

APPRENTICESHIP REPORT

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**APPLIED BACHELOR STUDY PROGRAM OF
INTERNATIONAL BUSINESS ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
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VALIDATION SHEET

APPRENTICESHIP REPORT PT. PRIMA YUDHA SARI PERAWANG

Written as One of the Conditions for Completing Apprenticeship

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PREFACE

Praise and gratitude the author prays to Allah SWT, because of His blessings and grace, the author was able to complete this Apprenticeship Report. The Apprenticeship Report was carried out in order to fulfill one of the requirements to complete the study in the D-IV International Business Administration Study Program at State Polytechnic of Bengkalis. The author realizes that without the help and guidance of various parties, it is very difficult for the author to complete this Apprenticeship Report. Therefore, the authors would like to thank to :

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7. Mr. Aris Soedirgo, Mr. Sigit Eko Pramono, and other staff employees who work at PT. Prima Yudha Sari
8. To My Beloved Father, Mother and my Friends for their prayers and support.

During Apprenticeship in the PT. Prima Yudha Sari, 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 the 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, August 2021

Author



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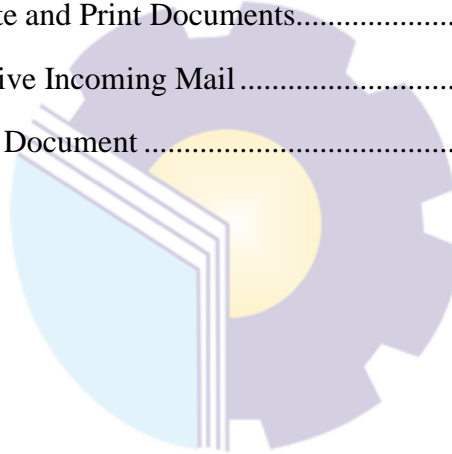
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CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

Developments that occur in the world of work make competition in the field of labor increasingly complex and difficult, even if you do not have the quality and competence as demanded, you will automatically lose to compete with human resources from within and abroad who have quality above us. Competition in the world of work today is very difficult, at least with the holding of Practical Work can add knowledge and experience for students, so they are ready to compete with other workers.

Apprenticeship is a teaching process by giving students the opportunity to do internships in the workplace in real terms with Intra-Curricular activities that are part of the course group, one of the collaborations between universities as educational institutions and companies and government agencies as places for practical work with the aim of knowing and understanding the work environment system in companies and government agencies.

In this Apprenticeship, students have the opportunity to visit and explore the world of work and practice directly the materials that have been obtained while students are undergoing lectures. In addition, students also gain experience on how to work and complete assignments properly and correctly, so that students need a disciplined and responsible attitude towards what they do. Apprenticeship should be implemented in government agencies or companies that are qualified, professional who can provide information and applications in the activities of the business world.

As one of the universities, the Bengkalis State Polytechnic cooperates with government agencies and companies to hold a Apprenticeship for all students who have completed their final semester of VII studies, and students are required to make a Apprenticeship report so that students can be responsible for the results. obtained from these Apprenticeship activities and can continue their studies in the next semester. For this reason, the implementation of this Apprenticeship is

carried out at PT. Prima Yudha Sari for four months starting from March 01 to June 30, 2021.

PT. Prima Yudha Sari is a State-Owned Enterprise (BUMN), which was established in 2003. So that with this Apprenticeship, we can know the real implementation process in the workplace. In addition, they also learn many things and gain a lot of experience and an overview of the world of work which will be useful when they have completed their studies, so they can adapt to the world of work and are ready to compete with other workers in the future.

And the reason I did an internship at PT. This Prima Yudha Sari Perawang is because this company is not far from my house. So it does not take time and does not cost much during the Apprenticeship period.

1.2 Purposes of the Apprenticeship

Apprenticeship is one of the requirements for State Polytechnic of Bengkalis students in completing their studies. To achieve the expected results, it is necessary to know the objectives of the Job Training, which are as follows:

1. To know the kind of busines of the PT. Prima Yudha Sari
2. To know the working process of the PT. Prima Yudha Sari
3. To know documents used in the work process at the PT. Prima Yudha Sari
4. To know the job description of the work field being handled at the PT. Prima Yudha Sari
5. To know the system and procedures for Job Training used in carrying out work on PT. Prima Yudha Sari.
6. To know the obstacles faced in completing the work PT. Prima Yudha Sari and how to overcome these obstacles.
7. To know solutions in dealing with obstacles during practical work at the PT. Prima Yudha Sari.

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of the Apprenticeship are as follows:

1. Benefits for students

The benefits for students from carrying out practical work activities are as follows:

- a. Can get an overview of the world of work which will be useful when you have finished studying, so that you can adjust to the world of work.
- b. Can add experience and insight and apply the knowledge that has been obtained to be practiced in the world of work.
- c. Increase discipline and responsibility in carrying out practical work.

