduled a week to enter a week off for internship students.
2. Lack of office equipment such as photocopiers, making it difficult to complete work quickly.

3.5.2 Solution of Apprenticeship

Solutions that can be found from the obstacles faced during the apprenticeship at the PT. Sarana Agro Nusantara Dumai are :

1. The author uses a week off to make a report so that when the company asks for the internship report, the author has completed it according to the specified schedule.
2. To deal with the problem of borrowing or taking turns using a photocopy machine, the thing to do is wait for the queue to use the photocopier. Where people who really need the data/documents that want to be printed or duplicated immediately then that person is the first to use the equipment.

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

While carrying out the Job Training at PT. Sarana Agro Nusantara Dumai Unit, the author can draw several conclusions, including:

1. Practical work activities are carried out at PT Sarana Agro Nusantara Unit Dumai, which is located at Jalan Datuk Laksamana, Dumai, Riau. This practical work activity is carried out for approximately two months starting from February 15 to June 30, 2021. During practical work the author is placed in the finance department.
2. Systems and Procedures Work processes at PT. Sarana Agro Nusantara Unit Dumai especially in finance Entering and checking data on goods receipts and goods expenditures, inventory data, request memos, local purchase orders and inputting the list of salaries and Tunjangan Hari Raya for employees of PT. SAN. The author is in charge of inputting the data that has been mentioned using the Microsoft Excel application. The author also archives employee salary documents by punching a hole in the document to be archived using a perforator and inserting it into the Ordner folder. Make machine maintenance and equipment maintenance forms to then enter the data and print it out.
3. The software and hardware used during the Practical Work are Microsoft Word and Microsoft Excel applications. As for the hardware is a computer or laptop, printer and scanner.
4. During the Practical Work, the equipment and supplies used are A4 and F4 paper used for Print data or reports, Perforators are used to punch holes in paper and short Ordners are used to place scheduled letters or reports.

5. During the Job Training the data required is related to the history, structure and vision and mission of the office.
6. The obstacles faced by the author during practical work, namely: when he first started practical work, he only felt a foreign feeling and tried to adapt to the company environment, especially in terms of communication. Lack of understanding of the data that is input because the supervisor only submits it for later input into the computer and then left unattended, this makes it difficult for the author to get information about what he is doing. Due to the pandemic, practical work in the company is carried out a week into a week off, this makes the author not much in gaining knowledge and adding insight about the company where the author does an internship which should have been four months to only approximately two months or 44 days. Furthermore, there are less office equipment such as photocopiers, making it difficult to complete work quickly.
7. The author uses a week off to make a report so that when the company asks for the internship report the author has completed it according to the specified schedule.
8. To deal with the problem of borrowing or taking turns using a photocopy machine, the thing to do is wait for the queue to use the photocopier. Where people who really need the data/documents that want to be printed or duplicated immediately then that person is the first to use the equipment.

4.2 Suggestions

After doing practical work in the administration of PT. Sarana Agro Nusantara Unit Dumai can be given some suggestions as follows:

1. The author advises that in the future it is hoped that the office will provide a suggestion box to accommodate criticism and suggestions from customers of PT. Sarana Agro Nusantara.
2. Be friendly to people in the office environment and apply Smile and Greetings.

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(<https://www.kompasriau.com/2017/09/17/pt-san-dumai-layani-jasa-timbun-cpo/>), accessed 20 Juni 2021

Wahyu. 2016. Gambaran Umum Perusahaan, (Online),
(<https://id.scrib.com/doc296934768/BAB-4>), accessed 20 Juni 2021



APPENDICES

Appendix 1 : Apprenticeship Reply Letter

**PT. SARANA AGRO NUSANTARA
UNIT DUMAI**
Alamat : Jalan Datar Laksamana, Dusun 28814 Hias - Indragiri
Telepon : (0765) 31226, 36429, 36438, Fax : (0765) 31586
Email : pt.san_dumai@yahoo.co.id Website : http://www.pt-san.co.id



No. : SAN.UD/01/390 / X / 2020
Lamp. : -
Hal : Peretujuan Kerja Praktek

Dumai, 23 Oktober 2020

Kepada Yth,
Pimpinan Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungailam
Telp. (0766) 24566
Di -
BENGKALIS

Dengan hormat,

Ref. Surat No. 2973/PL31/AK/2020 tanggal 28 September 2020

Sesuai dengan surat Saudara tersebut diatas perihal Permohonan izin untuk Kerja Praktek (KP) Mahasiswa Politeknik Negeri Bengkalis di PT. Sarana Agro Nusantara Unit Dumai, atas nama :

Rita Asmara	Program Studi	Administrasi Bisnis Internasional
Ely Kasira	Program Studi	Administrasi Bisnis Internasional
Evi Novita Sari	Program Studi	Administrasi Bisnis Internasional
Iliya	Program Studi	Administrasi Bisnis Internasional
Windi Meigrina	Program Studi	Administrasi Bisnis Internasional

Pada prinsipnya dapat kami setuju dan kami terima dengan tidak mengganggu aktivitas kegiatan serta kelancaran operasional kerja di PT. SAN Unit Dumai.

