# **APPRENTICESHIP REPORT**

# PT. BANK RAKYAT INDONESIA (Persero), TBK RUPAT UNIT OFFICE

<u>Rifka Zahera</u> 5404181179



INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS BENGKALIS-RIAU 2022

# JOB TRAINING REPORT PT. BANK RAKYAT INDONESIA (Persero), TBK UNIT RUPAT

Written as one of the conditions for completing Job Training

**RIFKA ZAHERA** 5404181179

Bengkalis, 30 Juni 2022

The head of PT. Bank Rakyat Indonesia Unit Rupat

Advisor

Hutomo Atman Maulana., S.Pd., M.Si NIP.198908312018031001

Approved by, The head of International Business Administration Study Program State Polytechnic of Bengkalis

Hutomo Atman/Maulana., S.Pd., M.Si NIP.198908312018031001

Jones Adi Suratman S.Kom

TAT LLO ORUN

NIP.OG82589218

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Rifka

<u>**Rifka Zahera**</u> NIM. 5404181179

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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. Job training 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. Job training can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Job training 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.

In this program specifically for International Business Administration students in semester 7 (seven) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator gives students several choices or choices of practical work places. Because of that, the author did a work practice in one of the financial service institutions, namely PT Bank Rakyat Indonesia unit Rupat.

A financial institution is a business entity or institution in the field of financial services that operates by collecting public funds and distributing them for funding and by receiving profits in the form of interest or an existing percentage. This business activity can be in the form of raising funds, distributing funds, or both. Financial service institutions exist because of the many needs of the general public to fulfill economic and financial aspects. A financial service institution itself is a form of business entity or institution that provides financial services to the public or business organizations. The presence of financial service institutions makes it easier for people when they need economic needs.

The reason for the practitioner choosing PT Bank Rakyat Indonesia as a place to carry out street vendors is because Bank Rakyat Indonesia is the oldest and best financial institution in Indonesia. On July 2, 2021, the Government of Indonesia officially handed over the majority of the shares of Permodalan Nasional Madani and Pegadaian to BRI through Government Regulation number 73 of 2021, as part of the formation of a BUMN holding engaged in the ultra-micro sector. To support this process, BRI held a Pre-emptive Rights (HMETD) or rights issue in September 2021.

### **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. That is to describe job descriptions during practical work.
- 2. That is to know the place and time of practical work.
- 3. That is to explain practical workplace systems and procedures.
- 4. That is 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 that has 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. The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
- b. The company will be recognized by academics and the world of education.
- 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. There is good cooperation/relationship between the campus and the company where students do practical work.
- b. State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
- c. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
- d. State Polytechnic of Bengkalis receives feedback from organizations/companies on the ability of students who take part in practical work in the world of work.
- e. State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.

# CHAPTER II GENERAL DESCRIPTION OF THE COMPANY

# 2.1 Company History

Bank Rakyat Indonesia (BRI) is one of the largest state-owned banks in Indonesia. Initially, Bank Rakyat Indonesia (BRI) was established in Purwokerto, Central Java by Raden Bei Aria Wirjaatmadja under the name De Poerwokertosche Hulp en Spaarbank der Inlandsche Hoofden or "Aid and Savings Bank of the Priyayi Purwokerto", a financial institution that serves people of any nationality. Indonesian (indigenous). The institution was established on December 16, 1895, which later became the birthday of BRI.



Figure 2.1 One of the branch offices of Bank Rakyat Indonesia(1947) Source : https://bri.co.id

In the period after the independence of the Republic of Indonesia, based on Government Regulation no. 1 of 1946 Article 1 states that BRI is the first Government Bank in the Republic of Indonesia. During the war for independence in 1948, BRI's activities were temporarily halted and only started to be active again after the Renville agreement in 1949 by changing its name to Bank Rakyat Indonesia Serikat. At that time, through PERPU No. 41 in 1960, the Farmers and Fishermen Cooperative Bank (BKTN) was formed which was a merger of BRI, Farmers and Fishermen Bank and Nederlandsche Maatschappij (NHM). Then based on Presidential Decree (Penpres) No. 9 of 1965, BKTN was integrated into Bank Indonesia under the name Bank Indonesia for Farmers and Fishermen Cooperative Affairs. After running for a month, the Presidential Decree No. 17 of 1965 concerning the establishment of a single bank under the name Bank Negara Indonesia. In the new regulation, Bank Indonesia for Cooperatives, Farmers and Fishermen (ex BKTN) was integrated under the name Bank Negara Indonesia unit II for Rural sector, while NHM became Bank Negara Indonesia unit II for Export-Import (Exim).

Indonesian citizens who are not at the border. One of them is Hazwer Latip, a palm oil entrepreneur based in Rupat Island, Bengkalis, Riau who has been a customer of BRI since 2005. He said that before BRI entered the island, he had to travel a long distance to save money at BRI in Dumai. Latip also said that after the existence of BRI on Rupat Island, he could easily save, especially with the BRILink agent which made it easier for him to transfer money or withdraw money for daily needs. Bachtiar, an innkeeper in Tanjung Medang, North Rupat, told the same story about traveling the same distance just to take money from his salary as a teacher at that time. He also had to bring tens of millions of money by boarding a ship just to save money in Dumai.

BRI seems to be a magnet for residents on Rupat Island. This can also be seen from the total savings in the Rupat unit. Head of the BRI Dumai Branch who also oversees the BRI Unit Rupat Muhammad Fendi Maulana said economic growth in Rupat from the BRI side was credit growth or growth of around 15% and fund growth of around 17% year on year. BRI also encourages the growth of the MSME sector to increase growth in Rupat. With the growth that we see from our own internal there is a delta or growth, namely 15% credit or 17% Rupat savings to storage will be more developed.



Figure 2.2 offices of Bank Rakyat Indonesia Unit Rupat Source: Processed Data, 2022

The Head of the BRI Dumai Branch in charge of the BRI Rupat Unit, Muhammad Fendi Maulana. Meanwhile, for payment-related needs, BRI presents 3 ATM machines and it is possible to add more. In addition to meeting the needs of the community, BRI also presents BRILink agents.

On the other hand, Fendi also said that Rupat Island also used BRILink agents, namely BRI customers who had classifications to become bank extensions. The people of Rupat Island can also access banks, especially BRI not far from where they live, with a total of around 50 BRILink agents on Rupat Island.

Fendi also said that the presence of BRI on Rupat Island can provide tremendous benefits, especially this year BRI has entered the age of 125 years to serve the people of Indonesia. He also hopes that the economy on Rupat Island can develop rapidly so that the prosperity of the community can be even better. Then the community of MSME actors, the community in Rupat will increase their success so that their life planning, financial management is also getting better. So that when we can improve the welfare of an area, the level of security of the area will also increase for the better.

Based on Law no. 14 of 1967 concerning the Basic Banking Law and Law no. 13 of 1968 concerning the Central Bank Act, which essentially restores the

function of Bank Indonesia as the Central Bank and Bank Negara Indonesia Unit II in the Foreign Import and Export Sector is separated into two Banks, namely Bank Rakyat Indonesia and the Export Import Bank of Indonesia. Furthermore, based on Law no. 21 of 1968 redefined the main tasks of BRI as a commercial bank.

Since August 1, 1992 based on the Banking Law no. 7 of 1992 and Government Regulation of the Republic of Indonesia No. 21 of 1992 the status of BRI changed to a limited liability company. At that time, the ownership of BRI was still 100% in the hands of the Government of the Republic of Indonesia. In 2003, the Government of Indonesia decided to sell 30% of the bank's shares, thus becoming a public company with the official name PT. Bank Rakyat Indonesia (Persero) Tbk. which is still in use today.

Along with the rapid development of the banking world, BRI currently serves all customers through 9,808 work units and e-channel networks spread throughout Indonesia. BRI operates 7 levels of service offices, consisting of Head Office, 18 Regional Offices, 453 Branch Offices (including 3 Overseas Work Units), 565 Sub-Branch Offices, 950 Cash Offices, 5,144 BRI Units, 2,212 BRI Teras, and 465 Mobile BRI Teras . Taking into account the performance and business potential during 2013, 7 Sub-Branch Offices have been scaled up to become Branch Offices, 3 Cash Offices into Sub-Branch Offices and 43 Teras BRI into BRI Units. On January 19, 2013, BRI also launched the e-Tax system, which is an online local tax collection service through cash management services.

PT Bank Rakyat Indonesia (Persero) Tbk received an award in the 2016 Forbes Global 2000 list. In the 2016 Forbes 2000 list, there are six companies in Indonesia that are included in the category of the largest and best companies in the world. BRI was ranked 429th, which is the highest ranking of all companies in Indonesia. The ranking obtained by the company has increased compared to the ranking in 2015.

# 2.1.1 Bank Rakyat Indonesia Islands Logo

The logo represents the vision and mission of a company, institution, or agency it represents. Of course the choice of shape, color, and placement of a logo has its own meaning and principle. A logo can tell the history of the birth of an agency, institution, company, or an organization. In addition, the logo can also portray the ideology, passion, and desire of its users. In other words, the logo is an identity. reflection of the user. Therefore, a logo is very full of philosophical, ideological, and historical meanings. BRI has undergone several logo changes. The change in the BRI logo cannot be separated from this state-owned banking branding to become more relevant to its customers. The new BRI logo is now considered very simple compared to the previous logo. The BRI logo can be seen in the image below.



Figure 2.3 Logo BRI Source : https://bri.co.id

Many believe that the current BRI logo reflects the hopes and direction of its business development which also targets young people. Simple but firm lines are considered more able to represent this change. For more details, the following Ajaib describes the meaning of the philosophy behind the latest BRI logo as follows:

- The BRI logo is dominated by blue on a white background. The letters B, R, and I were created from curves and straight lines, shaded by rectangles with curved corners.
- 2. Just at a glance, we can already see the BRI writing on the logo. Easy-to-read BRI indicates that BRI is a company that is open to anyone.

- 3. In terms of color, navy blue signifies trust and serenity. So the blue color on the BRI logo shows stability, can be trusted and is expected to give peace to its customers.
- 4. While the white color in the company logo can give the impression of courtesy and high integrity.
- 5. The closed rectangle that houses the words BRI, indicates that BRI is a safe and protected company. So that customers do not need to worry when giving trust to BRI.
- 6. Meanwhile, the combination of straight lines and curves used in making the logo indicates that BRI as a bank that has gone through various historical events, is always flexible (curved) and able to adapt. However, stick to the principles (straight lines).

# 2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force for carrying out their respective programs, as PT Bank Rakyat Indonesia. The following is the vision and mission of PT Bank Rakyat Indonesia :

1. Vision BRI`

The Most Valuable Banking Group in Southeast Asia and Champion of Financial Inclusion.

2. Mission BRI

Mission is a statement of what the company must do. In an effort to realize the vision and mission are also defined as the goals and reasons why the company was created. The following is the mission of PT Bank Rakyat Indonesia:

- a. Carry out the best banking activities by prioritizing services to the micro, small and medium segments to support the improvement of the community's economy.
- b. Provide excellent service with a focus on customers through: professional human resources and have a performance-driven culture, reliable and

future-ready information technology. productive conventional and digital networks by applying operational principles and risk management excellence.

c. Provide optimal benefits and benefits to interested parties (stakeholders). taking into account the principles of sustainable finance and excellent good corporate governance practices.

### 2.3 Organizational Structure

In order to ensure the smooth working of a company, it is absolutely necessary to have a clear division of tasks, authorities and responsibilities within the company. This division is obtained through a good organizational structure within the company, the responsibilities and authorities of each section can be overcome. Through a good organizational structure, tasks are classified in such a way that they can be carried out effectively, directed and supervised.

To meet the requirements for good supervision, there should be a separation of functions in the organizational structure which is expected to prevent fraud in the company. As for the separation within the company that is carried out properly, will assign responsibilities into these sections, PT. Bank Rakyat Indonesia (Persero) Tbk. as with other companies also have an organizational structure. can be seen in Figure 2.3 Formation of the organizational structure of Bank Rakyat Indonesia (Persero) Tbk, the Rupat Unit Office where Practitioners carry out PKL.

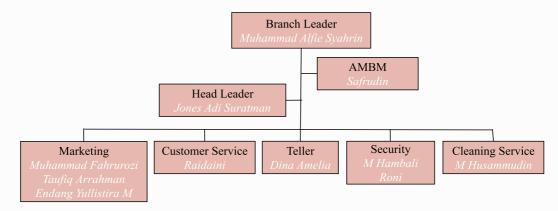


Figure 2.4 Organizational Structure of PT. Bank Rakyat Indonesia Unit Rupat Source : Processed data 2022

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

1. Branch Leader (Pinca)

In general, branch managers are officials who manage the activities of BRI branch offices and units, develop business plans, monitor results and solve all problems at branch offices. The duties and responsibilities of branch leaders are as follows:

- a. Prepare, propose, negotiate, revise the Work Plan and Budget (RKA) in order to achieve the business targets that have been set.
- b. Fostering and coordinating the units under it in carrying out work tasks in accordance with the established strategy in order to realize the best service for customers.
- c. Supervise all subordinates and work units under them in order to implement and achieve the goals of the work plan that has been set.
- d. Carry out marketing activities for funds, services and credit in order to expand market share.
- e. Identifying the economic potential in its working area so that it can support the preparation of the Target Market (PS), Acceptable Customer Criteria (KND) by branch offices.
- f. Ensure that GENERAL Credit policies (KUP) and Credit Implementation Guidelines (PPK) are implemented correctly and consistently to achieve optimal profits and the smallest risks and create excellent service.
- 2. Assistant Micro Business Manager (AMBM)

Based on competitor analysis that has been done to increase and dominate the micro market share. The duties of the Assistant Micro Business Manager (AMBM) are as follows:

a. Make a work plan and budget (RKA) for BRI units to their work areas to achieve the business targets that have been set.

- b. Evaluating and monitoring BRI business units in their working areas to determine the position of BRI units compared to competitors.
- c. Establish a business strategy based on competitor analysis that has been carried out to increase and dominate the micro market share.
- d. Develop the BRI business unit in its working area to achieve maximum profit.
- e. Establish cooperative relationships with relevant agencies to improve maximum service.
- f. Motivating and providing technical guidance in improving and correcting the unit's deficiencies, the Assistant Micro Business Manager (AMBM) oversees the following sections: 1) Unit administration supervisor, 2) Unit administrative function officer, 3) Reconciliation function officer, 4) Reserve officer, 5) BRI units.
- 3. Unit Leader

unit head Has the task of assisting operational managers in carrying out all bank operational activities. The assigned duties and responsibilities are as follows:

- a. Responsible for all operations at BRI Unit.
- b. As a full supervisor of BRI Unit operations.
- c. BRI Unit password holder.
- Responsible for data processing at BRI Unit. Head of Mantri Teller Customer Service Unit commit to user 10
- e. Responsible for the employees of the BRI Unit itself.
- f. Develop, monitor and evaluate the BRI Unit business in its working area to achieve the target.
- g. Carry out coaching for BRI Unit customers, both loans and deposits. Authority: 1) To decide on the application for KUR, Kupedes, and BRInet in accordance with the given authority. 2) Deciding on the cost of promotion. 3) Disbursement of deposit withdrawals. 4) Paying fiat loans that have been decided.

# 4. Mantri/Marketing

Mantri is tasked with planning, organizing and managing as well as carrying out lending to each customer. which has been set as follows:

- a. Examine the loan application at the customer's place of business which includes the business, the location of the guarantee and analyze it, as well as propose a loan decision to the Head of the Unit.
- b. Carry out coaching for loan and deposit customers.
- c. Introducing and marketing bank services to the public and inviting the public to get in touch with the BRI Unit.
- d. Implement eradication of arrears by checking at the customer's place of business, collecting and proposing steps for the arrears.
- e. Delivering the results of visits to customers' premises to Ka. units.
- f. Maintain and work on work plans and motor vehicle exploitation books.
- g. Submit a report to Ka. Unit if any deviations are found in the operational implementation of the BRI Unit.
- h. Always trying to improve knowledge and skills.
- 5. Teller

The task of the teller is to carry out bookkeeping transaction service activities with a flat level of authority for the medium category, requiring supervision on special issues according to the provisions or policies as well as systems and procedures that apply to achieve the targets that have been set as follows:

- a. Perform additional cash so that smooth service to customers can run well and satisfactorily.
- b. Receive deposit money from customers and match it with the deposit receipt to ensure the correctness of the transaction and the authenticity received.
- c. Ensuring paying money to eligible customers to avoid mistakes that harm the branch office.
- d. Examine the validity of the cash receipts received to ensure the correctness and security of transactions.

- e. Manage and deposit physical cash to supervisors, up during service hours and at the end of the day so that cash security can be maintained.
- f. Perform cash shifts between tellers who need it for smooth service.
- g. Serving buying and selling banknotes so that customer service can run well.
- h. Receive and examine the validity of deposit receipts and delivery clearing documents from customers / Customer Service / BRI units to ensure the correctness and security of transactions.
- 6. Customer Service (CS)

The duties of the customer service unit Carry out service activities and administration of banking products and services to customers based on service standards with clear procedures, as follows:

- a. Provide information to customers or prospective customers about BRI products to support the marketing of BRI products.
- b. Provide information on the balance of deposits, transfers, and loans for customers who need it in order to provide satisfactory service to customers.
- c. Serving requests for copies of bank statements for customers who need them (excluding routine deliveries at the beginning of each month).
- d. Provide special services for core customers who need it (such as delivering or picking up money to the customer's residence/business) in order to provide special services for customers.
- e. Helping customers who need to fill out applications for funds or BRI services.
- f. Receive and take an inventory of complaints to be forwarded to the competent authorities.
- g. Carry out other official duties assigned by superiors in order to support business interests and branch office operations.
- 7. Security

Carrying out internal service activities including office security, receiving calls outside of working hours, and holidays and other relatively simple activities that require supervision on special issues in accordance with the provisions or policies and systems and procedures that apply to achieve the set targets.

8. Service Officer

Carry out internal service activities including cleaning, guest meals, meeting room preparation, correspondence couriers, and activities that are relatively simple and require supervision on special issues according to the provisions or policies and systems and procedures that apply to achieve the targets that have been set.

# 2.4 Company Scope

Bank Rakyat Indonesia (BRI) is a financial institution that is a bank owned by the Government of Indonesia which has activities to collect and distribute it back to the community and provide product services and various other types of services. Bank Rakyat Indonesia (BRI) provides various product offerings to meet the needs of the people in Indonesia. In serving individual customers, Bank Rakyat Indonesia (BRI) has several types of products, namely deposits, savings, loans or banking service products, and investments. Bank Rakyat Indonesia (BRI) also has a variety of products that will be tailored to the needs of customers. As for the marketing mix, it can be seen as follows:

# 2.4.1 Product

PT Bank Rakyat Indonesia (Persero) Tbk utilizes the savings products they issue to attract people to become their customers. By deeply understanding and understanding the needs of various communities, PT Bank Rakyat Indonesia (Persero) Tbk has savings products that are useful for its customers, such as:

1. Funding Products

BRI Savings, 21 The BRI Savings Facility consists of several products, including:

a. BritAma Savings, this savings product is supported by e-banking facilities and a real time online system. With this facility, customers can make transactions regardless of space and time. This means that it can be done anywhere and anytime.

- b. Simpedes, a savings product denominated in rupiah. Simpedes services can be carried out at various BRI offices, including BRI Special Branch Offices, BRI Offices, BRI Branch Offices, BRI Units, and BRI Teras. The number of deposits and withdrawals is also not limited. This program is certainly very helpful for rural communities who have limited access to banks.
- c. Simpedes TKI, this product is specially organized for TKI who work abroad, so TKI can make financial transactions easily, including to accommodate and distribute their salaries.
- d. Hajj Savings, this product is intended for people who want to perform the pilgrimage in the holy land.
- e. BritAma Bisnis, this product facility is very broad, with ease and speed in transactions, including in recording or reporting, so it is very suitable to be used to support customers' business activities.
- f. BritAma Plan, this savings is an investment with a fixed deposit every month as well as life insurance facilities for 22 customers. You could say this savings is a suitable product for employees who want to save for their old age.
- g. BritAma Valas, a product issued by Bank BRI to meet the needs of the public who will save their funds in foreign currencies. There are five types of currencies with competitive exchange rates, namely USD, AUD, SGD, CNY, and EUR.
- h. BritAma Kids, a savings product issued by Bank BRI with the target of saving children. This product is also equipped with interesting features for children.
- i. BritAma Anak Muda, a savings product with a special elegant debit card design for young people and provides various conveniences in conducting banking transactions supported by e-banking facilities and a real time online system that will allow customers to transact anytime and anywhere.

BRI Deposits, Deposits at BRI consist of three main products, namely:

- a. Rupiah Deposits, Deposits provide convenience and security in investing funds.
- b. BRI Valas Time Deposit, a Time Deposit Product that provides the convenience of investing in foreign currencies.
- c. Deposit On Call (DOC), Deposit on Call (DOC) is a deposit product that offers high investment gain.

BRI Current Accounts, Bank BRI issues demand deposits in two types, namely:

a. Giro BRI Rupiah, this product is intended for transactions in rupiah and.

b. BRI Foreign Currency Current Accounts for foreign currencies.

2. Financing Products

BRI Bank Credit/Loan Facility. Several loan products at Bank BRI include Micro Loans, Retail Loans, Medium Loans, Program Loans, and People's Business Loans (KUR). BRI Micro Loans The micro loan product issued by Bank BRI is KUPEDES, which is a credit facility with very low interest rates intended for individuals and can be served at BRI Units and BRI Teras. BRI Retail Loans:

- a. Cash Collateral Loans, namely loan products with cash guarantees.
- b. Investment Credit, namely medium-term and long-term credit facilities to finance the company's fixed assets.
- c. Working Capital Credit, a product offered to business actors to finance company operations or business activities.
- d. KMK Export, a credit facility aimed at customers who carry out business activities in negotiating export drafts or also known as post export financing. This credit facility also aims to finance the purchase of goods for export or also known as pre-export financing.
- e. KMK Construction, namely credit facilities intended to finance construction services business activities.

- f. BOI Construction KMK, namely credit facilities intended to finance construction services business activities whose financing is sourced from the APBN.
- g. BRIGuna Credit, a credit facility provided to customers who have a fixed income in the form of salaries or pensions.
- h. Franchise Loans, namely credit facilities to finance franchise business activities provided in the form of working capital or investment.
- i. SPBU Credit, namely credit facilities intended for Pertamina gas station business activities, both in the form of working capital and investment.
- j. Warehouse Receipt Credit, which is one of BRI Bank credit products with a Warehouse Receipt guarantee.
- k. Warehouse Ownership Credit, which is an investment credit facility intended for warehouse building owners to support their business activities.
- 1. KMK bailout for gas stations, this credit facility is almost the same as a gas station credit facility
- m. Coal Credit, a credit facility intended to finance coal mining activities.
- n. Alfamart Franchise Credit, a credit facility intended to finance Alfamart minimarket business activities.
- o. Fixed Installment Pattern Loans, namely working capital and investment credit facilities with a fixed installment pattern with certain predetermined criteria.

BRI Bank Medium Loan Products, This loan product is in the form of Agribusiness credit, namely credit facilities provided for agricultural activities in a broad sense, both to support on-farm and off-farm activities from upstream to downstream, such as agriculture, plantation, forestry, animal husbandry, fisheries, trade, supporting and other services related to agribusiness.

BRI Bank Program Loans, BRI Bank Program Loans consist of three types, namely:

- a. KPEN-RP Non-Partnership Bioenergy Development & Plantation Revitalization Credit (KPEN-RP) is an Investment Credit provided by Bank BRI to Farmers directly by obtaining interest subsidies from the Government in order to support the Biofuel Raw Material Development Program and the Plantation Revitalization Program.
- b. KKPE Sugarcane Food & Energy Security Credit (KKPE) Sugarcane is a Working Capital Credit given to participating farmers for the purpose of developing sugarcane cultivation, through farmer groups or cooperatives in partnership with Business Partners/PG (Sugar Factory).
- c. KKPE Food & Energy Security Credit is an investment credit and/or working capital provided in order to support the implementation of the Food Security Program and the Plant Development Program for Biofuel Raw Materials, such as; Food Crops, Horticulture, Livestock, Food, Procurement/Rejuvenation of Tools and Machinery, Fisheries. KUR BRI KUR or People's Business Credit issued by Bank BRI, namely KUR BRI and KUR TKI BRI. 1). BRI People's Business Loans, Working Capital Loans and/or Investment Loans with a credit limit of up to Rp 500 million given to micro, small and cooperative businesses that have productive businesses that will receive guarantees from the Guarantee Company. 2). KUR TKI BRI, a credit facility provided to TKI which is used for document processing, training and the departure of TKI abroad.
- 3. Other Bank Services

Banks are one of the institutions that are easily recognized by anyone. Basically, people will easily recognize the bank as an institution that provides storage and lending services. However, banking products in banks are not solely for saving and borrowing. The Bank offers a wide range of banking products aimed at facilitating anyone's daily needs.

a. Bank Guarantee Services This facility is a form of guarantee provided by Bank BRI to customer partners. Partner customers or third parties will get certainty that the relevant BRI Bank customer can fulfill his obligations to third parties. In issuing Bank Guarantees, Bank BRI does not charge interest. Bank Guarantee service facilities consist of two types, namely General Bank Guarantee, which is given to customers as a guarantee that the customer can fulfill their obligations to pay for a product, and Construction Bank Guarantee, which is given to contractors related to construction credit.

- b. BRI Bank Clearing Services This facility is a process of delivering securities to the Interested Bank, until it is approved by the Interested Bank through the clearing house, which is expressed in rupiah.
- c. Remittance Bank BRI This facility is a form of service to customers who will send or receive in foreign currency, both to domestic and foreign banks.
- d. BRI SKBDN service This facility is a form of payment guarantee proposed by the buyer to guarantee payment of the product to the seller.
- e. BRI Bank Export Services This facility is a form of export financing in the form of post shipment financing. This service is provided in the form of Negotiation of Sight Export Drafts and Discount of Futures Export Notes.
- f. Bank BRI Import Services This facility is a form of import financing, in the form of providing import credit facilities. This service product is provided in the form of Pre Shipment Import Financing in the context of providing Import Guarantee Suspension and Post Shipment Import Financing in order to redeem import documents.

# 2.4.2 Place

A strategic place or location will be one of the advantages for the company because it is easily accessible by consumers. In selecting the location, Bank Rakyat Indonesia considered opening a new branch office in a strategic area where business transactions often occur from its customers so that it will make it easier for customers to carry out financial transactions. Along with the rapid development of the banking world, BRI currently serves all customers through 9,808 work units and 29 e-channel networks spread throughout Indonesia. BRI operates 7 levels of service offices, consisting of Head Office, 18 Regional Offices, 453 Branch Offices (including 3 Overseas Work Units), 565 Sub-Branch Offices, 950 Cash Offices, 5,144 BRI Units, 2,212 BRI Teras, and 465 Mobile BRI Teras .

Taking into account the performance and business potential during 2013, 7 Sub-Branch Offices have been scaled up to become Branch Offices, 3 Cash Offices into Sub-Branch Offices and 43 Teras BRI into BRI Units. To reach customers on hard-to-reach islands, Bank Rakyat Indonesia has also launched Teras BRI Kapal which is a banking service for Bank Rakyat Indonesia that serves coastal communities, so that customer service can now be reached by various groups.

# 2.4.3 Price

Pricing is an important thing. In the banking world, this decision is taken with full consideration because pricing will affect total revenue and costs. Price is the main positioning factor and must be decided according to the target market, product and service mix, and competition. BritAma Savings is one of the largest fundraising products because it is cheaper than other banks. 30 With an initial deposit of IDR 250,000 the customer can have a savings book which can be continued with a further deposit of at least IDR 10,000 and the administration fee for account maintenance which is quite cheap, only IDR 12,000 per month. For simpedes savings, the administrative costs of Bank BRI Simpedes savings are relatively lower than those of BRI Britama savings. In addition, the amount of the initial deposit and settling balance is also lower. The following are the general details of the BRI Britama savings account: Initial deposit: Rp 100,000 Subsequent deposit: Rp 10,000 Bank BRI administration fee: Rp 5,500 For the requirements for opening a BRI savings account, both Simpedes and Britama, the customer must be at least 17 years old.

# 2.4.4 Promotion

In this activity, each bank tries to promote all its products and services, either directly or indirectly. The purpose of bank promotion is to introduce the bank to customers in the form of products and services offered. Personal Selling Promotions that are generally carried out by Bank Rakyat Indonesia, namely personal selling, are also carried out by recruiting salesmen and salesgirls, namely AFO (Associate Funding Officer) to conduct door to door sales.

This promotional activity was carried out through Goes to School to market the BritAma Kids product, formerly known as BritAma Junio, to make acquisitions to government and private institutions, to MSMEs and small industries, and to universities and made presentations by inviting BRIlink agent customers to promote BRI Savings products. who have gone through prior education. In addition, specifically, cross selling is carried out by Customer Service (CS) officers, to market other banking products to existing customers.

#### 2.4.5 People

BRI conducts evaluations to improve employee performance every month. and reported directly when the morning prayer is carried out. One of the important keys to maintain the quality of BRI's performance is to provide continuous training and education for employees. BRI has provided facilities for improving the quality of human resources through various education and training facilities at BRI Corporate University, competency-based training programs, E-Learning, and every 3 months, 32 Product Knowledge Tests are held to refresh knowledge about BRI products. A company with a good work environment is internally weak so tends not to be able to produce innovative products to outperform their competitors. Employees are a component important in the process of achieving the mission and business vision. Employees must meet performance criteria set by the organization to ensure the quality of their work.

# 2.4.6 Physical Evidence

Bank Rakyat Indonesia at this point of the marketing mix refers more to employees who are directly involved in customer service. Employees who were sent wore neat clothes and a sign or name tag which is a vital business card to expand the network of identification so that the professionalism of BRI employees is not doubted and prospective customers feel respected by the professionalism of BRI employees. In addition, the web page owned by BRI provides important sources of information such as savings and loan information, as well as up-to-date currency rates that can be accessed via a web browser and the BRI e-form service where customers can perform banking transactions from a computer or cellphone. The customer then just comes to the bank officer without having to queue at the banking hall.

### 2.4.7 Process

Process is a very important thing in banking whose activities are in the service sector. With a lot of bank competition today, people choosing a service will make decisions where the service has convenience and speed in service. The application process is determined so that customers get satisfaction with the service, therefore each service process on the frontliner is determined by the standard of service time. The standardization of service processes at tellers is divided into three, namely cash deposits without a passbook, cash deposits with a passbook, and cash withdrawals. When a teller makes a cash deposit transaction without a standard passbook, the maximum time given is 40 seconds, whereas if using a passbook the maximum time to make a cash deposit is a maximum of 45 seconds, for standard cash withdrawals the maximum time given is 60 seconds.

Every teller transaction must not exceed the predetermined time limit, if that happens, the teller will be included in the employee complaint. In standard customer service, the maximum time given is 20 minutes for the process of opening a BRI savings account, while for the standard account closing process, the maximum time given is 5 minutes starting from the customer confirming the closing of a BRI savings account. Standard time is also determined on customer queues at banking halls and ATMs. Customer queues at the banking hall, the standard queue time given is a minimum of five minutes and a maximum of 15 minutes. The time standard specified in the banking hall and ATM customer queues aims to make customers feel comfortable in transaction.

# 2.5 Procedure for Opening Savings, Current Accounts, Deposits

### 1. Savings

Savings are deposits that can be withdrawn at any time and can only be made under certain conditions agreed, but cannot be withdrawn by cheque, bilyet giro, and instruments other equivalent to it.

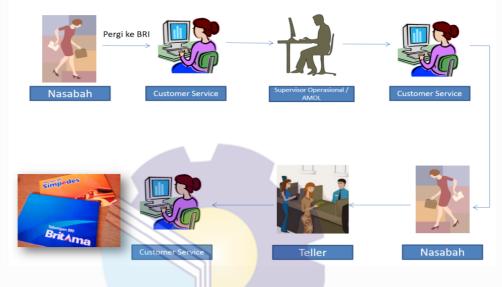


Figure 2.5 Procedure for Opening Savings, Source : Processed data 2022

Savings Account opening process:

- a. The customer comes to the bank with the following documents: required, such as Identity Card (KTP) and Mandatory Identification Number Tax (NPWP). The customer will be given directions by the bank security to: take the customer service queue number.
- b. When the queue number is called, the customer will approach the customer's desk service and will then be given an account opening application form. While the customer fills out the form, CS will input the customer's personal data.
- c. CS will check the suitability of personal data between the forms that have been submitted filled with the customer's original personal data documents. Then CS will create a new savings account for customers according to the

type desired savings and ask the customer to sign the form AR and passbook.

- d. After that CS will provide an account opening application form and customer's personal data to Supervisor or AMOL to check the completeness of the form and activate the customer's account on BDS (Branch Delivery System).
- e. Supervisor or AMOL will sign the application form and book savings as a checker or signer.
- f. CS will direct customers to make initial deposits via tellers.
- g. After making the initial deposit, the customer will return to the CS table to take a savings book.
- 2. Current Account

Current accounts are deposits that can be withdrawn at any time by using cheque, bilyet giro, payment order means others, or by book-entry

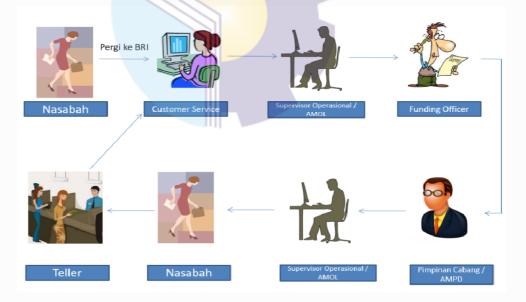


Figure 2.6 Procedure for Opening Current Accounts Source : Processed data 2022

The process of opening a checking account:

a. The customer comes to the bank and will be given instructions by the bank security guard to take the customer service queue number. The customer brings a letter application that has been made by the customer company (if an individual, the customer will fill in the application letter given by CS).

