

APPRENTICESHIP REPORT

**PT. KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT DUMAI
(PT. KPBN UNIT DUMAI)**

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

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APPRENTICESHIP REPORT
PT KHARISMA PEMASARAN BERSAMA NUSANTARA UNIT
DUMAI

Written as one of the conditions for completing Apprenticeship


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Dumai, June 30th 2022



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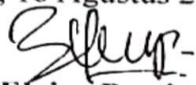

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the current era of globalization, a student is not only required to be competent in the field of scientific study but is also required to have holistic competencies such as being independent, able to communicate with a wide network, able to make decisions, and sensitive to changes and developments that occur in the world outside. The fact that occurs shows that students with these qualifications are difficult to find for this reason, a Practical Work Program is needed as a learning tool for students of the International Business Administration Study Program to obtain various holistic competencies needed after completing education.

State Polytechnic of Bengkalis is one of the campuses that requires students to participate the apprenticeship to complete their studies. This activity must be carried out considering that education and knowledge are not absolutely only obtained by understanding, but also supported by experience in the real working world.

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.

The Practical Work Program is one of the compulsory subjects that must be run by students of the Department of Business Administration, International Business Administration Study Program, State Polytechnic of Bengkalis. This practical work is expected to increase knowledge about activities that occur in industry or companies and can support theoretical knowledge of lecture material. With this program, students are expected to gain knowledge from the company and can directly apply the theory obtained in lecture activities.

In the practical work 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 provides several options or options for practical work places to students. Then, from some of these options the author is interested in carrying out practical work in the financial sector, namely banking at PT Kharisma Pemasaran Bersama Nusantara Dumai Unit (PT. KPBN Dumai Unit).

PT Kharisma Pemasaran Bersama Nusantara or abbreviated as PT KPBN is a state-owned enterprise (BUMN) which is the initial company of PT Sarana Agro Nusantara Unit Dumai. Change of name from PT Sarana Agro Nusantara to PT Kharisma Pemasaran Bersama Nusantara which was set on December 14, 2021. PT KPBN Unit Dumai is a company engaged in the field of palm oil services with a storage tank system that domiciled at Datuk Laksamana Street, Dumai City.

This Apprenticeship activity the author chooses to do an apprenticeship at one of the state-owned companies (State Owned Enterprises), namely PT. Kharisma Pemasaran Bersama Unit Dumai. The company is a freight forwarding transportation management service company (UJPT) for Transportation Management Services. This company also provides export-import document

processing services for customs services (PPJK) Customs Service Management Company for palm oil plantation products and commodities. The author's reason for choosing an internship at PT. Kharisma Pemasaran Bersama Unit Dumai Joint Marketing Unit is to increase knowledge and experience working in state-owned companies. Have internship experience in large and well-known companies such as PT. Kharisma Pemasaran Bersama Unit Dumai is a matter of pride, because not all students who carry out internships can experience internships in state-owned companies.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out an internship at PT. Kharisma Pemasaran Bersama Unit Dumai during the apprenticeship, the author is placed in the general field and the operational admin field. The apprenticeship will start from 01th March 2022 to 30th June 2022. On 01th March 2022 until 30th April 2022 in the general field and on 01th May 2022 until 30th June 2022 in the admin operational field. In this apprenticeship, it is expected that the competencies obtained during the apprenticeship are to train students to be familiar with the work environment, interact well with employees, know the activities and work of the company and control how to handle important documents used in company activities and discipline is one of the keys. success for students and students can apply the knowledge that has been obtained in lectures into the actual work environment and have the opportunity to develop ways of thinking, add useful ideas and can increase students knowledge of what is assigned to them.

1.2 Purpose of the Apprenticeship

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

1. To describe job descriptions during practical work
2. To explain the place and time of practical work.
3. To find out the place and work position
4. To provide an overview of real world of work.

1.3 Significances of the Apprenticeship

1.3.1 Significance for State Polytechnic of Bengkalis Students

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

1. Students have the opportunity to apply theoretical knowledge or concepts in the real world of work.
2. Students gain practical experience in applying theoretical knowledge or knowledge concepts according to their study program.
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.
4. Students can create and develop an attitude of responsibility and professionalism as well as discipline in entering the real world of work.
5. Increase knowledge, insight, experience and abilities in the field of office administration that are not obtained in lectures.
6. Increase the sense of responsibility and discipline for practitioners in doing every job, as well as being able to socialize with the real world of work.

1.3.2 Significances for State Polytechnic of Bengkalis

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

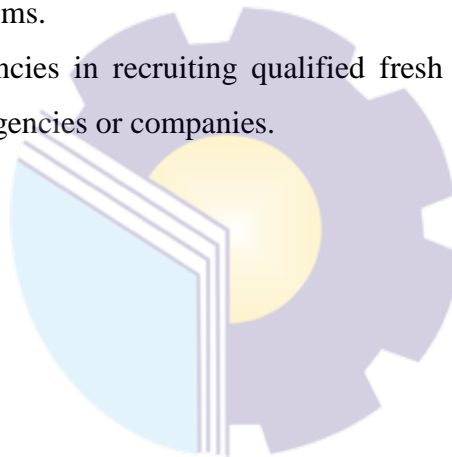
1. Practical work can strengthen cooperation and socialization between State Polytechnic of Bengkalis with PT Kharisma Pemasaran Bersama Nusantara Unit Dumai
2. Apprenticeships can improve the competence of graduates of State Polytechnic of Bengkalis students.
3. Knowing how big the role of teaching staff in providing lecture material for students in accordance with developments that occur in the world of work

4. Knowing students' abilities in business science, especially international business administration, which are obtained during lectures and apply them in the world of work.

1.3.3 Significances for the Company

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

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



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT Sarana Agro Nusantara is a joint venture between PT Sarana Sawitindo Utama Unit Dumai and PT Delitama Indonesia Unit Belawan. PT Sarana Agro Nusantara was established on January 2, 2001 based on the Notarial Deed of Ny. Sartutiyasni Agung Iskandar, SH No. 9 dated 11 September 2000 and has been ratified by the Minister of Justice and Human Rights of the Republic of Indonesia with Decree No. C-18.HT.01.04 and has been announced in the State Gazette of the Republic of Indonesia No. 4020, dated June 22, 2001. In line with the change in the status of PT Delitama Belawan and PT Sawitindo Dumai to PT Sarana Agro Nusantara in accordance with the Deed of Establishment of the Merger, the total ownership of the shares became 100 belonging to PT Perkebunan Nusantara III Medan. Furthermore, according to the results of the Extraordinary General Meeting of Shareholders of PT Sarana Agro Nusantara on September 13, 2005, the status of share ownership changed to 55 owned by PT Perkebunan Nusantara IV and 45 owned by PT Perkebunan Nusantara III.



Figure 2.1 PT KPBN (Ex PT Sarana Agro Nusantara)

Source: Processed Data, 2022

As a service company that has been established for more than 80 years and has a well-known reputation, they are committed to providing the best, effective and efficient services with competitive service rates and the support of professional and experienced human resources and adequate equipment. The business segment developed by the company is in the field of palm oil distribution services in the storage tank system.

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

On May 23, 2019 to be precise in Jakarta PT KPBN launched its new corporate name, namely Inacom. Inacom stands for Indonesia Commodity and will focus on exporting palm oil. Inacom is a state-owned enterprise (BUMN) which is engaged in trading and auctioning of plantation commodities to the international market. PT KPBN is a subsidiary whose majority shares are owned by PT Perkebunan Nusantara (Persero) Holding or PTPN Holding. PT Kharisma Pemasaran Bersama Nusantara Unit Dumai or abbreviated as PT KPBN is a state-owned enterprise (BUMN) which is the initial company of PT Sarana Agro Nusantara Unit Dumai. The name change from PT Sarana Agro Nusantara to PT Kharisma Pemasaran Bersama Nusantara was set on December 14, 2021.

2.1.1 PT Kharisma Pemasaran Bersama Nusantara Logo

Each company usually has its own logo. The company logo has its own meaning for the company and has its own characteristics. Likewise with the logo on PT. KPBN Unit Dumai, as for the logo on PT. The charisma of the Nusantara Joint Marketing is as follows:



Figure 2.2 PT KPBN Unit Dumai Logo
Source: Processed Data, 2022

Inacom stands for Indonesia Commodity and will focus on exporting palm oil. Inacom is a state-owned enterprise (BUMN) which is engaged in trading and auctioning of plantation commodities to the international market. PT KPBN is a subsidiary whose majority shares are owned by PT Perkebunan Nusantara (Persero) Holding or PTPN Holding.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT Kharisma Pemasaran Bersama Nusantara Unit Dumai. The following is the vision and mission of PT KPBN Unit dumai.

1. Vision

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

2. Mission

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 Kharisma Pemasaran Bersama Nusantara Unit Dumai:

- a. Providing the best stockpiling services to achieve customer satisfaction through consistency in controlling the quality of customers' products, integrated management systems, proper laboratories meeting national standards.
- b. Human resources as company assets are appreciated and given consistent and continuous understanding.
- c. The company strives to always fulfill the interests of various parties (stakeholders).

2.3 Kind of Business

PT Kharisma Pemasaran Bersama Nusantara Unit Dumai runs the following businesses:

1. Establish and exploit coconut oil storage tanks palm oil/crude palm oil (CPO) or these semi-finished products and derivatives as well as the installation of pipelines and machine installations.
2. Receiving, stockpiling and exploring palm oil and drop it into and out of the storage tank and load the oil palm oil and its derivatives to ships or other means of transportation.
3. Carry out other activities related to the business of bulking and processing plantation product production.

Specifically, PT Kharisma Pemasaran Bersama Nusantara Unit Dumai also has the following objectives:

- a. Achievement of company performance is expected from year to year continuously increase.
- b. Can develop and advance the company.
- c. Improving the capacity of human resources.
- d. Welfare of human resources.