Mahasiswa yang melakukan kerja praktek / magang terlebih dahulu harus memiliki asuransi kecelakaan kerja, atau didaftarkan ke BPJS Ketenaga Kerjaan selama kerja praktek / magang dilaksanakan di PT. SAN Unit Dumai.

Kerja Praktek dapat dimulai tanggal 15 Februari 2021 s/d 30 Juni 2021
Selama Kerja Praktek diwajibkan untuk selalu memakai Seragam/Almamater serta memakai masker dan mematuhi Protokol Kesehatan Covid-19.

Demikian kami sampaikan kiranya dapat dimaklumi.

Hormat kami,
**PT SARANA AGRO NUSANTARA
UNIT DUMAI**

JARWA RAHMANTA
Kepala Unit

Kantor Pusat : Jalan Imam Bonjol No. 24 A-B Medan 20151 Telepon : (061) 4588875, 4576213 Fax : (061) 4518654
Unit Belawan : Jalan Ujung Ilir Medan Belawan 20411 Telepon : (061) 6941518, 6941481 Fax : (061) 6941233

SENANTIASA BERBUAT YANG TERBAIK

Appendix 2 : Apprenticeship Statement Letter



PT SARANA AGRO NUSANTARA UNIT DUMAI

Alamat : Jl. Baruk Laksmasa, Dumai - Riau - Indonesia - 28011
Telepon : (0765) - 810764
Website : www.saranaagronusantara.com - Email : sandumai000@gmail.com



No : SAN /ID/W/ 246 / M/2021
Lamp : -
Hal : Surat Keterangan Selesai Kerja Praktek

Dumai, 30 Juni 2021

Kepada Yth.
Pimpinan Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungaialam
Telp. (0765) 7008877
Di
BENGKALIS

SURAT KETERANGAN

Yang bertanda tangan dibawah ini, menerangkan bahwa :

Nama : ELY KASIRA
No. Mahasiswa : 5401171114
Jurusan : Administrasi Niaga / D-4 Administrasi Bisnis Internasional

Telah selesai melaksanakan Kerja Praktek di PT Sarana Agro Nusantara Unit Dumai mulai tanggal 15 Februari – 30 Juni 2021.

Jerikan Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Hormat kami,
PT SARANA AGRO NUSANTARA

Kepala UNIT 1

JARWA RAHMANTA

Appendix 3 :Apprenticeship Assessment Sheet

Form-4:

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK PT. SARANA AGRO
NUSANTARA UNIT DUMAI.

Nama : ELY KASTRA
 NIM : 5401171114
 Program Studi : Administrasi Bisnis Internasional

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	98
2.	Jawab-jawab	25%	95
3.	Pemahaman diri	10%	95
4.	Hasil Kerja	30%	98
5.	Perilaku secara umum	15%	95
Total (ambil: (1+2 + 3+4 + 5.5)		100%	481,5 = 96,2

Keterangan :
 Nilai : Kriteria
 81 – 100 : Istimewa
 71 – 80 : Baik sekali
 66 – 70 : Baik
 61 – 65 : Cukup Baik
 56 – 60 : Cukup
 Catatan :

















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Dumai, 29 Juni 2021

















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 NIK. 19961101029











Appendix 4 : List of Apprenticeship Attendace

**DAFTAR HADIR
MAHASISWA KERJA PRAKTEK PT SARANA AGRO NUSANTARA TAHUN 2021**

Hari/Tanggal	Nama	NIM	Universitas	Tanda Tangan
Senin 15/ 02/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	
Selasa 16/ 02/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	
Rabu 17/ 02/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	
Kamis 18/ 02/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	
Jumat 19/ 02/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	
Senin 22/ 02/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	
Selasa 23/ 02/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	
Senin 01/ 03/2021	EVI NUNTA SARI	5404171112	Poibeng	
	ELY KASIRA	5404171114	Poibeng	

Hari/Tanggal	Nama	NIM	Universitas	Tanda Tangan
Kamis 19/03/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	
Senin 29/03/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	
Selasa 30/03/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	
Rabu 31/03/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	
Kamis 01/04/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	
Jumat 02/04/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	
Sabtu 03/04/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	
Minggu 04/04/2021	EVI NUNTA SARI	5409171117	Poibong	
	Ely KASIRA	5409171119	Poibong	

