

**AN APPRENTICESHIP REPORT**  
**STATE POLYTECHNIC OF BENGKALIS**

*In Partial Fulfillment of a Three-Year Diploma Program of English of State  
Polytechnic of Bengkalis*



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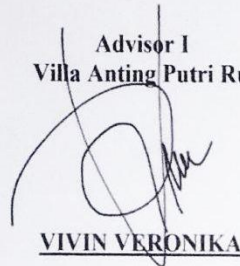
**2022**

**APPROPAL SHEET**  
**VILLA ANTING PUTRI RUPAT**

This apprenticeship report is written by **M Remi**, Reg. Number **5203191123** who has done the apprenticeship at **The Villa Anting Putri Rupal** at Jl. Sudirman, Desa Tanjung Punak, Kecamatan Rupal Utara, Riau, started from May 09<sup>th</sup> until July 15<sup>th</sup>, 2022 has been approved by the following advisors:


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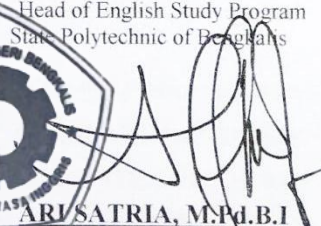

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## ACCEPTANCE SHEET

This apprenticeship report was written by **M REMI** Reg. Number 5203191123 who had done the apprenticeship at The Villa Anting Putri Rupal started from May 09<sup>th</sup> until July 15<sup>th</sup> 2022. This Report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all aspects, and all revisions required by the apprenticeship report examining committee had been made.

Bengkalis, August 11<sup>th</sup>, 2022

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Although the writer has given the best efforts to minimize the errors, this report is till imperfect and needs more revision. Therefore, any kind of advices and comments are accepted to improve the next writing. Finally, the writer hopes this report will be beneficial for the readers and the other students.

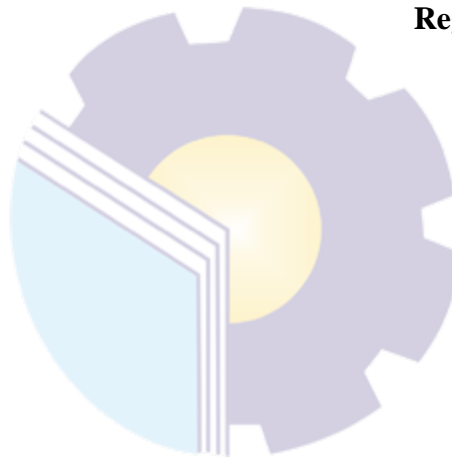
Bengkalis, July15<sup>th</sup>, 2022

**Best Regards,**



**M Remi**

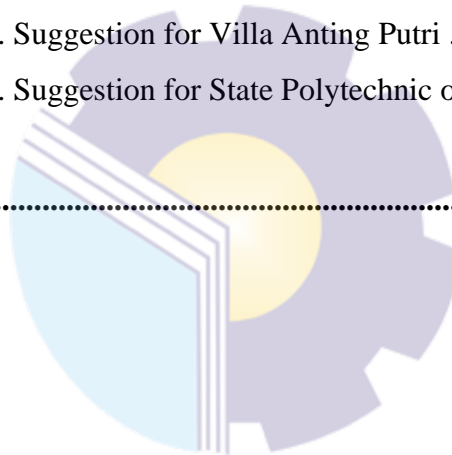
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# **CHAPTER I**

## **INTRODUCTION**

### **1.1. Background Apprenticeship**

Apprenticeship is the process of applying knowledge or competence from the world of education to the world of work in a company, agency or organization. This program aims to enable interns to understand the work system in the professional world, gain experience and new skills. Apprenticeship is also one of the main requirements to go through the graduation process. It is one of the prerequisites before graduating. A successful internship will build great achievements in the workplace.

State Polytechnic of Bengkalis is a vocational high education institution. This institution requires students to join an internship program in order to graduate and also ensures that students have adaptability, workethic, and are responsible especially in the world of work.

The English Department is one of the study programs in State Polytechnic of Bengkalis which requires students to do an internship. This apprenticeship program at State Polytechnic of Bengkalis provides learning and training opportunities for all students at State Polytechnic of Bengkalis to develop professional skills in the field of science and technology. Therefore, the author chose and got the occasion to do an internship in Villa Anting Putri Pulau Rupert.

The apprenticeship was conducted from May 9 to July 15, 2022 as an Internship in Villa Anting Putri Pulau Rupert. It is located on Jl. Pahlawan, Tg. Punak, Rupert.

### **1.2. Purpose of the Apprenticeship**

The purposes of the apprenticeship as follows:

1. To know kinds of jobs at Vilaa Anting Putri.
2. To know working procedures applied at Villa Anting Putri.
3. To know documents used at Villa Anting Putri.

### **1.3. Significance of the Apprenticeship**

#### **1.3.1. Significance for the Apprentice**

Internships provide an opportunity to implement the knowledge that has been learned and gain new knowledge and skill. With this internship, students can increase their knowledge and creativity, know how to talk to others (Public Speaking), set as a Receptionist and Administrative Staff and can keep people interested.

#### **1.3.2. Significance for State Polytechnic of Bengkalis**

Internships help State Polytechnic of Bengkalis to prepare and produce creative students who are already to work in the field once they complete their studies. Therefore, internships help State Polytechnic of Bengkalis implement and organize their curriculum.

#### **1.3.3. Significance for the Villa Anting Putri**

Internships give the Villa Anting Putri a chance to help and sharpen student's skill. In addition, this program is an opportunity for the office to promote image and perspective of the office towards public.

## CHAPTER II

### GENERAL DESCRIPTION OF VILLA ANTING PUTRI

#### 2.1. Villa Anting Putri History

The name of this Villa is Anting Putri. It is from the name of a plant. The owner of Kanjeng Raden Tumenggung Suman Hadi is son really likes the Anting Putri plant, he took the initiative to name Villa with the Anting Putri plant, I Loves Anting Putri.

Villa Anting Putri Rupert was established in 2021. Villa Anting Putri is the only Villa in Rupert Island, The Regent of Bengkalis Regency, Kasmarni, officially inaugurated the Villa Anting Putri.

Villa Anting Putri was built in order to promote tourism in place to stay providing accommodation so that society/tourists have a luxurious place to stay, because the location of Villa Anting Putri is right in the front of beach, Tanjung Punak village.