- b. CS will provide an account opening application form, capital form SG-03 (condition of checking account opening agreement), as well as sample card signature.
- c. The customer will submit the required documents in the form of: Photocopy of the deed of founder along with all the deed of amendment, Photocopy Trade Business License (SIUP), Photocopy of Registration Certificate Company (TDP), Photocopy of Taxpayer Identification Number (NPWP), Photocopy of KTP of the administrator, power of attorney and power of attorney (KIM or KITAS for ) Foreigner), Original certificate of current company domicile (full address and telephone number), a power of attorney with a stamp of appointment given the authority to find out account balance information and take copy of bank statement and or photocopy of proof of bookkeeping transactions if the retrieval of these documents is authorized to another person, References issued by other third party banks (Individual : Giro IDR 1000; Current Account US\$ 1000, Company : Demand Deposit Rp 2000; Forex Current Account US\$ 2000) is deposited after the application for opening a checking account obtain approval from Bank BRI. The previous whole document has been checked by the FO.
- d. CS will check the suitability of filling out the documents filled out by the customer. After that, CS will give the documents to Supervisor or AMOL to check the completeness of the documents again. When it is complete, the FO officer will conduct a survey to the customer.
- e. FO will provide survey results to AMPD or Branch Managers for decision making whether the application for opening a checking account is accepted or not.
- f. If rejected, CS will notify the customer that the application submitted was rejected. If accepted, CS will notify the customer that the application submitted is accepted. Then CS will input the data and print the book as

well check the customer's bilyet giro. CS will direct customers to make an initial deposit through a teller. After making the initial deposit the customer will return to the CS desk to take the passbook, check or bilyet giro or form SG-05 is not given automatically at the time checking account opened but awarded based on activity assessment and transaction volume on checking accounts.

3. Deposit

Deposits are deposits whose withdrawals can only be made on a certain time based on the agreement of the depositing customer with the bank.

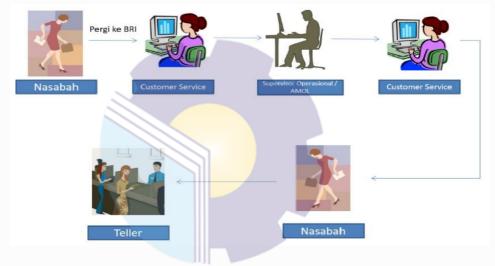


Figure 2.7 Procedure for Opening Deposits Source : Processed data 2022

Deposit opening process:

- a. The customer comes to the bank and will be given directions by the bank security guard to take the customer service queue number.
- b. CS will inform the customer about the terms and conditions for opening a deposit according to the account opening application form and provide an account opening application form to be filled out by the customer.
- c. As long as the customer fills out the form, CS will complete the data filling CIF customers, especially in the miscellaneous BI code at SDN, among others information about the third party class, relationship with the bank, location, country and others

- d. After the form is filled in by the customer, CS will check the completeness filling out and will adjust the customer's personal data with the identity card, the original customer and the terms and conditions that apply.
- e. CS will provide all account opening documents to Supervisor or AMOL for account activation at Branch Delivery Systems (BDS).
- f. Supervisor or AMOL will sign the application form as a checker or signer. Then hand over the account opening documents to CS. If the account opening does not match the application form, it must be rejected for reprocessing.
- g. CS will return the customer's original proof of identity and will direct customers to make teller deposits.
- h. Deposits made will be recorded by the teller in the account customer's deposit.
- i. The teller will hand over the second sheet of the deposit slip to the customer for proof when taking the deposit slip and keeping the first sheet for AATR teller attachments.

### 2.6 Deposit, Withdrawal and Closing Procedures for Savings, Current Accounts, Deposits

1. Savings deposit procedure

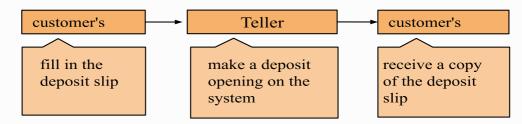
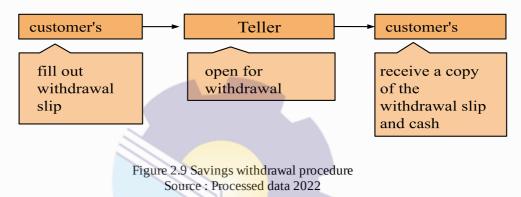


Figure 2.8 Savings deposit procedure Source : Processed data 2022

a. The customer comes to the bank and will be given directions by the bank security to take the teller queue number.

- b. The customer will fill in the deposit slip. Deposits can be made with or without a passbook. Deposit process can be done by: cash, book transfer, deposit from clearing proceeds and deposit from collection proceeds.
- c. The teller will do the bookkeeping of the deposit on the system and print transactions in the savings book. For deposits without a passbook, transaction data will be printed when the saver makes the next transaction using a passbook.
- 2. Savings withdrawal procedure



- a. The customer comes to the bank and will be given instructions by the bank security guard to take the teller queue number.
- b. The customer will fill in the withdrawal slip. Withdrawals can only be made by bringing a passbook and carrying an original identity card.
   Process Withdrawals can be made by: cash (via ATM or teller), transfer of books manually or automatically according to applicable regulations.
- c. The teller will book the withdrawal on the system and print transactions in the savings book. For deposits without a passbook, data the transaction will be printed when the saver makes the next transaction using a savings book.
- d. After that the teller will provide a copy of the withdrawal slip and cash accordingly as stated on the withdrawal slip.

3. Savings closing procedure

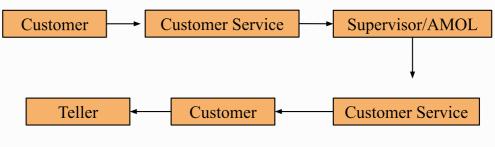


Figure 2.10 Savings closing procedure Source : Processed data 2022

- a. The customer fills out an application for closing a savings account and provides customer service.
- b. Customer service provides all account closing documents to supervisor or AMOL.
- c. If approved by the supervisor or AMOL, the customer comes to the teller with a withdrawal slip.
- d. The customer comes to the teller to withdraw all the remaining money after deducting the account closing fee.
- e. Teller records using Trx code 2401 closing cash savings, validate withdrawal receipts and keep books savings
- 4. Withdrawal and closing of deposits

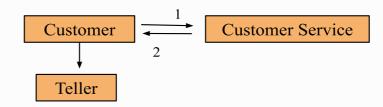


Figure 2.11 Withdrawal and closing of deposits Source : Processed data 2022

- a. The customer comes to the customer service with the original ID card and deposit slip.
- b. Customer service takes the customer's deposit file and matches it.
- c. Customer service sign as maker on deposit slip.

- d. The customer comes to the teller to withdraw the deposit, after it is disbursed automatic account closing.
- 5. Current account closing procedure

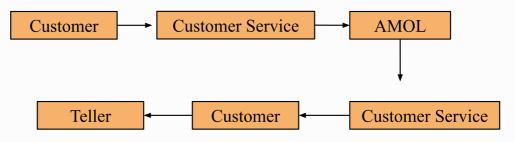


Figure 2.12 Current account closing procedure Source : Processed data 2022

- a. The customer comes to CS with a request for account closure.
- b. CS will direct the customer to fill in the account closing form current account and a statement that there are no more checks or bilyet giro in circulation.
- c. CS will provide these documents to AMOL for verification. AMOL will also check the serial number of the check or bilyet giro must be returned.
- d. Customer service prints the last checking account.
- e. Leave one check sheet to collect the last balance, refund remaining balance in cash can be done by cashing a check through tellers.

### 2.7 Document Used for Activity

In the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

1. Account Opening Form and Change of Individual Customer Data (AR-01)

	RUF CETAK DAN BERI TANDA (🗸) PADA KOTAK PI	LIHAN YANG SESUAL	
	rekening sebelumnya di BRI ? Ya Tidak	Nomor Rekening BRI	
Jenis Transaksi Nasaba	h Baru Perubah		
DATA DIRI		DATA KEUANGAN	
Kewarganegaraan	WNI WNA Negara	Tujuan Pembuatan Rekening	/ Menabung Investasi
Jenis Identitas Utama	KTP Paspor Lainnya		Transaksi Lainnya Gaji Usaha Dana Bant
Nomor Identitas		Sumber Dana	Gaji Usaha Dana Bant Orang Tua Lainnya
	Tgl. Terbit 14:05:022 Tgl. Kedaluwarsa 14:05:029	Pekerjaan Lainnya	chang too
Jenis Identitas Pelengkap	KITAS KITAP KIA Lainnya	Penghasilan Nasabah per Bulan	Rp 5.000.000
Nomor Identitas	01 XX Identific percention	Transaksi Normal Harian	/ s/d Rp10 Juta
Nama Sesuai Identitas	Tgl. Terbit DT Tgl. Kedaluwarsa		> Rp10 Juta ≤ Rp 50 Juta
Alamat Sesuai Identitas			> Rp 50 Juta s Rp 100 Juta
- and server reservers			> Rp 100 Juta ≤ Rp. 1 Milyar
	RT 01 RW 15 Kode Pos 28781		> Rp 1 Milyar
Tempat Lahir	Panykalan H Tanggal Lahir 19:05:98	PRODUK YANG DIPI	IH
Jenis Kelamin	Wanita Pria		
Golongan Nasabah	Z Penduduk Non Penduduk	Produk yang Dipilih	
Pendidikan Terakhir	SD Diploma S3		Rupiah Valas Mata Uang Valas
	SMP S1 Tidak Sekolah	Kepemilikan Rekening	Ya Tidak . Bukti Kepemilikan
			The state of the second st
Agama Status Pernikahan	ÌSlAM ∠Lajang Kawin Janda/Duda		Tempat Usaha
Nama Gadis ibu Kandun			Alamat Domisili
Nomor NPWP	-	Keterangan	
	Z Belum Memiliki NPWP Bukan Subjek Pajak	REKENING GIRO	
Informasi Kontak	Telepon 0873 -		
	Handphone -	Penyampaian Rekening Koran Giro	Diambil Sendiri Dikirim ke Emall
	Email -	Ait	amat emon
Jenis Media Sosial	-	REKENING DEPOSIT	ο
Jenis Media Sosial	Nama Akun/Email -	Jangka Waktu	Hari Bulan
Jenis Media Sosiai	Nama Akun/Email	Pembayaran Bunga	Menambah Pokok
Alamat Domisili		and a standard stan	Dibayarkan ke Rekening
	RT RW Kode Pos	No. Rekening Pembayaran Bung	a
Hobi		No. Rekening Pembayaran Poko	k j
		Perpanjangan Deposito	Diperpanjang Otomatis
DATA PEKERJA	AN		Tidak Perpanjang Otomatis
Tipe Pekerjaan	ASN Wiraswasta TNI/POLRI		
	Peg. BUMN Peg. Swasta Profesional	PERSETUJUAN PENA	
Bidang Usaha/Pekerjaa		Memberikan kuasa pada menggunakan data nasa penawaran produk dan/atau jas dan Grup Usaha BRI.	Bank untuk Setuju Tidak Se Ibah dalam Setuju Tidak Se
Jabatan	Lama Bekerja	penawaran produk dan/atau jas dan Grup Usaha BRI.	a dari Bank BRI
Nama Kantor/Tempat	A REAL PROPERTY OF THE REAL PROPERTY AND		
Alamat Kantor/Tempat		Memberikan kuasa pada menggunakan data nasa penawaran produk dan/atau j ketiga yang bekerjasama dengan b	asa dari pihak Rei
	RT RW Kode Pos	Berikan tanda apabila nasaba mendapatkan SMS dan Email transaksi mulai dari Rp.500.00 riburupiah) padarekening nasabah.	notifikasi atas SMS dan Email Notifika 0 (lima ratus
	Sesuai Identitas Sesuai Domisili	ribu rupiah) pada rekening nasabah.	

Figure 2.13 Individual Account Opening Form Source : Processed data 2022

2. Application for Addition, Amendment, Deletion of Individual Account Facilities (FR-01)



Figure 2.14 Application for Addition, Amendment, Deletion of Individual Account Facilities Source : Processed data 2022

3. Stored AR Brimen Bundle Labeling



Figure 2.15 Stored AR Brimen Bundle Labeling Source : Processed data 2022

4. Labeling Brimen AR Saves

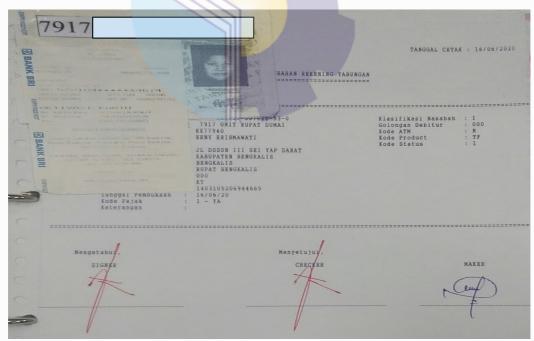


Figure 2.16 Labeling Brimen AR Saves Source : Processed data 2022

### 5. Brimen Transaction Teller



Figure 2.17 Brimen Transaction Teller Source : Processed data 2022

6. Labeling Brimen Transaction Teller



Figure 2.18 Labeling Brimen Transaction Teller Source : Processed data 2022 7. Labeling Brimen AR Loan Bundle



Figure 2.19 Brimen AR Loan Bundle Source : Processed data 2022

8. Address labeling Brimen AR Loans

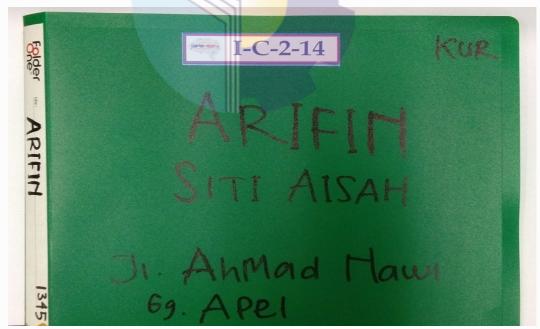


Figure 2.20 Address labeling Brimen AR Loans Source : Processed data 2022

### 9. Sorting, Money Charging



Figure 2.21 Sorting, Money Charging Source : Processed data 2022

10. Stamping the Savings Book

		Tabungan BRI Simpedes		
Kanto	BANK BRI :	Wnit Rupat		
Nama Alamat	kening : Pengenal KTP :	Tanggal : No. Seri : 15045827		
NK RAKTA	/ //	RSERO) Tbk.		
	PERHATIAN 1. Pericatah saloo tabungan Anda sebelum meninggalkan Ban talam harap lapor kapada yang bernajib. Penninan tuai yang diwalkiban Janat diampini dengan t dentita wai penabang den hanya dapat diakatam di Karto- bela wai noorisim tunai, canabang haru menunjukkan luk	Gurat Kuasa dan KTP/ BANK BRI asal (Unit Kerja		
a si	identita diri lainnya yang masih berlaku. Bank dibebaskan dari segala kenglain dan tuntutan yang ti pemalsuan dan atau penyelahgunaan atas Buku Tabungan ini tenabung tidak dibenarkan untuk menyempan Buku Tabungan	mbul karena kehilangan/ nnya pada Bank.		
СОЛТАСТ <b>BRI 14</b> ЛР-01-2021	017 / 1500017   www.bri.co.id     N	BANK BRI 9 @promo_BRI Io. Seri : 15045827	-	

Figure 2.22 Stamping the Savings Book Source : Processed data 2022

### 11. Savings Book Register

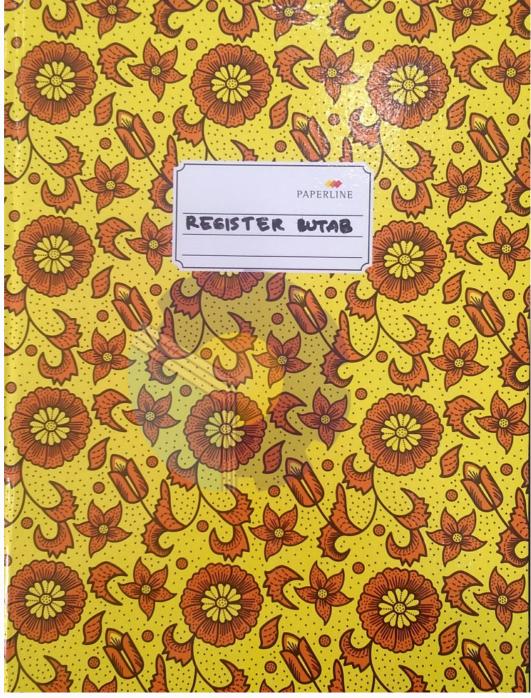


Figure 2.23 Savings Book Register Source : Processed data 2022

# 12. Register Kartu ATM

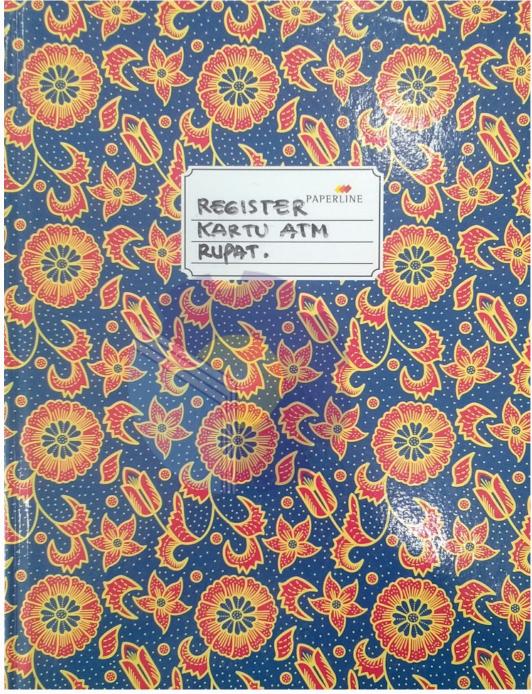
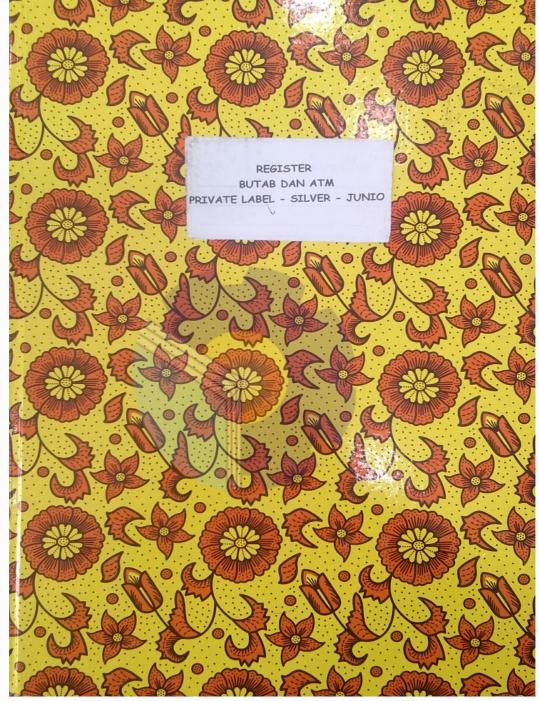


Figure 2.24 Register Kartu ATM Source : Processed data 2022



### 13. Register for Savings Books and ATM Cards

Figure 2.25 Register for Savings Books and ATM Cards Source : Processed data 2022

14. File Loan Register

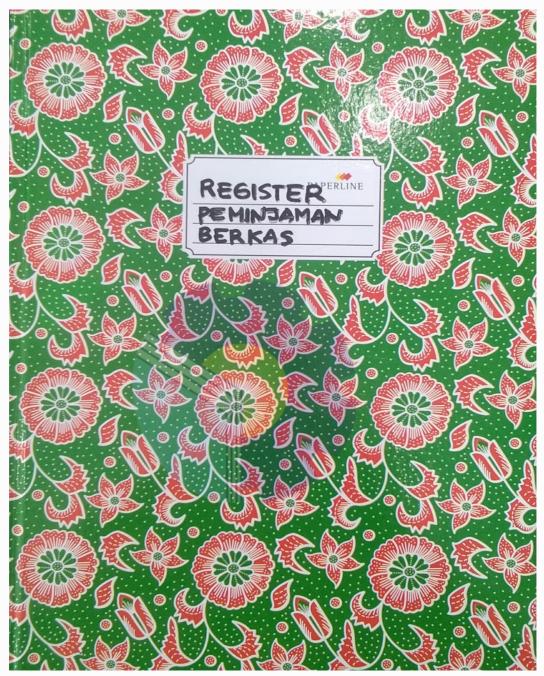


Figure 2.26 Brimen AR Loan Register Source : Processed data 2022

15. Register SKPP



Figure 2.27 Register S.K.P.P Source : Processed data 2022

#### 16. Warning letter



#### PT. BANK RAKYAT INDONESIA (PERSERO) TBK, CABANG DUMAI UNIT RUPAT JL. DUSUN II PANGKALAN NYIRIH - RUPAT Telp/HP. 082284533181 Kode Pos 28781

Dumai, 24 Mei 2021

Kepada Yth, Bapak Ismail JI Sultan Syarfi Kasim Desa Teluk Lecah Rupat

No : 115/MKR/ADK/V/2021 Hal : <u>Tunggakan Pinjaman</u>

#### SURAT PERINGATAN I

Dengan ini kami beritahukan kepada Bapak bahwa :

Sesuai dengan Surat Pengakuan Hutang (SPH) yang telah bapak tanda tangani di Bank Rakyat Indonesia Unit Rupat pada tanggal 23 Januari 2020. Besarnya kewajiban tunggakan pinjaman sampai dengan saat ini sebesar :

 -Pokok		2.522.631-
-Bunga	: Rp.	198.000,-
-Jumlah	: Rp.	2.720.631,-

( Dua Juta Tujuh Ratus Dua Puluh Ribu Enam Ratus Tiga Puluh Satu Rupiah )

 Oleh karena itu, diminta agar Bapak dapat menyelesaikan tunggakan tersebut selambat-lambatnya :

 Hari / Tanggal
 : Senin, 31 Mei 2021

 Jam
 : 09.00 Wib s/d 11.00 Wib

Demikian surat ini kami sampaikan jika kewajiban yang dimaksud diatas tidak dibayar, pihak Bank BRI akan melakukan tindakan sesuai yang berlaku.

PT. BANK RAKYAT INDONESIA (Persero) Tbk KANTOR UN RUPAT DU Prem Oka Fery Ka.Unit

<u>Tindasan :</u> 1. Kantor BRI Cabang Dumai 2. Arsip

> Figure 2.28 Warning letter Source : Processed data 2022

### 17. Customer Visit Form

#### PT. BANK RAKYAT INDONESIA (PERSERO) Tbk CABANG : DUMAI UNIT : RUPAT

# FORMULIR KUNJUNGAN KEPADA NASABAH PENUNGGAK

IDENTITAS N/	ASABAH				
a. No Rekening			: 7917-		
b. Nama			: igmail		
c. Alamat			: 71-cuder		
d. No Hp			· 71 cuall	maar	
DATA PINJAM	AN NASA	BAH	•		
a. Besarnya Plaf			· Dn Da		
b. Jenis dan TH			: 20 250	00000	
c. Kondisi Pinja	C				
e. Ronaisi i inja	man				
Vata	KUNJUNGAN KE				
Keterangaan	1	2	3	4	5
Sisa Pinjaman					
Sisa Tunggakar		2.770.631			
Pokok		2.522 (33)			
Bunga		48.000			
Kolektibilitas					
KUNJUNGAN					
N	Transl	Dantamu Danaa	Janji	Bayar	Pembayar
No	Tanggal	Bertemu Dengar	Tanggal	Besarnya	Tembaya

III.

I.

II.

IV.

1.

	T 1	De tem Demos	Janji I	Bayar	Pembayaran	Ttd	Ttd
No	Tanggal	Bertemu Dengan	Tanggal	Besarnya	rembayaran	Nasabah	Mantri
1	24/9-2021	Istri ymp	-		-	2td	Ac
				P			L
		11 11					

#### KETERANGAN KUNJUNGAN

(Tentang: Sumber Pembayaran, keadaan agunan,/usaha dan kesimpulan/u

Kunjungan Murkunut Kiterangan 15tri Ymp, pinjanan dipakai oleh Saudara Jmp. ya tinggal di digan sumark, tapi jamin an Milik Ymp condici, dan jum bayaran pinjaman di bayar leh zaudara ym .....

> Figure 2.29 Customer Visit Form Source : Processed data 2022

Model 152-Kupedes

### 18. Account Transfer Accountability Report to Blacklist

BANK RAKYAT INDONESIA(Persero) Tbk. Dumai Unit Rupat

Pada hari ini tanggal juni 2022 telah kami pindah bukukan Kur ke Daftar Hitam :

	Nama Nomor Rekening Tgl.realisasi Pokok Pinjaman Jangka Waktu Pinjaman Tgl.Jatuh Tempo Pemutus : - Nama - Jabatan	: Abdul Rauf : 7917-01-00 : 24/09/2018 : Rp 6.395.722 : 30 : 24/02/2021 : Jones Adi suratman : Ka. Unit
	Tgl.Pemindahan bukuan Nomor transaksi Jumlah	: Juni 2022 :
3.	Agunan - Jenis barang agunan - THLS - Nilai Pasar sekarang	: Surat Tanah : Sporadik No. 05/SPRD-TMD-2018 : :
2.	Berkas Pinjaman	: Lengkap
3.	Langkah-langkah yang su	ah di tempuh : - melakukan pen <mark>agihan de</mark> ngan model 152
4.	Rencana Tindak lanjut	: -mengadakan pembinaan serta penagihan secara rutin
	emikian laporan pertnggung magihannya sampai lunas.	jawaban ini kami buat dan akan kami upayakan
	Ba	Dumai 15 juni 2022 k Rakyat Indonesia (Persero) Tbk. Unit Rupat
I	<u>Yosfi Enofa</u> 2gs.Pimpinan Cabang	Safrudin AMPM Jones Adi Suratman Ka Unit CS

Figure 2.30 Blacklist Book Entry Report Source : Processed data 2022

### 19. Maintenance Cif

#### Page 1 of 2

MAINTENANCE DATA CIF KQV150 NAMA SESUAI ID	: KAMSIAH	FORM DATA PRIBADI JENIS IDENTITAS	: кт
NAMA LENCKAR	. WANCTALL	NOMOR IDENTITAS	05/06/2024
NAMA LENGKAP	: KAMSIAH	TANGGAL ID DITERBITKAN	: 05/06/2021
		TANGGAL ID KADALUARSA	: 05/06/2099
JENIS KELAMIN	: WANITA	PENDIDIKAN TERAKHIR	: ZZ LAINNYA
KEWARGANEGARAAN	: WNI	AGAMA	: KAT KATOLIK
TEMPAT DAN TANGGAL LAHIR	: BENGKALIS, 17/08/1992	STATUS PERKAWINAN	: K KAWIN
NAMA GADIS IBU KANDUNG	: TIMAH	HOBI	: Jalan-jalan
DATA PERPAJAKAN			
WAJIB PAJAK INDONESIA	: YA		
WAJIB PAJAK AS	:	WAJIB PAJAK ASING (SELAIN AS)	:
NO TIN (AS)	:	NEGARA	:
LAHIR DI AS	:	NO TIN ASING	:
ALAMAT		ALAMAT DOMISILI	
KODE POS	: 28781	KODE POS	: 28781
ALAMAT IDENTITAS	: JL KERAMAT BATU PANJANG	ALAMAT DOMISILI	: JL KERAMAT BATU PANJANG
RT/RW	: 5/5	RT/RW	: 5/5
KELURAHAN/DESA	: DS/KEL LAINNYA	KELURAHAN/DESA	: DS/KEL LAINNYA
KECAMATAN	: RUPAT	KECAMATAN	: RUPAT
KOTA/KABUPATEN	: BENGKALIS KAB.	KOTA/KABUPATEN	: BENGKALIS KAB.
PROVINSI	: RIAU	PROVINSI	: RIAU
TELEPON	:	HANDPHONE	: 085265865863
		EMAIL	:
DATA PEKERJAAN		DATA KEUANGAN	
JENIS PEKERJAAN	: ZZZZZ LAINNYA	PENGHASILAN PERBULAN	:
NAMA KANTOR	: KANTOR	TRANSAKSI NORMAL HARIAN	
BIDANG PEKERJAAN	: KANTOR	SUMBER UTAMA	
JABATAN	1	SONDER OTATIA	
LAMA BEKERJA	: 10 TAHUN 03 BULAN	NPWP NASABAH	:
DAMA DEREIGA	. 10 14101 05 50241	REKENING BANK LAIN	•
KODE POS	: 28781	NAMA BANK	:
ALAMAT KANTOR	: JL KERAMAT BATU PANJANG	JENIS	
ALAMAT KANTOR	: JE KERAMAT BATO PANJANG	NAMA BANK	
RT/RW	: 15/03	JENIS	
		JENIS	
KELURAHAN / DESA	: BATU PANJANG		
KECAMATAN	: RUPAT	KARTU KREDIT BANK LAIN	
KOTA/KABUPATEN	: BENGKALIS	PENERBIT	:
PROVINSI	: RIAU	TIPE KARTU	:
TELEPON		PENERBIT	:
FAKSIMILI		TIPE KARTU	:
ALAMAT SURAT		MEMPUNYAI KARTU KREDIT BRI	-
PENYELENGGARA NEGARA	: N	KELUARGA PENYELENGGARA NGR	: N
FATCA			
LAHIR/WARGA NEGARA AMERIKA	:	MEMILIKI GREEN CARD	1
PERNAH TINGGAL DI > 31	:	WAJIB PAJAK AMERIKA	:
NOMOR TIN			
JENIS DOKUMEN YANG HRS DIISI	:		
BERSEDIA DI LAPORKAN			

 $http://express f5.bri.co.id/BWS\_FP\_2/formless/printAR01MaintenanceEktp.action$ 