2. Benefits for Bengkalis State Polytechnic

The benefits for the Bengkalis State Polytechnic from the implementation of practical work activities are as follows:

- a. Bengkalis State Polytechnic received feedback from agencies/companies with students participating in this practical work.
- b. The existence of cooperation between universities and the world of agencies / companies so that the college is known by academics

3. Benefits for the company

The benefits for the company from the implementation of practical work activities are as follows:

- a. The company can establish good relationships in the future, both with students and academics.
- b. companies can increase their productivity and be more efficient in carrying out their work with practical work activities.

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

In 1990 the company took the form of a CV. Their business is growing because their customers are very satisfied with the company's services. With the progress of this company, they increased their company form to become a PT engaged in contracting on December 16, 2003. This contractor business is led by a director named Aris Soedirgo. This PT has undergone five changes in 2006, 2010, 2015, 2018, 2019.

PT. Prima Yudha Sari is located on Jalan Jaya Perkasa KM 6 Perawang, Siak Regency. This PT is a business entity working on national projects. Contractor project work begins with a contract to determine the agreed time period for a project. Various projects are carried out by this company, namely, the implementation of pipeline construction, gas, energy (engineering work). This PT has a contract with one of the largest PT, namely PT. Beautiful Pulp & Paper Tips.



Figure 2.1 PT Prima Yudha Sari Office
Source: Process data 2021

2.2 Vision and Mission

2.2.1 Vision PT. Prima Yudha Sari

Vision: To become a trusted contractor company that is known for its high integrity, always innovating and deciding on service to client satisfaction.

2.2.2 Mission PT. Prima Yudha Sari

Mission: Always offer the best contractor services by paying attention to what clients want and need and provide a sense of security and comfort through three things: timeliness, quality and workmanship.

2.3 Kind of Business

PT. Prima Yudha Sari is located on Jalan Jaya Perkasa KM 6 Perawang, Siak Regency. This PT is a business entity working on national projects. PT. Prima Yudha Sari works on projects with sub-classification of piping and gas construction implementation services. Especially in this administration section, they have jobs such as making letters of recommendation (termination) and entry permit cards (KIM).

2.4 Organization Structure

The organizational structure is an arrangement and relationship between each part and the existing position in an organization or company in carrying out operational activities to achieve the expected and desired goals. The organizational structure clearly describes the separation of work activities from one another and how the relationship between activities and functions is limited.

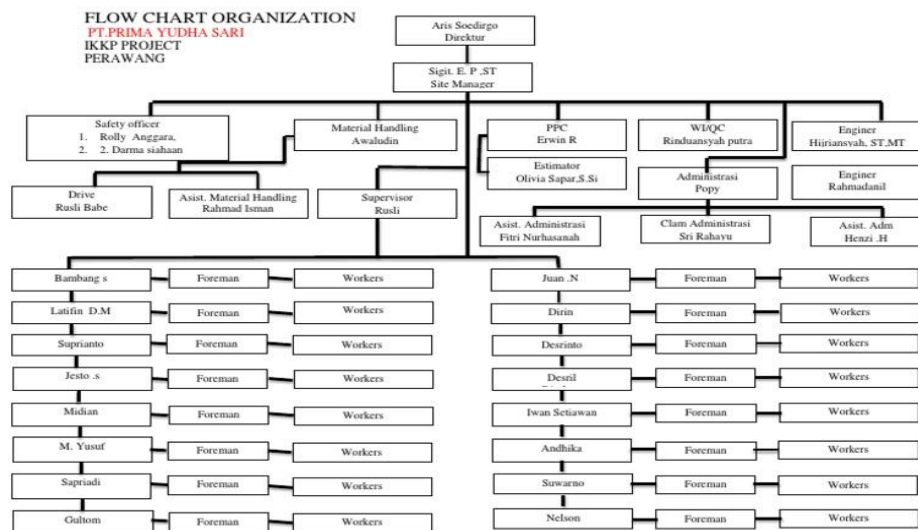


Figure 2.2 Organizational Structure
Source: Processed data 2021

The following is an explanation of the organization at PT. Prima Yudha Sari:

1. Director

The president director has full responsibility for all company activities to shareholders at the general meeting of shareholders.

The duties and responsibilities of the director are, among others:

- a. Determine the direction and policies of the company by determining the plan
- b. Cooperating with external parties or companies for the benefit of the company
- c. Plan, prepare and implement operational strategies to achieve the targets set in the general meeting of shareholders

2. Manager

Managers have duties and responsibilities in matters relating to the company. The duties and responsibilities of the manager are:

- a. Making project plans
- b. Allocating task units to the team

- c. Forming effective team communication
- d. Performing budget calculations
- e. Solve problems and crises
- f. Monitoring project progress

3. Administration

The administration department has duties and responsibilities in matters relating to the company. The duties and responsibilities in the administration section are:

- a. Assigned to input and tidy up data
- b. Doing data recording and evidence
- c. Responsible for office inventory
- d. Reassure operational costs and make a recap
- e. Create forms and contents of letters
- f. Create and recap attendance data, along with employee overtime data
- g. Ensuring documentation of project activities goes well and smoothly.