*Source: Personal Data*

**Figure 2.1 Villa Anting Putri Rupert**

#### 2.1.1. Villa Anting Putri Logo



*Source: Villa Anting Putri Data*

**Figure 2.2 Villa Anting Putri Logo**

## 2.1.2. Vision and Mission

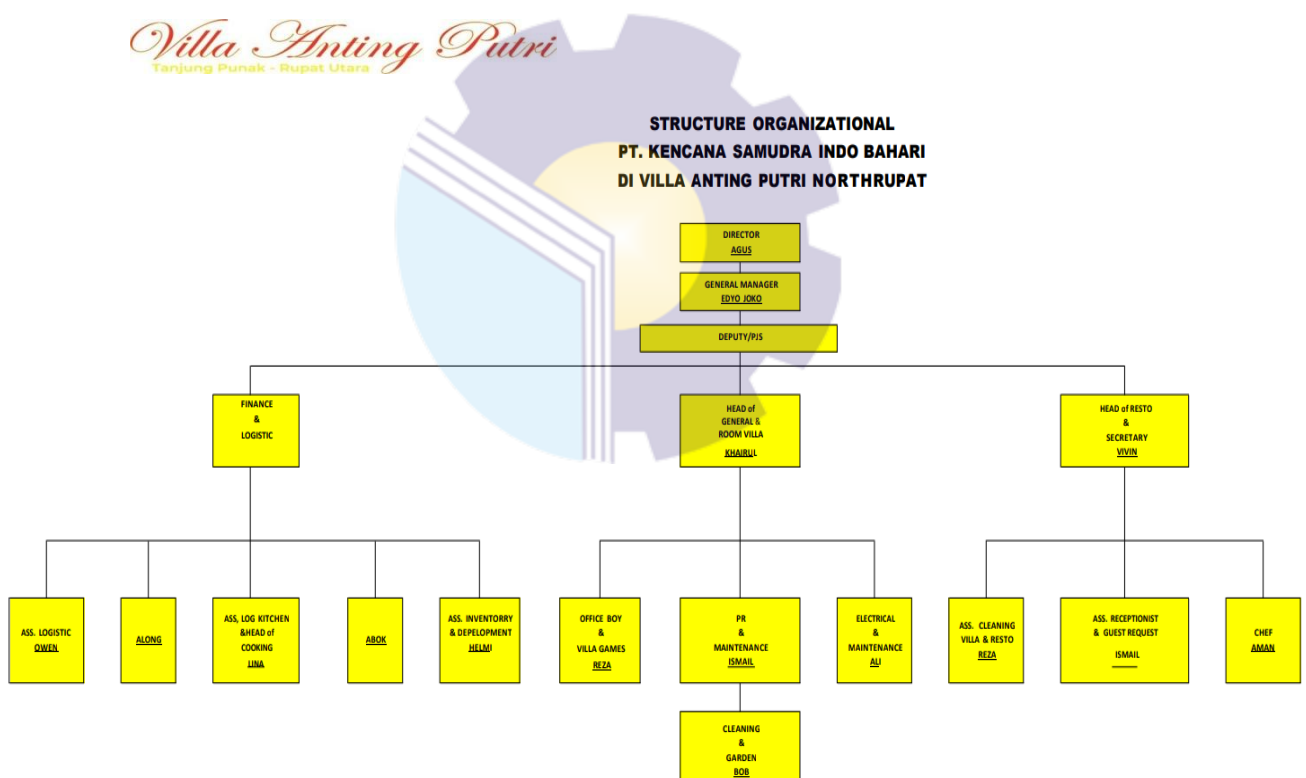
### Vision

To be a villa with the best services of national and international standards.

### Mission

1. Expanding employment and business opportunities.
2. Increasing added value.
3. Carry out research and development to improve quality and productivity.
4. Establish cooperation/partners with related parties, both government agencies as well as private.

## 2.2. Organizational Structure



Source: Villa Anting Putri Data

Figure 2.2 Villa Anting Putri Structure

As for the job descriptions of each division as follow:

**1. Director**

- a. Implement and organize the villa vision and mission.
- b. Develop a villa work strategy.
- c. Conduct a villa evaluation.
- d. Hold regular meetings.
- e. Appoint people who can lead the field.
- f. Keep an eye on the villa situation.

**2. General Manager (GM)**

- a. Set the balance of a management.
- b. doing planning.
- c. Manage and supervise activities in management.
- d. Determine villa quality standards.
- e. Conduct evaluations and give good influence to employees.

**3. Vice GM / PJS**

- a. Villa work operations management.
- b. Mentors work.
- c. Pace Setter.
- d. Temporary Manager if the General Manager is not at the villa.

**4. Head of General & Room Villa**

**Head of General & Room Villa:**

- a. Selling villa rooms
- b. Deliver all information about the villa
- c. Coordinate guest services
- d. Compile room status reports
- e. Manage guest payments
- f. Compile guest visit history
- g. Serving all communications via telephone, etc.
- h. Handling guest luggage.

## **5. Finance & Logistic**

### **Finance:**

- a. Carry out company financial arrangements.
- b. Perform inputting all financial transactions into the program.
- c. Carry out company financial transactions.
- d. Make payments to suppliers.
- e. Dealing with internal and external parties related to the company's financial activities.
- f. Controlling the financial activities /financial transactions of the company.
- g. Make a report on the company's financial activities.
- h. Receive documents from internal and external vendors.

### **Logistic:**

Carry out logistics management, namely managing a system to monitor the flow process of logistics from storage, strategic delivery for materials, materials or spare parts, as well as finished goods or final products so that they can be utilized optimally by the organization concerned. like a company.

## **6. Head of Restaurant & Secretary**

### **Head of Restaurant:**

- a. charge of processing and serving food to hotel guests.

### **Secretary:**

Assist GM in implementing the formulation of program and activity plans, coordinating, monitoring, general administration affairs, finance, planning as well as evaluation and reporting.

## **7. Ass. logistic**

- a. Distribution and storage of inventory of goods both from and to the warehouse.
- b. Determining the location of the warehousing.
- c. Determine the company's logistics system planning.
- d. Implementing, controlling and storing goods.



- e. Distribution of products to the hands of consumers.
- f. Service and also warehouse inventory data information.

**8. Ass. Log kitchen and Head of Chef**

- a. Planning the menu.
- b. Ensuring that the quality of the food is good and the price is right.
- c. Managing storage.
- d. Ordering groceries from suppliers.
- e. Managing budgets and accurate financial reports.
- f. Managing hygiene and health procedures.
- g. Organizing staff.

**9. Inventory**

- a. Responsible for the completeness of goods or inventory in the villa.
- b. Maintaining the completeness of the room and villa equipment.

**10. Office boy**

- a. Assist in meeting all the technical needs of employees in the office properly.
- b. Maintain the cleanliness of the employee's workspace, office equipment, and the company environment.
- c. Carry out the assigned tasks can be carried out well.

**11. Public Relations & Maintenance**

**Public Relations:**

- a. Maintain good relationship with villa's partners.
- b. Bridging communication between villa's internal and external parties.
- c. Doing promotions so that the hotel is increasingly known by the wider community.
- d. Handling villa guest affairs.

**Maintenance:**

- a. ensure that all hotel facilities can run properly.
- b. responsible for the inspection and repair of all villa facilities.

**12. Electric Technician**

- a. Perform routine maintenance on all electrical equipment in the company.
- b. Make a plan in the use of electricity.
- c. Carry out the operation of diesel engines, as well as installation and electrical panels.