2.4 Organization Structure

Organizational structure is a system used to determine formal allocation, category, and organization of work. Organizational structure shows the flow of information and responsibilities assigned, coordinated, and controlled by each division. This is the organizational structure of PT Kharisma Pemasaran Bersama Nusantara Unit Dumai:

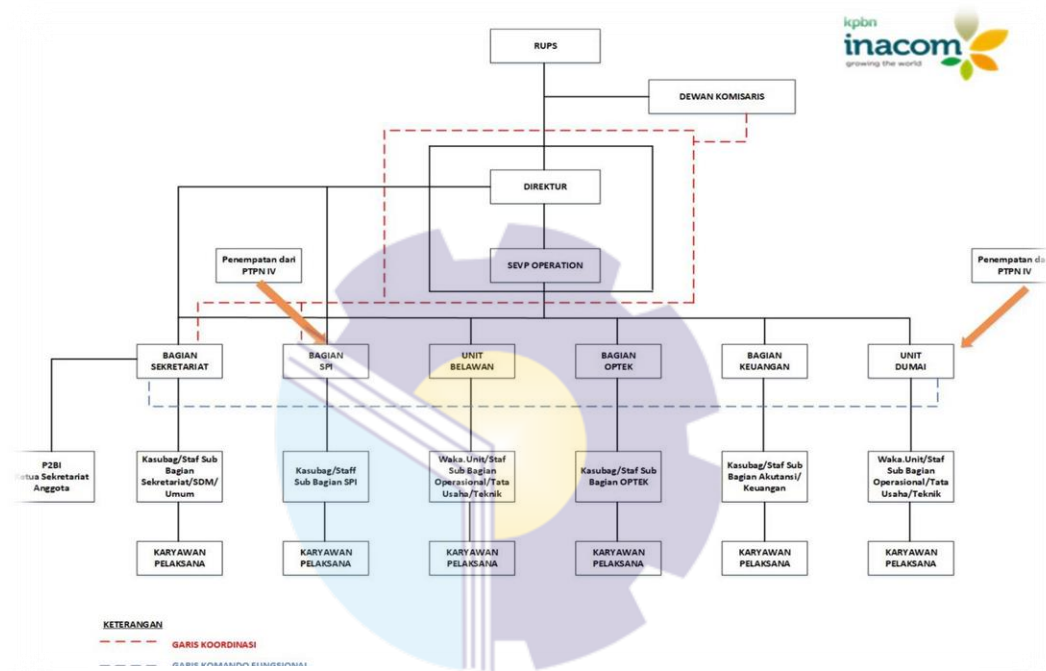


Figure 2.3 Organizational Structure of PT KPBN Unit Dumai

Source: Processed Data, 2022

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

1. RUPS (Shareholders)

RUPS is an agenda that is routinely carried out which is attended by the board of commissioners, meetings, and shareholders. Report from Law Number 40 of the Year RUPS is one of the organs other than the 2007

company, and the board of commissioners. The duties and authorities of shareholders are:

- a. Appoint and terminate the board of commissioners.
- b. Responsible for the implementation and use of capital/assets company is appropriate in achieving goals.
- c. Supervise the board of commissioners in carrying out the assigned tasks distinguished to him by the shareholders.

2. Board of Commissioners

The Board of Commissioners is the company's organ in charge of conducting general and/or specific supervision in accordance with the articles of association and providing advice to the Board of Directors. The duties and authorities of the Commissioner are:

- a. Board of commissioners consisting of 1 commissioner and 4 members in charge of supervising the main director.
- b. Helping leaders invest company funds.

3. Director

Director is someone who is appointed to be the leader of a Limited Liability Company (PT). This person can be the owner of the company or appointed by the owner of the company. The duties and authorities of the Director are:

- a. Implement policies as stipulated in the budget company and the provisions outlined by the general meeting shareholders (GMS), the minister of agriculture as general attorney shareholders and the board of commissioners.
- b. Determine the main steps to implement the policy companies in the fields of engineering production, processing, human labor, finance and marketing.
- c. Coordinate the implementation of the duties of the members of the board of directors and supervise in general.
- d. Together with other members of the company's board of directors inside and outside the company out of court.

e. Responsible to the general meeting of shareholders through board of Commissioners.

4. Senior Executive Vice President (SEVP) Operation

Senior Executive Vice President, hereinafter referred to as SEVP, is an official executive under the Board of Directors of the Subsidiary who is given the task, authority, obligations, and responsibilities to assist the Directors of Subsidiaries in carry out the main functions (core business) and support functions (business support) Subsidiary. The duties and authorities of the sevp operation are as follows:

- a. Supervise and coordinate the Plant Section, Engineering Section and Processing, Operational Supporting and Commercial Division, District, Garden, Unit.
- b. Carry out the power of the Director in the management Operations of the Company as stipulated in the Decree this board of directors.
- c. Prepare the draft RKAP in the field of plants, the field of Engineering and Processing, Operational Supporting and Commercial District, Garden, Unit.
- d. Acting for and on behalf of the Company both within and out of court based on the Director's Power of Attorney.
- e. Submitting promotion proposals, demotions, transfers, sanctions, dismissal and promotion of Section Head Employees Plant, Engineering and Processing Section, Operational Section Supporting and Commercial, District, Garden, Unit to SEVP Business Support to be determined by the Director.

5. Head of Secretariat

In an organization or company, the head of the company is generally assisted by a secretary. The secretary assists the leader, one of which is through administrative activities in the company. The duties and authorities of the Head of the Secretariat are:

- a. Leading, organizing and supervising all activities in the field of personnel.

- b. Develop, formulate instructions, procedures, programs, and other directives needed in carrying out policies related to staffing as determined.
- c. Manage and organize meetings of the board of directors and issue minutes of meetings, both for operational and documentation purposes.
- d. Develop and implement employee education and training programs to improve skills and skills as well as supervising the recruitment and placement of employees to meet the needs of the company's workforce and maintain records of them.

6. Head of Internal Audit Unit (SPI)

Internal Audit Unit (SPI) is a work unit tasked with providing assurance and functioning to carry out objective and independent consulting activities with the aim of increasing company value and the trust of shareholders and other stakeholders in the management of the company. The duties and authorities of the Head of the Internal Audit Unit are:

- a. Prepare procedures for the inspection of the internal supervisory unit so that efficiency and effectiveness can be achieved in the context of securing assets and managing the company.
- b. Carrying out internal inspections, both physical, financial and management, of all company work units based on inspection norms, guidelines for BUMN audits on the implementation of the Company's Budget Work Plan (RKAP), policies and regulations that apply in the company.
- c. Analyze/evaluate the company's financial statements (statement of financial position, profit/loss and supporters) before being audited by a public accountant and the results are submitted to the board of directors.
- d. Maintain and supervise investments as well as letters and documents from the Internal Audit Unit.

7. Technology Affairs Staff

Utilization of technology in the company can increase the productivity of employees and companies. One of the technologies that must be owned by

companies is HRIS (Human Resource Information System). The duties and powers of the Technology Affairs Staff are:

- a. Make a field study to obtain data as a basis for planning equipment repair and maintenance.
 - b. Prepare the annual budget for technology affairs to be submitted to the Head of the Unit.
 - c. Responsible for the management of the laboratory in the context of quality control received up to the shipping stage.
8. Head of Finance Division Financial accounting is the accounting field whose main purpose is to process finances into financial reports, to be informed to parties outside the company. The duties and authorities of the Head of Finance are:
- a. Assist the board of directors in planning, organizing, implementing, and supervising work in the finance department which includes bookkeeping, financing, and procurement of goods.
 - b. Supervise the financing of his division and be accountable to the board of directors.
 - c. Researching, supervising, and evaluating financial reports to get an overview of the company's finances.
 - d. Make work plans and budgets in the financial section and summarize all work plans and section budgets in the work plan book and company budget.
9. Operational affair staff
- Operational affair staff are employees who take care of all office activities. This staff is in charge of controlling the activities in the office. So an operational staff will have a task that is quite heavy, because almost all office matters will be borne by him. Its duties and authorities are as follows:
- a. Company Legal Management.
 - b. Office Operational Management.
 - c. Making Company Permits.

10. Administrative Affairs Staff

The administrative staff itself is one of the units that play a role in providing support to the company's operational activities. Its duties and authorities are as follows:

- a. Coordinate tasks assigned by the leadership.
- b. Monitor the work of administrative staff and daily staff.
- c. Manage and account for household expenses
- d. Drafting an official letter and/or typing a leadership letter concept.
- e. Manage incoming and outgoing letters
- f. Assist administratively (and financially) with cross-unit research
- g. Assist in the process of organizing regular Scientific Seminars/Meetings
- h. Attending meetings especially those related to administrative matters
- i. Prepare for leadership meetings/meetings and meetings with guests.
- j. Inventory of all existing equipment
- k. Prepare annual budget
- l. Set the schedule for leadership meeting
- m. Prepare minutes of leadership meetings and disseminate them.

11. Technical Affairs Staff

Technician / engineering staff is someone who works to maintain technical equipment, take preventive actions to protect building assets and keep the building running smoothly. The duties and powers of the Technical Affairs Staff are:

- a. Make a field study to obtain data as a basis for planning equipment repair and maintenance.
- b. Maintain work discipline periodically assessing the work performance of subordinates.
- c. Carry out other tasks assigned by the unit head.

2.4 The Working Process

Currently activities at PT. KPBN Dumai Unit receives, weighs, laboratory tests, stockpiling tanks, maintenance of installations, heating of Crude Palm Oil (CPO), sounding, receiving of shells, shipping, and administrative activities. Each activity can be briefly described as follows:

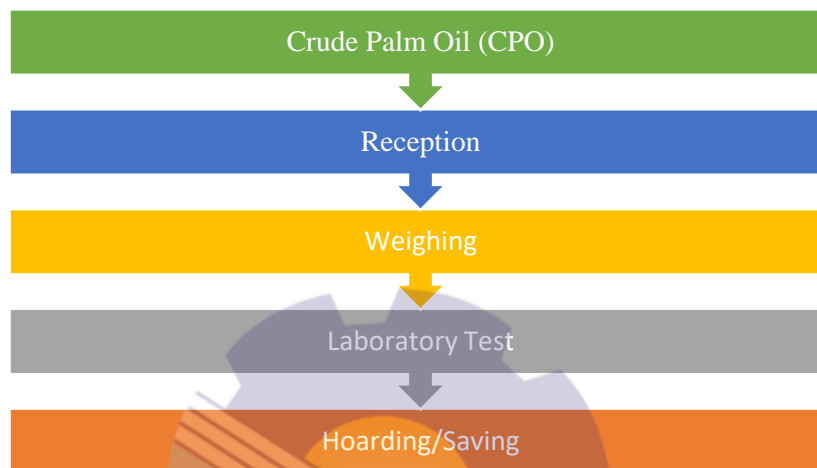


Figure 2.4 The working process of CPO

Source: Processed Data, 2022

1. Reception

Receiving Crude Palm Oil (CPO) from plantations sent by Crude Palm Oil (CPO) trucks belonging to palm oil mills and their transport contractors. To serve/receive Crude Palm Oil (CPO) from oil palm plantations, PT Kharisma Pemasaran Bersama Nusantara Unit Dumai opens a 24-hour installation which is divided into 3 shifts, namely: Shift I: 08.00 - 16.00, Shift II: 16.00-22.00, and Shift III: 22.00-08.00.



