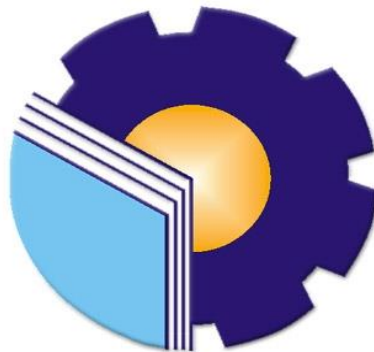


APRENTICESHIP REPORT
PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT
DUMAI

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

2022


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PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT
DUMAI

Written as one of the conditions for completing Apprenticeship

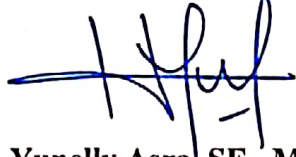
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Bengkalis, 10th Agustus 2022

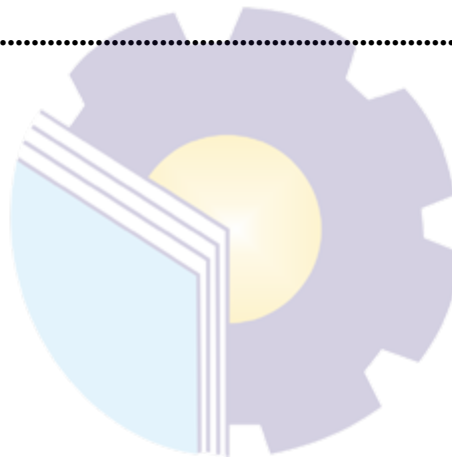
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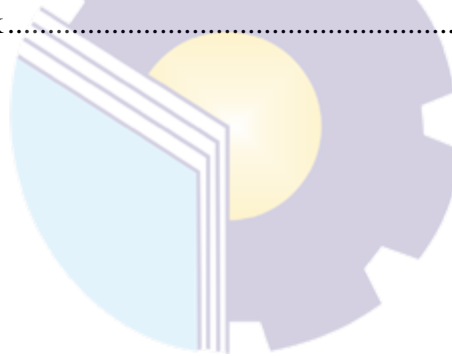
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CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

Apprenticeship is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been previously learned into the world of work. In addition, with internships, students can increase their knowledge, skills, and work experience which can later be applied in the real world of work.

Apprenticeship is also a program that is useful for students to have work experience in an institution according to the background of the student's major. The program is a combination of classroom learning and internships to help students acquire recognized skills and qualifications. Skills and qualifications are awarded for various careers with various levels of Internship including entry level, supervisor level, and manager level. Each level of this internship is trained by professionals and the time required depends on the skills and abilities of the interns. Successful implementation of the internship will build on great achievements in the workplace.

State Polytechnic of Bengkalis is the only State Polytechnic in Riau Province. State Polytechnic of Bengkalis is also one of the campuses that requires students to take internships to complete their studies. This activity must be carried out considering that education and knowledge are not absolutely only obtained by understanding, but also supported by experience in the real world of work. As graduation requirements, internships and final assignments are two indicators that must be met by State Polytechnic of Bengkalis students. Practical Work must be carried out in the fifth semester for Diploma III students and in the seventh semester for Diploma IV students.

The D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of handling letters, administration, management, finance, human resources, to the business world. Preparing students to be ready to be used in this field, the International Business Administration Study Program requires students to undertake internships in both Government Agencies and Private Agencies for 4 (four) months. To do an internship, students must complete their studies up to 6 (six) semesters and graduate in full.

This Apprenticeship activity the author chooses to do an internship at one of the state-owned companies (State Owned Enterprises), namely PT. Kharisma Pemasaran Bersama Unit Dumai. The company is a freight forwarding transportation management service company (UJPT) for Transportation Management Services. This company also provides export-import document processing services for customs services (PPJK) Customs Service Management Company for palm oil plantation products and commodities. The author's reason for choosing an internship at PT. Kharisma Pemasaran Bersama Unit Dumai Joint Marketing Unit is to increase knowledge and experience working in state-owned companies. Have internship experience in large and well-known companies such as PT. Kharisma Pemasaran Bersama Unit Dumai is a matter of pride, because not all students who carry out internships can experience internships in state-owned companies.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out an internship at PT. Kharisma Pemasaran Bersama Unit Dumai During the internship, the author is placed in the general field and the operational admin field. The internship will start from 01th March 2022 to 30th June 2022. On 01th March 2022 until 30th April 2022 in the general field and on 01th May 2022 until 30th June 2022 in the admin operational field. In this internship, it is expected that the competencies obtained during the internship are to train students to be familiar with the work environment, interact well with employees, know the activities and work of the company and control how to handle important documents used in company activities and discipline is

one of the keys. success for students and students can apply the knowledge that has been obtained in lectures into the actual work environment and have the opportunity to develop ways of thinking, add useful ideas and can increase students knowledge of what is assigned to them.

1.2. Purposes of the Apprenticeship

The objectives of implementing the internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai are as follows:

1. To find out the type of work at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
2. To find out the system and work procedures at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
3. To find out the place and work position at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai.
4. To find out the obstacles and solutions during implementation Internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai

1.3. Significances of the Apprenticeship

1.3.1 Significance for State Polytechnic of Bengkalis Students

The importance of implementing an internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai for State Polytechnic of Bengkalis students is as follows:

1. Students have the opportunity to apply theoretical knowledge or concepts in the real world of work.
2. Students gain practical experience in applying theoretical knowledge or knowledge concepts according to their study program.
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.
4. Students can create and develop an attitude of responsibility and professionalism as well as discipline in entering the real world of work.

5. Increase knowledge, insight, experience and abilities in the field of office administration that are not obtained in lectures.
6. Increase the sense of responsibility and discipline for practitioners in doing every job, as well as being able to socialize with the real world of work.

1.3.2 Significances for State Polytechnic of Bengkalis

The significance of implementing an internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai for the State Polytechnic of Bengkalis campus is as follows:

1. Practical work can strengthen cooperation and socialization between State Polytechnic of Bengkalis with PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
2. Apprenticeships can improve the competence of graduates of State Polytechnic of Bengkalis students.
3. Knowing how big the role of teaching staff in providing lecture material for students in accordance with developments that occur in the world of work
4. Knowing students' abilities in business science, especially international business administration, which are obtained during lectures and apply them in the world of work.

1.3.3 Significances for the Company

The importance of implementing an internship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai for the Company is as follows:

1. Job Training is one of the liaisons of cooperation between the company and the campus
2. With the Internship, students are expected to be able to assist employees in the company in completing work, providing ideas and providing advice in solving problems.
3. Facilitate agencies in recruiting qualified fresh graduates to be placed in government agencies or companies.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1. Company History

PT Kharisma Pemasaran Bersama Nusantara or abbreviated as PT KPBN is the initial company of PT Sarana Agro Nusantara Dumai Unit PT KPBN is a UPJT freight forwarding transportation company. The change in the name of PT KPBN was merged with several companies. The company has facilities and services including: storage tanks for palm oil and its fractions as well as molasses, warehousing services for rubber, tea, cocoa, coffee and tobacco commodities. This company also provides expedition services for processing export-import customs documents - PPJK for plantation products and commodities.

PT. Kharisma Pemasaran Bersama Nusantara is a Limited Liability Company formed by the President Director of PTPN I to PTPN XIV & PT. RNI acts for and on behalf of PTPN I to PTPN XIV & PT. RNI (Persero) through the Agreement Between PTPN I to PTPN XIV & PT. RNI Regarding the Establishment of a Limited Liability Company in the field of marketing of plantation commodities on November 16, 2009 before a notary N.M Dipo Nusantara Pua Upa SH Jakarta and has been approved as a legal entity based on the Decree of the Minister of Law and Human Rights of the Republic of Indonesia Number: AHU-60488.AH. 01.01.Year 2009 dated December 11, 2009.

Based on the decision of the Board of Directors (BMD) PTPN No. 15/BMD-PTPN/Kpts/1998 dated July 18, 1998, improvements were made to the Organizational Structure of KPB-PTPN and in accordance with Decree of BMD PTPN No. 15/BMD-PTPN. 15/BMD-PTPN/Kpts/XII/2001 dated December 7, 2001 Organizational structure of KPB-PTPN PTPN made changes/improvements again.



Figure 2.1 PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
Source: PT Kharisma Pemasaran Bersama Nusantara Unit Dumai

On December 14, 2021, PT Perkebunan Nusantara III merged or merged three subsidiaries. the three companies whose business are combined are PT ESW Nusantara Tiga (ESW) with the business field of processing palm trunk powder. PT Sarana Agro Nusantara (PT SAN) with the pump service business, expedition and storage tank rental, to PT Kharsima Pemasaran Bersama Nusantara (KPBN) with the business of marketing and logistics services for plantation commodities. Which is the merger of PT. ESW, PT SAN by KPBN is based on strategic direction in the company's 2020-2024 long-term plan PTPN group to restructure subsidiaries.

On May 23, 2019 to be precise in Jakarta PT. Kharsima Pemasaran Bersama Nusantara (KPBN) launched its new corporate name, namely Inacom. Inacom stands for Indonesia commodity and will focus on exporting palm oil. Inacom is a state owned enterprise (BUMN) which is engaged in trading and auctioning of plantation commodities to the international market. PT. KPBN is a subsidiary whose majority shares are owned by PT. Perkebunan Nusantara (Persero) Holding or PTPN holding. PT Kharsima Pemasaran Bersama Nusantara (KPBN) unit dumai or abbreviated PT KPBN is a stateowned enterprise (BUMN) which is the initial company of PT SAN the name change form PT Sarana Agro

Nusantara Unit Dumai to PT Kharsima Pemasaran Bersama Nusantara Unit Dumai was set on December 14, 2021

PT. Sarana Agro Nusantara Unit Dumai or abbreviated as PT. SAN Unit Dumai is a State-Owned Enterprise *Badan Usaha Milik Negara* (BUMN) which was established in 1985 based on the Notarial Deed of Ny. Asmah Sarbaini, Sh, Number 2 On October 2th, 1985 under the name PT. Dumai Oil Tank Installation later changed its name to PT. Sarana Sawitindo Utama Dumai which is a subsidiary of PT. Persero Perebunan I-VII (PT. Persero I S/D VII) and ratified by the Minister of Justice on July 17th, 1985. 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 11th, 2000 and changed its name to PT. Kharisma Pemasaran Bersama Nusantara which was legalized by the Minister of Justice and Human Rights on January 2th, 2001 with the number C-18 HT.01.04 Year 2001 and announced in the State Gazette of the Republic of Indonesia.