**13. Villa & Restaurant:**

- a. Clean and maintain guest rooms throughout the villa area.
- b. Maintain thorough cleanliness in public villa.
- c. Maintain the cleanliness of villa linens.
- d. Take good care of kitchen equipment.
- e. Arrange the kitchen to make them look clean and beautiful.

**14. Ass. Receptionist & Guest Request:**

- a. List guests who check in and check out.
- b. Ensure all guest needs are met.
- c. provide what guests want.

**15. Chef**

- a. cook a menu that has been determined by the head chef.
- b. Prepare all guest meals such as breakfast, lunch and dinner.

**16. Cleanliness & Garden**

- a. keep the garden clean.
- b. Arrange the villa garden layout to look beautiful Handling hotel guest affairs.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1. Job Description**

The internship started on 09 May 2022 until 15 July 2022 at Villa Anting Putri. Normal working hours are from 08.00 WIB to 17.00 WIB. There is a break from 11.30 to 14.00. There is a type of overtime work if there are guests working hours starting at 05.00 WIB until staying at the villa for standby, the main work during the internship is as follows:

1. Prepare the room for guests to check-in.
2. Receive guests check-in.
3. Helping guests check-out.
4. Checking guest payment invoices.

#### **3.2. Systems and Procedures**

##### **3.2.1. Operational System Used**

In carrying out an internship at Villa Anting Putri. Practical work is carried out in Sub Resto and villa rooms, offices, and villas that can be assisted.

### 3.2.2. Working Procedure

The working procedures are based on Standard Operating Procedure of Villa Anting Putri Rupert. Standard Operating Procedure is a guideline or reference for carrying out work tasks in accordance with the functions, work procedure and work systems of the relevant agency. There were several working procedure which was conducted as the duties and explained.

1. Prepare the room for guests to check in
  - Making bed
  - Make sure the bed, sheet, duve cover, bed protector, pillow are completely clean according to hygiene standards .
  - Check AC, TV, safety box, lights, warrobe, water heater and make a trouble report if there is something that needs to be repaired by Engineering.
  - Check the room directory and report to the office if there are torn or dirty pages to replace with new ones.
  - Clean the trash can



*Source: Personal data*

**Figure 3.1 Prepare the room for guests to check-in**

## 2. Receive guests check-in

- Greet guests in front of the villa and say welcome .
- Bring guest bags/luggage to the lobby.
- Serving guests welcome drinks and cold towels.
- Explain and inform guests about hotel services and facilities .
- Explain and inform guests of breakfast and afternoon tea times.



*Source: Personal data*

**Figure 3.2 Receive guests check-in**

## 3. Helping guests check-out

- Say greetings.
- Asked for the room number.
- Make bills.
- Ask guests to fill out the available questionnaire and put it in the suggestion box.
- Payment of bill by cash.
- Submit payment receipts to guests.
- Say thank you



*Source: Personal data*

**Figure 3.3 Helping guests check-out**

4. Checking guest payment invoices

After entering the new month, the Villa administration section checks last months guest payment/invoice.



*Source: Personal data*

**Figure 3.4 Checking guest payment invoices**

**3.3. Place of Apprenticeship**

The apprenticeship was started from 09 May 2022 until 15 July 2022.

It was done at Villa Anting Putri Rupert.

**3.4. Kind and Description of the Activity**

The daily activities in Villa Anting Putri Rupert can be seen in the tables below:

**Table 3.1**  
**Agenda of Activities of the First Week of May**  
**(May 09<sup>th</sup> – May 15<sup>th</sup>,2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday May 09 <sup>th</sup> , 2022	1. Having introduction to area at the villa by Assistant General Manager. 2. Participating in a meeting of Service section to welcome guests from the regent.	Villa, Restaurant room.
2	Tuesday May 10 <sup>th</sup> , 2022	1. Helping housekeeping to prepare the room for the regent's group. 2. Provide services for the regent dinner.	Villa, Gazebo
3	Wednesday May 11 <sup>st</sup> , 2022	1. The regent's group check-out of the villa.	Villa
4	Thursday May 12 <sup>nd</sup> , 2022	1. Welcoming the owner to the villa.	Villa
5	Friday May 13 <sup>rd</sup> , 2022	1. Help move kitchen stuff to old restaurant.	Villa
6	Saturday May 14 <sup>th</sup> , 2022	OFF	-
7	Sunday May 15 <sup>th</sup> , 2022	1. Serving the owner for Lunch 2. Recheck guest payment invoices april.	Restaurant, Office

**Table 3.2**  
**Agenda of Activities of the Second Week of May**  
**(May 16<sup>th</sup> – May 22<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday May 16 <sup>th</sup> , 2022	1. Check and record the entire of Villa Anting Putri inventory.	Villa
2	Tuesday May 17 <sup>th</sup> , 2022	1. Check and record the entire of Villa Anting Putri inventory.	Villa
3	Wednesday May 18 <sup>th</sup> , 2022	1. Check and record the entire of Villa Anting Putri inventory.	Villa
4	Thursday May 19 <sup>th</sup> , 2022	1. Recap the results of the Villa inventory.	Office
5	Friday May 20 <sup>th</sup> , 2022	1. Recap the results of the Villa inventory.	Office
6	Saturday May 21 <sup>st</sup> , 2022	OFF	-
7	Sunday May 22 <sup>nd</sup> , 2022	OFF	-



**Table 3.3**  
**Agenda of Activities of the Third Week of May**  
**(May 23<sup>th</sup> – 29<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday May 23 <sup>rd</sup> , 2022	1. Be a receptionist.	Office
2	Tuesday May 24 <sup>th</sup> , 2022	1. Making a request letter for housekeeping items.	Villa
3	Wednesday May 25 <sup>th</sup> , 2022	1. Prepare the room for guest to come.	Villa
4	Thursday May 26 <sup>th</sup> , 2022	1. Helping cook in the restaurant Villa.	Resto
5	Friday May 27 <sup>th</sup> , 2002	OFF	-
6	Saturday May 28 <sup>th</sup> , 2022	1. Help completed guest payment Check out.	Villa
7	Sunday May 29 <sup>th</sup> , 2022	OFF	-

**Table 3.4**  
**Agenda of Activities of the Fourth Week of May - June**  
**(May, June 30<sup>th</sup> – 05<sup>th</sup>,2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday May 30 <sup>th</sup> , 2022	1. Supervise housekeeping work.	
2	Tuesday May 31 <sup>st</sup> , 2022	1. Helping housekeeping to prepare.	
3	Wednesday June 01 <sup>st</sup> , 2022	1. Helping guest check in	
4	Thursday June 02 <sup>nd</sup> , 2022	1. Helping cook in the restaurant Villa.	
5	Friday June 03 <sup>rd</sup> , 2022	1. Serving guest for breakfast	
6	Saturday June 04 <sup>th</sup> , 2022	OFF	-
7	Sunday June 05 <sup>th</sup> , 2022	OFF	-

