

APPRENTICESHIP REPORT
PT PEGADAIAN AREA PEKANBARU

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APPLIED DEGREE INTERNATIONAL BUSINESS
ADMINISTRATION
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2022

VALIDATION SHEET

**APPRENTICESHIP REPORT
PT PEGADAIAN AREA PEKANBARU**

Written as one of the requirement for completing of the Apprenticeship

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Pekanbaru, June 30th, 2022

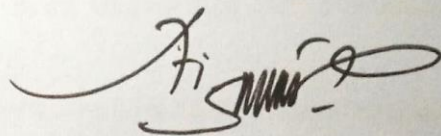
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Bengkalis, July 2021

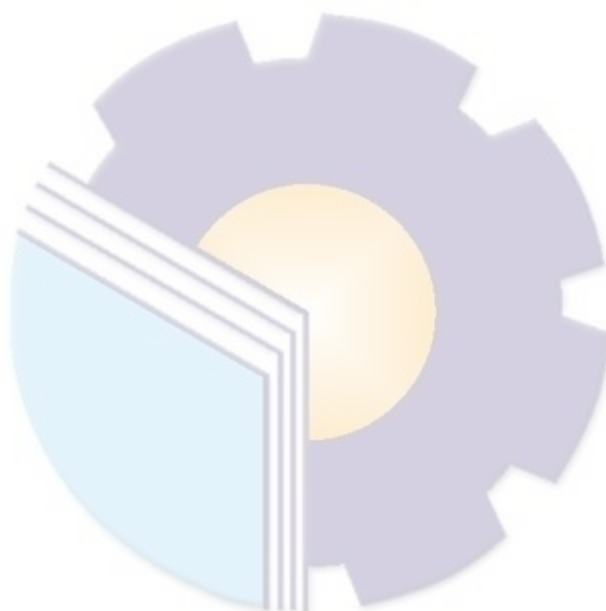
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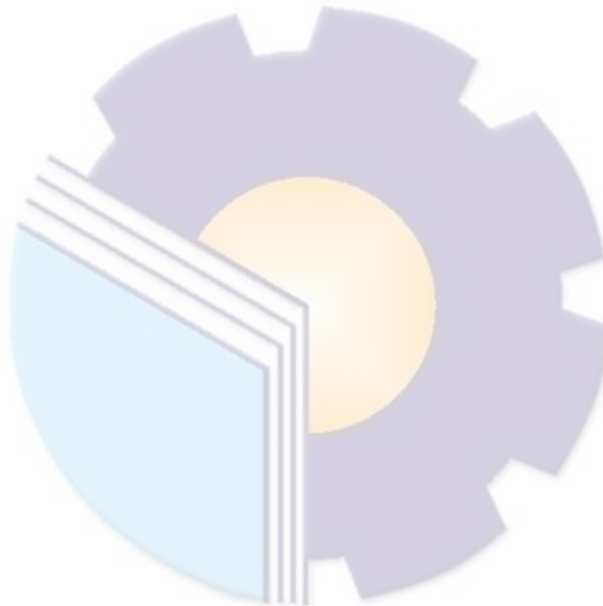
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The Bengkalis Regency Government through the Gema Bahari Foundation established a university called the Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration.

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. Then in 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, on December 26, 2011, the Bengkalis Polytechnic officially became a State University (PTN) under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis and Culture of the Republic of Indonesia.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English. For Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs. State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis implements a practical

work program that is required to be followed by all final semester students. Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Apprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that students can know the profession and work atmosphere in accordance with their study program. So, practical work is a useful place for students to use as a tool to gain knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor's degree.

Most of the International Business Administration Study Program is ready to have competence. First, the students of the International Business Administration Study Program must be able to communicate using English (oral and written). Second, able to manage, operate, and save office documents and equipment. Finally, understand about export and import documents. Apprenticeship program helps students to apply and meet competence. Then, from these several options the author is interested in carrying out apprenticeship in the management, marketing, and financial sector, namely at PT. Pegadaian Area Pekanbaru.

PT. Pegadaian is a subsidiary of Bank Rakyat Indonesia which is engaged in three business lines, namely financing, gold and various services. PT. Pegadaian headquartered on Jl. Kramat Raya 162 Central Jakarta, Postal Code 10430, Indonesia. PT Pegadaian was founded on April 1, 1901 in Sukabumi, West Java. In 1905, Pegadaian took the form of an official body "Jawatan", but based on Government Regulation (PP) No. 73 of 2021, the form of legal entity changed from “Persero” to “Limited Liability Company” on September 23, 2021.

The author chooses PT Pegadaian Area Pekanbaru because the systems and procedures run by PT Pegadaian Area Pekanbaru are very relevant to the material that the author gets in International Business Administration Study Program. PT Pegadaian Area Pekanbaru is also one of the BUMN that supports the regional economy and also supports community resources in Riau. In addition, the author also has aspirations to have a job in the office sector. With the implementation of this internship, the author hopes to increase knowledge and skills in the office world so that it will be easier for the author to apply

for a job in the office sector. Based on the explanation above, the author has completed a practical work report on the work system at the Supporting Department at PT. Pegadaian Area Pekanbaru.

1.2. Purpose of the Apprenticeship

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

1. To describe job descriptions during practical work.
2. To know the place and time of practical work.
3. To find out the obstacles and solutions during practical work.

1.3. Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis.

1. For Students

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

- a. Get a certificate from the company if you have completed the practical work program.
- b. Get pocket money and transportation according to the agreement between the practical work participants and the company.
- c. Students can develop work relationships and add experience to their resumes.
- d. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- e. Students gain practical experience in applying theoretical/conceptual science according to their study program.
- f. Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For Companies

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

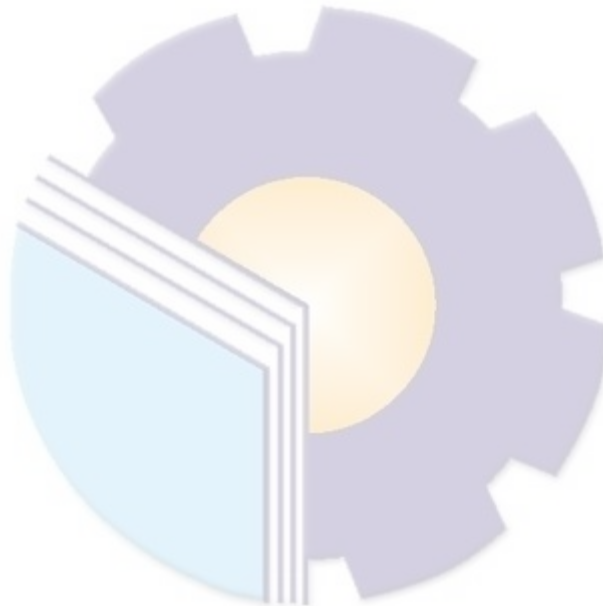
- a. To provide knowledge for students about the world of work
- b. To develop and train student competencies

c. As a form of implementation of the policy of implementing education partners with universities

3. For State Polytechnic of Bengkalis

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

- a. To carry out cooperation and establish a harmonious relationship with the world of work, especially at PT Pegadaian Pekanbaru Area
- b. Building connectivity with industry and for implementing the implementation of an independent campus.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Pegadaian is a State-Owned Enterprise which is engaged in credit services based on pawn law. According to Article 1150 of the Civil Code, a pawn is a right obtained by a person who has receivables on a movable property. Movable property is handed over to the debtor by the debtor or by another person on behalf of the debtor. The debtor authorizes the debtor to use the movable property that has been handed over to pay off his debt if the debtor is unable to fulfill his obligations at maturity.



Figure 2.1 Head Office of PT Pegadaian
Source: Processed Data 2022

2.1.1 History of Ownership Development

The history of its establishment, Pegadaian was founded by the Dutch East Indies government marked by the establishment of the Pegadaian Branch Sukabumi.

1. Pegadaian in the VOC Era (1745-1811)

The history of Pegadaian when the Dutch Government (VOC) began with Bank van Leening, a financial institution that provides credit with a pawn system, this institution was first established in Batavia on August 20, 1746.

2. Pegadaian during the British colonial period (1811-1816)

When the British took over Indonesian power from the Dutch (1811-1816), the government-owned Van Leening Bank was dissolved, and the public was free to have a pawnshop business license as long as it got it from the local government

("licentie stelsel"). However, this method had a negative impact on those in control of the practice of loan sharks or loan sharks who were felt to be less profitable for the ruling government. Therefore, the "licentie stelsel" method was changed to "pacth stelsel" in which the establishment of a Pegadaian was given to people who can afford to pay high taxes to local governments.