Hari/Tanggal	Nama	NIM	Universitas	Tanda Tangan
Senin 08/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	
Selasa 09/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	
Rabu 10/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	
Kamis 11/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	
Jumat 12/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	
Sabtu 13/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	
Minggu 14/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	
Senin 15/ 06/2021	Evi Nurita Sari	52104121112	Poibeng	
	Ely Kasra	52104121114	Poibeng	

Hari/Tanggal	Nama	NIM	Universitas	Tanda Tangan
Senin 21/06/2021	Evi Nurita Sari	5900121112	Poibangs	
	Evy Kasira	5900121114	Poibangs	
Selasa 22/06/2021	Evi Nurita Sari	5900121112	Poibangs	
	Evy Kasira	5900121114	Poibangs	
Rabu 23/06/2021	Evi Nurita Sari	5900121112	Poibangs	
	Evy Kasira	5900121114	Poibangs	
Kamis 24/06/2021	Evi Nurita Sari	5900121112	Poibangs	
	Evy Kasira	5900121114	Poibangs	
Jumat 25/06/2021	Evi Nurita Sari	5900121112	Poibangs	
	Evy Kasira	5900121114	Poibangs	

Dumai, 30 Juni 2021

Mengetahui,



Abu Nasir Harahap

Appendix 5 : Apprenticeship Certificate



PT SARANA AGRO NUSANTARA
UNIT DUMAI

SERTIFIKAT

Kepala Unit PT Sarana Agro Nusantara Unit Dumai, menrangkan bahwa :

Nama : **ELY KASIRA**

NIM : 5404171114

Adalah Mahasiswa Politeknik Negeri Bengkulu yang telah melaksanakan Kerja Praktek mulai tanggal 15 Februari - 30 Juni 2021 di PT Sarana Agro Nusantara Unit Dumai dengan hasil "**ISTIMEWA**"

Dumai, 30 Juni 2021
PT SARANA AGRO NUSANTARA
Kecamatan Dumai
JAWARA RAHMANTA

Appendix 6 :Daily Activities

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Selasa
Tanggal : 16 - Februari 2021


No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1. 2.	Menginput Data Bon Permintaan Barang dan Pengeluaran Barang Fotocopy	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
	 	Memasukkan data Bon Permintaan Barang dan Pengeluaran Barang menggunakan Aplikasi Microsoft-Excel.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Rabu
Tanggal : 17 - Februari 2021

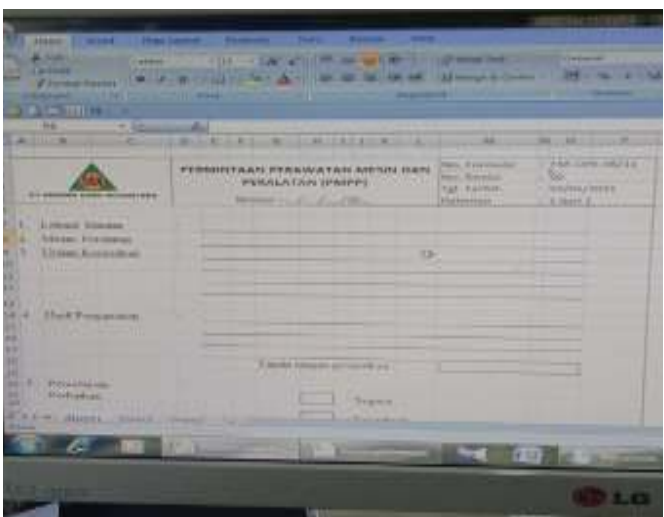
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Membuat dan Mengecek Data Bon Permintaan Barang dan Pengeluaran Barang.	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		Memasukkan data Bon Permintaan Barang dan Pengeluaran Barang menggunakan Aplikasi Microsoft-Excel.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Kamis
Tanggal : 18 - Februari 2021