4. Clam Administration

The administrative clam section has duties and responsibilities in matters of business related to the company. The duties and responsibilities in the clam administration section are:

- a. Enter a claim
- b. Enter invoices
- c. Make a monthly manpower report
- d. Creating Fpc
- e. Calculating claims to IKPP

5. Engineer

The engineer section has duties and responsibilities in matters relating to the company. The duties and responsibilities of the engineer are:

- a. Doing overall planning and preparation before all project work is carried out
- b. Coordinate the workforce who will carry out project work
- c. Responsible for project implementation
- d. Supervise and report on every progress of the project development work that is being carried out

2.5 The Working Process

In a business that is engaged in the contracting sector where there is an HRD department which is very influential on the company's performance, because it is the entrance for all employees in the company.

The activities in the HRD department from the initial process of recruiting employees, to developing employees who are already working in the company.

To carry out the recruitment of workers, requires a process. The recruitment process applied by PT. Prima Yudha Sari are as follows:

1. Labor demand

If there is a shortage of manpower in a department, the administration of the department concerned must fill out and submit a manpower request form. Then the administrative staff prepares job descriptions and labor requirements that will fill vacant jobs and then carry out the recruitment process. Demand for labor needs at PT. Prima Yudha Sari occurred due to dismissal, death, resignation, and expiry of the contract.

2. Looking for job candidates

In looking for candidates who are competent in their fields who have prospective workers with various qualifications and qualities

3. Labor recruitment process

below is a recruitment flow chart from the company PT. Prima Yudha Sari are as follows:

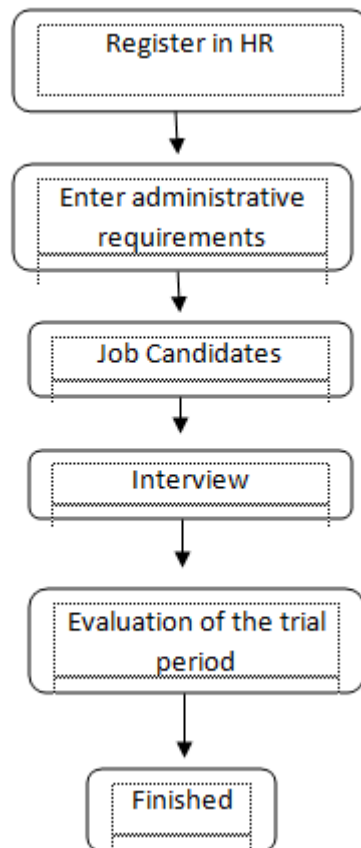


Figure 2.3 Flowchart of the recruitment process
Source: Processed data 2021

The following is an explanation of the recruitment process flowchart for PT. Prima Yudha Sari:

1. The initial stage of registration is to register at the HRD section
2. Enter the required administrative requirements such as (curriculum vitae, photo, photocopy of KK, photocopy of ID card, health certificate, SKCK)
3. Interviews, in this case the interview material submitted is work experience, communication skills and appearance.
4. Accepted, after the job candidate has done the interview
5. Evaluation of the probationary period, once accepted, the employee must follow the probationary period. The evaluation is assessed from the attendance system, performance and employee behavior.

2.6 Document Used for Activity

Documents used for the implementation of practical work at PT. Prima Yudha Sari, namely:

1. Letter of recommendation (termination) of employees

This is a proof of termination of an employee from PT. Prima Yudha Sari

2. Letter of making KIM (entry permit card)

This is one of the documents for making a new ID Card and an employee extension at PT. Prima Yudha Sari



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

Apprenticeship at PT. Prima Yudha Sari, the author is placed in the Admin section. In this admin section the author is given the task to help with the following work:

1. Letter Recom Employees
2. Laminating certificate
3. Inputting member data that returns/Extends KIM (Entry Permit Card)
4. Create and print multiple documents
5. Archive incoming mail
6. Scan documents

3.2 System and Procedure

Systems and procedures are rules that are applied or used in the company. The system used at PT. Prima Yudha Sari is a manual system and also offline. Because the received file is in manual form such as a hard copy using a computer with Microsoft Excel and also Microsoft Word in a predetermined format. After the file has been in the form of a print out and signed by the supervisor, the photocopy of the document will then be sent to the relevant location.

There are several procedures used in the operational activities of PT. Prima Yudha Sari, which is divided into several criteria, namely the Preparation Section, which are as follows:

1. Letter Recom Employees

In making this letter, the author must provide a statement of termination to the resigned employee in order to fill in the biodata. After the letter has been filled in, the author immediately types a letter of recommendation (dismissal) and asks for the manager's signature and then it is stamped.