3. Pegadaian during the Dutch East Indies (1816-1942)

When the Dutch returned to power, the patch stelsel was maintained and had the same impact. The owner of the rights turned out to be a lot of fraud in running their business. Furthermore, the Dutch East Indies government implemented what was called the "cultuur stelsel" in which in the study of pawnshops the suggestion put forward was that pawnshop activities should be handled by the government themselves in order to provide greater protection and benefits for the community. Based on the results of this research, the Dutch East Indies government issued Staatsblad Number 131 dated March 12, 1901 which stipulates that the Pegadaian business is a monopoly of the Government and on April 1, 1901 the first State Pegadaian was established in Sukabumi, West Java. Furthermore, every April 1 is celebrated as Pegadaian's birthday.

4. Pegadaian in the Japanese Period (1942-1945)

During the Japanese occupation the head office building of the Pegadaian Bureau, located at Jalan Kramat Raya 162, Jakarta, was used as a place for prisoners of war and the head office of the Bureau of Pegadaian was moved to Jalan Kramat Raya 132. There were not many changes that occurred during the Japanese government, both in terms of policies and organizational structure of the Bureau. pawnshop. The Pegadaian Bureau in Japanese is called 'Sitji Eigeikyuku', the Head of the Pegadaian Bureau is held by a Japanese named Ohno-San with an indigenous person named M. Saubari as his representative.

5. Pegadaian After Independence

In the early days of the government of the Republic of Indonesia, the office of the Pegadaian Bureau had moved to Karanganyar, Kebumen due to the increasingly heated war situation. The Dutch Military Aggression II forced the office of the Pegadaian Bureau to be moved again to Magelang. Post independence war office The Pegadaian Bureau returns to Jakarta and Pegadaian is managed by the

Government of the Republic of Indonesia. During this period, Pegadaian has changed its status several times, namely as a State Company (PN) since January 1, 1961, then based on Government Regulation Number 7/1969 (Perjan), and subsequently based on Government Regulation Number 10/1990 (which was changed to Government Regulation No.103/2000) changed again to a Public Company (Perum). Then in 2011, a change in status occurred again, namely from Perum to a Company which had been stipulated in Government Regulation Number 51/2011 signed on 13 December 2011. However, the change was effective after the base price for submission to the official was on April 1, 2012.

2.1.2 History of Capital Development

Pegadaian as a financial institution is not allowed to collect funds directly from the public in the form of demand deposits and savings. To meet its funding needs, Pegadaian has the following funding sources :

a. Owner's equity

Own capital owned by PT Pegadaian (Persero) consists of state assets outside the state budget and retained earnings (accumulated profits since PT Pegadaian was founded during the Dutch East Indies).

b. Capital participation from the government

c. Short term loans from banks.

d. Long-term loans from Bank Indonesia soft loans

e. From the public through the issuance of bonds.

Any funds used in loan financing activities for customers must be obtained from sources that are truly free from the element of usury. In this case, all Pegadaian activities, including funds distributed to customers, come purely from own capital and also from third party funds that can be accounted for.

2.1.3 Form of Business Entity

Pegadaian is a state-owned company whose core business is in the field of lending services to the public on the basis of pawning laws. Pegadaian continues to strive to assist the government in increasing state income while increasing public welfare through loan distribution, especially for the middle to lower economic class. In 2012, the number of Pegadaian customers was recorded at approx. -approximately 27.5 million people. About 95 percent of Pegadaian's customers are from the lower middle class. Since it was first

established and provide services, Pegadaian has changed its legal status several times after the war of independence, namely as a State Company (PN) since 1 January 1961, then based on Number 7/1969 became a Bureau of Companies . Furthermore, based on Number 10/1990 (which was updated with Number 103/2000) changed again to a Public Company. Then based on Number 51/2011 dated December 13, 2011, the legal entity form of Pegadaian changed again to a Limited Liability Company. The status change was officially implemented on April 1, 2012 in front of a notary, Nanda Fauziwan SH MKn, which was later ratified by the Minister of Law and Human Rights as a legal entity on April 4, 2012.

This restructuring policy towards privatization is feared to result in a shift in the function and role of Pegadaian in providing services to the lower middle class. That's because General Company is not the same as the Public Company Company. General Company tends to focus on public service while Incorporated Company or Public Company is more concerned with seeking profit. This study aims to determine whether the change in the legal entity status of Pegadaian from General Company to Incorporated Company will have an impact on increasing lending to the middle to lower class, to find out what are the obstacles faced by PT. Pegadaian in terms of lending to help improve the economy of the lower middle class, and to find out the efforts of PT Pegadaian to overcome these obstacles.

Pegadaian is still one of the SOEs that carries out the mission of public service obligation (PSO/public benefit function). Concerns about the focus or nature of profit seeking in the legal entity structure of Incorporated Company which is identical to privately owned Incorporated Company, will trigger price increases services to the lower middle class were not proven. After the status of Incorporated Company the rates for capital or interest rental services and administrative costs at Pegadaian did not increase. On the contrary, these rates actually decreased when compared to the rates before the change in legal entity status. This condition was further strengthened by the cancellation of the privatization of PT Pegadaian (Incorporated Company) by the government, one of which is because Pegadaian is dedicated to the poor. The government does not want Pegadaian to be profit oriented so that it no longer prioritizes the needs of the lower middle class.

2.2 PT Pegadaian Logo



Figure 2.2 Company Logo PT. Pegadaian (Persero)

Source: (Pegadaian, 2022)

The Pegadaian logo displays a symbol of three intersecting circles which symbolize the journey of Pegadaian as a company from its history of existence, development to transformation into a financial solution that adheres to the corporate culture, namely AKHLAK. The symbols of three intersecting circles represent the three main services at Pegadaian such as: Pawn and Micro Financing, Gold, and Various Pegadaian Services with the following logo philosophy:

1. Green color: Symbolizes shade, grows to help and protect the community.
2. Figure Scales: Symbolizes justice and honesty.
3. Letter Shape: Symbolizing to foster the impression of being humble, sincere and friendly in serving.

2.3 Vision and Mission

The vision and mission of PT. Pegadaian (Persero) are as follows: Company Vision: To become The Most Valuable Financial Company in Indonesia and as the Community's First Choice Financial Inclusion Agent.

Company mission:

1. Providing optimal benefits and benefits for all stakeholders by developing the core business.
2. Building a more diversified business by developing new businesses to add value proposition to customers and stakeholders.
3. Providing service excellence with a customer focus through:
 - a. Simpler and digital business processes
 - b. Reliable and up-to-date information technology
 - c. Robust risk management practices
 - d. Professional HR with good performance culture

