

APPRENTICESHIP REPORT

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

**Rifka Zahera
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

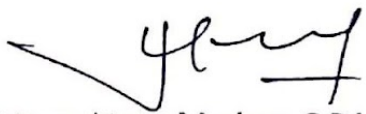
Bengkalis, 30 Juni 2022

The head of
PT. Bank Rakyat Indonesia
Unit Rupal



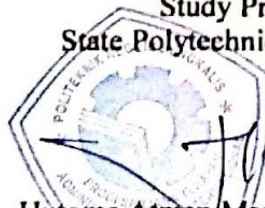
Janti
Jones Adi Suratman S.Kom
NIP.0G82589218

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

ACKNOWLEDGMENT



Assalamu'alaikum wr. Wb. Peace be upon you, and Allah mercy and blessings Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunity to the author so that he can complete practical work activities and has completed the practical work report that the author did at PT Bank Rakyat Indonesia Rupal Dumai Branch on time, from March 01, 2022 to 30 June 2022.

The author would also like to thank all the employees of PT Bank Rakyat Indonesia Dumai Branch who were very kind, friendly and accepted the author to join and were given the opportunity to become a member of the Unit Rupal family of PT Bank Rakyat Indonesia.

In preparing this Job Training report, the author realizes that without guidance from various parties this practical work report cannot be completed within a certain time, therefore the author would like to thank all those who have been involved and helped the author. Related parties include:

1. Mr. Johnny Custer., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada., MT, as Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati., M.Si as the Head of the Department of Business Administration.
4. Mr. Hutomo Atman Maulana M.Si as the Former Head of International Business Administration Study Program and also as the advisor of this job training report.
5. Mrs. Wan Junita Raflah., M.Ec.Dev as the Head of International Business Administration Study Program.
6. Mr. Jones Adi Suratman as the head of PT. Bank Rakyat Indonesia (Persero) Tbk, Unit Rupal Office..

7. Mrs. Raidaini as the head of customer service division and also as the supervisor of this job training report.
8. All employees of PT.Bank Rakyat Indonesia (Persero) Tbk, unit Rumat already gave the writer guidance and a lot of experience while did the job training.
9. Especially for my father Tarmizi and my mother Azlina beloved who have provided a lot of support for prayer, time, energy and material to help and provide convenience during the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.
10. Friends in arms of State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation when completing this thesis assignment.
11. All parties who cannot be mentioned one by one because they have given a lot of support and prayers to the author in completing the practical work report.

The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

Wassalamu'alaikum Wr. Wb

Bengkalis, 30 June 2022

Rifka

Rifka Zahera
NIM. 5404181179

TABLE OF CONTENTS

PREFACE	ii
TABLE OF CONTENTS.	iv
LIST OF FIGURES.	vii
LIST OF TABLES.	x
LIST OF APPENDICES.	ix
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship.	3
1.3 Significances of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.	5
2.1 Company History	5
2.1.1 Bank Rakyat Indonesia Islands Logo	8
2.2 Vision and Mission.	10
2.3 Organizational Structure	10
2.4 Company Scope.	15
2.4.1 Product.	15
2.4.2 Place	20
2.4.3 Price.	20
2.4.4 Promotion.	21
2.4.5 People	21
2.4.6 Physical Evidence	21
2.4.7 Process.	22
2.5 Procedure for Opening Savings, Current Accounts, Deposits	25
2.6 Deposit, Withdrawal and Closing Procedures for Savings, Current Accounts, Deposits.	29
2.7 Document Used for Activity	33
CHAPTER III SCOPE OF THE APPRENTICESHIP	51
3.1 Job Description	51

3.2 Place of Apprenticeship	52
3.2.1 Work Practice Agenda	53
3.3 Systems and Procedures	66
3.4 Obstacles encountered	76
3.6 Solution	76
CHAPTER IV CONCLUSION AND SUGGESTION.....	78
4.1. Conclusion	78
4.2 Suggestion	79
REFERENCE.....	81
APPENDICES.....	82



LIST OF FIGURES

Figure 2.1 One of the branch offices of Bank Rakyat Indonesia(1947)	6
Figure 2.2 offices of Bank Rakyat Indonesia Unit Rupert	8
Figure 2.3 Logo BRI	11
Figure 2.4 Organizational Structure of PT. Bank Rakyat Indonesia	14
Figure 2.5 Procedure for Opening Savings.	25
Figure 2.6 Procedure for Opening Current Accounts	26
Figure 2.7 Procedure for Opening Deposits	28
Figure 2.8 Savings deposit procedure	29
Figure 2.9 Savings withdrawal procedure	30
Figure 2.10 Savings closing procedure	31
Figure 2.11 Withdrawal and closing of deposits	31
Figure 2.12 Current account closing procedure.	32
Figure 2.13 Individual Account Opening Form	33
Figure 2.14 Application for Deletion of Individual Account Facilities.	34
Figure 2.15 Stored AR Brimen Bundle Labeling	35
Figure 2.16 Labeling Brimen AR Saves.	35
Figure 2.17 Brimen Transaction Teller	36
Figure 2.18 Labeling Brimen Transaction Teller	36
Figure 2.19 Brimen AR Loan Bundle	37
Figure 2.20 Address labeling Brimen AR Loans	37
Figure 2.21 Sorting, Money Charging	38
Figure 2.22 Stamping the Savings Book.	38
Figure 2.23 Savings Book Register.	39
Figure 2.24 Register Kartu ATM	40
Figure 2.25 Register for Savings Books and ATM Cards.	41

Figure 2.26 Brimen AR Loan Register.	42
Figure 2.27 Register S.K.P.P.	43
Figure 2.28 Warning letter.	44
Figure 2.29 Customer Visit Form.	45
Figure 2.30 Blacklist Book Entry Report	46
Figure 2.31 Maintenance Cif.	47
Figure 2.32 Slik.	48
Figure 2.33 Register	49
Figure 2.34 Brimen Input	49
Figure 2.35 Loan Customer Disbursement	50
Figure 2.36 BRI Simpedes Savings Prize	50
Figure 3.1 System and Procedure insurance for AMKKM	66
Figure 3.3 System and Procedure stamp	67
Figure 3.4 System and Procedure stamp	68
Figure 3.5 System and Procedure compiling Brimen AR and FR.	69
Figure 3.6 compiling Brimen AR and FR customers	69
Figure 3.7 System and Procedure balance check	70
Figure 3.8 System and Procedure Kur Disbursement	70
Figure 3.9 System and Procedure Maintenance CIF	71
Figure 3.10 System and Procedure Maintenance CIF	72
Figure 3.11 System and Procedure Upload Brimen to the Brimen 2.o	72
Figure 3.12 System and Procedure Upload Brimen to the Brimen 2.o	73
Figure 3.13 System and Procedure Inputting AGF	74
Figure 3.14 System and Procedure Inputting AGF	74
Figure 3.15 System and Procedure make Warning Letter	75
Figure 3.16 System and Procedure accountability report to DHN	75

LIST OF TABLES

Table 3.1 Schedule of Field Work Practices	52
Table 3.2 Daily Activities of march 01th, 2022 to march 04th, 2022	53
Table 3.3 Daily Activities of march 07th, 2022 to march 11th, 2022	54
Table 3.4 Daily Activities of march 14th, 2022 to march 18th, 2022	54
Table 3.5 Daily Activities of march 21th, 2022 to march 25th, 2022	55
Table 3.6 Daily Activities of march 28th, 2022 to April 1th, 2022	56
Table 3.7 Daily Activities of April 4th, 2022 to April 08th, 2022	57
Table 3.8 Daily Activities of April 11th, 2022 to April 14th, 2022.	58
Table 3.9 Daily Activities of April 18th, 2022 to April 22th, 2022.	58
Table 3.10 Daily Activities of April 25th, 2022 to April 28th, 2022.	59
Table 3.11 Daily Activities of May 09th, 2022 to May 13th, 2022.	60
Table 3.12 Daily Activities of May 17th, 2022 to May 20th, 2022.	61
Table 3.13 Daily Activities of May 23th, 2022 to May 27th, 2022.	61
Table 3.14 Daily Activities of May 30th, 2022 to June 03th, 2022.	62
Table 3.15 Daily Activities of June 06th, 2022 to June 10th, 2022.	63
Table 3.16 Daily Activities of June 13th, 2022 to June 17th, 2022.	63
Table 3.17 Daily Activities of June 20th, 2022 to June 24th, 2022.	64
Table 3.18 Daily Activities of June 27th, 2022 to June 30th, 2022.	65

LIST OF APPENDICES

Appendix 1 Daily Activity	82
Appendix 2 List of attendees.	149
Appendix 3 Score list	153
Appendix 4 Work Practice Certificate.	154
Appendix 5 Certificate from Dumai Branch Office	155
Appendix 6 Certificate	156
Appendix 7 Documentation	157



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 Rupert.

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 Rupert 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 Rupert 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 Rupert, 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 Rupert Island. This can also be seen from the total savings in the Rupert unit. Head of the BRI Dumai Branch who also oversees the BRI Unit Rupert Muhammad Fendi Maulana said economic growth in Rupert 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 Rupert. With the growth that we see from our own internal there is a delta or growth, namely 15% credit or 17% Rupert 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:

1. 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 Rupert Unit Office where Practitioners carry out PKL.

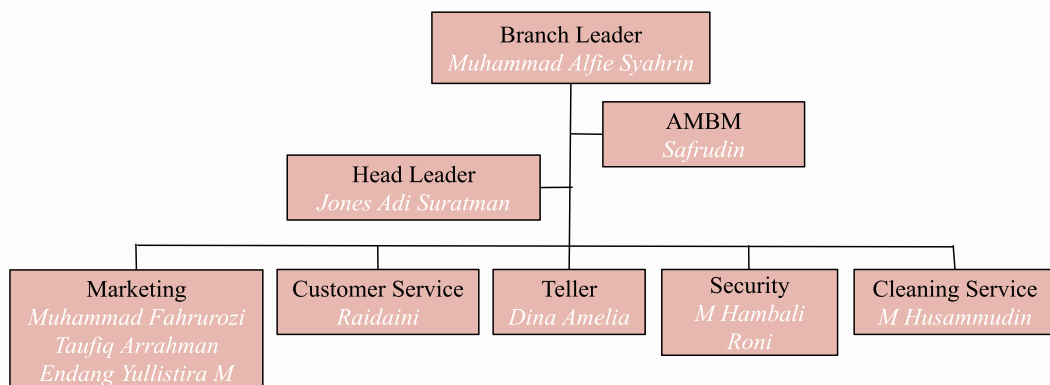


Figure 2.4 Organizational Structure of PT. Bank Rakyat Indonesia Unit Rupert
Source : Processed data 2022

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.
- d. 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.
- l. 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 BRLink 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.

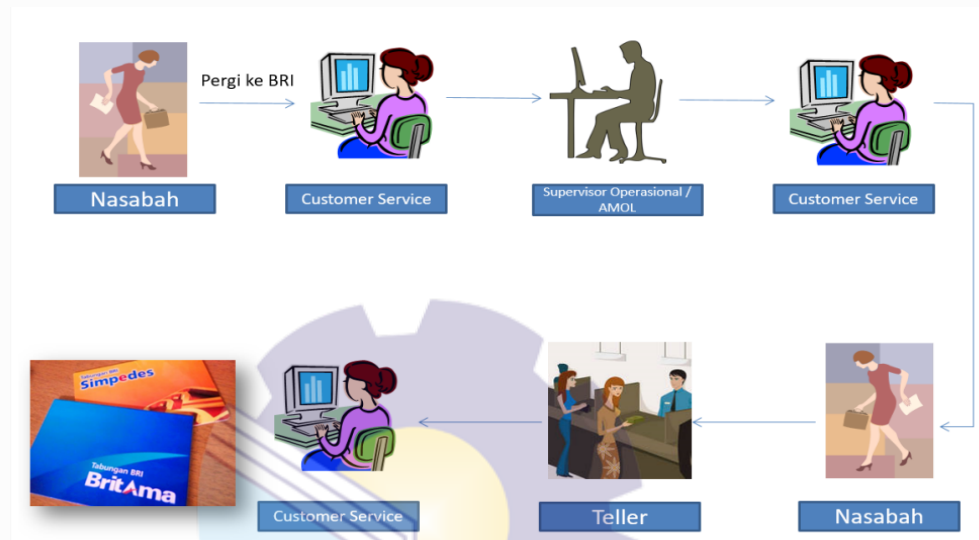


Figure 2.5 Procedure for Opening Savings,
Source : Processed data 2022

Savings Account opening process:

- 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.
- 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.
- 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

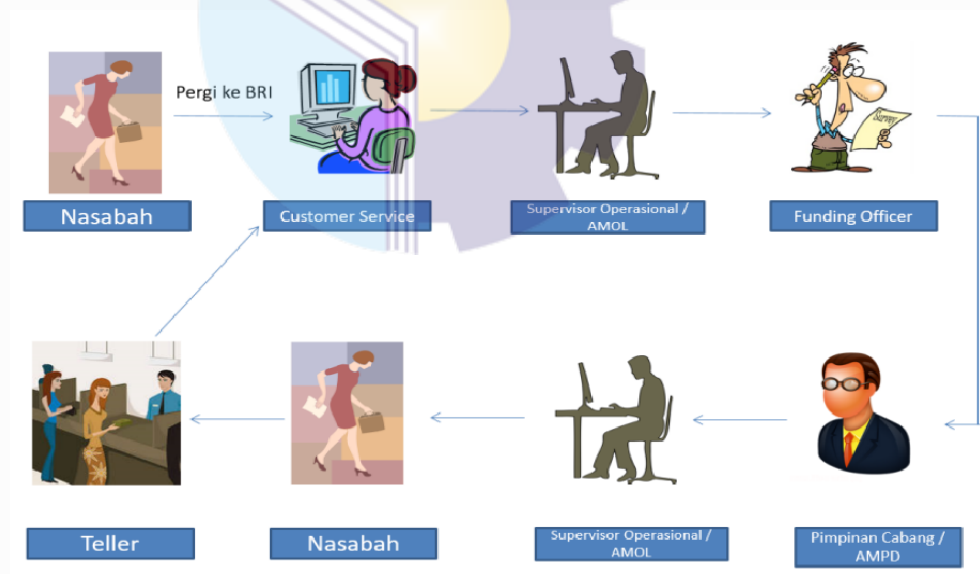


Figure 2.6 Procedure for Opening Current Accounts
Source : Processed data 2022

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.

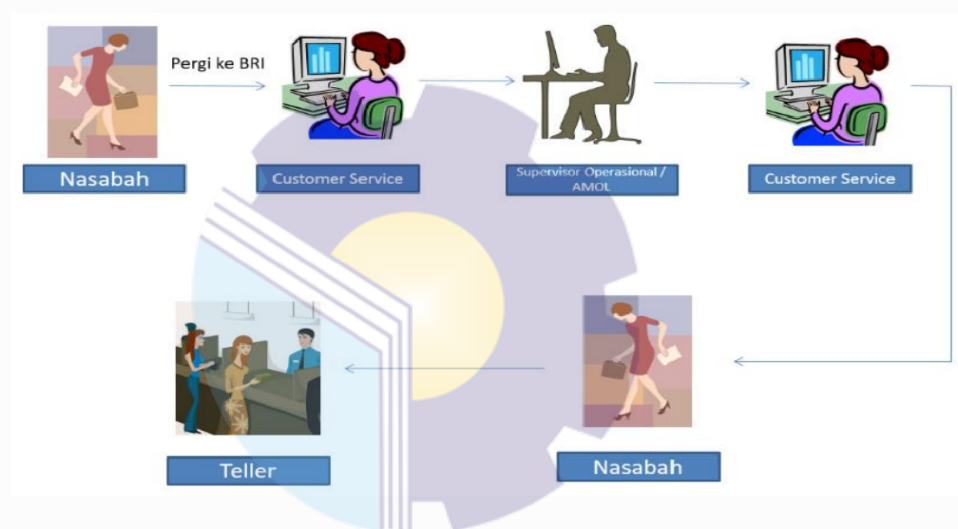


Figure 2.7 Procedure for Opening Deposits
Source : Processed data 2022

Deposit opening process:

- The customer comes to the bank and will be given directions by the bank security guard to take the customer service queue number.
- 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.
- 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

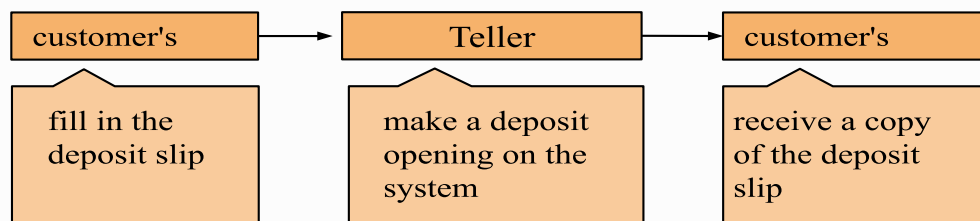


Figure 2.8 Savings deposit procedure
Source : Processed data 2022

- 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

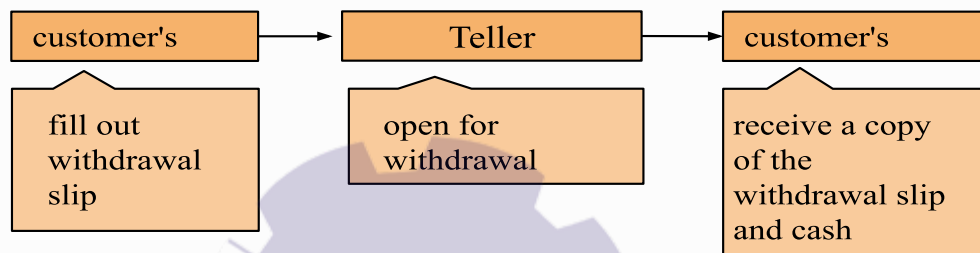


Figure 2.9 Savings withdrawal procedure
Source : Processed data 2022

- 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

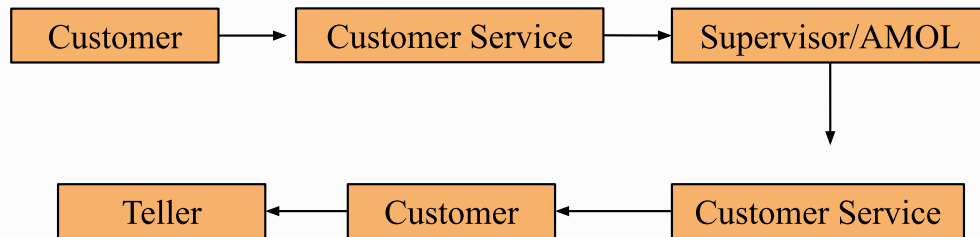


Figure 2.10 Savings closing procedure
Source : Processed data 2022

- 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

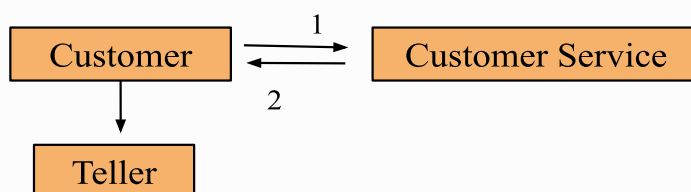


Figure 2.11 Withdrawal and closing of deposits
Source : Processed data 2022

- 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

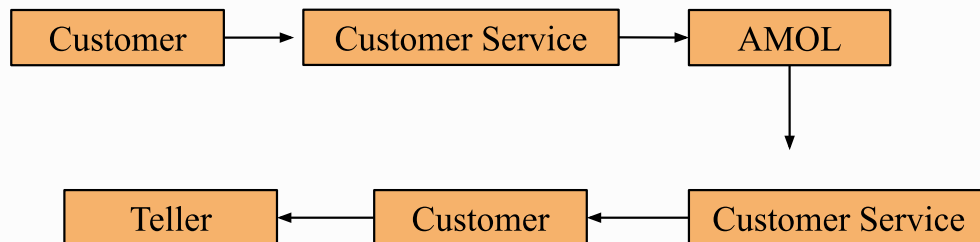


Figure 2.12 Current account closing procedure
Source : Processed data 2022

- 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.