20/06/2022

Figure 2.31 Maintenance Cif Source : Processed data 2022

### 20. SLIK

Informasi diberikan berdasarkan laporan yang dikimkan oleh pelapor ke dalam Sistem Layanan Informasi       Namar       Namar <th>lar Debitur</th>	lar Debitur
Nama     Jania Kalamin     33780141/0E001010       No. identitas     NPMP     Tempat Lahir     Tanggal Lahir     Tanggal Lahir       Data Pokok Debitur     Tanggal Lahir     Tanggal Lahir     14 Juni 2022       Data Pokok Debitur     Jania Kelamin / NPMP     Tempat Lahir     Pelapor / Tanggal Update       Nama Sesual identitas     Identitas     Jania Kelamin / NPMP     Tempat / Tgl Lahir     Pelapor / Tanggal Update       Mama Sesual identitas     Identitas     Jania Kelamin / NPMP     Tempat / Tgl Lahir     Pelapor / Tanggal Update       Mama K     NK/     LANI - LANI /     PMNGKALAN NYIRIH /     PT Bank Rakyal Indonesia (Persero) Tbk /       Janiat     Kelurahan     Kacamatan     Kabupaten / Kota     Kode Pos     Negara       Jul USUN I SEI YAP TENGAH PINKKALINI NYIRIH     PINGKALAN NYIRIH     RUPAT     Kab. Bengkalis     28781     Indonesia       Pikerjaan     Tempat Bekerja     Bidang Usaha     28781     Indonesia       Wiraswasta     KEBUN KAPET     Pinkebunan Karet dan Penghasil Getah Lain     Tanga Getah Lain <th>lar Debitur</th>	lar Debitur
Non     Jama Katamin     Postil Data Terakhir       No. Identitas     NPWP     Tempat Lahir     Tanggal Lahir     Postil Data Terakhir       14. Juli 2022     Tanggal Lahir     14. Juli 2022    Data Pokok Debitur        Paras Beauti Identitas     Jenis Katemin / NPWP     Tempat / Tgi Lahir     Pelagor / Tanggal Update       M TAYEB     NK/     Jenis Katemin / NPWP     Tempat / Tgi Lahir     Pelagor / Tanggal Update       M TAYEB     NK/     LANI-LAKI /     PostoKLAN NYITEH /     Pf Bank Taksyat Indonesia (Persero) Tbk /       Juli XJN I SEI YAP TENGAH PANGKALAN NYITEH     Kelurahan     Kecamatan     Kabupaten / Kota     Kode Pos     Negara       J. DUSUN I SEI YAP TENGAH PANGKALAN NYITEH     Tempat Bekerjia     Bidang Uaha     Status Ge       Wirsewasta     KEBLIN KARET     Parkebunan Karet dan Penghasil Getah Lain     Tanga Ge	lar Debitur
Tempeti Servicitaan 15.Juni 2022       Data Pokok Debitur       Nama Sesual Identitas     Identitas     Jenis Kalamin / NPMP     Tempet / Tgl Lahr     Pelapor / Tanggel Update       Marxet     NK/     LAVA-LAVA /     PANGKALAN NYIRH /     PT Bank Nabyat Indonesia (Persent) Tbk /     22 Juni 1952     09 Mei 2019       Alamat     Kelurahan     Kacamatan     Kabupaten / Kota     Kode Pos     Negara       J. DUSUN SET VAP TENGAH PANGKALAN NYIRH     PMRGKUAN NYIRH     RUPAT     Kabupaten / Kota     Kode Pos     Negara       Pekerjaan     Tempat Bekerja     Bidang Usaha     Status Go       Wirsewatte     KEBLIN KAPET     Perkebunan Karet dan Penghasil Getah Lain     Tanpa Ge	lar Debitur
15 Juni 2022       Data Pokok. Debitur       Nama Gesuai Identitas     Identitas     Janis Kilasmin / NPWP     Tempet / Tgl Lahr     Pelapor / Tamggel Update       M TAVEB     NK/     LAR-LARI /     PNACKLAN NM/RH /     PT Bank Rakyat Indonesia (Persero) Tbk /       Alamat     Kelurahan     Kecamitan     Kabupaten / Kota     Kode Pos     Negara       J. DUSUNI SEJ YAP TENGAH PANGKALAN NM/RH     PMPAK AlaN MIRH     RUPAT     Kaba Bengkatis     28781     Indonesia       Pikerjan     Tempat Biderja     Bidang Usaha     Edang Usaha     Edang Gestah     Edang Usaha     Edang Gestah	lar Debitur
Nama Sesual Identitas         Identitas         Jenis Kalamin / NPWP         Tempat / Tgl Lahr         Pelapor / Tanggal Update           M TAYEB         NIK /         LARI-LARI /         PNKKALAN NYIRH /         PT         Bank Rakyat Indonesia (Persero) Tak /           Alamat         Kelurahan         Keeamatan         Kabupaten / Kabu         Kode Pos         Negara           JL DUSUN I SEI YAP TENGAH PANGKALAN NYIRH         PANGKALAN NYIRH         RUPAT         Kab. Bengkalis         28781         Indonesia           Pekerjaan         Tempat Bekerja         Bidang Usaha         Status Ge           Wirsewasta         KEBUN KARET         Perkebunan Karet dan Penghasil Getah Lain         Tanga Getah Lain <td>lar Debitur</td>	lar Debitur
M TAYEB NK/ LARG-LARG / PANCKALAN NYRH/ PT Bank Rakyat Indonesia (Persero) Tok / 22 Juni 1952 00 Mel 2019 Alamat Kalurahan Kacamatan Kabupaten / Kota Kode Pos Negara JL DUSUN I SEI YAP TENGAH PANCKALAN NYRH PANCKALAN NYRH RUPAT Kab. Bengkalis 28781 Indonesia Pekerjaan Tempat Bekerja Bidang Usaha Satus Ge Wiraswasta KEBUN KAPET Perkebunan Karet dan Penghasil Getah Lain Tanpa Ge	lar Debitur
22 Juni 1952         09 Mei 2019           Alamat         Kelurahan         Kecamatan         Kabupaten / Kota         Kode Pos         Negara           JL, DUSUN 1951 YAP TENGAH PANGKALAN NYIRIH         PANGKALAN NYIRIH         RUPAT         Kabupaten / Kab         Bengkalis         28781         Indonesis           Pekerjaan         Tempat Bekerja         Bidang Usaha         Bidang Usaha         Bidang Usaha         Bidang Getah Lain         Tanpa Ge	lar Debitur
L DUSUN I SE) YAP TENGAH PANGKAUN MYIRIH PANGKAUN MYIRIH PUPAT Kab. Bengkalis 28781 Indonesis Pekerjaan Tempat Bekerja Bidang Usaha Status Ge Wiraswasta KEBUN KARET Perkebunan Karet dan Penghasil Getah Lain Tanpa Ge	lar Debitur
Pekerjaan Tempat Bekerja Bidang Usaha Status Ge Wiraswasta KEBLIN KAPET Perkebunan Karet dan Penghasil Getah Lain Tanpa Ge	lar Debitur
Wiraswasta KEEUN K4PET Perkebunan Karet dan Penghasil Getah Lain Tanpa Ge	
	lar
Ringkasan Fasilitas	
Facilitas	alitas Terbur
(datam IDK) (datam IDK) (datam IDK) (datam IDK) (datam IDK)	/ Bulan Data 1 / April 2019
Platon Efektif         25.000.000,00         0,00         0,00         0,00         25.000.000,00           Baki Debat         0,00         0,00         0,00         0,00         0,00         0,00	7 April 2015
Jumlah Kreditur Bank Umum 1 BPR / BPRS Lembaga Pemblayaan	Lainnya
Pelapor Cableg Baki Debet Tanggal Update 002 - PT Bank Rakyat Indonesia (Persero) Tok BRI KC DUMA-S KASIM Rp 0,00 09 Mei 2019	
Jun 20 Jul 20 Agt 20 Sep 20 Okt 20 Nov 20 Des 20 Jan 21 Feb 21 Mar 21 Apr	21 M
Kualitas / Jumlah	
Hari Tunggakan Jun 21 Jul 21 Agt 21 Sep 2 <mark>1 Okt</mark> 21 Nov 21 Des 21 Jan 22 Feb 22 Mar 22 Apr	22 M
No Rekening 791701000998104 Kusilfas 1 - Lancar	
No resening 191701000995104 Naaras 1- Laincei Sifat Kredz/Pemblayaan Lainnya Jumlah Hari Tunggakan 0	
Jenis Kredit/Pemblayaan Kredit atau Pemblayaan yang Diserikan Nilai Proyek Rp 25.000.000,00	
Akad Kredit/Pemblayaan Konvensional Plafon Awal Rp 25.000.000,00	
Akad Kredit/Pemblayaan Konvensional Platon Awal Rp 25.000.000,00	
Akad Kredit/Pemblaysan         Konvensional         Plafon Awal         Rp 25.000.000,00           Frekvensi Perpanjangan Kredit/Pemblaysan         0         Plafon         Rp 25.000.000,00	
Akad Kredit/Pemblayaan         Konvensional         Plafon Awal         Rp 25.000.000,00           Frekuensi Perpanjangan Kredit/Pemblayaan         0         Plafon         Rp 25.000.000,00           No Akad Awal         B.2/7917/5/2017         Realisasi/Pencairan Bulan Berjalan         Rp 0.00	
Akad Kredit/Pemblayaan         Konvensional         Platfon Awal         Rp 25,000,000,00           Frekuensi Perpanjangan Kredit/Pemblayaan         0         Platfon         Rp 25,000,000,00           No Akad Awal         B.2/7017/5/2017         Realisasi/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awal         05 Mei 2017         Nilai datam Mata Uang Asal         Re 10,00	
Akad Kredit/Pemblayaan         Konvensional         Platfon Awal         Rp 25.000.00,00           Frekvensl Perpanjangan Kredit/Pemblayaan         0         Platfon         Rp 25.000.00,00           No Akad Awal         8.2/1917/sf/2017         Realisasi/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awal         05 Mei 2017         Naid dalam Mata Uang Asal         Feating Sebab Macet	
Akad Kredit/Pemblayaan         Konvensional         Patron Awail         Rp 25,000,000,00           Frekuensil Perpanjangan Kredit/Pemblayaan         0         Patron         Rp 25,000,000,00           No Akad Awail         B.2/79117/5/2017         Realisasi/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         05 Mei 2017         Naila datam Mata Uang Asal	
Akad Kredit/Pemblayaan         Konvensional         Patron Awail         Rp 25,000,000,00           Frekuensi Perpanjangan Kredit/Pemblayaan         0         Patron         Rp 25,000,000,00           No Akad Awail         B.2/79117/5/2017         Realisasi/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         05 Mei 2017         Naila datam Mata Uang Asal	
Akad Kredit/Pemblayaan         Konvensional         Plafon Awail         Rp 25,000,000,00           Frekuensi Perpanjangan Kredit/Pemblayaan         0         Plafon         Rp 25,000,000,00           No Akad Awail         B.2/7917/5/2017         Realisasi/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         05 Mei 2017         Nilai datam Mata Uang Asal	
Akad Kredit/Pemblayaan         Korvensional         Platon Awal         Rp 25.000.00,00           Frekuensi Perpanjangan Kredit/Pemblayaan         0         Padon         Rp 25.000.00,00           No Akad Awal         B2/7917/5/2017         Realisai/Pencairan Bulan Berjalan         Rp 0.00           No Akad Awal         05 Mel 2017         Nali dalam Mata Uang Akal         Rp 0.00           No Akad Awal         05 Mel 2017         Selaba Macdt         Free Selaba Macdt           Tanggal Akad Ahiri         06 Mel 2017         Tanggal Macdt         Free Selaba Macdt           Tanggal Awal Kredit         05 Mel 2017         Tanggal Macdt         Free Selaba Macdt           Tanggal Awal Kredit         05 Mel 2017         Tanggal Macdt         Rp 0.00           Tanggal Jutuh Tempo         05 Mel 2017         Tanggal Abar Pekok         Rp 0.00           Tanggal Jutuh Tempo         05 Mel 2017         Tanggal Abarnat         0           Kategori Debitur         Selaba Minan at Auaranah         Denda         Rp 0.00           Kategori Debitur         Debitur UMAYDongan Penjaminan at Auaranah         Denda         Rp 0.00           Janis Penggunaan         Investasi         Prekuensi Fest/Nuturisasi         0	
Akad Kiredi/Pemblayaan         Korvensional         Platon Awail         Pp 25.000.00,00           Frekuensi Perpanjangan Kiredi/Pemblayaan         0         Platon         Realisasi/Pencairan Bulan Berjalan         Rp 25.000.00,00           No Akad Awail         0.2/1917/5/2017         Realisasi/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         0.5 Mei 2017         Beld daam Mata Lung Asal         Feature Statistic Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         0.5 Mei 2017         Beld daam Mata Lung Asal         Feature Statistic Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         0.5 Mei 2017         Tanggal Muciet         Rp 0,00         Rp 0,00           Tanggal Await Kredit         0.5 Mei 2017         Tanggal akait Awat         Rp 0,00         Rp 0,00           Tanggal Mulai         0.5 Mei 2017         Tanggal akait Awat         Rp 0,00         Rp 0,00           Kategori Debitur         Debitur LMKM/RDengan Penjaminan atau Awarani Kredit atau Penbaguan-Penjamin Tertent/Mulai         Denda         Rp 0,00           Janta Penbagunan         Kredit atan Penjaman Tertent/Mulai         Denda         Rp 0,00           Janta Penbagunan         Kredit atan Penjahan Statistic Statistic Statistic Statistic         Geator Statistic Statistic Statistic	
Akad Kredil/Pembiayaan         Korvensional         Pafon Awail         Pp 25.000.00,00           Frekvensi Perpanjangan Kredit/Pembiayaan         0         Pafon         Realisal/Pencairan Bulan Berjalan         Rp 25.000.00,00           No Akad Awail         0.5 Mei 2017         Realisal/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         0.5 Mei 2017         Realisal/Pencairan Bulan Berjalan         Rp 0,00           No Akad Akhir         0.5 Mei 2017         Realisal/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awail         0.5 Mei 2017         Tanggal Macot         F0 0,00           Tanggal Mulai         0.5 Mei 2017         Tanggal Akad Awail         Rp 0,00           Tanggal Mulai         0.5 Mei 2017         Tanggal Angakan Bungga Macot         Rp 0,00           Tanggal Mulai         0.5 Mei 2017         Tanggal Akad Awail         Rp 0,00           Tanggal Mulai         0.5 Mei 2017         Tanggal Akad Awail         Rp 0,00           Kategori Debitur         Mei/McMongan Penjamian atau Asuran         Denda         Rp 0,00           Kategori Debitur         Kredit Hamembiayaan-Penjamin Tertertur/Mixin         Denda         Rp 0,00           Janis Pengpunaan         Investaai         Prekuens Restrukturistaal Ashira         Strecibuna Kret dan Penghasil Cetah Lain	
Akad Kredil/Pembiayaan         Korvensional         Plafon Awal         Rp 25.000.00,00           Frekvensi Perpanjangan Kredit/Pembiayaan         0         Plafon         Rp 25.000.00,00           No Akad Awal         62/1971/5/2017         Realisai/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Awal         0.5 Mei 2017         Realisai/Pencairan Bulan Berjalan         Rp 0,00           No Akad Ahrai         0.5 Mei 2017         Realisai/Pencairan Bulan Berjalan         Rp 0,00           No Akad Ahrai         0.5 Mei 2017         Realisai/Pencairan Bulan Berjalan         Rp 0,00           Tanggal Akad Ahrir         0.5 Mei 2017         Tanggal Macit         Rp 0,00           Tanggal Akad Akhir         0.5 Mei 2017         Tanggal Macit         Rp 0,00           Tanggal Akad Kredit         0.5 Mei 2017         Tanggal Akad Sung Ama         Rp 0,00           Tanggal Akad Feredit         0.5 Mei 2019         Frekvensi Tunggakan Bunga         Rp 0,00           Kategori Debitur         McMX/Dengan Penjamian at/a Auran         Pe 0,00         Rp 0,00           Kategori Debitur         Kredit Hau-Pembiayaan-Penjamin Tertentu/Mikro         Pen 0,00         Rp 0,00           Janis Pengunaan         Investaai         Penjamian Atar Auran         Rp 0,00         Rp 0,00           Sektor Exonomi </td <td></td>	
Akad Kredit/Fembiayaan         Konvensional         Pafon Awail         Rp 25.000.000,00           Frekuensi Perpanjangan Kredit/Fembiayaan         0         Parlon         Rp 25.000.000,00           No Akad Awail         B.2/7917/5/2017         Realisas//Pencarian Bulan Berjalian         Rp 0.00           Tanggal Akad Awail         05 Mei 2017         Nilai daam Mata Lung Akad         RP 25.000.000,00           No Akad Awail         05 Mei 2017         Nilai daam Mata Lung Akad         RP 0.00           Tanggal Akad Awail         05 Mei 2017         Tanggal Macd         RP 0.00           Tanggal Awai Kredit         05 Mei 2017         Tanggal Macd         RP 0.00           Tanggal Awai Kredit         05 Mei 2017         Tanggal Macd         RP 0.00           Tanggal Awai Kredit         05 Mei 2017         Tanggal Macd         RP 0.00           Tanggal Awai Kredit         05 Mei 2017         Tanggal Macd         RP 0.00           Tanggal Jatuh Tempo         05 Mei 2019         Fekuensi Tunggakan         Q           Kategori Debitur         McMM2/Dengan Penjamin retentur/Mikro         Denda         Rp 0.00           Jania Penggunaan         Investaal Pembiayaan-Penjami Tertentur/Mikro         Denda         Rp 0.00           Jania Penggunaan         Investaal Pendiayaal Kated Karet dan Penghasali Cetah Lai	

Figure 2.32 Slik Source : Processed data 2022

### 21. Registering



Figure 2.33 Register Source : Processed data 2022

## 22. Brimen Input



Figure 2.34 Brimen Input Source : Processed data 2022

### 23. Customer Disbursement



Figure 2.35 Loan Customer Disbursement Source : Processed data 2022

24. BRI Simpedes Savings Winner



Figure 2.36 BRI Simpedes Savings Prize Source : Processed data 2022

## CHAPTER III SCOPE OF THE APPRENTICESHIP

#### 3.1 Job Description

Job Training is a program from the Campus for final year students so that they can understand and get used to adapting to the world of work so that students will be better prepared when they are in the world of work later. At PT.Bank Rakyat Indonesia (Persero) Tbk, Rupat Unit Office, the author is placed in the Customer Service Department. Namely carrying out service activities and administration of banking products and services to customers based on service standards with clear procedures, as long as the author does practical work at PT. Bank Rakyat Indonesia (Persero) Tbk, Rupat Unit office. Within 17 weeks the author has gained a lot of experience and knowledge, this author is given some authority and responsibility to carry out the following tasks:

- 1. Input customer data in the application for insurance for AMKKM (Micro Health Accident and Death) and Brins Rumahku savings.
- 2. Do a stamp on the passbook.
- 3. Compiling data on savings for Brimen AR and FR customers according to account numbers from lowest to highest.
- 4. Carry out the preparation of the Brimen Proof of cash report based on the date, month, and year in order.
- 5. Put a label on the stored Brimen AR.
- 6. Put a label on Brimen Cash proof
- 7. Labeling Brimen AR Loans.
- 8. Put the Brimen label on each map.
- 9. Looking for customer files needed by the Credit administration section, and those in need.
- 10. Check customer balance PIP (smart Indonesia card)
- 11. Perform maintenance input CIF (Customer Information File) which contains complete customer data.

- 12. Upload Brimen to the Brimen 2.0 application which has been labeled, and has registered the Brimen address, and the Scanning process.
- 13. Register the passbook by recording the serial number in the passbook, and the customer's account number.
- 14. Putting money tires and tidying money and sorting money that has been damaged.
- 15. Atm card register, by noting the customer's card number, and the customer's name.
- 16. Make a warning letter for receivables, for debtors who have not paid for a long time and have violated the debt agreement for a long time.
- 17. Assisting Customer Service in Kur Disbursement (People's Business Credit) providing assistance for community business capital loans.
- 18. Inputting AGF (Auto Grab Fund) automatic payment facility amounting to money from customer savings.
- 19. Create and archive the book-entry accountability report to DHN (Black List).
- 20. Archive approval letter for Claim Kur, help archive Jamkrindo.

### 3.2 Place of Apprenticeship

PT. Bank Rakyat Indonesia (Persero) Tbk, Rupat unit office. is the place chosen by the author to do practical work with a time that has been determined by the university for 17 weeks starting from March 1, 2022 until June 30, 2022. As long as the author does the Job Training at PT. Bank Rakyat Indonesia (Persero) Tbk. The author follows all the rules set by PT. Bank Rakyat Indonesia (Persero) Tbk, the implementation phase of Work Practices can be seen in table 3.1 below:

Day	Working hours	Information
	08.00 - 12.00 WIB	
Monday s.d Thursday	12.00 - 13.00 WIB	Rest
	13.00 - 17.00 WIB	
	08.00 - 11.45 WIB	
Friday	11.45 - 13.00 WIB	Rest
	13.00 - 17.00WIB	

Table 3.1 Schedule of Field Work Practices

Source: Processed Data 2022

Table 3.1 The author attends a briefing every day starting at 07.15 WITA – 08.00 WITA. This time is an effective time for the practitioner to do the Field Work Practice because at that time the practitioner has completed the VIII (eight) semester learning program.

#### 3.2.1 Work Practice Agenda

While carrying out the field work practice the author did some work. The tasks carried out while carrying out street vendors at PT Bank Rakyat Indonesia (Persero) Tbk, Rupat Unit Offices are as follows:

No	Date and Time	<b>Description and Activities</b>	Assignor
1	Tuesday 01 march 2022	<ol> <li>AMKKM data input</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Wednesday 02 march 2022	<ol> <li>AMKKM data input</li> <li>Stamping the Savings Book</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Friday 04 march 2022	<ol> <li>AMKKM Customer Data Input</li> <li>Arranging Brimen AR Loans</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
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Table 3.2 Daily Activities of march 01th, 2022 to march 04th, 2022

Source: Processed Data 2022

Table 3.2 is the author's first week practical work activities. This week the author is taught how to enter AMKKM customer data (*Asuransi Mikro Kecelakaan Kematian Meninggal Dunia*), just pay IDR 50,000 / year with the following facilities and benefits:

- 1. Daily inpatient benefits
- 2. Operating expense compensation
- 3. Compensation for death Ordinary
- 4. Compensation for death due to accident
- 5. Compensation for total permanent disability due to accident

After studying, the writer was asked to immediately continue the work that had been taught. After all the data is input, the writer then scans the files for approval into the Bank Rakyat Indonesia portal.

Table 3.3 Daily Activities of march 07th, 2022 to march 11th, 2022

No	Date and Time	Description and Activities	Assignor
1	Monday 07 march 2022	<ol> <li>prepare Brimen Transaction Teller/Proof of Cash.</li> <li>find the required file</li> </ol>	Teller, Marketing/Credit Department and Customer Service Section
2	Tuesday 08 march 2022	<ol> <li>prepare Brimen Transaction Teller/Proof of Cash.</li> <li>Attaching the label of the stored Brimen AR.</li> </ol>	Teller, Marketing/Credit Department and Customer Service Section
3	Wednesday 09 march 2022	<ol> <li>prepare Brimen Transaction Teller/Proof of Cash.</li> <li>find the required file</li> </ol>	Teller, Marketing/Credit Department and Customer Service Section
4	Thursday 10 march 2022	<ol> <li>Arranging Brimen AR Savings data</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 11 march 2022	<ol> <li>Arranging Brimen AR Savings data</li> <li>Sticking Brimen AR Address stash</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.3 In the second week of March the author carried out the same activities as the first week, but this week there was additional learning about sorting and labeling on Bremen AR Loans, as well as compiling Brimen on Teller cash receipts. Bremen is a digital form of a safe at the bank to make it easier to find customer documents. Preparation of Brimen based on Date, Month, Year, and Account Number.

No	Date and Time	Description and Activities	Assignor
1	Monday 14 march 2022	<ol> <li>Entering AMKKM Customer data</li> <li>Check customer savings balances.</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 15 march 2022	<ol> <li>Entering AMKKM Customer data</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday	1. Entering AMKKM Customer	Customer Service &

Table 3.4 Daily Activities of march 14th, 2022 to march 18th, 2022

No	Date and Time	Description and Activities	Assignor
	16 march 2022	data 2. sticking the label on the loan AR Brimen 3. find the required file	Marketing/Credit Department Section
4	Thursday 17 march 2022	<ol> <li>write a debt warning letter.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 18 march 2022	<ol> <li>Sticking the label on the stored Brimen AR</li> <li>Sticking Labels On Brimen Cash Proof</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.4 The third week of March the author Learns to input and check customer balances by inputting account numbers using the NDS or Brinet application of Bank Rakyat Indonesia.

Table 3.5 Daily Activities of march 21th, 2022 to march 25th, 2022	
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No	Date and Time	Description and Activities	Assignor
1	Monday 21 march 2022	<ol> <li>Create and attach labels to stored Brimen AR.</li> <li>gpps labeling on Teller Transactions / Cash Proof.</li> <li>register KUR (People's Business Credit)</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 22 march 2022	<ol> <li>Create and paste labels on the Teller Transaction brimen.</li> <li>Create and paste labels on stored AR brimen.</li> <li>registering an ATM Card.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 23 march 2022	<ol> <li>Create and paste labels on the Teller Transaction brimen.</li> <li>Create and paste labels on stored AR brimen.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 24 march 2022	<ol> <li>Create and paste labels on the Teller Transaction brimen.</li> <li>Create and paste labels on stored AR brimen.</li> <li>search for the required Customer data using CIF.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

No	Date and Time	Description and Activities	Assignor
5	Friday 25 march 2022	<ol> <li>Create and paste labels on the Teller Transaction brimen.</li> <li>Create and paste labels on stored AR brimen.</li> <li>Serving customers in KUR disbursement.</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.5 the fourth week of March, the author learns to put labels on Brimen AR deposits and Teller Transactions, where the labeling is made according to the account number and address of the Brimen location. And learn about the KUR Register (*kredit Usaha Rakyat*), a government program with a ceiling or limit of IDR 50 million, provided that the customer has a business that has been running for at least six months.

No	Date and Time	Description and Activities	Assignor
1	Monday 28 march 2022	<ol> <li>Create and paste labels on the Teller Transaction brimen.</li> <li>Create and paste labels on stored AR brimen.</li> <li>Saved AR register.</li> <li>serve customers in the context of KUR disbursement.</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 29 march 2022	<ol> <li>Input AMKKM Customer data.</li> <li>Create and paste labels on the Teller Transaction brimen.</li> <li>Create and paste labels on stored AR brimen.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 30 march 2022	<ol> <li>Create and paste labels on the Teller Transaction brimen.</li> <li>Create and paste labels on stored AR brimen.</li> <li>Entering AMKKM Customer Data.</li> <li>write a debt warning letter.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 31 march 2022	<ol> <li>Entering AMKKM Customer Data.</li> <li>write a debt warning letter.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.6 Daily Activities of march 28th, 2022 to April 1th, 2022

No	Date and Time	Description and Activities	Assignor
5	Friday 01 april 2022	<ol> <li>Create and Paste Labels on stored Brimen AR.</li> <li>Make and Paste Labeling on Brimen Cash Proof.</li> <li>register address Brimen AR loan.</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.6 the fifth week of March the author Learns to make a Receivable Warning Letter, generally used by parties who want to collect a special loan which is used as a warning for creditors who have long borrowed assets but did not pay according to the agreement.

Table 3.7 Daily Activities of April 4th, 2022 to April 08th, 202	Table 3.7 Daily	Activities of A	April 4th, 2022 to	o April 08th, 2022
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No	Date and Time	Description and Activities	Assignor
1	Monday 04 april 2022	<ol> <li>Register address Bremen AR loan.</li> <li>Assist Teller in sorting money.</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 05 april 2022	<ol> <li>Register address for Brimen AR loans.</li> <li>Registered Brimen AR stash.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 06 april 2022	<ol> <li>Withdraw SLIK data</li> <li>Savings book register.</li> <li>Arrange Brimen AR stash.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 07 april 2022	<ol> <li>Arrange Brimen AR stash.</li> <li>put a stamp/stamp on the Savings Book.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 08 april 2022	<ol> <li>Register address for Brimen AR loans.</li> <li>write a debt warning letter.</li> <li>Prepare the recommendation file for KUR submission.</li> </ol>	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

Table 3.7 the sixth week of April the author learns to pull data from SLIK (Financial Information Service System) which can be used to expedite the process of providing funds. Application of Credit or financing Risk Management, Debtor Quality Assessment, human resource management for SLIK Reporters. Verification for cooperation with third parties and improving financial industry discipline.

No	Date and Time	Description and Activities	Assignor
1	Monday 11 april 2022	<ol> <li>Create and paste Brimen AR labels.</li> <li>Savings book register</li> <li>ATM card registration.</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 12 april 2022	<ol> <li>Inputting CIF customer data.</li> <li>Arrange and tidy up Brimen AR and FR.</li> <li>search for the required file.</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 13 april 2022	<ol> <li>Entering CIF Customer data.</li> <li>Entering AMKKM customer data.</li> <li>Savings book register.</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 14 april 2022	<ol> <li>Entering the data of the Brins customer, my home savings.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.8 Daily Activities of April 11th, 2022 to April 14th, 2022

Source: Processed Data 2022

Table 3.8 the seventh week of April the author learns to register the Savings Book and ATM Card, to Register the Savings Book by including the serial number in the Savings Book and the customer's account number, one of which is made to identify the provident bank and account information. 08sd and for ATM Card Register by including the Customer's card number to provide protection to the Customer regarding misuse by irresponsible parties such as fraud and Hoax attempts.

No	Date and Time	Description and Activities	Assignor
1	Monday 18 april 2022	<ol> <li>Entering the data of the Brins customer, my home savings.</li> <li>SKPP Customer data register.</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 19 april 2022	<ol> <li>File approval of KUR guarantee claims.</li> <li>Entering AMKKM Customer data</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.9 Daily Activities of April 18th, 2022 to April 22th, 2022

No	Date and Time	Description and Activities	Assignor
		3. looking for the required file	
3	Wednesday 20 april 2022	<ol> <li>Entering the data of the Brins customer, my home savings.</li> <li>assist in tidying and installing money tires.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 21 april 2022	<ol> <li>Inputting customer data from my savings house brins.</li> <li>assist in tidying up and fitting the money tires.</li> <li>Register address for loan AR brimen.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 22 april 2022	<ol> <li>Register address for Brimen AR loans.</li> <li>Search for the required files.</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.9 the eighth week of April the author learns to file a KUR Claim Approval Archive, after the claim is paid by Perum Askrindo and Jamkrindo, the amount of funds paid goes to Perum Askrindo and Jamkrindo receivables up to the amount of funds paid by the Perum in question.

No	Date and Time	Description and Activities	Assignor
1	Monday 25 april 2022	<ol> <li>Entering CIF customer data.</li> <li>Savings book register.</li> <li>Register address for Brimen AR loans.</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 26 april 2022	<ol> <li>Arranging Brimen AR and FR deposits.</li> <li>Register address for loan AR brimen.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 27 april 2022	<ol> <li>Entering CIF Customer data.</li> <li>Savings book register.</li> <li>ATM card registration.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 28 april 2022	<ol> <li>Entering CIF customer data.</li> <li>make tellers in tidying and sorting money.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.10 Daily Activities of April 25th, 2022 to April 28th, 2022

Source: Processed Data 2022

Table 3.10 in the ninth week of April the authors learned to carry out the preparation of Brimen AR and FR deposits. Brimen AR is an individual Account Form application formulation to open or open a New account. Brimen FR is the formulation of requests for addition and reduction of facilities to customers.

No	Date and Time	Description and Activities	Assignor
1	Monday 09 may 2022	<ol> <li>Tidy, sort and tire money.</li> <li>Scan Brimen AR loan for media transfer.</li> <li>search for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 10 may 2022	<ol> <li>Assist tellers in tidying, sorting and installing money tires.</li> <li>Entering the data of the Brins customer, my home savings.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 11 may 2022	<ol> <li>Upload Credit Documents to the Brimen application.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 12 may 2022	<ol> <li>Upload Credit Documents to the Brimen application.</li> <li>search for the required file.</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 13 may 2022	<ol> <li>Perform CIF maintenance.</li> <li>Upload Credit Documents to the Brimen application.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.11 Dail	v Activities of M	lay 09th, 2022 to	May 13th, 2022

Source: Processed Data 2022

Table 3.11 Tenth week of April the author Learns to upload Credit Documents to the Brimen 2.0 BRI application. The debtor's document that will be uploaded has been labeled and stored in the cupboard, and the required data will be scanned and the scanning results will be stored in one folder, after the data is collected enter the brimen upload link and it is ready to send approval to signers.

Table 3.12 Daily Activities of May 17th, 2022 to May 20th, 2022

No	Date and Time	Description and Activities	Assignor
1	Tuesday 17 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>upload Credit documents to the Brimen 2.0 application</li> <li>Tidy, sort and tire on money.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Wednesday 18 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>Savings book register.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Thursday 19 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>Inputting customer data of Brins Rumahku savings.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Friday 20 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.O application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.12 in the eleventh week of April the author learns to sort and tidy up money, which is done well to support the maintenance of monetary stability, financial system stability, and smooth payment system, and also to ensure the availability of Rupiah currency that is fit for circulation, denominated in accordance, correct time according to the needs of the community, as well as safe from counterfeiting efforts by properly prioritizing efficiency and national interests.

No	Date and Time	Description and Activities	Assignor
1	Monday 23 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>Inputting AGF Customer data.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 24 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Entering the data of the Brins Rumahku savings customer.</li> <li>looking for the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.13 Daily Activities of May 23th, 2022 to May 27th, 2022

No	Date and Time	Description and Activities	Assignor
3	Wednesday 25 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>Entering the data of the Brins Rumahku savings customer.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 27 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Register the passbook and put a stamp on the passbook.</li> <li>Assist Teller in sorting money.</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.13 the twelfth week of April the author Learns to Enter Customer Data AGF (auto grab fund) is an automatic payment facility made by the BRI bank to automatically withdraw a certain amount of money from the savings of loan customers.

No	Date and Time	Description and Activities	Assignor
1	Monday 30 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 31 may 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>Entering the data of the Brins Rumahku savings customer.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Thursday 02 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 03 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Scan the LKN letter</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.14 Daily Activities of May 30th, 2022 to June 03th, 2022

Source: Processed Data 2022

Table 3.14 the thirteenth week in May the author Learns to Scan LKN Letters (*Laporan Kunjungan Nasabah*) and Scanning other data, LKN is a bank letter that aims to determine credit quality so that banks can anticipate risks early, and to determine the level of reserves for potential losses due to non-performing loans.

Table 3.15 Daily Activities of June 06th, 2022 to June 10th, 2022

No	Date and Time	Description and Activities	Assignor
1	Monday 06 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Savings book register.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 07 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 08 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 09 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 10 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

Table 3.15 in the fourteenth week of May the author Learns to enter data for Brins Rumahku Simpanan provides compensation to Insurance participants, for fire accidents that result in damaged residential buildings, as well as stove explosion accidents or gas savings. as for inputting data from my Home Savings Brins using the Sso Portal Application.

No	Date and Time	Description and Activities	Assignor
1	Monday 13 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Register a passbook and give a stamp/stamp.</li> <li>filing debt warning letters.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 14 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Register a passbook and give a stamp/stamp.</li> <li>filing debt warning letters.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 15 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>filing debt warning letters.</li> </ol>	Customer Service & Marketing/Credit

Table 3.16 Daily Activities of June 13th, 2022 to June 17th, 2022

No	Date and Time	Description and Activities	Assignor
		<ol> <li>create and archive the DH book-entry accountability report.</li> <li>find the required file</li> </ol>	Department Section
4	Thursday 16 june 2022	<ol> <li>Arrange Brimen AR and FR.</li> <li>Perform CIF maintenance input.</li> <li>Entering Brins Rumahku savings customer data.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 17 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Entering Brins Rumahku Simpanan Customer Data.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

Table 3.16 the fifteenth week of June the author learns to make and archive the book-entry Accountability Report to DH (*Daftar Hitam*). above completes the KUR Claim submission file to be transferred to the KUR book to the Black list.

No	Date and Time	Description and Activities	Assignor
1	Monday 20 June 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Register a passbook and give a stamp/stamp.</li> <li>filing debt warning letters.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit
2	Tuesday 21 June 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 22 june 2022	<ol> <li>Perform CIF maintenance input.</li> <li>filing debt warning letters.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 23 June 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Entering Brins Rumahku Simpanan Customer Data.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
5	Friday 24 June 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Entering Brins Rumahku Simpanan Customer Data.</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.17 Daily Activities of June 20th, 2022 to June 24th, 2022

Source: Processed Data 2022

Table 3.17 Sixteenth week in June the author Learns to input CIF Maintenance (Customer Information File) which contains complete customer data and CIF number serves to record and find out Personal customer data, financial data, and CIF is also useful as an assessor for Based on the calculation of risk factors, the customer has a bad and good banking history, using Brinet BRI.

No	Date and Time	Description and Activities	Assignor
1	Monday 27 June 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>Entering Brins Rumahku Simpanan Customer Data.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
2	Tuesday 28 June 2022	<ol> <li>Perform CIF maintenance input.</li> <li>Upload credit documents to the Brimen 2.0 application</li> <li>Entering Brins Rumahku Simpanan Customer Data.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
3	Wednesday 29 June 2022	<ol> <li>Entering Brins Rumahku Simpanan Customer Data.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section
4	Thursday 30 June 2022	<ol> <li>write a debt warning letter.</li> <li>find the required file</li> </ol>	Customer Service & Marketing/Credit Department Section

Table 3.18 Dail	v Activities	of June 2	7th. 2022	to June	30th.	2022
Iaule J.IU Dall	y ACHVILLES	o oi june 2	./ 111, 2022	to June	Jun,	2022

Source: Processed Data 2022

Table 3.18 on 27 - 28 June, the author is still continuing work that has not been completed the previous week, on the 30th is the last day the author does practical work at PT. Bank Rakyat Indonesia (Persero) Tbk, Rupat Unit Office. Before saying goodbye, the writer finished all the work that had not been completed the previous day.