2.4. Organization Structure

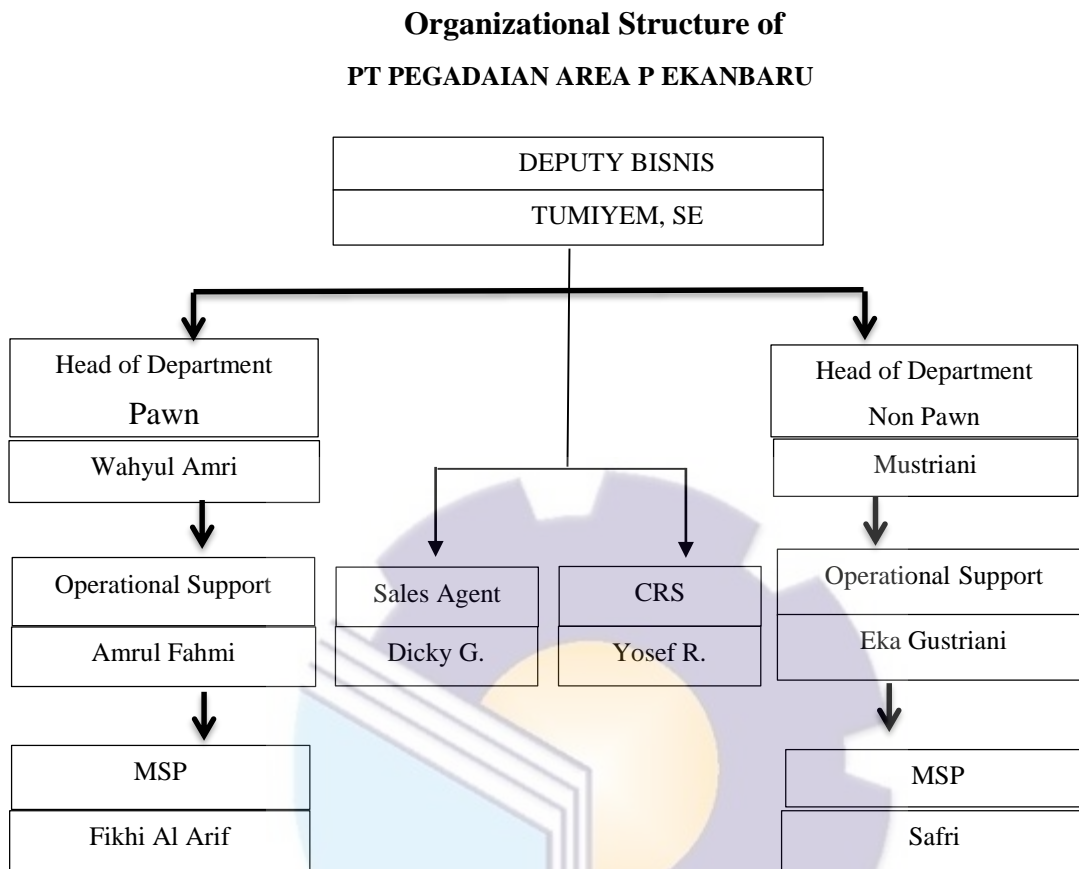


Figure 2.3 Organizational Structure of the PT Pegadaian Area Pekanbaru

Source: Processed Data 2022

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

1. Deputy Business Has the task of coordinating existing policies in the company, monitoring and analyzing the work of each department or field.
2. Pawn Product Department the Pawn Product Department was added to the Organizational Structure of the Area Office in order to increase the focus on managing pawn products, starting from managing marketing and sales activities, optimizing their potential, and ensuring the availability of resources needed to ensure sustainability and improve the performance of pawned products.

3. Non-Pledged Products Department

The Department of Non Pledged Products was added to the Regional Office Organizational Structure in order to support the acceleration of growth in the distribution of non-pawned products. The opportunity to increase the growth of the distribution of non mortgage products is very large because the growth of the market segment, especially for micro products, is getting bigger in line with the growth of the national economy.

4. Credit Risk Support

In connection with the increase in the product portfolio in the Company, it is necessary to focus on credit risk management within the Area Office. Therefore, Credit Risk Support was added to the Area Office Organizational Structure in order to minimize the impact and resolve credit risk

5. Sales Agent

In the context of efforts to develop sales agents from single agents to multi-agents. it is necessary to increase sales focus through non-physical outlets and improve services through agents and digital agents (Digital Pegadaian Applications) Therefore, Sales Agents were added to the Area Office Organizational Structure in order to increase the focus of managing agents and sales channels to achieve the Company's business performance product sales targets.

6. Operational Support Due to the rapid growth of the non-pledged product portfolio (micro fiduciary products), a more focused management is needed to maintain the sustainability of product growth with controlled NPLs In order to ensure the operational management of non-pawned products runs more focused and effective, the Management has determined the establishment of Micro Business Branches (CBM) and Micro Business Units (UBM) In CBM and UBM there is a clear mapping of work units and responsibilities in their operations so that the non-pawned product portfolio is expected to grow bigger and healthier with controlled NPL.

7. Marketing sales and plan

In connection with the expansion of the Company's marketing strategy, new capabilities are needed in direct marketing and sales to the institutional institutional segment. Therefore, Marketing Executives are added to the Area Office

Organizational Structure in order to improve business performance/values of the Company's products through institutional cooperation with various institutions within the Area

2.5 General Activities (Products and Services)

The products and services available at PT Pegadaian (Persero) Area Pekanbaru including:

2.5.1 Main Products

To further grow the economy, PT Pegadaian has prepared various main products to support the performance of customers in developing fields including:

1. Fast and Secure Credit

Fast and Secure Credit is a loan based on pawn law with easy, safe, and fast service procedures. Collateral goods that are used as collateral include gold jewelry, gold bars, cars, motorcycles, laptops, cellphones and other electronic goods. Loans are given starting from Rp. 50,000 to Rp. 500,000,000, with a maximum capital lease of 1.15% per 15 days, with a maximum credit term of 4 months but can be extended by installments or repeat the pledge and can be repaid at any time by calculation proportional interest over the term of the loan. Loans can be received in the form of cash or transfer to the customer's account.

2. Installment System Credit

Installment System Credit is a monthly installment for consumptive and productive purposes with a gold guarantee, the right solution to get credit facilities in a fast, easy and cheap way. Pegadaian Krasida is a trusted solution to get a fast, easy, and cheap credit facility. Loans start from IDR 1,000,000 to IDR 250,000,000. Loans can reach 95% of the estimated value of the collateral. Loan repayments are made through monthly installments with credit terms of 6, 12, 24, up to 36 months, and discounts for capital leases can be given if the customer pays off the credit at once. Interest is set at 1.0% per month, flat.

3. Fiduciary System

Loans with monthly installments granted to Small and Medium Enterprises, for business development with a Fiduciary system. The fiduciary system means that the collateral for the loan is sufficient so that the vehicle can still be used for business.

4. Pawn Securities

Lending services with maturities of up to 90 days with collateral in the form of shares and or scriptless bonds which are listed and traded on the Indonesia Stock Exchange.

2.5.2 Gold Investment

To further grow the economy, PT Pegadaian has prepared various products through gold investment, which include:

1. Noble

Selling gold bars to the public in cash or installments with an easy process and flexible timeframe. MULIA can be an alternative safe investment option to realize future needs, such as performing the pilgrimage, preparing for the cost of children's education, owning a dream house and a private vehicle.

2. Gold Savings

Gold Savings is a gold buying and selling service with a deposit facility at an affordable price. This service makes it easy for the public to invest in gold.

2.5.3 Sharia Products

To further grow the economy, PT Pegadaian has prepared various products through sharia products, including:

1. Rahn

Rahn or what is known as gold pawn financing is one of the products of sharia pawnshops. Rahn's products can be used with collateral in the form of gold, jewelry, gold bars, diamonds, smartphones, laptops, other electronic goods, motorcycles, cars or other movable goods. The minimum borrowing using Rahn's products is Rp. 50,000 and a maximum loan of 1 billion and above. Loans using Rahn products have a term of 4 months and can be extended many times.

2. Trustworthy

Sharia-based financing for civil servants and private employees to own a motorbike or car in installments.

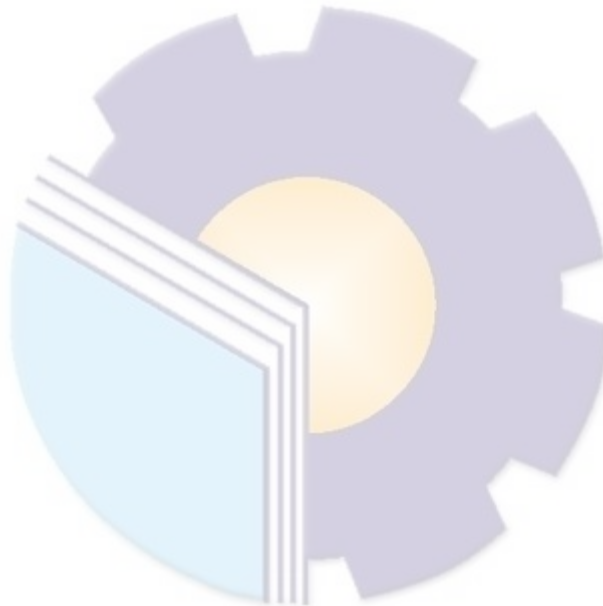
3. Arrum

Arrum, which is a loan scheme with a sharia system for micro and small entrepreneurs with a repayment system in installments, uses the BPKB guarantee

for the car or motorcycle it owns and can also be gold. Flexible term, the vehicle remains with the owner so that it can be used to support daily business.

4. Arrum Haji

Arrum haji is a product in the form of financing to get a portion of the pilgrimage in sharia with an easy, fast and safe process. The customer only hands over 3.5 grams of precious metal or 5 grams of precious metal, and immediately gets a loan of IDR 25,000,000 which is used to obtain the Hajj portion number at the Ministry of Religion. The Gold and Haji documents are safely stored at the PT Pegadaian.