3. Stored AR Brimen Bundle Labeling



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

4. Labeling Brimen AR Saves

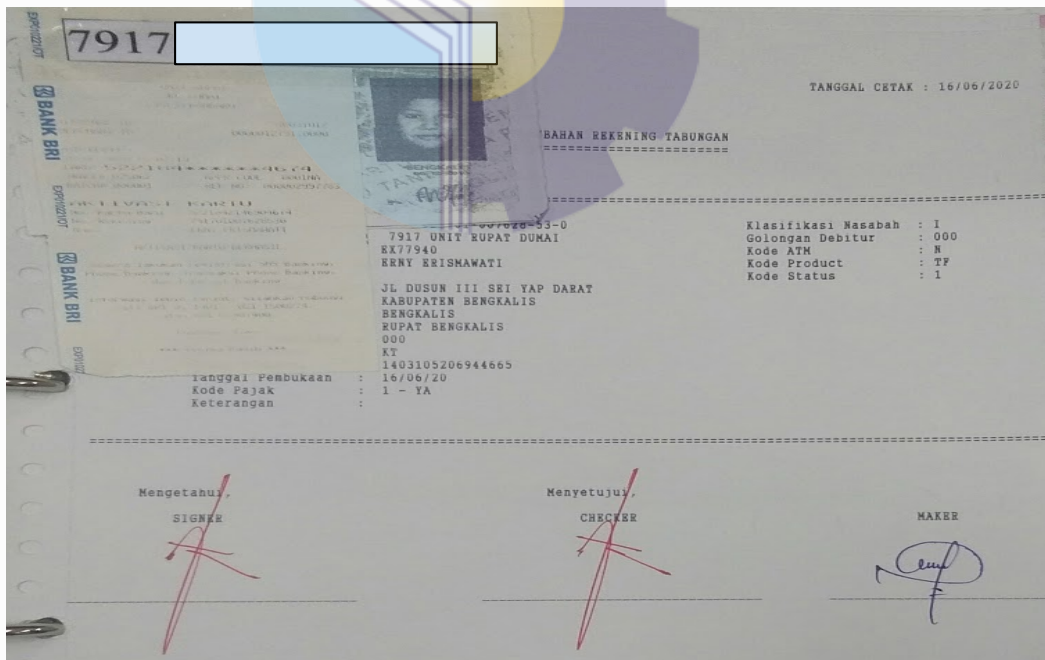


Figure 2.16 Labeling Brimen AR Saves
Source : Processed data 2022

5. Brimen Transaction Teller



Figure 2.17 Brimen Transaction Teller
Source : Processed data 2022

6. Labeling Brimen Transaction Teller

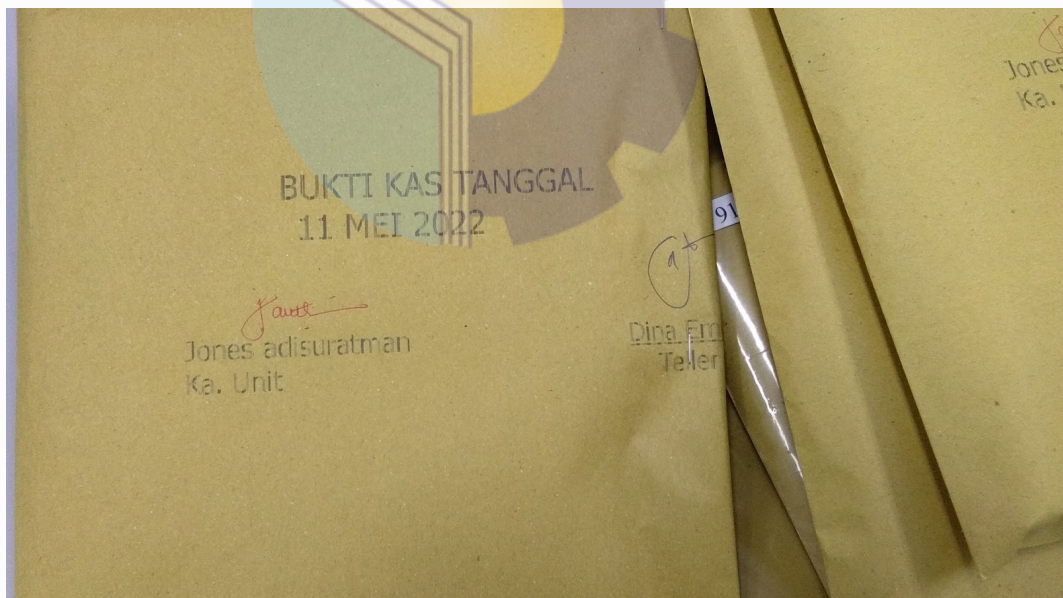


Figure 2.18 Labeling Brimen Transaction Teller
Source : Processed data 2022

7. Labeling Brimen AR Loan Bundle



Figure 2.19 Brimen AR Loan Bundle
Source : Processed data 2022

8. Address labeling Brimen AR Loans

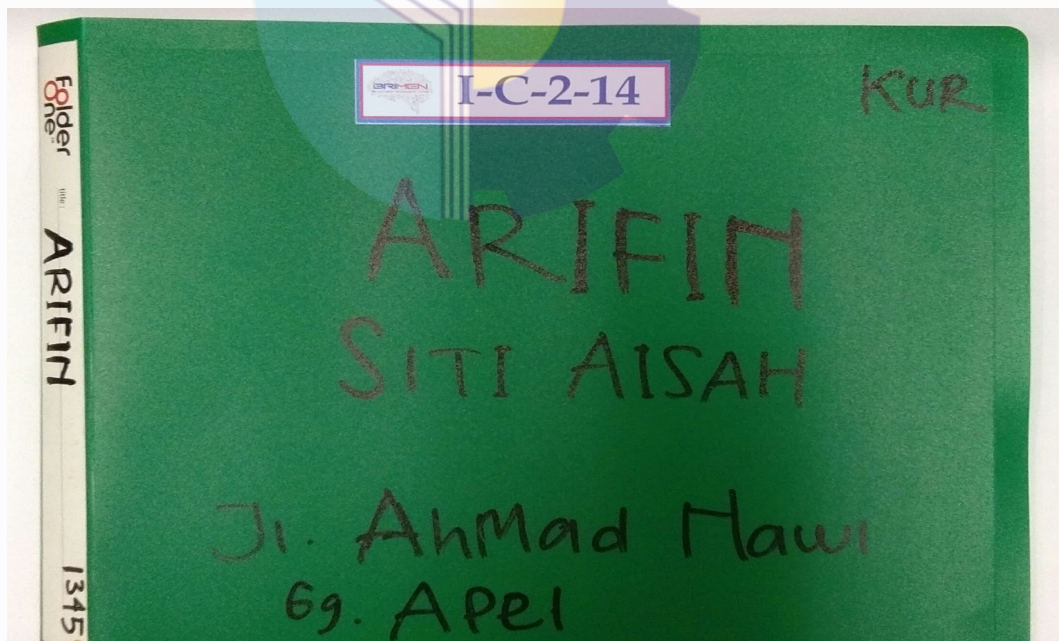


Figure 2.20 Address labeling Brimen AR Loans
Source : Processed data 2022

9. Sorting, Money Charging



Figure 2.21 Sorting, Money Charging
Source : Processed data 2022

10. Stamping the Savings Book

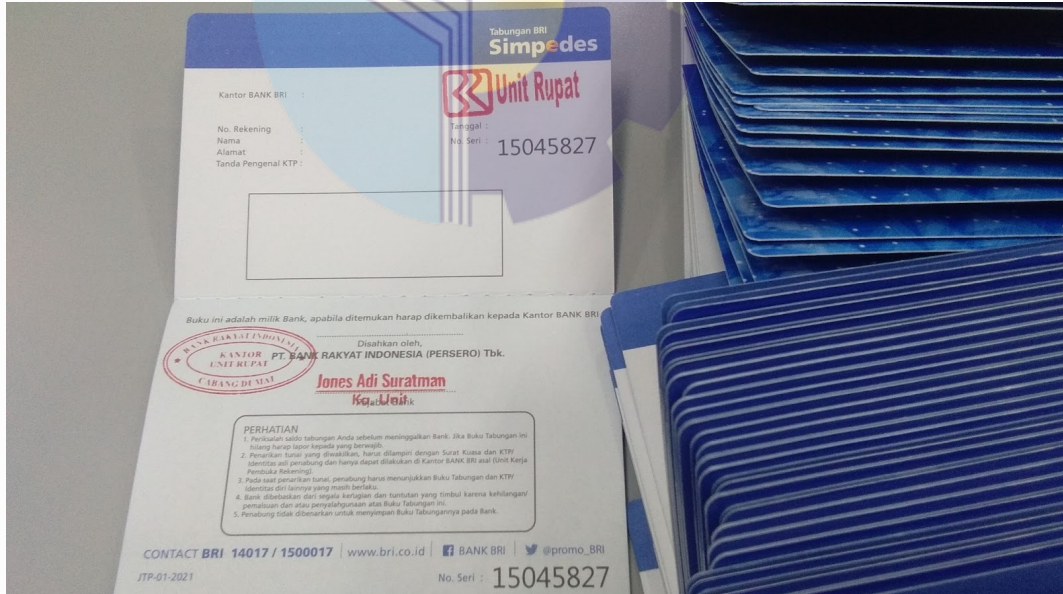


Figure 2.22 Stamping the Savings Book
Source : Processed data 2022

11. Savings Book Register

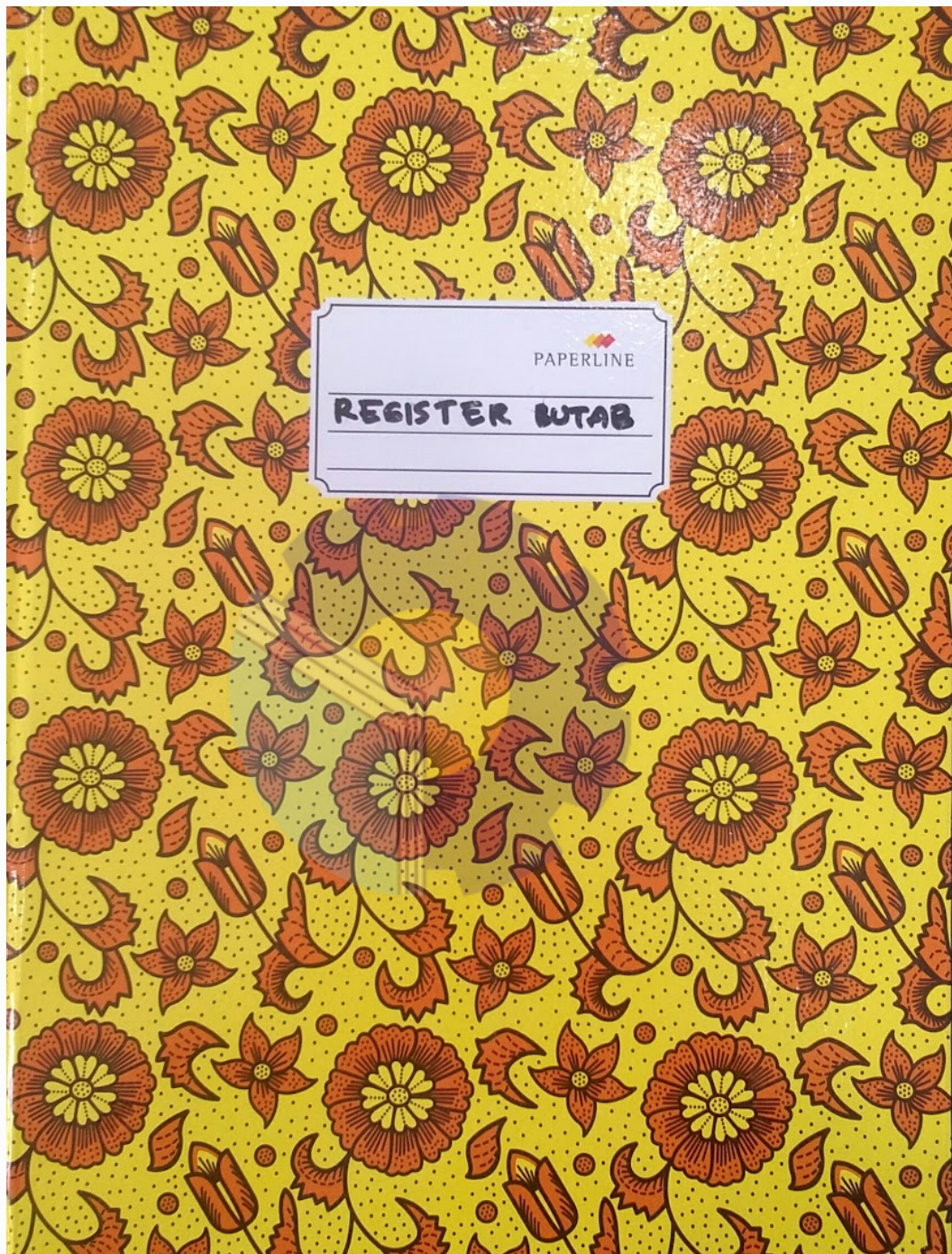


Figure 2.23 Savings Book Register
Source : Processed data 2022

12. Register Kartu ATM

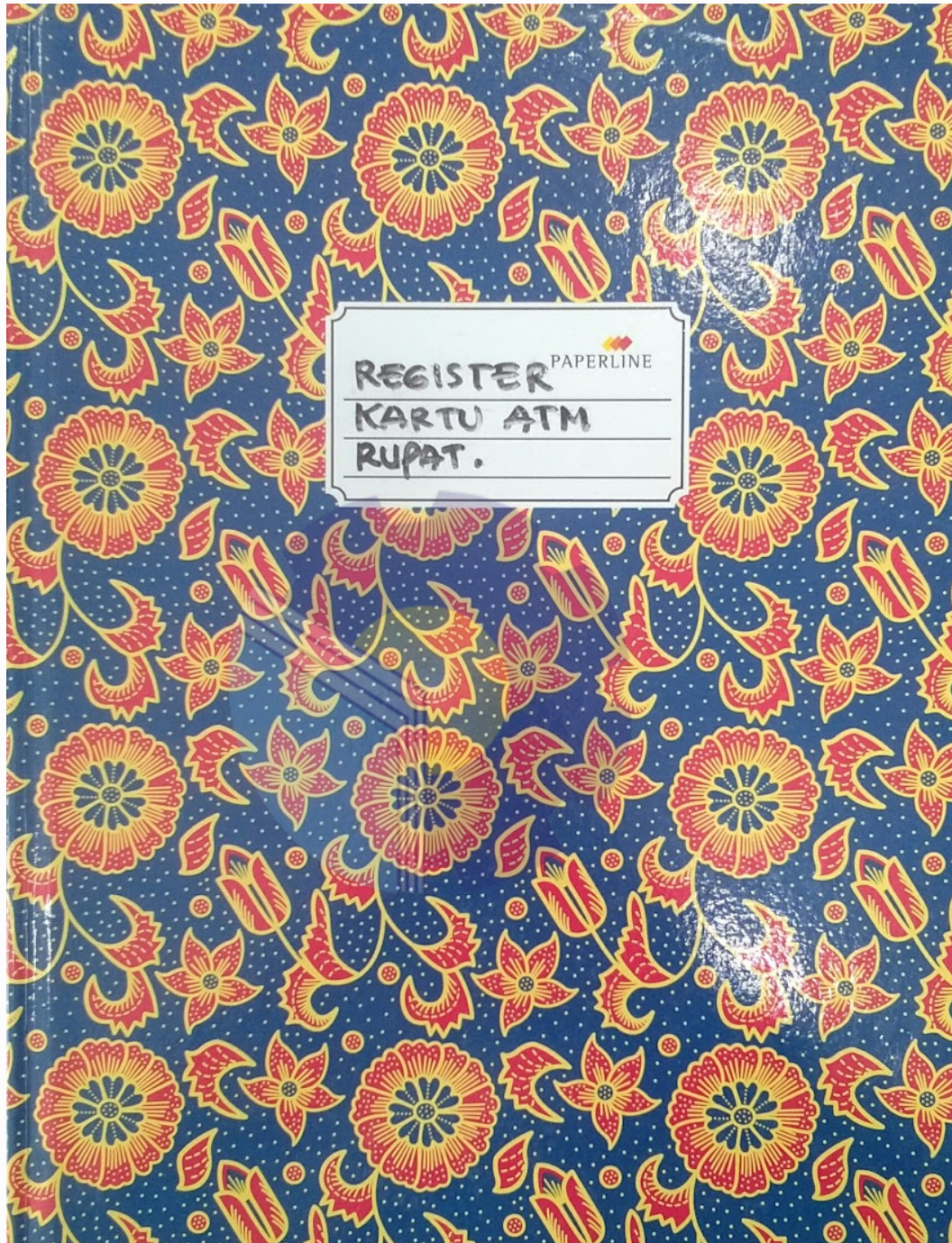


Figure 2.24 Register Kartu ATM
Source : Processed data 2022

13. Register for Savings Books and ATM Cards

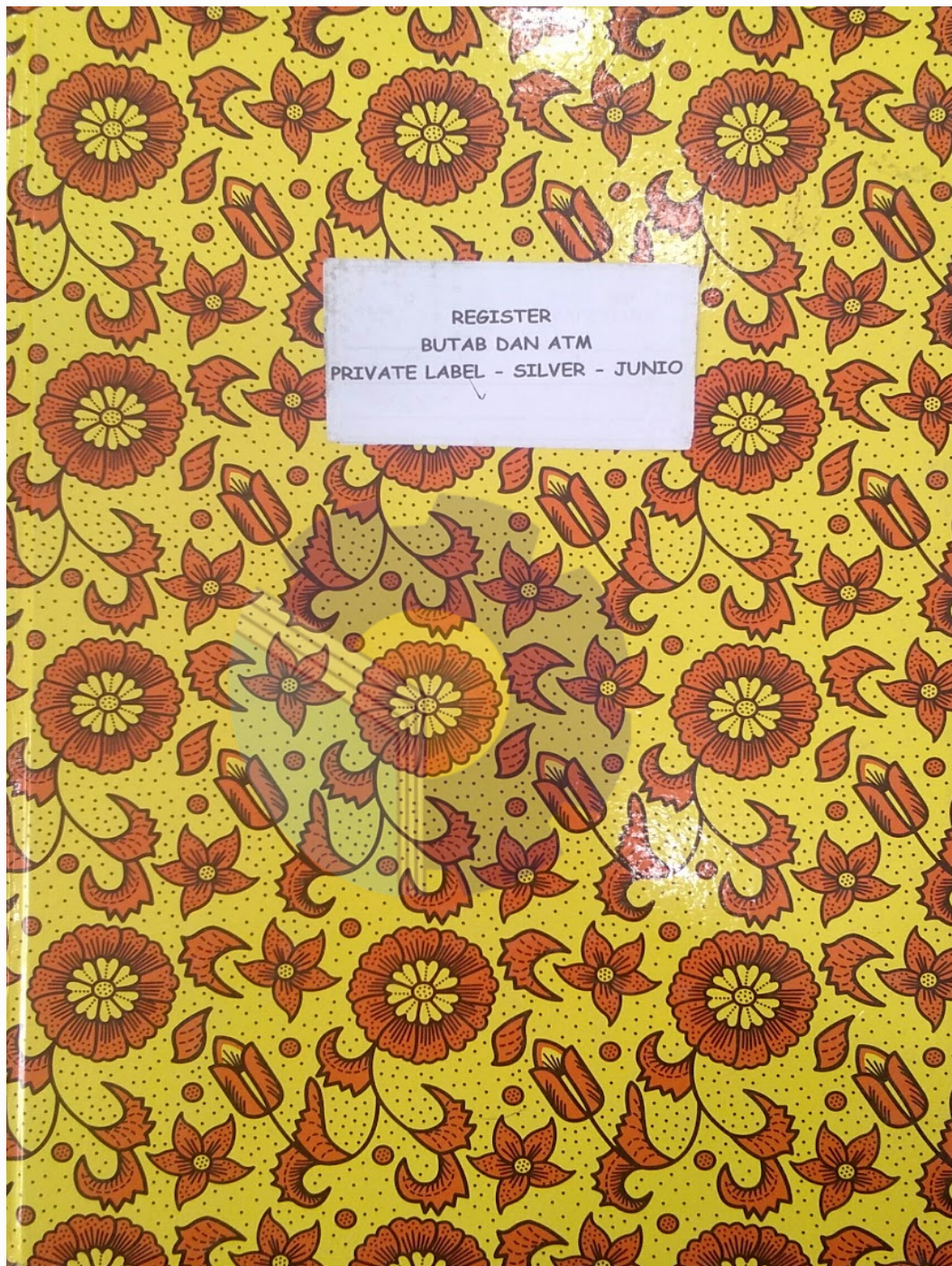


Figure 2.25 Register for Savings Books and ATM Cards
Source : Processed data 2022

14. File Loan Register

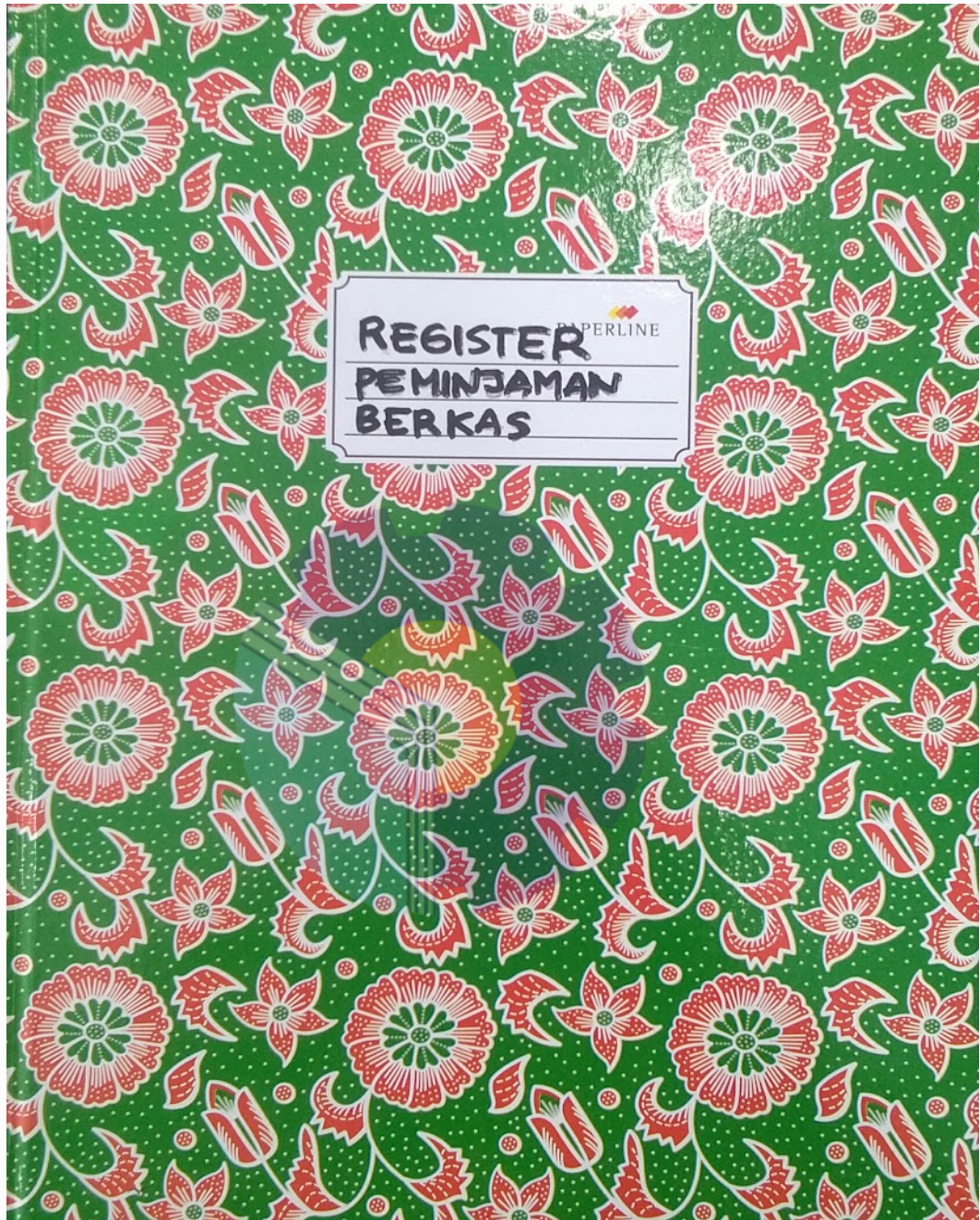


Figure 2.26 Brimen AR Loan Register
Source : Processed data 2022

15. Register SKPP

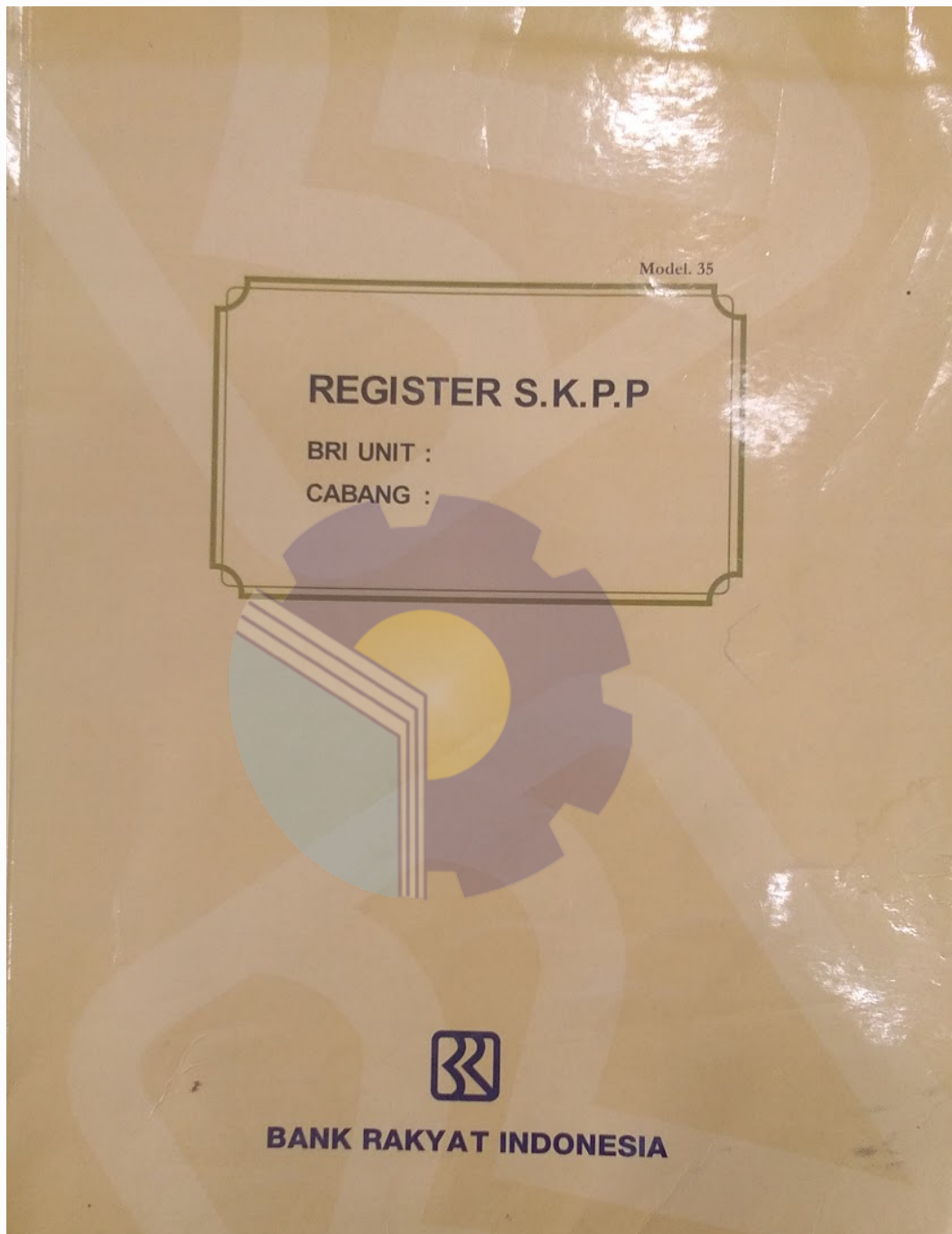


Figure 2.27 Register S.K.P.P
Source : Processed data 2022

16. Warning letter

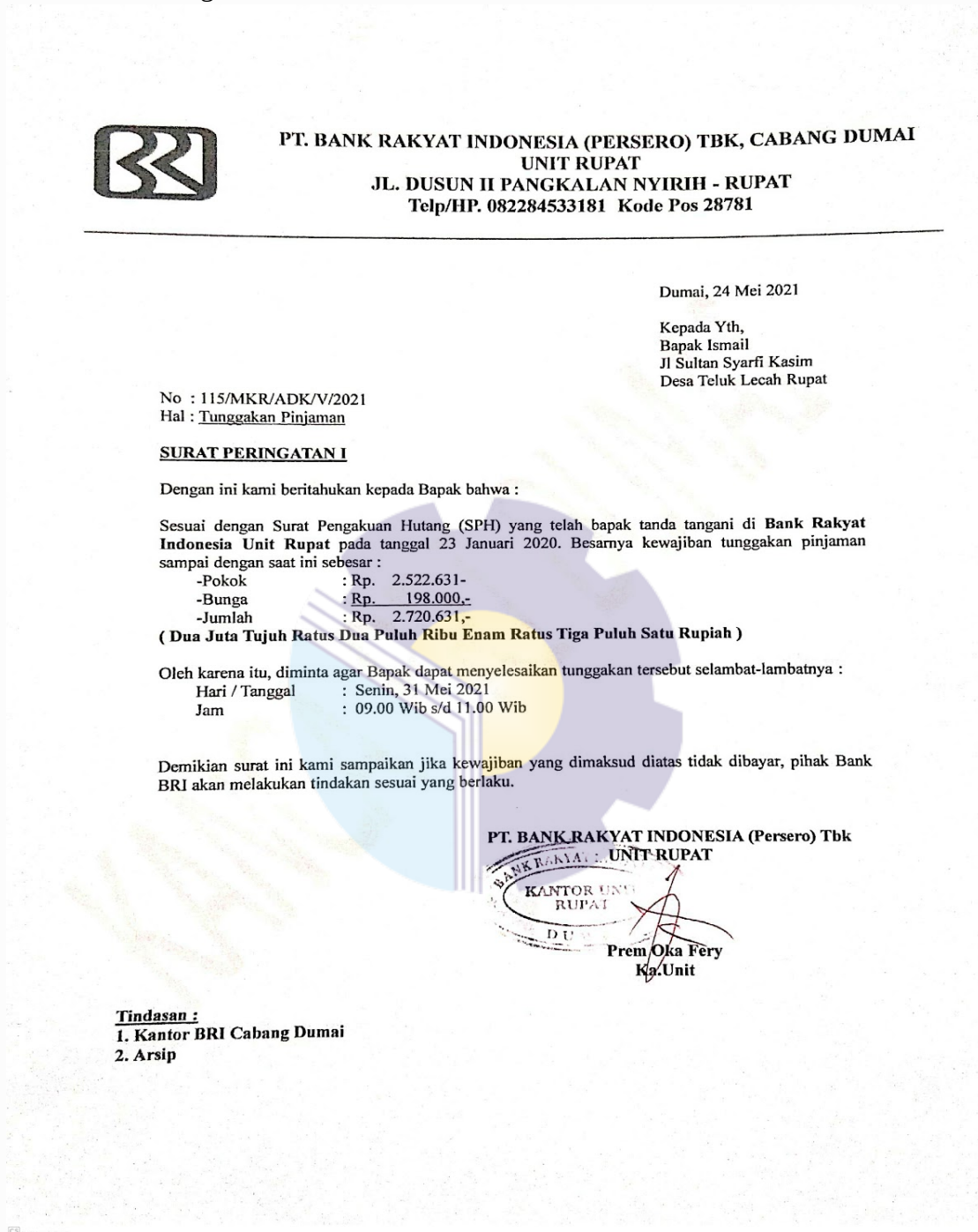


Figure 2.28 Warning letter
Source : Processed data 2022

17. Customer Visit Form

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