PT Kharsima Pemasaran Bersama Nusantara Unit Dumai is located at Jalan Datuk Laksamana, Bumi Ayu, Dumai Selatan, Dumai City. Dumai installation location is on an area of 35,245 M². Which has office facilities, storage tanks, warehouses, scales, workshops, steam boilers, pump installation rooms, power generation rooms, laboratories, piping. 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. The business segment developed by the company is in the field of palm oil distribution services in the storage tank system

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving to carry out their respective programs. To achieve the objectives

of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the vision and mission are as follow:

2.2.1 Vision of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

Vision is a distant view or goal of a company regarding what must be done to achieve goals in the future. The vision of PT Kharisma Pemasaran Bersama Nusantara Unit Dumai is “ To form an international standard company in the service sector and become a market leader in Indonesia with global services”

2.2.2 Mission of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

Mission is something that must be done so that the vision can be achieve. The Mission of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, 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 that meet 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 (Stake Holders).

2.3 Kind of Business

PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai is a company *Usaha Jasa Pengurusan Transportasi* (UJPT) that has facilities and services. This company runs the following businesses:

1. Establish and use storage tanks for crude palm oil (CPO) 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.

- Carry out other activities related to the business field of bulking and processing the production of other plantation products.

2.4 Organization Structure

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.

In this structure, it will be clear and unequivocally known who and how the responsibility relationship between one position and other positions is to carry activities that have occurred within the company.

In Figure 2.2 can be described the organizational structure owned by PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, namely as follows:

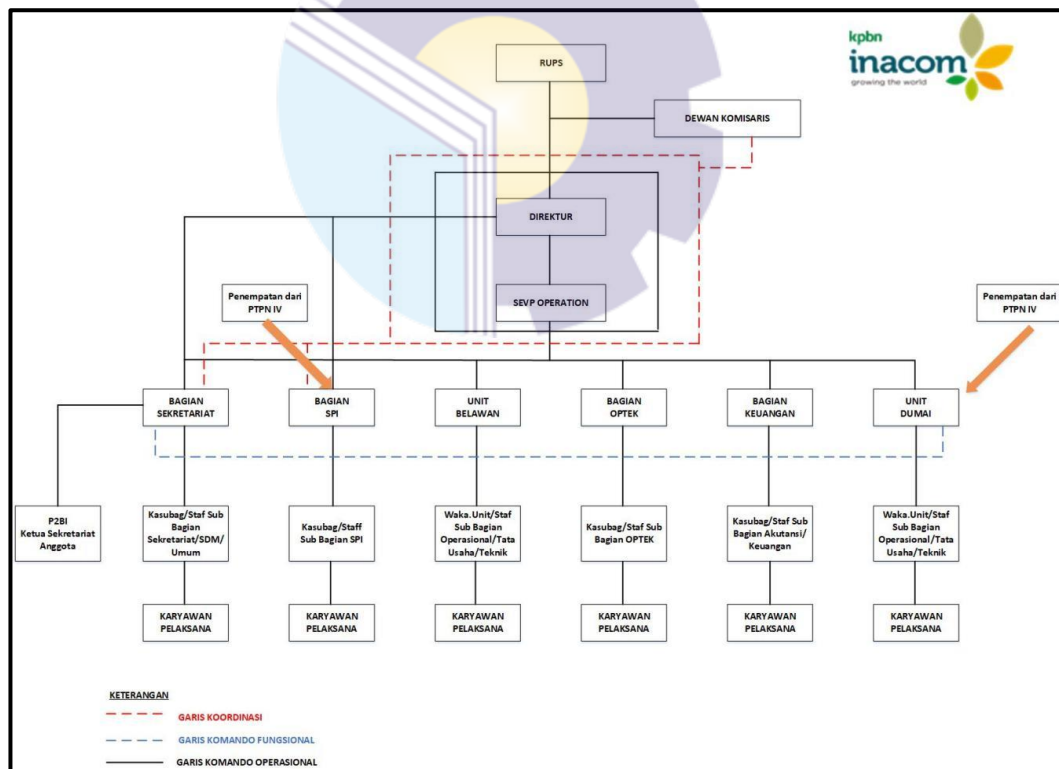


Figure 2.2 Organizational Structure of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

Source: PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

Based on the organizational structure above, the following will describe the main tasks and functions of the existing organizational structure at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, Referring to the organizational structure, the duties and authorities are in accordance with the position, namely:

1. Shareholders

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. Kharisma Pemasaran Bersama Nusantara Unit Dumai.
- 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.
- d. Appoint and terminate the board of commissioners.
- e. Responsible for the implementation and use of capital or assets company is appropriate in achieving goals.
- f. Supervise the board of commissioners in carrying out the assigned tasks distinguished to him by the shareholders.

2. Board of Commissioners

The board of commissioners is the company's organ in charge of conducting general and or specific supervision in accordance with the articles of association and providing advice to the Board of Directors. The duties and authorities of the board of commissioners 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 condition 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.
- d. Board of commissioners consisting of 1 commissioner and 4 members in charge supervising the main director.
- e. Helping leaders invest company funds.

3. Director

Director is someone who is appointed to be the leader of a limited liability company (PT) this person can be the owner of the company or appointed by the owner of the company. The duties and authorities of the main 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. Determine the main steps in carrying out wisdom
- c. Companies in Finance or General, Operations, Engineering, and Technology.
- d. Determine the main steps to implement the policy companies in the fields of engineering production, processing, human labor, finance and marketing
- e. Coordinate the implementation of the duties of the members of the board of directors and supervise in general
- f. Together with other members of the company's board directors inside and outside the company out of court.
- g. Responsible to the general meeting of shareholders through board of commissioners.
- h. Appoint and dismiss Group IA to IVD employees.

4. Operational Affair Staff

Operational affair staff are employees who take care of all office activities. This staff is in charge of controlling the activities in the office. So on operational staff will have a task that is quite heavy. Duties and authorities of Operational Staff are:

- a. Assisting the board of directors in planning, organizing, implementing, and Supervision of work in the operations/technical division (receiving, stockpiling shipments of palm oil).
- 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 Section

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 financial division which includes bookkeeping, financing, and procurement of goods.
- b. Supervise the financing of the 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 finance section and summarize all work plans and section budgets in the work plan book and company budget.

6. Head of Internal Control Unit

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

- a. Prepare procedures for inspection of the interim supervisory unit so that efficiency and effectiveness can be achieved in the context of securing assets and managing the company.

- b. Carry out internal inspections, both physical, financial and management, of all work units of the company based on inspection norms, BUMN audit guidelines on the implementation of RKAP, policies and regulations applicable 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 the inventory as well as the letters and documents of the Internal Audit Unit.

7. Head of the Secretariat Section

The duties and authorities of the Head of the Secretariat Section are as follows:

- a. Leading, regulating and supervising all activities in the field of personnel.
- b. Develop, formulate instructions, procedures, programs, and other directions needed in implementing 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 oversee the transfer and placement of employees to meet the company's workforce needs and maintain records of them.

8. Head of Unit

The duties and authority of the Head of Unit are:

- a. Coordinate and organize work assignments and direct all work in the unit.
- b. Prepare Audit Budget Work Plan.

- c. Carry out coordination relationships with PTPN and private plantations, KPB and shipping in order to receive, stockpile, ship (dry and liquid).

9 Senior Executive Vice President (SEVP) Operation

Senior executive vice president, hereinafter to as SEVP, is an official executive under the board of the subsidiary who is given the task, authority, obligations, and responsibilities to assist the directors of subsidiaries in carry out the main functions (core business) and support functions (business supports) subsidiary. The duties and authorities of the SEVP operation are as follows:

- a. Supervise and coordinate the plant section, engineering, section and processing, operational supporting and commercial division, district, garden, unit.
- b. Carry out the power of the director in the management operations of the company as stipulated in the decree this board of directors
- c. Prepare the draft RKAP in the field of plants, the field of engineering and processing operational supporting and commercial district, garden, unit
- d. Acting for and on behalf of the company both within and out of court based on the director's power of attorney
- e. Submitting promotion proposals, demotions, transfers, sanctions, dismissal, and promotion of sections, operational sections supporting, and commercial, district, garden, unit to SEVP business support to be determined by the directors

10. Administrative Affairs Staff

Duties and authorities of Administrative Affairs 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.
- d. Coordinate tasks assigned the leadership.

- e. Monitor the work of administrative affairs staff and daily staff.
- f. Manage and account for household expenses.
- g. Drafting and official letter and or typing a leadership letter concept.
- h. Manage incoming and outgoing mail.
- i. Assist administratively (and financially) with cross unit research.
- j. Assist in the process of organizing regular scientific seminars or meeting.
- k. Attending meetings especially those related to administrative matters.
- l. Prepare for leadership meetings and meetings with guests.
- m. Inventory of all existing equipment.
- n. Prepare annual budget.
- o. Set the schedule for leadership meeting.
- p. Prepare minutes of leadership meeting and disseminate them.

11. 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.

12. Technology Affairs Staff

The duties and authorities of Technology Affairs Staff are:

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

13. Expeditionary or Warehousing Affairs Staff

Duties and authorities of Expeditionary or Warehouse Affairs Staff are:

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

2.5 The Working Process

Currently the activities of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai is receiving, weighing, laboratory tests, tank hoarding, maintaining installations, heating Crude Palm Oil (CPO), sounding, shipping, and administrative activities. Each activity can be briefly described as follows:

1. Reception

Receiving Crude Palm Oil (CPO) from plantations sent by Crude Palm Oil (CPO) trucks belonging to palm oil mills and their transport contractors. To serve or receive Crude Palm Oil (CPO) from oil palm plantations, PT Kharisma Pemasaran Bersama Nusantara Unit Dumai open a 24-hour installation which is divided into 3 shifts, namely:

Shift I : 08.00-16.00

Shift II : 16.00-22.00

Shift III : 22.00-08.00

2. Weighing

After checking the administrative letter, valve cover seal, and other equipment at the guard post, then the Crude Palm Oil (CPO) tank truck is weighed to determine the volume/content of the Crude Palm Oil (CPO) loaded in the tank truck.

3. Laboratory Test

The received Crude Palm Oil (CPO) will be stored in advance for laboratory testing by taking samples from tank trucks. The goal is to determine the quality of Crude Palm Oil (CPO).

4. Hoarding or Saving

The Crude Palm Oil (CPO) trucks that have been weighed and underwent laboratory tests are then dismantled by suction using a pump machine.

2.6 Document Used for Activity

There are several documents used for activities at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, namely:

1. Letter of Acceptance of Goods

Is a document containing information on goods which includes the origin of Crude Palm Oil (CPO), quantity of (CPO), quality of Crude Palm Oil (CPO), type of Crude Palm Oil (CPO).

2. Loading activity report

Is a description of the transfer or shipping activity which includes: the time of checking the commodity or Crude Palm Oil (CPO) before it starts to be transferred or shipped, the start time of the transfer or pumping and the time it finishes pumping.

3. Inventory card

Documents containing the amount of Crude Palm Oil (CPO) stock after receipt or issuance. And it is a card where inventory items are recorded individually or in groups or collectively accompanied by original data, volume capacity, brand, type, value or price and other data regional the item, which is required for inventory or other purpose and is used as long as the goods have not been deleted, at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai the intended document is a documents containing the amount of Crude Palm Oil (CPO) stock after received or issued.