# 3.3 Systems and Procedures

The systems and procedures that the writers used while working at PT. Bank Rakyat Indonesia (Persero) Tbk, kantor Unit Rupat is as following:

 Input customer data in the application for insurance for AMKKM (Micro Health Accident and Death) and Brins Rumahku savings.

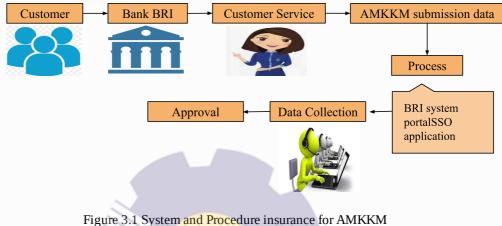


Figure 3.1 System and Procedure insurance for AMKKM Source : Processed data 2022

In Figure 3.1 the system and procedure for inputting Micro Insurance Products which can be seen in the image below is the result of inputting insurance data that is ready to be approved.

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Home						
Miscellaneous	۲	Monitoring				
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Report	<	Proses			Proses lewat hari	
Amortization	<	0   Submit		52	0   Submit	
Covering	<	11   Confirmation		-	11   Confirmation	
					113   Confirmation Over 3 Days	
Renewal	<	12   Feedback			12   Feedback	
Refund		1   Approve			1   Approve	633
Rerund	٢	2   Payment Premi	ium		2   Payment Premium	_
Claim	<	3   Payment Premi			3   Payment Premium, Fee and Tax	2
		22   Pending Pren	nium, Fee and Tax Reconcile		22   Pending Premium, Fee and Tax Reconcile	
Subrogation		7   Finish		2	7   Finish	74

Figure 3.2 System and Procedure insurance for AMKKM Source : Processed data 2022

In Figure 3.2 the procedure for inputting Micro Insurance Products that provide protection benefits for 1 year against Health, Accident, and Death at Bank BRI Rupat unit office: .

- a. The customer comes to the bank and will be given directions by the bank security guard to take the customer service queue number.
- b. CS will provide information to customers about the terms and conditions of Micro Insurance Products that provide protection for 1 year against Health, Accident, and Death according to the form to be filled out by the customer.
- c. As long as the customer fills out the form, CS will fill in data including information about third party groups, relationship with banks, location, country and others.
- d. After the form is filled out by the customer, CS will check the completeness of the filling and will adjust the customer's personal data with the original customer identity card and the applicable provisions.
- e. CS will input customer data using the BRI SURF Portal SSO application system provided by the Bank.
- f. After inputting the Supervisor will make an Approval as a checker or signer.
- 2. Do a Stamp on the Passbook.



Figure 3.3 System and Procedure stamp Source : Processed data 2022

In Figure 3.3 the procedure for affixing a passbook stamp, can be seen in the image below is the result of a passbook stamp that is ready to be used.



Figure 3.4 System and Procedure stamp Source : Processed data 2022

In Figure 3.4 the procedure for stamping the passbook, such as the official stamp of the office, and the signature of the checker or signer at Bank BRI, the Rupat unit office:

- a. The customer comes to the bank with the required documents, such as an Identity Card (KTP) and a Taxpayer Identification Number (NPWP). The customer will be given directions by the bank security guard to take the customer service queue number.
- b. When the queue number is called, the Customer will approach the customer service desk and will be given an account opening application form. As long as the customer fills out the form, CS will input the customer's personal data.
- c. CS will check the suitability of personal data between the completed form and the customer's original personal data documents. Then CS will create a new savings account for customers according to the desired type of savings and ask customers to sign the AR form and passbook.
- d. After that, CS will provide an account opening application form and customer personal data to Supervisor or AMOL to check the completeness of the form and activate customer accounts on BDS (Branch Delivery System).
- e. Cs will put a stamp on the passbook such as the official stamp of the office, and the signature of the checker or signer.

- f. Supervisor will sign the application form and passbook as a checker or signer.
- g. CS will direct the customer to make an initial deposit through the teller.
- h. After making the initial deposit, the customer will return to the CS desk to collect the passbook.
- 3. compiling data on savings for Brimen AR and FR customers according to account numbers from lowest to highest.



Figure 3.5 System and Procedure compiling Brimen AR and FR customers. Source : Processed data 2022

In Figure 3.5 the procedure for compiling Brimen AR and FR at Bank BRI's Rupat unit office, CS will check the data suitability between the completed form and the customer's original personal data documents. and arrange according to the date, month, year and serial data of customer account numbers. After being compiled, CS will register and label Bimen AR and FR.

4. carry out the preparation of the Brimen Proof of cash report based on the date, month, and year in order.

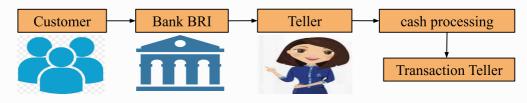


Figure 3.6 System and Procedure compiling Brimen AR and FR customers. Source : Processed data 2022

In Figure 3.6 the procedure for compiling Teller Transactions at Bank BRI Rupat unit offices, to arrange according to the date, month, year and serial data of customer account numbers. the teller will register and label the teller transaction brimen or cash receipt.

5. check customer balance PIP (smart Indonesia card)

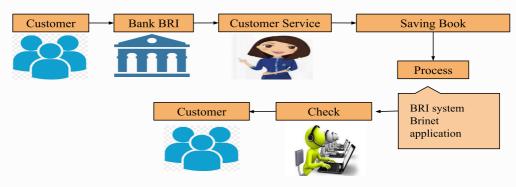


Figure 3.7 System and Procedure balance check Source : Processed data 2022

In Figure 3.7 the procedure for checking customer balances at Bank BRI Rupat unit offices:

- a. The customer comes to the bank with the required documents, such as an Identity Card (KTP) and a Taxpayer Identification Number (NPWP). The customer will be given directions by the bank security guard to take the customer service queue number.
- b. When the queue number is called, the customer will approach the customer service desk and then enter the customer's account number through the systems provided by Bank Brinet and the NDS New Delivery System.
- c. CS will perform a data match check. Then CS will provide information about the customer's balance and print a passbook.
- 6. Assisting Customer Service in Kur Disbursement (People's Business Credit) providing assistance for community business capital loans.

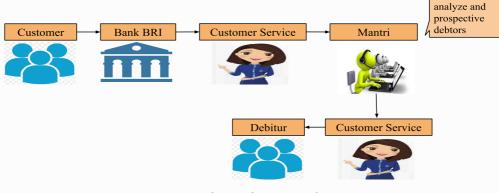


Figure 3.8 System and Procedure Kur Disbursement Source : Processed data 2022

In Figure 3.8 the process of procedures and steps in the credit process at Bank BRI Rupat unit offices:

- a. Prospective debtors apply for credit to Bank Rakyat Indonesia, by filling out a credit application form provided by the bank, the form must be filled out by the prospective debtor.
- b. The bank credit administration rechecks the contents of the form and provides information about the target market and blacklists to the account officer.
- c. The initiator or AO analyzes and evaluates prospective debtors by making MAK which contains credit needs and recommendations for eligibility.
- d. If the recommendation given is rejected, then the AO will transfer it to the head of the work unit and the breaker at a higher level. Then if the leadership gives the decision to be rejected, then AO will thus inform the prospective debtor that the application given cannot be carried out.
- e. If the recommendation given is accepted, then the next step is ADK will check the completeness and legality of the documents belonging to the prospective debtor. Then ADK will provide the results of the inspection to the branch leadership so that a decision can be made to agree or not, after that ADK will make an Offering Letter (for a decision to agree); granting of Offering Letter; and carry out the credit realization process with debtors.
- 7. perform maintenance input CIF (Customer Information File) which contains complete customer data.

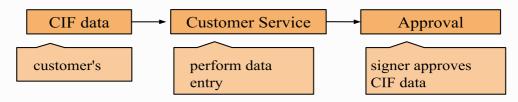


Figure 3.9 System and Procedure Maintenance CIF Source : Processed data 2022

In Figure 3.9 the CIF Customer Information File Maintenance procedure process at Bank BRI Rupat unit office:

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Figure 3.10 System and Procedure Maintenance CIF Source : Processed data 2022

In Figure 3.10 the CIF Customer Information File Maintenance procedure process at Bank BRI Rupat unit office:

- a. CS collects data that will be input through the application system provided by Bank Bri such as PortalSSO and Brinet.
- b. Perform data input according to applicable instructions.
- c. After inputting the Supervisor will make an Approval as a checker or signer.
- 8. Upload Brimen to the Brimen 2.0 application which has been labeled, and has registered the Brimen address, and the Scanning process.

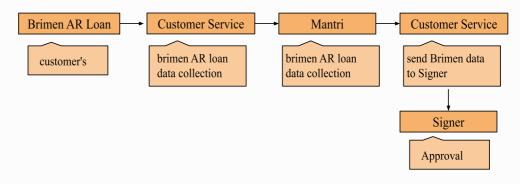


Figure 3.11 System and Procedure Upload Brimen to the Brimen 2.0 Source : Processed data 2022

In Figure 3.11 Procedures for Uploading Brimen to the Brimen 2.0 Application which can be seen in the image below is the result of the Brimen input process which is ready to be uploaded to the customer folder which will be ready to be uploaded to the Brimen batch.

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Figure 3.12 System and Procedure Upload Brimen to the Brimen 2.0 Source : Processed data 2022

In Figure 3.12 the procedure for Uploading Brimen to the Brimen 2.0 application at Bank BRI Rupat unit office:

- a. CS collects data that will be input through the application system provided by Bank Bri, namely Brimen 2.0.
- b. CS Performs data input according to applicable instructions.
- c. Mantri Perform data input according to applicable instructions.
- d. CS Sends data to the supervisor who will do the approval as a checker or signer.
- e. After inputting the Supervisor will make an Approval as a checker or signer.

9. Inputting AGF (Auto Grab Fund) automatic payment facility amounting to money from customer savings.

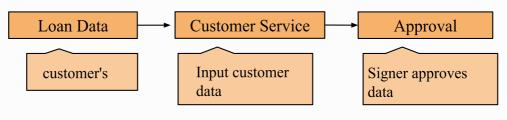


Figure 3.13 System and Procedure Inputting AGF Source : Processed data 2022

In Figure 3.13 the procedure for the AGF (Auto Grab Fund) automatic payment facility process results from the AGF input process can be seen in the image below:

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RUPAT UTARA BENGKAI	.15		Currency Product	IDR Indonesia Rupiah SU SIMPEDES UMUM	
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Figure 3.14 System and Procedure Inputting AGF Source : Processed data 2022

In Figure 3.14 the process of the Enter AGF (Auto Grab Fund) automatic payment facility procedure at Bank BRI Rupat unit office:

- a. CS collects data to be input through the application system provided by the bank Bri NDS New Delivery System.
- b. Perform data input according to applicable instructions.
- c. After inputting the Supervisor will make an Approval as a checker or signer.

10. Make a warning letter for receivables, for debtors who have not paid for a long time and have violated the debt agreement for a long time.

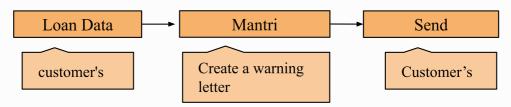


Figure 3.15 System and Procedure make Warning Letter Source : Processed data 2022

In Figure 3.15 the CIF Customer Information File Maintenance procedure process at Bank BRI Rupat unit office:

- a. Mantri collects data information that will be made a debt warning certificate.
- b. Create warning letters according to applicable regulations using the system and word.
- c. After making a certificate, the mantri will deliver the letter to the customer concerned.
- 11. Create and archive the book-entry accountability report to DHN (Black List).

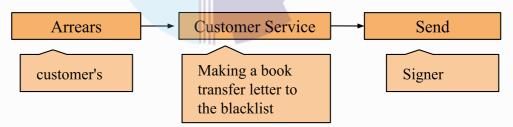


Figure 3.16 System and Procedure accountability report to DHN Source : Processed data 2022

In Figure 3.16 the procedure for making a book-entry accountability report to DHN (Black List). at Bank BRI Rupat unit office:

- a. CS collects data for which a book-entry accountability report will be made to DH (Black List).
- b. Make a book-entry accountability report to DH (Black List), in accordance with applicable regulations using word.

c. After making a book-entry accountability report to DH (Black List), the Supervisor will make an Approval as a checker or signer.

### **3.4 Obstacles encountered**

While carrying out street vendors at PT. Bank Rakyat Indonesia Rupat Unit Office, of course, the author has encountered obstacles and this has hampered the implementation of street vendors. The obstacles and obstacles that practitioners face are as follows:

- 1. In the first week of implementing street vendors, the author is still adapting to the work environment so that the author is a little awkward in communicating and socializing with employees.
- 2. At the beginning of the Field Work Practice, the author did not know much about the products of PT. Bank Rakyat Indonesia.
- 3. Some of the time the work I do is non-routine and I will be busy at one time and then at other times with less work.
- 4. The author is given several jobs that are not in accordance with the position the author occupies. The author was given an assignment by another section so that the work on the task that had been given by the mentor was delayed for a while.
- The lack of facilities provided by PT. Bank Rakyat Indonesia (Persero) Tbk Rupat Unit Office, for example, does not have a sufficient number of computers.

### 3.6 Solution

Although the author experienced several obstacles encountered while carrying out the Field Work Practice (PKL) at PT. BRI Rupat Unit Office, the author can overcome these obstacles and obstacles well and can carry out PKL activities smoothly while carrying out street vendors at PT BRI Rupat Unit Office. The author's way of overcoming the obstacles during carrying out street vendors is as follows:

- 1. In the first obstacle, in overcoming the difficulty of adjusting to the office environment, the author tries to get to know and communicate well with other employees during breaks. By communicating the author can better understand the conditions that exist in the company through statements from employees.
- In the second obstacle, the author tries to identify and study the products at PT. Bank Rakyat Indonesia Rupat unit office, via the internet and directly asking employees to help practitioners understand the existing products.
- 3. On the third obstacle, in my spare time, the author fills his spare time by asking mentors or employees for information about the BRI Rupat unit to complete the PKL report and learn about the banking world.
- 4. In the fourth obstacle, this is not a big obstacle because the author gets relations from other departments or departments as well as being able to complete the information for the PKL reports that are made.
- 5. To overcome the lack of facilities provided by PT. Bank Rakyat Indonesia Rupat Unit office in completing the task, the author brought his own laptop, and borrowed the KA Unit laptop. Limitations such as an inadequate number of PCs result in delays in completing the tasks given to the author.

# CHAPTER IV CONCLUSION AND SUGGESTION

### 4.1. Conclusion

After the author finished carrying out street vendors at PT BRI Rupat Unit Office, the author was placed to work in the Micro Administration Section, the author gained new knowledge and experience about the real world of work. From the field work practice activities that have been carried out the authors can draw the following conclusions:

- 1. The author gains knowledge and learning about PT Bank Rakyat Indonesia at the Rupat Unit Office, especially in the Customer Service Section.
- 2. The author can expand relations with employees of PT. BRI Rupat Unit Office which lasts for 4 (four) months starting from March 01, 2022. to June 30, 2021. The author learns that getting to know a new environment in terms of the world of work requires good interaction and adapting to existing environmental conditions because it affects the feedback provided by the environment.
- 3. The author gains a lot of experience such as how to work neatly and on time in completing a given job. can improve self-quality in the world of work and can increase knowledge, insight, experience, abilities and skills in carrying out Field Work Practices.
- 4. The author gains experience on how to work with other employees and gains trust and the author must be responsible for the tasks that have been given.
- 5. Giving warning letters, actions of banks in providing First Warning Letters, Second Warning Letters and Third Warning Letters so that debtors carry out their obligations in the Credit Agreement. The first warning letter given by the bank to the debtor contains obligations that must be fulfilled and an invitation from the creditor to the debtor to negotiate. After sending the first warning letter, there is still no response from the debtor to pay off his debt obligations within the time given by the debtor, the creditor will send a second warning

letter, even if he does not show good faith to negotiate and fulfill obligations, a third warning letter will be issued. Warning letters in banking have an important role where warning letters are one of the conditions for conducting auctions. This is intended so that students know to provide opportunities for debtors to fulfill their obligations as well as invitations from creditors to negotiate.

- 6. CIF stands for Customer Information File, where this CIF contains all customer information in a bank. This CIF number is a system from the bank that functions to record and find out personal data, financial data, and other customer-related data. These things are confidential information in the bank. The CIF number at the bank is also useful as an assessment provider for customers based on the calculation of customer risk factors. So that the bank is easier to find out whether the customer has a bad banking history or not.
- 7. BI Checking uses the Financial Information Service System (SLIK). In the job of being able to check BI Checking aims to make it easier for banks and lenders to provide loans to individuals or companies. With BI Checking, they can find out the status and history of the borrower.

# 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 tasks according to 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 have to learn to manage everything. Assigned work.

- 3. Company: After the author runs the Job Training activities at PT Bank Rakyat Indonesia Rupat Unit Office. 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 practical work that can be used as evaluation material, and it should be given to students before carrying out practical work in accordance with the field or course material in accordance with the field work practice 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.

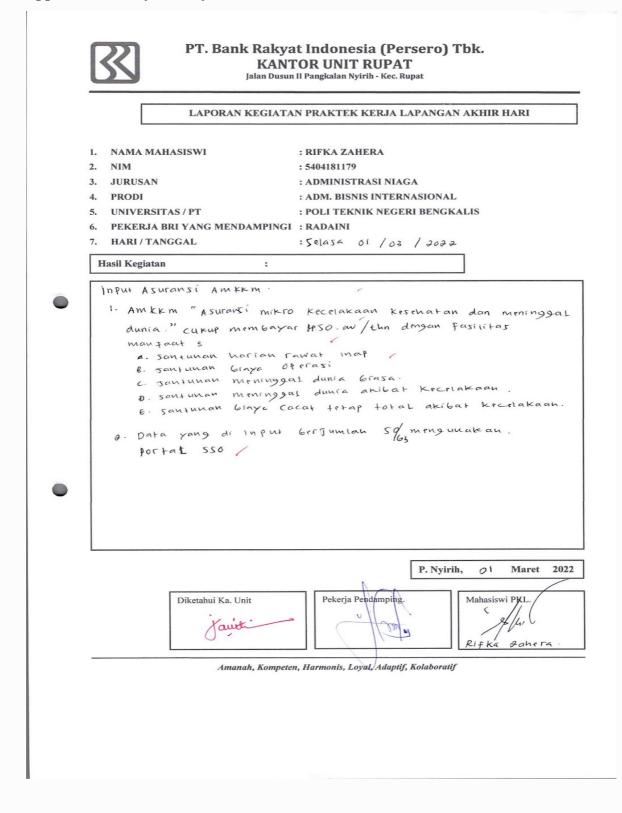


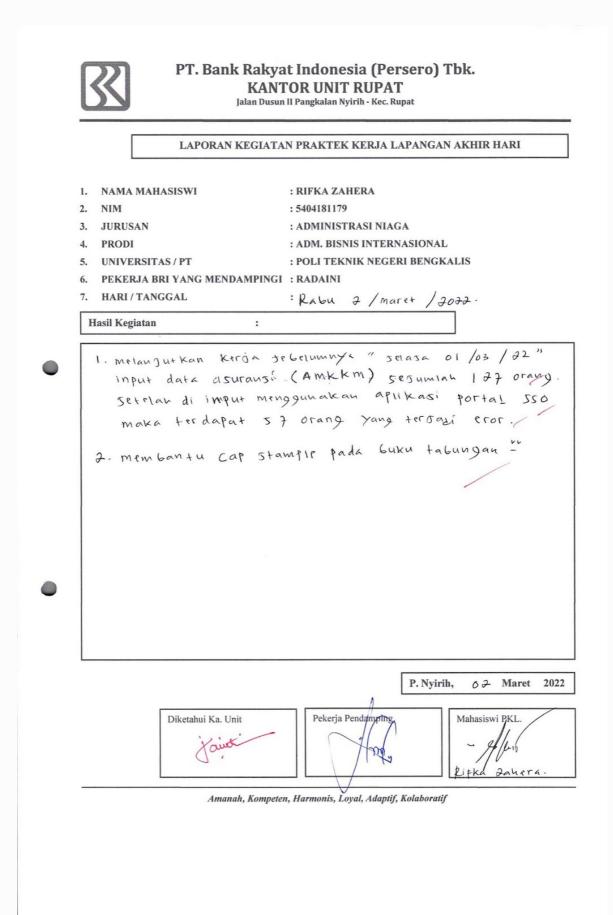
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### **APPENDICES**

### **Appendix 1 : Daily Activity**

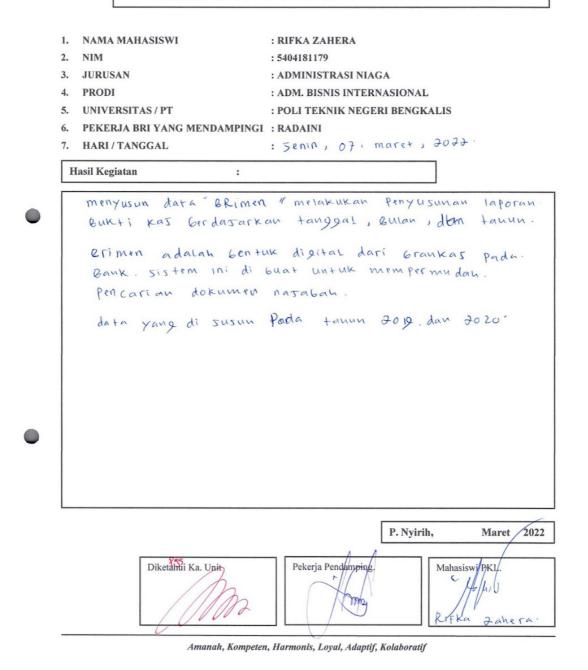






1.	NAMA MAHASISWI	: RIFKA ZAHERA		
2.	NIM	: 5404181179		
	JURUSAN	: ADMINISTRASI NIAG	A	
4.		: ADM. BISNIS INTERN		
	UNIVERSITAS / PT	: POLI TEKNIK NEGER		
	PEKERJA BRI YANG MENDAMPING			
	HARI / TANGGAL	: Jum at 04,	1-0101 120	
_		Juin at 041	maret / de	100
I	Hasil Kegiatan :			
	I. melanjulkan menginput kecelakaan kesehatan 166 orang, dan terj sebanyak 77 orang	dan meninggal jadi eror atau	dunia " se	Ganyak.
	2. menyusun data tal terendah dan di Mi	oungan nasabah asukkan di dala	Jesuai a	angka
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			P. Nyirih,	Maret 2022
	Diketahur Ka. Unt	Pekerja Pendaraping.	P. Nyirih,	
	Diketahul Ka. Unit	Pekerja Pendaraping.	P. Nyirih, Maha ( Rifk	Maret 2022 siswi PKL.
	Diketahul Ka. Unit		P. Nyirih, Maha ( Rifk	Maret 2022 siswi PKL.
	Diketahul Ka. Unit	Pekerja Pendaraping.	P. Nyirih, Maha ( Rifk	Maret 2022 siswi PKL.







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5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENI	DAMPINGI : RADAINI
7.	HARI / TANGGAL	: 5elasa, 08, maret. 2022
1	Hasil Kegiatan	:
•		melanjutkan Penyusunan data rut tanggal, Gulan dan tahun.
	7018.	n xang di Kerjakan Pada tahun.
	di lakukan	pada loker F.
	3. memasang 1	abel Brimen pada setrap map .
	dokume	n nasalah.
L		
		P. Nyirih, 08 Maret 2022
	Diketahui Ka. Un	inter it is in the second seco
		Rifkal Zahera
	Aman	ah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif
		V

LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI	
1. NAMA MAHASISWI       : RIFKA ZAHERA         2. NIM       : 5404181179         3. JURUSAN       : ADMINISTRASI NIAGA         4. PRODI       : ADM. BISNIS INTERNASIONAL         5. UNIVERSITAS / PT       : POLI TEKNIK NEGERI BENGKALIS         6. PEKERJA BRI YANG MENDAMPINGI       : RADAINI         7. HARI / TANGGAL       : RAGU, Og, maret, gozz	
Hasil Kegiatan : I. melanjutkan penyusunan BRIMEH "atau laporan Buk Kas pada tahun 2021 2. membantu mencari berkas nasabah yang di butuh	
Diketahui Ka. Unit Diketahui Ka. Unit Pekerja hendamping. Mahasiswi PkL. Kitka 29 Maret	2022

	PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
1. 2. 3. 4. 5. 6. 7.	NIM       : 5404181179         JURUSAN       : ADMINISTRASI NIAGA         PRODI       : ADM. BISNIS INTERNASIONAL         UNIVERSITAS / PT       : POLI TEKNIK NEGERI BENGKALIS         PEKERJA BRI YANG MENDAMPINGI       : RADAINI
	I- menyusun data "BRIMEH AR" menurut tanggal atau menurut nomor Rekening nasabah yang di lakukan pada tahun 2020
	P. Nyirih, 17 Maret 2022
	Diketahui Ka. Unit Mahasiswi PKL. C 24 h 1V Rifka Zahera
-	Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



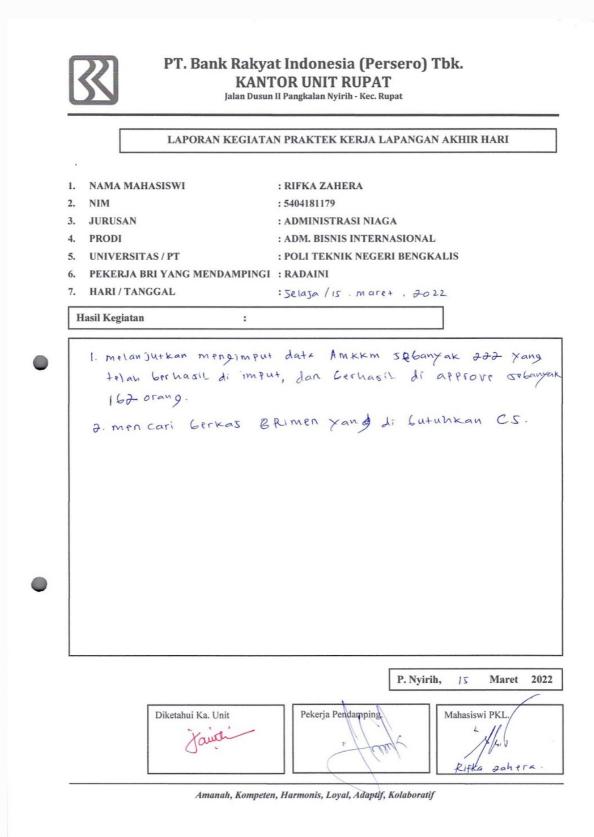
LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

	1.	NAMA MAHASISWI	: RIFKA ZAHERA
	2.	NIM	: 5404181179
	3.	JURUSAN	: ADMINISTRASI NIAGA
	4.	PRODI	: ADM. BISNIS INTERNASIONAL
	5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
	6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
	7.	HARI / TANGGAL	: Jum'at / 11, maret, 2072
	H	Iasil Kegiatan :	
•		1. melanjutkan penyus september, oktober yang belum selese	unan BRIMEH AR pada Gulan. , Hovember pada tahun 2020
		J. Menempel Homor lokasi dokumen AR.	rekening nasabah dan nomor nasabah pada data BRIMEN
•			
			P. Nyirih, 11 Maret 2022
		Diketahui Ka. Unit	Pekerja Pendamping. Mahasiswi KL. Hill Rifka zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



	1. NAMA MAHASISWI	: RIFKA ZAHERA
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	5. UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
	6. PEKERJA BRI YANG MENDAMPI	NGI : RADAINI
	7. HARI / TANGGAL	: Jenin , 14 , maret , 2022 -
	Hasil Kegiatan :	
	1. menginput data Am	KKM Sebanyak 233 yang berhasil di
	input dan yang 6	erhabil di approve bebanyak 148
	akun payment pres	mium sebanyak 4 orang dan saido
		SELanyak BI orang.
	2. membantu menge	cek saldo nasabah. KP. "kartu Indonesik
	Pintar "	
Y		
		P. Nyirih, 14 Maret 2022
		r. Nyirin, '- Maret 2022
	Diketahui Ka. Unit	Pekerja Pendamping. Mahasiswi PKL.
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		Rifka Jahera
	Amanah. Kon	npeten, Harmonis, Loyal, Adaptif, Kolaboratif

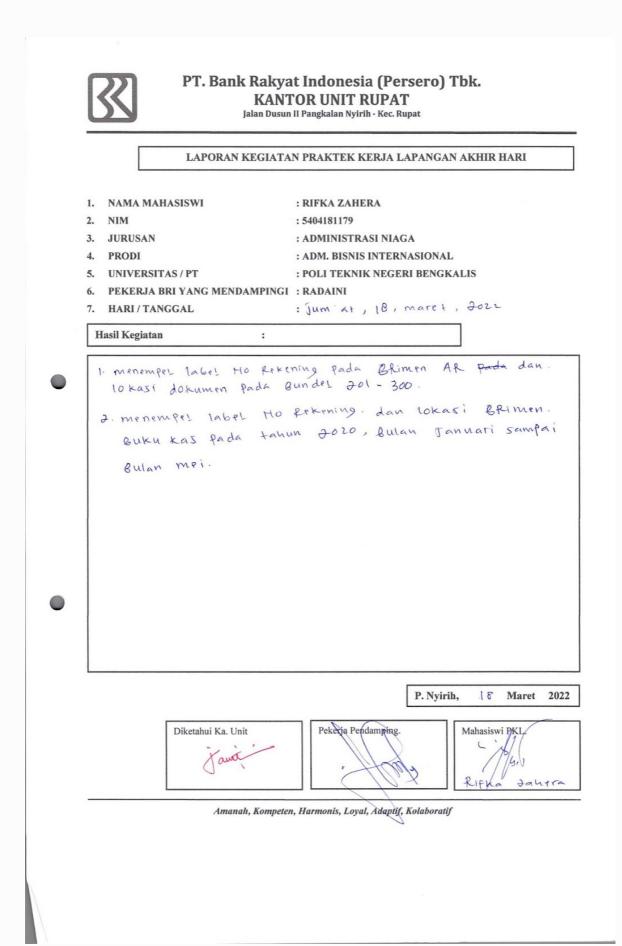




	1. NAMA MAHASISWI	: RIFKA ZAHERA
	2. NIM	: 5404181179
	3. JURUSAN	: ADMINISTRASI NIAGA
	4. PRODI	: ADM. BISNIS INTERNASIONAL
	5. UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
	6. PEKERJA BRI YANG MENDAMPING	
	7. HARI / TANGGAL	: Rabu. 16 maret, 2027
		· padu. 16 maret, douic
	Hasil Kegiatan :	
•	179 yang telah Le Saldo fidak a payment premium. Sebanyak 78 oran 2. menempel label Lekening dan te	BRIMAN AR Nasabah, Nomor Impat lokasi yang di simpan. Kasi 101 sampai 200
	Diketahui Ka. Unit	P. Nyirih, 16 Maret 2022 Pekerja Pendamping. Mahasiswi PKL Mahasiswi PKL Mahasiswi PKL Mahasiswi PKL Mahasiswi PKL
	Amanah, Kompe	ten, Harmonis, Loyal, Adaptif, Kolaboratif

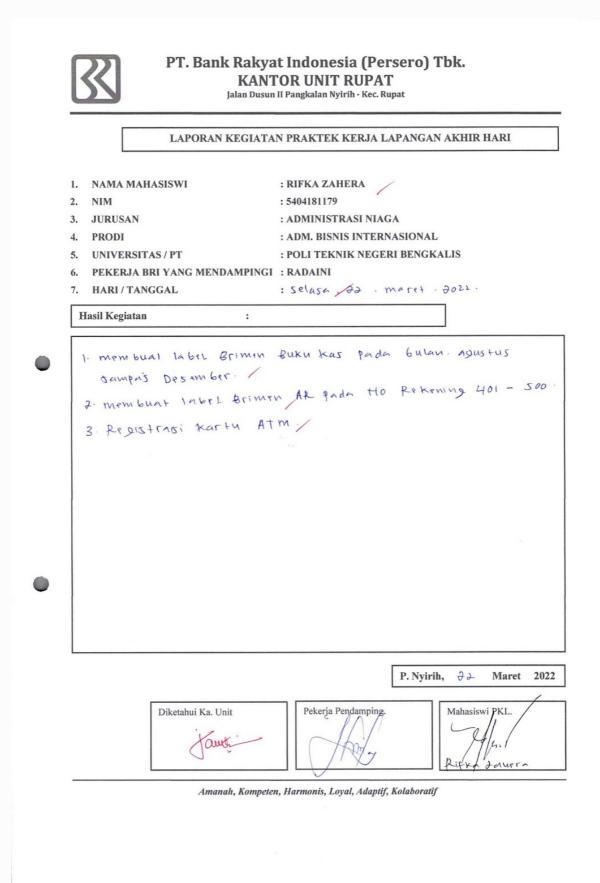


	1.	NAMA MAHASISWI	: RIFKA ZAHERA
	2.	NIM	: 5404181179
	3.	JURUSAN	: ADMINISTRASI NIAGA
	4.	PRODI	: ADM. BISNIS INTERNASIONAL
	5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
	6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
	7.	HARI / TANGGAL	: Kamis, 17 maret 2022
	I	Hasil Kegiatan :	
٠		"SP " adanya pembe Pembayaran cicilan tanggal tatuh temp	nt Jurat Peringatan hutang. Pritahuan keterlambatan hutang, Jika dalam suatu hari Po pembayaran sudah melewati iberikan namun pihak debitur nasinya, maka akan keluar
		Surat perindutan h	utavo.
		2. Malatakkan Jura	+ "SP pada BRIMEN Masabah
		Bersangkutan.	
٥		3. mencari Berkas B. CJ.	zimen yang di butuhkan
			P. Nyirih, 17- Maret 2022
		Diketahui Ka. Unit	Pekerja Pendamping. Mahasiswi PKL. - Mahasiswi PKL.
		Amanah, Kompete	n, Harmonis, Loyal, Aslaptif, Kolaboratif