Figure 2.5 The reception process of CPO

Source: Processed Data, 2022

2. Weighing

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



Figure 2.6 CPO (Crude Palm Oil) weighing

Source: Processed Data, 2022

3. Laboratory Test

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



Figure 2.7 CPO (Crude Palm Oil) testing in the Laboratory

Source: Processed Data, 2022

4. Hoarding

Crude Palm Oil (CPO) trucks that have been weighed and underwent laboratory tests are then unloaded by suction using a pump machine, and then inserted into the storage tank according to the pipe that is routed to the stockpiling tank. PT KPBN has 15 storage tanks, 1 storage tank unit accommodates a capacity of 1500 tons, 2500 tons and 5000 tons.



Figure 2.8 CPO (Crude Palm Oil) Hoarding

Source: Processed Data, 2022

2.5 Document Used for Activity

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

1. Letter of acceptance of goods (SPB

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

2. Loading activity reports

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

3. Inventory card

It is a card where inventory items are recorded individually or in groups/collectively accompanied by original data, volume, capacity, brand, type, value / price and other data regarding the item, which is required for inventory or other purposes and is used as long as the goods have not been deleted, at PT KPBN the intended document is a documents containing the amount of Crude Palm Oil (CPO) stock after being received/issued.

4. Tank inspection card

Document containing the results of the tanker truck inspection which includes information on the transportation being transported, quality inspection, hours of entry and hours of exit.

5. Proof of demand and release of warehouse goods

This document is a form to request raw materials and auxiliary materials to produce products used by the production function, as well as proof of releasing goods from the warehouse.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

At PT Kharisma Pemasaran Bersama Nusantara Unit Dumai (PT KPBN) author is placed in the General Field (Administrative) section, but the author is also asked to do some working in the Operational Admin Section. The general section is the section where all administrative processes, company legality, internal and external liaisons and ensuring all operational activities run normally are in the general section. The authority given to the author is as follows:

1. Scheduling incoming mail writing disposition mail

The author was given the task of recording incoming mail agenda book. As for the steps taken to take care of the letter entry is as follows:

The author receives an incoming letter from security and was given the task of checking it. Then the author records the incoming letter into the book incoming mail agenda. The format for writing the agenda book incoming mail is Serial number, Letter Number, Letter Date, Incoming Mail Date, Origin of Letters, Regarding, Mail Forward, Targeted part, Scheduling outgoing mail. After the incoming letter is given to the head of the in accordance with the purpose of the letter, before the letter is marked handled by the head of the sub-section, the letter is duplicated or carry out photocopying activities and before duplicating incoming letters is perforated first and inserted into the Ordner.

2. Scheduling outgoing mail.

The author was given the task of recording outgoing mail agenda book. As for the steps taken to take care of the letter entry is as follows:

- a. Outgoing letters are recorded in the outgoing mail agenda book consisting of: columns: agenda number, letter date, letter number, subject, description and purpose of the letter.

b. The number and date are given after typing the letter implemented and after being signed by the parties authorized and the letter is ready to be sent.

3. Giving mail numbering

Giving the letter number is an activity that the author does do when carrying out practical work activities in the Administrative sub-directorate. On In this activity, the author gives a number to outgoing letters and notes service. Reference to present the number of letters seen from the book presents the letter number, in the book there is already a number based on the date of the letter. Before the letter is numbered, the author must fill in the date and place of the event in the letter there is a letter in the letter numbering book, after that the author gives a number to the letter.

4. Copying documents

In this activity the author is given a sheet of original documents to be photocopied with a number of 200 copies, sometimes too few. The documents that are often photocopied are: disposition sheets, disassembly daily journals, CPO test sheets, weighing and receiving journals, employee leave letters, employee BPJS contributions, and many more.

As for the steps in duplicating documents are as follows:

- a. The author sorts any documents to be duplicated. Before starting duplicating a document, the author checks the document if there is a document that there are still Stepler Writer remove them one by one.
- b. Next, the author turns on the photocopy machine with pressing the Power button.
- c. If the copier is already on, the author arranges desired paper size, whether A4 or F4 in the button Paper select.
- d. Then put the paper on the glass where the photocopy is, with the edges The top sticks to the scale line at the right position in the middle.
- e. After finishing duplicating the document, author compiling, tidying, and duplicating documents with using a stapler or paper clip.

f. When it's finished, practice turning off the photocopier by pressing the off button.

5. Archiving documents

In the activities of archiving letters and documents, the author requested by the Head of the Administrative sub-directorate to archive the letter and documents along with their disposition papers by period the date of the letter and document. the first thing the author do to archive letters and documents by period that is authors sort the date of letters and documents from the earliest date when the letter and document was made, then after the letters and documents are finished, sort the letters and the document is saved in orderner, then orderner is placed in the filing cabinet.

6. Record receipts for housing payments belonging to PT KPBN

Recording receipts for house payments belonging to PT KPBN

In this activity the author is given the task to write a receipt for the payment of a house belonging to PT KPBN where it is taught first to the assignor because this should not be done by just anyone, after the recording is complete the author gives the receipt to be input into the computer. The steps for recording rental homes are as follows:

- a. The tenant of the house comes to meet the employee who takes care of the house.
- b. Then the writer is given the task to record the receipt by writing in the agenda book about the rental of the house in advance with the format: date, name of the tenant, description. After the completion of recording in the agenda book, the author then records in the receipt with the format: receipt number, has received from, money number, and for payment. After the second recording is complete, the author gives the notes to the Administration.

7. Recap the list of leave for PT KPBN employees

In this activity, the author is asked to first see the names of the employees who want to take leave by looking at the remaining leave in each employee folder. After that the author recaps the names of all the names of employees

who want to take leave by recording in each of these folders, after the recording is complete the documents are archived back in the folder.

In the Operational Admin Section, the author is given the following powers and responsibilities:

1. Record receipt of CPO (Crude Palm Oil)

Crude Palm Oil, also known as CPO, is a reddish-colored crude palm oil that is obtained from the extraction or compression of the flesh of the palm fruit. There are various kinds of CPO received from PKS, some are private or state-owned. After recording the appropriate CPO receipts, the receipt of goods is stored in the filing cabinet to be re-checked by the admin staff to be re-entered on the computer. The author records the receipt of CPO with the writing format as follows: serial number, date of receipt of incoming CPO, vehicle plate, number of receipt of goods, gross recording, net recording, tare recording, total CPO receipts, date of outgoing CPO, gross recording, net recording, recording of tare, total of all outgoing CPO, incoming hours, outgoing hours, hourly difference and tank number.

2. Archiving SPB (Good Receipt Mail) and Minutes of Goods Receipt

In recording CPO the first thing to do is separate the SPB is entered according to the blue and red PTPN 3 and PTPN 5 books. The records in the book are the date of SPB. Truck plate, SPB number, tare, gross, net, incoming and outgoing hours, hour difference and stockpile tank number. The need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place. The first thing the author do to archive letters and documents by period that is authors sort the date of letters and documents from the earliest date when the letter and document was made, then after the letters and documents are finished, sort the letters and the document is saved in order, then order is placed in the filing cabinet.

3. Entering CPO sales data in 2017

Inputting local CPO shipping data in 2017 means that we know the shipping documents and are taught how to make a shipment of goods to be exported from within and outside the country. The first activity that the author does is to input data on a computer by looking at the 2017 sales map with the following format: number, date, buyer of goods, number of minutes of events, number of contracts, IP number, name of plantations, ISCC - MB CSPO - MB NON – CSPO, and total goods.

4. Copying documents

In this activity the author is given a sheet of original documents to be photocopied with a number of 200 copies, sometimes too few. The documents that are often photocopied are: disposition sheets, disassembly daily journals, CPO test test sheets, weighing and receiving journals, employee leave letters, employee BPJS contributions, and many more. As for the steps in duplicating documents are as follows:

- a. The author sorts any documents to be duplicated. Before starting duplicating a document, the author checks the document if there is a document that there are still Stepler Writer remove them one by one.
- b. Next, the author turns on the photocopy machine with pressing the Power button.
- c. If the copier is already on, the author arranges desired paper size, whether A4 or F4 in the button Paper select.
- d. Then put the paper on the glass where the photocopy is, with the edges the top sticks to the scale line at the right position in the middle.
- e. After finishing duplicating the document, author compiling, tidying, and duplicating documents with using a stapler or paper clip.
- f. When it's finished, practice turning off the photocopier by pressing the off button.

3.2 Place of Apprenticeship

Practical Work is carried out after students occupy semester VII, while the Apprenticeship activities last for approximately four (4) months, starting from March 01 2022 to June 30 2022 at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai located on Datuk Lakasamana Street, Dumai City, Riau Province. With entry conditions starting at 08.00 to 16.00 WIB for Monday-Thursday and from 08.00 to 12.00 WIB for Friday.

Table 3.1 Daily Activities of March 01st, 2022 to March 04th, 2022

No	Day/date	Activities	Assignor
1	Tuesday, 01 March 2022	Isra' Mi'raj Day	General Field Section
2	Wednesday, 02 March 2022	Introduce yourself to all PT KPBN employees	
3	Thursday, 03 March 2022	Nyepi's day	
4	Friday, 04 March 2022	Briefing of work procedures	

Source: Processed Data 2022

Table 3.1 is the author's first week of practical work activities. This week the author is Self-introduction to all PT KPBN and show the existing facilities and infrastructure in the company. Briefing of work procedures by explaining the procedures for writing, recapitulating, filing, photocopying documents and so on. A company SOP is a guide or it can also be called a systematic work procedure that has the aim of making it easier for employees to complete work and reduce errors.

Table 3.2 Daily Activities of March 07th, 2022 to March 11th, 2022

No	Day Date	Activities	Assignor
1	Monday, 07 March 2022	Write a letter of disposition	General Field Section
2	Tuesday, 08 March 2022	Archiving the dispossession letter into the Ordner	
3	Wednesday, 09 March 2022	Sick	
4	Thursday, 10 March 2022	Write a letter requesting leave for PT KPBN employees	
5	Friday, 11 March 2022	Archiving the letter requesting leave for PT KPBN employees	

Source: Processed Data 2022

Table 3.2 is the author's second week of practical work activities. This week the author is Write a letter of dispossession from Sevp Operation II, then archive into Ordner and reorganized into the Filing Cabinet and Write an employee leave application letter and then file it into Ordner.