**Table 3.5**  
**Agenda of Activities of the Fifth Week of June**  
**(June 06<sup>th</sup> – 12<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1.	Monday June 06 <sup>th</sup> , 2022	1. Making guest admission card	Office
2.	Tuesday June 07 <sup>th</sup> , 2022	1. Cleaning the main gazebo.	Office
3.	Wednesday June 08 <sup>th</sup> , 2022	1. Create employee work schedules.	Office
4.	Thursday June 09 <sup>th</sup> , 2022	1. Helping cook in the restaurant Villa.	Resto
5.	Friday June 10 <sup>th</sup> , 2022	OFF	
6.	Saturday June 11 <sup>st</sup> , 2022	1. Rumat tourism office visit to the villa.	Villa
7.	Sunday June 12 <sup>nd</sup> , 2022	OFF	

**Table 3.6**  
**Agenda of Activities of the Sixth Week of June**  
**(June 13<sup>th</sup> – 19<sup>th</sup>, 2022)**

No	Day/Date	Activity	Place
1	Monday June 13 <sup>rd</sup> , 2022	1. Fill out the registration card for guests staying at the villa.	Office
2	Tuesday June 14 <sup>th</sup> , 2022	1. Attend the villa privacy meeting regarding finances.	Office
3	Wednesday June 15 <sup>th</sup> , 2022	1. Helping cook in the restaurant Villa.	Resto
4	Thursday June 16 <sup>th</sup> , 2022	OFF	-
5	Friday June 17 <sup>th</sup> , 2022	1. Checking housekeeping supplies	Warehouse
6	Saturday June 18 <sup>th</sup> , 2022	1 .Printing room list villa.	Office
7	Sunday June 19 <sup>th</sup> , 2022	OFF	-

**Table 3.7**  
**Agenda of Activities of the Seventh Week of June**  
**(June 20<sup>th</sup> – 26<sup>th</sup>,2022)**

No	Day/Date	Activity	Place
1	Monday June 20 <sup>th</sup> , 2022	1. Cleaning the main gazebo.	Office
2	Tuesday June 21 <sup>st</sup> , 2022	1 .Serve guests in leisure.	Villa
3	Wednesday June 22 <sup>nd</sup> , 2022	OFF	-
4	Thursday June 23 <sup>rd</sup> , 2022	1. Help guests bring things to the room.	Villa
5	Friday June 24 <sup>th</sup> , 2002	1. Attend employee reshuffle meeting.	Office
6	Saturday June 25 <sup>th</sup> , 2022	OFF	-
7	Sunday June 26 <sup>th</sup> , 2022	OFF	-

**Table 3.8**  
**Agenda of Activities of the Eighth Week of June**  
**(June, July 27<sup>th</sup> – 03<sup>th</sup>,2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday June 27 <sup>th</sup> , 2022	1. Type a letter requesting funds to pay for seat mats.	Office
2	Tuesday June 28 <sup>th</sup> , 2022	1. Cook in the restaurant.	Resto
3	Wednesday June 29 <sup>th</sup> , 2022	1. Briefing in guest service.	Office
4	Thursday June 30 <sup>th</sup> , 2022	1. Create a work schedule for employees.	Office
5	Friday July 01 <sup>st</sup> , 2002	1. Attend the villa privacy meeting regarding finances.	Office
6	Saturday July 02 <sup>nd</sup> , 2022	OFF	-
7	Sunday July 03 <sup>rd</sup> , 2022	OFF	-

**Table 3.9**  
**Agenda of Activities of the Ninth Week of June**  
**(July 04<sup>th</sup> – 10<sup>th</sup>,2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday July 04 <sup>th</sup> , 2022	1. Receiving guests from the owner.	Villa
2	Tuesday July 05 <sup>th</sup> , 2022	1. Serve guests for breakfast.	Resto
3	Wednesday July 06 <sup>th</sup> , 2022	OFF	-
4	Thursday July 07 <sup>th</sup> , 2022	1. Make a request letter for kitchen goods.	Office
5	Friday July 08 <sup>th</sup> , 2002	1. Check the supply of guest shampoo and bath soap.	Warehouse
6	Saturday July 09 <sup>th</sup> , 2022	1. Check the villa sports game facilities.	Warehouse
7	Sunday July 10 <sup>th</sup> , 2022	OFF	-

**Table 3.10**  
**Agenda of Activities of the Tenth Week of June**  
**(July 11<sup>th</sup> – 15<sup>th</sup>, 2022)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Place</b>
1	Monday July 11 <sup>st</sup> , 2022	OFF	-
2	Tuesday July 12 <sup>nd</sup> , 2022	1. Become a receptionist.	Office
3	Wednesday July 13 <sup>rd</sup> , 2022	1 .Fill in the guest room list.	Office
4	Thursday July 14 <sup>th</sup> , 2022	1. Keeping ATV.	Villa
5	Friday July 15 <sup>th</sup> , 2022	1. Deliver all the seat mats for repair to the tailor.	Villa



## **CHAPTER IV**

### **CONCLUSION SUGGESTION**

#### **4.1. Conclusion**

During the implementation of the Job Training (Apprenticeship) at Villa Anting Putri, the Job Training took several reports, the following conclusions were obtained:

1. Interns get work experience that is not obtained from the lecturer bench as a practitioner to overcome problems that arise in the world of work ranging from how to tidy up villa bedroom beds, become an assistant to the General Manager, have an interesting impression of helping cook for guests.
2. The working procedure are based on the Standard Operational Procedure (SOP) of Villa Anting Putri Rupert. It is a guideline or reference for carrying out work tasks in accordance with the functions, work procedures and work system of the relevant agency.
3. There are several documents and official tools used for activities during the apprenticeship, as follows: Guest stay card, villa office stamp, laptop, guest invoice proof.

#### **4.2. Suggestion**

##### **4.2.1. Suggestions for Villa Anting Putri**

1. Employees are more disciplined in working hours come and go according to working hours and are more responsible in working.
2. Adding supporting facilities such as a computer machine to save time, and adding a laptop unit so that what is done is not waiting for each other to wait.
3. Office leaders such as the Secretary and Head of Division are more strict with interns. So that interns can practice as much as possible both inside the office and outside the office/tourist destination.

#### **4.2.2. Suggestions for Bengkalis State Polytechnic**

1. It is expected that Polytechnic can further refine the material and its guidance so that it is better prepared to carry out internships.
2. Should the English Department add more hours of tourism lessons, because the world of tourism is important to learn.



**APPENDIX A**  
**APPRENTICESHIP CERTIFICATE**



**APPENDIX B**  
**LETTER OF STATEMENT**

*Villa Anting Putri*  
Tanjung Punak - Rupert Utara

Tanjung Punak, 15 Juli 2022

**SURAT KETERANGAN**

Yang bertanda tangan dibawah ini menerangkan bahwa :

**Nama** : M. REMI  
**Nim** : 5203191123  
**Program Studi** : D3 BAHASA INGGRIS

Mahasiswa tersebut diatas *Telah* melakukan Kerja Praktek di Villa Anting Putri Rupert Utara terhitung sejak tanggal **9 Mei 2022 sampai dengan 15 Juli 2022** sebagai tenaga kerja Praktek.