4. Tank inspection card

Document containing the results of the tank truck inspection which includes information on the transportation carried, quality checks, hours of entry and exit hours.

5. Proof of demand and release of warehouse goods

Is a document that contains the request and release of warehouse goods. A form to request raw materials and auxiliary materials to produce products used by the productions function. As well as proof of releasing goods form the warehouse.

3.7. Production Unit

Has several units or facilities to support process performance. Some of the facilities available at PT Kharisma Marketing Bersama Nusantara such as: office facilities namely General Office, Operations Admin Section, Finance Section, Laboratory, Scales, Storage Tanks, Pumps, Warehouses, Workshops, Boilers (power plants), 2 canteens, and prayer rooms . . The following is an explanation of the facilities at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai:

1. Office

The office is a place for handling correspondence or administration in the process of all activities that take place in the factory. In the office there are also several activities such as: collecting, recording, processing, storing, and distributing data.

2. Analysis Laboratory

To determine the quality of Palm Oil (MKS) or CPO according to export quality standards, PT Kharisma Pemasaran Bersama Nusantara Dumai Unit has an analysis laboratory that will check the quality of receipts and outputs of Palm Oil and its fractions. In addition to the analysis carried out at the PT Kharisma Pemasaran Bersama Nusantara Unit Dumai Laboratory, we also always collaborate with PT Sucofindo as an Independent Surveyor to analyze the quality of Palm Oil before releasing it from the storage tank.

3. Scales

As a comparison tool for receiving shipments of Palm Oil shipments from the main factory to the processing plant, PT Kharisma Pemasaran Bersama Nusantara Unit Dumai uses 1 (one) weighing device, namely 1 (one) unit weighbridge for Avery Berkel brand trucks with a capacity of 40 tons.

4. Storage Tank

As a company that operates as a bulk carrier, PT Kharisma Pemasaran Bersama Nusantara Unit Dumai has 15 storage tanks which consist of capacities of 5000 tons, 2500 tons and 1500 tons.

5. Pump

PT Kharisma Pemasaran Bersama Nusantara Unit Dumai has pumps that are used to serve 6 (six) MKS receipts and 8 (eight) units for dispensing. This pump is what distributes the oil to the tanks and trucks.

6. Warehouse

PT Kharisma Pemasaran Bersama Nusantara Unit Dumai has a warehouse that functions as a place to store goods such as: hoes, carts and others.

7. Workshop (Workshop)

In carrying out the performance process, PT Kharisma Pemasaran Bersama Nusantara Unit Dumai also has a workshop where this place functions as manufacturing, mechanical and factory instrumentation. There are also transformers, grinders, and maintenance tools here.

8. Steam boiler (Boiler)

To heat palm oil in storage tanks, PT Kharisma Pemasaran Bersama Nusantara Unit Dumai provides 3 (three) steam boilers, namely:

- a. Brand Beevor hood 5 tons of steam/hour.
- b. Maxitem brand 5 tons steam/hour.
- c. Maxitem brand 5 tons steam/hour.

9. Canteen

The canteen at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai has 2 canteens as a place to buy food and drinks. Employees or truck drivers usually buy food and drinks in this canteen, so there is no need to go out if you want to buy food.

10. Mosque

PT Kharisma Pemasaran Bersama Nusantara Unit Dumai also has a prayer room as a place to pray for employees, this mosque is also equipped with a place for ablution.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In carrying out internships in the General Section and admin operations, various activities have been carried out by the practitioner. namely like Office Administration. Here, the practitioner can compare and apply the knowledge gained during lectures and have the opportunity to interact with employees in the General Section and operational admins. In this section, the practitioner really needs high accuracy to carry out the administrative procedures in that section. During the internship, the supervisor provides information to the practitioner regarding the work and assignments given. In addition, the supervisor also evaluates the work that has been done by the practitioner. So that the practitioner can correct mistakes in carrying out his work better and because of this, the practitioner also gets a lot of knowledge and knowledge that is very useful.

Implementation of the internship starts on March 01th, 2022 until June 30th, 2022 at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai. Working hours are from 08.00 to 16.00. There is a break at 12.00 to 13.00. In addition, holidays are on Saturday and Sunday. The main types of work carried out during the internship in the general and operations admin areas are as follows:

1. Scheduling incoming mail

Receipt of incoming mail is an activity or activity in the general field that handles correspondence, incoming letters in an agency or company or it can be in other parts sent by other agencies or companies. However, incoming letters can also come from the same agency or company, but from other departments or fields.

2. Scheduling outgoing mail

Outgoing mail is a letter made and issued by an agency or company to be sent to other agencies, used as a form of initiative to provide answers or

responses regarding the contents of incoming letters that have been received. Scheduling an outgoing mail is proof of an outgoing letter and is easy to find if one day it is needed, things that need to be recorded such as the date the letter was issued, the purpose of the letter, the subject of the letter, and the letter number

3. Photocopying documents

In carrying out the task of duplicating documents, the tool used by the practitioner is a photocopier. Reproduction of documents is very necessary in the process of disseminating information or messages in order to achieve the goal of completing the work.

4. Document archiving

The activity of organizing and organizing archives in a systematic arrangement by taking into account the usefulness, form and nature of the File System is an orderly arrangement in the form of files that are arranged in such a way that the problem is clear and makes it easier to find back. Archiving is a process and a way in which information in the form of documents is stored securely for a certain period of time determined by law. Documents can be archived in a variety of formats and across multiple devices

5. Record CPO receipts from PTPN and PKS

The activity of receiving CPO (Crude Palm Oil) from several PTPNs and private companies, then after going through the weighing and unloading stage, receipts of CPO (Crude Palm Oil) are received which are then recorded by the operational admin section into the agenda book.

6. Archiving SPB (goods receipt mail)

Archiving letters of receipt of goods or SPB is an activity that must be carried out after being recorded in the receipt book, because archiving is a source of information that has a certain useful value for the company, both archives made and received, so that they are easy to find again if suddenly needed.

7. Input shipping data or sales of CPO

The activity of providing or entering data and programs to be processed on a computer. In every system, data is a unit of several interrelated and connected components, therefore data input is one of the most important things that are part of a computer system. So that with this input, important data for the company will be stored safely and will run in accordance with the interests of the company.

8. Input daily report of CPO receipt and stock

Activities that contain information including transaction data on shipments, sales and CPO stocks that occur every day. This report plays an important role in making decisions in the form of marketing methods, pricing, and sales, especially for the company.

3.2 Place of Apprenticeship

Apprenticeship is carried out at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai which is located at Jalan Datuk Laksamana, Dumai, Riau. Implementation of the apprenticeship is carried out for 122 (one hundred and twenty two) days starting from Tuesday March 01th, 2022 to Thursday June 30th, 2022. The working time of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai are as follows:

Table 3.1 Place and Time of Apprenticeship Implementation

No	Day	Working Hours	Break
1	Monday -Thursday	08.00 -16.00 WIB	12.00 -13.00 WIB
2	Friday	08.00-12.00 WIB	-
3	Saturday-Sunday	Holiday	Holiday

Source: PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

3.3 Kind and Description of the Activity

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma pemasaran bersama nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.2 Agenda of Activities of the First Week (March 02nd until 05th, 2022)

No	Date and Time	Name of Activity	Place
1	Tuesday March 02 th , 2022	Ascension Day of Prophet Muhammad	General Field
2	Wednesday March 03 th , 2022	Introduction to PT KPBN Unit Dumai staff and make attendance.	General Field
3	Thursday March 05 th , 2022	Good Wednesday	General Field
4	Friday March 06 th , 2022	Record receipts for payment of house rent belonging to PT KPBN Unit Dumai	General Field

Source: Processed data 2022

Activities that have been carried out during the implementation of the apprenticeship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai for the second week, can be seen in the following table:

Table 3.3 Agenda of Activities of the Second Week (March 07th until 11th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday March 07 th , 2022	Photocopy of disposition sheet.	General Field
2	Tuesday March 08 th , 2022	Photocopy of the request letter for heating the storage tank.	General Field
3	Wednesday March 09 th , 2022	Sick.	General Field
4	Thursday March 10 th , 2022	Scheduling invoicing related invoice.	General Field
5	Friday March 11 th , 2022	Scheduling incoming letters regarding application apprenticeship.	General Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, The activities carried out during the third week of the internship can be seen in the following table:

Table 3.4 Agenda of Activities of the Third Week (March 14th until 18th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday March 14 th , 2022	Scheduling incoming letters of application for development funding assistance.	General Field
2	Tuesday March 15 th , 2022	Archiving employee annual leave list documents.	General Field
3	Wednesday March 16 th , 2022	Scheduling outgoing mail regarding storage tank handling information.	General Field

4	Thursday March 17 th 2022	Re-checking the letter of agreement for the lease of the house belonging to PT KPBN Unit Dumai.	General Field
5	Friday March 18 th 2022	Record receipts for payment of house rent belonging to PT KPBN Unit Dumai.	General Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, The activities carried out during the fourth week of the Job Training can be seen in the following table:

Table 3.5 Agenda of Activities of the Fifth Week (March 21th until 25th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday March 21 th 2022	Photocopy of CPO (Crude Palm Oil) shipping documents belonging to PT KPBN Unit Dumai.	General Field
2	Tuesday March 22 th 2022	Scheduling incoming mail regarding the explanation of the draft handling agreement.	General Field
3	Wednesday March 23 th 2022	Archive incoming and outgoing mail documents.	General Field
4	Thursday March 24 th 2022	Scheduling incoming mail regarding tank rental applications.	General Field
5	Friday March 25 th 2022	Photocopy of the heating request mail for the Boiler field.	General Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, The activities carried out during the fifth week of the Job Training can be seen in the following table:

Table 3.6 Agenda of Activities of the Fifth Week (March 28th until April 01th, 2022)

No	Date and Time	Name of activity	Place
1	Monday March 28 th 2022	Make a memo letter number for PBJs retirement in march.	General Field
2	Tuesday March 29 th 2022	Photocopy of daily security situation reports.	General Field
3	Wednesday March 30 th 2022	Scheduled outgoing mail regarding reheating.	General Field

4	Thursday March 31 th , 2022	Photocopy of employee leave application mail.	General Field
5	Friday April 01 th , 2022	Photocopy of receipt of goods terminal truck tank.	General Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, The activities carried out during the sixth week of practical work can be seen in the following table:

Table 3.7 Agenda of Activities of the Sixht Week (April 04th until 08th, 2022)