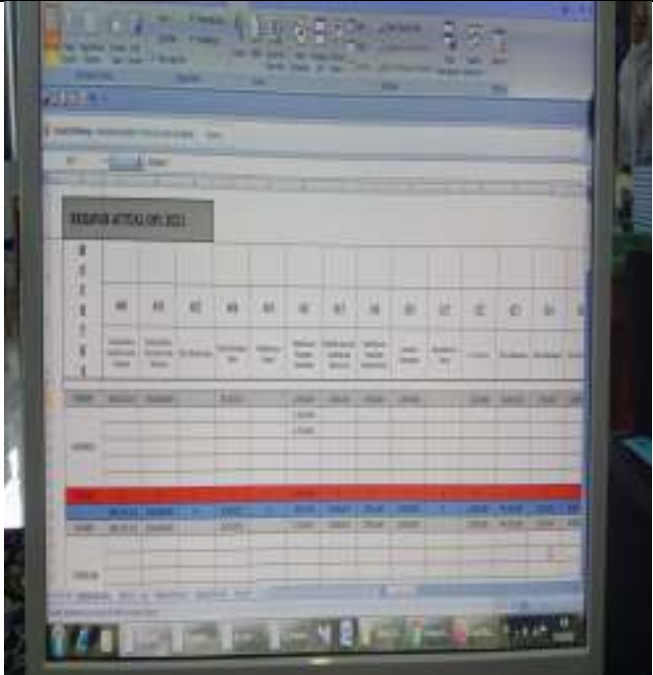
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Membuat Form Permintaan Perawatan Mesin dan Peralatan (PMPP).	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		<p>Form Permintaan Perawatan Mesin dan Peralatan adalah form yang di gunakan oleh perusahaan sebagai sistem kegiatan untuk menjaga, memelihara, mempertahankan, mengembangkan dan memaksimalkan daya guna dari segala sarana yang ada di dalam suatu bengkel atau industry.</p>

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Jumat
Tanggal : 19 - Februari 2021

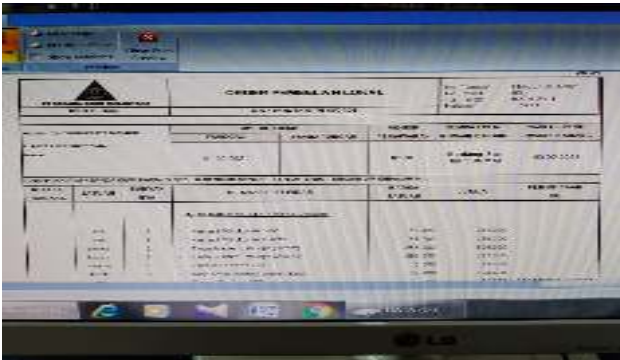

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Rekapitan Actual OPL 2021 dan digandakan.	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		Menginput Rekapitan Actual Order Pembelian Lokal 2021.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Senin
Tanggal : 22 - Februari 2021

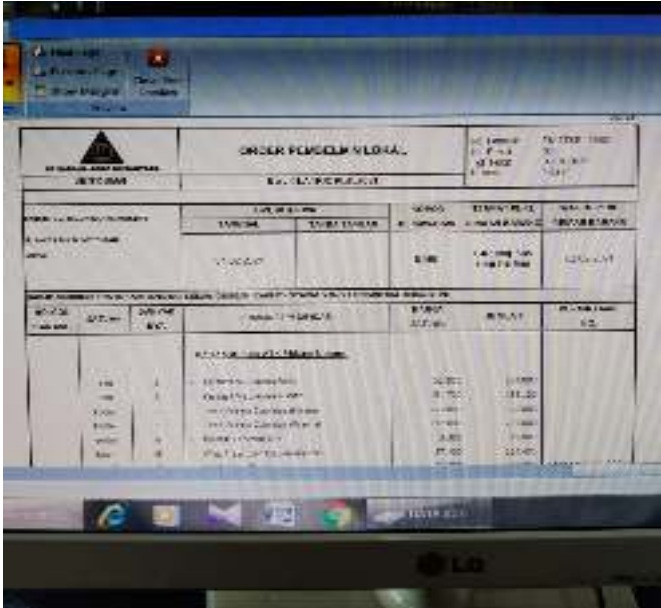
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Data Order Pembelian Lokal	Abu Nasir Harahap	
2.	Mengecek Data Memo Permintaan		
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
1.		1. Order Pembelian Lokal (OPL) adalah pembelian yang dilakukan dari pemasok dalam negeri. Penulis meng-input data menggunakan Aplikasi Microsoft Excel.
2.		2. Memo Permintaan adalah sebuah surat atau catatan berisi permintaan barang untuk keperluan kantor.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Selasa
Tanggal : 23 - Feb 2021