	1. NAMA MAHASISWI	: RIFKA ZAHERA		
	2. NIM	: 5404181179		
	3. JURUSAN	: ADMINISTRASI NIAGA		
	4. PRODI	: ADM. BISNIS INTERNASIONAL		
	5. UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKA	LIS	
	6. PEKERJA BRI YANG MENDAMPING	I : RADAINI		
	7. HARI / TANGGAL	: Jenis, 21 , Maret , 2.	022	
	Hasil Kegiatan :			
۲	1. membuat label Momon dan Brimen Bukti		AR	
	J. Menempel HO. Rek &		5 301 - 400	
		a Bulai mei - Juni - J		
	3. Registrasi kur. (k			
		h yang di atur dalam	/	
	undang nomor 21	tahun 2008 MM+UK (4	(mkm)	
	KUR BRI dengan pla	afond atay Limit PP. 30	Jt, nasabah	
	Individu mempunyai	usaha yang telah be	rjalan minimal	
	6 Gulan lamanya.	trdak sedang dalam m	enprima	
	Program Kredit per	bankan Kecaali Kredit	Konzam tit	
	Seperti KpR. KKB. dan kartu kredit. dan surat i			
	Usahaharus di t	erbitkan olen pinak	ride hailing.	
		P. Nyirih,	21 Maret 2022	
	Diketahui Ka. Unit	Pekerja/Pendruping.	Mahasiswi, PKL.	
	Amanah, Kompel	en, Harmonis, Loyal, Adaptif, Kolaboratif		





NAMA MAHASISWI NIM JURUSAN PRODI UNIVERSITAS / PT	: RIFKA ZAHERA : 5404181179 : ADMINISTRASI NIAGA : ADM. BISNIS INTERNASIONAL : POLI TEKNIK NEGERI BENGKALIS
IURUSAN PRODI UNIVERSITAS / PT	: ADMINISTRASI NIAGA : ADM. BISNIS INTERNASIONAL
PRODI UNIVERSITAS / PT	: ADM. BISNIS INTERNASIONAL
UNIVERSITAS / PT	
	: POLI TEKNIK NEGERI BENGKALIS
PEKERJA BRI YANG MENDAMI	
HARI / TANGGAL	: Raby. 23 . maret . 2027
sil Kegiatan	:
AR Pada to soi sa	at laber noman dan menemper BRIMEN Impai 700. laber noma dan memper BRIMEN Buku Imwari Jampai Bulan meri Pada tahum.
2021	
membantu mencari BRimen yang di b	Gerkas yang di perlukan atau utubkan.
	P. Nyirih, J.3 Maret 2022
Diketahui Ka. Unit	Pekerja Pendamping Mahasiswi 444.
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	Rifka Anhern
Amanah. Ki	ompeten, Harmonis, Loyal, Adaptif, Kolaboratif
5	melangutkan Membuat AR Pada (to sol sa Melangutkan membuat kas pada Bulan Sa Zozl membantu Mencari

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### PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

	1. NAMA MAHASISWI	: RIFKA ZAHERA
	2. NIM	: 5404181179
	3. JURUSAN	: ADMINISTRASI NIAGA
	4. PRODI	: ADM. BISNIS INTERNASIONAL
	5. UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
	6. PEKERJA BRI YANG MENDAMPINGI	: RADAINI
	7. HARI / TANGGAL	: Kamis , 24 . Maret . 2022
	Hasil Kegiatan :	
•	dan Buktikas untuk Buktikas pada nomor J. Menempel nomor Trans Bulan Agustus, tahun	pada aplikasi portal BRinpt.
•		
		P. Nyirih, 24 Maret 2022
	Diketahui Ka. Unit	Pekerja Pendamping. Mahasiswi PKL. Hart RIFKA Zahera.
	Amanah, Kompete	n, Harmonis, Loyal, Adaptif, Kolaboratif



7. HARI/TAI Hasil Kegiatai I. melani kas Łahui Z. memi Yang Gan Pelo Z. Peqi	Ţ	: RIFKA ZAHERA : 5404181179 : ADMINISTRASI NIAGA : ADM. BISNIS INTERNASIONAL
<ul> <li>JURUSAN</li> <li>PRODI</li> <li>UNIVERSI</li> <li>PEKERJA</li> <li>PEKERJA</li> <li>HARI/TAI</li> <li>Hasil Kegiatai</li> <li>Hasil Kegiatai</li> <li>I - melani, kas Łahun</li> <li>Z - memi, yang Gan Pela</li> <li>Z - Regi</li> </ul>		: ADMINISTRASI NIAGA
<ul> <li>4. PRODI</li> <li>5. UNIVERSI</li> <li>6. PEKERJA</li> <li>7. HARI/TAI</li> <li>Hasil Kegiatai</li> <li>1. melani, kas ±ahui</li> <li>2. memi yang Gan Pela</li> <li>2. Regi</li> </ul>		
5. UNIVERST 6. PEKERJA 7. HARI/TAI Hasil Kegiatai I. melani kas Łahun Z. mem Yang Gan Pela	ITAS / PT	: ADM. BISNIS INTERNASIONAL
6. PEKERJA 7. HARI/TAI Hasil Kegiatai 1. melani kas tahun 2. memi yang Gan Pela 2. Repi	ITAS / PT	
7. HARI/TAI Hasil Kegiatai I. melani kas Fahui 2. memi yang Gan Pela 2. Regi		: POLI TEKNIK NEGERI BENGKALIS
Hasil Kegiata I. melani kas ±ahun 2. mem yang Gan Pela 3. Regi	BRI YANG MENDAMPINGI	
I. melani kas tahun 2. mem yang Gan Pela 2. Regi	NGGAL	: jum At . 25 . Maret . 2022
kas Fahur 2. mem Yang Gan PPL 2. Regi	an :	
Jang Gan Pelo 3. Regi		BRIMEN, Transaksi Teller, Bukti ember sampai Bulan Hovember
<sup>2</sup> . Regi dalan	a paperupakan Pro	Nasaeah Pencairan KUR" Kradit Usaha Ry aduk dari bank untuk memberikan man modal Usaha Gagi para
	istrasi AR, mpm m nomor 301 Sa	buat Homor rekening BRIMAN Impai 300 Bundpl 3 Samfai S.
L		
		P. Nyirih, Q-5 Maret 2022
	Diketahui Ka. Unit	Pekerja Pendamping. Mahasiswi PKL.





1	NAMA MAHASISWI	: RIFKA ZAHERA
1.		
2.	NIM	: 5404181179
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5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
7.	HARI / TANGGAL	: Jenin, 28 maret, 2022
H	Hasil Kegiatan :	
ť	Pada Gulan Desember ta z. menempel label nama tahun zózi	TRANSAKES teller Bulan desember
	nasalah. yang periu di periindungan terhadap n dleh pihak - fil	lakukan dalam rangka memberikan lakukan dalam rangka memberikan lasabah. terkait penyalahgunaan nak tak bertanggung jawab, seperti ax. adapun Registrasi yang di lakukan
2	4. membantu CS melayani Kur Kredit Usaha Rak Pinjaman modal Usaha. 1	nasabah dalam Rangka Pencairan "Xat" memberikan Gantuan dana Mus Xarakat.
		P. Nyirih, 28 Maret 2022
	Diketahui Ka. Unit	Pekerja Rendamping. C. H. K. C. H. K. C. H. K.
	Amanah, Kompeten	a, Harmonis, Loyal, Adaptif, Kolaboratif



<ol> <li>NAMA MAHASISWI : RIFKA ZAHERA</li> <li>NIM : 5404181179</li> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : Selasa · 29 · maret · 2024</li> <li>Hasil Kegiatan :</li> </ol> I nput data A MKKM " A surans.' Mikro Kecelakaan kesehatan dan meninggat Dunia » sebanyak 142 orang yang telah berhasiL di Approve. 3. meletakkan surat peringatah hutang pada Briment nasalah yang bersangkutan.			
<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : Selasa · 29 · maret · 2022</li> <li>Hasil Kegiatan :</li> <li>I. menempet labet nama BRIMEN AR pada Bundel 9 ·</li> <li>J. Input data Amkkm " A suransi' Mikro Kecelakaan kesehatan dan meninggat Dunia » sebanyak 142 orang yang telah berhasit di approve.</li> <li>meletakkan Surat peringatah hutang pada Briment</li> </ul>	1.	NAMA MAHASISWI	: RIFKA ZAHERA
<ul> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : Selasa. 29. maret. 2022</li> <li>Hasil Kegiatan :</li> <li>1. menempet label nama BRIMEN AR pada Bundel 9.</li> <li>2. Input data AMKKM "Asuransi' Mikro Kecelakaan kesehatan dan meninggat Dunia » sebanyak 142 orang yang telah berhasil di approve.</li> <li>3. meletakkan surat peringatah hutang pada Briment</li> </ul>	2.	NIM	: 5404181179
<ul> <li>5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : Selasa. 29. maret. 2022</li> <li>Hasil Kegiatan :</li> <li>1. menempet labet nama BRimen AR pada Bundel 9.</li> <li>2. Input data Amkkm " A suransi' mikro Kecelakaan kesehatan dan meninggat Dunia " sebanyak 142 orang yang telah berhasil di approve.</li> <li>3. meletakkan surat peringatah hutang pada Briment</li> </ul>	3.	JURUSAN	: ADMINISTRASI NIAGA
<ul> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : Selasa. 29. maret. 2022</li> <li>Hasil Kegiatan :</li> <li>1. menempet labet nama BRIMEN AR pada Bundel 9.</li> <li>2. input data AMKKM "Asuransi' Mikro Kecelakaan kesehatan dan meninggat Dunia » sebanyak 142 orang yang telah bernasi' di approve.</li> <li>3. meletakkan surat peringatah hutang pada Briment</li> </ul>	4.	PRODI	: ADM. BISNIS INTERNASIONAL
<ul> <li>7. HARI/TANGGAL : Selasa. 29. maret. 2022</li> <li>Hasil Kegiatan :</li> <li>I. menempet labet nama BRIMEN AR pada Bundel 9.</li> <li>J. Input data AMKKM "Asuransi' Mikro Kecelakaan kesehatan dan meninggat Dunia » sebanyak 142 orang yang telah berhasil di approve.</li> <li>3. meletakkan surat peringatah hutang pada Briment</li> </ul>	5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
Hasil Kegiatan : I: menempet labet nama Brimen AR pada Bundel 9. 2. Input data Amkkm "Asuransi' mikro Kecelakaan kesehatan dan meninggat Dunia » sebanyak 142 orang yang telah berhasit di approve. 3. meletakkan surat peringatah hutang pada Briment	6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
<ul> <li>I. menempes laber nama Brimen AR pada Bundel 9.</li> <li>J. Input data Amkkm "Asuransi' mikro Kecelakaan kesehatan dan meninggal Dunia » sebanyak 142 orang yang telah berhasis di approve.</li> <li>B. meletakkan surat peringatah hutang pada Briment</li> </ul>	7.	HARI / TANGGAL	: Selash . 29 . maret . 2022
<ul> <li>J. Input data Amkkm "Asuransi' mikro Kecelakaan kesehatan dan meninggal Dunra » sebanyak 142 orang yang telah berhasil di approve.</li> <li>B. meletakkan surat peringatah hutang pada Briment</li> </ul>		Hasil Kegiatan :	
		2. Input data Amkkm " kesehatan dan menin yang telah berhasil 3. meletakkan surat pe	Asuransi' Mikro Kecelakaan ggal Dunia» sebanyak 142 orang di approve- ringatah hutang pada Briment
	L		D Neith Do March 2022
D Nobility 2 - March 2022			P. Nyirin, 20 Maret 2022
P. Nyirih, 29 Maret 2022		Diketahui Ka. Unit	Pekerja Pendamping. Mahasiswi PKL Hh.i RiFKA Zahera
Diketahui Ka. Unit Pekerja Pendamping. Mahasiswi PKL.	-	Amanah, Kompete	m, Harmonis, Loyal, Adaptif, Kolaboratif
Diketahui Ka. Unit Pekerja Pendamping. Mahasiswi PKL.			



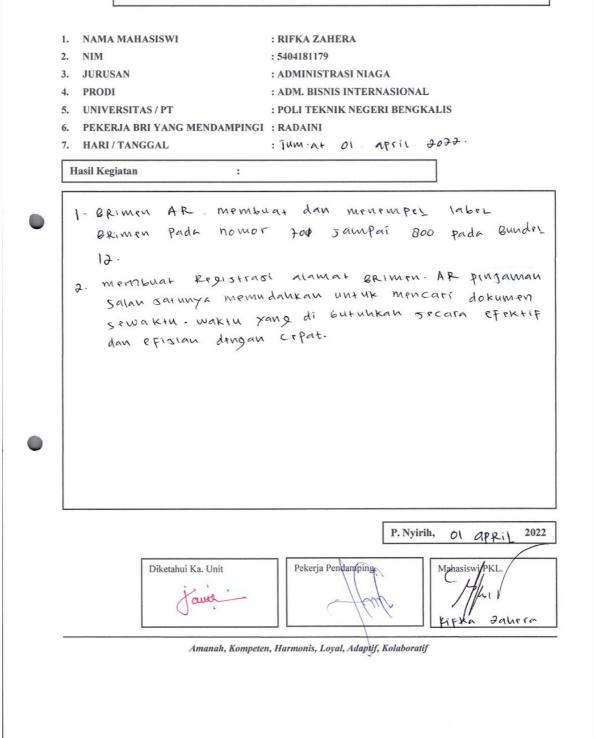
	1.	NAMA MAHASISWI	: RIFKA ZAHERA
	2.	NIM	: 5404181179
	3.	JURUSAN	: ADMINISTRASI NIAGA
	4.	PRODI	: ADM. BISNIS INTERNASIONAL
	5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
	6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
	7.	HARI / TANGGAL	: Rx 64. 30 MParter. 2027
	H	Hasil Kegiatan :	
•	`	- BRIMEN AR Memburt dan menempes pada	nomor 661. sampai 700
		2. imput data Amkku	"Asuransi mikro Kacalukaan
		Keschatan dan meniv	199ai dunia » J& Ganyak 170
		Yang Germasil diapp	prove.
		Pingaman. "sura Pakai sebagai	kai oleh pihak yang ingin menagih t peringatan " kunons yang di peringatan bagi kreditur yang mingam aset tapi tidak dibayar.
		telan lama men	
•			
	L		
			P. Nyirih, 30 Maret 2022
		Diketahui Ka. Unit	Pekerja Pendamping Mahasiswi PKL.
		Amanah, Kompete	en, Harmonis, Loyal, Adaptif, Kolaboratif



<ol> <li>NAMA MAHASISWI : RIFKA ZAHERA</li> <li>NIM : 5404181179</li> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAMIS 31 MARTEL . 4022</li> <li>Hasil Kegiatan :</li> <li>In pur data Am kkm * A suransi mikro kece lakaan kesehatan dan mening gal dunca " sebany ak 183 orang yang berhasil di approve.</li> <li>Sp * surat peringatan yang di buat untuk menngih pinjawan bagi kreatur yang telah lama memingam aset namun tidak dapat membayar- dan melanggar Perjanjian dalam waktu lama sebirugga merugi kan.</li> </ol>	<ul> <li>2. NIM : 5404181179</li> <li>3. JURUSAN : ADMINISTRASI NIAGA</li> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 31 MARCH . 2022</li> <li>Hasil Kegiatan :</li> <li>1. Input data Am kkm * A suransi mikro kece lakaan kesehatan dan mening gai dunra " sebanyak 183 orang yang berhasil di approve.</li> <li>2. Sp " surat peringatan yang di buat untuk menogih pinjaman bagi kreattur yang telah lama meminjam aset namun tidak dapat membagar. dan melanggar</li> </ul>	2.	NAMA MAHASISWI	: RIFKA ZAHERA
<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAWIS 31 - Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>I - Input data Am kkm * A suransi mikro kece (akaan kesehatan dan mening gal dunra " se bany ak 183 orang yang berhasil di approve.</li> <li>Sp " surat peringatan yang di Guat untuk menagih pinjaman bagi kreattur yang telah lama meminjam aset namun tidak dapat membagar dan melanggar</li> </ul>	<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAMIS 31 Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>I- Input data Am kkm * A suransi mikro kece lakaan kesehatan dan meninggal dunra" sebanyak 183 orang yang berhasil di approve.</li> <li>Sp " surat peringatan yang di buat untuk menggih pinjaman bagi kreattur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar</li> </ul>		10122000	
<ul> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 31 MARET . 2022</li> <li>Hasil Kegiatan :</li> <li>I. Input data Am kkm * A suransi mikro kece lakaan kesehatan dan mening gal dunca " sebany ak 183 orang yang berhasil di approve.</li> <li>2. Sp * surat peringatan yang di buat untuk menagih pinjaman bagi kreattur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar</li> </ul>	<ul> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 31 MARET . 2022</li> <li>Hasil Kegiatan :</li> <li>I- Input data Am KKM * A suransi mikro kece (akaan kesehatan dan mening gai dunra" sebany ak 183 orang yang berhasil di approve.</li> <li>2. Sp * surat peringatan yang di buat untuk menagih pinjaman bagi kreaitur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar</li> </ul>			
<ul> <li>5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 31 Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>I- Inpur data AM KKM * A suransi Mikro Kece lakaan Kesehatan dan mening gal dunra " sebanyak 183 orang Yang berhasil di approve.</li> <li>2. Sp " surat peringatan yang di buat untuk menagih pinjaman bagi kreattur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar</li> </ul>	<ul> <li>5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 31 Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>1. Inpur data Am kkm * A suransi mikro kece lakaan kesehatan dan mening gal dunra " sebany ak 183 orang yang berhasil di approve.</li> <li>2. Sp " surat peringatan yang di buat untuk menagih pinjaman bagi kreattur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar</li> </ul>			
<ul> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 31 Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>I- Input data Amkkm * Asuransi mikro kecelakaan kesehatan dan meninggal dunra " sebanyak 183 orang yang berhasil di approve.</li> <li>2. Sp " surat peringatan yang di Guat untuk mengih pinjaman bagi krealtur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar</li> </ul>	<ul> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 31 Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>I. Input data Amkkm * Asuransi mikro kecelakaan Kesehatan dan meninggal dunca" sebanyak 183 orang Yang berhasil di approve.</li> <li>2. Sp * Surat peringatan yang di Guat untuk mengih pinjaman bagi kreattur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar</li> </ul>			
<ul> <li>7. HARI/TANGGAL : KAMIS 31 Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>I. Input data Amkkm * Asuransi mikro kecelakaan Kesehatan dan meninggal dunra" sebanyak 183 orang Yang berhasil di approve.</li> <li>2. Sp " surat peringatan yang di buat untuk menagih pinjaman bagi kreaitur yang telah lama meminjam aset namun tidak dapat membayar dan melanggar</li> </ul>	<ul> <li>7. HARI/TANGGAL : KAMIS 31. Maret . 2022</li> <li>Hasil Kegiatan :</li> <li>I- Input data Amkkm * Asuransi mikro kecelakaan Kesehatan dan meninggal dunra" sebanyak 183 orang Yang berhasil di approve.</li> <li>2. Sp " surat peringatan yang di buat untuk menagih pinjaman bagi krealtur yang telah lama meminjam aset namun tidak dapat membayar dan melanggar</li> </ul>			
Hasil Kegiatan : I- Input data Amkkm * Asuransi mikro kecelakaan kesehatan dan meninggal dunra " sebanyak 183 orang Yang berhasil di approve. 2. Sp " surat peringatan yang di buat untuk mengjih pinjaman bagi kreaitur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar	Hasil Kegiatan : I- Input data Amkkm * Asuransi mikro kecelakaan kesehatan dan meninggal dunra " sebanyak 183 orang Yang berhasil di approve. 2. Sp " surat peringatan yang di Guat untuk mengjih pingaman bagi kreaitur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar			
1. Inpur data Amkkm * Asuransi mikro kecelakaan Kesehatan dan meninggal dunra " sebanyak 183 orang Yang berhasil di approve. 2. Sp " surat peringatan yang di buat untuk menagih pingaman bagi krealtur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar	1. Input data Amkkm " Asuransi mikro kecelakaan kesehatan dan meninggal dunra" sebanyak 183 orang Yang berhasil di approve. 2. Sp " surat peringatan yang di buat untuk menagih pingaman bagi kreaitur yang telah lama meminjam aset namun tidak dapat membayar- dan melanggar	7.	HARI / TANGGAL	: KAMIS 31 Maret . 4022
Kesehatan dan meninggal dunra" sebanyak 183 orang Yang berhasil di approve. 2. sp " surat peringatan yang di buat untuk menagih pingaman bagi kreaitur yang telah lama meningam aset namun tidak dapat membayar- dan melanggar	Kesehatan dan meninggal dunra" sebanyak 183 orang Yang berhasil di approve. 2. sp " surat peringatan yang di buat untuk menagih pingaman bagi kreditur yang telah lama meningam aset namun tidak dapat membayar- dan melanggar	Н	asil Kegiatan	:
		N	Kesehatan dan m Yang berhavil di Z. Sp " surat peri pinjaman bagi p aset namun tid	neninggal dunra" sebanyak 183 orang approve. Ngatan yang di Guat untuk menagih kreditur yang telah lama meminjam dak dapat membayar- dan melanggar
P. Nyirih, 31 Maret 2022	P. Nyirih, 31 Maret 2022		×	P. Nyirih, 31 Maret 2022
P. Nyirih, 31 Maret 2022 Diketahui Ka. Unit Pekerja Pendamping. Mahasiswi/PKL.			Dilatakai Ka Uais	









LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA
-	NUM	5404101150

- NIM 2.
- 3. JURUSAN

- : 5404181179
- : ADMINISTRASI NIAGA
- 4. PRODI
  - : ADM. BISNIS INTERNASIONAL : POLI TEKNIK NEGERI BENGKALIS
- UNIVERSITAS / PT 5. PEKERJA BRI YANG MENDAMPINGI : RADAINI 6.
- 7. HARI / TANGGAL : Senin . 04 . april . 2022

Hasil Kegiatan :

1. Register alamat BRIMEN AR pinjaman. Salah satu di Guat Untuk mekcari dokumen secark efektif dan efisian memudahkan adapun Reprister yang di lakukan tada Lemari E dengan nomor 1- E - 4-15am pai 1- E - 4 - 96.

2. membantu Teller dalam merapikan Uang, di mank perlu di lakukan dengan baik dalam mendukung terpeliharanya stabilitas moneter, stabilitas sistem keuangan, dan kelancaran sistem pembayaran. dan juga untuk menjamin tersedianya uang pupian xang layak idar. denominasi sesuai. tepat waktu sesuai kebutuhan musyarakat. Serta aman dari utaya Pemalsuan dengan tepat mengedepankan eficiensi dan kepentingan nasional.

P. Nyirih, 2022 04 APRIL Pekerja Pendamping. Diketahui Ka. Unit Mahasiswi PKL hill Rit Jaher

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



<ol> <li>NAMA MAHASISWI : RIFKA ZAHERA</li> <li>NIM : 5404181179</li> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : SEJASA. OS. APTIL . DOD</li> <li>Hasil Kegiatan :</li> <li>Register alamat GRIMERT AR, melanjulikan membuat alamat GRIMEN AR PINJAMAN Pada Lemari F dengan nomor. I - F - I - I Sampaí I - F · D - 85.</li> <li>Register GRIMEN AR, membuat dan mencantumkan nomor Rekening nasabah. Salah salu di buat untuk memberikan Perlundungan terbadap nasabah. terkait Pinyalah gunaan Perlundungan terbadap nasabah. terkait Pinyalah gunaan Olen Pilak tak bertanggung JawaL. seperti Upaya Penipuan dan hoax.adapun Register xang di IakuRan Pada GRIMEN AR SIMPANAN dalam bundea nomor II.</li> <li>mencari BRIMEN AR kuR yang di butuhkan untuk memberek Pelunasan Pinjaman.</li> </ol>	1.	NAMA MAHASISWI	: RIFKA ZAHERA
<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : SELASA. 05 · APril · JOJJ</li> <li>Hasil Kegiatan :</li> <li>I. Register alamat ERIMER AR, melanjulkan membuat alamat ERIMEN AR PINJAMAN PADA LEMARI F dengan nomor. I - F - I - I Sampaí I - F · J - 85.</li> <li>Register ERIMEN AR. membuat dan mencantumkan nomor Rekening nasabah. salah satu di Guat untuk memberikan Perlundungan terhadap nasabah. terkait Penyalah gunaan Perlundungan terhadap nasabah. terkait Penyalah gunaan Olen Pinak - Pinak. tak bertanggung jawal. sePerti Upaya Penipuan dan hoax.adapun Repister yang di lakukan Pada BRIMEN AR SIMpanan dalam Gundea nomor II.</li> <li>mencari BRIMEN AR kuR yang di Gutuhkan Untuk memberek</li> </ul>			
<ul> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : SELASA. OS. aPríl. Jodd</li> <li>Hasil Kegiatan :</li> <li>1. Register alamat QRIMET AR, melanjutkan membuat alamat QRIMEN AR pinjaman Pada Lemari 7 dengan nomor. 1. F11. Sampaí. 1 F. D 85.</li> <li>2. Register QRIMEN AR. membuat dan mencantumkan nomor Rekening nasabah. Salah satu di Guat untuk memberikan perundungan terhadap nasabah. terkait Penyalah gunaan perundungan terhadap nasabah. terkait Penyalah gunaan perundungan dalam boax. adapun Register xang di lakukan pada BRIMEN AR simpanan dalam boudean nomor II.</li> <li>3. mencari BRIMEN AR kuR yang di Gutuhkan untuk menapecek</li> </ul>	2.	NIM	: 5404181179
<ul> <li>5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : Selash. 05 · april · Jodd</li> <li>Hasil Kegiatan :</li> <li>1. Register alamat GRIMER AR, melanjutkan membuat alamat GRIMEN AR pinjaman Pada Lemari F dengan nomor. 1. F - I - I sampaí I - F · d - 85.</li> <li>2. Register BRIMEN AR, membuat di Guat untuk memberikan nomor Rekening nasabah. salah satu di Guat untuk memberikan perundungan terhadap nasabah. terkait Penyalah gunaan perundungan terhadap nasabah. terkait penyalah gunaan perundungan terhadap nasabah. Terkait penyalah gunaan penindungan dan hoax adapun Register xang di lakuRan pada BRIMEN AR simpanan dalam Gundea nomor II.</li> <li>3. mencari BRIMEN AR kuR yang di Gutuhkan untuk mensecek</li> </ul>	3.	JURUSAN	: ADMINISTRASI NIAGA
<ul> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : SELASA. OS. APTIL. JOJJ</li> <li>Hasil Kegiatan :</li> <li>1. Register alamat BRIMETL AR, melanjutkan membuat alamat BRIMEN AR PINJAMAN PADA Lemari F dengan nomor. I-F-I-I Sampai I-F.J-85.</li> <li>2. Register BRIMEN AR. membuat dan mencantumkan nomor Rekening nasabah. salah Jatu di Guat untuk memberikan Perlindungan terhadap nasabah. terkait Penyalah gunaan Perlindungan terhadap nasabah. terkait Penyalah gunaan Dien Pinak - Pinak. tak bertanggung Jawab. Seperti Ulanya Penipuan dan hoax.adapun Register yang di Iakukan Pada BRIMEN AR simpanan dalam bunden nomor II.</li> <li>3. mencari BRIMEN AR kuR yang di butuhkan untuk mensecek</li> </ul>	4.	PRODI	: ADM. BISNIS INTERNASIONAL
<ul> <li>7. HARI/TANGGAL : SElash. OS · april · Jodd</li> <li>Hasil Kegiatan :</li> <li>1. Register alamat BRIMER AR, melanjutkan membuat alamat BRIMEN AR pinjaman Pada Lemari F dengan nomor. I - F - I - I sampaí I - F · J - 85.</li> <li>2. Register BRIMEN AR . membuat dan mencantumkan nomor Rekening nasabah. salah satu di buat untuk memberikan Perlindungan terhadap nasabah. terkait penyalah gunaan Olen pihak - pihak. tak bertanggung jawab - seperti Upnya penipuan dan hoax adapun Register yang di Iakukan pada BRIMEN AR simpanan dalam bunden nomor II.</li> <li>3. mencari BRIMEN AR kuR yang di butuhkan Untuk mensecek</li> </ul>	5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
<ul> <li>Hasil Kegiatan :</li> <li>1. Register alamat ERIMETE AR, melanjutkan membuat alamat ERIMEN AR PINJAMAN Pada Lemari F dengan nomor. 1-F-I-I sampai 1-F·J-BS.</li> <li>2. Register ERIMEN AR. membuat dan mencantumkan nomor Rekening nasabah. salah satu di Guat untuk memberikan Perundungan terhadap nasabah. terkait Penyalah gunaan Oleh Pihak - Pihak. tak bertanggung Jawab. sePerti Upaya Penipuan dan hoax.adapun Register xang di IakuRan pada ERIMEN AR SIMPANAN dalam bunden nomor II.</li> <li>3. mencari BRIMEN AR kuR yang di butuhkan untuk mengecek</li> </ul>	6.	PEKERJA BRI YANG MENDAMPINGI	
<ol> <li>Register alamat BRIMER AR, melanjutkan membuat alamat BRIMEN AR PINJAMAN Pada Lemari F dengan nomor.</li> <li>I-F-I-I Sampai I-F·Z-BS.</li> <li>Register BRIMEN AR. membuat dan mencantumkan nomor Rekening nasabah. Salah satu di buat untuk memberikan Perlindungan terhadap nasabah. terkait Penyalah gunaan Perlindungan terhadap nasabah. terkait Penyalah gunaan Olen Pihak - pihak. tak bertanggung Jawab. seperti Ufaya Penipuan dan hoax.adapun Register xang di IakuRan pada BRIMEN AR SIMPANAN dalam bunden nomor II.</li> <li>mencari BRIMEN AR KUR yang di butuhkan untuk memberek</li> </ol>	7.	HARI / TANGGAL	: Selash. OS . april . 2022
<ol> <li>Register alamat BRIMER AR, melanjutkan membuat alamat BRIMEN AR PINJAMAN Pada Lemari F dengan nomor.</li> <li>I-F-I-I Sampai I-F·Z-BS.</li> <li>Register BRIMEN AR. membuat dan mencantumkan nomor Rekening nasabah. Salah satu di buat untuk memberikan Perlindungan terhadap nasabah. terkait Penyalah gunaan Perlindungan terhadap nasabah. terkait Penyalah gunaan Olen Pihak - pihak. tak bertanggung Jawab. seperti Ufaya Penipuan dan hoax.adapun Register xang di IakuRan pada BRIMEN AR SIMPANAN dalam bunden nomor II.</li> <li>mencari BRIMEN AR KUR yang di butuhkan untuk memberek</li> </ol>			
<ul> <li>RRIMEN AR PINJAMAN PADA LEMARI F dengan nomor.</li> <li>I-F-I-I sampai I-F.D-BS.</li> <li>Register BRIMEN AR membuat dan mencantumkan nomor Rekening nasabah. salah satu di buat untuk memberikan Perundungan terhadap nasabah. terkait penyalah gunaan Oleh pihak - pihak. tak bertanggung Jawab. seperti Upaya penipuan dan hoax.adapun Register xang di IakuRan pada BRIMEN AR simpanan dalam bunden nomor II.</li> <li>mencari BRIMEN AR kur yang di butuhkan untuk mengecek</li> </ul>	Ľ	Hasil Kegiatan :	
		eRimen AR pinsaman Pa I-F-I-I sampaí I- 2. Resister BRimen AR. M Rekening nasabah. salah Perlindungan terhadap n. Oleh pinak - pinak. tai Upaya penipuan dan Iakukan pada nomor II. 3. mencari BRimen AR ku	de Lemari F dengan nomor. F. 2 - 85. Embuat dan mencantumkan nomor satu di buat untuk memberikan asabah. terkait penyalah gunaan k bertanggung Jawab. seperti hoax.adapun Register xang di BRIMEN AR SIMPANAN dalam bunden
			P. Nyirih, OS April 2022
Diketahui Ka. Unit Jainti Kifka Jahera			PekerjatPendamping.
Jainer Setting		Jandi	Pekerjat Pendamping. Mahasisvi PKL. Sub- Rifka Jonera
Jaireti Rifka Danera.		Jandi	Pekerjat Pendamping. Mahasisvi PKL. Subsultation Rifka Janera
Jainti Rifka Danera		Jandi	Pekerjat Pendamping. Mahasisvi PKL. Subsultation Rifka Janera
Jairei Rifka Danera.		Jandi	Pekerjat Pendamping. Mahasisvi PKL. Solution Rifka Jonera
Jaintei Rifka Damera.	_	Jandi	Pekerjat Pendamping. Mahasisvi PKL. Subscription Rifka Janera



## PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI

7. HARI/TANGGAL : RALU. 6. APRIL, 2022

:

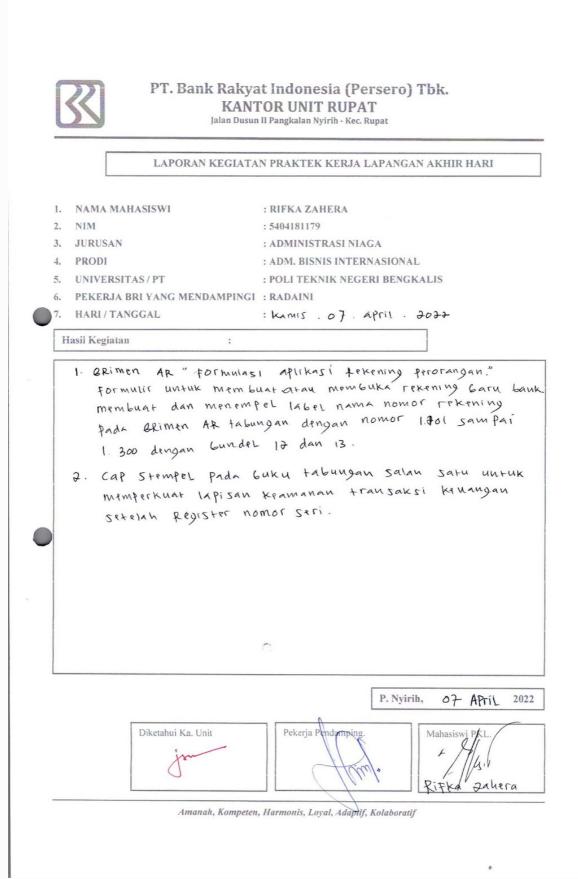
Hasil Kegiatan

1. Membantu menarik data SLik di Brispot mantri. SLik adalah Sistem layanan inFormasi Keuangan. yang dapat di manfaatkan untuk mempertancar proses penyediaan dana. penerapan manajemen risiko kredit atau pembiayaan. penilaian kualitas debitur. pengelolaan sumber daya manusik pada pela por SLik. Verifikasi untuk kerja sama pelapor sLik dengan pinak keriga. dan meningkatkan disiplin industri keuangan.