No	Date and Time	Name of activity	Place
1	Monday April 04 th , 2022	Scheduling employee leave application letters.	General Field
2	Tuesday April 05 th , 2022	Scheduling a BPJS health pension contribution memo for April.	General Field
3	Wednesday April 06 th , 2022	Photocopy of internship certificate.	General Field
4	Thursday April 07 th , 2022	Photocopy the disposition sheet.	General Field
5	Friday April 08 th , 2022	Scheduling incoming mail regarding invoices for CPO transfer notes.	General Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, On April 15th, 2022, Good Friday is commemorated on the Friday before Easter which is a day on whcih Christians annually celebrate the anniversary of the Crucifixion and death of Jesus Christ on Golgotha. Since the beginning of Christianity, Good Friday has been interpreted as a day of sorrow, penance, and holiness. The activities carried out during the seventh week of undergoing practical work can be seen in the following table:

Table 3.8 Agenda of Activities of the Seventh Week (April 11th until 15th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday April 11 th , 2022	Record receipts for payment of rental house belonging to PT KPBN Unit Dumai.	General Field
2	Tuesday April 12 th , 2022	Archive documents for recapitulation of rental house payments.	General Field
3	Wednesday	Photocopy of the house rent agreement.	General Field

	April 13 th , 2022		
4	Thursday April 14 th , 2022	Schedule an incoming letter for a house rental payment request.	General Field
5	Friday April 15 th , 2022	Good Friday.	General Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the eighth week of undergoing practical work can be seen in the following table:

Table 3.9 Agenda of Activities of the eight Week (april 18th until 22th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday April 18 th , 2022	Re-checking the details of the cost of managing the CPO transportation truck.	General Field
2	Tuesday April 19 th , 2022	Scheduling incoming mail regarding requests for holiday allowance funds.	General Field
3	Wednesday April 20 th , 2022	Scheduling a request for holiday leave for PT KPBN Unit Dumai employees.	General Field
4	Thursday April 21 th , 2022	Photocopy of changes to the company official letter procedure documents.	General Field
5	Friday April 22 th , 2022	Check and record the list of proposals for submitting holiday allowances.	General Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the ninth week of undergoing practical work can be seen in the following table:

Table 3.10 Agenda of Activities of the Ninth Week (April 25th until 29th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday April 25 th , 2022	EID AL-FITR HOLIDAY	General Field
2	Tuesday April 26 th , 2022		
3	Wednesday April 27 th , 2022		
4	Thursday April 28 th , 2022		
5	Friday April 29 th , 2022		

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the tenth week of undergoing practical work can be seen in the following table:

Table 3.11 Agenda of Activities of the Tenth Week (May 02th until 06th,2022)

No	Date and Time	Name of Activity	Place
1	Monday May 02 th , 2022	EID AL-FITR	General Field
2	Tuesday May 03 th , 2022		
3	Wednesday May 04 th , 2022		
4	Thursday May 05 th , 2022		
5	Friday May 06 th , 2022		

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the eleventh week of undergoing practical work can be seen in the following table:

Table 3.12 Agenda of Activities of the Elevent Week (May 09th until 13th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday May 09 th , 2022	Photocopy list of employee names by location and place of work	Operations Admin Field
2	Tuesday May 10 th , 2022	Learn to record CPO receipts to the receipt book according to PTPN and PKS	Operations Admin Field
3	Wednesday May 11 th , 2022	Archive SPB (goods receipt mail)	Operations Admin Field
4	Thursday May 12 th , 2022	Input CPO shipment data for 2017 – 2022	Operations Admin Field
5	Friday May 06 th , 2022	Photocopy of daily journal of CPO (Crude Palm Oil) receipts	Operations Admin Field

Source: Processed data 2021

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the twelfth week of undergoing practical work can be seen in the following table:

Table 3.13 Agenda of Activities of the Twelfth Week (May 16th until 20th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday May 16 th , 2022	Vesak Day	Operations Admin Field
2	Tuesday May 17 th , 2022	Recording CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Operations Admin Field
3	Wednesday May 18 th , 2022	Input CPO (Crude Palm Oil) sales delivery data	Operations Admin Field
4	Thursday May 19 th , 2022	Input CPO (Crude Palm Oil) shipment data for 2017 – 2022	Operations Admin Field
5	Friday May 20 th , 2022	Input daily reports of CPO (Crude Palm Oil) receipts	Operations Admin Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the thirteenth week of undergoing practical work can be seen in the following table:

Table 3.14 Agenda of Activities of the Thirteenth Week (May 23th until 27th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday May 23 th , 2022	Recording CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Operations Admin Field
2	Tuesday May 24 th , 2022	Archive SPB (goods receipt mail)	Operations Admin Field
3	Wednesday May 25 th , 2022	Input CPO (Crude Palm Oil) sales delivery data	Operations Admin Field
4	Thursday May 26 th , 2022	Good Thursday	Operations Admin Field
5	Friday May 27 th , 2022	Input CPO (Crude Palm Oil) shipment data for 2017 – 2022	Operations Admin Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, On June 01th, 2022, the term Pancasila, which refers to the five pillars that form the basis for the establishment of the Unitary State of the Republic of Indonesia, was first put forward on June 01th, 1945. The name Pancasila was put forward by Soekarno when he gave a speech in a series of sessions of the Investigative Agency for Preparatory Work for Indonesian

Independence. The activities carried out during the fourteenth week of practical work can be seen in the following table:

Table 3.15 Agenda of Activities of the Ninth Week (May 30th until June 03th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday May 30 th , 2022	Input CPO (Crude Palm Oil) sales delivery data	Operations Admin Field
2	Tuesday May 31 th , 2022	Input CPO (Crude Palm Oil) shipment data for 2017 – 2022	Operations Admin Field
3	Wednesday June 01 th , 2022	Pancasila Day	Operations Admin Field
4	Thursday June 02 th , 2022	Recording CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Operations Admin Field
5	Friday June 03 th , 2022	Healthy exercise with all PT KPBN Unit Dumai employees	Operations Admin Field

Source: Processed data 2021

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the fifteenth week of undergoing practical work can be seen in the following table:

Table 3.16 Agenda of Activities of the Fifteenth Week (June 06th until 10th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday June 06 th , 2022	Input daily report of CPO (Crude Palm Oil) inventory	Operations Admin Field
2	Tuesday June 07 th , 2022	Sick	Operations Admin Field
3	Wednesday June 08 th , 2022	Sick	Operations Admin Field
4	Thursday June 09 th , 2022	Input daily reports of receipts, shipments, and shipment plans.	Operations Admin Field
5	Friday June 10 th , 2022	Photocopy of CPO (Crude Palm Oil) shipping documents	Operations Admin Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the sixteenth week of undergoing practical work can be seen in the following table:

Table 3.17 Agenda of Activities of the Sixteenth Week (June 13th until 17th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday June 13 th , 2022	Learn to record CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Operations Admin Field
2	Tuesday June 14 th , 2022	Archive SPB (goods receipt mail)	Operations Admin Field
3	Wednesday June 15 th , 2022	Input daily report of CPO (Crude Palm Oil) inventory	Operations Admin Field
4	Thursday June 16 th , 2022	Photocopy of CPO (Crude Palm Oil) pumping or transfer documents to PT THIP	Operations Admin Field
5	Friday June 17 th , 2022	Input data on the number of CPO (Crude Palm Oil) receipts	Operations Admin Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the seventeenth week of undergoing practical work can be seen in the following table:

Table 3.18 Agenda of Activities of the Seventeenth Week (June 20th until 24th, 2021)

No	Date and Time	Name of Activity	Place
1	Monday June 20 th , 2022	Input CPO (Crude Palm Oil) shipment data for 2017 – 2022	Operations Admin Field
2	Tuesday June 21 th , 2022	Input daily reports of receipts, shipments, and shipment plans.	Operations Admin Field
3	Wednesday June 22 th , 2022	Print daily reports of CPO (Crude Palm Oil) receipts	Operations Admin Field
4	Thursday June 23 th , 2022	Archive data on the number of receipts and supplies of CPO (Crude Palm Oil)	Operations Admin Field
5	Friday June 24 th , 2022	Archive SPB (goods receipt mail)	Operations Admin Field

Source: Processed data 2022

To find out more clearly the description of the activities carried out during the implementation of the Job Training at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai, the activities carried out during the eighteenth week of undergoing practical work can be seen in the following table:

Table 3.19 Agenda of Activities of the Eighteenth Week (June 27th until 30th, 2022)

No	Date and Time	Name of Activity	Place
1	Monday June 27 th , 2022	Learn to record CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Operations Admin Field
2	Tuesday June 28 th , 2022	Archive SPB (goods receipt mail) PTPN 3 dan Swasta,	Operations Admin Field
3	Wednesday June 29 th , 2022	Input daily reports of receipts, shipments, and shipment plans.	Operations Admin Field
4	Thursday June 30 th , 2022	Input daily report of CPO (Crude Palm Oil) inventory.	Operations Admin Field
5	Friday July 01 th , 2022	Archive the minutes of the month of June	Operations Admin Field

Source: Processed data 2022

3.4 System and Procedure

There are several work system and procedures carried out in the general field and admin operations as duties and responsibilities described as follows:

1. Scheduling incoming mail

Scheduling incoming mail is done to make it easier to find back if one day it is needed, in scheduling incoming mail there are things that need to be noted such as the date of entry of the letter, sequence number, origin of the letter, contents of the letter and letter number.

Then what is meant by scheduling incoming mail is the activity of recording incoming letters into the agenda book. This entry agenda book is usually called the daily mail record, the letter registrar is called an agendaris or mail clerk. Each incoming letter is recorded and assigned an incoming mail agenda number. An agenda book is a book that is used to record incoming and outgoing letters in a year. The officer who schedules the letter is called the agendar. Receipt of incoming mail is an activity or activity in the general field that handles correspondence, incoming letters in an agency or company or it can be in other parts sent by other agencies or companies. However, incoming letters can also come from the same agency or company, but from other departments or fields.



Figure 3.1 Incoming Mail

Source: General Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

2. Scheduling outgoing mail

Scheduling an outgoing mail is proof of an outgoing letter and is easy to find if one day it is needed, things that need to be recorded such as the date the letter was issued, the purpose of the letter, the subject of the letter, and the letter number.

Outgoing mail is a letter that is made and issued by an agency or company to be sent to others, be it individuals or part of an agency or company.

In addition, outgoing mail can be understood as complete letters from an agency, organization, company, or other institution. A complete letter is a letter that has the date, number, stamp, and signature by the authorized party.

Outgoing mail are usually used as a form of initiative to provide answers or responses regarding the contents of incoming letters that have been received. The purpose of making outgoing letters is to create a good mutual relationship so that both parties can get a certain advantage.



Figure 3.2 Outgoing Mail

Source: General Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

3. Archiving documents

Document archives are done to store documents so that they are easy to find if one day they are needed. After the documents are numbered and approved by the sections in each field such as the general manager, the finance department, and the admin section, the next thing to do is to archive the documents as evidence at PT KPBN which is put in a special blue folder and then neatly arranged in a glass cabinet.

Records management is a process or activity within an organization in achieving goals by using existing resources, starting from receiving, recording, storing, borrowing, shrinking activities to archive destruction activities.