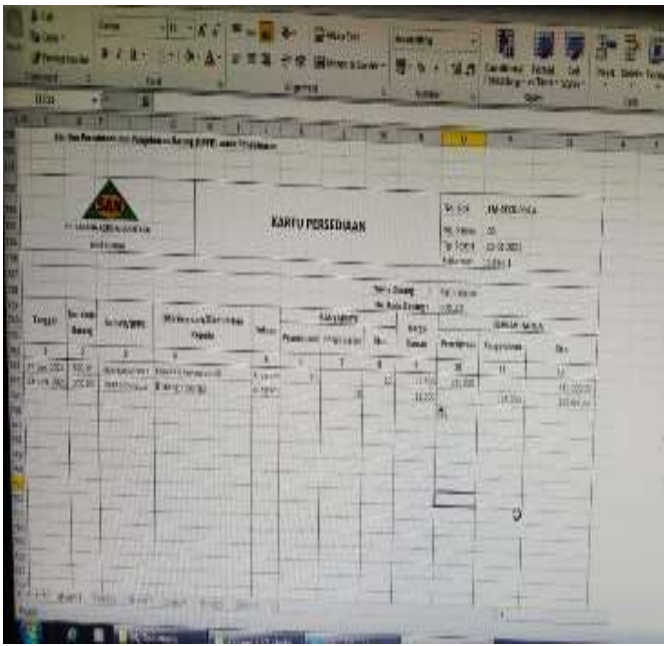
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Data Order Pembelian Lokal	Abu Nasir Harahap	
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		Order Pembelian Lokal (OPL) adalah pembelian yang dilakukan dari pemasok dalam negeri. Penulis menginput data menggunakan Aplikasi Microsoft Excel.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Senin
Tanggal : 01 - Maret 2021

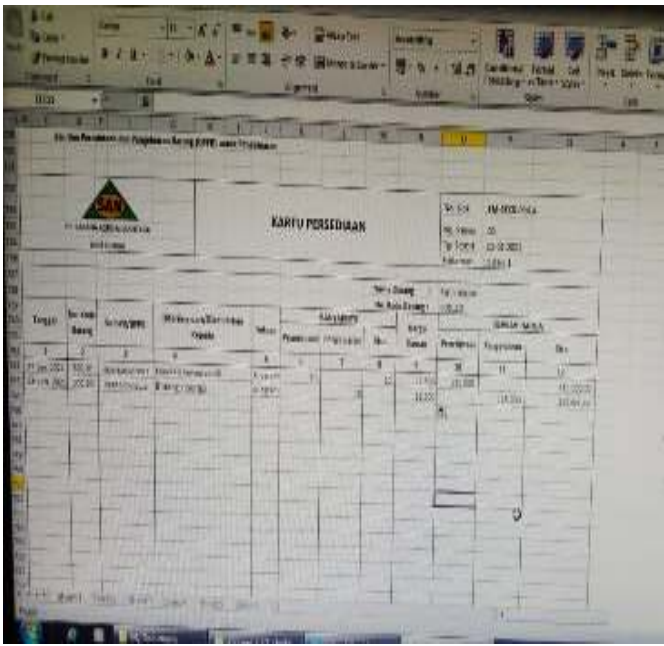
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1. 2.	Menginput Data Persediaan Barang Fotocopy	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		<p>Kartu Persediaan Barang merupakan formulir atau lembaran untuk mencatat perubahan-perubahan jumlah per-sediaan logistik karena adanya pemasukan dan pengeluaran logistik.</p>

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Selasa
Tanggal : 02 - Maret 2021

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Kartu Persediaan Barang	Abu Nasir Harahap	
2.	Fotocopy		
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		<p>Kartu Persediaan Barang merupakan formulir atau lembaran untuk mencatat perubahan-perubahan jumlah per-sediaan logistik karena adanya pemasukan dan pengeluaran logistik.</p>

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Rabu
Tanggal : 03 - Maret 2021

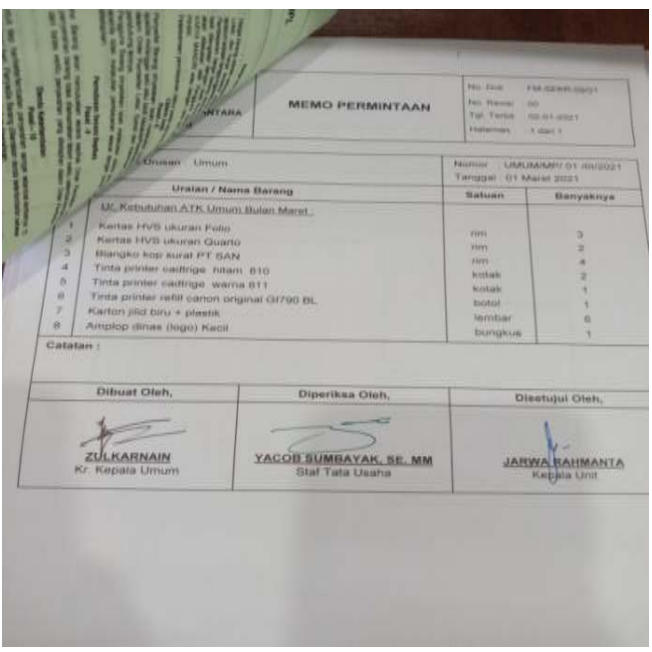
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1. 2.	Menginput Kartu Persediaan Barang Fotocopy	Abu Nasir Harahap	
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		<p>Kartu Persediaan Barang merupakan formulir atau lembaran untuk mencatat perubahan-perubahan jumlah per-sediaan logistik karena adanya pemasukan dan pengeluaran logistik.</p>