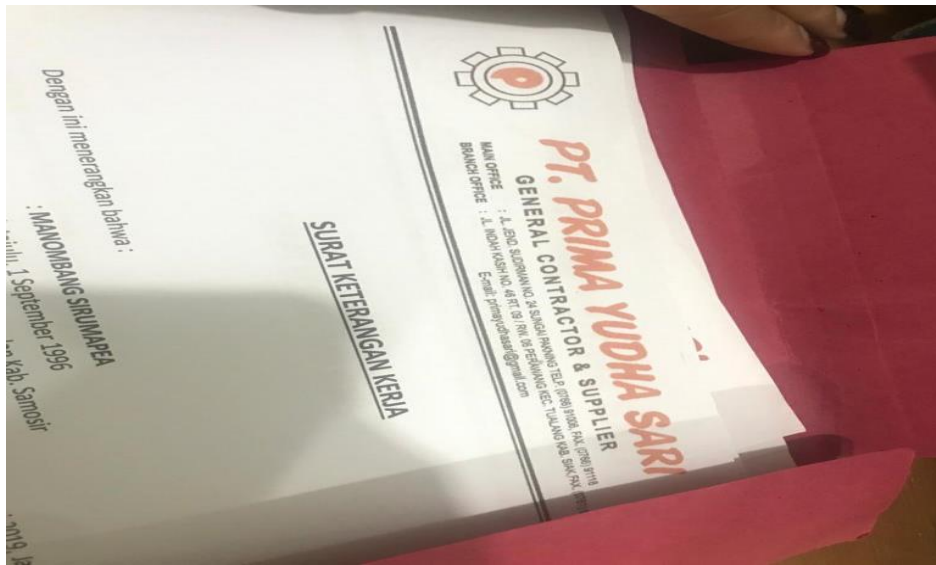


Figure 3.1 Make a letter of recommendation (dismissal) of employees

Source: 2021 process data

2. Laminating Sertifikat

Here the author is given the task of laminating several certificates for employee awards



Figure 3.2 Laminating Sertifikat

Source: 2021 process data

3. Inputting member data that returns/Extends KIM (Entry Permit Card)

Inputting member data, the process begins with displaying the member data input form, then the author enters the data. Then save the member data in the members table.

	AY	AV	AW	AX	AY	AZ	BA	BB	BC	BD
	NAMA KARYAWAN	NO. ID CARD	SUB	NO. KTP	Masuk	Keluar	Status	Jabatan	NO. SIG	
1	ARIS SOEDIRGO	07061171	Kontr							
2	YUSMAN	15090195	Gothom		14-Feb-18	Sep-18	Kembali ke ir			
3	MUHAMMAD ULLI ALBAB		Gothom		14-Feb-18	Sep-18	Kembali ke ir			
4	JERJADI SAPUTRA		Gothom		14-Feb-18	Sep-18	Kembali ke ir			
5	MUKHTAR DAHARI		Gothom		14-Feb-18	Sep-18	Kembali ke ir			
6	PRAYENO		Gothom		14-Feb-18	Sep-18	Kembali ke ir			
7	DEDI SETIAWAN	15081169	Aro		6-Apr-18	26-Apr-18	Kembali ke ir	WELDER	SF/1574/WE/1/18	
8	ULAN	14050207	Aro		6-Apr-18	26-Apr-18	Kembali ke ir	FITTER		
9	FIRI FADLI	15080230	Aro		6-Apr-18	26-Apr-18	Kembali ke ir	WELDER	SF/0811/WE/1/18	
10	DORMAN YOHANES SUBAT	17090268	Aro		6-Apr-18	26-Apr-18	Kembali ke ir			
11	AGI SAPRIANDA	17070682	Aro		6-Apr-18	26-Apr-18	Kembali ke ir	FITTER		
12	MIFA IRAN YAMA HALAWA	16100004	Aro		6-Apr-18	26-Apr-18	Kembali ke ir			
13	DWI FATRA MAULANA	07070301	Rudi		6-Apr-18	26-Apr-18	Kembali ke ir			
14	KUAT SURBARNO	0706118000	dirin		6-Apr-18	26-Apr-18	Kembali ke ir			
15	SUHATRIL	1708063900	nelson					WELDER		
16	ALFIAN	0906005300	nelson							
17	SONI ROBERTO	1705019200	nelson							
18	INDRAMA PETRA LUMBAN TORUAN	1505018000	nelson							
19	LAMBOK LUMBAN TORUAN	0804049700	nelson							
20	NELSON LUMBAN TORUAN	0702057400	nelson							
21	LUMAR	1510117000	suwarno		14-Feb-18	Sep-18	Kembali ke ir	SMW WELDER	SF/1545/WE/D/18	
22	DEMSON FAKPARAN	0802020400	suwarno		14-Feb-18	Sep-18	Kembali ke ir			
23	YASA	1805099900	suwarno		14-Feb-18	Sep-18	Kembali ke ir			
24	MELLYAS FAHMI	0702203700	suwarno		14-Feb-18	Sep-18	Kembali ke ir			
25	M EFFENDI	1703005700	suwarno		14-Feb-18	Sep-18	Kembali ke ir	FITTER		
26	ZULFIKAR	1703005700	suwarno		14-Feb-18	Sep-18	Kembali ke ir	FITTER		
27	SALMAN IS	07040654D2	Suwarno		14-Feb-18	Sep-18	Kembali ke ir	FITTER		
28	MUHAMMAD ISRA	1803022900	Suwarno		14-Feb-18	Sep-18	Kembali ke ir	FITTER		
29	SOLIHIN	0705084400	Suwarno		14-Feb-18	Sep-18	Kembali ke ir			
30	RAHMAT HIDAYAT	1707054000	Suwarno		14-Feb-18	Sep-18	Kembali ke ir			
31	MHD ALL WARDANI	18010427	Suwarno		14-Feb-18	Sep-18	Kembali ke ir			
32	HAMDAN	1710033100	Suwarno		14-Feb-18	Sep-18	Kembali ke ir			