Selama bekerja di Villa Anting Putri , yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.



**Edyo Joko**  
General Manager

**APPENDIX C**  
**RATING FROM THE APPRENTICESHIP**

*Villa Anting Putri*  
Tanjung Punak - Rumpat Utara

**PENILAIAN DARI KERJA PRAKTEK**

Nama : M. REMI  
Nim : 5203191123  
Program Studi : D3 BAHASA INGGRIS  
Politeknik Negeri Bengkalis

No	Aspek Penilaian	Nilai
1	Disiplin	88
2	Tanggung Jawab	90
3	Penyesuaian Diri	87
4	Hasil Kerja	92
5	Prilaku Secara Umum	90
Total		89.4

**Keterangan**

**Nilai** : **Kriteria**  
81 – 100 : Istimewa  
71 – 80 : Baik Sekali  
66 – 70 : Baik  
61 – 65 : Cukup Baik  
56 – 60 : Cukup

Tanjung Punak, 15 juli 2022



**Edyo Joko**  
General Manager

**APPENDIX D**  
**ATTENDANCE LIST OF MAY**

**ABSENSI KERJA PRAKTEK (KP) TAHUN 2022**  
**DI VILLA ANTING PUTRI**

BULAN: MEI

No.	Tanggal	Paraf/Keterangan
1.	9 Mei 2022	<i>Putri</i>
2.	10 Mei 2022	<i>Putri</i>
3.	11 Mei 2022	<i>Putri</i>
4.	12 Mei 2022	<i>Putri</i>
5.	13 Mei 2022	<i>Putri</i>
6.	14 Mei 2022	OFF
7.	15 Mei 2022	<i>Putri</i>
8.	16 Mei 2022	<i>Putri</i>
9.	17 Mei 2022	<i>Putri</i>
10.	18 Mei 2022	<i>Putri</i>
11.	19 Mei 2022	<i>Putri</i>
12.	20 Mei 2022	<i>Putri</i>
13.	21 Mei 2022	OFF
14.	22 Mei 2022	OFF
15.	23 Mei 2022	<i>Putri</i>
16.	24 Mei 2022	<i>Putri</i>
17.	25 Mei 2022	<i>Putri</i>
18.	26 Mei 2022	<i>Putri</i>
19.	27 Mei 2022	OFF
20.	28 Mei 2022	<i>Putri</i>
21.	29 Mei 2022	OFF
22.	30 Mei 2022	<i>Putri</i>
23.	31 Mei 2022	<i>Putri</i>

**APPENDIX E**  
**ATTENDANCE LIST OF JUNE**

BULAN: JUNI

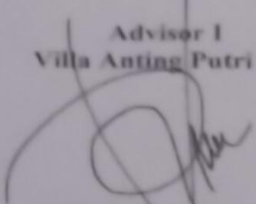
24.	1 Juni 2022		Put
25.	2 Juni 2022		Put
26.	3 Juni 2022		Put
27.	4 Juni 2022		OFF
28.	5 Juni 2022		OFF
29.	6 Juni 2022		Put
30.	7 Juni 2022		Put
31.	8 Juni 2022		Put
32.	9 Juni 2022		Put
33.	10 Juni 2022		OFF
34.	11 Juni 2022		Put
35.	12 Juni 2022		OFF
36.	13 Juni 2022		Put
37.	14 Juni 2022		Put
38.	15 Juni 2022		Put
39.	16 Juni 2022		OFF
40.	17 Juni 2022		Put
41.	19 Juni 2022		OFF
42.	20 Juni 2022		Put
43.	21 Juni 2022		Put
44.	22 Juni 2022		OFF
45.	23 Juni 2022		Put
46.	24 Juni 2022		Put
47.	25 Juni 2022		OFF
48.	26 Juni 2022		OFF
49.	27 Juni 2022		Put
50.	28 Juni 2022		Put
51.	29 Juni 2022		Put
52.	30 Juni 2022		Put

**APPENDIX F**  
**ATTENDANCE LIST OF JULY**

BULAN JULI

53.	1 Juli 2022	Put
56.	2 Juli 2022	OFF
57.	3 Juli 2022	OFF
58.	4 Juli 2022	Put
59.	5 Juli 2022	Put
60.	6 Juli 2022	OFF
61.	7 Juli 2022	Put
62.	8 Juli 2022	Put
63.	9 Juli 2022	Put
64.	10 Juli 2022	OFF
65.	11 Juli 2022	OFF
66.	12 Juli 2022	Put
67.	13 Juni 2022	Put
68.	14 Juni 2022	Put
69.	15 Juni 2022	Put