KEGIATAN HARIAN KERJA PRAKTEK (KP)

Hari : Kamis
Tanggal : 04 - Maret 2021

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Membuat form dan Menginput Data Memo Permintaan.	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		<p>Memo Permintaan adalah sebuah surat atau catatan berisi permintaan barang untuk keperluan kantor.</p>

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Jumat
Tanggal : 05 - Maret 2021

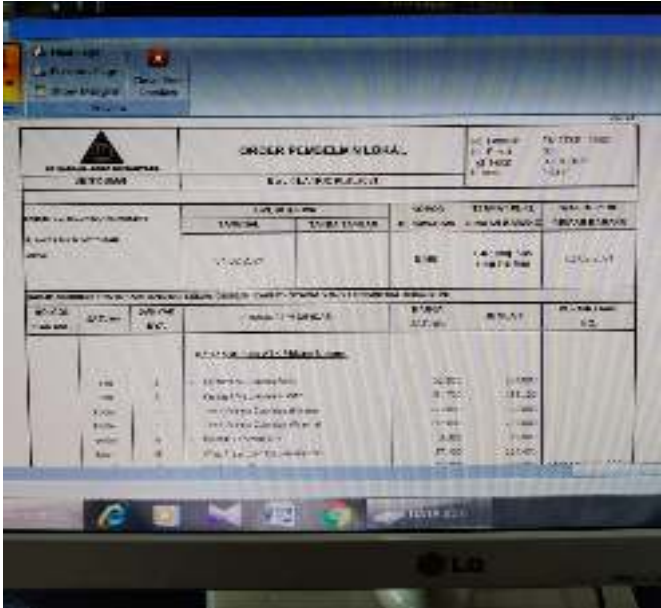
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Data Tiket Timbangan	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		Tiket timbangan digunakan untuk perbandingan penerimaan/pengiriman MKS dari/ke pabrik pengolahan PT. Sarana Agro Nusantara Unit Dumai.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Senin
Tanggal : 15 - Maret 2021

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Data Order Pembelian Lokal	Abu Nasir Harahap	
2.	Fotocopy		
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		Order Pembelian Lokal (OPL) adalah pembelian yang dilakukan dari pemasok dalam negeri. Penulis menginput data menggunakan Aplikasi Microsoft Excel.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Selasa
Tanggal : 16 - Maret 2021

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1. 2.	Mengecek Data Bukti Jurnal Pengeluaran Fotocopy	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		Jurnal pengeluaran kas merupakan sebuah catatan akuntansi untuk pengeluaran kas. Fungsinya untuk mencatat semua transaksi arus kas keluar berkaitan operasional perusahaan.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Rabu
Tanggal : 17 – Maret 2021

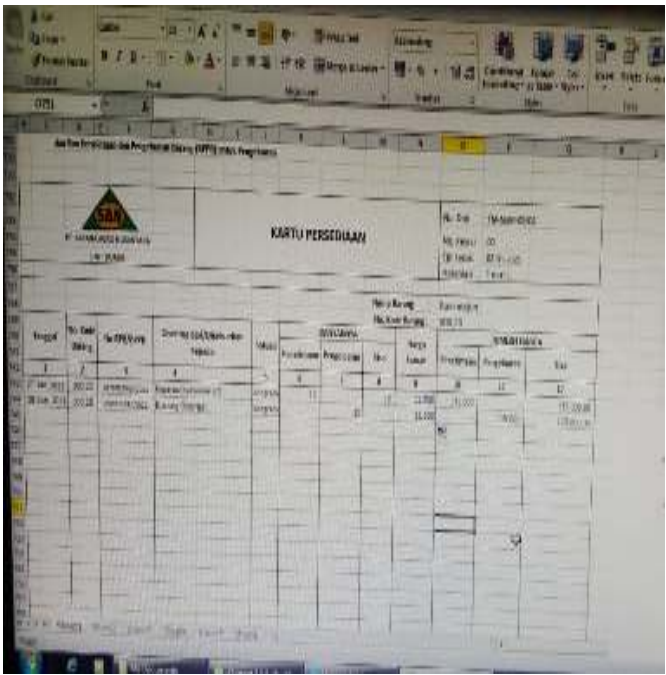
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput dan Mengecek Data Bon Permintaan Barang dan Pengeluaran Barang	Abu Nasir Harahap	
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		Memasukkan data Bon Permintaan Barang dan Pengeluaran Barang menggunakan Aplikasi Microsoft-Excel.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Kamis
Tanggal : 18 - Maret 2021