Figure 3.3 Inputting member data that returns/Extends KIM (Entry Permit Card)
Source: 2021 process data

4. Create and print documents

Here the author is given the task of creating and drying several documents



Figure 3.4 Create and print documents
Source: 2021 process data

5. Archive incoming mail

Every time there is an incoming letter, the writer immediately checks and archives the letter into the folder provided by writing the number from which agency, the letter number, subject, and date of the incoming letter.



Figure 3.5 Archive incoming mail

Source: 2021 process data

6. Scan documents

Here the author is given the task of scanning several documents such as the Montly Manpower Report document

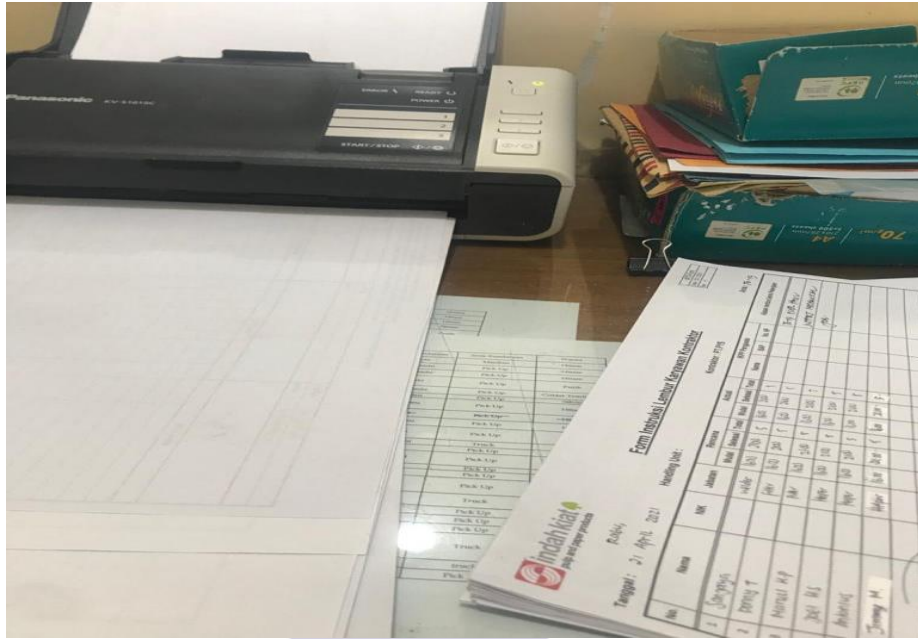


Figure 3.6 Scan documents
Source: 2021 process data

3.3 Place and Time of Apprenticeship

3.3.1 Place of the Apprenticeship

This Apprenticeship is carried out at the PT. Prima Yudha Sari, Jalan Jaya Perkasa KM 6 Perawang, Tualang District, Siak Regency.

3.2.2 Time of the Apprenticeship

The time for the Apprenticeship is held for 18 (eighteen) Sundays starting from Monday, March 1 to Wednesday, June 30, 2021. The list of working days at the PT. Prima Yudha Sari can be seen in Table 3.1.

Table 3.1 Apprenticeship Schedule

No	Day	Working hours	Agency
1	Monday to Friday	07:30 s/d 17.00	PT.Prima Yudha Sari
2	Saturday	Cuty	PT.Prima Yudha Sari
3	Sunday	Cuty	PT.Prima Yudha Sari

3.4 Kind and Description of The Activity

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.2 Apprenticeship Report 1st Week (One) Date 01 to 05 March 2021

No	Date and time	Name of activity	Section
1	Monday March 01 th 2021	Making KIM return data	Adminstration
2	Tuesday March 02 th 2021	Making KIM return data	Adminstration
3	Wednesday March 03 th 2021	Laminating Certificate	Adminstration
4	Thursday March 04 th 2021	Making KIM return data	Adminstration
5	Friday March 05 th 2021	Making KIM return data	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.3 Apprenticeship Report for the 2nd (two) Week of 08 to 12 March 2021

No	Date and time	Name of activity	Section
1	Monday March 08 th 2021	Laminating Certificate	Adminstration
2	Tuesday March 09 th 2021	Laminating Certificate	Adminstration
3	Wednesday March 10 th 2021	Scan Document	Adminstration
4	Thursday March 11 th 2021	Scan Document	Adminstration
5	Friday March 12 th 2021	Cuty	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.4 Apprenticeship Report for the 3rd (three) Week of 15 to 19 March 2021