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1. Job Description

Apprenticeship was carried out at PT Pegadaian (Persero) Pekanbaru Area which has been carried out and started on 1 March 2022 to 30 June 2022. During the internship, students are placed in the office and in the field. The description of the activities carried out during the implementation of the apprenticeship is as follows:

1. Distributing Brochures

The distribution of brochures is done by changing places every day. Such as in the market, Living World Mall, Activity Bazaar and many more places around the area of PT Pegadaian (Persero) Pekanbaru Area. The purpose of distributing the brochure itself is to run promotions while at the same time increasing the turnover of PT Pegadaian (Persero) Pekanbaru Area.



Figure 3.1 Distributing Brochures
Source: Documentation 2022

2. Participate in the "Auction" bazaar of PT Pegadaian (Persero) Pekanbaru Area

The auction bazaar itself is usually carried out by PT Pegadaian (Persero) Pekanbaru Area within a certain time and cannot be ascertained because the purpose of this bazaar activity is to sell auction goods caused by customers who do not pay off the proposed credit past the due date and stipulated for auction.



Figure 3.2 Auction bazaar
Source: Documentation 2022

3. Participate in the Ramadhan Bazaar of PT Pegadaian (Persero) Pekanbaru Area

The Ramadhan Bazaar is usually held by PT Pegadaian (Persero) Pekanbaru Area in the month of Ramadhan, coinciding with 18-23 April 2022 with the aim of this bazaar activity being to help customers in cheap cooking oil activities in the event of a shortage of oil and high oil prices.



Figure 3.3 Ramadhan Bazaar
Source: Documentation 2022

4. Processing data Marketing Executive PT Pegadaian Area Pekanbaru
Every week it is mandatory to process Pegadaian's Marketing Executive data on the HBL Pegadaian application which aims to find out the marketing executive achievement figures of each branch for monthly growth.



Figure 3.4 Marketing Executive
Source: Documentation 2022

5. Processing data Pefindo PT Pegadaian Every day, BPO ask to check the customer's Pefindo data through the NIK on the customer's ID card, with the aim of knowing the credit data that is on the customer.



Figure 3.5 Pefindo PT Pegadaian
Source: Documentation 2022

6. Processing Vehicle OTR Price data This activity is a processing in determining prices for motorcycles and cars on the Honda and Yamaha brands, which are partners of PT Pegadaian. Vehicle data processing aims to determine the monthly installment price

9. Archive Documents



Figure 3.9 Archive Documents
Source: Documentation 2022

10. Editing the Gold Brochure



Figure 3.10 Editing the Gold Brochure
Source: Documentation 2022

11. Maintain the Brochure promotion stand



Figure 3.11 Maintain the Brochure promotion stand
Source: Documentation 2022

12. Make absences at every event at PT Pegadaian Area Pekanbaru

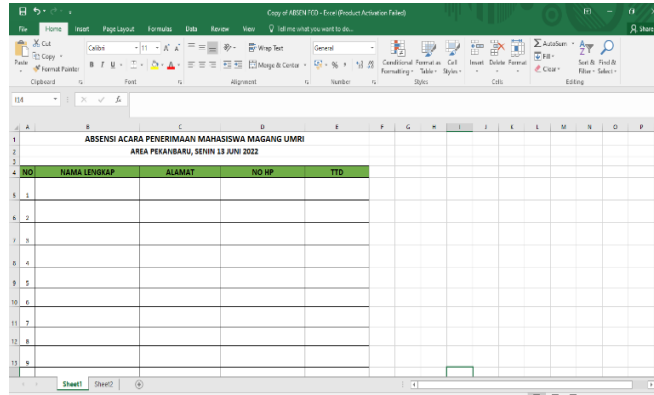


Figure 3.12 absences PT Pegadaian
Source: Documentation 2022

3.2 Place and Time of Apprenticeship

Practical Work is carried out after students occupy the seventh semester, while The apprenticeship activity lasts for approximately 4 (four) months, starting from 01 March 2022 to 30 June 2022 at PT Pegadaian Pekanbaru Area located on Jl. Jend Sudirman N0. 168 Pekanbaru, Riau Province. With entry conditions starting at 08.00 until 16.00 pm.



Figure 3.13 PT. Pegadaian Area Pekanbaru
Source: Processed Data 2022

The activities carried out during practical work can be seen in the following table:

Table 3.1 Daily Activities 01 March 2022 to 05 March 2022

Day / date	Description of Activities	Task Assignor
Thursday/ March 01, 2022	Meetings and introductions related to Pegadaian	Amrul Fahmi
Wednesday/ March 02, 2022	1. Distribution of internship places (Area, Branch, and Unit) 2. Direction of tasks and activities	Amrul Fahmi
Thursday/ March 03, 2022	Holiday	Amrul Fahmi
Friday/ March 04, 2022	Provision of Pegadaian materials and Pegadaian agents	Amrul Fahmi
Saturday/ March 05, 2022	Rapid antigen as a condition for entry into the practical work process	Amrul Fahmi

Source: Processed Data, 2022

Table 3.1 is The Author first week practical work activities. This week The Author is still in the process of meeting and introducing Pegadaian -related, distributing internships, directing tasks and activities, providing Pegadaian material and Pegadaian agents, and Rapid antigen as a condition for entering the practical work process.

Table 3.2 Daily Activities 07 March 2022 to 12 March 2022

Day / date	Description of Activities	Task Assignor
Monday/March 07,2022	1. Introduction 2. Direction of tasks and activities 3. Participate in the Pawnshop Event at the MPW Youth Pancasila Entrepreneurship Agency Prov. Riau 4. Serving visitors who attend Bazaar activities 5. Fill out the customer form present 6. Maintain the activity bazaar stand	Amrul Fahmi
Thursday/ March 08, 2022	1. Direction of tasks and activities 2. Participate in the Pawnshop Event at the MPW Youth Pancasila Entrepreneurship Agency Prov. Riau 3. Serving visitors who attend Bazaar activities 4. Fill out the customer form present 5. Maintain the activity bazaar stand	Amrul Fahmi
Wednesday/ March 09,2022	1. Processing data 2. Direction of tasks and activities 3. Keeping a Stand at the Pawnshop Event at the MPW Pemuda Pancasila Entrepreneurs Body Event Prov. Riau	Amrul Fahmi

	<ol style="list-style-type: none"> 4. Serving visitors who attend Bazaar activities 5. Fill out the customer form present 	
Thursday/ March 10, 2022	<ol style="list-style-type: none"> 1. Process monthly data 2. Participate in the Pawnshop Event at the MPW Youth Pancasila Entrepreneurship Agency Prov. Riau 3. Serving visitors who attend Bazaar activities 4. Fill out the customer form present 5. Distributing brochures to the public 	Amrul Fahmi
Friday/ March 11, 2022	<ol style="list-style-type: none"> 1. Process monthly data 2. Participate in the Pawnshop Event at the MPW Youth Pancasila Entrepreneurship Agency Prov. Riau 3. Serving visitors who attend Bazaar activities 4. Fill out the customer form present 5. Maintain the activity bazaar stand 	Amrul Fahmi
Saturday/ March 12,2022	<ol style="list-style-type: none"> 1. Process monthly data 2. Participate in the Pawnshop Event at the MPW Youth Pancasila Entrepreneurship Agency Prov. Riau 3. Serving visitors who attend Bazaar activities 4. Fill out the customer form present 5. Maintain the activity bazaar stand 	Amrul Fahmi

Source: *Processed Data 2022*

Table 3.2 is a practical work activity the second week of March The Author. This week The Author was assigned the task of guarding the bazaar stand at the PEGADAIAN Event at the MPW Pemuda Pancasila Entrepreneurs Agency Prov. Riau, Filling out customer forms and serving visitors who were present at the Bazaar activity at the Pegadaian Event at the MPW Pemuda Pancasila Entrepreneurship Agency Prov. Riau.