Table 3.3 Daily Activities of March 14th, 2022 to March 18th, 2022

No	Day Date	Activities	Assignor
	Monday, 14 March 2022	Write a receipt for payment for the rent of a house belonging to PT KPBN	General Field Section
	Tuesday, 15 March 2022	Looking for the name of the employee who will pay the rent	
	Wednesday, 16 March 2022	Deliver documents to the general manager	
	Thursday, 17 March 2022	Schedule incoming mail	
	Friday, 18 March 2022	Healthy activities	

Source: *Processed Data 2022*

Table 3.3 is the author's third week of practical work activities. This week the author is asked to write a receipt for payment for renting a house belonging to PT KPBN then looking for the name of the employee who will pay the rent last deliver documents to the general manager as well as schedule incoming mail.

Table 3.4 Daily Activities of March 21th, 2022 to March 25th, 2022

No	Day Date	Activities	Assignor
1	Monday, 21 March 2022	Schedule outgoing mail	General Field Section
2	Tuesday, 22 March 2022	Photocopy of the dispossession sheet	
3	Wednesday, 23 March 2022	Combine the names of employees who will apply for leave	
4	Thursday, 24 March 2022	Photocopy of the laboratory test sheet	
5	Friday, 25 March 2022	Healthy activities	

Source: *Processed Data 2022*

Table 3.4 is the author's fourth week of practical work activities. This week the author is Schedule outgoing mail according to the subject, to be addressed to other companies. Every week the work we do is almost the same as photocopy and

doing gymnastics. Sometimes photocopying as many as 100-200 sheets for each part of the field in the company.

Table 3.5 Daily Activities of March 28th, 2022 to April 01th, 2022

No	Day/Date	Activities	Assignor
1	Monday, 28 March 2022	Photocopy of the family card file for PT KPBN's house rental requirements	General Field Section
2	Tuesday, 29 March 2022	Sick	
3	Wednesday, 30 March 2022	Write the name of the employee who wants to pay rent	
4	Thursday, 31 March 2022	Archive documents for house rentals belonging to KPBN	
5	Friday, 01 April 2022	Healthy activities	

Source: Processed Data 2022

Table 3.5 is the author's fifth week of practical work activities. This week the author is asked to write employee names and photocopy of family cards to meet rental house payment requirements.

Table 3.6 Daily Activities of April 04th, 2022 to April 08th, 2022

No	Day/Date	Activities	Assignor
1	Monday, 04 April 2022	Schedule a memo regarding employee health BPJS contributions	General Field Section
2	Tuesday, 05 April 2022	Archiving company documents such as disposition	
3	Wednesday, 06 April 2022	Photocopy the memo as proof that the number has been given	
4	Thursday, 07 April 2022	Schedule outgoing mail	
5	Friday, 08 April 2022	Deliver documents to the general manager	

Source: Processed Data 2022

Table 3.6 represents practical work activities the first week of April. This week the author Scheduling a memo about BPJS employee health contributions, Archiving company documents such as disposition, Photocopy of memo as proof that the number has been assigned, Schedule outgoing mail, and Send documents to general manager.

Table 3.7 Daily Activities of April 11th, 2022 to April 15th, 2022

No	Day/Date	Activities	Assignor
1	Monday, 11 April 2022	Write a PAO cooperation agreement between PT KPBN and PT IPI	

2	Tuesday, 12 April 2022	Archiving company documents such as list of leave for PT KPBN employees	General Field Section
3	Wednesday, 13 April 2022	Photocopy of the list of names of employees who are on leave	
4	Thursday, 14 April 2022	Re-check the names of employees who take a lot of leave	
5	Friday, 15 April 2022	Isa AlMasih's Day	

Source: Processed Data 2022

Table 3.7 represents practical work activities the second week of April. This week the author Write a PAO cooperation agreement between PT KPBN and PT IPI, Archiving company documents such as list of leave for PT KPBN employees, Photocopy of the list of names of employees who are on leave and Re-check the names of employees who take a lot of leave.

Table 3.8 Daily Activities of April 18th, 2022 to April 22th, 2022

No	Day/Date	Activities	Assignor
1	Monday, 18 April 2022	Write a list of holiday allowance proposals (THR)	General Field Section
2	Tuesday, 19 April 2022	Archive company documents such as disposition about proposals	
3	Wednesday, 20 April 2022	Photocopy the memo as proof that the number has been given	
4	Thursday, 21 April 2022	Schedule document delivery mail	
5	Friday, 22 April 2022	Deliver documents to the general manager	

Source: Processed Data 2022

Table 3.8 represents practical work activities the third week of April. This week the author Write a list of holiday allowance proposals (THR), archive company documents such as disposition about proposals, photocopy the memo as proof that the number has been given, schedule document delivery mail, and Deliver documents to the general manager.

Table 3.9 Daily Activities of April 25th, 2022 to April 29th, 2022

No	Day/Date	Activities	Assignor
1	Monday, 25 April 2022	EID AL-FITR HOLIDAY	-
2	Tuesday, 26 April 2022		
3	Wednesday, 27 April 2022		
4	Thursday, 28 April 2022		

5	Friday, 29 April 2022		
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Source: Processed Data 2022

Table 3.9 represents practical work activities for the fourth week of April. This week there are no activities because of the Eid Al-Fitr holiday.

Table 3.10 Daily Activities of May 02th, 2022 to May 06th, 2022

No	Day/Date	Activities	Assignor
1	Monday, 02 May 2022	Eid Al-Fitr	-
2	Tuesday, 03 May 2022		
3	Wednesday, 04 May 2022		
4	Thursday, 05 May 2022		
5	Friday, 06 May 2022		

Source: Processed Data 2022

Table 3.10 represents practical work activities for the first week of May. This week there are no activities because of the Eid Al-Fitr holiday.

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

No	Day/Date	Description Of Activities	Assignor
1	Monday, 09 May 2022	Briefing of work procedures in Operation Admin Field	Operational Admin Section
2	Tuesday, 10 May 2022	Record daily CPO receipts according to the name of the PKS	
3	Wednesday, 11 June 2022	Archive mail receipts of goods in Ordner	
4	Thursday, 12 June 2022	Put the report sheet into the filing cabinet	
5	Friday, 13 June 2022	Deliver documents to General Manager	

Source: Processed Data 2022

Table 3.11 represents practical work activities the second week of May. This week the author Briefing of work procedures in Operation Admin Field and Record daily CPO (Crude Palm Oil). After recording the appropriate CPO receipts, the receipt of goods is stored in the filing cabinet to be re-checked by the admin staff to be re-entered on the computer.

Table 3.12 Daily Activities of May 16th, 2022 to May 20th, 2022

No	Day/Date	Activities	Assignor
1	Monday, 16 May 2022	Photocopy of documents from the CPO car acceptance journal	Operational Admin Section
2	Tuesday, 17 May 2022	Entering CPO sales delivery data in 2017	
3	Wednesday, 18 May 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	
4	Thursday, 19 May 2022	Recheck the receipt of goods in the Ordner	
5	Friday, 20 May 2022	Healthy activities	

Source: *Processed Data 2022*

Table 3.12 represents practical work activities the third week of May. This week the author recording CPO the first thing to do is separate the SPB is entered according to the blue and red PTPN 3 and PTPN 5 books. The records in the book are the date of SPB. Truck plate, SPB number, tare, gross, net, incoming and outgoing hors, hour difference and stockpile tank number. The need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place.

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

No	Day/Date	Activities	Assignor
1	Monday, 23 May 2022	Enter data on local shipments of CPO in 2017	Operational Admin Section
2	Tuesday, 24 May 2022	Re check shipping documents in 2017	
3	Wednesday, 25 May 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	
4	Thursday, 26 May 2022	Archive mail receipts of goods in Ordner	
5	Friday, 27 May 2022	Healthy activities	

Source: *Processed Data 2022*

Table 3.13 represents practical work activities the fourth week of May. This week the author inputting local CPO shipping data in 2017 means that we know the shipping documents and are taught how to make a shipment of goods to be exported

from within and outside the country and Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS.

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

No	Day Date	Activities	Assignor
1	Monday, 30 May 2022	Take on the weighing journal in the operational staff section	Operational Admin Section
2	Tuesday, 31 May 2022	Photocopy of the daily journal of the scales	
3	Wednesday, 01 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	
4	Thursday, 02 June 2022	Archive mail receipts of goods in Ordner	
5	Friday, 03 June 2022	Healthy Activities	

Source: Processed Data 2022

Table 3.14 represents practical work activities the first week of June. This week the author take on the weighing journal in the operational staff section, Daily journal retrieval is indeed carried out every morning in the operational staff room to view the final report on the number of incoming CPO units. CPO recording is carried out with the children of SMKN 1 Dumai where each SPB is distributed per book.

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

No	Day/Date	Activities	Assignor
1	Monday, 06 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	Operational Admin Section
2	Tuesday, 07 June 2022	Archive mail receipts of goods in Ordner	
3	Wednesday, 08 June 2022	Recheck the receipt of goods in the Ordner	
4	Thursday, 09 June 2022	Put the report sheet into the filling cabinet	
5	Friday, 10 June 2022	Healthy Activities	

Source: Processed Data 2022

Table 3.15 represents practical work activities the second week of June. This week the author need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place. CPO recording is done every day.

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

No	Day/Date	Activities	Assignor
1	Monday, 13 June 2022	Permission	Operational Admin Section
2	Tuesday, 14 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	
3	Wednesday, 15 June 2022	Looking for SPB (Mail of receipt of goods) on the Ordner	
4	Thursday, 16 June 2022	Calculate the total CPO receipts for each PKS (Palm Oil Company)	
5	Friday, 17 June 2022	Healthy activities	

Source: *Processed Data 2022*

Table 3.16 represents practical work activities the third week of June. This week the author CPO recording is done every day, calculating CPO receipts is done manually then inputted in Microsoft Excel, preparation of SPB must be in accordance with the year and month so that when looking for data that is not clear, it can be retrieved again.