Archiving is a process and a way in which information in the form of documents is stored securely for a certain period of time determined by law. Documents can be archived in a variety of formats and across multiple devices. Even if a document is inactive, it can be reactivated.

In the business world, important information must remain available and can be provided in a short time, especially for making important business decisions. When your company archives documents, companies generally tend to archive the entire collection of documents. The archived document is when it is needed so that it can be used again in the future



Figure 3.3 Archiving Documents

Source: General Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

4. Photocopying documents

Photocopying of documents is done for an interest such as, for archives, for disseminating information to various fields. Activities that are often carried out in the general field are photocopying documents, usually this can be up to hundreds and multiples of documents to be photocopied, the photocopied documents will usually be archived and used as evidence for the company.

Photocopiers are office equipment capable of creating paper copies of various media such as documents, books, and photos. Most twin machines already use Xerography, which is a dry process that relies on the help of static electricity or heat. While a number of photocopiers work using ink.



Figure 3.4 Make Copies of Documents

Source: General Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

5. Record receipts of CPO from PTPN and PKS

PT Kharisma Pemasaran Bersama Nusantara every day carries out CPO (Crude Palm Oil) receiving activities from several PTPN and swasta companies, then after passing the weighing and disassembly phase, the proof of receipt of CPO (Crude Palm Oil) is received which is then recorded by the operations admin section into the receipt book, adjusted to the owner of the originating oil, if Oil shipments from PTPN III are recorded in the Blue book and if the shipment comes from PTPN IV and Private then the receipts are recorded in the Red book.

After the registration process is complete, the net amount of CPO (Crude Palm Oil) is calculated and then compared between the delivery and receipt of CPO (Crude Palm Oil).



Figure 3.5 Record receipts of CPO from PTPN and Swasta

Source: Operations Admin Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

6. Archive SPB (goods receipt mail)

Archiving letters of receipt of goods or SPB is an activity that must be carried out after being recorded in the receipt book, because archiving is a source of information that has a certain usefulness value for the company, whether archives are made or received, so that they are easily found again if needed. An archive system that is organized optimally will facilitate the activities and goals of the institution. This letter of receipt of goods is not only needed for goods handover activities, but is also important for other objects, such as money, documents, services, or certain services that involve both parties.

In every business activity, there will always be documentation or filing. The various archived documents will later be used as a reference for making reports, such as sales reports, financial reports, and company progress reports. This goods receipt is used to monitor whether or not the delivery process of an item is smooth or not. Receipt of goods in this

business activity has two main functions, sure as internal control and as company documentation.



Figure 3.6 Archive SPB (goods receipt mail)

Source: Operations Admin Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

7. Inputing Of Shipping data or sales of CPO (Crude Palm Oil)

Inputing of shipping data or sales of CPO is an activity to provide or to enter data and programs that will be processed in the computer. In every system, data is a unit of several interrelated and connected components, therefore data input is one of the most important things that is part of a computer system. So that with the input, important data for the company will be stored safely and will run in accordance with the interests of the company.

Input serves as a medium in entering data from outside into a processor unit which will later be processed with the aim of producing the desired information. A device in the data input itself is a hardware component that

allows users to enter data into a computer, in other words an input device is used to enter data from outside into the microprocessor.



Figure 3.7 Input Of Shipping data or Sales of CPO (Crude Palm Oil)

Source: General Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

8. Inputting daily reports of CPO (Crude Palm Oil) receipts and stock
Inputting daily reports is an activity that contains information which includes transaction data on shipments, sales and CPO stocks that occur every day.

This report plays an important role for decision making in the form of marketing, pricing, and sales methods, especially the company. Some of the sales activities that need to be known are sales analysis, pricing, product marketing, price quotes, ordering, customer records, shipping goods, sales returns, billing payments, receiving payments and finally making reports. The faster the data information that is conveyed, the faster the management will make decisions.



Figure 3.8 Inputing Daily Reports of CPO (crude palm oil) Receipts and Stock
Source: General Field PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai

3.5 Obstacles and Solution of Apprenticeship

3.5.1 Obstacles

An obstacle is something that prevents a person from what should have done. In every condition, obstacles often arise to teach a lesson. Likewise with the implementation of the internship that the practitioner does. There are some obstacles which hinder the performance of the practitioner while undergoing the field of work. Following are various obstacles faced by practitioners during their internship at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai,, is as follows:

1. Lack of attention from employees because there are too many apprentices, so that the practitioner is not given too much work and the lack of facilities for apprentices such as chairs and tables so that the author has to take a chair from another section.

2. Lack of office equipment such as office stationery, maps and so on. Because office stationery is very minimal and does not make the work take longer because it has to take turns with employees to use it so it is difficult to get work done quickly.
3. Photocopy machines that often experience problems or jams make it difficult for writers to copy documents. This is quite difficult for the practitioner at the beginning of work so that the author often experiences delays in photocopying documents or other letters, because the machine often jams when photocopying in large quantities, so that sometimes the practitioner often asks for help from other employees because the practitioner does not understand how to deal with a photocopy machine that is not working properly sometimes it gets damaged or gets stuck while photocopying documents.

3.5.2 Solution

As for the various obstacles faced, the author continues to strive to minimize errors so that quality can be improved. Field work practice activities are one of the conditions for obtaining graduation, then it becomes a motivation for the individual practitioner to do the best during the internship process. How to overcome the obstacles that occur during the practitioner running the internship program. is as follows:

1. Employees should pay more attention to internships, because we also need knowledge and want to know more about how to work in the company, and it would be nice if employees gave jobs to interns so that they could help employees work a little because if the work is done together then it will be completed faster, and provide special facilities for interns such as desk chairs and other necessities so that interns feel comfortable when carrying out internships in the company and Preparation of Standard Operating Procedures (SOP) for practitioners Standard Operating Procedures are standard operating guidelines in implement decisions in a

structured and can be accounted for. The existence of SOP is intended so that regulations and systematic work can be done correctly, and there is no overlap work overlap. So that the work done is optimal and finished just in time. In addition, the performance of an entity can also be measured and assessed through SOP.

2. The problem of the lack of availability of office stationery will certainly affect the efficiency, effectiveness, and productivity of employees' work to overcome the obstacles that are carried out, namely by queuing to use office stationery and photocopiers. Where people who will use it for the first time will be prioritized first and for others will queue up first and or can also borrow from each other with other divisions that do not use stationery. and to overcome this, it is necessary to have more supplies of office stationery supplies and demand for the procurement of consumable office stationery.
3. And for the problem of the photocopy machine that is not good and often jams In supporting the completion of a good job, a briefing needs to be given to apprentices regarding overcoming a jammed photocopier. and it would be better if the photocopy machine was repaired by the technicians so that traffic jams would not occur again and it would be better if the company bought a new photocopy machine so that the work of the employees was completed faster in duplicating documents.

CHAPTER IV

CONCLUSION AND SUGGESTION

3.1. Conclusion

After doing of the apprenticeship at PT. Kharsima Pemasaran Bersama Nusantara Unit Dumai, the following conclusions can be draw:

1. The author is given the duties and responsibilities regarding the general activities and admin operations of the company, such as: Scheduling incoming letters, scheduling outgoing letters, photocopying documents, archiving documents, recording CPO receipts from PTPN and PKS, archiving SPB (goods receipt letters), inputting shipping data or sales of CPO, and inputting daily report CPO receipts and stock.
2. Internship activities are carried out at PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai which is located on Jalan Datuk Laksamana, Dumai, Riau. Job Training activities are carried out in accordance with the provisions of the regulations for implementing Job Training activities. The internship period is for 122 days or 4 months starting from March 01th, 2022 to June 30th, 2022. During the Field Work Practice the author is placed in the general operational and admin sections, namely on March 01th, 2022 to April 30th, 2022 in the general field and on May 01th, 2022 to June 30th, 2022 in the field of admin operations.
3. The system used in the general field uses the internet for several needs, then uses a computer to work on important documents, letters and reports in every part of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai.
4. The author also experienced several obstacles during the internship, namely the problem of lack of attention from employees because there were too many apprentices, so that not too many jobs were given and the lack of facilities for interns such as chairs and tables so that the author had to take a chair from another section. The second problem is the lack of

office equipment such as office stationery, maps and other tools. Because office stationery is very minimal and will make work take longer because they have to take turns with other employees to use them. And the third problem is the photocopier that often has problems or jams, making it difficult for writers to duplicate documents.

5. And to overcome the second problem, namely the lack of office stationery to overcome it, namely by queuing to use office stationery and photocopiers. Where the person who will use it for the first time will be prioritized first and for the others will queue first and or can also borrow from each other with other divisions that do not use stationery. And for the problem of photocopiers that are not good and often jammed. In supporting the completion of work properly, it is necessary to provide knowledge about how to operate photocopiers to apprentices and about how to overcome jammed photocopiers. And it would be better if the photocopy machine was repaired by a technician so that there would be no more congestion and the company should buy a new photocopy machine so that the employee's work is completed faster in duplicating documents.

4.2 Suggestion

After the implementation of the apprenticeship at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai which the author has lived, the author has several suggestions that can be used as a reference for parties involved in the internship program, namely as follows:

- 1 Suggestions for students to prepare themselves before implementing an apprenticeship program, namely:
 - a. Paying attention to administrative completeness such as an internship application letter from the campus, complying with company regulations, and ensuring the field occupied in the implementation of the internship is in accordance with the field taken during the lecture.

- b. Carry out the assigned tasks carefully so that unwanted or fatal errors do not occur as well as communicate and establish good relations with employees in order to facilitate the process of implementing the internship.
- c. Practitioners are able to understand the mandated duties and responsibilities and pay attention to good behavior and ethics while in the internship environment.
- d. And also pay attention to personal hygiene and work space, don't be shy about throwing trash, returning chairs when not in use or when going home and cleaning tables. And most importantly, try to come 15 minutes before starting activities at the company.

2 Suggestions for State Polytechnic of Bengkalis and Study Program, namely:

- a. Must be strengthened cooperation, socialization with companies and developing computer business learning such as the use of Microsoft Excel, Microsoft Word and English learning so that students more easily understand English terms on the computer and applications.
- b. Expanding the network of cooperation in terms of accepting student internships with several institutions related to the field of international business administration studies so that students get convenience in finding suitable internship places.
- c. Provide internship students with knowledge of morals and ethics at work, so that during the internship period they can bring the good name of the campus and study program.

3 Suggestions for institution in accepting apprenticeship students, namely:

- a. In accepting students who carry out practical work, at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai should provide a special place, where later this section can coordinate and direct and provide knowledge to students who carry out practical work.

- b. Giving trust to the practitioner to help with the work, and giving criticism or instructions for interns.
- c. The students are given assignments according to the majors taken and in accordance with the practical courses and with the expertise they have, even though the work given is different but still has something to do with the majors.
- d. The internship supervisors are more voluntary and willing to share some of their knowledge with the interns to increase their knowledge of practice in the world of work and the company.