Table 3.3 Daily Activities 14 March 2022 to 19 March 2022

Day / date	Description of Activities	Task Assignor
Monday/ March 14,2022	<ol style="list-style-type: none"> 1. Processing data 2. Print document 3. Archive documents 4. Learn Pawn Applications 	Eka Gustriani
Thursday/ March 15, 2022	<ol style="list-style-type: none"> 1. Processing data 2. Print document 3. Recap document 	Eka Gustriani
Wednesday/ March 16, 2022	Compiling data for provincial government agencies	Eka Gustriani
Thursday/ March 17, 2022	e private agency data	Eka Gustriani

Friday/ March 18, 2022	e private agency data	Eka Gustriani
Saturday/ March 19, 2022	e private agency data	Eka Gustriani

Source: Processed Data 2022

Table 3.3 is a practical work activity the third week of March The Author. This week The Author got the task of printing files, archiving documents, learning pawnshop applications and compiling private agency data.

Table 3.4 Daily Activities 21 March 2022 to 26 March 2022

Day / date	Description of Activities	Task Assignor
Monday/ March 21,2022	Processing HBL data from ME Pegadaian	Eka Gustriani
Thursday/ March 22, 2022	1. Processing HBL data from ME Pegadaian 2. Processing vehicle prices 3. Print File	Eka Gustriani
Wednesday/ March 23, 2022	Maintain the Stand for the 2022 RIAU LITERACY Festival event at the Library Service	Yoki Septianto
Thursday/ March 24, 2022	Maintain the Stand for the 2022 RIAU LITERACY Festival event at the Library Service	Yoki Septianto
Friday/ March 25, 2022	1. Processing ME data through the HBL Pegadaian application 2. Print and photocopy files	Eka Gustriani
Saturday/ March 26, 2022	1. Gold Bazaar Preparation 2. Participate in the Gold Bazaar in Living World	Eka Gustriani

Source: Processed Data 2022

Table 3.4 is a practical work activity week four in March The Author. This week The Author has the task of processing HBL data from ME Pegadaian, processing vehicle prices, maintaining the RIAU 2022 LITERACY Festival event booth at the Library Service, printing and photocopying files and participating in the Gold Bazaar in Living World.

Table 3.5 Daily Activities 28 March 2022 to 31 March 2022

Day / date	Description of Activities	Task Assignor
Monday/ March 28,2022	1. Processing ME data through the HBL Pegadaian Application 2. Record weekly data 3. Edit Gold price	Eka Gustriani
Thursday/ March 29, 2022	1. Processing ME data through the HBL Pegadaian Application 2. Archiving Documents	Eka Gustriani
Wednesday/ March 30, 2022	1. Editing Gold Brochure	Eka Gustriani

	2. Processing ME data through the HBL Pegadaian Application 3. Archiving Documents	
Thursday/ March 31, 2022	Decorating for the 121st Pegadaian Anniversary	Eka Gustriani

Source: Processed Data 2022

Table 3.5 is the activity of practical work the fifth week of March The Author. This week The Author got the task of processing ME data through the HBL Pegadaian application, recording weekly data, editing gold prices, archiving documents and decorating for the 121st Pegadaian anniversary event.

Table 3.6 Daily Activities 01 April 2022 to 02 April 2022

Day / date	Description of Activities	Task Assignor
Friday/ April 1,2022	wnshop Anniversary	Eka Gustriani
Saturday/ April 2, 2022	Permission	

Source: Processed Data 2022

Table 3.6 is The Author practical work activities the first week of April. This week The Author celebrates the 121st anniversary of Pegadaian.

Table 3.7 Daily Activities 05 April 2022 to 09 April 2022

Day / date	Description of Activities	Task Assignor
Thursday/ April 5, 2022	1. Processing ME data through the HBL Pegadaian application 2. Archiving Documents	Eka Gustriani
Wednesday/ April 6, 2022	1. Make vehicle prices 2. Print document	Eka Gustriani
Thursday/ April 7, 2022	1. Make letter 2. Vaccination from the office	Eka Gustriani
Friday/ April 8, 2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Saturday/ April 9, 2022	1. Archive data 2. Processing ME data from the HBL Pegadaian Application	Eka Gustriani

Source: Processed Data 2022

Table 3.7 is a practical work activity the second week of April The Author. This week The Author has the task of processing ME data through the HBL Pegadaian application, making vehicle prices, making letters and following vaccinations from the office.

Table 3.8 Daily Activities 11 April 2022 to 16 April 2022

Day / date	Description of Activities	Task Assignor
Monday/ April 11,2022	1. Processing ME data from the HBL Pegadaian Application 2. Archive data	Eka Gustriani
Thursday/ April 12, 2022	1. Processing ME data from the HBL Pegadaian Application 2. Editing Bazaar Voucher 3. Preparing for the Bazaar	Eka Gustriani
Wednesday/ April 13, 2022	1. Continuing Bazaar preparations 2. Print Vouchers	Eka Gustriani
Thursday/April 14, 2022	Permission	
Friday/15 April 2022	Holiday	
Saturday/ April 16, 2022	Permission	

Source: *Processed Data 2022*

Table 3.8 is The Author practice activities in the third week of April. This week The Author got the task of Processing ME data from the HBL Pegadaian Application, Archive data, Editing Bazar Vouchers and Print Vouchers.

Table 3.9 Daily Activities 18 April 2022 to 23 April 2022

Day / date	Description of Activities	Task Assignor
Monday/ April 18-23,2022	Keeping the Golden Ramadan Bazaar and Ramadan Culinary	Eka Gustriani

Source: *Processed Data 2022*

Table 3.9 represents The Author practical activities in the fourth week of April. This week The Author has the task of Maintaining the Ramadan Gold Bazaar and Ramadan Culinary for a week.

Table 3.10 Daily Activities 25 April 2022 to 30 April 2022

Day / date	Description of Activities	Task Assignor
Monday/ April 25,2022	1. Processing data 2. Archiving Absence 3. Bazar Visitor Registration	Eka Gustriani
Thursday/ April 26, 2022	1. Archive documents 2. Making Brochures	Eka Gustriani
Wednesday/ April 27, 2022	Processing data	Eka Gustriani
Thursday/ April 28, 2022	Archive documents	Eka Gustriani
Friday/ April 29, 2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Saturday/ April 30, 2022	Holiday	

Source: *Processed Data 2022*

Table 3.10 represents The Author practical activities in the fifth week of April. This week The Author has the task of Archiving Attendance, Visitor Registration Bazaar, Archiving Documents, Making Brochures, Data Processing, Document Archiving, ME data processing from the HBL Pegadaian Application.

Table 3.11 Daily Activities 02 May 2022 to 7 May 2022

Day / date	Description of Activities	Task Assignor
Monday/ Mei 2-7,2022	Eid Al-Fitr Holidays	

Source: Processed Data 2022

Table 3.11 is the first week in The Author month of May, this week is the Eid al-Fitr holiday.

Table 3.12 Daily Activities 09 May 2022 to 14 May 2022

Day / date	Description of Activities	Task Assignor
Monday/ Mei 9,2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Thursday/ Mei 10, 2022	1. Processing ME data from the HBL Pegadaian Application 2. Print Files	Eka Gustriani
Wednesday/ Mei 11, 2022	1. Print files 2. Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Thursday/ Mei 12, 2022	Make car price	Eka Gustriani
Friday/ Mei 13, 2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Saturday/ Mei 14, 2022	Permission	

Source: Processed Data 2022

Table 3.12 is the second week in May The Author, this week The Author gets an assignment Processing ME data from the HBL Pegadaian Application, Print Files and Make car price.

Table 3.13 Daily Activities 16 May 2022 to 21 May 2022

Day / date	Description of Activities	Task Assignor
Monday/ Mei 16,2022	Permission	
Thursday/ Mei 17, 2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Wednesday/ Mei 18, 2022	1. Print document 2. Making absences for Gathering participants	Eka Gustriani

Thursday/ Mei 19, 2022	Checking pefindo to process customer credit data	Eka Gustriani
Friday/ Mei 20, 2022	Checking pefindo to process customer credit data	Eka Gustriani
Saturday/ Mei 21, 2022	Checking pefindo to process customer credit data	Eka Gustriani

Source: Processed Data 2022

Table 3.13 is the third week of May The Author, this week The Author has the task of processing ME data from the HBL Pegadaian application, Print document, Making absences for Gathering participants and Checking pefindo to process customer credit data.