Model 152-Kupedes

FORMULIR KUNJUNGAN KEPADA NASABAH PENUNGGAK

I. IDENTITAS NASABAH

a. No Rekening : 7917-
 b. Nama : Ismail
 c. Alamat : Jl. cadirman
 d. No Hp :

II. DATA PINJAMAN NASABAH

a. Besarnya Plafond Semula : Rp 25.000.000
 b. Jenis dan THLS Agunan :
 c. Kondisi Pinjaman :

Keterangan	KUNJUNGAN KE				
	1	2	3	4	5
Sisa Pinjaman					
Sisa Tunggal		2.770.631			
Pokok		2.522.631			
Bunga		248.000			
Kolektibilitas					

III. KUNJUNGAN

No	Tanggal	Bertemu Dengan	Janji Bayar		Pembayaran	Ttd Nasabah	Ttd Mantri
			Tanggal	Besarnya			
1	21/9-2021	Istri ymp	-	-	-	Isti	Isti

IV. KETERANGAN KUNJUNGAN

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

Kunjungan

1. Keterangan kunjungan Istri ymp, pinjaman dipakai oleh saudara ymp, yg tinggal di depan rumah, tapi jaminan milik ymp sendiri dan pembayaran pinjaman dibayar oleh saudara ymp.

Figure 2.29 Customer Visit Form
 Source : Processed data 2022

18. Account Transfer Accountability Report to Blacklist

BANK RAKYAT INDONESIA(Persero) Tbk.
Dumai Unit Rupal

LAPORAN PERTANGGUNG JAWABAN PEMINDAH BUKUAN KE DH

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

1. Nama : Abdul Rauf
Nomor Rekening : 7917-01-001 [REDACTED]
Tgl.realisasi : 24/09/2018
Pokok Pinjaman : Rp 6.395.722
Jangka Waktu Pinjaman : 30
Tgl.Jatuh Tempo : 24/02/2021
Pemutus : - Nama : Jones Adi suratman
- Jabatan : Ka. Unit
2. Tgl.Pemindahan bukuan : Juni 2022
Nomor transaksi :
Jumlah :
3. Agunan : Surat Tanah
- Jenis barang agunan : Sporadik No. 05/SPRD-TMD-2018
- THLS :
- Nilai Pasar sekarang :
2. Berkas Pinjaman : Lengkap
3. Langkah-langkah yang sudah di tempuh :
- melakukan penagihan dengan model 152
4. Rencana Tindak lanjut :
-mengadakan pembinaan serta penagihan secara rutin

Demikian laporan pertnggung jawaban ini kami buat dan akan kami upayakan penagihannya sampai lunas.