REFERENCES

PT. KPBN, 2018, “*Profil PT Kharisma Pemasaran Bersama Nusantara (PT KPBN)*”, (<https://kpbn.co.id>), accessed on june 05th, 2022.

Agung, W. 2019, “*PT SAN Siap Dukung Ekspor CPO dan Produk Turunannya Melalui Dumai*”, (<http://fullriau.com/pt-san-siap-dukung-ekspor-cpo-dan-produk-turunannya-melalui-dumai/>), accessed on july 16th, 2022.



APPENDICES

Appendix 1: Apprenticeship Reply Letter



No. : 046 /KPBN/UD/XII/2022
Lamp. :-
Hal : Persetujuan Kerja Praktek

Dumai, 08 Februari 2022

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

Ref. Surat No. 0470/PL.31/TU/2022 Tanggal 04 Februari 2022

Dengan hormat,

Sesuai dengan surat Saudara tersebut diatas perihal Permohonan Izin untuk Kerja Praktek (KP) Mahasiswa Politeknik Negeri Bengkalis di PT Kharisma Pemasaran Bersama Nusantara (KPBN) Unit Dumai, atas nama :

Elviza Pratiwi	Program Studi	Administrasi Bisnis Internasional
Seri Wulandari	Program Studi	Administrasi Bisnis Internasional

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

Kerja Praktek dapat dimulai tanggal 01 Maret – 30 Juni 2022.

Selama Kerja Praktek diwajibkan untuk selalu memakai Seragam/Almamater serta memakai masker dan mematuhi Protokol Kesehatan Covid-19.

Demikian disampaikan kiranya dapat dimaklumi.

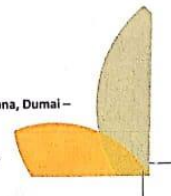
PT KPBN UNIT DUMAI

JARWA RAHMANTA
Kepala Unit

AKHLAK – Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif
PT KHARISMA PEMASARAN BERSAMA NUSANTARA
Jl. Cut Meutia No. 11, Menteng – Jakarta 10330, Indonesia
Riau 28814,
Indonesia
P +62 21 3106685 / 3907554 | F +62 3143989

Unit Belawan
Jl. Ujung Baru, Belawan – Medan 20411,
Indonesia
P +62 61 420 69067

Unit Dumai :
Jl. Datuk Laksamana, Dumai –
Indonesia
P +62 765 810754



Appendix 2: Apprenticeship Statement Letter



No. : 131 /KPBN/X/12/VII/2022
Lamp. : -
Hal : Surat Keterangan Selesai Kerja Praktek

Dumai, 04 Juli 2022

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

SURAT KETERANGAN

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : SERI WULANDARI
No. Mahasiswa : 5404181133
Program Studi : D4 – Administrasi Bisnis Internasional

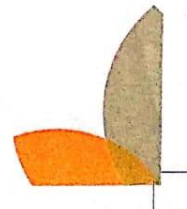
Telah selesai melaksanakan Kerja Praktek di PT Kharisma Pemasaran Bersama Nusantara Unit Dumai mulai tanggal 01 Maret s/d 30 Juni 2022.

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

PT KPBN UNIT DUMAI

inacom kpbm
JARWA RAHMANTA
General Manager

AKHLAK – Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif
PT KHARISMA PEMASARAN BERSAMA NUSANTARA
Jl. Cut Meutia No. 11, Menteng - Jakarta 10330, Indonesia
P +62 21 3106685 / 3907554
www.inacom.co.id



Appendix 3: Apprenticeship Assesment Sheet

**EVALUATION RESULTS FROM JOB TRAINING
COMPANY APPRAISAL
PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT DUMAI**

Name : Seri Wulandari
 Student's Identity No. : 5404181133
 Study Program : D4 – International Business Administration
 College : State Polytechnic Of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Disciplin	20%	90
2	Responsibility	25%	92
3	Adjustment/Adaptation	10%	90
4	Work Result	30%	92
5	Behavior in General	15%	92
Total (1+2+3+4+5)		100%	456

Explanation:

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

Notes: _____

Dumai, June 30th 2022
 Assistant of Administrative


 Luther S S Simanjuntak, SE

Appendix 4: List of Apprenticeship Attendance Sheet

DAFTAR HADIR MAHASISWA KERJA PRAKTIK PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT DUMAI

Absen Bulan Maret 2022

No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Elviza Pratiwi	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
2	Seri Wulandari	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf

No	Nama	Tanggal														
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Elviza Pratiwi	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
2	Seri Wulandari	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf

Keterangan

- Sabtu dan Minggu
- Tanggal Merah

Dumai, 31 Maret 2022
Mengetahui


Luther S.S. Simanjuntak, SE
Asisten Tata Usaha

DAFTAR HADIR MAHASISWA KERJA PRAKTIK PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT DUMAI

Absen Bulan April 2022


No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Elviza Pratiwi	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
2	Seri Wulandari	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf

No	Nama	Tanggal														
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Elviza Pratiwi	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
2	Seri Wulandari	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf

Keterangan

- Sabtu dan Minggu
- Tanggal Merah

Dumai, 30 April 2022
Mengetahui




Luther S.S. Simanjuntak, SE
Asisten Tata Usaha

**DAFTAR HADIR MAHASISWA KERJA PRAKTIK
PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT DUMAI**

Absen Bulan Mei 2022

No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Elviza Pratiwi									21	21	21	21	21		
2	Seri Wulandari									21	21	21	21	21		

No	Nama	Tanggal															
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Elviza Pratiwi		21	21	21	21			21	21	21		21			21	21
2	Seri Wulandari		21	21	21	21			21	21	21		21			21	21

Keterangan
 Sabtu dan Minggu
 Tanggal Merah

Dumai, 31 Mei 2022
Mengetahui


Lutner S S Simanjuntak, SE
 Asisten Tata Usaha

**DAFTAR HADIR MAHASISWA KERJA PRAKTIK
PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT DUMAI**

Absen Bulan Juni 2022

No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Elviza Pratiwi		21	21			21	21	21	21	21			21	21	21
2	Seri Wulandari		21	21			21	21	21	21			21	21	21	21

No	Nama	Tanggal														
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Elviza Pratiwi	21	21			21	21	21	21	21			21	21	21	21
2	Seri Wulandari	21	21			21	21	21	21	21			21	21	21	21

Keterangan
 Sabtu dan Minggu
 Tanggal Merah

Dumai, 30 Juni 2022
Mengetahui


Lutner S S Simanjuntak, SE
 Asisten Tata Usaha

Appendix 5: Apprenticeship Certificate





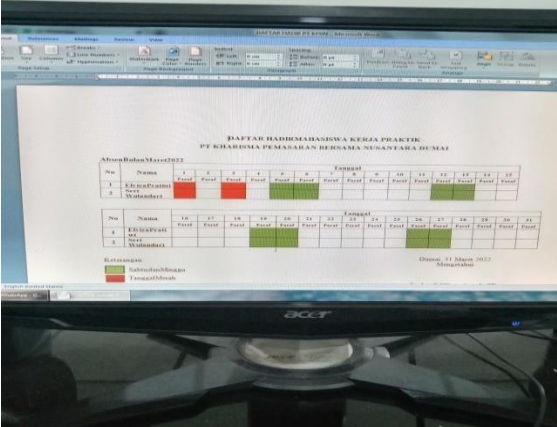
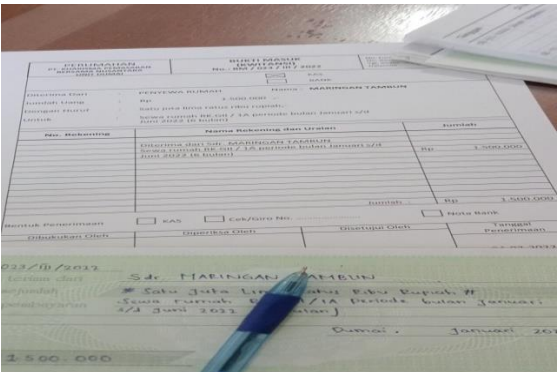
Appendix 6: Daily Activities

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday - Friday

Date : March 01th – 04th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Ascension Day of Prophet Muhammad	-	-
2	Introduction to PT KPBN staff and make attendance.	Lila Tiara Sari	
3	Good Wednesday	-	-
4	Record receipts for payment of house rent belonging to PT KPBN	Julinda L Tobing	
Note by Industrial Coach			


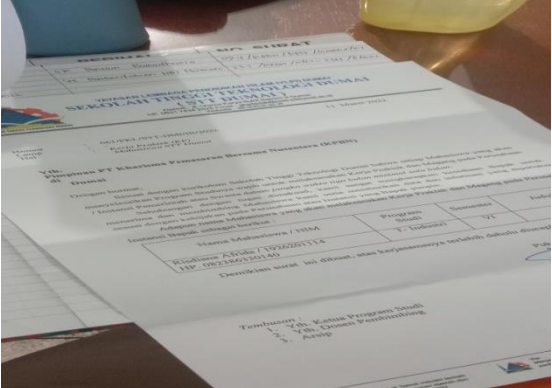
No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> Employees provide direction to interns and make a list of internship attendance Recording monthly rental payments by tenants and given proof of payment receipts, this activity is carried out when every tenant of the house makes payments.
2		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday - Friday

Date : March 07th – 11th, 2022



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Photocopy of disposition sheet.	Lila Tiara Sari	
2	Photocopy of the request letter for heating the storage tank.		
3	Sick.		
4	Scheduling invoicing related invoice.		
5	Scheduling incoming letters regarding application apprenticeship.		
Note by Industrial Coach			


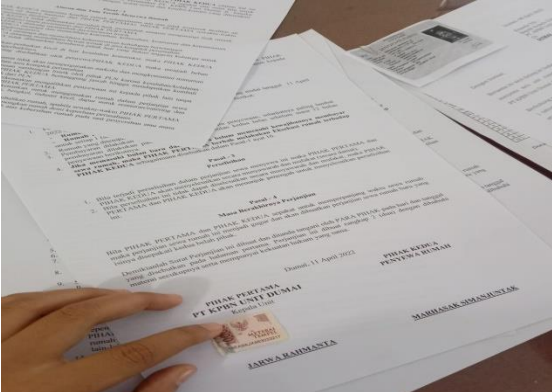
No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> 1. Photocopy one hundred copies of the disposition sheet and photocopying the request letter for heating the storage tank because before carrying out export activities it is necessary to warm up the storage tank first, so documents are needed for a request for heating the tank. 2. Scheduling all matters of letters such as requests for employee leave, as well as incoming letters from outside agencies such as applications for internships from the STT Dumai campus.
2		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday - Friday