No	Date and time	Name of activity	Section
1	Monday March 15 th 2021	Archive Incoming Mail	Adminstration

2	Tuesday March 16 th 2021	Print a letter of recommendation	Adminstration
3	Wednesday March 17 th 2021	Take to the field asking for the division's signature	Adminstration
4	Thursday March 18 th 2021	Take to the field asking for the division's signature	Adminstration
5	Friday March 19 th 2021	Take to the field asking for the division's signature	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.5 Apprenticeship Report for the 4th (fourth) Week of 22 to 26 March 2021

No	Date and time	Name of activity	Section
1	Monday March 22 th 2021	Laminating BPJS	Adminstration
2	Tuesday March 23 th 2021	Laminating BPJS	Adminstration
3	Wednesday March 24 th 2021	Attaching the stamp to the receipt	Adminstration
4	Thursday March 25 th 2021	Attaching the stamp to the receipt	Adminstration
5	Friday March 26 th 2021	Make a letter of recommendation	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.6 Apprenticeship Report for the 5th (Five) Week of 29 March to 02 April 2021

No	Date and time	Name of activity	Section
1	Monday March 29 th 2021	Scan the contractor employee overtime instruction form	Adminstration
2	Tuesday March 30 th 2021	Attaching the stamp to the receipt	Adminstration
3	Wednesday March 31 th 2021	certificate laminating	Adminstration
4	Thursday April 01 th 2021	Filing termination letter	Adminstration
5	Friday April 02 th 2021	Scan the contractor employee overtime instruction form	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.7 Apprenticeship Report for the 6th (Sixth) Week, 05 to 09 April 2021

No	Date and time	Name of activity	Section
1	Monday April 05 th 2021	Make a letter of recommendation	Adminstration
2	Tuesday April 06 th 2021	Make a letter of recommendation	Adminstration
3	Wednesday April 07 th 2021	Record taking clothes	Adminstration
4	Thursday April 08 th 2021	Photocopy of receipt	Adminstration
5	Friday April 09 th 2021	Print a letter of recommendation	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.8 Apprenticeship Report for the 7th (Seven) Week 12 to 16 April 2021

No	Date and time	Name of activity	Section
1	Monday April 12 th 2021	Attaching the stamp to the receipt	Adminstration
2	Tuesday April 13 th 2021	Make a letter of recommendation	Adminstration
3	Wednesday April 14 th 2021	Record taking of shoes	Adminstration
4	Thursday April 15 th 2021	Scan the contractor employee overtime instruction form	Adminstration
5	Friday April 16 th 2021	Scan the contractor employee overtime instruction form	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.9 Apprenticeship Report for the 8th (Eighth) Week from 19 to 23 April 2021

No	Date and time	Name of activity	Section
1	Monday April 19 th 2021	Deliver documents to IR	Adminstration
2	Tuesday April 20 th 2021	Check job application requirements	Adminstration
3	Wednesday April 21 th 2021	Print letterhead	Adminstration
4	Thursday April 22 th 2021	Scan the contractor employee overtime instruction form	Adminstration
5	Friday April 23 th 2021	Make a letter of recommendation	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.10 Apprenticeship Report for the 9th (nine) Week 26 to 30 April 2021

No	Date and time	Name of activity	Section
1	Monday April 26 th 2021	Laminating BPJS Employment	Adminstration
2	Tuesday April 27 th 2021	Laminating BPJS health	Adminstration
3	Wednesday April 28 th 2021	Deliver documents to IR	Adminstration
4	Thursday April 29 th 2021	Make a letter of recommendation	Adminstration
5	Friday April 30 th 2021	Copy of employee absence	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.11 Apprenticeship Report for the 10th (tenth) Week of 03 to 07 May 2021

No	Date and time	Name of activity	Section
1	Monday May 03 th 2021	Make a letter of recommendation	Adminstration
2	Tuesday May 04 th 2021	Eid leave	Adminstration
3	Wednesday May 05 th 2021	Eid leave	Adminstration
4	Thursday May 06 th 2021	Eid leave	Adminstration
5	Friday May 07 th 2021	Eid leave	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.12 Apprenticeship Report for the 11th (eleventh) Week 10 to 14 May 2021

No	Date and time	Name of activity	Section
1	Monday May 10 th 2021	Eid Al-Fitri	Adminstration
2	Tuesday May 11 th 2021	Eid Al-Fitri	Adminstration
3	Wednesday May 12 th 2021	Eid Al-Fitri	Adminstration
4	Thursday May 13 th 2021	Eid Al-Fitri	Adminstration
5	Friday May 14 th 2021	Eid Al-Fitri	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.13 Apprenticeship Report for the 12th (twelfth) week of 17 to 21 May 2021

No	Date and time	Name of activity	Section
1	Monday May 17 th 2021	Eid Al-Fitri	Adminstration
2	Tuesday May 18 th 2021	Eid Al-Fitri	Adminstration
3	Wednesday May 19 th 2021	Eid Al-Fitri	Adminstration
4	Thursday May 20 th 2021	Eid Al-Fitri	Adminstration
5	Friday May 21 th 2021	Eid Al-Fitri	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.14 Apprenticeship Report for the 13th (thirteenth) Week 24 to 28 May 2021