Dumai 15 juni 2022
Bank Rakyat Indonesia (Persero) Tbk.
Unit Rupal

Yosfi Enofa
Pgs.Pimpinan Cabang

Safrudin
AMPM

Jones Adi Suratman
Ka Unit

Raidaini
CS

Figure 2.30 Blacklist Book Entry Report
Source : Processed data 2022

19. Maintenance Cif

Page 1 of 2

MAINTENANCE DATA CIF KQV1502		FORM DATA PRIBADI	
NAMA SESUAI ID	: KAMSAH	JENIS IDENTITAS	: KT
NAMA LENGKAP	: KAMSAH	NOMOR IDENTITAS	: <input type="text"/>
JENIS KELAMIN	: WANITA	TANGGAL ID DITERBITKAN	: 05/06/2021
KEWARGANEGARAAN	: WNI	TANGGAL ID KADALUARSA	: 05/06/2099
TEMPAT DAN TANGGAL LAHIR	: BENGKALIS, 17/08/1992	PENDIDIKAN TERAKHIR	: ZZ LAINNYA
NAMA GADIS IBU KANDUNG	: TIMAH	AGAMA	: KAT KATOLIK
		STATUS PERKAWINAN	: K KAWIN
		HOBI	: Jalan-jalan
<hr/>			
DATA PERPAJAKAN		ALAMAT DOMISILI	
WAJIB PAJAK INDONESIA	: YA	KODE POS	: 28781
WAJIB PAJAK AS	:	ALAMAT DOMISILI	: JL KERAMAT BATU PANJANG
NO TIN (AS)	:	RT/RW	: 5/5
LAHIR DI AS	:	KELURAHAN/DESA	: DS/KEL LAINNYA
		KECAMATAN	: RUPAT
		KOTA/KABUPATEN	: BENGKALIS KAB.
		PROVINSI	: RIAU
		TELEPON	:
		Wajib Pajak Asing (Selaian AS)	:
		NEGARA	:
		NO TIN ASING	:
<hr/>			
DATA PEKERJAAN		DATA KEUANGAN	
JENIS PEKERJAAN	: ZZZZZ LAINNYA	PENGHASILAN PERBULAN	:
NAMA KANTOR	: KANTOR	TRANSAKSI NORMAL HARIAN	:
BIDANG PEKERJAAN	:	SUMBER UTAMA	:
JABATAN	:	NPWP NASABAH	:
LAMA BEKERJA	: 10 TAHUN 03 BULAN	REKENING BANK LAIN	:
KODE POS	: 28781	NAMA BANK	:
ALAMAT KANTOR	: JL KERAMAT BATU PANJANG	JENIS	:
RT/RW	: 15/03	NAMA BANK	:
KELURAHAN / DESA	: BATU PANJANG	JENIS	:
KECAMATAN	: RUPAT	KARTU KREDIT BANK LAIN	:
KOTA/KABUPATEN	: BENGKALIS	PENERBIT	:
PROVINSI	: RIAU	TIPE KARTU	:
TELEPON	:	PENERBIT	:
FAKSIMILI	:	TIPE KARTU	:
ALAMAT SURAT	:	MEMILIKI KARTU KREDIT BRI	:
PENYELENGGARA NEGARA	: N	KELUARGA PENYELENGGARA NGR	: N
<hr/>			
FATCA		MEMILIKI GREEN CARD	
LAHIR/WARGA NEGARA AMERIKA	:	MEMILIKI GREEN CARD	:
PERNAH TINGGAL DI > 31	:	WAJIB PAJAK AMERIKA	:
NOMOR TIN	:		
JENIS DOKUMEN YANG HRS DIISI	:		
BERSEDIA DI LAPORKAN	:		

http://expressf5.bri.co.id/BWS_FP_2/formless/printAR01MaintenanceEktp.action

20/06/2022

Figure 2.31 Maintenance Cif
Source : Processed data 2022

20. SLIK

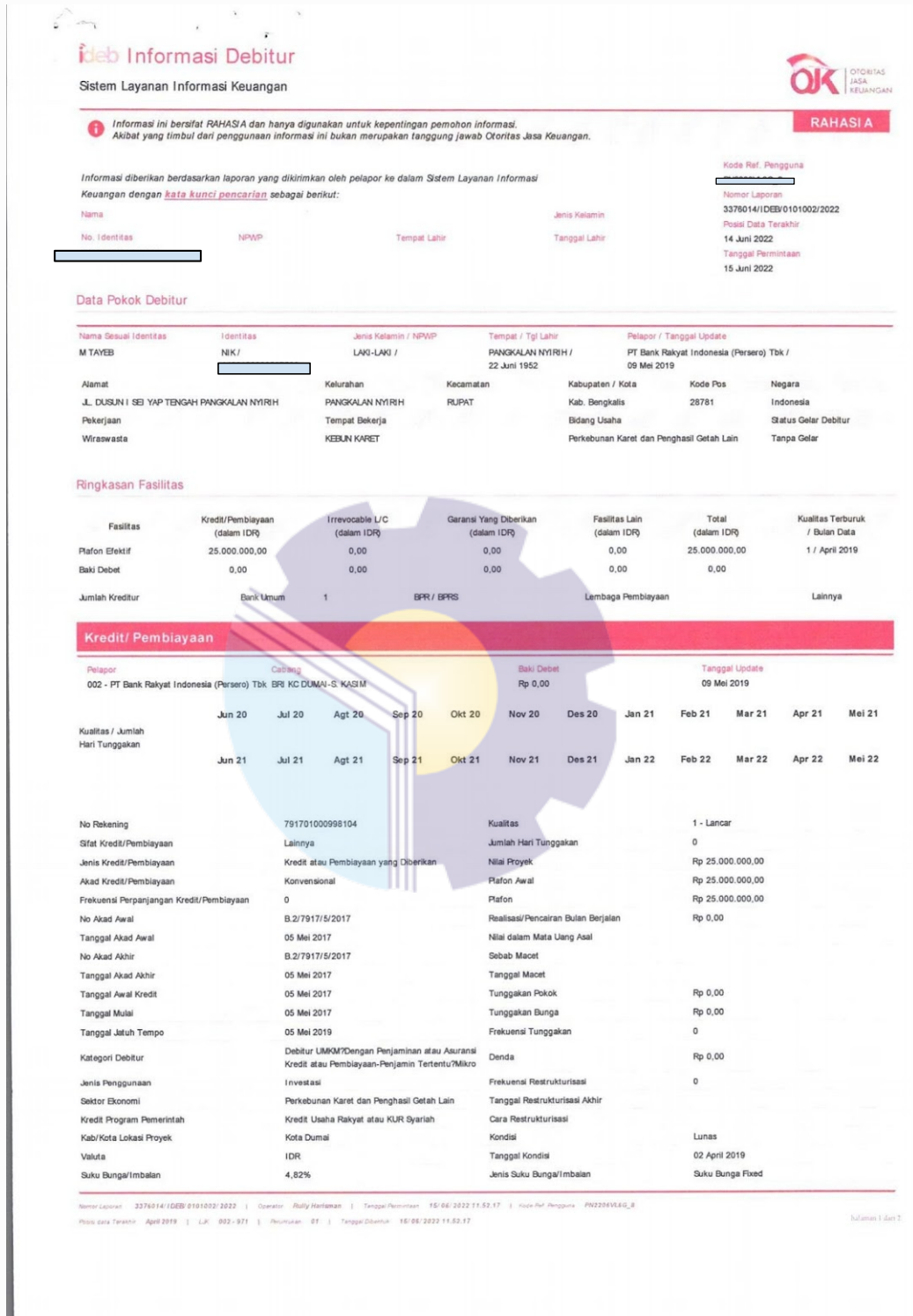


Figure 2.32 Slik
Source : Processed data 2022

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, Rupert 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, Rupert 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, Rupal 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:

Table 3.1 Schedule of Field Work Practices

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

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, Rupert Unit Offices are as follows:

Table 3.2 Daily Activities of march 01th, 2022 to march 04th, 2022

No	Date and Time	Description and Activities	Assignor
1	Tuesday 01 march 2022	1. AMKKM data input 2. find the required file	Customer Service & Marketing/Credit Department Section
2	Wednesday 02 march 2022	1. AMKKM data input 2. Stamping the Savings Book 3. find the required file	Customer Service & Marketing/Credit Department Section
3	Friday 04 march 2022	1. AMKKM Customer Data Input 2. Arranging Brimen AR Loans 3. find the required file	Customer Service & Marketing/Credit Department Section

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 style="list-style-type: none"> 1. prepare Brimen Transaction Teller/Proof of Cash. 2. find the required file 	Teller, Marketing/Credit Department and Customer Service Section
2	Tuesday 08 march 2022	<ol style="list-style-type: none"> 1. prepare Brimen Transaction Teller/Proof of Cash. 2. Attaching the label of the stored Brimen AR. 	Teller, Marketing/Credit Department and Customer Service Section
3	Wednesday 09 march 2022	<ol style="list-style-type: none"> 1. prepare Brimen Transaction Teller/Proof of Cash. 2. find the required file 	Teller, Marketing/Credit Department and Customer Service Section
4	Thursday 10 march 2022	<ol style="list-style-type: none"> 1. Arranging Brimen AR Savings data 2. find the required file 	Customer Service & Marketing/Credit Department Section
5	Friday 11 march 2022	<ol style="list-style-type: none"> 1. Arranging Brimen AR Savings data 2. Sticking Brimen AR Address stash 3. find the required file 	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

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.

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

No	Date and Time	Description and Activities	Assignor
1	Monday 14 march 2022	<ol style="list-style-type: none"> 1. Entering AMKKM Customer data 2. Check customer savings balances. 3. search for the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 15 march 2022	<ol style="list-style-type: none"> 1. Entering AMKKM Customer data 2. looking for the required file 	Customer Service & Marketing/Credit Department Section
3	Wednesday	<ol style="list-style-type: none"> 1. Entering AMKKM Customer 	Customer Service &

No	Date and Time	Description and Activities	Assignor
	16 march 2022	<ul style="list-style-type: none"> data 2. sticking the label on the loan AR Brimen 3. find the required file 	Marketing/Credit Department Section
4	Thursday 17 march 2022	<ul style="list-style-type: none"> 1. write a debt warning letter. 2. find the required file 	Customer Service & Marketing/Credit Department Section
5	Friday 18 march 2022	<ul style="list-style-type: none"> 1. Sticking the label on the stored Brimen AR 2. Sticking Labels On Brimen Cash Proof 	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

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

No	Date and Time	Description and Activities	Assignor
1	Monday 21 march 2022	<ul style="list-style-type: none"> 1. Create and attach labels to stored Brimen AR. 2. gpps labeling on Teller Transactions / Cash Proof. 3. register KUR (People's Business Credit) 4. search for the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 22 march 2022	<ul style="list-style-type: none"> 1. Create and paste labels on the Teller Transaction brimen. 2. Create and paste labels on stored AR brimen. 3. registering an ATM Card. 4. looking for the required file 	Customer Service & Marketing/Credit Department Section
3	Wednesday 23 march 2022	<ul style="list-style-type: none"> 1. Create and paste labels on the Teller Transaction brimen. 2. Create and paste labels on stored AR brimen. 3. find the required file 	Customer Service & Marketing/Credit Department Section
4	Thursday 24 march 2022	<ul style="list-style-type: none"> 1. Create and paste labels on the Teller Transaction brimen. 2. Create and paste labels on stored AR brimen. 3. search for the required Customer data using CIF. 4. find the required file 	Customer Service & Marketing/Credit Department Section

No	Date and Time	Description and Activities	Assignor
5	Friday 25 march 2022	<ol style="list-style-type: none"> 1. Create and paste labels on the Teller Transaction brimen. 2. Create and paste labels on stored AR brimen. 3. Serving customers in KUR disbursement. 	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

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.

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

No	Date and Time	Description and Activities	Assignor
1	Monday 28 march 2022	<ol style="list-style-type: none"> 1. Create and paste labels on the Teller Transaction brimen. 2. Create and paste labels on stored AR brimen. 3. Saved AR register. 4. serve customers in the context of KUR disbursement. 5. search for the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 29 march 2022	<ol style="list-style-type: none"> 1. Input AMKKM Customer data. 2. Create and paste labels on the Teller Transaction brimen. 3. Create and paste labels on stored AR brimen. 4. looking for the required file 	Customer Service & Marketing/Credit Department Section
3	Wednesday 30 march 2022	<ol style="list-style-type: none"> 1. Create and paste labels on the Teller Transaction brimen. 2. Create and paste labels on stored AR brimen. 3. Entering AMKKM Customer Data. 4. write a debt warning letter. 5. find the required file 	Customer Service & Marketing/Credit Department Section
4	Thursday 31 march 2022	<ol style="list-style-type: none"> 1. Entering AMKKM Customer Data. 2. write a debt warning letter. 3. find the required file 	Customer Service & Marketing/Credit Department Section

No	Date and Time	Description and Activities	Assignor
5	Friday 01 april 2022	<ol style="list-style-type: none"> 1. Create and Paste Labels on stored Brimen AR. 2. Make and Paste Labeling on Brimen Cash Proof. 3. register address Brimen AR loan. 	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

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, 2022

No	Date and Time	Description and Activities	Assignor
1	Monday 04 april 2022	<ol style="list-style-type: none"> 1. Register address Bremen AR loan. 2. Assist Teller in sorting money. 3. search for the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 05 april 2022	<ol style="list-style-type: none"> 1. Register address for Brimen AR loans. 2. Registered Brimen AR stash. 3. looking for the required file 	Customer Service & Marketing/Credit Department Section
3	Wednesday 06 april 2022	<ol style="list-style-type: none"> 1. Withdraw SLIK data 2. Savings book register. 3. Arrange Brimen AR stash. 4. find the required file 	Customer Service & Marketing/Credit Department Section
4	Thursday 07 april 2022	<ol style="list-style-type: none"> 1. Arrange Brimen AR stash. 2. put a stamp/stamp on the Savings Book. 3. find the required file 	Customer Service & Marketing/Credit Department Section
5	Friday 08 april 2022	<ol style="list-style-type: none"> 1. Register address for Brimen AR loans. 2. write a debt warning letter. 3. Prepare the recommendation file for KUR submission. 	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.

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

No	Date and Time	Description and Activities	Assignor
1	Monday 11 april 2022	<ol style="list-style-type: none"> 1. Create and paste Brimen AR labels. 2. Savings book register 3. ATM card registration. 4. search for the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 12 april 2022	<ol style="list-style-type: none"> 1. Inputting CIF customer data. 2. Arrange and tidy up Brimen AR and FR. 3. search for the required file. 	Customer Service & Marketing/Credit Department Section
3	Wednesday 13 april 2022	<ol style="list-style-type: none"> 1. Entering CIF Customer data. 2. Entering AMKKM customer data. 3. Savings book register. 	Customer Service & Marketing/Credit Department Section
4	Thursday 14 april 2022	<ol style="list-style-type: none"> 1. Entering the data of the Brins customer, my home savings. 2. looking for the required file 	Customer Service & Marketing/Credit Department Section

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.

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

No	Date and Time	Description and Activities	Assignor
1	Monday 18 april 2022	<ol style="list-style-type: none"> 1. Entering the data of the Brins customer, my home savings. 2. SKPP Customer data register. 3. search for the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 19 april 2022	<ol style="list-style-type: none"> 1. File approval of KUR guarantee claims. 2. Entering AMKKM Customer data 	Customer Service & Marketing/Credit Department Section

No	Date and Time	Description and Activities	Assignor
		3. looking for the required file	
3	Wednesday 20 april 2022	1. Entering the data of the Brins customer, my home savings. 2. assist in tidying and installing money tires. 3. find the required file	Customer Service & Marketing/Credit Department Section
4	Thursday 21 april 2022	1. Inputting customer data from my savings house brins. 2. assist in tidying up and fitting the money tires. 3. Register address for loan AR brimen. 4. find the required file	Customer Service & Marketing/Credit Department Section
5	Friday 22 april 2022	1. Register address for Brimen AR loans. 2. Search for the required files.	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

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.

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

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

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.

Table 3.11 Daily Activities of May 09th, 2022 to May 13th, 2022

No	Date and Time	Description and Activities	Assignor
1	Monday 09 may 2022	<ol style="list-style-type: none"> 1. Tidy, sort and tire money. 2. Scan Brimen AR loan for media transfer. 3. search for the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 10 may 2022	<ol style="list-style-type: none"> 1. Assist tellers in tidying, sorting and installing money tires. 2. Entering the data of the Brins customer, my home savings. 3. looking for the required file 	Customer Service & Marketing/Credit Department Section
3	Wednesday 11 may 2022	<ol style="list-style-type: none"> 1. Upload Credit Documents to the Brimen application. 2. find the required file 	Customer Service & Marketing/Credit Department Section
4	Thursday 12 may 2022	<ol style="list-style-type: none"> 1. Upload Credit Documents to the Brimen application. 2. search for the required file. 	Customer Service & Marketing/Credit Department Section
5	Friday 13 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance. 2. Upload Credit Documents to the Brimen application. 3. find the required file 	Customer Service & Marketing/Credit Department Section

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 style="list-style-type: none"> 1. Perform CIF maintenance input. 2. upload Credit documents to the Brimen 2.0 application 3. Tidy, sort and tire on money. 4. looking for the required file 	Customer Service & Marketing/Credit Department Section
2	Wednesday 18 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. Savings book register. 4. find the required file 	Customer Service & Marketing/Credit Department Section
3	Thursday 19 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. Inputting customer data of Brins Rumahku savings. 4. find the required file 	Customer Service & Marketing/Credit Department Section
4	Friday 20 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. find the required file 	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

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.

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

No	Date and Time	Description and Activities	Assignor
1	Monday 23 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. Inputting AGF Customer data. 4. find the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 24 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Entering the data of the Brins Rumahku savings customer. 3. looking for the required file 	Customer Service & Marketing/Credit Department Section

No	Date and Time	Description and Activities	Assignor
3	Wednesday 25 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. Entering the data of the Brins Rumahku savings customer. 4. find the required file 	Customer Service & Marketing/Credit Department Section
5	Friday 27 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Register the passbook and put a stamp on the passbook. 3. Assist Teller in sorting money. 	Customer Service & Marketing/Credit Department Section

Source: Processed Data 2022

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.