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

No	Day/Date	Activities	Assignor
1	Monday, 20 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	Operational Admin Section
2	Tuesday, 21 June 2022	Calculate the total CPO receipts for each PKS (Palm Oil Company)	
3	Wednesday, 22 June 2022	Archive mail receipts of goods in Ordner	
4	Thursday, 23 June 2022	Put the report sheet into the filling cabinet	
5	Friday, 24 June 2022	Healthy activities	

Source: *Processed Data 2022*

Table 3.17 represents practical work activities the fourth week of June. This week the author record daily CPO (Crude Palm Oil) receipts according to the name of the PKS, calculate the total CPO receipts for each PKS (Palm Oil Company), archive mail receipts of goods in Ordner, put the report sheet into the filling cabinet and Healthy activities.

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

No	Day/Date	Activities	Assignor
1	Monday, 27 June 2022	Take on the weighing journal in the laboratory section	Operational Admin Section
2	Tuesday, 28 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	
3	Wednesday, 29 June 2022	Calculate the total CPO receipts for each PKS (Palm Oil Company)	
4	Thursday, 30 June 2022	Put the report sheet into the filing cabinet	

Source: *Processed Data 2022*

Table 3.18 represents practical work activities the fifth week of June. This week the author recording daily CPO is done every day, the need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place.

3.3 Systems and Procedures

The systems and procedures that the writers used while working at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai in the general affair section as following:

1. Scheduling incoming mail.

The author was given the task of recording incoming mail agenda book. As for the steps taken to take care of the letter entry is as follows:



Figure 3.1 Records the incoming mail

Source: *Processed Data, 2022*

- a. The author receives an incoming letter from security and was given the task of checking it.
- b. Then the author records the incoming letter into the book incoming mail agenda. The format for writing the agenda book incoming mail is: Serial number, Letter Number, Letter Date, Incoming Mail Date Origin of Letters, Regarding, Mail Forward, Targeted part, Scheduling outgoing mail.

After the incoming letter is given to the head of the in accordance with the purpose of the letter, before the letter is marked handled by the head of the sub-section, the letter is duplicated or carry out photocopying activities and before duplicating incoming letters is perforated first and inserted into the Ordner.

2. Scheduling outgoing mail.

The author was given the task of recording outgoing mail agenda book. As for the steps taken to take care of the letter entry is as follows:



Figure 3.2 Records the outgoing mail

Source: Processed Data, 2022

- c. Outgoing letters are recorded in the outgoing mail agenda book consisting of: columns: agenda number, letter date, letter number, subject, description and purpose of the letter.
- d. The number and date are given after typing the letter implemented and after being signed by the parties authorized and the letter is ready to be sent.

3. Giving mail numbering

Giving the letter number is an activity that the author does do when carrying out practical work activities in the Administrative sub-directorate. On In this activity, the author gives a number to outgoing letters and notes service. Reference to present the number of letters seen from the book presents the letter number, in the book there is already a number based on the date of the letter. Before the letter is numbered, the author must fill in the date and place of the event in the letter there is a letter in the letter numbering book, after that the author gives a number to the letter.

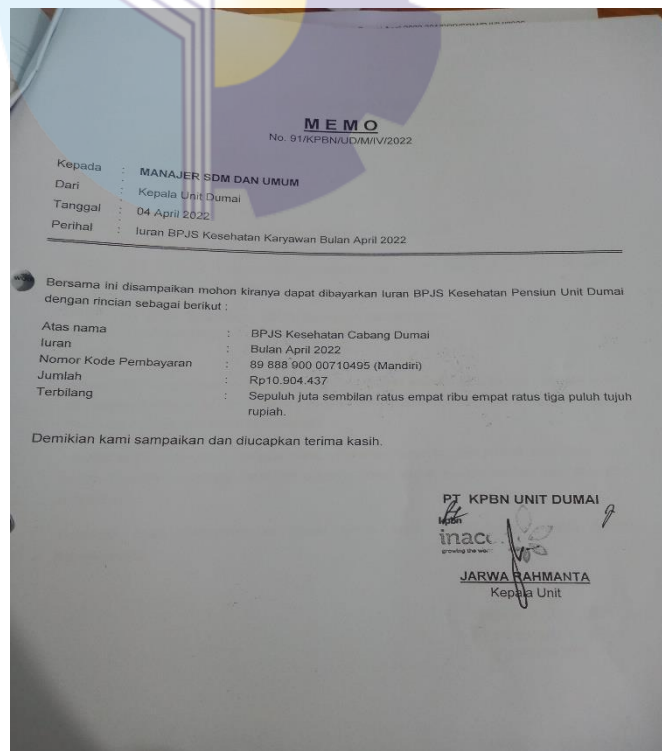


Figure 3.3 Giving mail numbering
 Source: Processed Data, 2022

4. Copying documents

In this activity the author is given a sheet of original documents to be photocopied with a number of 200 copies, sometimes too few. The documents that are often photocopied are: disposition sheets, disassembly daily journals, CPO test sheets, weighing and receiving journals, employee leave letters, employee BPJS contributions, and many more.



Figure 3.4 Process of photocopying documents

Source: Processed Data, 2022

As for the steps in duplicating documents are as follows:

- g. The author sorts any documents to be duplicated. Before starting duplicating a document, the author checks the document if there is a document that there are still Stepler Writer remove them one by one.
- h. Next, the author turns on the photocopy machine with pressing the Power button.

- i. If the copier is already on, the author arranges desired paper size, whether A4 or F4 in the button Paper select.
- j. Then put the paper on the glass where the photocopy is, with the edges The top sticks to the scale line at the right position in the middle.
- k. After finishing duplicating the document, author compiling, tidying, and duplicating documents with using a stapler or paper clip.
- l. When it's finished, practice turning off the photocopier by pressing the off button.

5. Record receipts for housing payments belonging to PT KPBN

Recording receipts for house payments belonging to PT KPBN

In this activity the author is given the task to write a receipt for the payment of a house belonging to PT KPBN where it is taught first to the assignor because this should not be done by just anyone, after the recording is complete the author gives the receipt to be input into the computer. The steps for recording rental homes are as follows:

- c. The tenant of the house comes to meet the employee who takes care of the house.
- d. Then the writer is given the task to record the receipt by writing in the agenda book about the rental of the house in advance with the format: date, name of the tenant, description. After the completion of recording in the agenda book, the author then records in the receipt with the format: receipt number, has received from, money number, and for payment. After the second recording is complete, the author gives the notes to the Administration.



Figure 3.5 Receipt recording process

Source: Processed Data, 2022

6. Recap the list of leave for PT KPBN employees

In this activity, the author is asked to first see the names of the employees who want to take leave by looking at the remaining leave in each employee folder. After that the author recaps the names of all the names of employees who want to take leave by recording in each of these folders, after the recording is complete the documents are archived back in the folder.

PT. SARANA AGRO NUSANTARA
UNIT DUMAI

DAFTAR CUTI TAHUNAN KARYAWAN

NAMA : TAHAN L. TOBING
 NOMOR INDUK KARYAWAN : 02.03.054
 TGL. MULAI BEKERJA : 07 Januari 1993
 TGL. PENGANGKATAN : 20 April 1993

TAHUN	CUTI DIJALANI		SISA (HK)	TANDA TANGAN / PARAF		
	HAK CUTI (HK)	JUMLAH (HK) TANGGAL		KARYAWAN	KEPALA BIDANG	UMUM
2018		TIDAK ADA HAK CUTI TAHUNAN	0			
2019		JATUH TEMPO BULAN APRIL 2019	12			
	12	3 14-16 Mei 2019	9			
	9	3 09-11 Juli 2019	6			
	6	4 26-29 Agustus 2019	2			
	2	1 11 Oktober 2019	1			
	1	1 05 Januari 2020	0			
2020		JATUH TEMPO APRIL 2020	12			
	12	8 21 Desember - 2 Januari 2021	4			
	12	JATUH TEMPO APRIL 2021	12			
	12	4 23-28 Juni 2021	8			
	8	3 27-29 September 2021	5			
	5	1 25 Maret 2022	4			

Figure 3.6 Recap the list of leave for PT KPBN employees
 Source: Processed Data, 2022

7. Archiving documents and search for old documents for PT KPBN employees.

In the activities of archiving letters and documents, the author requested by the Head of the Administrative sub-directorate to archive the letter and documents along with their disposition papers by period the date of the letter and document. the first thing the author do to archive letters and documents by period that is authors sort the date of letters and documents from the earliest date when the letter and document was made, then after the letters and documents are finished, sort the letters and the document is saved in orderner, then orderner is placed in the filing cabinet.



Figure 3.8 Archiving document
Source: Processed Data, 2022

In the Operational Admin Section, the author is given the following powers and responsibilities:

1. Record receipt of CPO

Crude Palm Oil, also known as CPO, is a reddish-colored crude palm oil that is obtained from the extraction or compression of the flesh of the palm

fruit. There are various kinds of CPO received from PKS, some are private or state-owned. After recording the appropriate CPO receipts, the receipt of goods is stored in the filing cabinet to be re-checked by the admin staff to be re-entered on the computer.



Figure 3.9 Record Receipt of CPO
Source: Processed Data, 2022

The author records the receipt of CPO with the writing format as follows: serial number, date of receipt of incoming CPO, vehicle plate, number of receipt of goods, gross recording, net recording, tare recording, total CPO receipts, date of outgoing CPO, gross recording, net recording , recording of tare, total of all outgoing CPO, incoming hours, outgoing hours, hourly difference and tank number.

2. Archiving SPB and Minutes of Goods Receipt

In recording CPO the first thing to do is separate the SPB is entered according to the blue and red PTPN 3 and PTPN 5 books. The records in the book are the date of SPB. Truck plate, SPB number, tare, gross, net, incoming and outgoing hors, hour difference and stockpile tank number. The need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place.