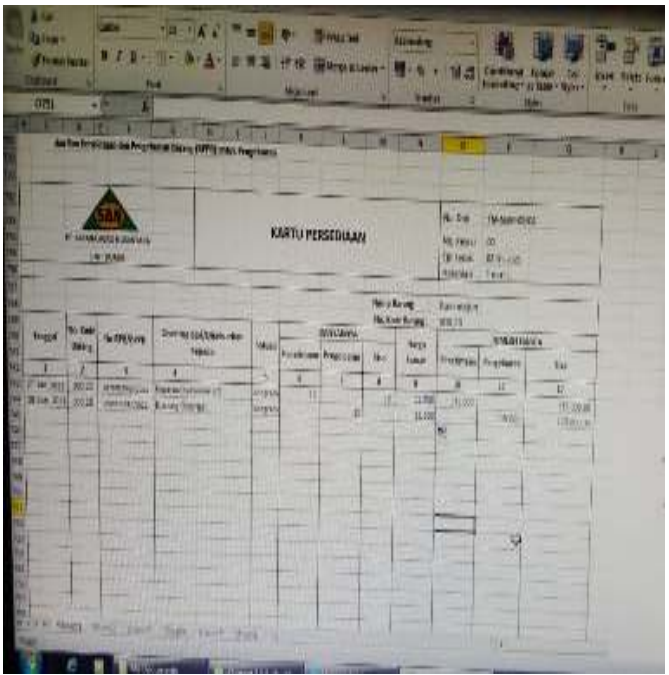
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1. 2.	Menginput Kartu Persediaan Barang Fotocopy	Abu Nasir Harahap	
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		<p>Kartu Persediaan Barang merupakan formulir atau lembaran untuk mencatat perubahan-perubahan jumlah persediaan logistik karena adanya pemasukan dan pengeluaran logistik.</p>

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Jumat
Tanggal : 19 - Maret 2021



No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1. 2.	Menginput Kartu Persediaan Barang Fotocopy	Abu Nasir Harahap	
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		<p>Kartu Persediaan Barang merupakan formulir atau lembaran untuk mencatat perubahan-perubahan jumlah persediaan logistik karena adanya pemasukan dan pengeluaran logistik.</p>

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Senin
Tanggal : 29 - Maret 2021

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Kartu Persediaan Barang	Abu Nasir Harahap	
2.	Menginput Daftar Harga Barang Tahun ATK 2021		
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
1.		1. Kartu Persediaan Barang merupakan formulir atau lembaran untuk mencatat perubahan-perubahan jumlah persediaan logistik karena adanya pemasukan dan pengeluaran logistik.
2.		2. Perusahaan melakukan pengecekan data Harga Tahunan agar bijaksana dalam melakukan perkiraan jumlah alat tulis kantor yang dibutuhkan karyawan atau setiap divisi yang bergerak dikantor.

KEGIATAN HARIAN KERJA PRAKTEK (KP)

Hari : Selasa
Tanggal : 30 - Maret 2021

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Membuat form dan Menginput Data Memo Permintaan.	Abu Nasir Harahap	
2.	Fotocopy		
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		<p>Memo Permintaan adalah sebuah surat atau catatan berisi permintaan barang untuk keperluan kantor.</p>

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Jumat
Tanggal : 05 - Maret 2021

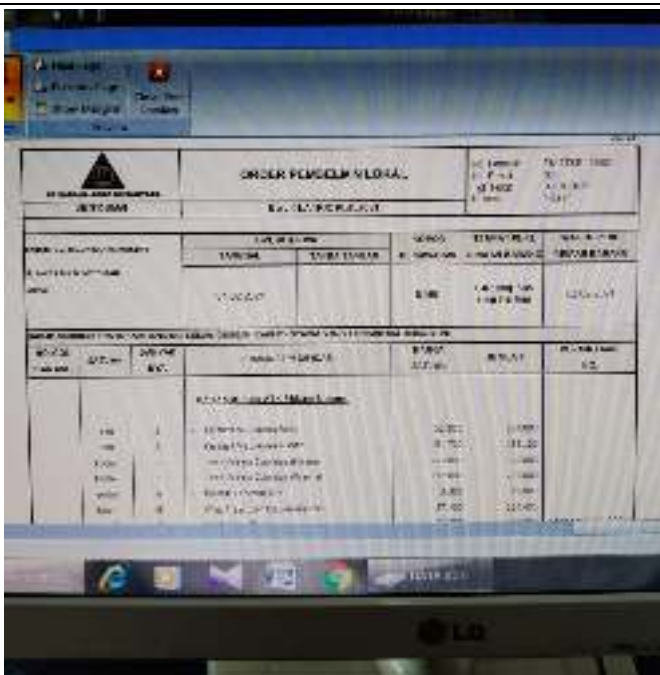
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Data Tiket Timbangan	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
		Tiket timbangan digunakan untuk perbandingan penerimaan/pengiriman MKS dari/ke pabrik pengolahan PT. Sarana Agro Nusantara Unit Dumai.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Rabu
Tanggal : 16 - Juni 2021