- 8- Register Buku Łabungan. Xang mencantumkan nomor serial pada Guku tabungan Xakni untuk mengidentifikasi provider bawk, dan informasi akun, dan menyediakan Inxanan pemeriksaan kramanan.
- 3. Brimm AR. "Formulasi aplikasi Rekening perorangan" Formulasi untuk membuat/membuka rekening baru di bank. Brimen yang di kerjakan adalah menempel dan mencautumkan

Brimen yang di kerjakan Adalah pundel 12. nomor rekening nasabah pada bundel 12.





Ľ	<b>PT. Bank Rakyat Indonesia (Persero) Tbk.</b> <b>KANTOR UNIT RUPAT</b> Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
5.	NAMA MAHASISWI: RIFKA ZAHERANIM: 5404181179JURUSAN: ADMINISTRASI NIAGAPRODI: ADM. BISNIS INTERNASIONALUNIVERSITAS / PT: POLI TEKNIK NEGERI BENGKALIS
7.	PEKERJA BRI YANG MENDAMPINGI : RADAINI HARI/TANGGAL : jum nt 08 april - 2022 Tasil Kegiatan :
	<ol> <li>Repister alamat BRIMER AR pinjaman pada nomor urut 3039 sampai 3089 yang di buat pada loker F.</li> <li>SP surat peringatan, atau surat khusus yang di pakai sebagai peringatan. Gagi kreditur yang telah lama meminjam aset tapi tidak membayar dan Gahkan melanggar Perjanjian dalam waktu lama.</li> <li>Chek list dan rekomendasi pengajuan klaim kur. memasuki kolektibitas J atau macet datanya. salah satu sebabnya kredit tersebut di ragukan usaha yang Gersangkutan trdak berjalan dengan baik. setelah klaim di Gayarkan oleh Perum Jamkrindo kepada PT BRi cabang dumai. beralih ke pintang perum jamkrindo sampai sejumlah dana yang di bayar/diganti oleh Perum Jamkrindo. tersebut di lunasi oleh terjamin.</li> </ol>
	P. Nyirih, OB APril 2022
	Diketahui Ka. Unit Pekerja Pendampine. Mahasizwi PKU. RiFka, Dahera.
	Amanah, Kompeten, Harmonis, Loyal, Adaptir, Kolaboratif

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	PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
1. 2. 3. 4. 5. 6. 7. F	NAMA MAHASISWI       : RIFKA ZAHERA         NIM       : 5404181179         JURUSAN       : ADMINISTRASI NIAGA         PRODI       : ADM. BISNIS INTERNASIONAL         UNIVERSITAS/PT       : POLI TEKNIK NEGERI BENGKALIS         PEKERJA BRI YANG MENDAMPINGI : RADAINI       : APril - April
	<ul> <li>1. 2Kimen AR formulasi aplikasi kekening felolungan a formulti untuk membuat atau membuka Rekening Garu bank. Kerja yang di lakukan adalah melanjutkan menempel label nama nomor rekening pada Brimen AR talungan. dengan nomor. 1301 sampai 1400. Pada bundel 14.</li> <li>2. Register Quku tabungan, mencantumkan nomor serial pada Quku tabungan salah satu di buat untuk mengidenti fikasi Providen Gank dan informasi akun.</li> <li>3. Register kartu ATM- mencantumkan nomor kartu Nasalah untuk memberikan perlindungan terhadap Hasabah, terkait Penyalah gunnan oleh Pinak-Pihak. tak bertanggung Jawal Seperti Upnya Penipuan dan hoax.</li> </ul>
	P. Nyirih, 1/ APril 2022
	Diketahui Ka. Unit Pekerja Pendamping. Mahasiswi PKL L Kifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif

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LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5	UNIVERSITAS / PT	POLI TEKNIK NEGERI BENGKALI

6. PEKERJA BRI YANG MENDAMPINGI : RADAINI

0. FERERJA DRI FANG MENDAMFINGI . RA

7. HARI/TANGGAL : Selas / 12 / april / 2022.

:

Hasil Kegiatan

1. Cif. cunstomer information file, informasi yang Gerisi data lengkap mengenai nasabah. nomor cif Gerfungsi untuk mencatat serta mengetahui data data pribadi, data kevangah, cif juga Gerguna sebagai pemberi Penilaran Gagi nasabah berdasarkan perhitungan faktor risiko nasabah. sehingga memudahkan untuk mengetahui apakah nasabah tersebut memiliki riwayat perbankan yang buruk atau tidak.

- 2. menyusun data BRIMEN AR dan BRIMEN FR.
  - BRIMEN AR "Formulasi apirkasi Rekening perorangan. Formulir untuk membuka /membuat rekening barn di bank BRI.
  - BRIMEN FR "FORMULL Permohonan penambahan dan Pengurangan fastitas " pada nasabah.





<ol> <li>NAMA MAHASISWI :RIFKA ZAHERA</li> <li>NIM :S404181179</li> <li>JURUSAN :ADMINISTRASI NIAGA</li> <li>PRODI :ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT :POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI :RADAINI</li> <li>HARI/TANGGAL :RALU/13/April /202+</li> <li>Hasil Kegiatan :</li> <li>I. maintenance CIF * Cunstomer Information File " yang Gerisi data Irngkap mengenai nasabah. dan Gerguna memberi Penilaran Gagi nasabah. Gerdasarkan Perhitungan Faktor Fisiku nasabah. sehingga memudahkan untuk mengelahuni Filwayar Perbankan yang buruk atau tidak.</li> <li>mengimput data AMKKM " asuransi mikro kecelakaan. kematian dan meninggal dunia " yang di Input melalui kematian dan meninggal dunia " yang di Input melalui data "Brints Pumahku sim Panan". setelah di input data "Brints Pumahku sim Panan". setelah di input data "Brints Pumahku sim panan." setelah di input selanyak P3 mencakupi. data yang tidak dapat di input sebanyak P3 mencakupi. data yang tidak dapat di input sebanyak P3 mencakupi. data yang tidak dapat di input sebanyak P3 mencahumkan nomor Serial pada Buku tabungan. Yang mencantumkan nomor Serial pada Buku tabungan Salah satu di Guat untuk mengidentifikasi providen bank dan Informasi Akun.</li> </ol>	2. 3. 4.	NIM JURUSAN	: 5404181179 : ADMINISTRASI NIAGA
<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : RALU/13/ April /202+</li> <li>Hasil Kegiatan :</li> <li>I. maintenance CIF * Cunstomer information file " yang berisi data lengkap mengenai nasabah, dan berguna memberi penilaran bagi nasabah berdasarkan Perhitungan faktor risiko nasabah, sehingga memudahkan untuk mengetahuai fiwayat Perbankan yang buruk atau tidak.</li> <li>mengimput data AMKKM " asuransi Mikro kreelakaan. kewatian dan meninggal dunia " yang di Imput melalui berdata ISS yang berhasil dan 3 orang saido tidak terdafat ISS yang berhasil dan 3 orang saido tidak data yang tidak dafat di input sebanyak B3 mencakupi, data yang tidak dafat di input sebanyak B3 mencakupi, data yang tidak dafat di input sebanyak B3 mencakupi. data kungan yang mencantumkan nomor Strial pada Buku tabungan salah satu di buat untuk</li> </ul>	3. 4.	JURUSAN	: ADMINISTRASI NIAGA
<ul> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : RALU/13/april/dod+</li> <li>Hasil Kegiatan :</li> <li>1. maintenance CIF * Cunstomer Information file " yang Gerisi data lengkap mengenai nasabah. dan Gerguna memberi Penilaran Gagi nasabah Gerdasarkan Perhitungan Faktor Fisiku nasabah. Sehingga memudahkan untuk mengetahui fiwayat Perbankan yang buruk atau tidak.</li> <li>2. mengimput data AMKKM " asuransi Mikro Kecelakaan. krimatian dan Meninggal dunia " yang di Input melalui erints Rumahku sim Panan," setelah di Input data " Brints Rumahku sim Panan," setelah di Input data data 155 yang Gerhasil dan 3 orang saido tidak terdapat 155 yang tidak dapat di input sebanyak 93 mencakupi. data yang tidak satu di Guat untukan Pada Buku tabungan yang mencantumkan nomor Serial Pada Buku tabungan salah satu di Guat untuk</li> </ul>	4.		
<ul> <li>5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : RADAUNI</li> <li>7. HARI/TANGGAL : RADAUNI</li> <li>7. HARI/TANGGAL : RADAUNI</li> <li>7. HARI/TANGGAL : RADAUNI</li> <li>8. Pasit Kegiatan :</li> <li>1. maintenance CIF * Cunstomer Information File " yang Gerisi data lengkap mengenai nasabah. dan Gerguna memberi Penilaran Gagi nasabah. Gerdasarkan Perhitungan Faktor Fisiko nasabah. sehingga memudahkan untuk mengetahuni Fiwayar PerGankan yang Guruk atau tidak.</li> <li>2. mengimput data AMKKM " asuransi Mikro Kricelakaan. Kematian dan Meninggal dunia " yang di Input metalui kematian dan Meninggal dunia " yang di Input metalui data "Brints Fumahku sim Panau." setelah di input data '' Gerdasat ISS yang Gerhasil dan 3 orang saido tidak terdapat ISS yang tidak dapat di input sebanyak B3 mencakupi. data yang tidak dapat di input sebanyak B3 mencakupi. data yang tidak dapat di input sebanyak B3</li> <li>3. Repister Buku tabungan. Yang mencantumkan nomor Serial pada Buku tabungan salah satu di Guat untuk</li> </ul>		PRODI	: ADM. BISNIS INTERNASIONAL
<ul> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL :Rabu/13/april/202+</li> <li>Hasil Kegiatan :</li> <li>1. maintenance CIF "Cunstomer Information File" yang berisi data lengkap mengenai nasabah. dan berguna memberi penilaran bagi nasabah berdasarkan Perhitungan Faktor Fisiko nasabah. sehingga memudahkan untuk mengetahui Fiwayar Perbankan yang buruk atau tidak.</li> <li>2. mengimput data AMKKM "asuransi Mikro Kecelakaan. kematian dan meninggal dunia " yang di Input melalui kematian dan meninggal dunia " yang di Input melalui angenati Setelah di input data</li> <li>8. Repister Buku tabungan. yang mencantumkan Nomor Serial Pada Buku tabungan salah satu di buat untuk</li> </ul>	5.		
<ul> <li>7. HARI/TANGGAL :Rabu/13/april/202+</li> <li>Hasil Kegiatan :</li> <li>I. maintenance CIF "Constomer Information File" yang Gerisi data lengkap mengenai nasabah. dan Gerguna memberi Penilaran Gagi nasabah Gerdasarkan Perhitungan Faktor Fisiku nasabah. sehingga memudahkan untuk mengetahui Fiwayar Perbankan yang buruk atau tidak.</li> <li>2. mengimput data Amkkm "asuransi mikro kecelakaan. kematian dan meninggal dunia " yang di Input melalui Brints Rumahku sim Panau." setelah di input data ferdapat 155 yang Gerhasil dan 3 orang saldo fidak terdapat 155 yang berbasil dapat di input sebanyak B3 mencakupi, data yang tidak dapat di input sebanyak B3 orang.</li> <li>3. Repister Buku tabungan. yang mencantumkan nomor Strial pada Buku tabungan salah satu di Guat untuk</li> </ul>		UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
<ul> <li>Hasil Kegiatan :</li> <li>I. maintenance CIF "Cunstomer Information File" yang Gerisi data lengkap mengenai nasabah. dan berguna memberi Penilaran bagi nasabah berdasarkan Perhitungan Faktor Pisiko nasabah. sehingga memudahkan untuk mengetahuni Fiwayar Perbankan yang buruk atau tidak.</li> <li>J. mengimput data AMKKM " asuransi mikro kecelakaan. kematian dan meninggal dunia " yang di Input melalui Brints Rumahku simpanan." setelah di input data "Brints Rumahku simpanan." setelah di input data "Brints Rumahku simpanan." setelah di input selado tidak terdapat 155 yang berhasil dan 3 orang saldo tidak dataga.</li> <li>3. Repister Buku tabungan. yang mencantumkan nomor serial pada Buku tabungan salah satu di buat untuk</li> </ul>	6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
<ol> <li>Maintenance CIF " constomer information file " yang berisi data lengkap mengenai nasabah. dan berguna memberi penilaran bagi nasabah berdasarkan Perhitungan faktor risiku nasabah. sehingga memudahkan untuk mengetahuni fiwayat perbankan yang buruk atau tidak.</li> <li>Mengimput data AMKKM " aguransi Mikro Kecelakaan. kematian dan meninggal dunia " yang di input melalui Brints Rumahku sim panan." setelah di input data "Brints Rumahku sim panan." setelah di input data "Brints Rumahku sim panan." setelah di input data</li> <li>Brints Rumahku sim panan." setelah di input sebanyak B3 mencakupi. data yang tidak dapat di input sebanyak B3 otang.</li> <li>Register Buku tabungan. yang mencantumkan nomor Serial Pada Buku tabungan salah satu di buat untuk</li> </ol>	7.	HARI / TANGGAL	: Rabu/13/ april /202+
<ul> <li>data lengkap mengenai nasabah. dan berguna memberi penilaran bagi nasabah berdasarkan Perhitungan Faktor risitu nasabah. sehingga memudahkan untuk mengetahni riwayat perbankan yang buruk atau tidak.</li> <li>2. mengimput data Amkkm "aguransi mikro kecelakaan. kematian dan meninggal dunia " yang di Imput menalui Brints fumahku sim panan." setelah di input data ferdapat 155 yang berhasil dan 3 orang saldo tidak terdapat 155 yang tidak dapat di input sebanyak B3 orang.</li> <li>3. Register Buku tabungan. yang mencantumkan nomor Serial pada Buku tabungan salah satu di buat untuk</li> </ul>	Ha	asil Kegiatan :	
	2	data lengkap mengenai nasa Gagi nasabah Gerdasar nasabah sehingga memu Perbankan yang buruk at mengimput data Amkk kewatian dan meningga Brints pumahku simp terdapat 155 yang b mencakupi, data yang otang. Redister Buku tabunga Serial pada Buku tabu	nbah. dan berguna memberi penilaran kan perhitungan Faktor risiku dahkan untuk mengetahuni riwayat lau tidak. M"asuransi mikro kecelakaan. AL dunia" yang di Input menalui anan." setelah di input data erhasil dan 3 orang saldo tidak tidak dapat di Input sebanyak B3 an. yang mencantumkan nomor ngah salah satu di buat untuk
			P Nyirih (2 April 2022
P Nyirib (2 April 2022			1. Aynin, 13 April 2022
P. Nyirih, (3 April 2022		Diketahui Ka. Unit	Pekerja Pendamping. Mahasiswi PKL.
			Ritka Dahera



LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

7.	HARI / TANGGAL	: KAMIS/ 14 / APRIL / 2022
6.	PEKERJA BRI YANG MENDAMPINGI	
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
4.	PRODI	: ADM. BISNIS INTERNASIONAL
3.	JURUSAN	: ADMINISTRASI NIAGA
2.	NIM	: 5404181179
1.	NAMA MAHASISWI	: RIFKA ZAHERA

1- menginput data BRINS Rumanku Simpanan. Memberikan santunan kepada peserta Asuransi, atas musibah kebakaran yang mengakibatkan Bangunan tempat tinggal rusak, dan Juga kecelakaan ledakan kompor atau tabung jas. Petir dan peserta meninggal dunia dalam pristiwa kebakaran tersebut.

adapun pengimputan data Brins Rumahku Simpahan. Sebanyak 208 xang dapat di input oleh data dan 19 data . yang tidak dapat di input. Setelah di approve dapat di lihit sebanyak 209 yang dapat di approve dan. 9 saldo nasabah tidak cukup.

	P. Nyi	irih, 14	April 20
Diketahui Ka. Unit	Pekerja Pendamping.	Mahasist	Wi PKL.





	NAMA MAHASISWI	: RIFKA ZAHERA
1.		
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
7.	HARI / TANGGAL	: Senin / 18 /04 / 2022
Н	lasil Kegiatan :	
	Grhasil di input dan d	ku simpanan sebanyak dod yang Jiapprove Skpp "surat permohonan Gerisi nasabah yang mengajukan
	kredit.	
		P. Nyirih, 18 April 2022

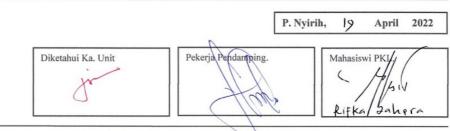


LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

7.	HARI / TANGGAL	: Selasa. 19 / 04 / 2022.
5.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
4.	PRODI	: ADM. BISNIS INTERNASIONAL
3.	JURUSAN	: ADMINISTRASI NIAGA
2.	NIM	: 5404181179
1.	NAMA MAHASISWI	: RIFKA ZAHERA

1. ARSIP Persetusuan Klaim penjaminan kur, setelan klaim di bayarkan oleh perum askrindo maka sebesar dana yang di bayarkan Geralin ke pintang perum askrindo sampai sesimulah dana yang di bayar /di gantikan oleh perum askrindo. 2. melansulkan input data Brins Pumahku Simpanan. sebanyak 204 orang yang bernasil sebanyak 200 masuk akun. payment sebanyak 20 rang dan saldo tidak cukuk sebanyak do rang.

3. Menyusun BRIMEN AR "Formulasi aplikasi Rekening perorangan. Formulir untuk membuka/men Guat rekening Garu. di Gank BRi.





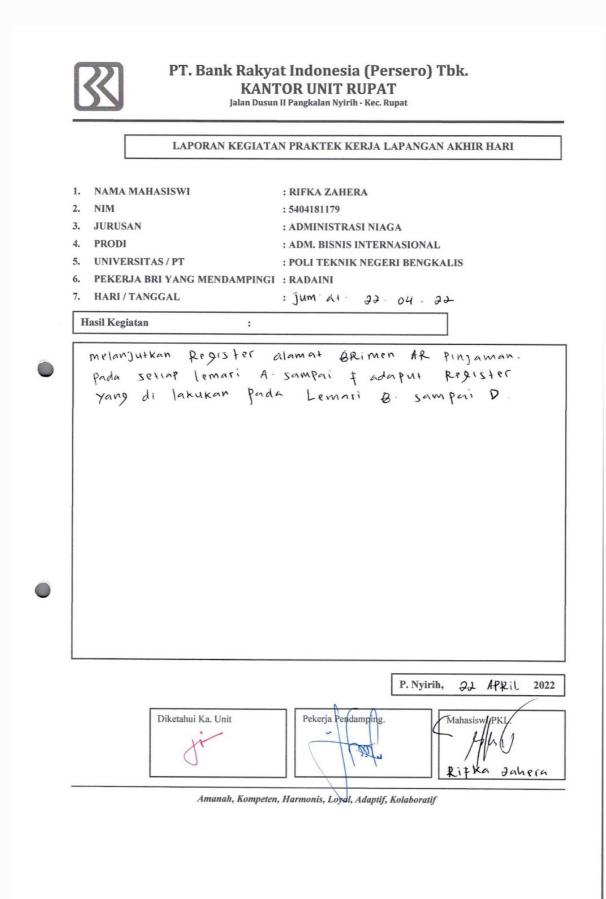
LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

<ul> <li>NAMA MAHASISWI :: RIFKA ZAHERA</li> <li>NIM :: 5404181179</li> <li>JURUSAN :: ADMINISTRASI NIAGA</li> <li>PRODI :: ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT :: POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL :: RAGUIANSI &amp;RINS RUMANKU SIMPANAN SEGanyak IDI orang dan Gerhasil di Input sebanyak. IDO orang, yang tidak dapat di Input sebanyak. IDO orang, yang tidak dapat di Input sebanyak. Idak mencukupi Saldo Sebanyak I orang.</li> <li>Membandu Tener dalam merapikan uang dan memasang Gan uang untuk terpeliharanya stabilitas moneter. Stabilitas Sistem Kruangan, dan Kelah caran Sistem pembayarah. dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Sesuai kebutuhan wasyarakat. serta aman dari upaya pemalsuan,</li> </ul>
<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : RAGU. 20/04 / 2022</li> <li>Hasil Kegiatan :</li> <li>I- melanjutkan input data Asuransi BRins Rumahku simpanan Sebanyak 121 orang dan bernasil di input sebanyak. 120 orang, yang tidak dapat di input atau nasabah tidak mencukupi Jaido Sebanyak 1 orang.</li> <li>Amembantu teher dalam merapikan uang dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas Jistem Kehangan, dan Kelancaran Sistem pembayarah. dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Seshai kebutuhan</li> </ul>
<ul> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : RAGULAUSI QRINS RUMANKU SIMPANAN SEGANYAK I DI ORANG dan Gerhasil di Input sebanyak. Ido orang, yang tidak dapat di Input sebanyak. Ido orang, yang tidak dapat di Input atau nasabah tidak mencukupi Jaldo Sebanyak I orang.</li> <li>J. membantu Teher dalam merapikan uang dan memasang Gan uang untuk terpeliharanya stabilitas moneter. Stabilitas Sistem Kehangan, dan Kelancaran Sistem pembayarah. dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Sesuai kebutuhan</li> </ul>
<ul> <li>India Distribution and Antipolation</li> <li>UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : RAGU. 20/04/2022</li> <li>Hasil Kegiatan :</li> <li>I- melanjutkan input data Asuransi BRins Rumahku Simpanan Sebanyak 121 orang dan Gerhasil di Input sebanyak. Ido orang, yang tidak dapat di Input sebanyak. Ido orang, yang tidak dapat di Input atau nasabah tidak mencukupi Saldo Sebanyak I orang.</li> <li>I- membanyu untuk terpeliharanya stabilitas moneter, stabilitas sistem kewangan, dan Kelancaran Sistem pembayarah. dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Sesuai kebutuhan</li> </ul>
<ul> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : RAGULARSI : BRINS RUMANKU SIMPANAN SEGANYAK 101 orang dan Gerhasil di Input sebanyak : 100 orang, yang tidak dapat di input atau nesabah tidak mencukupi saldo sebanyak 1 orang.</li> <li>7. Membautu Teher dalam merapikan uang dan memasang ban uang untuk terpeliharanya stabilitas moneter. Stabilitas sistem keuangan, dan kelancaran sistem pembayarah dan juga untuk menjamin tersedinya uang Rupiah yang layak edar. Seshai kebutuhan</li> </ul>
<ul> <li>7. HARI/TANGGAL : Rx6u. 20/04/2022</li> <li>Hasil Kegiatan :</li> <li>I. melanjutkan input data Asuransi BRINS Rumahku Simpanan Sebanyak 121 orang dan berhasil di input sebanyak. I20 orang, yang tidak dapat di input atau nasabah tidak mencukupi Jaido Sebanyak 1 orang.</li> <li>J. membautu tener dalam merapikan uang dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas Jistem Kenangan, dan Kelancaran Sistem pembayarah. dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Sesuai kebutuhan</li> </ul>
<ul> <li>Hasil Kegiatan :</li> <li>I- melanjutkan input data Asuransi BRins Rumahku simpanan Sebanyak Idi orang dan Gerhasil di Input sebanyak. Ido orang, yang tidak dapat di input atau nasabah tidak mencukupi saldo sebanyak I orang.</li> <li>Membantu Teher dalam merapikan Nang dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kehangan, dan Kelancaran sistem pembayarah. dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Seshai kebutuhan</li> </ul>
<ul> <li>I- melanjutkan input data Asuransi BRins Rumahku Simpanan Sebanyak Idi orang dan Gerhasil di Input sebanyak. Ido orang, yang tidak dapat di Input atau nasabah tidak mencukupi saldo sebanyak I orang.</li> <li>Hembantu Teller dalam merapikan uang dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kenangan, dan kelancaran Sistem pembayarah, dan juga untuk menjamin tersedinya uang Rupiah yang layak edar. Seshai kebutuhan</li> </ul>
<ul> <li>Sebanyak Idi orang dan berhasil di input sebanyak.</li> <li>Ido orang, yang tidak dapat di input atau nasabah tidak mencukupi saldo sebanyak I orang.</li> <li>membautu tener dalam merapikan uang dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kenangan, dan kelah caran Sistem pembayarah, dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Seshai kebutuhan</li> </ul>
<ul> <li>Sebanyak Idi orang dan berhasil di input sebanyak.</li> <li>Ido orang, yang tidak dapat di input atau nasabah tidak mencukupi saldo sebanyak I orang.</li> <li>membautu teher dalam merapikan uang dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kehangan, dan kelah caran Sistem pembayarah dan Juga untuk menjamin tersedinya uang Rupiah yang layak edar. Seshai kebutuhan</li> </ul>
<ul> <li>Ido orang, yang tidak dapat di input atau nasabah tidak mencukupi saldo sebanyak 1 orang.</li> <li>2. membautu tener dalam merapikan uang dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kenangan, dan kelancaran Sistem pembayarah, dan juga untuk menjamin tersedinya uang Rupiah yang layak edar. Sesuai kebutuhan</li> </ul>
tidak mencukupi saldo sebanyak 10rang. 2. membantu teller dalam merapikan hang dan memasang Ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kehangan, dan kelahcaran Sistem pembayarah dan juga untuk menjamin tersedinya hang Rupiah yang layak edar. seshai kebutuhan
tidak mencukupi saldo sebanyak 10rang. 2. membantu teller dalam merapikan hang dan memasang Ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kehangan, dan kelahcaran Sistem pembayarah dan juga untuk menjamin tersedinya hang Rupiah yang layak edar. seshai kebutuhan
Gan uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kehangan, dan kelancaran sistem pembayarah dan juga untuk menjamin tersedinya uang Rupiah yang layak edar. seshai kebutuhan
Gan uang untuk terpeliharanya stabilitas moneter, stabilitas sistem kehangan, dan kelancaran sistem pembayarah dan juga untuk menjamin tersedinya uang Rupiah yang layak edar. seshai kebutuhan
stabilitas sistem kenangan, dan kelancaran Sistem pembayarah dan juga untuk menjamin tersedinya Nang Rupiah yang layak edar. Sesinai kebutuhan
Sistem pembayarah, dan juga untuk menjamin tersedinya uang Rupiah yang layak edar. seshai kebutuhan
hang Rupiah yong layak edar. Sestiai kebutuhan
hang Rupiah yong layak edar. Sestiai kebutuhan
<ul> <li>masyarakat. serta aman dari upaya pemalsuan,</li> <li>Image of the serta aman dari upaya pemalsuan,</li> </ul>
P. Nyirih, 20 April 2022
Diketahui Ka. Unit Pekerja Pendampringen Mahasiswi PKU.
Diketahui Ka. Unit Pekerja Pendamping Mahasiswi PKL.
X I A I A I A I A I A I A I A I A I A I
Birka Sahera