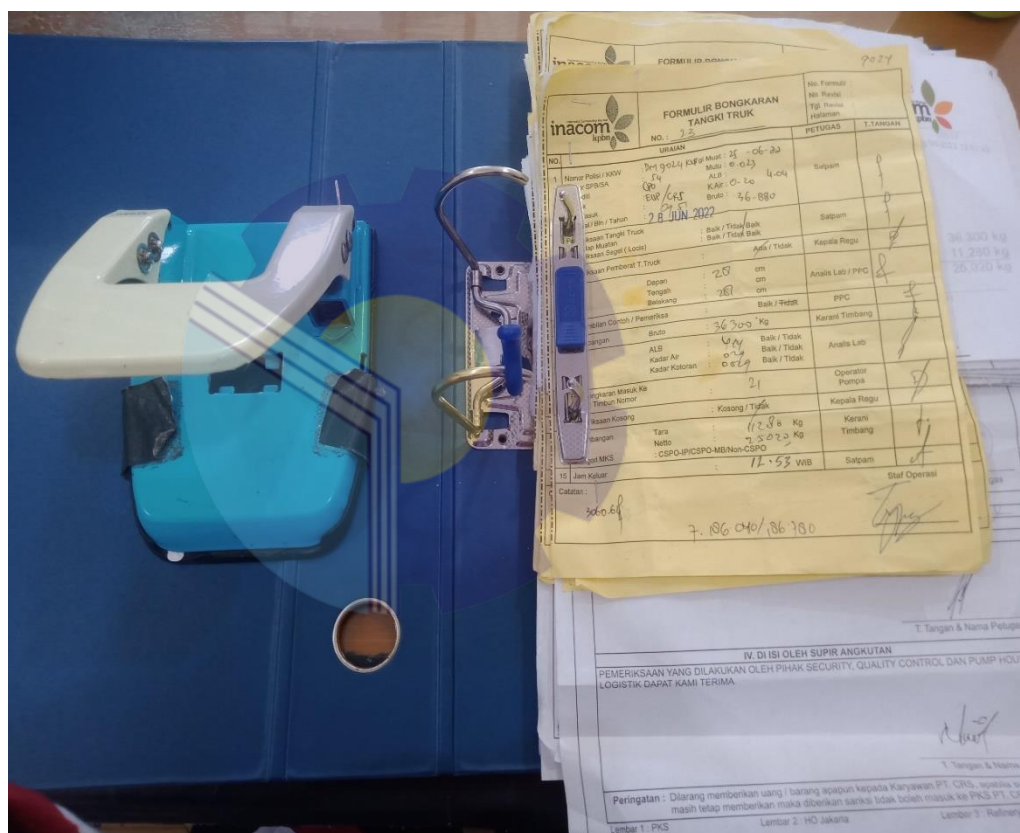


Figure 3.10 Archiving of SPB
Source: Processed Data, 2022

The first thing the author do to archive letters and documents by period that is authors sort the date of letters and documents from the earliest date when the letter and document was made, then after the letters and documents are finished, sort the letters and the document is saved in orderner, then orderner is placed in the filing cabinet.

3. Entering CPO sales data in 2017

Inputting local CPO shipping data in 2017 means that we know the shipping documents and are taught how to make a shipment of goods to be exported from within and outside the country.



Figure 3.11 Entering CPO Sales data in 2017
Source: Processed Data, 2022

The first activity that the author does is to input data on a computer by looking at the 2017 sales map with the following format: number, date, buyer of goods, number of minutes of events, number of contracts, IP

number, name of plantations, ISCC - MB CSPO - MB NON – CSPO, and total goods.

NO.	TANGGAL	PEMBELI BARANG	NOMOR B. ACARA	NOMOR IP	NOMOR KONTRAK	NAMA PKS	ISCC - MB	CSPO - MB	NON - CSPO	JUMLAH	
1	7 April 2017	PT Wilmar Nabati Indonesia	96	101 THIP/IP CPO/IV/2017	-		-	-	1,233,280	1,233,280	
2	21 April 2017	PT Kusala Lampung Kepong	109	006 LOG/CLK-DMI/IV/2017	-		-	-	2,000,065	2,000,065	
3	10 April 2017	CV Lambot Fajar Utama	117	018A/TI SAN/IV/2017	-		-	-	25,572	25,572	
4	22 April 2017	MT HAI YAN	111	111 STB.CPO.SAN/2017	-		-	-	3,999,754	3,999,754	
5	19 April 2017	MT LIGHTHOUSE WINMORE	106A	106A STB.CPO.SAN/2017	-		-	-	3,513,238	3,513,238	
6	11 April 2017	MT PV OIL RUPITER	099	099 STB.CPO.SAN/2017	-		-	-	4,599,992	4,599,992	
JUMLAH KESELURUHAN							-	-	-	10,771,909	7,258,671

Figure 3.12 Format CPO Sales data in 2017
Source: Processed Data, 2022

4. Copying documents

In this activity the author is given a sheet of original documents to be photocopied with a number of 200 copies, sometimes too few. The documents that are often photocopied are: disposition sheets, disassembly daily journals, CPO test test sheets, weighing and receiving journals, employee leave letters, employee BPJS contributions, and many more.

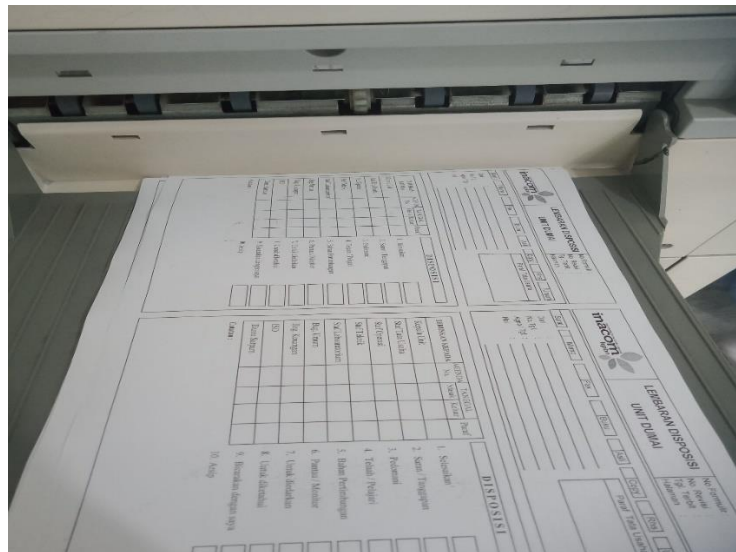


Figure 3.13 Process of photocopying documents

Source: Processed Data, 2022

As for the steps in duplicating documents are as follows:

- m. The author sorts any documents to be duplicated. Before starting duplicating a document, the author checks the document if there is a document that there are still Stepler Writer remove them one by one.
- n. Next, the author turns on the photocopy machine with pressing the Power button.
- o. If the copier is already on, the author arranges desired paper size, whether A4 or F4 in the button Paper select.
- p. Then put the paper on the glass where the photocopy is, with the edges the top sticks to the scale line at the right position in the middle.
- q. After finishing duplicating the document, author compiling, tidying, and duplicating documents with using a stapler or paper clip.
- r. When it's finished, practice turning off the photocopier by pressing the off button.

1.4 Obstacle and Solution of Apprenticeship

3.4.1 Obstacle

As long as the author carries out practical work, the author strive to complete the work optimally and precisely time. However, in its implementation there are several obstacles that experienced by the author in completing the work. As for the obstacles that experienced by the author while carrying out practical work at PT KPBN Unit Dumai are as follows:

1. Poor maintenance of photocopiers

In the activity of duplicating documents, in each section have received the facility of a copying tool but in in fact the multiplication tool in the general section the photocopy is poorly maintained, which resulted in the author having to open the lid of the machine which took a lot of time. For example when want to duplicate a document using a photocopier the occurrence of a machine that suddenly turns off or ink is issued not appropriate, namely there are all black paper or some are broken writing.

2. Lack of ATK (Office Stationery)

Inventory there is often a shortage of ATK, especially the CPO folder, because of the letter of receipt of goods quite a lot every day but often the map supplies run out. In recording CPO, the author also lacks office stationery such as pens and rulers so that this is done in turns to other friends, it hinders the process of completing the CPO recording.

3. Limited space between the employee and the writer's seat

The room is small (narrow) and less comfortable because of the large number of interns from other schools making the writer feel uncomfortable and the lack of facilities such as chairs, the author must take seats in other parts due to the lack of such facilities.

4. Data collection to be carried out.

The amount of data that the author will work on makes the author overwhelmed because the CPO in the PKS PT Teboplasma Intilestari is the largest record of the other PKS so that many do not want to record CPO so there is a buildup of data.

3.4.2 Solution

1. In office activities such as meetings and discussions, of course require documents or letters, on the use of documents or Letters certainly require more than one document and want invite more than one meeting participant. Therefore in the need for a photocopy machine for document duplication, in the use of the author's photocopy machine feels confusion in its use, with reasons such as machine type photocopy that is different or not taught by the course lecturer related to office automation. In dealing with this problem, the author asks Ms. Ivana as author's mentor as long as the author is assigned to the Administration sub-directorate, to teach the practitioner to use the photocopier.
2. For office stationery equipment, the author immediately asked the author's mentor regarding the lack of stationery.
3. Initiative writer to tidy up a table or chair to make it look neat, besides borrowing a chair in another section if there is no usable seat.
4. Dividing work to fellow writers who are interns in one section, to work together in doing the task so that it doesn't happen more data collection. As the author did in when recording CPO the author records the other parts of the PKS and friends there are also fellow street vendors who count the total number, the difference in hours and check the names of the PKS names so that they are not missing, missing or missing tucked away.

CHAPTER IV

CONCLUSION AND SUGGESTION

3.3 Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. In carrying out the Field Work Practice, the author is placed on: General Field Section and Operational Admin Section. On the General Field Section, the author carries out activities such as photocopying documents, entry and issuance of letters incoming and outgoing mail and memos, distributing mail to each designated section, file incoming mail and mail exit and do the letter numbering. Then in the Operational Admin section, the author records CPO receipts, SPB Archiving and Minutes of Receipt of Goods, Enters CPO sales data in 2017, Copying documents and taking daily journals in the operational staff room.
2. In the implementation of this Internship, the author performs Internship at one of the state-owned companies, namely PT Kharisma Pemasaran Bersama Nusantara (PT KPBN) Unit Dumai which lasts for 4 (four) months, from 01 March 2022 to 30 June 2022.
3. The system used in the general field uses the internet for several needs, then uses a computer to work on important documents, letters and reports in every part of PT. Kharisma Pemasaran Bersama Nusantara Unit Dumai.
4. During the practice of field work the author gains knowledge, which is related to with the world of work, thus adding insight into the world of work, because only with practice the author can find out how far the ability that the author can get on campus, so that when entering the world of work the author will not hesitate to do so, because they have had good experiences before. In addition, the author can know the tasks carried out by each employee in accordance with the field work.