Table 3.14 Daily Activities 16 May 2022 to 21 May 2022

Day / date	Description of Activities	Task Assignor
Monday/ Mei 23, 2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Tuesday/ Mei 24, 2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Wednesday/ Mei 25, 2022	Photocopy and print document	Eka Gustriani
Thursday/ Mei 26, 2022	Holiday	Eka Gustriani
Friday/ Mei 27, 2022	1. Creating micro employee data 2. Pekanbaru Area employee FGD with ME	Eka Gustriani
Saturday/ Mei 28, 2022	Processing ME data from the HBL Pegadaian Application	Eka Gustriani

Source: Processed Data 2022

Table 3.14 is the fourth week of May The Author, this week The Author has the task of processing ME data from the HBL Pegadaian application, photocopying and printing documents, Creating employee micro data and the Pekanbaru Area employee FGD event with ME.

Table 3.15 Daily Activities 30 May 2022 to 31 May 2022

Day / date	Description of Activities	Task Assignor
Monday/ Mei 30, 2022	Photocopy and print files	Eka Gustriani
Tuesday/ Mei 31, 2022	1. Processing ME data from the HBL Pegadaian Application 2. Join the pawnshop webinar	Eka Gustriani

Source: Processed Data 2022

Table 3.15 is the fifth week of May The Author, this week The Author has the task of processing ME data from the HBL Pegadaian application, photocopy and print files and Join the pawnshop webinar (Kesempatan Emas di Era diGital)

Table 3.16 Daily Activities 01 June 2022 to 04 June 2022

Day / date	Description of Activities	Task Assignor
Thursday/ Juni 1, 2022	Holiday	
Thursday/ Juni 2, 2022	1. Processing ME data from the HBL Pegadaian Application 2. Checking pefindo to process customer credit data	Eka Gustriani
Friday/ Juni 3, 2022	1. Processing ME monthly data from May 2. Photocopy	Eka Gustriani
Saturday/ Juni 4, 2022	Processing Yamaha OTR price data	Eka Gustriani

Source: Processed Data 2022

Table 3.16 is the first week of June The Author, this week The Author has the task of processing ME data from the HBL Pegadaian application, Checking pefindo to process customer credit data, Photocopy and Processing Yamaha OTR price data.

Table 3.17 Daily Activities 06 June 2022 to 11 June 2022

Day / date	Description of Activities	Task Assignor
Monday/ Juni 6, 2022	1. Processing Honda OTR price data 2. Designing a vehicle brochure 3. Processing ME data from the HBL Pegadaian Application	Eka Gustriani
Tuesday/ Juni 7, 2022	Processing Yamaha and Honda OTR price data	Eka Gustriani
Wednesday/ Juni 8, 2022	1. Checking pefindo to process customer credit data 2. Print document	Eka Gustriani
Thursday/ Juni 9, 2022	1. Checking pefindo to process customer credit data 2. Print document	Eka Gustriani
Friday/ Juni 10, 2022	1. Processing ME data from the HBL Pegadaian Application 2. Maintain attendance sharing session activities	Eka Gustriani
Saturday/ Juni 11, 2022	Fill in the price details for Honda and Mobil	Eka Gustriani

Source: Processed Data 2022

Table 3.17 is the second week of June The Author, this week The Author has the task of Processing Honda and Yamaha OTR price data, Designing vehicle brochures, Processing ME data from the HBL Pegadaian Application, Checking Pefindo to process customer credit data, Maintaining attendance sharing session activities, Fill in details Honda and Car prices.

Table 3.18 Daily Activities 13 June 2022 to 18 June 2022

Day / date	Description of Activities	Task Assignor
Monday/ Juni 13,2022	<ol style="list-style-type: none"> 1. Joint meeting on anti-bribery in the Pekanbaru Area 2. Making absences for UMRI internship students 3. Create activity attendance records 4. Processing ME data from the HBL Pegadaian Application 	Eka Gustriani
Thursday/ Juni 14, 2022	<ol style="list-style-type: none"> 1. Customizing employee Fleet data 2. Archive goods 3. Arrange goods per BRI Unit 4. Processing data per Unit 	Eka Gustriani
Wednesday/ Juni 15,2022	<ol style="list-style-type: none"> 1. Bundling document archives 2. Processing ME data from the HBL Pegadaian Application 	Eka Gustriani
Thursday/ Juni 16, 2022	Make a decision letter for registration of employee fleet partners	Eka Gustriani
Friday/ Juni 17, 2022	Good Friday	Eka Gustriani
Saturday/ Juni 18 2022	ppt KPI Guide for Regional Offices	Eka Gustriani

Source: Processed Data 2022

Table 3.18 is the third week of June The Author, this week The Author has an assignment Joint meeting on anti-bribery in the Pekanbaru Area, Making absences for UMRI internship students, Create activity attendance records, Processing ME data from the HBL Pegadaian Application, Customizing employee Fleet data, Archive goods, Arrange goods per BRI Unit, Processing data per Unit, Bundling document archives, Make a decision letter for registration of employee fleet partners, Good Friday and Making ppt KPI Guide for Regional Offices.

Table 3.19 Daily Activities 20 June 2022 to 25 June 2022

Day / date	Description of Activities	Task Assignor
Monday/ Juni 20, 2022	<ol style="list-style-type: none"> 1. Activate the card to send messages to customers 2. Activate wa Business 3. Processing ME data from the HBL Pegadaian Application 	Eka Gustriani
Thursday/ Juni 21, 2022	check the completeness of customer document requirements	Eka Gustriani
Wednesday/ Juni 22, 2022	<ol style="list-style-type: none"> 1. Print document 2. Fill in from customer coaching after credit disbursement 	Eka Gustriani
Thursday/ Juni 23, 2022	<ol style="list-style-type: none"> 1. Print document 2. Wrapping parcels for the fragrant hajj participants 	Eka Gustriani

Friday/ Juni 24, 2022	<ol style="list-style-type: none"> 1. Blessed Friday 2. Keeping the Harum Haji event absent at Hotel Evo Pekanbaru 	Eka Gustriani
Saturday/ Juni 25, 2022	<ol style="list-style-type: none"> 1. Print document 2. Preparation for leaving Building in 13 cities of Kampar 	Eka Gustriani

Source: Processed Data 2022

Table 3.19 is the fourth week of June The Author, this week The Author has the task of the Activate the card to send messages to customers, Activate wa Business, Processing ME data from the HBL Pegadaian Application, check the completeness of customer document requirements, Print document, Fill in from customer coaching after credit disbursement, Wrapping parcels for the fragrant hajj participants, Blessed Friday, Keeping the Harum Haji event absent at Hotel Evo Pekanbaru and Preparation for leaving Building in 13 cities of Kampar.

Table 3.20 Daily Activities 20 June 2022 to 25 June 2022

Day / date	Description of Activities	Task Assignor
Monday/ Juni 27, 2022	<ol style="list-style-type: none"> 1. Processing ME data from the HBL Pegadaian Application 2. Make a google zoom link 3. Processing absent building 4. Making Honda OTR prices 5. Make a schedule for the Implementation of Continuous Performance Management (Cpm) 	Eka Gustriani
Thursday/ Juni 28, 2022	Making Honda OTR prices	Eka Gustriani
Wednesday/ Juni 29, 2022	Check the location of the Gold Wardrobe	Eka Gustriani
Thursday/ Juni 30, 2022	Farewell with PT Pegadaian Area Pekanbaru	Eka Gustriani

Source: Processed Data 2022

Table 3.20 is the last week of The Author field work, this week The Author is doing Processing ME data from the HBL Pegadaian Application, Make a google zoom link, Processing absent building, Making Honda OTR prices, Make a schedule for the Implementation of Continuous Performance Management (Cpm), Making Honda OTR prices, Check the location of the Gold Wardrobe and Farewell with PT Pegadaian Area Pekanbaru.

3.4. Obstacle and Solutions

In the implementation of this practical work activity, The Author must have found several obstacles that made it difficult for The Author to complete the task, with these obstacles The Author also tried to find a solution to these obstacles so that The Author could complete this internship, and was given the task well and smoothly.

3.4.1 Obstacle

During the internship at PT Pegadaian Area Pekanbaru there were several obstacles experienced, namely as follows:

1. The lack of desk supplies, the writer is at the same table with an apprentice partner and on the table there is a printer that makes the writer feel cramped and a little difficult to do some work that requires a lot of documents.
2. The delay in data processing is also due to internet access (WiFi) which is not fast enough.
3. Difficulty finding archives of product and activity archives because they are not arranged according to product type, archive folder color and field.