No	Hari/Tanggal	Nama Kegiatan	Bagian
1	Monday May 24 th 2021	Scan the contractor employee overtime instruction form	Adminstration

2	Tuesday May 25 th 2021	Scan the contractor employee overtime instruction form	Adminstration
3	Wednesday May 26 th 2021	Certificate laminating	Adminstration
4	Thursday May 27 th 2021	Photocopy of receipt	Adminstration
5	Friday May 28 th 2021	Cut out logo	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.15 Apprenticeship Report for the 14th (fourteenth) Week 31 May to 04 June 2021

No	Date and time	Name of activity	Section
1	Monday May 31 th 2021	Enter the name of the employee who has resigned	Adminstration
2	Tuesday June 01 th 2021	Enter the name of the employee who has resigned	Adminstration
3	Wednesday June 02 th 2021	Enter the name of the employee who has resigned	Adminstration
4	Thursday June 03 th 2021	Make a letter of recommendation	Adminstration
5	Friday June 04 th 2021	Make a letter of recommendation	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.16 Apprenticeship Report Week 15 (fifteenth) Date 07 to 11 June 2021

No	Date and time	Name of activity	Section
1	Monday May 07 th 2021	Photocopy of receipt	Adminstration
2	Tuesday June 08 th 2021	Record taking clothes	Adminstration
3	Wednesday June 09 th 2021	Scan the contractor employee overtime instruction form	Adminstration
4	Thursday June 10 th 2021	Scan the contractor employee overtime instruction form	Adminstration
5	Friday June 11 th 2021	Make a letter of recommendation	Adminstration

Source: *Process Data 2021*

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.17 Apprenticeship Report 16th (sixteenth) Week 14 to 18 June 2021

No	Date and time	Name of activity	Section
1	Monday May 14 th 2021	Certificate Laminating	Adminstration
2	Tuesday June 15 th 2021	Certificate Laminating	Adminstration
3	Wednesday June 16 th 2021	Certificate Laminating	Adminstration
4	Thursday June 17 th 2021	Certificate Laminating	Adminstration
5	Friday June 18 th 2021	Print a letter of recommendation	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.18 Apprenticeship Report for the 17th (seventeenth) week of 21 to 25 June 2021

No	Date and time	Name of activity	Section
1	Monday June 21 th 2021	Check job application requirements	Adminstration
2	Tuesday June 22 th 2021	Printing BPJS card	Adminstration
3	Wednesday June 23 th 2021	Laminating BPJS	Adminstration
4	Thursday June 24 th 2021	Cutting BPJS card	Adminstration
5	Friday June 25 th 2021	Make a letter of recommendation	Adminstration

Source: Process Data 2021

To find out more clearly the description of the activities carried out during the implementation of the Apprenticeship at the Office of PT. Prima Yudha Sari, The activities carried out during the practical work can be seen in the following table:

Table 3.19 Apprenticeship Report for the 18th (eighteenth) Week of 28 to 30 June 2021

No	Date and time	Name of activity	Section
1	Monday June 28 th 2021	Archive dismissal papers	Adminstration
2	Tuesday	Make a letter of recommendation	Adminstration

	June 29 th 2021		
3	Wednesday June 30 th 2021	Release of internship students and meals	Adminstration

Source: *Process Data 2021*

3.5 Obstacle and Solution

3.5.1 Obstacle

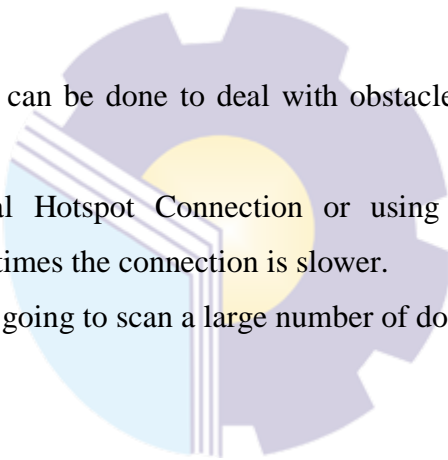
Constraints faced during the Job Training process at PT. Prima Yudha Sari are as follows:

1. Frequent Interruptions of Wifi Internet Connections in the Office, such as frequent errors and connections that interfere with the data creation process
2. Scan engine has problems such as stuck when scanning documents.

3.5.2 Solution

Solutions that can be done to deal with obstacles during the Job Training process include:

1. Using Personal Hotspot Connection or using other Connection Fields although sometimes the connection is slower.
2. If the author is going to scan a large number of documents, the author does it slowly.



CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing practical work at PT Prima Yudha Sari, especially in the field of administration, the following conclusions can be drawn:

1. The Kind of businwes of the PT. Prima Yudha Sari has activities that are engaged in the implementation of construction working on projects such as pipelines and gas.
2. The working process at the PT. Prima Yudha Sari especially in Administration, every work is carried out on the basis of the use of a predetermined budget.
3. The Documents used in job training activities include: letter of recommendation (dismissal) and letter of entry permit (KIM)
4. The job description during practical work, namely making letters of recommendation, scanning documents, laminating certificates, photocopying files and checking job application requirements.
5. The working systems and procedures at PT. Prima Yudha Sari uses an online system, application system and manual system. All of these systems make it easy to do work, especially in jobs that involve administrative processes.
6. During the apprenticeship in PT. Prima Yudha Sari faced several obstacles, such as internet connection problems and inadequate work equipment to handle large amounts of documents.
7. The solutions in overcoming the obstacles encountered during the job training process at PT. Prima Yudha Sari is done using a private internet connection.

4.2 Suggestions

Suggestions that can be given for 4 months of practical work implementation at PT. Prima Yudha Sari are as follows:

1. Facilities that are not yet available to support the smooth running of work activities must be fulfilled immediately and the existing facilities must be properly maintained.
2. Considering that internet connection in an organization is one of the important elements in the implementation of effective and efficient work, the company should access the internet network more for smoothness because many jobs are based online.



REFERENCES


Companies house, PT. Prima Yudha Sari Perawang <https://companieshouse.id/prima-yudha-sari> Acces july 06th 2021

Indokontraktor, PT. Prima Yudha Sari <https://indokontraktor.com/busines/pt-prima-yudha-sari> Acces july 18th 2021



APPENDIXES

Appendixes I : Apprenticeship Certificate

 **PT. PRIMA YUDHA SARI**
GENERAL CONTRACTOR & SUPPLIER
MAIN OFFICE : JL.JEND SUDIRMAN NO.24 SUNGAI PAKNING TELP.(0766)91006, FAX.(0766)91118
BRANCH OFFICE : JL.INDAH KASHI NO.46 RT.09/ RW.06 PERAWANG, FAX.(0761)693676
E-mail : primayudhasari@gmail.com

REFERENCE LETTER
No:

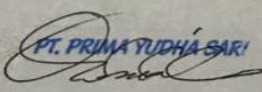
The undersigned below explains that:

Name : ANISSA SAVITRI
Place/Date of Birth : 13 Januari 1999
Address : Jl. Hang Nadim Gg. Damai Kecamatan Tualang Kabupaten Siak

Has done Job Training in our company, PT. PRIMA YUDHA SARI, since date 1 March – 30 June 2021 as a Trainee. While working in our company, the person concerned has shown perseverance and seriousness to work well.

This certificate is given to be used appropriately.

Perawang, 30 June 2021


ARIS SOEDIRGO

Appendix II : Rating from company

EVALUATION RESULTS FROM JOB TRAINING COMPANY
PT. PRIMA YUDHA SARI

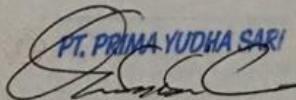
Name : ANISSA SAVITRI
Student's Identity No. : 5404171095
Study Program : International Business administration
Politeknik Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	95
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	88
4.	Work Result	30%	93
5.	Behavior in General	15%	87
	Total (1+2+3+4+5)	100%	

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


Notes :

Perawang, 30 June 2021


PT. PRIMA YUDHA SARI

ARIS SOEDIRGO

Appendixes III : Apprenticeship Reply Letter

**PT. PRIMA YUDHA SARI**
GENERAL CONTRACTOR & SUPPLIER

MAIN OFFICE : JL. JEND. SUKIRMAN NO. 24 SUNGAI PAKING TELP. (0786) 81006, FAX. (0786) 81118
BRANCH OFFICE : JL. INDAH KASIH NO. 48 RT. 09 / RW. 08 PERAWANG KEC. TUALANG KAB. SIANG, FAX. (0781) 803678
E-mail: primayudhasari@gmail.com

No : 011/SK-PYS/03/2021
Tanggal : 20/03/2021

Kepada Yth : Pimpinan Rektorat
Politeknik Negeri Bengkalis

Up : Wakil Direktur
Politeknik Negeri Bengkalis

Hal : Surat Pemberitahuan

Dengan Hormat


Menindak lanjuti surat dari Politeknik Negeri Bengkalis No. 867/PL31/AK/2021, perihal permohonan penempatan magang kepada Mahasiswi atas nama:

Nama : Anissa savitri
Nomor Mahasiswa : 5404171095
Jurusan : Administrasi Bisnis International
TTL : Perawang, 13 Januari 1999
Semester : VIII
Alamat : Jl. Hang Nadim Km 1 Perawang

Maka dengan surat ini Manajemen PT. Prima Yudha Sari memberitahukan bahwa mahasiswa tersebut diatas dapat kami terima sebagai siswa magang mulai tanggal 1 MARET 2021 hingga tanggal 30 JUNI 2021.

Demikian surat pemberitahuan ini agar dapat dipergunakan sebagaimana mestinya. terimakasih

Hormat kami
PT. Prima Yudha Sari


Sigit E Pramana
Manager

Appendix : Farewell to a staff member of PT. Prima Yudha Sari