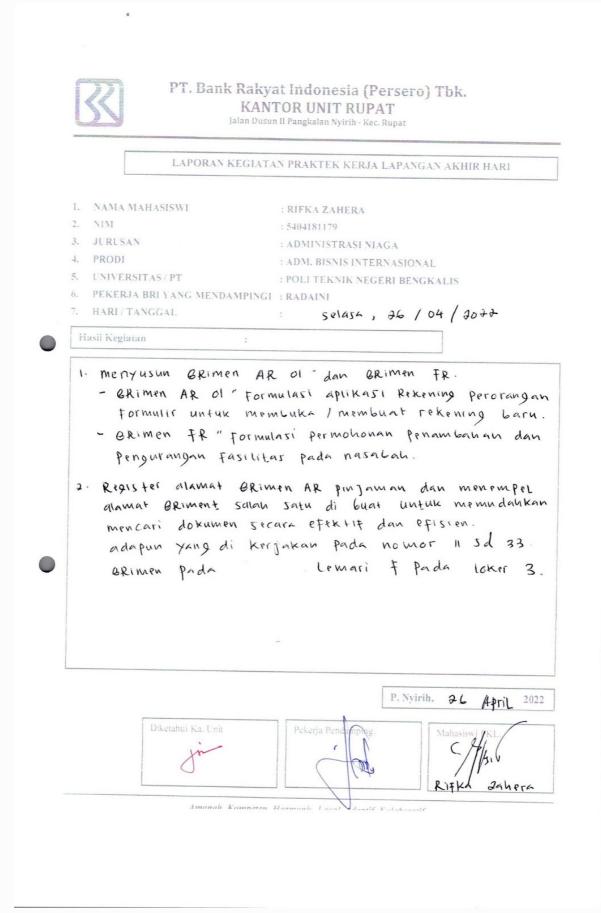


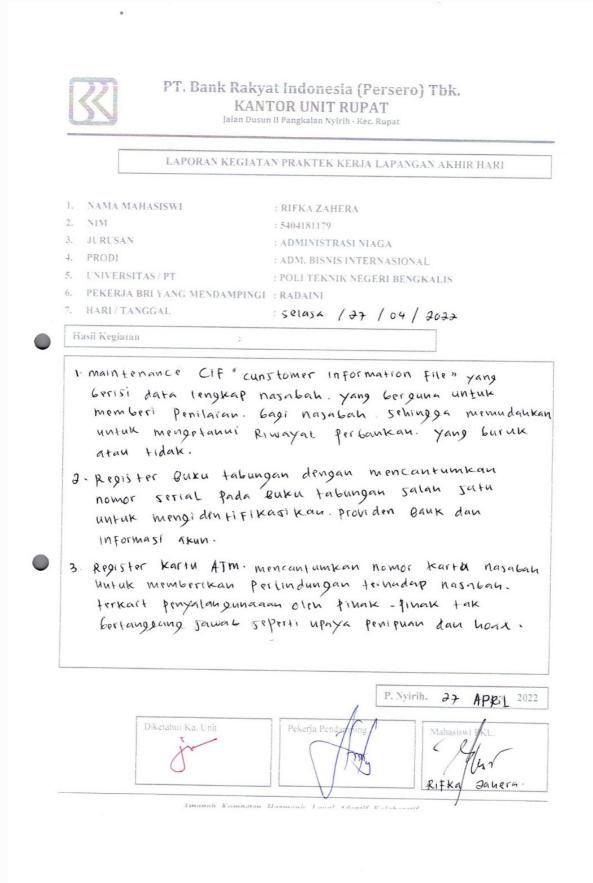
<ol> <li>NAMA MAHASISWI : RIFKA ZAHERA</li> <li>NIM : 5404181179</li> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAMIS' 21 / 04 / 22</li> <li>Hasil Kegiatan :</li> <li>I- melanjut kan input data asuransi @Rins Rumanku simpanan Sebanyak 53 orang yang bernasil di input dan 1 orang Saido tidak œukup.</li> <li>melanjutkan atau membantu tetter dalam merapikan dan memasang ban Uang untuk terpetiharanya stabilitas moneter. Stabilitas Sistem Keuangan. Serta aman dari Pemalsuan.</li> <li>Repister alamat @Rimen AR pinjaman. pada Sittap Itmar A sampai F yang baru Spiesai pada Lemari A.</li> </ol>	2. 3. 4. 5. 6. 7. H	NIM JURUSAN PRODI UNIVERSITAS/ PEKERJA BRI Y HARI / TANGG, asil Kegiatan Melan jut ka Sebanyak I orang Melanjut dan men moneter dari Pen	/PT YANG MENDAMP AL : an input dat Saido tidab kan atau masang ban stabilita nalsuan.	: 5404181179 : ADMINIST : ADM. BISN : POLI TEKT INGI : RADAINI : Kamis A asuransi 3 orang yan Cukup. membantu Uang untu Uang untu	RASI NIAGA IIS INTERNASIO NIK NEGERI BEI 21 / 04 / BRINS Ru 9 Gernasin teller dala keuangan Keuangan	Amanku S Amanku S L di Inpu am mpral naranya . serta di pada si	ht dan pikan stabilitas aman
<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAMIS· 21 / 04 / 22</li> <li>Hasil Kegiatan :</li> <li>I- melanjutkan input data asuransi @Rins Rumanku simpanan Sebanyak 53 orang yang Gernasil di input dan 1 orang Saido tidak œukup.</li> <li>Melanjutkan atau membantu teller dalam merapikan dan memasang ban uang untuk terpeliharanya stabilitas moneter. Stabilitas Sistem keuangan. Serta aman dari Pemalsuan.</li> </ul>	3. 4. 5. 6. 7. Ha	JURUSAN PRODI UNIVERSITAS PEKERJA BRI Y HARI / TANGG. asil Kegiatan Melan jul ka Sebanyak I orang Melan jul dan men moneter dari Pen	YANG MENDAMP AL : an input dat 5 Saido tidab kan atau masang ban stabilita nalsuan.	: ADMINIST : ADM. BISN : POLI TEKI INGI : RADAINI : Kamis. A asuransi 3 orang yan : Eukup. membantu Uang untu uang untu	RASI NIAGA IIS INTERNASIO NIK NEGERI BEI 21 / 04 / GRINS Ru 9 Gerhasil teller dala keuangan Keuangan	Amanku S Amanku S L di Inpu am mpral naranya . serta di pada si	ht dan pikan stabilitas aman
<ul> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS· 21 / 04 / 22</li> <li>Hasil Kegiatan :</li> <li>1- melanjutkan input data asuransi BRINS Rumanku SIM Panan Sebanyak 53 orang Yang BernasiL di Input dan I orang Saldo tidak Cukup.</li> <li>2. melanjutkan atau membantu teller dalam mprapikan dan memasang ban Uang Untuk terpeliharanya stabilitas moneter. Stabilitas Sistem Keuangan. Serta aman dari Pemalsuan.</li> </ul>	4. 5. 6. 7. H	PRODI UNIVERSITAS PEKERJA BRI HARI / TANGG asil Kegiatan Melanjuk Jorang Melanjuk dan men moneter dari Pew	YANG MENDAMP AL : an input dat 5 Saido tidab kan atau masang ban stabilita nalsuan.	: ADM. BISN : POLI TEKI INGI : RADAINI : Kamis. A asuransi 3 orang yan Cukup. membantu Uang untu uang untu	IIS INTERNASIO NIK NEGERI BEI 21 / 04 / BRINS Ru 9 Gernasin teller dala keuangan Keuangan Punjaman	Amanku S Amanku S L di Inpu am mpral naranya . serta di pada si	ht dan pikan stabilitas aman
<ul> <li>5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS· 21 / 04 / 22</li> <li>Hasil Kegiatan :</li> <li>1. melanjul kan input data asuransi BRINS Rumanku Simpanan Sebanyak 53 orang yang bernasil di input dan I orang Saldo tidak Eukup.</li> <li>2. melanjul kan atau membantu teller dalam merapikan dan memasang ban uang untuk terpeliharanya stabilitas moneter. Stabilitas Sistem Keuangan. Serta aman dari Pemalsuan.</li> </ul>	5. 6. 7. H	UNIVERSITAS, PEKERJA BRI Y HARI / TANGG, asil Kegiatan Melan jut Ka Sebanyak I orang Melanjut dan men moneter dari Pen	YANG MENDAMP AL : an input dat 5 Saido tidab kan atau masang ban stabilita nalsuan.	: POLI TEKI INGI : RADAINI : Kamis. A asuransi 3 orang yan Cukup. membantu Uang untu 15 Sistem	AL / 04 / BRINS Ru 9 Gernasil teller dala keyangan Rujaman.	Amanku S Amanku S L di Inpu am mpral naranya . serta di pada si	ht dan pikan stabilitas aman
<ul> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : kamis 21 / 04 / 22</li> <li>Hasil Kegiatan :</li> <li>1. melanjui kan input data asuransi BRINS Rumanku Simpanan Sebanyak 53 orang yang bernasil di input dan 1 orang Saldo tidak Oukup.</li> <li>2. melanjutkan atau membantu teller dalam merapikan dan memasang ban uang untuk terpeliharanya stabilitas moneter. Stabilitas Sistem Keuangan. Serta aman dari Pemalsuan.</li> </ul>	6. 7. H:	PEKERJA BRI Y HARI / TANGG. asil Kegiatan Melan jul ka Sebanyak I orang melanjut dan men moneter dari Pen	YANG MENDAMP AL : an input dat 5 Saido tidab kan atau masang ban stabilita nalsuan.	INGI : RADAINI : Kamis. A asuransi 3 orang yan . Oukup. membantu Uang untu uang untu us sistem	21 / 04 / BRINS RU 9 Gernasil teller dala keyangan keyangan Punjaman.	JJ amanku S L di Inpu am mprat naranya . serta	ht dan pikan stabilitas aman
<ul> <li>7. HARI/TANGGAL : KAMIS. 21 / 04 / 22</li> <li>Hasil Kegiatan :</li> <li>1. Melanjulkan input data asuransi BRINS Rumanku Simpanan Sebanyak 53 orang yang Bernasil di Input dan I orang Saldo tidak Bukup.</li> <li>2. Melanjulkan atau membantu teller dalam merapikan dan memasang ban uang untuk terpeliharanya stabilitas moneter. Stabilitas Sistem Keuangan. Serta aman dari Pemalsuan.</li> </ul>	7.	HARI / TANGG asil Kegiatan Sebanyak I orang melanjut dan men moneter dari Pen	AL an input dal 5 5aido tidak kan atau nasang ban stabilita nalsuan.	: Kamis. A asuransi B orang yan B orang yang yan B orang yan B or	BRINS Ru 9 Gernasil teller dala 1k terpelil keuangan Ponjaman	amanku s L di inpu am mpral naranya L Serta d	ht dan pikan stabilitas aman
Hasil Kegiatan       :         1- melanjulkan input data asuransi BRINS Rumanku Simpanan Sebanyak       53 orang yang Bernasil di Input dan I orang Saldo tidak Bukup.         2. melanjulkan atau membantu teller dalam merapikan dan memasang ban Uang Untuk terpeliharanya stabilitas moneter. Stabilitas Sistem Keuangan. Serta aman dari Pemalsuan.	H:	asil Kegiatan Sebanyak Lorang Melanjut dan men moneter dari Pen	an input dal 5 5aido tidab kan atau nasang ban stabilita nalsuan.	a asuransi 3 orang yan 5 oukup 1 membantu 1 uang untu 1 s sistem	BRINS Ru 9 Gernasil teller dala 1k terpelil keuangan Ponjaman	amanku s L di inpu am mpral naranya L Serta d	ht dan pikan stabilitas aman
<ol> <li>Melanjuikan input data asuransi BRINS Rumanku Simpanan Sebanyak 53 orang yang bernasil di input dan i orang saido tidak œukup.</li> <li>Melanjutkan atau membantu teller dalam merapikan dan memasang ban uang untuk terpeliharanya stabilitas moneter. stabilitas Sistem Keuangan. serta aman dari Pemalsuan.</li> </ol>	+	- Melanjut ku Sebanyak Iorang Melanjut dan men moneter dari Pen	an input dal 5 5aido tidak kan atau nasang ban stabilita nalsuan.	A asuransi 3 orang yan 5 oukup 1 membantu 1 uang untu 1 s sistem	9 Gernasil teller dala lik terpelil keuangan Ponjaman	am mpral naranya 1. serta . pada si	ht dan pikan stabilitas aman
Sebanyak 53 orang yang Gernasil di input dan Iorang saldo tidak œukup. J. melanjutkan atau membantu teller dalam merapikan dan memasang ban uang untuk terpeliharanya stabilitas moneter. stabilitas sistem keuangan. serta aman dari pemalsuan.	÷	Sebanyak I orang melanjut dan men moneter dari Pen	5 5aido tidab kan atau nasang ban stabilita nalsuan.	a orang yan oukup membantu uang untu us sistem	9 Gernasil teller dala lik terpelil keuangan Ponjaman	am mpral naranya 1. serta . pada si	ht dan pikan stabilitas aman
					P. N	Nyirih, 21	April 2022
P. Nyirih, & April 2022		D	viketahui Ka. Unit	Pekerja I	'endampine	-/	Alsi
P. Nyirih, 24 April 2022 Diketahui Ka. Unit Pekerja Pendamping Mahasiswi PKL. Mahasiswi PKL. Rifka Jahera		L					



27	KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
NAMA MA	HASISWI : RIFKA ZAHERA
NIM	: 5404181179
JURUSAN	: ADMINISTRASI NIAGA
PRODI	: ADM, BISNIS INTERNASIONAL
UNIVERS	
PEKERJA	BRI YANG MENDAMPINGI : RADAINI
. HARI/TA	NGGAL : Senin/ 25 / april / 2022.
Hasil Kegiata	in :
memb faktor menge 2. Regist	data lengkap Nasabah, yang Gerguna Untuk eri Penilaian Gagi nasabah Gerdasarkan perhitungan resiko nasabah. sehingga, memudahkan untuk itahui riwayat Perbankan yang Guruk atau tidak. er Buku tabungan, dengan mencantumkan nomor pada puku tabungan salah satu untuk menoiden.
mem 6 faktor menge 2. Regist serial tifike 3. Melan setiap	eri Penilaian Gapi nasabah Gerdasarkan feruntungun resiko nasabah. sehingga, memudahkan untuk tahui riwayat Perbankan yang Guruk atau tidak. er Buku tabungan dengan mencantumkan nomor pada Buku tabungan salah satu untuk mengiden- nsikan providen Bank dan Informasi akun. Gutkan Repister alamat BRimen AR pinjawan Pada Iemari A sampai F. adapun yang di kerjakan untuk trasi hari ini hanya melengkapi data nasabah yang.

.





A PROCESS	PT. Ban	k Rakyat Indonesia (Persero) Tbk.
Constant and		KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN	KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENI	DAMPINGI : RADAINI
7.	HARI / TANGGAL	Raby / 28 . APRIL, 2022
H	lasil Kegiatan	
2	Penilaian bagi i menyotahui kiwa membantu keller Stabilitas monete	"cunstomer information file " yang Geri bah. yang berguna untuk memberi nasabah sehingga memudahkan untuk nyat perbankan yang buruk atau tidak dalam merapikan uang untuk terpeliha " stabilitas sistem keuangan dan
2	Penilaian bagi i menyotahui kiwa membantu keller Stabilitas monete kelancaran siste tersedianya uang	bah. Yang berguna untuk memberi nasabah sehingga memudahkan untuk nyat perbankan yang buruk atau tidak dalam merapikan uang untuk terpeliha
2	Penilaian bagi menyotahui piwa membantu keller Stabilitas movete kelancaran siste tersedianya uang kebutuhan mas	P. Nyirih, 28 APRIL 2

.



#### LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1. NAMA MAHASISWI

- 2. NIM
- 3, JURUSAN
- 4. PRODI
- UNIVERSITAS / PT 5.
- : RIFKA ZAHERA : 5404181179
- : ADMINISTRASI NIAGA
- : ADM. BISNIS INTERNASIONAL
- : POLI TEKNIK NEGERI BENGKALIS
- PEKERJA BRI YANG MENDAMPINGI : RADAINI 6.

7. HARI / TANGGAL

Hasil Kegiatan

: Senin /09 / 05 /2022 -

1. Pengelolahan Uang Rupiah membantu teller dalam merapikan hang dan memasang ban pada hang untuk terpeliharanya Stabilitas moneter, stabilitas sistem kenangan dan Kelan caran Sistem Pembayaran. dan Juga untuk menjamin forsedianya hang rupiah yang layak edar. sesuai kebutuhan masyarakal dan serta terhindar dari pemalsuan.

2. Scan BRIMAN AR Pinjaman untuk alih madia, data tersabut dipindahkan ke folder (Idebitur I Folder) yang di dalamnya. memuat data \*\* debitur (SPH, LKN. d11).

Diketahui Ka. Unit

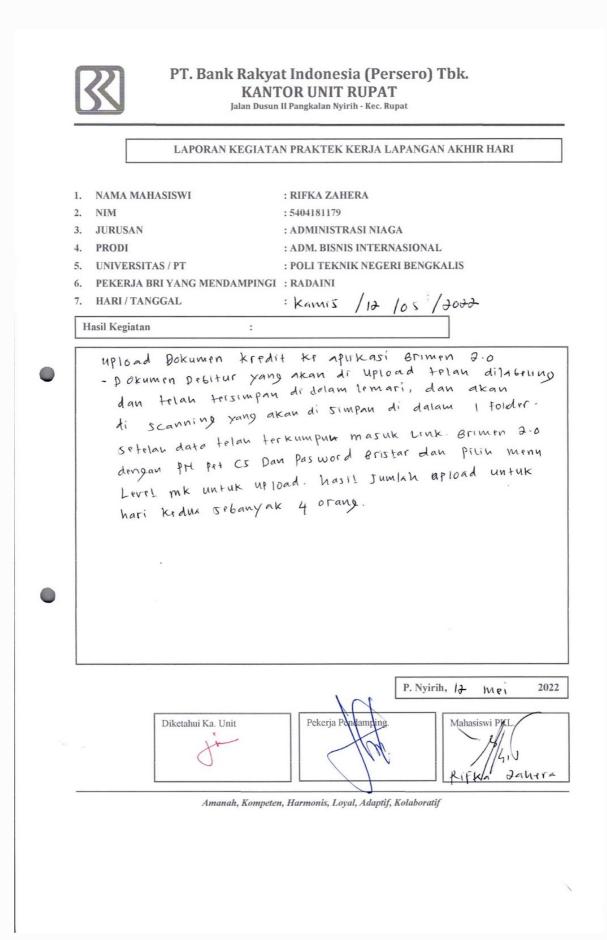


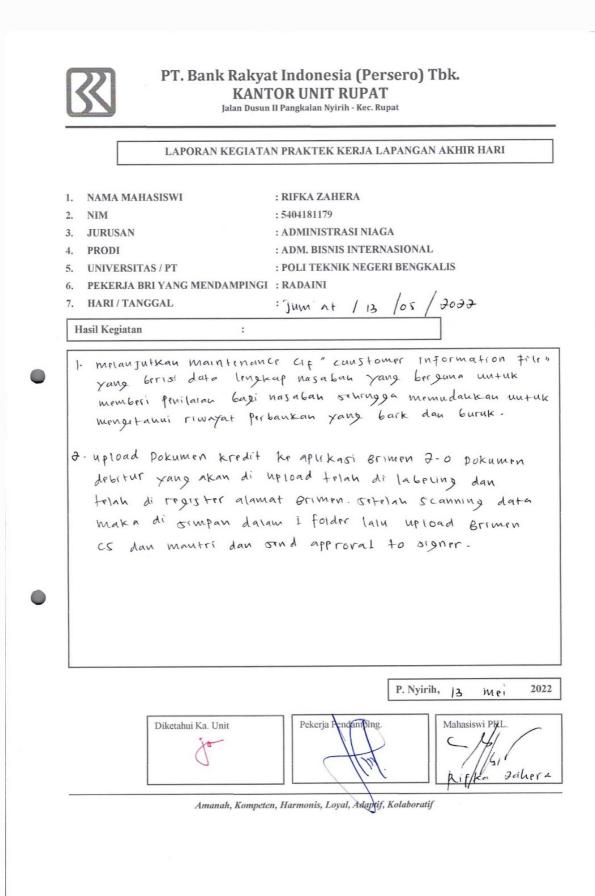
Mahasiswi PK

APRIL 2022

PT. Bank Rakyat Indonesia (Persero) Tbk. **KANTOR UNIT RUPAT** Jalan Dusun II Pangkalan Nyirih - Kec. Rupat LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI NAMA MAHASISWI : RIFKA ZAHERA : 5404181179 NIM 3. JURUSAN : ADMINISTRASI NIAGA : ADM. BISNIS INTERNASIONAL 4. PRODI : POLI TEKNIK NEGERI BENGKALIS 5. UNIVERSITAS / PT 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI 10 /05 /2022. 7. HARI / TANGGAL Selasa Hasil Kegiatan 1. membautu feller dalam merapikan hang dan Marsortir hang Yang terjadi kerusakan seperti sobek untuk terpeliharanya kelaucaran sistem pembayaran, dan mengamin - tersedianya hang rupinh yang layak edar. sesuai kebutuhan masyarakat 2-input data amkkm. Brins Rumahky Jimpanan. Jebauyak & orang dan semua telah berhasil di approve. 3. membanty menyusun BRIMEN Buktikas dan BRIMEN AR-Yang terjadi pennindahan kantor. APRIL 2022 P. Nvirih,

ŀ	PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
5. 6. 7.	NAMA MAHASISWI : RIFKA ZAHERA NIM : 5404181179 JURUSAN : ADMINISTRASI NIAGA PRODI : ADM. BISNIS INTERNASIONAL UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS PEKERJA BRI YANG MENDAMPINGI : RADAINI HARI/TANGGAL : RALAINI HARI/TANGGAL : RALU /11 / 05 / JOJJ asil Kegiatan : Upload Dokumen kredit Ke apuikasi Brimen 2.0 Dokumen pebitur yang akan di upload telah di labelling Dan sudah di tata Ruang. lemari, rak. pokumen Debitur yang akan di apiDaad telah selesai Di Scanning dan hasil Scanning tersimpan dalam ketentuan Scanning.
•	Di Scanning dan haste s Folder sesuai dengan ketentuan scanning. >. upload Dokumen Kredit oleh Petugas ADK atau Cs
	P. Nyirih, 11 Mei 2022 Diketahui Ka. Unit Pekerja Pendamping. Mahasiswi Pka. Juli Kifko Jahera Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif







	1. NAMA MAHASISWI	: RIFKA ZAHERA
	2. NIM	: 5404181179
	3. JURUSAN	: ADMINISTRASI NIAGA
	4. PRODI	: ADM. BISNIS INTERNASIONAL
	5. UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
	6. PEKERJA BRI YANG MENDAMPINGI	: RADAINI
	7. HARI / TANGGAL	: Selass, 17. mei . 2022
	Hasil Kegiatan :	
•	yang berisi data lengk	e Cit i constomer information file" ap nasabah yang berguna untuk Nasabah sehingga memudahkan yat perbankan yang buruk dan tidak.
•	Pokumen debitur yang dan felah di registe data yang akan di dan uplobd di Brim send approval to 3. membuat ban pada untuk mendukung terpi	hang rupish yang di lakukan i haranya sistem kenangan, dan abayaran. untuk menjamin
	Diketahui Ka. Unit	P. Nyirih, 17 Mei 2022 Pekerja rendamping. Mahasiswi PKI Hamanis Lowel Mortif Kolohangtif
	Amanan, Kompete	n, Harmonis, Loyal, Adaptif, Kolaboratif



LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA

- : ADMINISTRASI NIAGA
- 4. PRODI
- : ADM. BISNIS INTERNASIONAL : POLI TEKNIK NEGERI BENGKALIS
- 5. UNIVERSITAS / PT
- PEKERJA BRI YANG MENDAMPINGI : RADAINI 6.
- 7. HARI / TANGGAL : Raby 10 - mri 2022.

Hasil Kegiatan :

I melangutkan maintenance Crf " constomer information file " young berior duta langkap hasabah yong berguna untuk membersi penilaran basi nasabah semingga memun dankan untuk mengetahni riwayat Perbankan yang buruk dan tidak

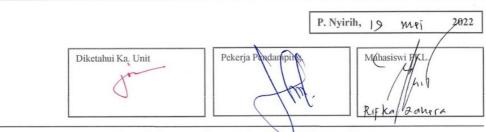
- 2. upload Dokumen kredit ke aplikasi Brimen 2.0 Brimen yong akan di upload telah di labering dan telah di register alamat Brimen, data selanjutnya scanning yong akan di Guat dalam I Folder dan upload di Brinin (5 day mautri siap untuk sind approval to signer.
- 3. Reproter Buku tabungan. dengan mencantumkan nomor serral Pada Buku fabungan salan satu di Guat untuk mengiden. providen Bank dan informati akun. FIFIKasikan





LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1. NAMA MAHASISWI : RIFKA ZAHERA 2. NIM : 5404181179 3. JURUSAN : ADMINISTRASI NIAGA 4. PRODI : ADM. BISNIS INTERNASIONAL : POLI TEKNIK NEGERI BENGKALIS **UNIVERSITAS / PT** 5. PEKERJA BRI YANG MENDAMPINGI : RADAINI 6 7. HARI / TANGGAL : Kamis / 19/ mi / 2022 Hasil Kegiatan : 1. melangutkan maintenance Crf " constomer information file" young bersi data lengkap nasabah young berguna untuk memberi penilaran bagi nasaban sehingga menundahkan untuk mengetahui trwayat probankan yang burnk dan fidak. 2. juput data asuransi Brins rumahku simpanan sebanyak 8 orang dan proses pensinputan di lakukan 3 kahi dalam 1 Brimen dan opmunya Germaoil di approv. 3. upload Ookumen kredit ke apukasi Brimen 2-0 pokumen debitur young akan de upload telan di labeling dan telah di register alamat Briment. Selangutuya Proses scanning data your di buar dalam I folder dan upload pada minn CS law mantri dan solanputnya sond



to approval to orgner.



1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
7.	HARI / TANGGAL	Jum at / 20 / 05 / 2022.
H	Iasil Kegiatan :	
1	Dokumen debitur yang a	ke Aplikasi Brimen 2.0 kan di upload telah di labering alamat Brimen Setelah
	di lihat tak lupa untui	k Brimen 8.0 masuk dengan
	PM pet Cs dan Paswa	upload pada menu CS Olih mautri Splanjutnya
9	memberi penilaran bagi	" CIF" constomer information filt "Ansabah yang berguna untuk nasabah sehingga memudahkan + Perbaukan yang baik dan buruk.
		P. Nyirih, 20 mgi 202
	Diketahui Ka. Unit	Pekerja Pendamping. MahasiswyPKL. C. H. I Kitka Zahera



4. PRODI

#### PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA

- : ADM. BISNIS INTERNASIONAL
- 5. UNIVERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
- 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI
- 7. HARI/TANGGAL : Senin. 23, 05. 22

:

Hasil Kegiatan

1. melanjutkan maintenance cif "cunstomer information file" yang berisi data lengkap nasabah. yang berguna untuk memberi penilaran bagi nasabah sehengga memudahkan untuk mengetahni riwayat pribankan. yang buruk dan tedak.

- 3. Upload Dokumen kredit ke aplikasi Brimen 2.0 Dokumen debitur yang akan di upload telah di labeling dan telah di register alamat Brimen. Scanning data yang akan di simpan dalam satu folder lalu apload dan sumlah di upload sebanyak 10 data
- 3. input data AGF "auto Grab fund " adalah fasilitas Prembayaran otomatis xang dilakukan oleh pihak bunk dengan menarik sejumlah hang dari tabungan nasabah.





1.	NARA MATTACTONI	: RIFKA ZAHERA
	NAMA MAHASISWI	: KIFKA ZAHEKA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDA	MPINGI : RADAINI
7.	HARI / TANGGAL	: Selash, 24, 05, 2022
Ha	sil Kegiatan	:
	yang Gerisi data leng Penilaian Gagi nas mengetahuli riway Untuk Cif sebany input data asuran sebanyak 4 oran	ng dan proses Pengimputan Sebanyak- ng dan proses Pengimputan Sebanyak- omor rekening dan semnanya
	Diketahui Ka. Unit	P. Nyirih, 74 mei Pekerja Pondamping Mahasiswi PKL.
	Diketahui Ka. Unit	



Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

#### LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

- 1. NAMA MAHASISWI : RIFKA ZAHERA
- 2. NIM
- 3. JURUSAN
- 4. PRODI

- : 5404181179 : ADMINISTRASI NIAGA
- : ADM. BISNIS INTERNASIONAL
- 5. UNIVERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
- 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI
- 7. HARI/TANGGAL : RAGY . 25.05.22.

Hasil Kegiatan :

1. melangutkan Maintenance CIF " cunstomer information file" Yang Gerisi data lengkap Hasabah yang Gerguna untuk memberi Penilaian bagi nasabah. sehing da memudahkan untuk mengetahui Riwayat Perbaukan yang buruk dan tidak untuk infut Cit Sebanyak 150

- 2- upload Dokumen Kredit Ke aplikasi Brimen 2-0 Dokumen debitur yang di upload telah di labeling dan telah di register alamat Brimen. dan di scanning yang di simpan dalam 1 Foider kemudian di upload pada menu CS dan mantri Kemudian berifikasi Dokumen oleh CS untuk send approbal TO signer adapun Apload Brimen sebanyak 10. Dokumen.
- 3. Input data asuransi Brins rumahku simpanan sebanyak 7 Dokumen di kali proses pensimputan sebanyak 3 kali dan total pensimputan sebanyak. 21 dan berhasil di approve. 7 data olomatis di kali 2 jumlah. 14 tolal keseluruhan 35.



	<b>PT. Bank Rakyat Indonesia (Persero) Tbk.</b> <b>KANTOR UNIT RUPAT</b> Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
1.	NAMA MAHASISWI : RIFKA ZAHERA
1.	NIM : 5404181179
3.	JURUSAN : ADMINISTRASI NIAGA
	PRODI : ADM. BISNIS INTERNASIONAL
	UNIVERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMPINGI : RADAINI
7.	HARI/TANGGAL : jum At 27 / 05 / 22.
H	fasil Kegiatan :
	Salah satu di buat untuk nepagkentifikasikan providen Bank dan Informasi akun ButaB. - membantu teller dalam merapikan nang dan sortir nang yang terjadi kernsakan seperti sobek di lakukan untuk terpeninarny kelancaran sistem pembayaran dan menjamin tersedianya hang Bupiah yang layak edar. sesuai kebutuhan masyarakat. S-melakukan maintenance Cif "Constomer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penilaran bagi nasabah sehingga memudahkan untuk mengetahui riwayat Perbankan yang baik dan Guruk.
	Diketahui Ka. Unit Jawet Jawet

	Jalan Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
1.	NAMA MAHASISWI : RIFKA ZAHERA
2.	NIM : 5404181179
3.	JURUSAN : ADMINISTRASI NIAGA
	PRODI : ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMPINGI : RADAINI
7.	HARI/TANGGAL : Senin, 30 / 05 /2022
Ha	sil Kegiatan :
	Cs lain mantri dan sijap untuk send approval to signer. Adapun pengimputan dan & Apload sebanyak 22 data. Melanjutkan maintenance cif "constomer information filt" bad data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mempetahui riwayat perbankan yang baik dan buruk. Adapup bad data yang di kerjakan sebanyak As cif.
	P. Nyirih, 30 mei Diketahui Ka. Unit Yawa

k



: 5404181179

LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1. NAMA MAHASISWI : RIF	KA ZAHERA
-------------------------	-----------

- 2. NIM
- 3. JURUSAN
  - 4. PRODI

- : ADMINISTRASI NIAGA
- : ADM. BISNIS INTERNASIONAL
- 5. UNIVERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
- 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI
- 7. HARI/TANGGAL : 581454 31 / 05 / 22.

Hasil Kegiatan :

1-upload Dokumen kredit ke aplikasi Brimen 2.0 Dokumen debitur. Yang akan di upload telah di labeling dan telah di register alawat Briment. Salanjutnya proses scanning data yang di buat dalam i Folder dan upload pada menu CS law mantri dan srap untuk send approval to signer. adapun pengimputan sebanyak 2 data. 2. melanjutkan maintenance Cif " constomer in Formation file " data yang berisi data lengkap nasabah yang berguna untuk

data Yang berissi data lengkat nasabah gang otahkan untuk memberi, penilaian bagi nasabah sehingga memudahkan daruk Memberi, penilaian bagi nasabah sehingga memudahkan buruk. Memberi penilaian bagi nasabah sehingga memudahkan buruk. Memberi penilaian bagi barukan yang baruk daru buruk. Memberi penilaian bagi barukan yang di kerijakan **Joh** 200 cif.

di tambah 35 yang Grijumlah 89.

×	Р.	Nyirih, 05 .31 . 2
Diketahui Ka. Unit	Pekerja Pendamping.	Mahasiswi PKL.
James	c/m)	



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# PT. Bank Rakyat Indonesia (Persero) Tbk. **KANTOR UNIT RUPAT** Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