3.4 Suggestion

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

- 1 Suggestions for students to prepare themselves before implementing an apprenticeship program, namely:
 - a. Paying attention to administrative completeness such as an internship application letter from the campus, complying with company regulations, and ensuring the field occupied in the implementation of the internship is in accordance with the field taken during the lecture.
 - b. Carry out the assigned tasks carefully so that unwanted or fatal errors do not occur as well as communicate and establish good relations with employees in order to facilitate the process of implementing the internship.
 - c. Practitioners are able to understand the mandated duties and responsibilities and pay attention to good behavior and ethics while in the internship environment.
 - d. And also pay attention to personal hygiene and work space, don't be shy about throwing trash, returning chairs when not in use or when going home and cleaning tables. And most importantly, try to come 15 minutes before starting activities at the company.

- 2 Suggestions for State Polytechnic of Bengkalis and Study Program, namely:
 - a. Must be strengthened cooperation, socialization with companies and developing computer business learning such as the use of Microsoft Excel, Microsoft Word and English learning so that students more easily understand English terms on the computer and applications.
 - b. Expanding the network of cooperation in terms of accepting student internships with several institutions related to the field of

international business administration studies so that students get convenience in finding suitable internship places.

- c. Provide internship students with knowledge of morals and ethics at work, so that during the internship period they can bring the good name of the campus and study program.

3 Suggestions for institution in accepting apprenticeship students, namely:

- a. In accepting students who carry out practical work, at PT Kharisma Pemasaran Bersama Nusantara Unit Dumai should provide a special place, where later this section can coordinate and direct and provide knowledge to students who carry out practical work.
- b. Giving trust to the practitioner to help with the work, and giving criticism or instructions for interns.
- c. The students are given assignments according to the majors taken and in accordance with the practical courses and with the expertise they have, even though the work given is different but still has something to do with the majors.
- d. The apprenticeship supervisors are more voluntary and willing to share some of their knowledge with the interns to increase their knowledge of practice in the world of work and the company.

REFERENCES

PT KPBN 2017, PT. Kharisma Pemasaran Bersama Nusantara (PT. KPBN), (Online), (<https://kpbn.co.id>), diakses 1 Juni 2022.

PT Mid Solusi Nusantara 2022, Sistem Administrasi Perusahaan Lebih Praktis dengan Teknologi, (Online), (<https://www.talenta.co.id>), diakses 27 Juni 2022.



APPENDICES

Appendix 1: Application letter for practical work



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 0470/PL31/TU/2022

Hal : Permohonan Kerja Praktek (KP)

04 Februari 2022

Yth. Pimpinan PT. SAN Unit Dumai
di
Dumai

Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada 01 Maret – 30 Juni 2022, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Elviza Pratiwi	5404181150	D4 Administrasi Bisnis Internasional
2	Seri Wulandari	5404181133	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP/197906172014041001

Contact Person:
M. Alkadri Perdana (081276484321)

Appendix 2: Application Reply Letter



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

Dumai, 08 Februari 2022

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

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

Dengan hormat,

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

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

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

Mahasiswa yang melakukan kerja praktek / magang terlebih dahulu harus memiliki asuransi kecelakaan kerja, atau didaftarkan ke BPJS Ketenaga Kerjaan selama kerja praktek / magang dilaksanakan di PT.KPBN Unit Dumai .

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

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

Demikian disampaikan kiranya dapat dimaklumi.

PT KPBN UNIT DUMAI

JARWA RAHMANTA
Kepala Unit

AKHLAK – Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif

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

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

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



Appendix 3: Company Appraisal Sheet

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

Name : Elviza Pratiwi
 Student's Identity No. : 5404181150
 Study Program : D4 – International Business Administration
 College : State Polytechnic Of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Disciplin	20%	90
2	Responsibility	25%	93
3	Adjustment/Adaptation	10%	90
4	Work Result	30%	94
5	Behavior in General	15%	92
Total (1+2+3+4+5)		100%	459

Explanation:

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

Notes:

.....

Dumai, June 30th 2022

Assistant of Administrative



Luther S S Simahjuntak, SE

Appendix 4: List of Apprenticeship Attendance Sheet

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

Absen Bulan Maret 2022


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

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

Keterangan

- Sabtu dan Minggu
- Tanggal Merah

Dumai, 31 Maret 2022
Mengetahui


Luther S S Simanjuntak, SE
Asisten Tata Usaha

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

Absen Bulan April 2022


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

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

Keterangan

- Sabtu dan Minggu
- Tanggal Merah

Dumai, 30 April 2022
Mengetahui


Luther S S Simanjuntak, SE
Asisten Tata Usaha

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

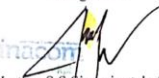
Absen Bulan Mei 2022

No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
1	Elviza Pratiwi									31	31	31	31	31		
2	Seri Wulandari									31	31	31	31	31		

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

Keterangan
 Sabtu dan Minggu
 Tanggal Merah

Dumai, 31 Mei 2022
Mengetahui


Luther S S Simanjuntak, SE
Asisten Tata Usaha

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

Absen Bulan Juni 2022

No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
1	Elviza Pratiwi		31	31			31	31	31	31	31			31	31	31
2	Seri Wulandari		31	31			31	31	31	31			31	31	31	31

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

Keterangan
 Sabtu dan Minggu
 Tanggal Merah

Dumai, 30 Juni 2022
Mengetahui


Luther S S Simanjuntak, SE
Asisten Tata Usaha

Appendix 5: Apprenticeship Statement Letter



No : 126 /KPBNI/X/12/VII/2022
Lamp : -
Hal : Surat Keterangan Selesai Kerja Praktek

Dumai, 04 Juli 2022

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

SURAT KETERANGAN

Yang bertanda tangan dibawah ini menerangkan bahwa :

Nama : ELVIZA PRATIWI
No. Mahasiswa : 5404181150
Program Studi : D4 – Administrasi Bisnis Internasional

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

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

PT KPBN, UNIT DUMAI

JARWA RAHMANTA
General Manager

AKHLAK – Amanah, Kompeten, Harmonis, Loyal, Adaptif, Kolaboratif
PT KHARISMA PEMASARAN BERSAMA NUSANTARA
Jl. Citar Mestika No. 11, Menteng - Jakarta 10330, Indonesia
P : +62 21 5196085 / 3905554
www.inacom.co.id




Appendix 6: Apprenticeship Certificate





WEEKLY ACTIVITIES OF THE JOB TRAINING

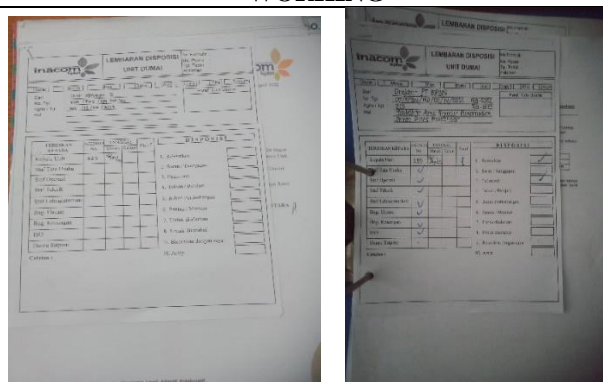

Month : 1
 Week : 1
 Day : Tuesday - Friday
 Date : March 01th – March 04th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Tuesday, 01 March 2022	Isra' Mi'raj Day	Lila Tiara Sari	
Wednesday, 02 March 2022	Introduce yourself to all PT KPBN employees		
Thursday, 03 March 2022	Nyepi's day		
Friday, 04 March 2022	Briefing of work procedures		
Noted by Industrial Coach			


WORKING	EXPLANATION
	<ol style="list-style-type: none"> 1. Self-introduction to all PT KPBN and show the existing facilities and infrastructure in the company. 2. Briefing of work procedures by explaining the procedures for writing, recapitulating, filing, photocopying documents and so on 3. A company SOP is a guide or it can also be called a systematic work procedure that has the aim of making it easier for employees to complete work and reduce errors.


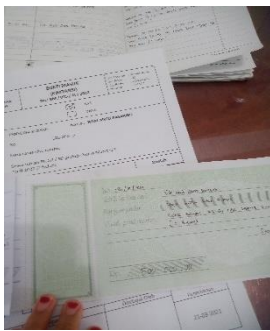
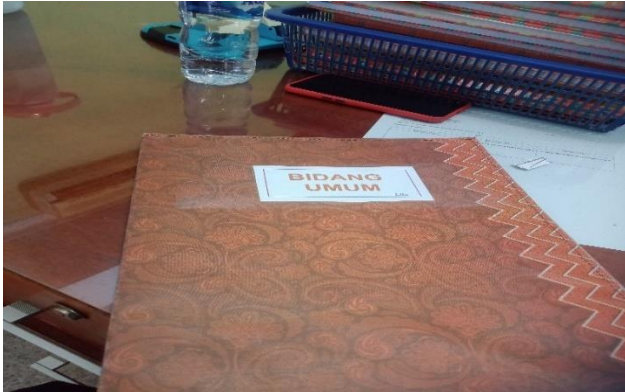
Month : 1
 Week : 2
 Day : Monday - Friday
 Date : March 07th – March 11th, 2022

DAY DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 07 March 2022	Write a letter of disposition	Lila Tiara Sari	
Tuesday, 08 March 2022	Archiving the dispossession letter into the Ordner		
Wednesday, 09 March 2022	Sick		
Thursday, 10 March 2022	Write a letter requesting leave for PT KPBN employees	Julinda L. Tobing	
Friday, 11 March 2022	Archiving the letter requesting leave for PT KPBN employees		
Noted by Industrial Coach			


WORKING	EXPLANATION
 	<ol style="list-style-type: none"> Disposition is a term that often appears in office administration activities. Disposition is the opinion of an official regarding the affairs contained in an official letter, which is directly written on the letter in question or on a special sheet. Write a letter of dispossession from Sevp Operation II, then archive into Ordner and reorganized into the Filing Cabinet. Write an employee leave application letter and then file it into Ordner. Every friday doing activities healthy exercise with all PT KPBN employees

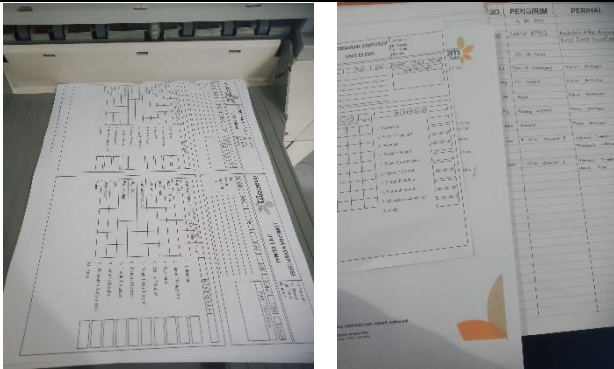

Month : 1
 Week : 3
 Day : Monday - Friday
 Date : March 14th – March 18th, 2022

DAY DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 14 March 2022	Write a receipt for payment for the rent of a house belonging to PT KPBN	Julinda L. Tobing	
Tuesday, 15 March 2022	Looking for the name of the employee who will pay the rent		
Wednesday, 16 March 2022	Deliver documents to the general manager		
Thursday, 17 March 2022	Schedule incoming mail		
Friday, 18 March 2022	Healthy exercise		
Noted by Industrial Coach			