Advisor I  
Villa Anting Putri Rupert

  
VIVIN VERDNIKA



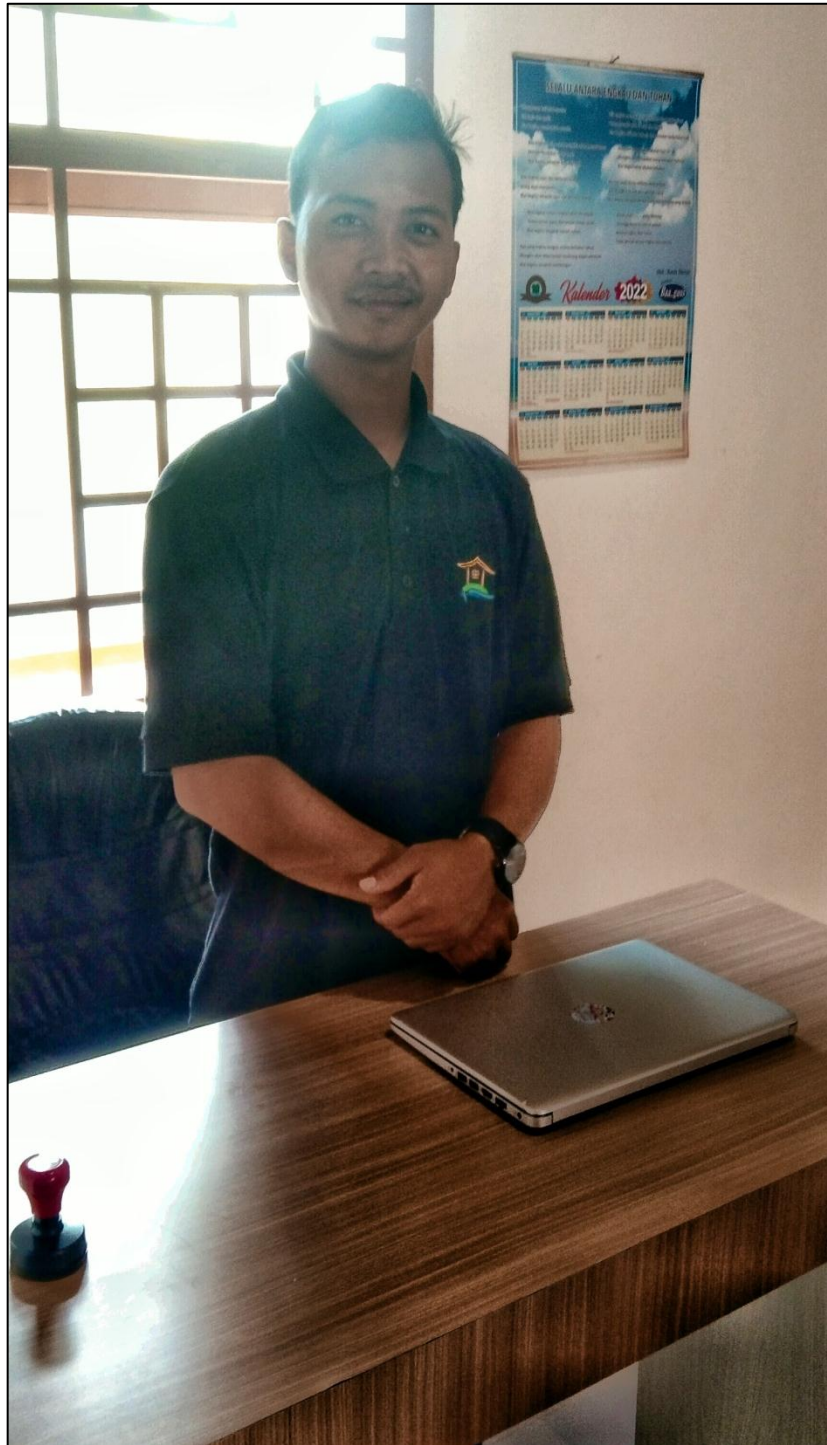
## APPENDIX G

### REGISTRATION CARD

**DAFTAR ISIAN ORANG LOKAL**  
**REGISTRATION CARD**

*Name Group		*Room No.	
Address		*Room Type	
City	Country	Rate Plus Tax and Service	
Title	Place/Place of Birth	Arrival	
Passport number/Place & date of issue		Departure	
KTP/KIMS		Confirmation No.	
<i>The Villa will not be held responsible for any valuables left by the guest in the rooms.</i>			
Payment method	Deposit	Credit Card	Cash
		Bill to	Voucher
		Company	
Check Out Time 12.00 Noon			
Group No. Name		No. Of Guest	
Coming From		Clerks Initial	
Next Destination		Special Requirements	
Company Account To			
Company Charge			
I agree to pay all charges incurred by me during my stay in the villa unless prior arrangements have been made.			
SIGNATURE _____			

**APPENDIX H**  
**RECEPTIONIST**



APPENDIX I  
INVENTORY LIST

INVENTORY. RUMAH PAK HASTI

- MEJA BUNDAH MERAH PLASTIK : 2.  
KURSI MERAH PLASTIK : 13.  
MB: DARI PAK (S) UNTUK DIRUMAH  
PAK HASTI

INVENTORY. ASET INVENTARIS RODA EMPAT.

- MOBIL PAJERO MERAH B 1550 210  
KET TIDAK HIDUP.
- MOBIL TOYOTA HIJAU RUM 1817 RM  
KET BAN KIRI DEPAN BOCOR.
- MOBIL FORD PIC UP BM 9116 RE  
KET TIDAK HIDUP (dian' para).
- MOBIL JEEP PUTIH RUM 1714 LD.  
KET BAIK. (PAK JASTI).
- Piring MALAM. 11
- MANGKOK 3.
- SENDOK TEH/Kopi 6.
- Makanan BUL KECIL 6.
- Piring @ kecil 8-8. 4.
- gelas 3.
- SUP CUP 1.

**APPENDIX J**  
**REVISION LIST**

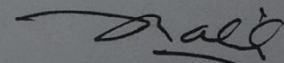
**REVISION LIST**  
**AN APPRENTICESHIP REPORT OF ENGLISH STUDY PROGRAM**  
**STATE POLYTECHNIC OF BENGKALIS**

Name : M Remi  
Reg. Number : 5203191123  
Advisor : A. Malik, M.Ed.TESL

NO	DATE	REVISION	ADVISOR
1.	July, 27 <sup>th</sup> 2022	Improve Apprenticeship background.	f
2.	August, 2 <sup>nd</sup> 2022	Improve structure task function.	f
3.	August 5 <sup>th</sup> 2022	Improve and added viiia history.	f
4.	August 8 <sup>th</sup> 2022	Improve writing.	f
5.	August 9 <sup>th</sup> 2022	Improve working Procedures- Acc.	f

Bengkalis, August 11<sup>th</sup>, 2022

Advisor




A. Malik, M.Ed.TESL  
NIP. 197010052021211004

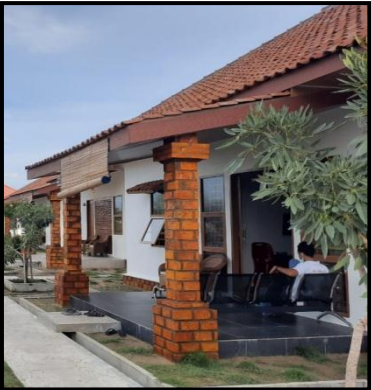


## DAILY ACTIVITY APPRENTICESHIP

**Day : Monday**


**Date : May 09<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Having introduction to area at the villa by Assistant General Manager.	Vivin Veronika	
2.	Participating in a meeting of Service section to welcome guests from the regent.		
	<b>Note:</b> Welcome to villa Anting Putri.		

No.	Picture	Information
		<p>This photo when i first got in Villa Anting Putri. The supervisor introduced the villa, and the villa building.</p>

**Day : Tuesday**


**Date : May 10<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1. 2.	Helping housekeeping to prepare the room for the regent's group.  Provide services for the regent dinner.	Vivin Veronika	
	<b>Note:</b> Never give up.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		When i tidy up the bed. I made many mistakes but my supervisor said that it was still learning.

**Day : Wednesday**


**Date : May 11<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	The regent's group check-out of the villa.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		I helped the regent's group check-out from the villa.

**Day : Thursday**

**Date : May 12<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Welcoming the owner to the villa.	Vivin Veronika	
	<b>Note:</b> Good job, do the best.		


<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Villa owners come to do various villa developments.



**Day : Friday**


**Date : May 13<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Help move kitchen stuff to old restaurant.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		The villa kitchen was moved to the old place, and I helped move the things.


**Day : Saturday**

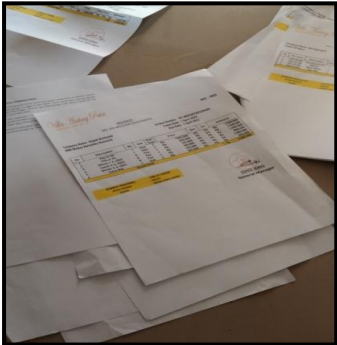
**Date : May 14<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Sunday**


**Date : May 15<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1. 2.	Serving the owner for Lunch. Recheck guest payment invoices april.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		The supervisor gave me the task of checking the April invoice.