Date : March 14th – 18th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Scheduling incoming letters of application for development funding assistance.	Lila Tiara Sari	
2	Archiving employee annual leave list documents.		
3	Scheduling outgoing mail regarding storage tank handling information.		
4	Re-checking the letter of agreement for the lease of the house belonging to PT KPBN.	Julinda L Tobing	
5	Record receipts for payment of house rent belonging to PT KPBN.		
Note by Industrial Coach			

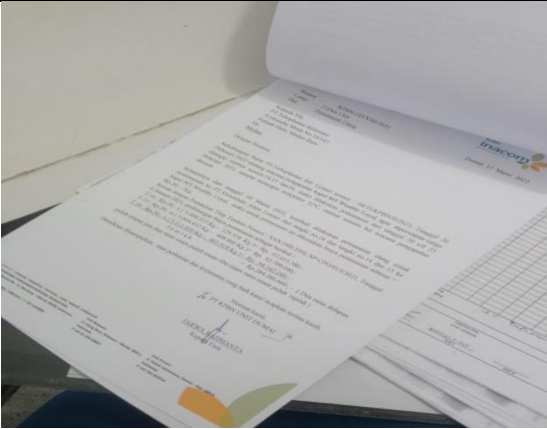

No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> 1. Schedule an application for funding assistance for mosque construction and the construction of an al'quran education park, submitted to PT KPBN. 2. Scheduling outgoing mail regarding storage tank handling information to PT IPI because it will rent a storage tank belonging to PT KPBN. 3. Re-check the points of the house rental agreement determined by PT KPBN with the tenant and sign on the stamp.
2		

DAILY ACTIVITIES
ON THE JOB TRAINING

Day : Monday - Friday

Date : March 21th – 25th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Make a memo letter number for PBJs retirement in march.	Lila Tiara Sari	
2	Photocopy of daily security situation reports.		
3	Scheduled outgoing mail regarding reheating.		
4	Photocopy of employee leave application mail.		
5	Photocopy of receipt of goods terminal truck tank.		
Note by Industrial Coach			



No	WORKING	EXPLANATION
1		1. Scheduled outgoing letters regarding reheating of storage tanks in connection with PT Teboplasma Inti Lestari application letter regarding shipping plans. 2. Photocopying documents such as daily security situation reports, requests for leave mail, and receipt of goods terminal trucks.
2		

DAILY ACTIVITIES
ON THE JOB TRAINING

Day : Monday - Friday

Date : March 28th – April 01th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Photocopy of CPO (Crude Palm Oil) shipping documents belonging to PT KPBN.	Lila Tiara Sari	
2	Scheduling incoming mail regarding the explanation of the draft handling agreement.		
3	Archive incoming and outgoing mail documents.		
4	Scheduling incoming mail regarding tank rental applications.		
5	Photocopy of the heating request mail for the Boiler field.		
Note by Industrial Coach			

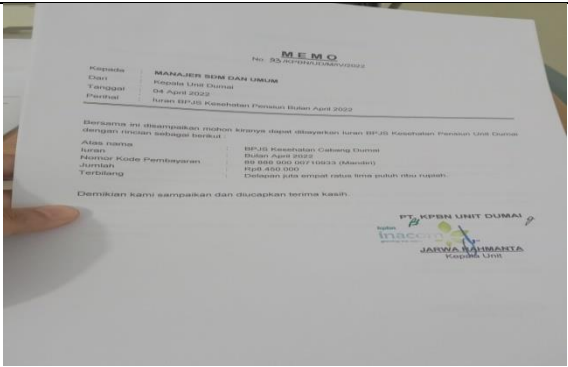

No	WORKING	EXPLANATION
1		<p>1. Photocopy of the CPO (Crude Palm Oil) shipping list document from PTPN and private owned by PT KPBN, every day the company will receive CPO shipments that have been weighed and tested for service quality of oil content in the laboratory field.</p> <p>2. Scheduling incoming letters related to the storage tank rental application from PT Nagamas Palm Oil, this is usually done by the PT KPBN company in storage tank rental activities.</p>
2		

DAILY ACTIVITIES
ON THE JOB TRAINING

Day : Monday - Friday

Date : April 04th – 08th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Scheduling employee leave application letters.	Lila Tiara Sari	
2	Scheduling a BPJS health pension contribution memo for April.		
3	Photocopy of internship certificate.		
4	Photocopy the disposition sheet.		
5	Scheduling incoming mail regarding invoices for CPO transfer notes.		
Note by Industrial Coach			

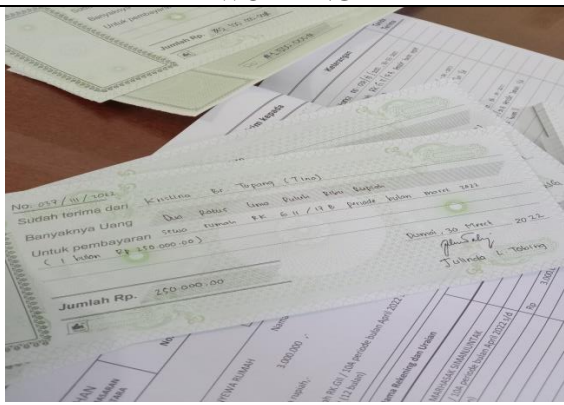
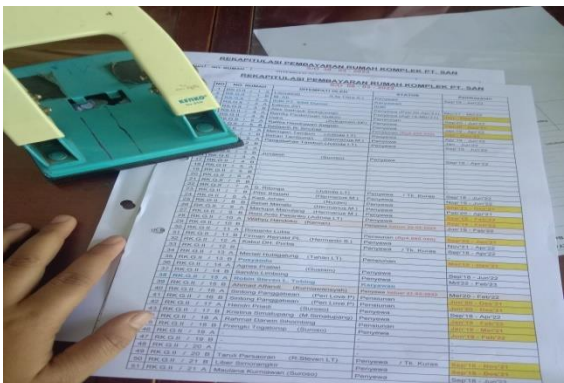
No	WORKING	EXPLANATION
1		1. Scheduling memo on the payment of BPJS health contributions for PT KPBN retired employees for April 2022 to HR and General Manager. This pension insurance is a social security that aims to maintain a decent standard of living for PT KPBN employees or their heirs by providing income after the participant enters retirement age.
2		2. Photocopy disposition sheets for scheduling activities for each incoming letter and photocopying apprenticeship certificates from SMKN 2 Dumai. this is a thank you and appreciation from the company for helping the company activities and completing the Field Work Practice Activities.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Monday - Friday

Date : April 11th – 15th, 2022



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Record receipts for payment of rental house belonging to PT KPBN.	Julinda L Tobing	
2	Archive documents for recapitulation of rental house payments.		
3	Photocopy of the house rent agreement.		
4	Schedule an incoming letter for a house rental payment request.		
5	Good Friday.		
Note by Industrial Coach			

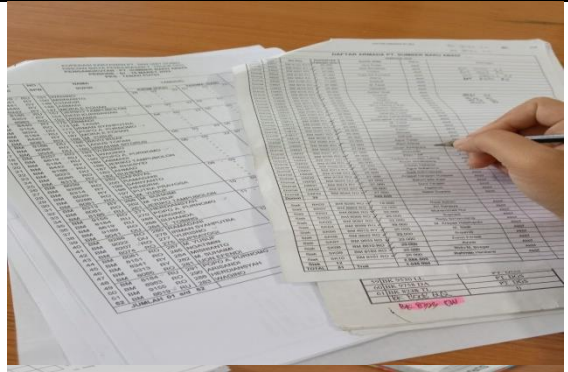
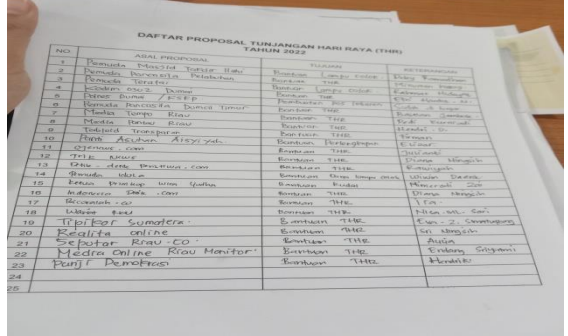
No	WORKING	EXPLANATION
1		1. Record payment receipts for rented houses belonging to PT KPBN in April and provide proof of payment receipts to tenants. Receipts are a fairly important component in the matter of renting a house. This tool can be proof of receipt of cash or payment for rental purposes
2		2. Archive documents for recapitulation of rental house payments for proof of housing documents and double-check that all tenants have made payments. The main function of the house rental payment list document is as proof of payment. If at any time there is a dispute between the property owner and the tenant of the house, this receipt will be very helpful in resolving the dispute.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Monday - Friday

Date : April 18th – 22th, 2022

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Re-checking the details of the cost of managing the CPO transportation truck.	Ivana Tarigan	
2	Scheduling incoming mail regarding requests for holiday allowance funds.	Lila Tiara Sari	
3	Scheduling a request for holiday leave for PT KPBN employees.		
4	Photocopy of changes to the company official letter procedure documents.		
5	Check and record the list of proposals for submitting holiday allowances.		
Note by Industrial Coach			

No	WORKING	EXPLANATION
1		1. Re-checking the number of details for the cost of handling CPO trucks, checking the driver's name, and police number. Owned by PT Sumber Baru Abadi and PKS Tanah Putih
2		2. Check and record the list of holiday allowance proposals from several agencies submitted to PT KPBN. This Sponsorship Proposal or holiday allowance is a letter or request document funds to several well-known companies, such as the manufacturer of a product branded, it could be in the food, beverage, transportation, or telecommunications sectors.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday - Friday

Date : April 25th – 29th, 2022

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	EID AL-FITR HOLIDAY	-	-
Note by Industrial Coach			

No	WORKING	EXPLANATION

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day: Monday - Friday

Date: May 02th - 06th, 2022




No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
	EID AL-FITR	-	-
	Note by Industrial Coach		

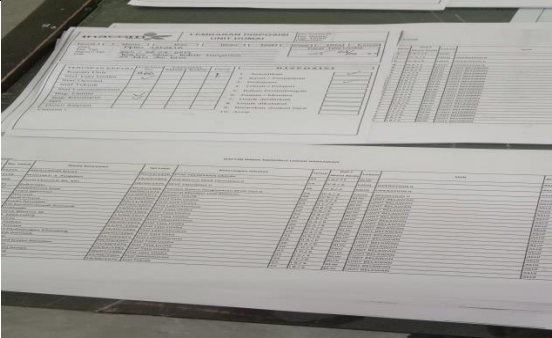

No	WORKING	EXPLANATION

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday - Friday

Date : May 09th – 13th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Photocopy list of employee names by location and place of work	Linda L Tobing	
2	Learn to record CPO receipts to the receipt book according to PTPN and PKS	Wellys Deniria	
3	Archive SPB (goods receipt mail)		
4	Input CPO shipment data for 2017 – 2022	Tridoris Marbun	
5	Photocopy of daily journal of CPO (Crude Palm Oil) receipts		
Note by Industrial Coach			