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

No	Date and Time	Description and Activities	Assignor
1	Monday 30 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. find the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 31 may 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. Entering the data of the Brins Rumahku savings customer. 4. find the required file 	Customer Service & Marketing/Credit Department Section
3	Thursday 02 june 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. find the required file 	Customer Service & Marketing/Credit Department Section
5	Friday 03 june 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Scan the LKN letter 3. find the required file 	Customer Service & Marketing/Credit Department Section

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	1. Perform CIF maintenance input. 2. Savings book register. 3. find the required file	Customer Service & Marketing/Credit Department Section
2	Tuesday 07 June 2022	1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. find the required file	Customer Service & Marketing/Credit Department Section
3	Wednesday 08 June 2022	1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. find the required file	Customer Service & Marketing/Credit Department Section
4	Thursday 09 June 2022	1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. find the required file	Customer Service & Marketing/Credit Department Section
5	Friday 10 June 2022	1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. find the required file	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.

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

No	Date and Time	Description and Activities	Assignor
1	Monday 13 June 2022	1. Perform CIF maintenance input. 2. Register a passbook and give a stamp/stamp. 3. filing debt warning letters. 4. find the required file	Customer Service & Marketing/Credit Department Section
2	Tuesday 14 June 2022	1. Perform CIF maintenance input. 2. Register a passbook and give a stamp/stamp. 3. filing debt warning letters. 4. find the required file	Customer Service & Marketing/Credit Department Section
3	Wednesday 15 June 2022	1. Perform CIF maintenance input. 2. filing debt warning letters.	Customer Service & Marketing/Credit

No	Date and Time	Description and Activities	Assignor
		3. create and archive the DH book-entry accountability report. 4. find the required file	Department Section
4	Thursday 16 June 2022	1. Arrange Brimen AR and FR. 2. Perform CIF maintenance input. 3. Entering Brins Rumahku savings customer data. 4. find the required file	Customer Service & Marketing/Credit Department Section
5	Friday 17 June 2022	1. Perform CIF maintenance input. 2. Entering Brins Rumahku Simpanan Customer Data. 3. find the required file	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.

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

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

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.

Table 3.18 Daily Activities of June 27th, 2022 to June 30th, 2022

No	Date and Time	Description and Activities	Assignor
1	Monday 27 June 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. Entering Brins Rumahku Simpanan Customer Data. 4. find the required file 	Customer Service & Marketing/Credit Department Section
2	Tuesday 28 June 2022	<ol style="list-style-type: none"> 1. Perform CIF maintenance input. 2. Upload credit documents to the Brimen 2.0 application 3. Entering Brins Rumahku Simpanan Customer Data. 4. find the required file 	Customer Service & Marketing/Credit Department Section
3	Wednesday 29 June 2022	<ol style="list-style-type: none"> 1. Entering Brins Rumahku Simpanan Customer Data. 2. find the required file 	Customer Service & Marketing/Credit Department Section
4	Thursday 30 June 2022	<ol style="list-style-type: none"> 1. write a debt warning letter. 2. find the required file 	Customer Service & Marketing/Credit Department Section

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, Rupert 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 Rupa is as following:

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

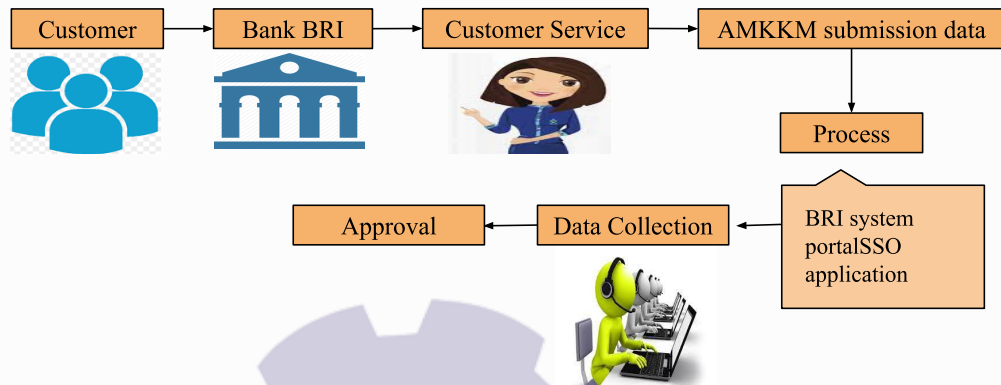


Figure 3.1 System and Procedure insurance for AMKKM
Source : Processed data 2022

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.

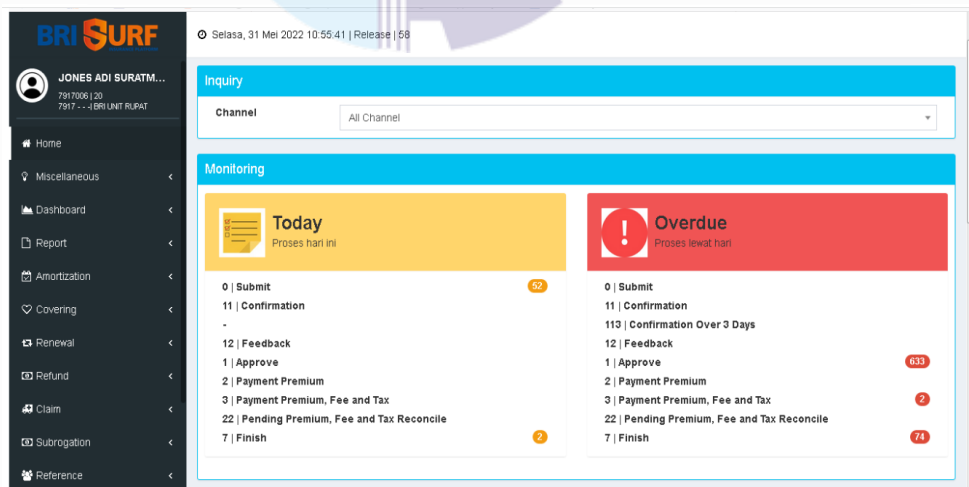


Figure 3.2 System and Procedure insurance for AMKKM
Source : Processed data 2022

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.

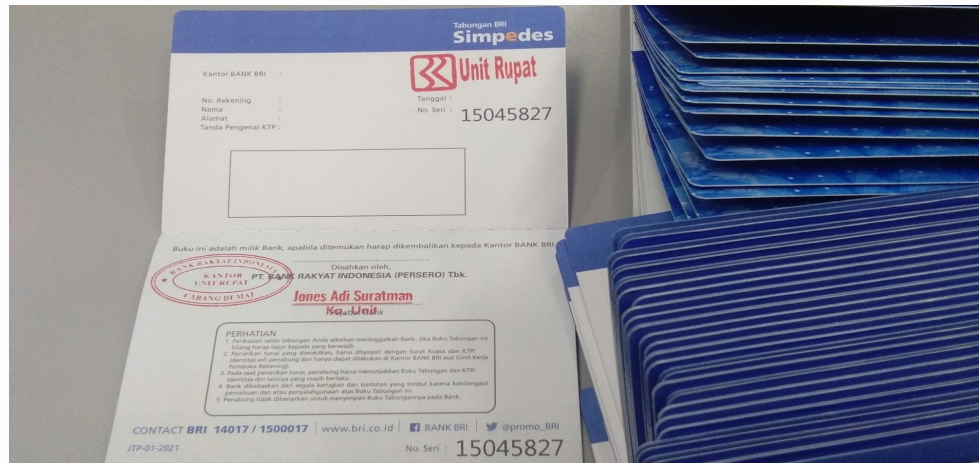


Figure 3.4 System and Procedure stamp
Source : Processed data 2022

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 Rupas 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 Rupas 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 Brimen AR and FR.

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

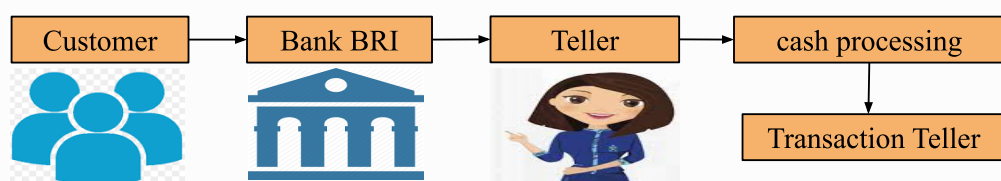


Figure 3.6 System and Procedure compiling Brimen AR and FR customers.
Source : Processed data 2022

In Figure 3.6 the procedure for compiling Teller Transactions at Bank BRI Rupas 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)

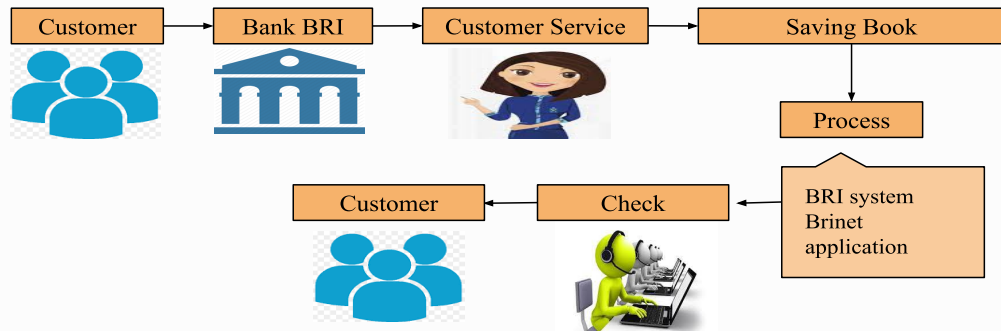


Figure 3.7 System and Procedure balance check
Source : Processed data 2022

In Figure 3.7 the procedure for checking customer balances at Bank BRI Rupert 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.

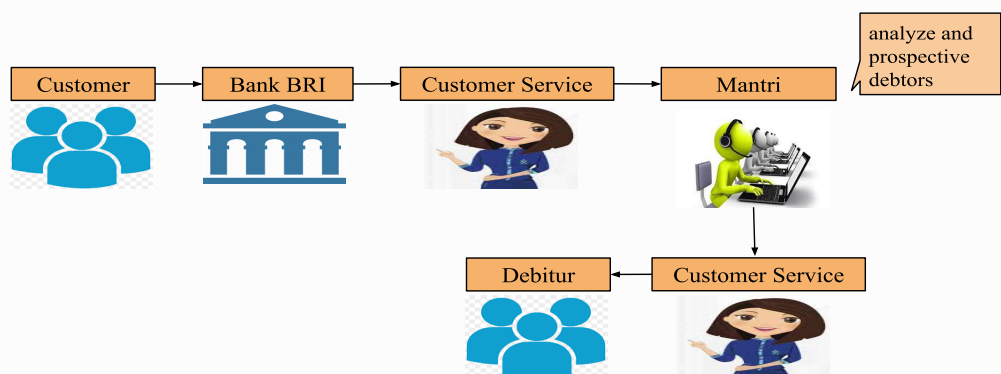


Figure 3.8 System and Procedure Kur Disbursement
Source : Processed data 2022

In Figure 3.8 the process of procedures and steps in the credit process at Bank BRI Rupert 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.

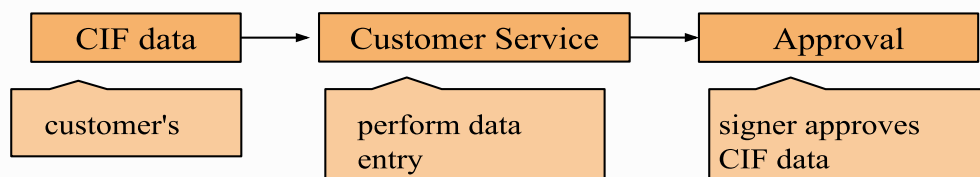


Figure 3.9 System and Procedure Maintenance CIF
Source : Processed data 2022

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

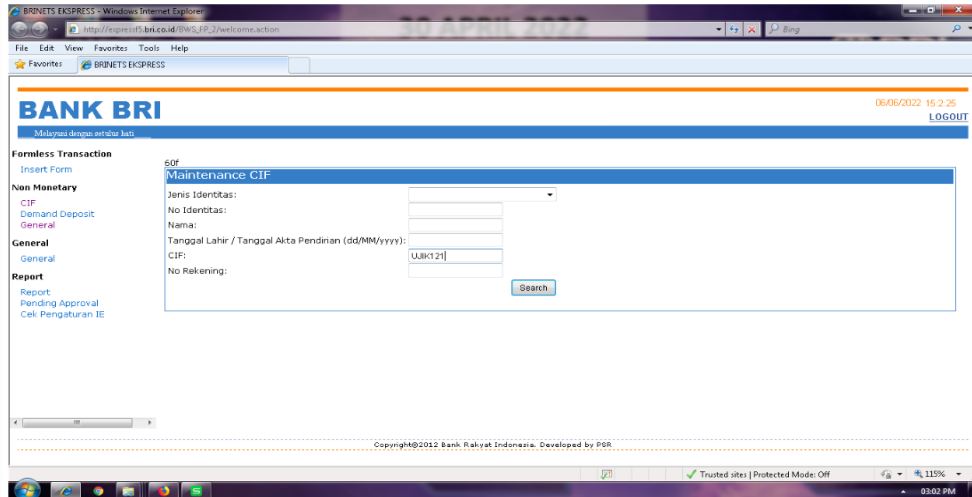


Figure 3.10 System and Procedure Maintenance CIF
Source : Processed data 2022

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.

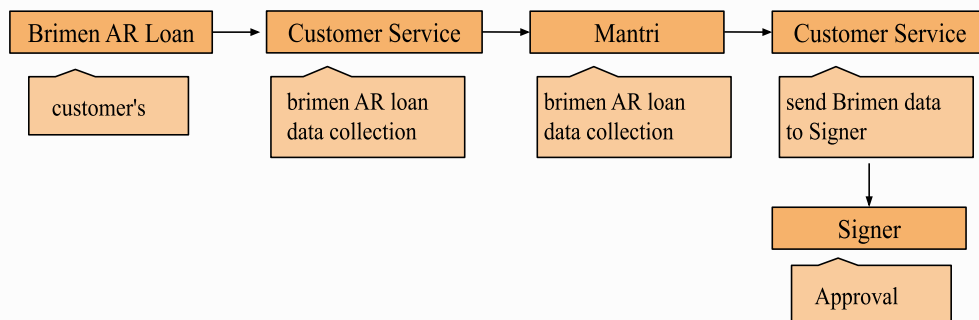


Figure 3.11 System and Procedure Upload Brimen to the Brimen 2.0
Source : Processed data 2022

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.

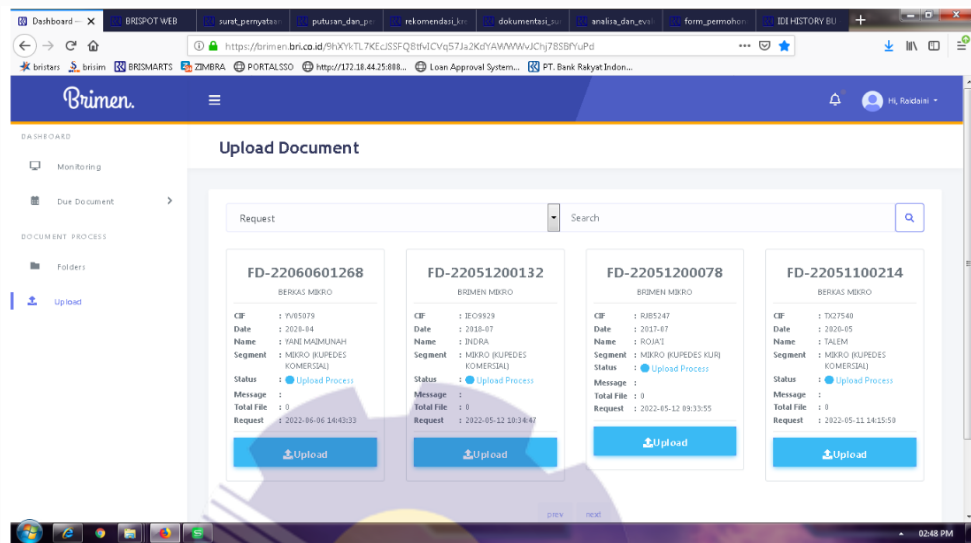


Figure 3.12 System and Procedure Upload Brimen to the Brimen 2.0
Source : Processed data 2022

In Figure 3.12 the procedure for Uploading Brimen to the Brimen 2.0 application at Bank BRI Rupert 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.

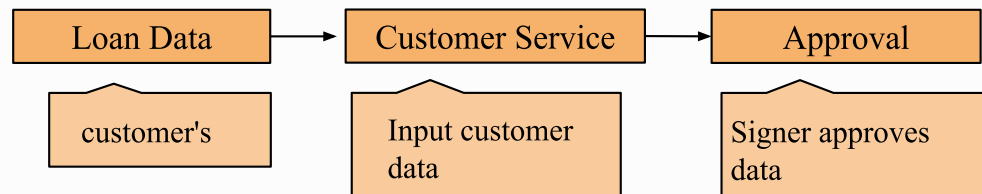


Figure 3.13 System and Procedure Inputting AGF
Source : Processed data 2022

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:

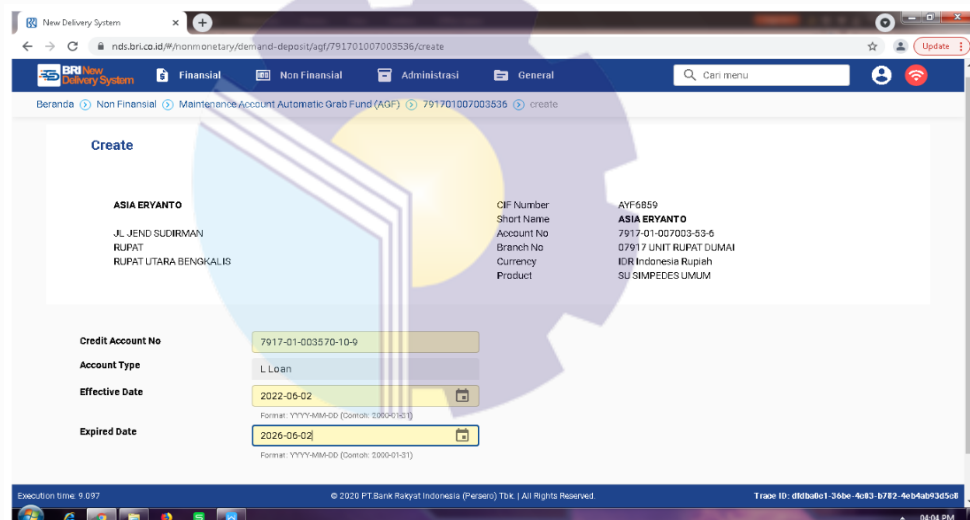


Figure 3.14 System and Procedure Inputting AGF
Source : Processed data 2022

In Figure 3.14 the process of the Enter AGF (Auto Grab Fund) automatic payment facility procedure at Bank BRI Rupert 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.