**Day : Monday**


**Date : May 16<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Check and record the entire of Villa Anting Putri inventory.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		This photo when I checked the entire villa inventory in the kitchen.

**Day : Tuesday**


**Date : May 17<sup>th</sup>, 2022**

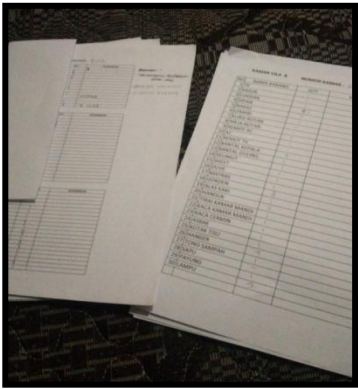
<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Check and record the entire of Villa Anting Putri inventory.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		This photo when I checked the entire villa inventory in the kitchen in the gazebo.

**Day : Wednesday**


**Date : May 18<sup>th</sup>, 2022**

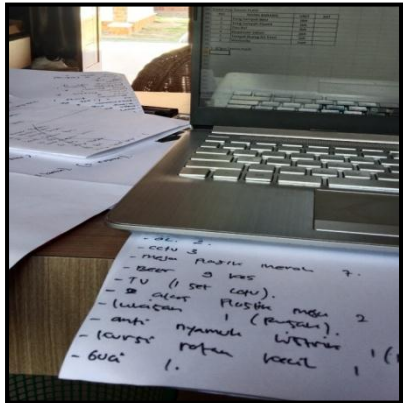
<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Check and record the entire of Villa Anting Putri inventory.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		This photo when I checked the entire villa inventory housekeeping.

**Day : Thursday**


**Date : May 19<sup>th</sup>, 2022**

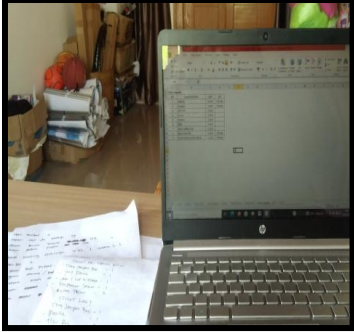
No.	Job Description	Supervisor	Signature
1.	Recap the results of the Villa inventory.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		The supervisor gave me the task to recap the entire villa's inventory.

**Day : Friday**


**Date : May 20<sup>th</sup>, 2022**

<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Recap the results of the Villa inventory.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		The supervisor gave me the task to recap the entire villa's inventory.


**Day : Saturday**

**Date : May 21<sup>th</sup>, 2022**

<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Sunday**


**Date : May 22<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	OFF	Vivin Veronika	
	<b>Note:</b>		



**Day : Monday**

**Date : May 23<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Be a receptionist	Vivin Veronika	
	<b>Note:</b> That was good job.		


No.	Picture	Information
		Many visitors come to the villa to stay, I am proud to be able to serve visitors by being a receptionist.



**Day : Wednesday**


**Date : May 25<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Prepare the room for guest to come.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		If guests want to come stay at the villa, housekeeping will prepare the villa room.

**Day : Thursday**


**Date : May 26<sup>th</sup>, 2022**

<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Helping cook in the restaurant Villa.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		The head of the kitchen asks to help cook.


**Day : Friday**


**Date : May 27<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Saturday**


**Date : May 28<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Help completed guest payment Check out.	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		The supervisor asks to help complete the guest's payment when checking out from the villa.


**Day : Sunday**

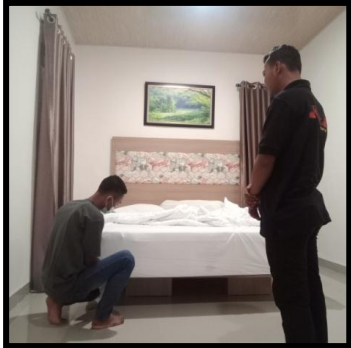
**Date : May 29<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Monday**


**Date : May 30<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Supervise housekeeping work.	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		The supervisor asked me to observe the housekeeping work when preparing the villa room.

**Day : Tuesday**


**Date : May 31<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Helping housekeeping to prepare	Vivin Veronika	
	<b>Note:</b> Good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		I helped the house keeping prepare the guest room.

**Day : Tuesday**

**Date : June 01<sup>st</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Helping guest check in	Vivin Veronika	
	<b>Note:</b> That was good job.		


<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Help guests carry their belongings.



**Day : Thursday**


**Date : June 02<sup>nd</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Helping cook in the restaurant Villa.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Help cook in the restaurant kitchen.

**Day : Friday**


**Date : Juny 03<sup>rd</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Serving guest for breakfast	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		Prepare food for guest breakfast.


**Day : Saturday**

**Date : Juny 04<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		


**Day : Sunday**

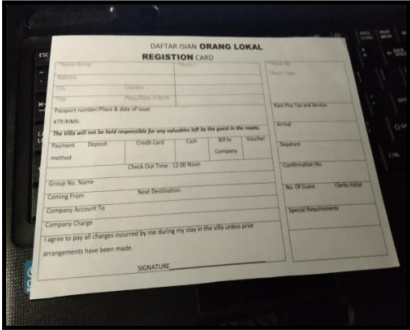
**Date : June 05<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Monday**


**Date : June 06<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Making guest admission card.	Vivin Veronika	
	<b>Note:</b> Great.		

No.	Picture	Information
		The example of guest admission card.

**Day : Tuesday**


**Date : Juny 07<sup>th</sup>, 2022**

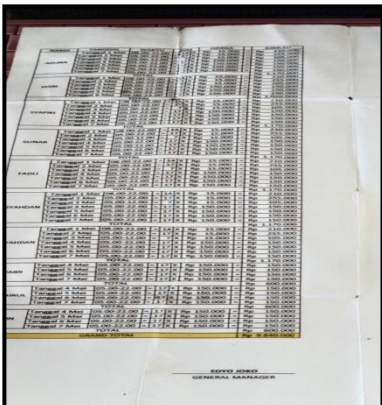
<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Cleaning the main gazebo.	Vivin Veronika	
	<b>Note:</b> Good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Cleaning the main gazebo.

**Day : Wednesday**


**Date : Juny 08<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Make the price to pay casual employees.	Vivin Veronika	
	<b>Note:</b> Great.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		The supervisor asked me to make a casual Eid al-fitri employee payment.

**Day : Thursday**


**Date : Juny 09<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Helping cook in the restaurant Villa.	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		Cooking in the restaurant kitchen.


**Day : Friday**


**Date : Juny 10<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Saturday**


**Date : Juny 11<sup>st</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Rupat tourism office visit to the villa.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		The tourism Rupat visited the villa, borrowed the building to hold a closed meeting.