3.4.2 Solution

The Author provides solutions for several obstacles at PT Pegadaian Area Pekanbaru so that in the future it will be even better, namely:

1. So The Author hopes that in the next period when there are new students who will do an internship at PT. Their Pekanbaru Area Pegadaian will provide more space for students to more easily do their work and provide more space to put things from Pegadaian.
2. For problems with internet access, The Author sometimes uses personal internet data, if there is a delay in internet access at the office.
3. The Author evaluates the product archive system by organizing and rearranging the archive bundle according to the type of product, the color of the archive folder and also the field.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

Based on the explanation in the previous chapter, The Author draws conclusions in several ways, namely as follows:

1. Distributing Brochures Such as in the market, Living World Mall, and at the bazaar, Participate in the Auction bazaar, Participate in the Ramadhan Bazaar, Processing data Marketing Executive PT Pegadaian Area Pekanbaru
Every week it is mandatory to process Pegadaian's Marketing Executive data on the HBL Pegadaian application which aims to find out the marketing executive achievement figures of each branch for monthly growth, Processing data Pefindo PT Pegadaian, Processing Vehicle OTR Price data, Photocopy of Documents, Scan Documents, Archive Documents, Editing the Gold Brochure, Maintain the Brochure promotion stand and Make absences at every event at PT Pegadaian Area Pekanbaru.
2. Practical Work is carried out after students occupy the seventh semester, while The apprenticeship activity lasts for approximately 4 (four) months, starting from 01 March 2022 to 30 June 2022 at PT Pegadaian Pekanbaru Area located on Jl. Jend Sudirman NO. 168 Pekanbaru, Riau Province. With entry conditions starting at 08.00 until 16.00 pm.
3. The lack of desk supplies, the writer is at the same table with an apprentice partner and on the table there is a printer that makes the writer feel cramped and a little difficult to do some work that requires a lot of documents, The delay in data processing is also due to internet access (WiFi) which is not fast enough and Difficulty finding archives of product and activity archives because they are not arranged according to product type, archive folder color and field.

4. So The Author hopes that in the next period when there are new students who will do an internship at PT. Their Pekanbaru Area Pegadaian will provide more space for students to more easily do their work and provide more space to put things from Pegadaian, For problems with internet access, The Author sometimes uses personal internet data, if there is a delay in internet access at the office and The Author evaluates the product archive system by organizing and rearranging the archive bundle according to the type of product, the color of the archive folder and also the field.

4.2. Suggestion

The Author provides several suggestions for various parties, namely for The Author himself, for students or younger siblings who will do practical work in the next period, for companies and for Bengkalis State Polytechnic.

1. Author

Suggestions for writers to be more careful, thorough and concentrated in writing works. Get in the habit of reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

2. Student

The Author also provides suggestions that may be useful for students who will carry out practical work activities for the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to ability, thinking before acting, always being patient and obedient and must learn Manage all assigned work.

3. Company

After The Author runs an Internship at PT.Pegadaian Pekanbaru Area. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

4. Bengkalis State Polytechnic

Suggestions for the Bengkalis State Polytechnic is to hold this Internship can be used as evaluation material, and it should be given to students before carrying out the Internship in accordance with the field or course material in accordance with the Apprenticeship company. And the person concerned will take the student who will do practical work on the first day of admission, and pick him up again when the student has finished doing practical work.



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APPENDICES

Appendix 1: Letter of Acceptance for Apprenticeship

3/6/22, 10:00 PM <https://office.pegadaian.co.id/index/print/83989>

 Pegadaian

06 Maret 2022

Nomor : e-14/00705.00/2022
 Lampiran : 1 (Satu) Berkas
 Urgensi : Segera

Kepada Yth.
 Pemimpin Cabang Kantor CPS Subrantas
 Pemimpin Cabang Kantor Cabang Pekanbaru Kota
 Pemimpin Cabang Kantor Cabang Pasar Kodim
 Pemimpin Cabang Kantor Cabang Panam
 Pemimpin Cabang Kantor CPS Ahmad Yani

Hai **Penempatan Mahasiswa Praktek Kerja Lapangan Politeknik Negeri Bengkalis Di Kantor PT Pegadaian Area Pekanbaru**

Merujuk Surat dari Politeknik Negeri Bengkalis nomor: 0789/PL31/TU/2022 perihal kesediaan menerima mahasiswa PKL, maka kami sampaikan sebagai berikut :

- Mahasiswa PKL akan melaksanakan pemagangan dengan periode 02 Maret – 30 Juni 2022 berjumlah 10 (Sepuluh) siswa dengan penempatan di Cabang PT Pegadaian Area Pekanbaru
- Berikut penempatan mahasiswa PKL di PT Pegadaian Area Pekanbaru:

No	Nama Siswa	L/P	Penempatan
1	Delvani Silalahi	P	Area Pekanbaru
2	Risma Nurindah	P	Area Pekanbaru
3	Mira Ernita Wati	P	Cabang Panam
4	Siti Maulida Ningsih	P	Cabang Panam
5	Surya Erlangga	L	Cabang Pasar Kodim
6	Ameli Fristisya Dheani	P	Cabang Pasar Kodim
7	Elvi Noviana	P	Cabang Syariah Ahmad Yani
8	Triwani	P	Cabang Pekanbaru Kota
9	Natija Shahira	P	Cabang Syariah Subrantas
10	Azizatul Aulia	P	Cabang Syariah Subrantas

Keterangan: Pemimpin Cabang dapat menempatkan mahasiswa PKL sesuai kebutuhan Unit Kerja

- Selama pelaksanaan pemagangan mahasiswa agar mematuhi semua peraturan dan tata tertib yang berlaku serta menjaga kerahasiaan data, password dan user, dan mengedepankan prinsip *Good Corporate Governance* (GCG)
- Pelaksanaan magang tetap memperhatikan protokol kesehatan serta melampirkan surat keterangan bebas COVID-19 (Hasil *Rapid Test*)

PT PEGADAIAN Kantor Pusat
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3/6/22, 10:00 PM <https://office.pegadaian.co.id/index/print/83989>

 Pegadaian

5. Selama kegiatan pelaksanaan pemagangan mahasiswa jika terdapat kendala atau informasi bisa menghubungi Sdr/i, Eka Gusriani (08228715406)

Demikian surat ini kami sampaikan untuk dapat dilaksanakan dengan penuh rasa tanggungjawab, atas perhatiannya diucapkan terima kasih.

PT Pegadaian



(TUMIYEM)

Deputy Bisnis Kantor Area Pekanbaru

Tembusan
 Yth. Kepala Bagian Humas & Protokoler Kantor Wilayah II

Ditrek oleh: FIKH AL ARIF/P2588/PGD
 Dokumen ini diandatangani dan diterbitkan oleh sistem office.pegadaian.co.id

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Appendix 2: References Letter


Pegadaian

SURAT KETERANGAN
Nomor : 0867/SK-00705.00/2022

Yang bertanda tangan di bawah ini :

Nama : **TUMIYEM**
Jabatan : Deputi Bisnis Pekanbaru

Dengan ini menerangkan kepada :

No.	Nama	NIM	JURUSAN	Program Studi
1.	Delvani Sitalahi	5404181127	Administrasi Niaga	D-IV Administrasi Bisnis Internasional
2.	Risma Nurindah	5404181157	Administrasi Niaga	D-IV Administrasi Bisnis Internasional

Menerangkan bahwa Mahasiswa tersebut telah melaksanakan Program Pemagangan di PT Pegadaian Area Pekanbaru terhitung mulai dari tanggal 01 Maret 2022 sampai dengan 30 Juni 2022 selama 4 (Empat) Bulan.

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya dengan penuh tanggung jawab.