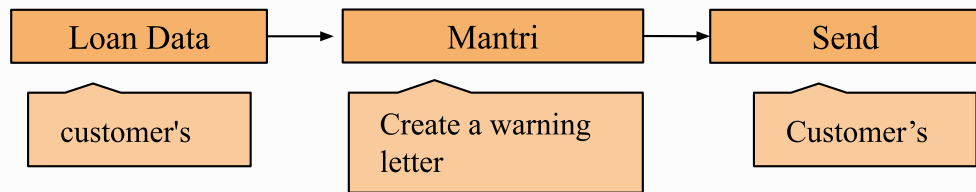


Figure 3.15 System and Procedure make Warning Letter
Source : Processed data 2022

In Figure 3.15 the CIF Customer Information File Maintenance procedure process at Bank BRI Rupert 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).

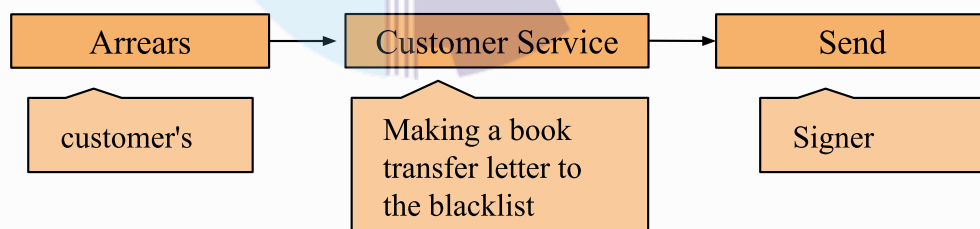


Figure 3.16 System and Procedure accountability report to DHN
Source : Processed data 2022

In Figure 3.16 the procedure for making a book-entry accountability report to DHN (Black List). at Bank BRI Rupert 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 Rupa 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.
5. The lack of facilities provided by PT. Bank Rakyat Indonesia (Persero) Tbk Rupa 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 Rupa 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 Rupa 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.
2. In the second obstacle, the author tries to identify and study the products at PT. Bank Rakyat Indonesia Rupal 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 Rupal 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 Rupal 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 Rupert 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 Rupert Unit Office, especially in the Customer Service Section.
2. The author can expand relations with employees of PT. BRI Rupert 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 Rupal 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.



REFERENCE

- Anindya, A. (2017). Laporan Praktek Kerja Lapangan Pada Departemen Keuangan Keuangan Divisi Operasional Sistem Keuangan di Kantor Pusat Bank Indonesia.
- Geni, L. (2018). Laporan Praktek Kerja Lapangan pada Departemen Keuangan Intern TIM Penyelesaian Transaksi Keuangan di Kantor Pusat Bank Indonesia DKI Jakarta.
- Kaluku, N. N. (2017). Laporan Praktek Kerja Lapangan di PT Bank Mega Syariah Kantor Pusat Jakarta Selatan.
- Umaimah, W. (2018). Laporan Praktek Kerja Lapangan pada Kantor Perwakilan Bank Indonesia Provinsi DKI Jakarta.
- Ramadhania, M. (2018). Laporan Praktek Kerja Lapangan pada Kantor Pusat PT Bank Bukopin, Tbk.
- Yuliana, D. (2019). Laporan Praktek Kerja Lapangan Unit Digital Banking Group PT BANK Syariah Mandiri Tbk Kantor Pusat Thamrin Jakarta Pusat.
- Zahrafaya, M. (2018). Laporan Praktek Kerja Lapangan pada Bank Indonesia (Kantor pusat) Divisi Pengelolaan Pajak.
- <https://www.neliti.com/id/publications/209625/kajian-hukum-klaim-asuransi-kur-kredit-usaha-rakyat-pada-pt-bank-rakyat-indonesi>
- <https://ajaib.co.id/apa-itu-cif-bank-dan-bagaimana-cara-nasabah-mengetahuinya/>
- [https://finance.detik.com/advertorial-news-block/d-5288120/berdiri-di-perbatasan-bri-terdepan-layani-perbankan-di-pulau-rupat.](https://finance.detik.com/advertorial-news-block/d-5288120/berdiri-di-perbatasan-bri-terdepan-layani-perbankan-di-pulau-rupat)

APPENDICES

Appendix 1 : Daily Activity



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

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 : Selasa 01 / 03 / 2022

Hasil Kegiatan :

Input Asuransi Amkkm :

1. Amkkm "Asuransi mikro Kecelakaan Kesehatan dan meninggal dunia." cukup membayar Rp50.000/bulan dengan fasilitas manfaat s:
 - a. Santunan harian rawat inap
 - b. Santunan biaya operasi
 - c. Santunan meninggal dunia gratis.
 - d. Santunan meninggal dunia akibat kecelakaan.
 - e. Santunan biaya cacat tetap total akibat kecelakaan.
2. Data yang di input berjumlah 50/63 menggunakan portafolio SSO

P. Nyirih, 01 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Rabu 7 / maret / 2022.

Hasil Kegiatan :

1. melanjutkan kerja sebelumnya " Selasa 01 / 03 / 22 " input data asuransi (AMKKM) sejumlah 177 orang. Setelah di input menggunakan aplikasi portal SSO maka terdapat 57 orang yang terjadi eror.
2. membantu cap stamper pada buku tabungan "

P. Nyirih, 07 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL.

Rifka Zahera.

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 04 / maret / 2022.

Hasil Kegiatan :

1. melanjutkan menginput data AMKKM "asuransi mikro kecelakaan kesehatan dan meninggal dunia" sebanyak 166 orang, dan terjadi eror atau saldo tidak cukup. sebanyak 77 orang.
2. menyusun data tabungan nasabah sesuai angka terendah dan di masukkan di dalam map ordner.

P. Nyirih, Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Senin, 07. Maret, 2022.

Hasil Kegiatan :

menyusun data "ERimen" melakukan penyusunan laporan bukti KAS berdasarkan tanggal, bulan, dan tahun. ERimen adalah bentuk digital dari Grankas pada Bank. sistem ini di buat untuk mempermudah pencarian dokumen nasabah. data yang di susun pada tahun 2019 dan 2020.

P. Nyirih, Maret 2022

^{yes}
Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa, 08, Maret, 2022

Hasil Kegiatan :

1. melanjutkan penyusunan data BRIMET menurut tanggal, bulan dan tahun. adapun tahun yang dikerjakan pada tahun 2018.
2. memasang label BRIMET pada setrap map dan di lakukan pada loker F.
3. memasang label Brimen pada setrap map dokumen nasabah.

P. Nyirih, 08 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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 : Rabu, 09, maret, 2022

Hasil Kegiatan :

1. melanjutkan penyusunan BRIMET "atau laporan Bukti Kas pada tahun 2021
2. membantu mencari berkas nasabah yang di butuhkan.

P. Nyirih, 09 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi P.K.L.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Kamis / 10, maret . 2022 .

Hasil Kegiatan :

1- menyusun data "BRIMEN AR" menurut tanggal atau menurut nomor rekening nasabah yang dilakukan pada tahun 2020

P. Nyirih, 10 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi/PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 . 2022

Hasil Kegiatan :

1. melanjutkan penyusunan BRIMEM AR pada bulan September, Oktober, November pada tahun 2020 yang belum selesai.
2. menempel nomor rekening nasabah dan nomor lokasi dokumen nasabah pada data BRIMEM AR.

P. Nyirih, 11 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi P.K.L.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupal

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 : Senin, 14. Maret. 2022.

Hasil Kegiatan :

1. menginput data Amkkm sebanyak 233 yang berhasil di input dan yang berhasil di approve sebanyak 148 akun Payment Premium sebanyak 4 orang dan saldo tidak mencukupi sebanyak 81 orang.
2. membantu mengecek saldo nasabah KIP. "kartu Indonesia Pintar".

P. Nyirih, 14 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa / 15 . Maret . 2022

Hasil Kegiatan :

1. melanjutkan menginput data Amkkm sebanyak 222 yang telah berhasil di input, dan berhasil di approve sebanyak 162 orang.
2. mencari berkas BRimen yang di butuhkan CS.

P. Nyirih, 15 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL.

Rifka zahera.

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Rabu, 16 Maret, 2022

Hasil Kegiatan :

1. melanjutkan menginput data Amkkm sebanyak 179 yang telah berhasil di input. dan 43 orang saldo tidak cukup. sebanyak 58 orang akan payment premium. dan yang berhasil di approve. sebanyak 78 orang.
2. menempel label BRimen AR nasabah, nomor rekening dan tempat lokasi yang di tempel. pada nomor lokasi 101 sampai 200 untuk BRimen 2.

P. Nyirih, 16 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Kamis , 17 maret 2022

Hasil Kegiatan :

1. membantu membuat surat peringatan hutang. "SP" adanya pemberitahuan keterlambatan pembayaran cicilan hutang, jika dalam suatu hari tanggal jatuh tempo pembayaran sudah melewati batas waktu yang diberikan namun pihak debitur masih belum melunasinya. maka akan keluar surat peringatan hutang.
2. meletakkan surat "SP" pada brimen nasabah bersangkutan.
3. mencari berkas brimen yang di butuhkan CS.

P. Nyirih, 17 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Jumat, 18, maret, 2022

Hasil Kegiatan :

1. menempel label No Rekening pada Bkimen AR pada dan lokasi dokumen pada bundel 201 - 300.
2. menempel label No Rekening dan lokasi Bkimen. Buku Kas pada tahun 2020, bulan Januari sampai bulan Mei.

P. Nyirih, 18 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL

Rifka Zahra

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Senin, 21, Maret, 2022

Hasil Kegiatan :

1. membuat label Nomor Rekening BRimen AR dan BRimen Bukti Kas.
2. menempel HO-Rek BRimen AR pada nomor 301 - 400 dan bukti kas pada bulai Mei - Juni - Juli.
3. Registrasi KUR (Kredit Usaha Rakyat) merupakan Program Pemerintah yang di atur dalam undang - undang nomor 21 tahun 2008 untuk (UMKM) KUR BRI dengan plafond atau limit Rp. 50 jt, nasabah individu mempunyai usaha yang telah berjalan minimal 6 bulan lamanya. tidak sedang dalam menerima program kredit perbankan kecuali kredit konsumtif seperti KPR, KKB, dan kartu kredit. dan surat izin usaha harus di terbitkan oleh pihak ride hailing.

P. Nyirih, 21 Maret 2022

Diketahui Ka. Unit

Jawid

Pekerja Pendamping.

Radaini

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa, 22 . maret . 2022 .

Hasil Kegiatan :

1. membuat label Brimn Buku kas pada bulan Agustus sampai Desember. ✓
2. membuat label Brimn AR pada H0 Rekening 401 - 500 .
3. Registrasi kartu ATM. ✓

P. Nyirih, 22 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Rabu, 23 Maret 2022

Hasil Kegiatan :

1. melanjutkan membuat label nama dan menempel BRimen AR pada Mo so1 sampai 700.
2. melanjutkan membuat label nama dan menempel BRimen Buku kas pada Bulan Januari sampai bulan mri pada tahun 2021
3. membantu mencari GPKAS yang di perlukan atau BRimen yang di butuhkan.

P. Nyirih, 23 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupal

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 : Kamis, 24 Maret 2022

Hasil Kegiatan :

1. membuat label nama Nomor rekening pada QRIMEH AR dan Bukti kas untuk nomor 701 sampai 800 dan bukti kas pada nomor bulan Juni sampai Desember.
2. menempel nomor Transaksi Teller pada bulan Mei sampai bulan Agustus, tahun 2021.
3. membantu mencari data nasabah yang di perlukan melalui CIF nasabah pada aplikasi portal BRinet. dan di jadikan bentuk softfile.

P. Nyirih, 24 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

RIFKA ZAHERA

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Jumat, 25. Maret . 2022

Hasil Kegiatan :

1. melanjutkan menempel BRIMEM, Transaksi Teller, Bukti Kas pada bulan September sampai bulan November tahun 2021
2. membantu CS melayani nasabah pencairan KUR 'Kredit Usaha Rakyat' yang merupakan produk dari bank untuk memberikan bantuan dana pinjaman modal usaha bagi para pelaku usaha.
3. Registrasi AR, membuat nomor rekening BRIMEM dalam nomor 301 sampai 300 bundel 3 sampai 5.

P. Nyirih, 25 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupal

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 : Senin, 28 Maret, 2022

Hasil Kegiatan :

1. membuat Label nama BRIMET. Transaksi. Teller / Bukti Kas pada Bulan Desember tahun 2021
2. menempel label nama Transaksi teller Bulan Desember tahun 2021
3. Registrasi AR. dengan mencantumkan nomor rekening nasabah. yang perlu di lakukan dalam rangka memberikan perlindungan terhadap nasabah. terkait penyalahgunaan oleh pihak - pihak tak bertanggung jawab, seperti upaya penipuan dan hoax. adapun Registrasi yang di lakukan pada bundel 6 dan 7.
4. membantu CS melayani nasabah dalam rangka pencairan KUR " kredit usaha rakyat " memberikan bantuan dana pinjaman modal usaha. masyarakat.

P. Nyirih, 28 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa, 22. Maret. 2022

Hasil Kegiatan :

1. menempel label nama Brimen AR pada Bundel 9.
2. input data Amkkm "Asuransi mikro kecelakaan kesehatan dan meninggal dunia" sebanyak 142 orang yang telah berhasil di approve.
3. meletakkan surat peringatan hutang pada Briment nasabah yang bersangkutan.

P. Nyirih, 22 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupal

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 : Rabu, 30 Maret 2022

Hasil Kegiatan :

1. Berimen AR. membuat label nama atau nomor rekening dan menempel pada nomor 661 sampai 700
2. input data AMKKM "Asuransi mikro kesehatan dan menunggal durra" sebanyak 172 yang berhasil diapprove.
3. SP. umumnya di pakai oleh pihak yang ingin mnnggih pinjaman. "surat peringatan" khusus yang di pakai sebagai peringatan bagi kreditur yang telah lama meminjam aset tapi tidak dibayar.

P. Nyirih, 30 Maret 2022

Diketahui Ka. Unit

Jawati

Pekerja Pendamping

[Signature]

Mahasiswi P.K.L.

[Signature]
Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Kamis 31 Maret . 2022

Hasil Kegiatan :

1. Input data AMKKM "Asuransi mikro kesehatan dan meninggal dunia" sebanyak 183 orang yang berhasil di approve.
2. SP "surat peringatan yang di buat untuk menggiat pinjaman bagi kreditur yang telah lama meminjam aset namun tidak dapat membayar dan melanggar perjanjian dalam waktu lama sehingga merugikan.

P. Nyirih, 31 Maret 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi/PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupal

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 01 April 2022.

Hasil Kegiatan :

1. BRIMEN AR. membuat dan menempel label BRIMEN pada nomor 700 sampai 800 pada Bundel 12.
2. membuat registrasi alamat BRIMEN. AR pingaman salah satunya memudahkan untuk mencari dokumen sewaktu-waktu yang di butuhkan secara efektif dan efisien dengan cepat.

P. Nyirih, 01 April 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

RIFKA ZAHERA

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupa

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 : Senin . 04 . April . 2022

Hasil Kegiatan :

1. Register alamat @Rimen AR pinjaman . salah satu di buat untuk memudahkan mencari dokumen secara efektif dan efisien adapun register yang di lakukan pada Lemari E dengan nomor 1 - E - 4-1 sampai 1 - E - 4 - 26 .
2. membantu Teller dalam merapikan uang . dimana perlu di lakukan dengan baik dalam mendukung terpeliharanya stabilitas moneter . stabilitas sistem keuangan , dan kelancaran sistem pembayaran . dan juga untuk menjamin tersedianya uang rupiah yang layak pdar . denominasi sesuai . tepat waktu sesuai kebutuhan masyarakat . serta aman dari upaya pemalsuan dengan tepat mengedepankan efisiensi dan kepentingan nasional .

P. Nyirih, 04 April 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa, 05 April, 2022

Hasil Kegiatan :

1. Register alamat BRIMEN AR, melanjutkan membuat alamat BRIMEN AR pinjaman pada Lemari F dengan nomor: 1-F-1-1 sampai 1-F-2-85.
2. Register BRIMEN AR. membuat dan mencantumkan nomor rekening nasabah. salah satu di buat untuk memberikan perlindungan terhadap nasabah. terkait penyalahgunaan oleh pihak-pihak. tak bertanggung jawab. seperti upaya penipuan dan hoax. adapun register yang di lakukan pada BRIMEN AR simpanan dalam bundel nomor 11.
3. mencari BRIMEN AR KUR yang di butuhkan untuk mengecek pelunasan pinjaman.

P. Nyirih, 05 April : 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Rabu, 6 April, 2022

Hasil Kegiatan :

1. membantu menarik data SLik di @rispot mantri. SLik adalah sistem layanan informasi keuangan yang dapat di manfaatkan untuk mempermudah proses penyediaan dana, penerapan manajemen risiko kredit atau pembiayaan, penilaian kualitas debitur, pengelolaan sumber daya manusia pada pelapor SLik. verifikasi untuk kerja sama pelapor SLik dengan pihak ketiga, dan meningkatkan disiplin industri keuangan.
2. Register buku tabungan yang mencantumkan nomor serial pada buku tabungan yakni untuk mengidentifikasi provider bank, dan informasi akun, dan menyediakan layanan pemeriksaan keamanan.
3. @rimen AR. "Formulasi aplikasi rekening perorangan" formulasi untuk membuat/membuka rekening baru di bank. @rimen yang di kerjakan adalah menempel dan mencantumkan nomor rekening nasabah pada bundel li.

P. Nyirih, 06 April 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Kamis . 07 . April . 2022

Hasil Kegiatan :

1. Berimen AR "Formulasi aplikasi rekening perorangan." formulir untuk membuat atau membuka rekening baru bank. membuat dan menempel label nama nomor rekening pada Berimen AR tabungan dengan nomor 1.001 sampai 1.300 dengan bundel 12 dan 13.
2. Cap Stempel pada buku tabungan salah satu untuk memperkuat lapisan keamanan transaksi keuangan setelah register nomor seri.