data yang berisi data lingkap nasabah yang berguna. Untuk memberi Penilaran bagi nasabah sehingga urmudahkan untuk	<ul> <li>NIM : 5404181179</li> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : Kamiš 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I- tipload Dokumen Kredit Ke aptikasi erimen 2-0 Pokumen debitur yang akan di upload telah di labeling dan telah di register alamat eriment. selan jutnya proses scanning data yang di buat dalam i folder dan upload pada menu cs laiu mantei dan stap untuk send approval to signer. adapun pengim putan se banyak. 4 data.</li> <li>Melanjutkan maintenance CIF." constomer information pile data yang berisi data lengkap nasabah yang bergana. Untuk</li> </ul>		
<ul> <li>NIM : 5404181179</li> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAMIS 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I- iipload Dokumen Kredit Ke afukasi efimen 2-0 Dokumen debitur. Yang akan di upload telah di labeuing dan telah di register Alamat Briment. selan jutnya proses scanning data yang di buat dalam 1 Foldir dan upload pada menu C5 laiu mantri dan Stap untuk send Approval to signer. adapun pengim putan se banyak. 4 data.</li> <li>Melanjutkan maintenance CiF. constomer information filt data yang berisi data lingkap nasabah yang bergana. Untuk memberi Prinilatan bagi nasabah sebingga untukah kan untuk</li> </ul>	<ul> <li>2. NIM : 5404181179</li> <li>3. JURUSAN : ADMINISTRASI NIAGA</li> <li>4. PRODI : ADM. BISNIS INTERNASIONAL</li> <li>5. UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I. iipload Dokumen Kredit Ke afukasi efimen 2-0 Dokumen dekitur. Yang akan di upload telah di labeuing dan telah di register Alamat Briment. selanjutnya proses scanning data yang di Guat dalam i foldir dan upload pada menu cs laiu mantri dan stap untuk send approvat to signer. adapun pengumputan si banyak. 4 data.</li> <li>2. melanjutkan maintenance CIF. constomer Information pili data yang berisi data lingkap nasabah yang birguna. Untuk memberi Prinilatan bagi nasabah seningga memadahkan untuk urmpetauni riwaya perbankan yang baik dan burnk.</li> </ul>		
<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAMIS 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I ipload Dokumen Kredit Ke afukasi efimen 2-0 Pokumen debitur. Yang akan di upload triah di labeuing dan telah di register Alamat Briment. selan jutnya proses scanning data yang di buat dalam i foldtr dan upload pada menu cs lalu mantri dan Stap untuk send approval to signer. adapun pengimputan se banyak. 4 data.</li> <li>Melanjutkan maintenance CIF. Constomer Information pili data yang berisi data lingkap nasabah yang bergana. untuk memberi Prinlatan bagi nasabah sehingga wemadahkan untuk</li> </ul>	<ul> <li>JURUSAN : ADMINISTRASI NIAGA</li> <li>PRODI : ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT : POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>HARI/TANGGAL : KAMIŠ 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I-tipload Dokumen Kredit ke Aptikasi Brimen 2-0 Pokumen debitur. Yang akan di upload telah di labeuing dan telah di register Alamat Briment. selanjutnya proses scanning data yang di buat dalam i Folder dan upload pada menu Cs laiu mantri dan Siap untuk send Approval to signer. adapun Pengimputan siap untuk send Approval to signer. adapun Pengimputan utuk send Approval to signer information filt data yang berisi data lengkap nasabah yang bergana. Untuk memberi Penilaran bagi nasabah sebingga wemadahkan untuk ungaptanun riwgan perbankan yang baik dan buruk.</li> </ul>	1. NAMA MAHASISWI	: RIFKA ZAHERA
<ul> <li>4. PRODI</li> <li>ADMINISTRANSI MINOR</li> <li>4. PRODI</li> <li>ADM. BISNIS INTERNASIONAL</li> <li>UNIVERSITAS/PT</li> <li>POLI TEKNIK NEGERI BENGKALIS</li> <li>PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>T. HARI/TANGGAL</li> <li>KAMIS 2 / 6 / 22.</li> <li>Hasil Kegiatan</li> <li>I ipload Dokumen Kredit Ke Apuikasi Grimen 2-0 Dokumen debitur. Yang akan di upload telah di labeuing dan telah di register Alamat Briment. selan jutnya proses scanning data yang di buat dalam i Foldir dan upload pada menu cs laiu manti dan Stap untuk send Approval to signer. adapun pengimputan se banyak. 4 data.</li> <li>Melanjutkan maintenance CIF. Constomer Information Filt data yang berisi data lingkap nasabah yang bergana. Untuk memberi Penilaran bagi nasabah sehingga memudahkah untuk</li> </ul>	<ul> <li>4. PRODI</li> <li>ADM. BISNIS INTERNASIONAL</li> <li>S. UNIVERSITAS/PT</li> <li>POLI TEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL</li> <li>KAMIŠ 2 / 6 / 22.</li> <li>Hasil Kegiatan</li> <li>I ipload Dokumen Kredit Ke apukasi efimen 2-0 Dokumen debitur. Yang akan di upload telah di labeung dan telah di register Alamat Briment. selan jutnya proses scanning data yang di buat dalam i foldir dan upload pada menu cs lalu mantri dan stap untuk send approval to signer. adapun pengim putan se banyak. 4 data.</li> <li>D. melanjutkan maintenance CIF." constomer information filt data yang berisi data lingkap nasabah yang bergana. untuk memberi Printatan bagi nasabah sehingga memdahkan untuk Mengetanui riwaya perbankan yang baik dan buruk.</li> </ul>	2. NIM	: 5404181179
5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI 7. HARI/TANGGAL : KAMIS 2 / 6 / 22. Hasil Kegiatan : 1. ilpload Dokumen Kredit Ke Apukasi Ofimen 2.0 Dokumen debitur. Yang akan di upload telah di labeung dan telah di register Alamat Briment. selan julinya proses scanning data yang di buat dalam i Folder dan upload pada menu cs lalu mautri dan Stap untuk send Approval to signer. adapun pengimputan sebanyak. 4 data. 2. melanjutkan maintenance CIF." constomer Information Filt data yang berisi data lingkap nasabah yang bergana. Untuk memberi Prinilatan bagi nasabah sehingga untukah autuk	<ul> <li>5. UNIVERSITAS/PT : POLITEKNIK NEGERI BENGKALIS</li> <li>6. PEKERJA BRI YANG MENDAMPINGI : RADAINI</li> <li>7. HARI/TANGGAL : KAMIS 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I- ilpload Dokumen Kredit Ke Apukasi Efimen 2-0 Dokumen debitur. Yang akan di upload telah di labeung dan telah di register Alamat Briment. selanjutnya proses scanning data yang di buat dalam i folder dan upload pada menu cs lalu mantri dan stap untuk send approval to signer. adapun pengimputan se bavyak. 4 data.</li> <li>D. melanjutkan maintenance CIF. Constomer Information filt data yang berisi data lengkap nasabah yang berguna. Untuk men beri Penilaran bagi nasabah sebingga unemudahkan untuk Mengetawi riwayai perbankan yang baik dan buruk.</li> </ul>	3. JURUSAN	: ADMINISTRASI NIAGA
6. PEKERJA BRI YANG MENDAMPINGI : RADAINI 7. HARI/TANGGAL : KAMIS 2 / 6 / 22. Hasil Kegiatan : 1. ilpload Dokumen Kredit Ke Apukasi Ofimen 2.0 Dokumen debitur. Yang akan di upload telah di labeung dan telah di register Alamat Briment. selanjutnya proses scanning data yang di buat dalam i foldir dan upload pada menu cs laiu mantri dan Stap untuk send Approval to signer. adapun pengimputan sebanyak. 4 data. 2. melanjutkan maintenance CIF." constomer information filt data yang berisi data lingkap nasabah yang bergana. untuk memberi Prinilaran bagi nasabah sehingga memadahkan untuk	6. PEKERJA BRI YANG MENDAMPINGI : RADAINI 7. HARI/TANGGAL : KAMIS 2 / 6 / 22. Hasil Kegiatan : 1- ilpload Dokumen Kredit Ke ApuKasi Qfimen 2-0 Dokumen debitur Yang akan di upload telah di labeung dan telah di register Alamat Briment. selanjulnya proses scanning data yang di buat dalam i Folder dan upload pada menu cs lalu mantri dan Siap untuk send Approval to signer. adapun pengimputan se banyak. 4 data. 0. melanjutkan maintenance CIF." constomer information file data yang berisi data lengkap nasabah yang berguna. Untuk memberi' penilaran bagi nasabah sebingga memudahkan untuk Mengetanui riwayan perbankan yang baik dan buruk.	4. PRODI	: ADM. BISNIS INTERNASIONAL
<ul> <li>7. HARI/TANGGAL : Kamis 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I- iipload Dokumen kredit ke apurkasi erimen 2-0 Dokumen debitur. Yang akan di upload telah di labeung dan telah di register Alamat Briment. selanjutnya proses scanning data yang di buat dalam i Folder dan upload pada menu cs laiu mantri dan siap untuk send approval to signer. adapun pengimputan se bavyak. 4 data.</li> <li>D. melanjutkan maintenance CIF. constomer information file data yang berisi data lingkap nasabah yang bergana. untuk memberi Prinilaran bagi nasabah sehingga untukah untuk</li> </ul>	<ul> <li>7. HARI/TANGGAL :Kamis 2 / 6 / 22.</li> <li>Hasil Kegiatan :</li> <li>I-tipload Dokumen kredit ke apukasi Brimen 2-0 Dokumen debitur. Yang akan di upload telah di labeling dan telah di register Alamat Briment. selanjutnya proses scanning data yang di buat dalam i Folder dan upload pada menu cs laiu mantri dan siap untuk send approval to signer. adapun pengimputan se bayak. 4 data.</li> <li>D. melanjutkan marutenance CIF. « constomer information fili data yang berisi data Imgkap nasabah yang bergana. untuk memberi' penilaian bagi nasabah sebingga unemudahkan untuk Mengetaini riwayan perbankan yang baik dan buruk.</li> </ul>	5. UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
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Hasil Kegiatan : I-iipload Dokumen Kredit ke apurkasi Qrimen 2-0 Dokumen debitur Yang akan di upload telah di labeung dan telah di register Alamat Briment. selanjutnya proses scanning data yang di buat dalam i Folder dan upload pada menu cs lalu mantri dan siap untuk send approval to signer. adapun pengimputan se banyak. 4 data. D. melanjutkan maintenance CIF." constomer information fili data yang berisi data lingkap nasabah yang bergana. untuk memberi Penilaran bagi nasabah sehingga untukahkan untuk	Hasil Kegiatan : I- iipload Dokumen kredit ke apirkasi Brimen 2-0 Dokumen debitur yang akan di upload telah di labering dan telah di register alamat Briment. selanjutnya proses scanning data yang di Buat dalam i Folder dan upload pada menu cs laiu mantri dan siap untuk send approvat to signer. adapun pengimputan se baryak. 4 data. D. melanjutkan marutenance CIF. « constomer information fili data yang berisi data lingkap nasabah yang berguna. untuk memberi' penilaran bagi nasabah sebingga untukah kan untuk Mengetanui riwayat perbankan yang baik dan buruk.	7. HARI / TANGGAL	: KAMIS 2 / 6 / 22.
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	adapun maintenance sebanyak 157 CF.	Alamat Briment. Selanj	alord pade minu c5 law mantri dan
		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi". Penilaran ba Mengetahuni riwayan pe	ance CIF." constomer information file ta lingkap nasabah yang berguna. Untuk di nasabah sehingga urmudahkan untuk rbankan yang baik dan buruk.
		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi". Penilaran ba Mengetahuni riwayan pe	ance CIF." constomer information file ta lingkap nasabah yang berguna. Untuk di nasabah sehingga urmudahkan untuk rbankan yang baik dan buruk.
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		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi". Penilaran ba Mengetahuni riwayan pe	ance CIF." constomer information file ta lengkap nasabah yang berguna. hutuk gi nasabah sehingga memudahkan untuk rbankan yang baik dan buruk.
		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi". Penilaran ba Mengetahuni riwayan pe	ance CIF." constomer information file ta lengkap nasabah yang berguna. Untuk gi nasabah sehingga memudahkan untuk rbankan yang baik dan buruk.
		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi". Penilaran ba Mengetahuni riwayan pe	ance CIF." constomer information file ta lengkap nasabah yang berguna. Untuk gi nasabah sehingga memudahkan untuk rbankan yang baik dan buruk.
P. Nyirih, 2 June 20	P. Nyirih, 2 June 20	sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi". Penilaran ba Mengetahuni riwayan pe	ance CIF." constomer information file ta lingkap nasabah yang berguna. Untuk gi nasabah sehingga urmudahkan untuk rbankan yang baik dan buruk. sebanyak (s) CIF.
		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi". Penilaran ba Mengetahuni riwayan pe	ance CIF. « constomer information filt ta lingkap nasabah yang berguna. untuk si nasabah sibingga urmudahkan untuk rbankan yang baik dan buruk. sebanyak (s) CIF. P. Nyirih, 2 June 20
P. Nyirih, 2 June 20 Diketahui Ka. Unit Pekerja Pendamping. Mahasiswi PKL.		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi Penilaran ba mensetakui riwayan pe adapun marutenance	ance CIF. " constomer information filt ta lingkap nasabah yang berguna. untuk si nasabah sehingga memudahkan untuk rbankan yang baik dan buruk. sebanyak (s) CIF. P. Nyirih, 2 June 20
		sebanyak. 4 data. D. Melanjutkan maruten data yang berisi da memberi Penilaran ba mensetakui riwayan pe adapun marutenance	ance CIF. " constomer information filt ta lingkap nasabah yang berguna. untuk si nasabah sehingga memudahkan untuk rbankan yang baik dan buruk. sebanyak (s) CIF. P. Nyirih, 2 June 20

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



Hasil Kegiatan

## PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMPINGI	: RADAINI
7.	HARI / TANGGAL	: jum 1+ 3, 06, 2022

:

Imelangutkan Maintenance cif "Constomer in Formation File" data yang berisi data lengkap nasabah yang berguna untuk memberi Penilaian Gagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang Gark dan buruk. adapun maintenance sebanyak 150 cif.

J. Scan Surat LKM "laporan kunjungan Masabah" surat Bank yang bertutuan untuk mengerahuni kuanitas kredit. Semingga bank dapat mengantisipasi risiko secara dini. dan untuk menetapkan tingkat cadangan potensi kerugian akibat kredit bermasalah.

2022 P. Nyirih, 03 June Mahasiswi PKI Pekerja Pend Diketahui Ka. Unit mpir 14.



LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

- 1. NAMA MAHASISWI : RIFKA ZAHERA
- 2. NIM
- 3. JURUSAN

- : 5404181179
- : ADMINISTRASI NIAGA : ADM. BISNIS INTERNASIONAL
- 4. PRODI
- 5. UNIVERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
- 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI
- 7. HARI/TANGGAL : Ksenin 06 06 2022

:

Hasil Kegiatan

1. Melanjutkan maintenance cif " constomer information file" data yang berisi data lingkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui sewayat perbankan yang baik dan buruk. adapun maintenance sebanyak 153 cif.

2. Register Buku tabungan dengan mencantumkan nomor serral pada buku tabungan salah satu di buat untuk mengidentifikasi providen bauk dan informasi akun

P. Nyirih, 06 June 2022 Mahasiswi PKI Diketahui Ka. Unit Pekerja Penc 1



LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA

- 2. NIM
- 3. JURUSAN
- : 5404181179 : ADMINISTRASI NIAGA
- : ADM. BISNIS INTERNASIONAL 4. PRODI

:

- 5. UNIVERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
- 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI
  - 7. HARI / TANGGAL : SelASX, 07. 06. 22

Hasil Kegiatan 1. Melanjutkan maintenance Cif "constomer information fele " data Yang Gerisi Data lengkap Masabah yang Berguna untuk memberi Penitaian Basi Hasabah sehingga memudahkan untuk mengetahun riwayat perbankan yang baik dan buruk. Adapun maintenance CIF sebanyak 151.

2. upload dokumen Kredit Ke aplikasi Brimen 2.0 Dokumen Debitur yang akan di upioad telah di labeung dan telah di register alamat Brimen selanjutnya proses scanning data yong di buat dalam I folder dan upload pada menu CS law mantri dan scap untuk send approval to signer.

	P. 1	Nyirih, 07 june
Diketahui Ka. Unit	Pekerja Pendamping.	Mahasiswi PKL.
to		Aller
()	5019	

Amanah, Kompeten, Harn



LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

 1. NAMA MAHASISWI
 : RIFKA ZAHERA

 2. NIM
 : 5404181179

 3. JURUSAN
 : ADMINISTRASI NIAGA

 4. PRODI
 : ADM. BISNIS INTERNASIONAL

 5. UNIVERSITAS / PT
 : POLI TEKNIK NEGERI BENGKALIS

 6. PEKERJA BRI YANG MENDAMPINGI
 : RADAINI

 7. HARI / TANGGAL
 : RALU, 08, 06, 22

 Hasil Kegiatan

I melanjutkan maintenance Cif "constomer information file " data yang berisi data lengkap Hasabah yang berguna untuk memberi penilaian bagi Hasabah sehingga memudahkan untuk mengetahuni siwayat perbahkan yang baik dan buruk adapun maintenance Cif sebanyak 158.

a. upload Dokuman Kredit ke apuikasi Briman 2.0 Dokuman de bitur yang akan di upload talah di la beling dan telah di register alamat brimani. Jelan sutaya proses scanning data yang di buat dalam i folder dan upload pada menu cs lala mantri dan stap untuk send approval to signer. Adapun pangi pepukan sebanyak 10 data nasabah.





#### LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

HARI / TANGGAL	: RAMIS . 09 .06 . 22.
PEKERJA BRI YANG MENDAMPINGI	
UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
PRODI	: ADM. BISNIS INTERNASIONAL
JURUSAN	: ADMINISTRASI NIAGA
NIM	: 5404181179
NAMA MAHASISWI	: RIFKA ZAHERA
	NIM JURUSAN PRODI UNIVERSITAS / PT

ata m beri Penilaran bagi nasa bah sehingga mimudahkan untuk mengetanni riwayat perbankan yang baik dan buruk. adapun maintanan cp

CIF St banyak 157.

3

2. upland dokuman kredit ke aplikasi Brimen. 2.8 Dokumen debitur Yang akan di upload filah di labeling dan telah di registeer alawat brivment. Gelanjutnya proses scanning data yang di buat dalam I folder dan upload pada menu CS law mantri dan riap untuk sind approval to signer adaptu programation strongark 3 data nasabah.



# R

# PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

- 1. NAMA MAHASISWI : RIFKA ZAHERA
- 2. NIM
- 3. JURUSAN
  - 4. PRODI

Hasil Kegiatan

: ADMINISTRASI NIAGA

: 5404181179

- DI : ADM. BISNIS INTERNASIONAL 'ERSITAS / PT : POLI TEKNIK NEGERI BENGKALIS
- 5. UNIVERSITAS / PT
  - 6. PEKERJA BRI YANG MENDAMPINGI : RADAINI
  - 7. HARI/TANGGAL : JUM AF. 10.06. 2022

:

1. Melanjunkan maintenance CIF "constomer Information file " data yang Gerisi data lengkap plasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang bark dan buruk, adapun maintruance Cip sebanyak 151 data.

2. upload dokumen kredit ke apiikasi Brimen 2-0 Dokumen debitur yang akan di upload telah di labeling dan telah di register alamat Briment. Selanjutnya proses Scanning data yang di buat dalam I folder dan upload pada menu Cs lalu mantri dan siap untuk send approval to signer. adapun pengimputan Sebanyak 3 data nasalah.





# PT. Bank Rakyat Indonesia (Persero) Tbk. KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupat

#### LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI

1.	NAMA MAHASISWI	: RIFKA ZAHERA

- 2. NIM
- 3. JURUSAN
  - 4. PRODI

Hasil Kegiatan

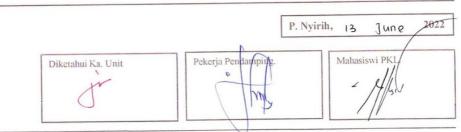
- : 5404181179 : ADMINISTRASI NIAGA
- : ADM. BISNIS INTERNASIONAL
  - : POLI TEKNIK NEGERI BENGKALIS
- UNIVERSITAS / PT : POLI TEK
   PEKERJA BRI YANG MENDAMPINGI : RADAINI
  - A DA LANG MENDAMPINGI
  - 7. HARI/TANGGAL : Senin 13.06.2022

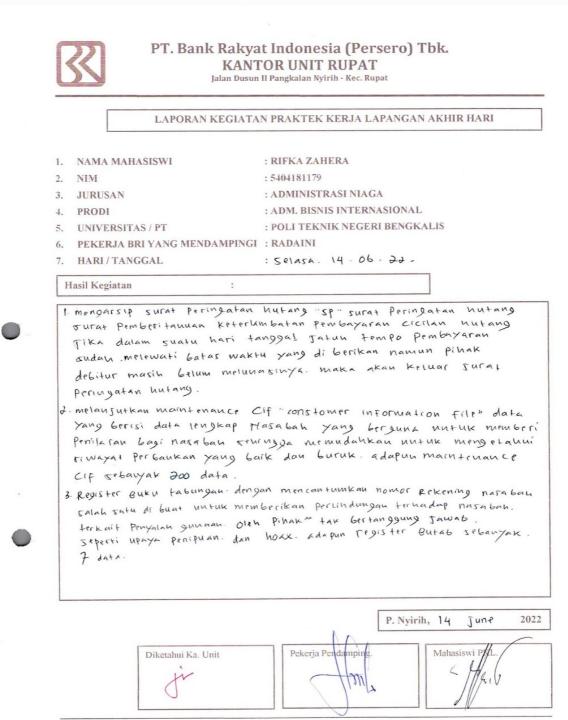
:

i Melanjutkan maintenance Clf "constomer information file" data yang berisi data lengkap Hasabah yang berguna untuk memberi Penilaian bagi nasabah sehingga memudahkan untuk mengetahui piwayat perbankan yang baik dan buruk. Adapun maintenance Cif sebanyak 151 data.

2. Register. Buku tabungan dengan memberi cap stempel BRi dan mencautumkan nomor Pekening Nasabah. salah satu di buat untuk memberikan perindungan terhadap nasabah. terkart penyalah gunaan Olen pinak « tak bertanggung jawab. seperti upnya penipuan dan Noax. adapun Register yang di lakukan sebanyak so buku.

2. mengarsip surat peringatan hutang "JP. surat pemberitahuan Keterlambatan pembayaran cicilan hutang jika dalam suatu hari tanggal gatuh tempo pembayaran sudah melewati batas waktu yang di berikan namun pihak debitur masih belum meluwasinya maka Akan Keluar surat peringatan hutang.

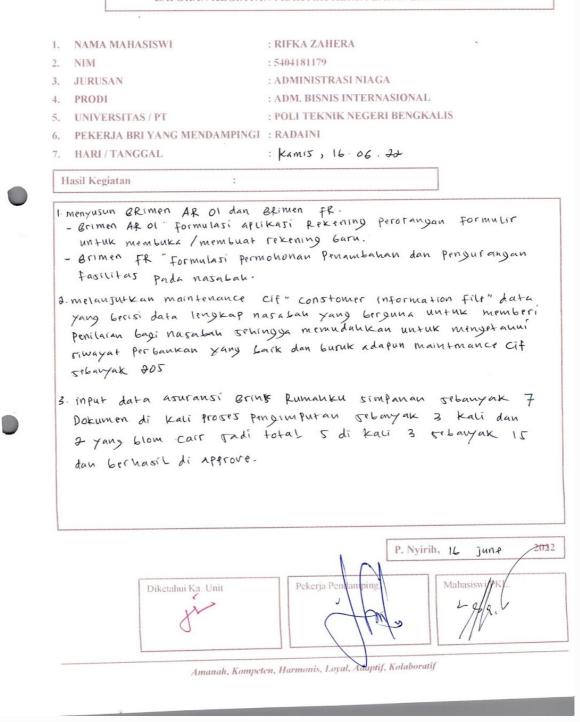




	K/	kyat Indonesia (Persero) Tbk. ANTOR UNIT RUPAT Dusun II Pangkalan Nyirih - Kec. Rupat
	LAPORAN KEGI	ATAN PRAKTEK KERJA LAPANGAN AKHIR HARI
1.	NAMA MAHASISWI	: RIFKA ZAHERA
2.	NIM	: 5404181179
3.	JURUSAN	: ADMINISTRASI NIAGA
4.	PRODI	: ADM. BISNIS INTERNASIONAL
5.	UNIVERSITAS / PT	: POLI TEKNIK NEGERI BENGKALIS
6.	PEKERJA BRI YANG MENDAMP	INGI : RADAINI
7.	HARI / TANGGAL	: RAGU. 15.06.22
	Hasil Kegiatan :	
	- melanjutkan maintenan data yang berisi data untuk memberi penilar untuk memberanui rin adapun maintenance 3. membaate dan melak pertanggung jawaban melanukapi berkas P	can kiluar surat peringatan hutang. Cr Cif " constomer information Filp" lengkap Hasabah yang berguna an bagi nasabah sehingga memudahkan Jayat perbankan yang baik dan buruh Cif sebanyak BOS data. Cukan pengarsipan surat laporan pemindah Bukuan ke DH. atas engaguan klaim kur. untuk di ser ke Daftar Hitam.



LAPORAN KEGIATAN PRAKTEK KERJA LAPANGAN AKHIR HARI



# Appendix 2 : List of attendees



PT. BANK RAKYAT INDONESIA (Persero) TBK. KANTOR UNIT RUPAT JI. Hasyim AR II Pangkalan Nyirih Kec. Rupat Kabupaten Bengkalis Kode Pos. 28781

#### DAFTAR HADIR PROGRAM MAGANG MAHASISWA

Nama	: Rifka Zahera
NIM	: 5404181179
Program Studi	: D4 Administrasi Bisnis Internasional
Tempat Magang	: Bank Rakyat Indonesia (persero), Tbk. Kantor Unit Rupat
Alamat Magang	: Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Dat	ang	Pul	ang	Keterangan
		88	Jam	Paraf	Jam	Paraf	
1	Selasa	1 - Mar - 2022	07.10	(au-	04.30	Un	V
2	Rabu	2 - Mar - 2022	07.00	le	05.00	lle	~
3	Kamis	3 - Mar - 2022	-	-	-	-	TPL . Merah
4	Jum'at	4 - Mar - 2022	07.00	la	05-20	U	V
5	Senin	7 - Mar - 2022	07.00	lee	05-30	lu	~
6	Selasa	8 - Mar - 2022	06.49	le	05.30	la	$\checkmark$
7	Rabu	9 - Mar - 2022	07.00	10-	05-00	10-	V
8	Kamis	10 - Mar - 2022	07.00	Ve	05-00	Ula	~
-9	Jum'at	11 - Mar - 2022	07-00	Va	05-00	le	$\checkmark$
10	Senin	14 - Mar - 2022	07-00	Va	05.00	Va	
11	Selasa	15 - Mar - 2022	07-00	16	05.30	le	~
12	Rabu	16 - Mar - 2022	07-00	Ve	05-30	Ua	V
13	Kamis	17 - Mar - 2022	07-00	Ua	05-30	10-	V
14	Jum'at	18 - Mar - 2022	07.05	Va	03-30	6	V
15	Senin	21 - Mar - 2022	07.00	be	05-00	Va	V
16	Selasa	22 - Mar - 2022	07.05	le	05.00	Ve	
17	Rabu	23 - Mar - 2022	07.00	le	05-00	Je	
18	Kamis	24 - Mar - 2022	07.05	lu	05-30	la	V
19	Jum'at	25 - Mar - 2022	07.10	Ve	05.00	Ve	V
20	Senin	28 - Mar - 2022	07-00	le	05.30	U	V
21	Selasa	29 - Mar - 2022	67.00	le	05.30	1/2	~
22	Rabu	30 - Mar - 2022	07.00	10-	06-30	Va	
23	Kamis	31 - Mar - 2022	07.00	lle	06 . 30	pe	

Mengetahui : Pembimbing Lapangan E RAILYAS SAM KANTOR UNT



PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupat Kabupaten Bengkalis Kode Pos. 28781

# DAFTAR HADIR PROGRAM MAGANG MAHASISWA

Nama	: Rifka Zahera
NIM	: 5404181179
Program Studi	: D4 Administrasi Bisnis Internasional
Tempat Magang	: Bank Rakyat Indonesia (persero), Tbk. Kantor Unit Rupat

Alamat Magang : Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Dat	Datang		lang	Keterangan
			Jam	Paraf	Jam	Paraf	
1	Jum'at	1 - Apr - 2022	07-00	Ve	05-00	Ve	Hadir
2	Senin	4 - Apr - 2022	07-00	le	05-00	Ve	Hadir
3	Selasa	5 - Apr - 2022	07-30	le	05.30	le	Hadir
4	Rabu	6 - Apr - 2022	07-00	le	05-30	le	Hadir
5	Kamis	7 - Apr - 2022	07-00	la	05-00	U	Hadir
6	Jum'at	8 - Apr - 2022	07-10	be	04.30	K	Hadir
7	Senin	11 - Apr - 2022	67-00	Ve	05-00	Ve	Hadir
8	Selasa	12 - Apr - 2022	07-00	le	05-00	10	Hadir
9	Rabu	13 - Apr - 2022	07.10	ju-	05 - 00	Ve	Hadir
10	Kamis	14 - Apr - 2022	07-00	le	05.30	la	Hadir
11	Jum'at	15 - Apr - 2022	-	-	-	-	TRL. M
12	Senin	18 - Apr - 2022	07-10	le	05-00	le	Hadir
13	Selasa	19 - Apr - 2022	07.05	Ve	05-30	le	Hadir
14	Rabu	20 - Apr - 2022	07-00	the	05-30	Ve	Hadir
15	Kamis	21 - Apr - 2022	07-00	le	05-30	la	Hadir
16	Jum'at	22 - Apr - 2022	07-05	1/2-	04-30	6	Hadir
17	Senin	25 - Apr - 2022	07-00	lle	05-00	le	Hadir
18	Selasa	26 - Apr - 2022	07-00	10-	05-00	190-	Hadir
19	Rabu	27 - Apr - 2022	67-00	1/2-	05-30	100- Ve	Hadir
20	Kamis	28 - Apr - 2022	07.05	1/2	05-00	lia	Hadir
21	Jum'at	29 - Apr - 2022	07.00	Ve	04.30	be	Hadir

Mengetahui : Pembimbing Lapangan NK RAKYAT I KANTOR UN Raidaini



# PT. BANK RAKYAT INDONESIA (Persero) TBK. KANTOR UNIT RUPAT JI. Hasyim AR II Pangkalan Nyirih Kec. Rupat Kabupaten Bengkalis Kode Pos. 28781

# DAFTAR HADIR PROGRAM MAGANG MAHASISWA

- Nama : Rifka Zahera
- NIM : 5404181179
- Program Studi : D4 Administrasi Bisnis Internasional
- Tempat Magang : Bank Rakyat Indonesia (persero), Tbk. Kantor Unit Rupat
- Alamat Magang : Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Da	tang	Pulang		Keterangan
			Jam	Paraf	Jam	Paraf	Tretterungun
1	Senin	2 - Mai - 2022	-	-	-	-	hari Burun
2	Selasa	3 - Mai - 2022	-	-	-	-	HARI
3	Rabu	4 - Mai - 2022	-	-	-	-	RAYA
4	Kamis	5 - Mai - 2022	-	-	-	-	Idul
5	Jum'at	6 - Mai - 2022	-	-	-	-	FITRI
6	Senin	9 - Mai - 2022	07.00	le	04.30	h	Hadir
7	Selasa	10 - Mai - 2022	07.00	lu	05.30	the	Hadir
8	Rabu	11 - Mai - 2022	07.00	Ve	05 - 00	Ue	Hadir
9	Kamis	12 - Mai - 2022	07.00	100-	05 - 30	h	Hadir
10	jum'at	13 - Mai - 2022	07.05	le	05 - 00	lle	Hadir
11	Senin	16 - Mai - 2022	-	-	-	-	TOL. merah
12	Selasa	17 - Mai - 2022	07.00	le	05.30	Un	Hadir
13	Rabu	18 - Mai - 2022	07.00	lle	05.00	16	Hadir
14	Kamis	19 - Mai - 2022	107.05	lle	04.30	110	Hadir
15	Jum'at	20 - Mai - 2022	07.10	110	04.30	Ula	Hadir
16	Senin	23 - Mai - 2022	07.05	10-	05.30	10-	Hadir
17	Selasa	24 - Mai - 2022	07.05	lle	05.00	le	Hadir
18	Rabu	25 - Mai - 2022	07.00	la	05-00	U	Hadir
19	Kamis	26 - Mai - 2022	-	-	-	-	TOL. merah
20	Jum'at	27 - Mai - 2022	07.00	Ve	06.00	1/2	Hadir
21	Senin	30 - Mai - 2022	07.05	lle	06.30	6	Hadir
22	Selasa	31 - Mai - 2022	07.00	Ve	07.00	(k	Hadir

Mengetahui : Pembimbing Lapangan KA Raidaini



# PT. BANK RAKYAT INDONESIA (Persero) TBK. KANTOR UNIT RUPAT JI. Hasyim AR II Pangkalan Nyirih Kec. Rupat Kabupaten Bengkalis Kode Pos. 28781

# DAFTAR HADIR PROGRAM MAGANG MAHASISWA

Nama	: Rifka Zahera

NIM	: 5404181179

Program Studi : D4 Administrasi Bisnis Internasional

Tempat Magang : Bank Rakyat Indonesia (persero), Tbk. Kantor Unit Rupat

Alamat Magang : Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Dat	ang	Pul	ang	Keterangan
		00	Jam	Paraf	Jam	Paraf	
1	Rabu	1 - Jun - 2022	-	-			TOL. Meran
2	Kamis	2 - Jun - 2022	07.05	la	05.00	Ube	V
3	Jum'at	3 - Jun - 2022	07.00	Ve	05.00	16-	~
4	Senin	6 - Jun - 2022	07.00	le	05 . 30	la	V
5	Selasa	7 - Jun - 2022	07.10	le	05.00	Ve	~
6	Rabu	8 - Jun - 2022	07.10	6	05-30	Ve	
7	Kamis	9 - Jun - 2022	07-05	la	05.00	le	V
8	Jum'at	10 - Jun - 2022	07.00	le	05.00	le	V
9	Senin	13 - Jun - 2022	07.00	10-	05.00	le	
10	Selasa	14 - Jun - 2022	07-00	le	05.00	Ve	
11	Rabu	15 - Jun - 2022	07-00	4	05.00	+	V
12	Kamis	16 - Jun - 2022	07-00	s/m	05.30	le	V
13	Jum'at	17 - Jun - 2022	07-00	le	04-30	the	V
14	Senin	20 - Jun - 2022	107.00	le	05-00	Un-	~
15	Selasa	21 - Jun - 2022	07.00	14	04.30	fre	
16	Rabu	22 - Jun - 2022	07.00	le	06.30	Ve	V
17	Kamis	23 - Jun - 2022	07.15	le	05.60	1/e	V
18	Jum'at	24 - Jun - 2022	07.05	U-	04.30	lu	
19	Senin	27 - Jun - 2022	07.00	fer	07.00	fe	~
20	Selasa	28 - Jun - 2022	07.10	fle	85.00	Ju	V
21	Rabu	29 - Jun - 2022	07.00	he	04-00	14	~ ~
22	Kamis	30 -Jun -2022	07-00	Vie	04.00	le	

Mengetahui : Pembimbing Lapangan NKRAKYAT KANTOR RUP Raidaini



# PT. BANK RAKYAT INDONESIA (Persero) TBK. KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupat Kabupaten Bengkalis Kode Pos. 28781

# PENILAIAN PRAKTIK KERJA LAPANGAN

Nama	: Rifka Zahera
NIM	: 5404181179
Program Studi	: D4 Administrasi Bisnis Internasional
Tempat Praktik	: Bank Rakyat Indonesia (persero) Tbk. Kantor Unit Rupat
Alamat Praktik	: Jl. Hasyim AR II Pangkalan Nyirih

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	87.0
2	Tanggung jawab	25%	85.0
3	Penyesuaian diri	10%	88.0
4	Hasil Kerja	30%	89.0
5	Perilaku secara umum	15%	90.0
	Total	100%	87.8

## Keterangan :

Nilai	: Kriteria
85 - 100	: Istimewa
75 - 84	: Baik sekali
65 - 74	: Baik
60 - 64	: Cukup Baik
55 - 59	: Cukup

#### Catatan :


Bengkalis, 30 Juni 2022 PT. Bank Rakyat Indonesia (Persero), Tbk Kantor Unit Rupat

K RAKYAT KANTCH OL Jones Adi Suratman

# **Appendix 4 : Work Practice Certificate**



## PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupat Kabupaten Bengkalis Kode Pos. 28781

# SURAT KETERANGAN MAGANG Surat No : B.198/MKR/VI/2022

Saya yang bertanda tangan di bawah ini :

Nama	: Jones Adi Suratman
Nip	: OG82589218
Jabatan	: Kepala Unit
Nama Perusahaan	: Bank Rakyat Indonesia (Persero) TBK. Kantor Unit Rupat
Alamat Perusahaan	: Jl Hasyim AR II Pangkalan Nyirih

Menerangkan bahwa :

Nama	: Rifka Zahera
NIM	: 5404181179
Program Studi	: D4 Administrasi Bisnis Internasional

Adalah mahasiswi dari Politeknik Negeri Bengkalis beralamat di Jalan Bathin Alam, Desa Sungai Alam, Kecamatan Bengkalis, yang telah melaksanakan magang di tempat kami Bank BRI Kantor Unit Rupat sejak Tanggal 01 Maret 2022 sampai dengan tanggal 30 Juni 2022 dengan hasil (Sangat Baik/Baik/Gukup\*).

Demikian surat keterangan ini Kami buat dengan sebenarnya untuk digunakan seperlunya bagi pihak yang berkepentingan.

Bengkalis, 30 juni 2022 PT. Bank Rakyat Indonesia (Persero), Tbk Kantor Unit Rupat

RAKYAT aut KANTOR RUPA D Jones Adi Suratman Kepala Unit

# Appendix 5 : Certificate from Dumai Branch Office

	3	
Nomor Lampiran Perihal	: B.1.e-18/MKR/VI/2022/06/2022 : - : Laporan Berakhirnya Kerja Praktek (KP) Mahasiswi Politeknik Negeri Bengkalis di BRI Unit Rupat.	Kepala/Pemimpin Kantor Cabang Dumai
		Di <u>Tempat</u>
Dengan Ho		
	Kami laporkan, sesuai dengan persetujuan Bapak kepada Mahasiswi Kerja P	Praktek ( KP ) Politeknik Negeri Bengkalis di bawah ini :
	Rifka Zahera 704181179	
	4 Administrasi Bisnis Internasional	
	Barti Sahbanika	
	03191413	
	3 Administrasi Bisnis	
Telah seles	ai melaksanakan Kerja Praktek ( KP ) di BRI Unit Rupat Kantor Cabang Duma	ai selama Kurang Lebih 4 Bulan, TMT : 01 Maret 2022 s
Juni 2022 d	engan 'Sangat Baik'.	
Kepada Ma Kerja Prakte	hasiswi peserta <b>KP</b> diberikan ' <b>Certificate'</b> sebagai bentuk apresiasi dan Ungl ek.	kapan Terimakasih BRI, atas kinerja selama pelaksana:
	poran ini Kami sampaikan. Atas perhatian Bapak kami ucapkan Terima Kasih	h.
		PT BANK RAKYAT INDONESIA (PERSERO) Tbk.
	KANTOR CABANG DUMAI FUNGSI BISNIS MIKRO	UNIT RUPAT
	SAFRUDIN ASISTEN MANAJER PEMASARAN MIKRO	JONES ADI SURATMAN KEPALA UNIT
Tindasan		
1. Fungsi B 2. Unit Rup	isnis Mikro at	
3. Arsip	Anarah Kompaten, Hamore, Liyol, Adapti, Kölöhord	-
	Antaran, Aungenes, Kannana, Lajak, Hudes, Kakanan	•



**Appendix 6 : Certificate** 

Appendix 7 : Documentation