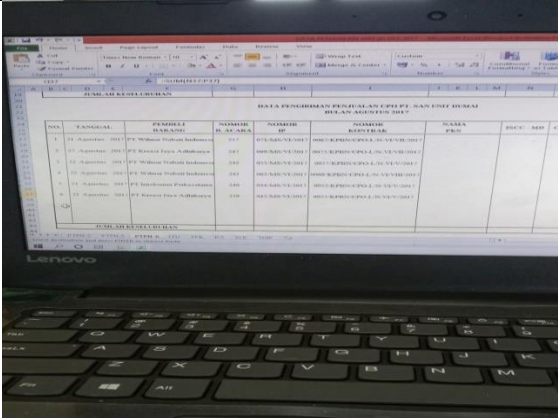

No	WORKING	EXPLANATION
1		<p>1. Photocopy the list of employee names according to location and work place as much as 5 copies then included in the incoming mail agenda and delivered to each general field, finance, administrative staff, operations admin and technical field</p> <p>2. After weighing and unloading CPO (Crude Palm Oil) then proof of receipt of goods is recorded in the receipt book, activities and activities. The recording of SPB CPO (Crude Palm Oil) from PTPN and PKS is carried out every day into the delivery book and after completion it is recorded and checked again. Then the letter of receipt of goods is then archived into a folder according to the names of PTPN and PKS</p>
2		

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Monday - Friday

Date : May 16th – 20th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Vesak Day	-	-
2	Recording CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Tridoris Marbun	
3	Input CPO (Crude Palm Oil) sales delivery data		
4	Input CPO (Crude Palm Oil) shipment data for 2017 – 2022		
5	Input daily reports of CPO (Crude Palm Oil) receipts		
Note by Industrial Coach			


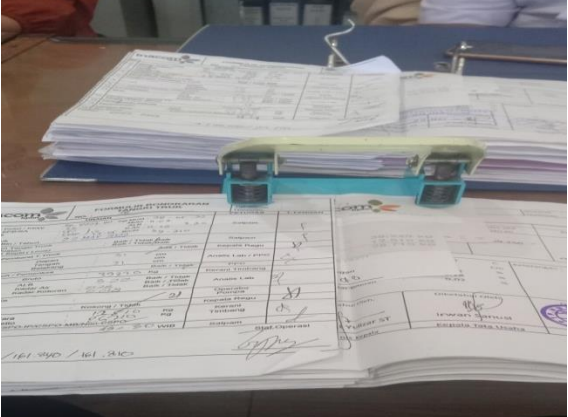
No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> Inputting sales shipment data and CPO (Crude Palm Oil) shipment data belonging to PT KPBN is carried out every time the storage tank capacity is fully filled, this is a step to increase company revenue and expand export market Documents for handover of goods purchased and shipment to India received by to order of central bank of india, lal darwaja branch, Ahmedabad india
2		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday - Friday

Date : May 23th – 27th, 2022



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Recording CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Wellys Deniria	
2	Archive SPB (goods receipt mail)		
	Input CPO (Crude Palm Oil) sales delivery data		
4	Good Thursday		
5	Input CPO (Crude Palm Oil) shipment data for 2017 – 2022		
Note by Industrial Coach			



No	WORKING	EXPLANATION
1		1. Recording of SPB CPO (Crude Palm Oil) from PTPN and Private into the delivery book according to the name of the PTPN and PKS books. In the sales system, a letter of delivery of goods is a document made by the sales department to the delivery department to make a delivery order. This is used because in fact sales orders often experience changes, especially in scheduling problems.
2		2. Archiving SPB is always done after recording the delivery book, because as proof of documents owned by the operational admin field and then stored in a place on a regular basis, so that whenever needed it can be found quickly and easily.

DAILY ACTIVITIES
ON THE JOB TRAINING

Day : Monday - Friday

Date : May 29th – June 03th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Input CPO (Crude Palm Oil) sales delivery data	Tridoris Marbun	
2	Input CPO (Crude Palm Oil) shipment data for 2017 – 2022		
3	Pancasila Day	-	-
4	Recording CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Wellys Deniria	
5	Healthy exercise with all PT KPBN employees		
Note by Industrial Coach			


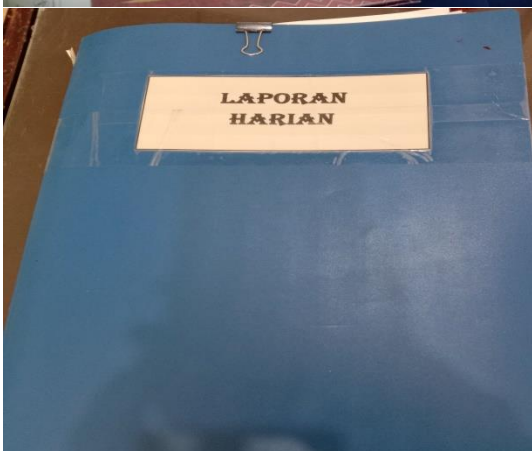
No	WORKING	EXPLANATION
1		1. Recording of CPO (Crude Palm Oil) receipts in the receipt book is carried out every day after going through the acceptance process. The CPO (Crude Palm Oil) palm oil processing process consists of several stages starting with a weighing bridge which is used using a manual system to measure the weight of the transported oil.
2		2. Healthy exercise activities every Friday morning are carried out by all employees and interns at the company. This healthy exercise is a form of physical health for employees, especially in the morning, with various movements that function to improve the work and function of the heart, lungs and blood vessels, increase muscle strength and endurance.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday - Friday

Date : June 06th - 10th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Input daily report of CPO (Crude Palm Oil) inventory	Yopyy Fatrecia M	
2	Sick		
3	Sick		
4	Input daily reports of receipts, shipments, and shipment plans.		
5	Photocopy of CPO shipping documents		
Note by Industrial Coach			

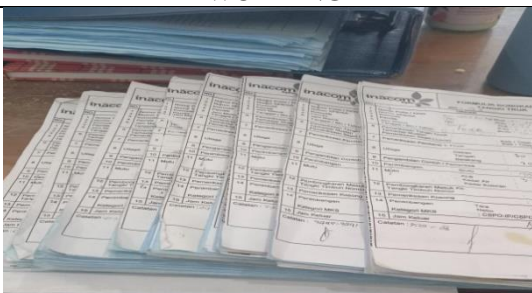
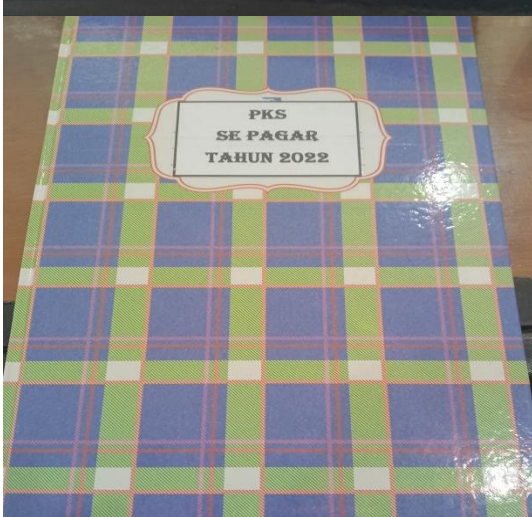
No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> 1. Input daily reports which are sales transaction data that occur every day. This report plays an important role in making decisions in the form of marketing, pricing, and sales methods at PT KPBN. This daily report contains a collection of sales activity information which is presented as material for records and sales analysis. 2. Daily reports or sales activities that need to be known are sales analysis, pricing, product marketing, price quotes, ordering, customer records, delivery of goods, sales returns, billing payments, receipt of payments and finally report generation.
2		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day: Monday - Friday

Date: June 13th - 17th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Learn to record CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Tridoris Marbun	
2	Archive SPB (goods receipt mail)		
3	Input daily report of CPO (Crude Palm Oil) inventory		
4	Photocopy of pumping documents or transfer of CPO (Crude Palm Oil) to PT THIP		
5	Input data on the number of CPO (Crude Palm Oil) receipts		
Note by Industrial Coach			

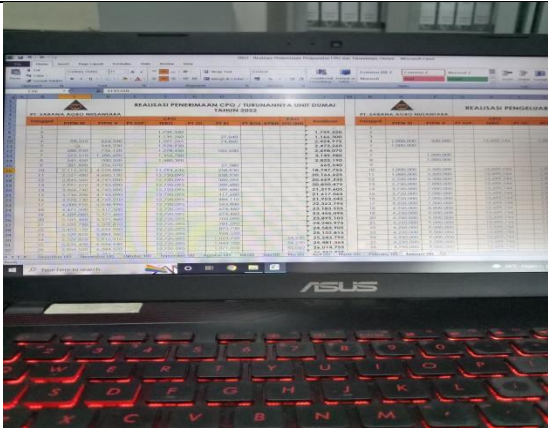

No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> 1. The letter of receipt of goods (SPB) originating from PTPN 5 is usually white and blue in color which contains an explanation of the net CPO shipments and receipts which will later be checked whether there is a difference between the delivery and receipt. SPB will be obtained after passing the weighing phase, laboratory testing and disassembly. 2. And then record the receipt of CPO into the receipt book adjusted to the color of the SPB and the receipt book, usually the blue SPB for CPO shipments from PTPN 5
2		

DAILY ACTIVITIES
ON THE JOB TRAINING

Day : Monday - Friday

Date : June 20th - 24th, 2022


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Input CPO shipment data for 2017 – 2022	Yopyy Fatrecia M	
2	Input daily reports of receipts, shipments, and shipment plans.		
3	Print daily reports of CPO (Crude Palm Oil) receipts		
4	Archive data on the number of receipts and supplies of CPO (Crude Palm Oil)		
5	Archive SPB (goods receipt mail)		
Note by Industrial Coach			



No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> 1. Inputting data on receipts or stock reports from Crude Palm Oil (CPO) per day is done after recording from the delivery book. 2. After the daily report data and data on the amount of inventory are inputted then printed as proof of documents and as evidence of daily worksheets for the company and proof of the company's daily reports.
2		

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday - Thursday

Date : June 27th - 30th, 2022

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Learn to record CPO (Crude Palm Oil) receipts to the receipt book according to PTPN and PKS	Wellys Deniria	
2	Archive SPB (goods receipt mail) PTPN and PKS		
3	Input daily reports of receipts, shipments, and shipment plans.		
4	Input daily report of CPO (Crude Palm Oil) inventory		
5	Archive the minutes of the month of June		
Note by Industrial Coach			

No	WORKING	EXPLANATION
1		<ol style="list-style-type: none"> 1. Archiving SPB PTPN 3 and Private is done at the end of the month, because the SPb receipts will be rechecked and included in the official report and recalculated to anticipate errors in calculations and recording 2. SPB (goods receipt mail) is archived and put into a blue folder and then put in a storage area
2		

Appendix 7: Photo With Company Employees