Pekanbaru, 19 Juli 2022
PT Pegadaian (Persero)
Deputi Bisnis Area Pekanbaru


Pegadaian
TUMIYEM
Vice President





PT Pegadaian Kantor Area Pekanbaru
Jl. Jenderal Sudirman No. 168 F
Pekanbaru

www.pegadaian.co.id


Appendix 3: Revision Sheet

**CONSULTATION SHEET
APPRENTICESHIP REPORT
INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM**

Name : Risma Nurindah
Student Number : 5404181157
Place : PT. PEGADAIAN AREA PEKANBARU
Advisor : Adrian Irnanda Pratama, S.Sos., M.BA

No	Day/Date	Revision	Advisor
1	21/7/2022	- Latar Belakang	
2	1/8/2022	- Manfaat - Tujuan	
3	8/8/22		

Bengkalis, August 2022


Adrian Irnanda Pratama, S.Sos., M.BA
NIP. 198911172019031012

Appendix 4: Certificate of Apprenticeship



Appendix 5: List of the Apprenticeship Attendance

**LIST OF INTERNSHIP PARTICIPANT
PT PEGADAIAN AREA PEKANBARU
MARCH 2022**

Name : Risma Nurindah
Reg. Number : 5404181157

No	Day	Date	Signature
1	Tuesday	March 1 st , 2022	<i>[Signature]</i>
2	Wednesday	March 2 nd , 2022	<i>[Signature]</i>
3	Thursday	March 3 rd , 2022	National day
4	Friday	March 4 th , 2022	<i>[Signature]</i>
5	Saturday	March 5 th , 2022	<i>[Signature]</i>
6	Sunday	March 6 th , 2022	free
7	Monday	March 7 th , 2022	<i>[Signature]</i>
8	Tuesday	March 8 th , 2022	<i>[Signature]</i>
9	Wednesday	March 9 th , 2022	<i>[Signature]</i>
10	Thursday	March 10 th , 2022	<i>[Signature]</i>
11	Friday	March 11 th , 2022	<i>[Signature]</i>
12	Saturday	March 12 th , 2022	<i>[Signature]</i>
13	Sunday	March 13 th , 2022	free
14	Monday	March 14 th , 2022	<i>[Signature]</i>
15	Tuesday	March 15 th , 2022	<i>[Signature]</i>
16	Wednesday	March 16 th , 2022	<i>[Signature]</i>
17	Thursday	March 17 th , 2022	<i>[Signature]</i>
18	Friday	March 18 th , 2022	<i>[Signature]</i>
19	Saturday	March 19 th , 2022	<i>[Signature]</i>
20	Sunday	March 20 th , 2022	free
21	Monday	March 21 st , 2022	<i>[Signature]</i>
22	Tuesday	March 22 nd , 2022	<i>[Signature]</i>
23	Wednesday	March 23 rd , 2022	<i>[Signature]</i>
24	Thursday	March 24 th , 2022	<i>[Signature]</i>
25	Friday	March 25 th , 2022	<i>[Signature]</i>
26	Saturday	March 26 th , 2022	<i>[Signature]</i>
27	Sunday	March 27 th , 2022	free
28	Monday	March 28 th , 2022	<i>[Signature]</i>
29	Tuesday	March 29 th , 2022	<i>[Signature]</i>
30	Wednesday	March 30 th , 2022	<i>[Signature]</i>
31	Thursday	March 31 st , 2022	<i>[Signature]</i>

**LIST OF INTERNSHIP PARTICIPANT
PT PEGADAIAN AREA PEKANBARU
APRIL 2022**

Name : Risma Nurindah
Reg. Number : 5404181157

No	Day	Date	Signature
1	Friday	April 1 st , 2022	
2	Saturday	April 2 nd , 2022	Permission.
3	Sunday	April 3 rd , 2022	free
4	Monday	April 4 th , 2022	Permission
5	Tuesday	April 5 th , 2022	
6	Wednesday	April 6 th , 2022	
7	Thursday	April 7 th , 2022	
8	Friday	April 8 th , 2022	
9	Saturday	April 9 th , 2022	
10	Sunday	April 10 th , 2022	-free
11	Monday	April 11 th , 2022	
12	Tuesday	April 12 th , 2022	
13	Wednesday	April 13 th , 2022	
14	Thursday	April 14 th , 2022	Permission
15	Friday	April 15 th , 2022	National day
16	Saturday	April 16 th , 2022	National day
17	Sunday	April 17 th , 2022	free
18	Monday	April 18 th , 2022	
19	Tuesday	April 19 th , 2022	
20	Wednesday	April 20 th , 2022	
21	Thursday	April 21 th , 2022	
22	Friday	April 22 th , 2022	
23	Saturday	April 23 th , 2022	
24	Sunday	April 24 th , 2022	free
25	Monday	April 25 th , 2022	
26	Tuesday	April 26 th , 2022	
27	Wednesday	April 27 th , 2022	
28	Thursday	April 28 th , 2022	
29	Friday	April 29 th , 2022	
30	Saturday	April 30 th , 2022	free

**A LIST OF INTERNSHIP PARTICIPANT
PT PEGADAIAN AREA PEKANBARU
MAY 2022**

Name : Risma Nurindah
Reg. Number : 5404181157

No	Day	Date	Signature
1	Sunday	May 1 st , 2022	Nasional day
2	Monday	May 2 nd , 2022	}
3	Tuesday	May 3 rd , 2022	
4	Wednesday	May 4 th , 2022	
5	Thursday	May 5 th , 2022	
6	Friday	May 6 th , 2022	
7	Saturday	May 7 th , 2022	Idul Fitri
8	Sunday	May 8 th , 2022	free
9	Monday	May 9 th , 2022	free
10	Tuesday	May 10 th , 2022	free
11	Wednesday	May 11 th , 2022	free
12	Thursday	May 12 th , 2022	free
13	Friday	May 13 th , 2022	free
14	Saturday	May 14 th , 2022	permission
15	Sunday	May 15 th , 2022	free
16	Monday	May 16 th , 2022	permission
17	Tuesday	May 17 th , 2022	free
18	Wednesday	May 18 th , 2022	free
19	Thursday	May 19 th , 2022	free
20	Friday	May 20 th , 2022	free
21	Saturday	May 21 th , 2022	free
22	Sunday	May 22 th , 2022	free
23	Monday	May 23 th , 2022	free
24	Tuesday	May 24 th , 2022	free
25	Wednesday	May 25 th , 2022	free
26	Thursday	May 26 th , 2022	Nasional day
27	Friday	May 27 th , 2022	free
28	Saturday	May 28 th , 2022	free
29	Sunday	May 29 th , 2022	free
30	Monday	May 30 th , 2022	free
31	Tuesday	May 31 th , 2022	free

**LIST OF INTERNSHIP PARTICIPANT
PT PEGADAIAN AREA PEKANBARU
JUNE 2022**

Name : Risma Nurindah
Reg. Number : 5404181157

No	Day	Date	Signature
1	Wednesday	June 1 st , 2022	national day.
2	Thursday	June 2 nd , 2022	<i>Risma</i>
3	Friday	June 3 rd , 2022	<i>Risma</i>
4	Saturday	June 4 th , 2022	<i>Risma</i>
5	Sunday	June 5 th , 2022	free
6	Monday	June 6 th , 2022	<i>Risma</i>
7	Tuesday	June 7 th , 2022	<i>Risma</i>
8	Wednesday	June 8 th , 2022	<i>Risma</i>
9	Thursday	June 9 th , 2022	<i>Risma</i>
10	Friday	June 10 th , 2022	<i>Risma</i>
11	Saturday	June 11 th , 2022	<i>Risma</i>
12	Sunday	June 12 th , 2022	free
13	Monday	June 13 th , 2022	<i>Risma</i>
14	Tuesday	June 14 th , 2022	<i>Risma</i>
15	Wednesday	June 15 th , 2022	<i>Risma</i>
16	Thursday	June 16 th , 2022	<i>Risma</i>
17	Friday	June 17 th , 2022	<i>Risma</i>
18	Saturday	June 18 th , 2022	<i>Risma</i>
19	Sunday	June 19 th , 2022	free
20	Monday	June 20 th , 2022	<i>Risma</i>
21	Tuesday	June 21 th , 2022	<i>Risma</i>
22	Wednesday	June 22 th , 2022	<i>Risma</i>
23	Thursday	June 23 th , 2022	<i>Risma</i>
24	Friday	June 24 th , 2022	<i>Risma</i>
25	Saturday	June 25 th , 2022	<i>Risma</i>
26	Sunday	June 26 th , 2022	free
27	Monday	June 27 th , 2022	<i>Risma</i>

28	Tuesday	June 28 th , 2022	
29	Wednesday	June 29 th , 2022	
30	Thursday	June 30 th , 2022	

Pekanbaru, June 30th, 2022

Vice President of
PT Pegadaian Area Pekanbaru


Pegadaian

TUMIYEM
P80178

Supervisor


Pegadaian
FIKHIL ARIF
P92598

Appendix 7 : Documentation of the Apprenticeship