No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Data Order Pembelian Lokal	Abu Nasir Harahap	
Catatan Pembimbing Industri :			

No.	GAMBAR KERJA	KETERANGAN
		Order Pembelian Lokal (OPL) adalah pembelian yang dilakukan dari pemasok dalam negeri. Penulis menginput data menggunakan Aplikasi Microsoft Excel.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Jumat
Tanggal : 18 - Juni 2021

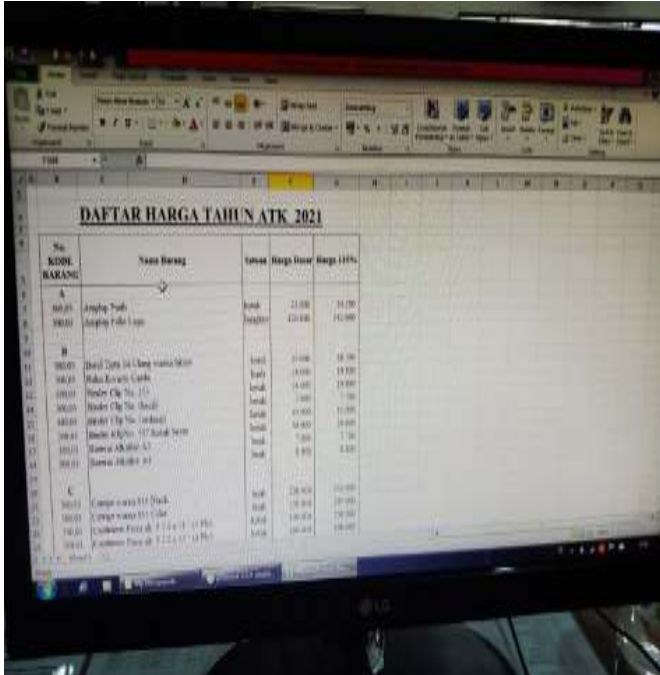
No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Data Bon Permintaan Barang dan Pengeluaran Barang	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
	 	Memasukkan data Bon Permintaan Barang dan Pengeluaran Barang menggunakan Aplikasi Microsoft-Excel.

**KEGIATAN HARIAN
KERJA PRAKTEK (KP)**

Hari : Senin
Tanggal : 29 - Maret 2021




No.	URAIAN KEGIATAN	PEMBERI TUGAS	PARAF
1.	Menginput Daftar Harga Barang Tahun ATK 2021	Abu Nasir Harahap	
	Catatan Pembimbing Industri :		

No.	GAMBAR KERJA	KETERANGAN
1.		1. Kartu Persediaan Barang merupakan formulir atau lembaran untuk mencatat perubahan-perubahan jumlah persediaan logistik karena adanya pemasukan dan pengeluaran logistik.

Appendix 7 : Revision List Apprenticeship

**LEMBAR KONSULTASI
BIMBINGAN KERJA PRAKTEK MAHASISWA
PROGRAM STUDI D-IV ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : ELY KASIRA
 NIM : 5404171114
 TEMPAT : PT. SARANA AGRO NUSANTARA UNIT DUMAI
 DOSEN PEMBIMBING : ADRIAN IRNANDA PRATAMA S. Sos., M.B.A

NO	TANGGAL	REVISI	PARAF PEMBIMBING
1.	21 Juli 2021	Perbaiki cover, tambahkan magang di mana, alasan memilih perusahaan tersebut, gambaran lokasi, target yang akan di capai, pekerjaan di tempat magang, & kondisi saat ini magang dan juga rangkai prosedur pekerjaan	
2.	28/7/2021	- perbaiki bab 1 sesuai yg disarankan - perbaiki bab 2 sesuai yg disarankan	
3	03/8/2021	bc	

Bengkalis, Juli 2021



Adrian Irnanda Pratama S. Sos M.B.A
 NIP. 198911172019031012