P. Nyirih, 07 APRIL 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa P.K.L.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 - 08 - April - 2022

Hasil Kegiatan :

1. Register alamat BRIMET AR pinjaman pada nomor urut 3039 sampai 3089 yang di buat pada locker F.
2. SP surat peringatan, atau surat khusus yang di pakai sebagai peringatan. Bagi kreditur yang telah lama meminjam aset tapi tidak membayar dan bahkan melanggar perjanjian dalam waktu lama.
3. Check list dan rekomendasi pengajuan klaim KUR. memasuki kolektibilitas 5 atau macet datanya. salah satu sebabnya kredit tersebut di ragukan usaha yang bersangkutan tidak berjalan dengan baik. setelah klaim di bayarkan oleh Perum Jamkrindo kepada PT BRI cabang Dumai. Gerialih ke piutang perum jamkrindo sampai sejumlah dana yang di bayar/diganti oleh perum jamkrindo. tersebut di lunasi oleh terjamin.

P. Nyirih, 08 April 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Senin, 11 April 2022

Hasil Kegiatan :

1. Berimen AR "formulasi aplikasi Rekening Perorangan" formulir untuk membuat atau membuka Rekening baru bank. Kerja yang dilakukan adalah melanjutkan menempel label nama nomor rekening pada Berimen AR tabungan dengan nomor 1301 sampai 1400. Pada bundel 14.
2. Register buku tabungan, mencantumkan nomor serial pada buku tabungan salah satu di buat untuk mengidentifikasi Providen bank dan informasi akun.
3. Register kartu ATM. mencantumkan nomor kartu nasabah untuk memberikan perlindungan terhadap nasabah, terkait penyalahgunaan oleh pihak-pihak tak bertanggung jawab seperti upaya penipuan dan hoax.

P. Nyirih, 11 April 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa / 12 / April / 2022.

Hasil Kegiatan :

1. Cif (customer information file), informasi yang berisi data lengkap mengenai nasabah. nomor Cif berfungsi untuk mencatat serta mengetahui data-data pribadi, data keuangan, Cif juga berguna sebagai pemberi penilaian bagi 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 aplikasi Rekening Perorangan. Formulir untuk membuka / membuat rekening baru di Bank BRI.
 - BRimen FR " Formulir Permohonan penambahan dan pengurangan fasilitas " pada nasabah.

P. Nyirih, 12 April 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupal

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 : Rabu / 13 / April / 2022

Hasil Kegiatan :

1. maintenance CIF "Customer information file" yang berisi data lengkap mengenai nasabah. dan berguna memberi penilaian bagi nasabah berdasarkan perhitungan faktor risiko nasabah. sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk atau tidak.
2. menginput data AMKKM "asuransi mikro kecelakaan. kematian dan meninggal dunia" yang di input melalui "BRINS rumahku simpanan." setelah di input data terdapat 155 yang berhasil dan 3 orang saldo tidak mencakupi. data yang tidak dapat di input sebanyak 3 orang.
3. Register Buku tabungan. yang mencantumkan nomor serial pada buku tabungan salah satu di buat untuk mengidentifikasi providen bank dan informasi akun.

P. Nyirih, 13 April 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PPL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Kamis / 14 / April / 2022

Hasil Kegiatan :

1. menginput data BRINS Rumahku Simpanan. Memberikan santunan kepada peserta asuransi, atas musibah kebakaran yang mengakibatkan bangunan tempat tinggal rusak, dan juga kecelakaan ledakan kompor atau tabung gas, petir dan peserta meninggal dunia dalam peristiwa kebakaran tersebut.

adapun penginputan data BRINS rumahku simpanan sebanyak 208 yang dapat di input oleh data dan 14 data yang tidak dapat di input. setelah di approve dapat di lihat sebanyak 204 yang dapat di approve dan 4 saldo nasabah tidak cukup.

P. Nyirih, 14 April 2022

Diketahui Ka. Unit

Pekerja Pandamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Senin / 18 / 04 / 2022

Hasil Kegiatan :

1. input data "ERINS Rumahku simpanan sebanyak 202 yang berhasil di input dan diapprove.
2. Register data nasabah "SKPP" surat permohonan pinjaman" buku yang berisi nasabah yang mengajukan kredit.

P. Nyirih, 18 April 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa. 19 / 04 / 2022.

Hasil Kegiatan :

1. ARSIP persetujuan klaim penjaminan KUR, setelah klaim di bayarkan oleh perum askrindo maka sebesar dana yang di bayarkan beralih ke piutang perum askrindo sampai sejumlah dana yang di bayar / di gantikan oleh perum askrindo.
2. melanjutkan input data Brins rumahku simpanan. sebanyak 204 orang yang berhasil sebanyak 200 masuk akun. Payment sebanyak 2 orang dan saldo tidak cukup sebanyak 2 orang.
3. menyusun BRimen AR "formulasi aplikasi rekening perorangan. formulir untuk membuka / menguat rekening baru. di bank BRI.

P. Nyirih, 19 April 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Rabu, 20 / 04 / 2022

Hasil Kegiatan :

1. melanjutkan input data Asuransi BRINS Rumahku simpanan sebanyak 101 orang dan berhasil di input sebanyak 100 orang, yang tidak dapat di input atau nasabah tidak mencukupi saldo sebanyak 1 orang.
2. membantu Teller dalam merapikan uang dan memasang gan uang untuk terpeliharanya stabilitas moneter, stabilitas sistem keuangan, dan kelancaran sistem pembayaran. dan juga untuk menjamin tersedianya uang Rupiah yang layak edar. sesuai kebutuhan masyarakat. serta aman dari upaya pemalsuan,

P. Nyirih, 20 April 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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 : Kamis - 21 / 04 / 22

Hasil Kegiatan :

1. melanjutkan input data asuransi BRINS Rumahku Simpanan sebanyak 53 orang yang berhasil di input dan 1 orang saldo tidak cukup.
2. melanjutkan atau membantu teller dalam mrapikan dan memasang ban uang untuk terpeliharanya stabilitas moneter, stabilitas sistem keuangan, serta aman dari pemalsuan.
3. Register alamat BRIMEN AR pinjaman pada setiap Lemari A sampai F yang baru selesai pada Lemari A.

P. Nyirih, 21 April 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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. 21. 02. 04. 22

Hasil Kegiatan :

melanjutkan register alamat BRimen AR Pinjaman.
pada setiap lemari A. sampai f adaput register
yang di lakukan pada Lemari B. sampai D.

P. Nyirih, 22 APRIL 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa/PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Senin / 25 / APRIL / 2022

Hasil Kegiatan :

1. maintenance CIF "customer information file" yang berisi data lengkap nasabah, yang berguna untuk memberi penilaian bagi nasabah berdasarkan perhitungan faktor resiko nasabah, sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk atau tidak.
2. Register buku tabungan, dengan mencantumkan nomor serial pada buku tabungan salah satu untuk mengidentifikasi providen bank dan informasi akun.
3. Melanjutkan register alamat BRimen AR pinjaman pada setiap lemari A sampai F, adapun yang di kerjakan untuk registrasi hari ini hanya melengkapi data nasabah yang kosong.

P. Nyirih, 25 APRIL 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa/KL

Rifka Zahera



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

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 : Selasa, 26 / 04 / 2022

Hasil Kegiatan :

1. menyusun BRimen AR di " dan BRimen FR.
 - BRimen AR di " Formulasi aplikasi Rekening Perorangan formulir untuk membuka / membuat rekening baru.
 - BRimen FR " formulasi permohonan penambahan dan pengurangan fasilitas pada nasabah.
2. Register alamat BRimen AR pinjaman dan menempel alamat BRiment salah satu di buat untuk memudahkan mencari dokumen secara efektif dan efisien.
adapun yang di kerjakan pada nomor 11 sd 33.
BRimen pada Lemari f pada loker 3.

P. Nyirih, 26 April 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa / PKL

Rifka Zahera

Amanah Komitmen. Hasmawati. Loyal. Danis. Berkeadilan



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

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 : Selasa / 27 / 04 / 2022

Hasil Kegiatan :

1. maintenance CIF "customer information file" yang berisi data lengkap nasabah. yang berguna untuk memberi penilaian. bagi nasabah. sehingga memudahkan untuk mengetahui riwayat perbankan. yang buruk atau tidak.
2. Register Buku tabungan dengan mencantumkan nomor serial pada buku tabungan salah satu untuk mengidentifikasi. providen bank dan informasi akun.
3. Register Kartu ATM. mencantumkan nomor kartu nasabah untuk memberikan perlindungan terhadap nasabah. terkait penyalahgunaan oleh pihak-pihak tak bertanggung jawab seperti upaya penipuan dan lain.

P. Nyirih, 27 APRIL 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PNL

Rifka Zahera

Amanah Kumpulan Harmonis Level Adanti Kelakawati



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

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 : Rabu / 28 April, 2022

Hasil Kegiatan :

1. maintenance Cif "customer information file" yang berisi data lengkap nasabah. yang berguna untuk memberi penilaian. bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan. yang buruk atau tidak.
2. membantu keller dalam merapikan uang untuk terpeliharanya stabilitas moneter. stabilitas sistem keuangan. dan kelancaran. sistem pembayaran. dan juga untuk menjamin tersedianya. uang Rupiah yang layak edar. sesuai kebutuhan. masyarakat serta aman dari upaya pemalsuan

P. Nyirih, 28 APRIL 2022

Diketahui Ka. Unit

Pekerja Mendamping.

Mahasiswi PPL.

Rifka Zahera.

Amanah Kamptan Harauke Level Aditif Estakantif



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

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 : Senin / 09 / 05 / 2022 -

Hasil Kegiatan :

1. Pengelolaan uang rupiah membantu teller dalam merapikan uang dan memasang ban pada uang untuk terpeliharanya stabilitas moneter, stabilitas sistem keuangan, dan kelancaran sistem pembayaran, dan juga untuk menjamin tersedianya uang rupiah yang layak edar, sesuai kebutuhan masyarakat, dan serta terhindar dari pemalsuan.
2. Scan QRimen AR pinjaman, untuk alih media, data tersebut diinputkan ke folder (1 debitur 1 folder) yang di dalamnya memuat data x debitur (SPH, LKN, dll).

P. Nyirih, APRIL 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL



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

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 : Selasa ¹⁰ / 05 / 2022.

Hasil Kegiatan :

1. membantu teller dalam merapikan uang dan ~~sortir~~ sortir uang yang terjadi kerusakan seperti sobek untuk terpeliharanya kelancaran sistem pembayaran, dan menjamin tersedianya uang rupiah yang layak edar, sesuai kebutuhan masyarakat.
2. input data amkkm. BRINS rumahku simpanan. sebanyak 8 orang dan semua telah berhasil di approve.
3. membantu menyusun BRimen Bukti kas dan BRimen AR yang terjadi pemindahan kantor.

P. Nyirih,

APRIL 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKI



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

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 : Rabu / 11 / 05 / 2022

Hasil Kegiatan :

1. Upload Dokumen kredit ke aplikasi BRimen 2.0
Dokumen debitur yang akan di upload telah di labelling
Dan sudah di tata ruang. lemari, rak.
Dokumen debitur yang akan di upload telah selesai
di scanning dan hasil scanning tersimpan dalam
folder sesuai dengan ketentuan scanning.
2. upload Dokumen kredit oleh petugas ADK atau
CS

P. Nyirih, 11 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Kamis / 12 Mei / 2022

Hasil Kegiatan :

upload Dokumen kredit ke aplikasi BRimen 2.0
- Dokumen Debitur yang akan di upload telah dilampirkan dan telah tersimpan di dalam lemari, dan akan di scanning yang akan di simpan di dalam 1 folder. Setelah data telah terkumpul masuk Link BRimen 2.0 dengan PM Ptt CS Dan Pasword BRistar dan pilih menu Level mk untuk upload. Hasil Jumlah apload untuk hari kedua sebanyak 4 orang.

P. Nyirih, 12 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

RIFKA ZAHERA

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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 : Jumat / 13 / 05 / 2022

Hasil Kegiatan :

1. melanjutkan maintenance Cif " customer information file" yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk.
2. upload dokumen kredit ke aplikasi Brimen 2-0 dokumen debitur yang akan di upload telah di labeling dan telah di register alamat Brimen. setelah scanning data maka di simpan dalam 1 folder lalu upload Brimen CS dan mautri dan send approval to signer.

P. Nyirih, 13 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswi PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa, 17 Mei 2022

Hasil Kegiatan :

1. melanjutkan maintenance Cit 'customer information file' yang berisi data lengkap nasabah yang berguna untuk memberi penitiran bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk dan tidak.
2. upload Dokumen kredit ke aplikasi BRimen 8-0
Dokumen debitur yang akan di upload telah di labring dan telah di register alamat BRimen, scanning data yang akan di simpan dalam satu folder dan upload di BRimen CS dan mantri dan send approval to signer.
3. membuat ban pada uang rupiah yang di lakukan untuk mendukung terpuharanya sistem keuangan, dan kelancaran sistem pembayaran. untuk menjamin tersedianya uang rupiah layak edar.

P. Nyirih, 17 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa/PKL

Rifka Zahra

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Rabu, 18 Mei 2022.

Hasil Kegiatan :

1. melanjutkan maintenance CRP "Customer Information File" yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk dan tidak.
2. upload dokumen kredit ke aplikasi Brimen 2.0 Brimen yang akan di upload telah di labeling dan telah di register alamat Brimen. data selanjutnya scanning yang akan di buat dalam 1 folder dan upload di Brimen CS dan mantri siap untuk send approval to signer.
3. Register buku tabungan. dengan mencantumkan nomor serial pada buku tabungan salah satu di buat untuk mengidentifikasi provider bank dan informasi akun.

P. Nyirih, 18 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Kamis / 19 / Mei / 2022

Hasil Kegiatan :

1. melampirkan maintenance Cpf "Customer Information File" yang berisi data lengkap nasabah yang berguna untuk memberi penalaran bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk dan tidak.
2. input data asuransi BRINS rumahku simpanan sebanyak 8 orang dan proses penginputan di lakukan 3 kali dalam 1 brimen dan semuanya berhasil di approv.
3. upload dokumen kredit ke aplikasi brimen 2-0 Dokumen debitur yang akan di upload telah di labeling dan telah di register alamat brimnet. selanjutnya proses scanning data yang di buat dalam 1 folder dan upload pada menu CS lalu mautri dan selanjutnya send approval to signer.

P. Nyirih, 19 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

Jalan Dusun II Pangkalan Nyirih - Kec. Rupas

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. / 20 / 05 / 2022

Hasil Kegiatan :

1. upload Dokumen kredit ke Aplikasi Brimen 2.0
Dokumen debitur yang akan di upload telah di labung dan telah di register alamat Brimen. setelah di lihat tak lupa untuk scanning yang akan di simpan dalam 1 folder.
untuk upload buka link Brimen 2.0 masuk dengan PM Pet CS dan password bristar. pilih mk untuk masuk upload. setelah upload pada menu CS lalu upload dokumen oleh mantri selanjutnya verifikasi dokumen oleh CS untuk send approval to signer
2. melanjutkan maintenance CIF " customer information file" yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk.

P. Nyirih, 20 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PKL.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Senin, 23, 05, 22

Hasil Kegiatan :

1. melanjutkan maintenance cif "customer information file" yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk dan tidak.
2. upload dokumen kredit ke aplikasi brimen 0-0 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 upload dan jumlah di upload sebanyak 10 data
3. input data AGF "auto Grab fund" adalah fasilitas pembayaran otomatis yang dilakukan oleh pihak bank dengan menarik sejumlah uang dari tabungan nasabah.

P. Nyirih, 23 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa P.K.L.

Rifka Zahera

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa, 24, 05, 2022

Hasil Kegiatan :

1. melanjutkan maintenance Cif "Customer Information File" yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah. sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk dan tidak. Untuk Cif sebanyak 802.
2. input data asuransi BRINS rumahku simpanan sebanyak 4 orang dan proses pengimputan sebanyak 3 x dalam 1 Nomor rekening dan semuanya berhasil di approv. total 12.

P. Nyirih, 24 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Rabu . 25 . 05 . 22 .

Hasil Kegiatan :

1. melanjutkan maintenance CIF " customer information file " yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah. sehingga memudahkan untuk mengetahui riwayat perbankan yang buruk dan tidak. untuk input cif sebanyak .150
2. upload Dokumen kredit ke aplikasi Brimen 7-0 Dokumen debitur yang di upload telah di labeling dan telah di register alamat Brimen. dan di scanning yang di simpan dalam 1 folder kemudian di upload pada menu CS dan mantri kemudian verifikasi Dokumen oleh CS untuk send approval TO signir adapun upload Brimen sebanyak 10. Dokumen.
3. input data asuransi Brins rumahku simpanan sebanyak 7 Dokumen di kali proses pengimputan sebanyak 3 kali dan total pengimputan sebanyak. 21 dan berhasil di approve. 7 data otomatis di kali 7 jumlah. 14 total keseluruhan 35.

P. Nyirih, 25 Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : 27 / 05 / 22.

Hasil Kegiatan :

1. Register buku tabungan. dengan mencantumkan nomor serial. pada buku tabungan. dan menambah cap pada buku tabungan. salah satu di buat untuk mengidentifikasi provider Bank dan informasi akun e-tab.
2. membantu teller dalam merapikan uang dan sortir uang yang terjadi kerusakan seperti sobek di lakukan untuk terpenuhinya kelancaran sistem pembayaran. dan menjamin tersedianya uang Rupiah yang layak edar. sesuai kebutuhan masyarakat.
3. melakukan maintenance cif "Constomer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penlaran bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk.

P. Nyirih, 27. Mei 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi/PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Senin, 30 / 05 / 2022

Hasil Kegiatan :

1. upload Dokumen Kredit ke aplikasi @rimen 2-0 Dokumen debitur yang akan di upload telah di labeling dan telah di register alamat @rimen- selanjutnya proses scanning data yang di buat dalam 1 folder dan upload pada menu. CS lalu mantri dan siap untuk send approval to signer- adapun pengumpulan dan upload sebanyak 22 data.
2. melanjutkan maintenance cif "constomer information file" bad data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun bad data yang di kerjakan sebanyak 25 cif.