**Day : Sunday**

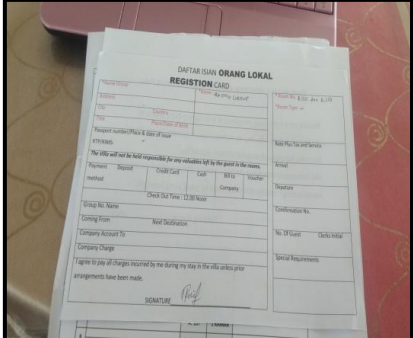
**Date : Juny 12<sup>nd</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Monday**

**Date : June 13<sup>rd</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Fill out the registration card for guests staying at the villa.	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		Registration card.




**Day : Tuesday**


**Date : June 14<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Attend the villa privacy meeting regarding finances.	Vivin Veronika	
	<b>Note:</b>		

**Day : Wednesday**


**Date : June 15<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Helping cook in the restaurant Villa.	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		Cooking in the restaurant kitchen.


**Day : Thursday**


**Date : Juny 16<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Friday**


**Date : Juny 17<sup>th</sup>, 2022**

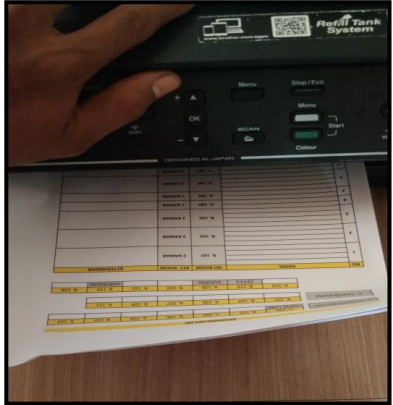
No.	Job Description	Supervisor	Signature
1.	Checking housekeeping supplies.	Vivin Veronika	
	<b>Note:</b> Great.		

No.	Picture	Information
		Checking hous keeping items.

**Day : Saturday**


**Date : Juny 18<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Printing room list villa.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		Printing rooms villa list.


**Day : Sunday**


**Date : Juny 19<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Monday**


**Date : June 20<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Cleaning the main gazebo.	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		Cleaning gazebo chair and table.

**Day : Tuesday**


**Date : June 21<sup>st</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Serve guests in leisure.	Vivin Veronika	
	<b>Note:</b> Good idea.		

No.	Picture	Information
		Serve for guests needs.


**Day : Wednesday**


**Date : June 22<sup>nd</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Thursday**


**Date : June 23<sup>rd</sup>, 2022**

<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Help guests bring things to the room.	Vivin Veronika	
	<b>Note:</b> Good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Help guests carry their belongings.


**Day : Friday**

**Date : June 24<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Attend employee reshuffle meeting.	Vivin Veronika	
	Note:		


**Day : Saturday**

**Date : June 25<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	Note:		


**Day : Sunday**


**Date : June 26<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	Note:		

**Day : Monday**

**Date : June 27<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Type a letter requesting funds to pay for seat mats.	Vivin Veronika	
	<b>Note:</b> That was good job.		


<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Making a letter seat mats requesting.



**Day : Tuesday**


**Date : June 28<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Cook in the restaurant.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		Cooking in the restaurant kitchen.


**Day : Wednesday**

**Date : June 29<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Briefing in guest service.	Vivin Veronika	
	<b>Note:</b>		


**Day : Thursday**

**Date : June 30<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Create a work schedule for employees.	Vivin Veronika	
	<b>Note:</b>		


**Day : Friday**

**Date : July 01<sup>st</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Attend the villa privacy meeting regarding finances.	Vivin Veronika	
	<b>Note:</b>		


**Day : Saturday**

**Date : July 02<sup>nd</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		


**Day : Sunday**


**Date : July 03<sup>rd</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Monday**


**Date : July 04<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Receiving guests from the owner.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		Receiving guest.

**Day : Tuesday**


**Date : July 05<sup>th</sup>, 2022**

<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Serve guests for breakfast.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Bringing food to the table.


**Day : Wednesday**

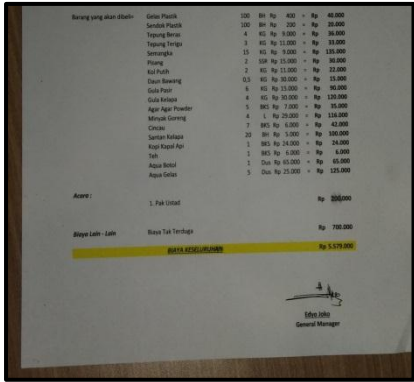
**Date : July 06<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Thursday**


**Date : July 07<sup>th</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Make a request letter for kitchen goods.	Vivin Veronika	
	<b>Note:</b> Good job.		

No.	Picture	Information
		The example of request letter.

**Day : Friday**


**Date : July 08<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Check the supply of guest shampoo and bath soap.	Vivin Veronika	
	<b>Note:</b> Good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Supply of shampoo and bath soap for guests.

**Day : Saturday**


**Date : July 09<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	Check the villa sports game facilities.	Vivin Veronika	
	<b>Note:</b> That was good job.		

No.	Picture	Information
		One of the villa's sports facilities.


**Day : Sunday**

**Date : July 10<sup>th</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		


**Day : Monday**


**Date : July 11<sup>st</sup>, 2022**

No.	Job Description	Supervisor	Signature
1.	OFF	Vivin Veronika	
	<b>Note:</b>		

**Day : Tuesday**

**Date : July 12<sup>nd</sup>, 2022**


No.	Job Description	Supervisor	Signature
1.	Become a receptionist.	Vivin Veronika	
	<b>Note:</b> Great.		

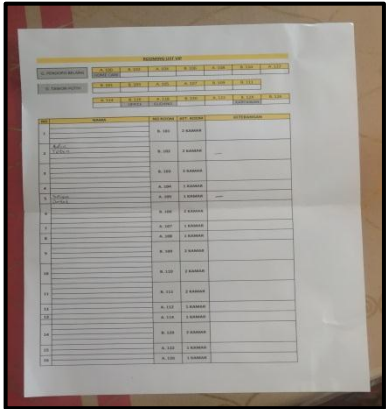
No.	Picture	Information
		Became a receptionist.



**Day : Wednesday**


**Date : July 13<sup>rd</sup>, 2022**

<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Fill in the guest room list.	Vivin Veronika	
	<b>Note:</b> That was good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Guest rooms list.

**Day : Thursday**


**Date : July 14<sup>th</sup>, 2022**


<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Keeping ATV.	Vivin Veronika	
	<b>Note:</b>		

<b>No.</b>	<b>Picture</b>	<b>Information</b>

**Day : Friday**

**Date : July 15<sup>th</sup>, 2022**

<b>No.</b>	<b>Job Description</b>	<b>Supervisor</b>	<b>Signature</b>
1.	Deliver all the seat mats for repair to the tailor.	Vivin Veronika	
	<b>Note:</b> Good job.		

<b>No.</b>	<b>Picture</b>	<b>Information</b>
		Chairs to be repaired.