P. Nyirih, 30 mei 2022

Diketahui Ka. Unit

Pekerja Mendamping

Mahasiswa PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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 : Selasa 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 alamat Briment. selanjutnya proses scanning data yang di buat dalam 1 folder dan upload pada menu CS lalu mantri dan siap untuk send approval to signrr. adapun pengimputan sebanyak 2 data.
2. melanjutkan maintenance cif " customer information file " data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance cif yang di kerjakan ~~200~~ 200 cif.
3. input data asuransi BRIS rumahku simpanan sebanyak 54. di tambah 35 yang berjumlah 89.

P. Nyirih, 05 . 31 . 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Kamis 2 / 6 / 22.

Hasil Kegiatan :

1. Upload Dokumen kredit ke aplikasi eRimen 2-0 Dokumen debitur yang akan di upload telah di labeling dan telah di register alamat eRiment. selanjutnya proses scanning data yang di buat dalam 1 folder dan upload pada menu CS lalu mantri dan siap untuk send approval to signer. adapun pengumpulan sebanyak 4 data.

2. melanjutkan maintenance CIF. " customer information file" data yang berisi data lengkap nasabah yang berguna. untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance sebanyak 157 CIF.

P. Nyirih, 2 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Jumat 3, 06, 2022

Hasil Kegiatan :

1. melanjutkan maintenance cif "Constomer Information File" data yang berisi data lengkap nasabah yang berguna untuk memberi Penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance sebanyak 150 CIF.
2. Scan surat LKM "laporan kunjungan Masabah" surat bank yang bertujuan untuk mengetahui kualitas kredit. sehingga bank dapat mengantisipasi risiko secara dini. dan untuk menetapkan tingkat cadangan potensi kerugian akibat kredit bermasalah.

P. Nyirih, 03 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : ~~1~~ Senin . 06 - 06 . 2022

Hasil Kegiatan :

1. melanjutkan maintenance cif " constomer information file " data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance sebanyak 153 cif.
2. Register Buku tabungan dengan mencantumkan nomor serial pada buku tabungan salah satu di buat untuk mengidentifikasi provider bank dan informasi akun.

P. Nyirih, 06 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Selasa, 07. 06. 22

Hasil Kegiatan :

1. melanjutkan maintenance Cif "customer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui 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 upload telah di labeling dan telah di register alamat Brimen selanjutnya proses scanning data yang di buat dalam 1 folder dan upload pada menu CS lalu mantri dan siap untuk send approval to signer.

P. Nyirih, 07 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Rabu, 08.06.22

Hasil Kegiatan :

1. melanjutkan maintenance Cif "constomer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance Cif sebanyak 158.
2. upload Dokumen Kredit ke aplikasi 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 1 folder dan upload pada menu CS lala mantri dan siap untuk send approval to signer. adapun pengumpulan sebanyak 10 data nasabah.

P. Nyirih, 08 - 06 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswi PPL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Kamis . 09 . 06 . 22.

Hasil Kegiatan :

1. melanjutkan maintenance CIF "Customer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penitiran bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance CIF sebanyak 157.
2. upload dokumen kredit ke aplikasi Brimen. 2-6 Dokumen debitur yang akan di upload telah di labeling dan telah di register alamat briment. selanjutnya proses scanning data yang di buat dalam 1 folder dan upload pada menu CS lalu mantri dan siap untuk send approval to signor. adapun pengimputan sebanyak 3 data nasabah.
- 3.

P. Nyirih, 09 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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. At. 10. 06. 2022

Hasil Kegiatan :

1. melanjutkan maintenance Cif "constomer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk, adapun maintenance Cif sebanyak 151 data.
2. upload dokumen kredit ke aplikasi 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 1 folder dan upload pada menu C5 lalu mautri dan siap untuk send approval to signer. adapun pengumpulan sebanyak 3 data nasabah.

P. Nyirih, 10 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



PT. Bank Rakyat Indonesia (Persero) Tbk.

KANTOR UNIT RUPAT

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Senin . 13 . 06 . 2022

Hasil Kegiatan :

1. melanjutkan maintenance Cif "constomer informatron file" data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance cif sebanyak 151 data.
2. Register. buku tabungan dengan memberi cap stempel BRI dan mencantumkan nomor rekening nasabah. salah satu di buat untuk memberikan perlindungan terhadap nasabah. terkait penyalahgunaan oleh pihak lain tak bertanggung jawab. seperti upaya penipuan dan hoax. adapun register yang di lakukan sebanyak 50 buku.
3. mengarsip surat peringatan hutang - sp. surat pemberitahuan keterlambatan pembayaran cicilan hutang jika dalam suatu hari tanggal jatuh tempo pembayaran sudah melewati batas waktu yang di berikan namun pihak debitur masih belum melunasinya maka akan keluar surat peringatan hutang.

P. Nyirih, 13 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Selasa, 14. 06. 22 -

Hasil Kegiatan :

1. mengarsip surat peringatan hutang "sp" surat Peringatan hutang surat Pemberitahuan keterlambatan pembayaran cicilan hutang jika dalam suatu hari tanggal jatuh tempo pembayaran sudah melewati batas waktu yang di berikan namun pihak debitur masih belum melunasinya. maka akan keluar surat Peringatan hutang.
2. melanjutkan maintenance Cif "customer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk. adapun maintenance Cif sebanyak 200 data.
3. Register buku tabungan dengan mencantumkan nomor rekening nasabah salah satu di buat untuk memberikan perlindungan terhadap nasabah. terkait penyalahgunaan oleh pihak tak bertanggung jawab. seperti upaya penipuan dan hoax. adapun register Butab sebanyak 7 data.

P. Nyirih, 14 June 2022

Diketahui Ka. Unit

Pekerja Pendamping.

Mahasiswa PPL.

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

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 : Rabu . 15 . 06 . 22

Hasil Kegiatan :

1. mengarsip surat peringatan Hutang "SP" surat pemberitahuan keterlambatan pembayaran cicilan hutang, jika dalam suatu hari tanggal jatuh tempo pembayaran sudah melewati batas waktu yang di berikan namun pihak debitur masih belum melunasinya. maka akan keluar surat peringatan hutang.
2. melanjutkan maintenance Cif " customer information File " data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk adapun maintenance Cif sebanyak 805 data.
3. membuat dan melakukan pengarsipan surat laporan pertanggung jawaban pemindah bukuan ke DH. atas melengkapi berkas pengajuan klaim kur. untuk di pindah bukuan kur ke Daftar Hitam.

P. Nyirih, 15 June 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif



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

Jalan Dusun II Pangkalan Nyirih - Kec. Rupert

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 : Kamis, 16.06.22

Hasil Kegiatan :

1. menyusun BRimen AR 01 dan BRimen FR.
 - BRimen AR 01 "Formulasi aplikasi rekening perorangan formulir untuk membuka / membuat rekening baru.
 - BRimen FR "Formulasi permohonan Penambahan dan Pengurangan fasilitas pada nasabah.
2. melanjutkan maintenance Cif "Customer information file" data yang berisi data lengkap nasabah yang berguna untuk memberi penilaian bagi nasabah sehingga memudahkan untuk mengetahui riwayat perbankan yang baik dan buruk adapun maintenance Cif sebanyak 205
3. input data asuransi BRIM Rumahku simpanan sebanyak 7 Dokumen di kali proses pengimputan sebanyak 3 kali dan 2 yang blom cair jadi total 5 di kali 3 sebanyak 15 dan berhasil di approve.

P. Nyirih, 16 Juni 2022

Diketahui Ka. Unit

Pekerja Pendamping

Mahasiswa/PKL

Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif

Appendix 2 : List of attendees



PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupal
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 Rupal
Alamat Magang : Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Datang		Pulang		Keterangan
			Jam	Paraf	Jam	Paraf	
1	Selasa	1 - Mar - 2022	07.10	<i>[Signature]</i>	04.30	<i>[Signature]</i>	✓
2	Rabu	2 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
3	Kamis	3 - Mar - 2022	-	-	-	-	T&L - merah
4	Jum'at	4 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
5	Senin	7 - Mar - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
6	Selasa	8 - Mar - 2022	06.49	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
7	Rabu	9 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
8	Kamis	10 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
9	Jum'at	11 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
10	Senin	14 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
11	Selasa	15 - Mar - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
12	Rabu	16 - Mar - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
13	Kamis	17 - Mar - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
14	Jum'at	18 - Mar - 2022	07.05	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
15	Senin	21 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
16	Selasa	22 - Mar - 2022	07.05	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
17	Rabu	23 - Mar - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
18	Kamis	24 - Mar - 2022	07.05	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
19	Jum'at	25 - Mar - 2022	07.10	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
20	Senin	28 - Mar - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
21	Selasa	29 - Mar - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
22	Rabu	30 - Mar - 2022	07.00	<i>[Signature]</i>	06.30	<i>[Signature]</i>	✓
23	Kamis	31 - Mar - 2022	07.00	<i>[Signature]</i>	06.30	<i>[Signature]</i>	✓

Keterangan : I = Izin; S = Sakit; A = Alpa*) diparaf oleh pembimbing lapangan.

Mengetahui :
Pembimbing Lapangan

[Signature]
KANTOR UNIT RUPAT
Raidani



PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupal
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 Rupal
Alamat Magang : Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Datang		Pulang		Keterangan
			Jam	Paraf	Jam	Paraf	
1	Jum'at	1 - Apr - 2022	07-00	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
2	Senin	4 - Apr - 2022	07-00	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
3	Selasa	5 - Apr - 2022	07-30	<i>[Signature]</i>	05-30	<i>[Signature]</i>	Hadir
4	Rabu	6 - Apr - 2022	07-00	<i>[Signature]</i>	05-30	<i>[Signature]</i>	Hadir
5	Kamis	7 - Apr - 2022	07-00	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
6	Jum'at	8 - Apr - 2022	07-10	<i>[Signature]</i>	04-30	<i>[Signature]</i>	Hadir
7	Senin	11 - Apr - 2022	07-00	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
8	Selasa	12 - Apr - 2022	07-00	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
9	Rabu	13 - Apr - 2022	07-10	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
10	Kamis	14 - Apr - 2022	07-00	<i>[Signature]</i>	05-30	<i>[Signature]</i>	Hadir
11	Jum'at	15 - Apr - 2022	-	-	-	-	Tgl. m
12	Senin	18 - Apr - 2022	07-10	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
13	Selasa	19 - Apr - 2022	07-05	<i>[Signature]</i>	05-30	<i>[Signature]</i>	Hadir
14	Rabu	20 - Apr - 2022	07-00	<i>[Signature]</i>	05-30	<i>[Signature]</i>	Hadir
15	Kamis	21 - Apr - 2022	07-00	<i>[Signature]</i>	05-30	<i>[Signature]</i>	Hadir
16	Jum'at	22 - Apr - 2022	07-05	<i>[Signature]</i>	04-30	<i>[Signature]</i>	Hadir
17	Senin	25 - Apr - 2022	07-00	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
18	Selasa	26 - Apr - 2022	07-00	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
19	Rabu	27 - Apr - 2022	07-00	<i>[Signature]</i>	05-30	<i>[Signature]</i>	Hadir
20	Kamis	28 - Apr - 2022	07-05	<i>[Signature]</i>	05-00	<i>[Signature]</i>	Hadir
21	Jum'at	29 - Apr - 2022	07-00	<i>[Signature]</i>	04-30	<i>[Signature]</i>	Hadir

Keterangan : I = Izin; S = Sakit; A = Alpa*) diparaf oleh pembimbing lapangan.

Mengetahui:
Pembimbing Lapangan
[Signature]
Raidaini



PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupal
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 Rupal
Alamat Magang : Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Datang		Pulang		Keterangan
			Jam	Paraf	Jam	Paraf	
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	<i>[Signature]</i>	04.30	<i>[Signature]</i>	Hadir
7	Selasa	10 - Mai - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	Hadir
8	Rabu	11 - Mai - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	Hadir
9	Kamis	12 - Mai - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	Hadir
10	jum'at	13 - Mai - 2022	07.05	<i>[Signature]</i>	05.00	<i>[Signature]</i>	Hadir
11	Senin	16 - Mai - 2022	-	-	-	-	Tgl. merah
12	Selasa	17 - Mai - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	Hadir
13	Rabu	18 - Mai - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	Hadir
14	Kamis	19 - Mai - 2022	07.05	<i>[Signature]</i>	04.30	<i>[Signature]</i>	Hadir
15	Jum'at	20 - Mai - 2022	07.10	<i>[Signature]</i>	04.30	<i>[Signature]</i>	Hadir
16	Senin	23 - Mai - 2022	07.05	<i>[Signature]</i>	05.30	<i>[Signature]</i>	Hadir
17	Selasa	24 - Mai - 2022	07.05	<i>[Signature]</i>	05.00	<i>[Signature]</i>	Hadir
18	Rabu	25 - Mai - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	Hadir
19	Kamis	26 - Mai - 2022	-	-	-	-	Tgl. merah
20	Jum'at	27 - Mai - 2022	07.00	<i>[Signature]</i>	06.00	<i>[Signature]</i>	Hadir
21	Senin	30 - Mai - 2022	07.05	<i>[Signature]</i>	06.30	<i>[Signature]</i>	Hadir
22	Selasa	31 - Mai - 2022	07.00	<i>[Signature]</i>	07.00	<i>[Signature]</i>	Hadir

Keterangan : I = Izin; S = Sakit; A = Alpa*) diparaf oleh pembimbing lapangan.

Mengetahui :
Pembimbing Lapangan





PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupal
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 Rupal
Alamat Magang : Jl. Hasyim AR II Pangkalan Nyirih

No	Hari	Tanggal	Datang		Pulang		Keterangan
			Jam	Paraf	Jam	Paraf	
1	Rabu	1 - Jun - 2022	—	—	—	—	Tgl. merah
2	Kamis	2 - Jun - 2022	07.05	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
3	Jum'at	3 - Jun - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
4	Senin	6 - Jun - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
5	Selasa	7 - Jun - 2022	07.10	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
6	Rabu	8 - Jun - 2022	07.10	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
7	Kamis	9 - Jun - 2022	07.05	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
8	Jum'at	10 - Jun - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
9	Senin	13 - Jun - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
10	Selasa	14 - Jun - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
11	Rabu	15 - Jun - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
12	Kamis	16 - Jun - 2022	07.00	<i>[Signature]</i>	05.30	<i>[Signature]</i>	✓
13	Jum'at	17 - Jun - 2022	07.00	<i>[Signature]</i>	04.30	<i>[Signature]</i>	✓
14	Senin	20 - Jun - 2022	07.00	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
15	Selasa	21 - Jun - 2022	07.00	<i>[Signature]</i>	04.30	<i>[Signature]</i>	✓
16	Rabu	22 - Jun - 2022	07.00	<i>[Signature]</i>	06.30	<i>[Signature]</i>	✓
17	Kamis	23 - Jun - 2022	07.15	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
18	Jum'at	24 - Jun - 2022	07.05	<i>[Signature]</i>	04.30	<i>[Signature]</i>	✓
19	Senin	27 - Jun - 2022	07.00	<i>[Signature]</i>	07.00	<i>[Signature]</i>	✓
20	Selasa	28 - Jun - 2022	07.10	<i>[Signature]</i>	05.00	<i>[Signature]</i>	✓
21	Rabu	29 - Jun - 2022	07.00	<i>[Signature]</i>	04.00	<i>[Signature]</i>	✓
22	Kamis	30 - Jun - 2022	07.00	<i>[Signature]</i>	04.00	<i>[Signature]</i>	✓

Keterangan : I = Izin; S = Sakit; A = Alpa*) diparaf oleh pembimbing lapangan.

Mengetahui :
Pembimbing Lapangan

Raidaini

Appendix 3 : Score list



PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupal
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 Rupal
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 Rupal


Jones Adi Suratman
Kepala Unit

Appendix 4 : Work Practice Certificate



PT. BANK RAKYAT INDONESIA (Persero) TBK.

KANTOR UNIT RUPAT

Jl. Hasyim AR II Pangkalan Nyirih Kec. Rupal
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 Rupal
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 Rupal sejak Tanggal 01 Maret 2022 sampai dengan tanggal 30 Juni 2022 dengan hasil (Sangat Baik/~~Baik~~/~~Cukup~~*).

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 Rupal

Jones Adi Suratman
Jones Adi Suratman
Kepala Unit

Appendix 5 : Certificate from Dumai Branch Office



PT. BANK RAKYAT INDONESIA (PERSERO) Tbk

Model 54

Kantor Cabang Dumai
Jl. Sultan Syarif Kasim No. 42 - Dumai 28011
Telepon : 0765-37941, 34777, 33040, 37877
Facsimile : 0765-35480
Website : <http://www.bri.co.id>

Nomor : B.1.a-18/MKR/VI/2022/06/2022 30 Juni 2022
Lampiran : -
Perihal : Laporan Berakhimya Kerja Praktek (KP) Mahasiswa Politeknik Negeri Bengkulu di BRI Unit Rupal. Kepada Yth.
Kepala/Pemimpin Kantor Cabang Dumai
Di Tempat

Dengan Hormat,

Dengan ini Kami laporkan, sesuai dengan persetujuan Bapak kepada Mahasiswa Kerja Praktek (KP) Politeknik Negeri Bengkulu di bawah ini :

1. Nama : Rifka Zahera

NIM : 5704181179

Prodi : D4 Administrasi Bisnis Internasional

2. Nama : Barti Sahbanika

NIM : 5103191413

Prodi : D3 Administrasi Bisnis

Telah selesai melaksanakan Kerja Praktek (KP) di BRI Unit Rupal Kantor Cabang Dumai selama Kurang Lebih 4 Bulan, TMT : 01 Maret 2022 s.d 30 Juni 2022 dengan '**Sangat Baik**'.

Kepada Mahasiswa peserta KP diberikan '**Certificate**' sebagai bentuk apresiasi dan Ungkapan Terimakasih BRI, atas kinerja selama pelaksanaan Kerja Praktek.

Demikian laporan ini Kami sampaikan, Atas perhatian Bapak kami ucapkan Terima Kasih.

PT BANK RAKYAT INDONESIA (PERSERO) Tbk.

**KANTOR CABANG DUMAI
FUNGSI BISNIS MIKRO**



**SAFRUDIN
ASISTEN MANAJER PEMASARAN MIKRO**

UNIT RUPAT



**JONES ADI SURATMAN
KEPALA UNIT**

Tindasan

1. Fungsi Bisnis Mikro
2. Unit Rupal
3. Arsip

Anwar, Kompas, Harau, Laili Adati, Kibonot

Appendix 6 : Certificate



Appendix 7 : Documentation