WORKING	EXPLANATION
  	<ol style="list-style-type: none"> 1. After carrying out a work briefing, students are asked to write a receipt for payment for renting a house belonging to PT KPBN then looking for the name of the employee who will pay the rent last deliver documents to the general manager as well as schedule incoming mail. 2. Every friday doing activities healthy exercise with all PT KBPN employees


Month : 1
 Week : 4
 Day : Monday - Friday
 Date : March 21th – March 25th, 2022

Day Date	Description of Activities	Task Assignor	Signature
Monday, 21 March 2022	Schedule outgoing mail	Lila Tiara Sari	
Tuesday, 22 March 2022	Photocopy of the dispossession sheet		
Wednesday, 23 March 2022	Combine the names of employees who will apply for leave		
Thursday, 24 March 2022	Photocopy of the laboratory test sheet		
Friday, 25 March 2022	Healthy exercise		
Noted by Industrial Coach			

WORKING	EXPLANATION
 	<ol style="list-style-type: none"> 1. Schedule outgoing mail according to the subject, to be addressed to other companies. Every week the work we do is almost the same as photocopy and doing gymnastics 2. Sometimes photocopying as many as 100-200 sheets for each part of the field in the company 3. The existence of management of incoming and outgoing mail can be used to manage company letters electronically. Mail management for a company usually functions to create, manage, review letters to determine the purpose of a letter to be sent or shared.


Month : 1
 Week : 5
 Day : Monday - Friday
 Date : March 28th – April 01th, 2022

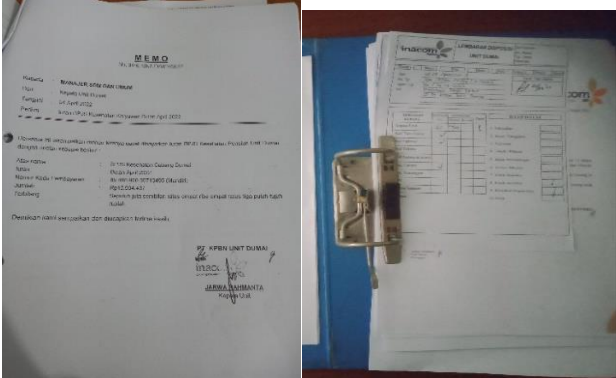
Day/Date	Description of Activities	Task Assignor	Signature
Monday, 28 March 2022	Photocopy of the family card file for PT KBPN's house rental requirements	Julinda. L. Tobing	
Tuesday, 29 March 2022	Sick		
Wednesday, 30 March 2022	Write the name of the employee who wants to pay rent		
Thursday, 31 March 2022	Archive documents for house rentals belonging to KBPN		
Friday, 01 May 2022	Healthy activities		
Noted by Industrial Coach			

WORKING	EXPLANATION
	<ol style="list-style-type: none"> 1. Students are asked to write employee names and photocopy of family cards to meet rental house payment requirements 2. Every friday doing activities healthy exercise with all PT KBPN employees. Every friday doing activities healthy exercise with all PT KBPN employees 3. All these documents must be monitored and managed carefully so that they can be used properly. A document that is not managed with good archiving methods will be more difficult to find, secure, and disseminate.


WEEKLY ACTIVITIES OF THE JOB TRAINING

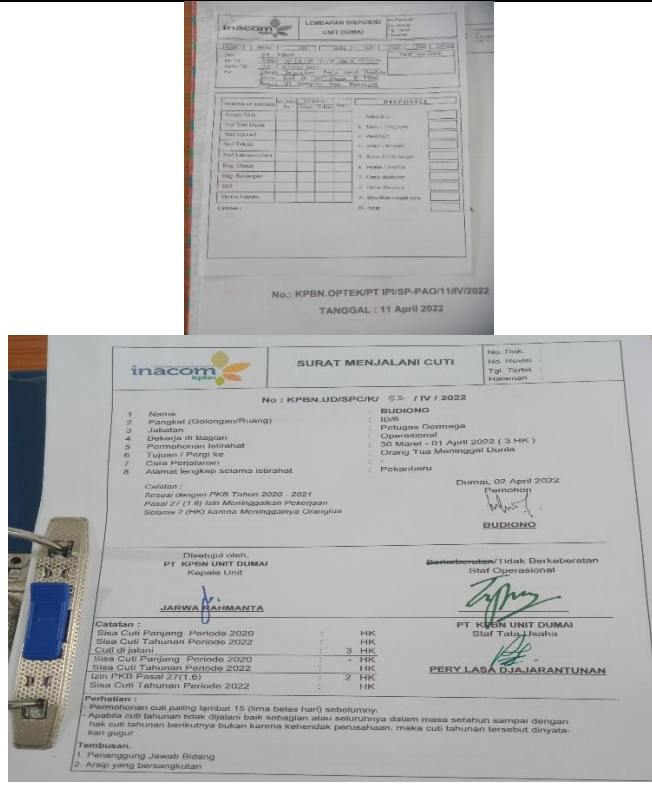
Month : 2
 Week : 1
 Day : Monday - Friday
 Date : April 04th – April 08th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 04 April 2022	Schedule a memo regarding employee health BPJS contributions	Lila Tiara Sari	
Tuesday, 05 April 2022	Archiving company documents such as disposition		
Wednesday, 06 April 2022	Photocopy the memo as proof that the number has been given		
Thursday, 07 April 2022	Schedule outgoing mail		
Friday, 08 April 2022	Deliver documents to the general manager		
Noted by Industrial Coach			


WORKING	EXPLANATION
	<ol style="list-style-type: none"> 1. Memo or memorandum is a type of letter that contains information or orders in the form of writing. Sometimes in the memo there is information that can be received more effectively and accurately than verbal communication. Memos have great benefits in conveying orders or information from superiors to subordinates. 2. Various types of letters that can be handled in the application of incoming and outgoing letters are announcement, minutes of meetings, official notes, circulars, warrants, instruction letters, decrees, letters from outside agencies and so on.

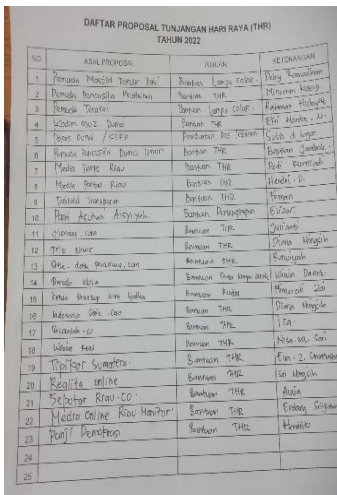
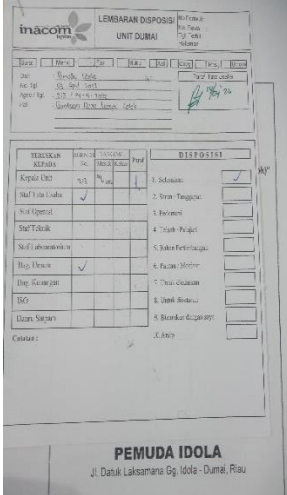
Month : 2
 Week : 2
 Day : Monday - Friday
 Date : April 11th – April 15th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 11 April 2022	Write a PAO cooperation agreement between PT KPBN and PT IPI	Julinda L Tobing	
Tuesday, 12 April 2022	Archiving company documents such as list of leave for PT KPBN employees		
Wednesday, 13 April 2022	Photocopy of the list of names of employees who are on leave		
Thursday, 14 April 2022	Re-check the names of employees who take a lot of leave		
Friday, 15 April 2022	Isa AlMasih's Day		
Noted by Industrial Coach			

WORKING	EXPLANATION
	<ol style="list-style-type: none"> 1. A leave letter is a letter that is made as a form of notification or application for permission to the company so that it can be given a leave of absence from work, so as to give an employee a good impression of the company. 2. The inter-Company Cooperation Agreement contains a description of the terms and conditions of the cooperative relationship between the parties, the responsibilities of each party, as well as the prohibitions for the parties during the cooperation.

Month : 2
 Week : 3
 Day : Monday - Friday
 Date : April 18th – April 22th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 18 April 2022	Write a list of holiday allowance proposals (THR)	Lila Tiara Sari	
Tuesday, 19 April 2022	Archive company documents such as disposition about proposals		
Wednesday, 20 April 2022	Photocopy the memo as proof that the number has been given		
Thursday, 21 April 2022	Schedule document delivery mail		
Friday, 22 April 2022	Deliver documents to the general manager		
Noted by Industrial Coach			

WORKING	EXPLANATION
 	<p>1. Holiday allowance (THR) is one form of official letter. In its manufacture, it must use standard language and writing rules according to good and correct Indonesian language rules. This letter was written in order to obtain assistance in the form of Eid Alfitr Allowance ahead of Eid Al-Fitr.</p>

Month : 2
 Week : 4
 Day : Monday - Friday
 Date : April 25th – April 29th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 25 April 2022	EID AL-FITR HOLIDAY	-	
Tuesday, 26 April 2022			
Wednesday, 27 April 2022			
Thursday, 28 April 2022			
Friday, 29 April 2022			

WORKING	EXPLANATION



WEEKLY ACTIVITIES OF THE JOB TRAINING


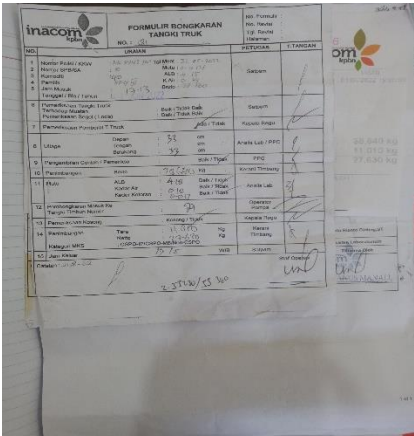
Month : 3
 Week : 1
 Day : Monday - Friday
 Date : May 02th – May 06th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 02 May 2022	Eid Al-Fitr		
Tuesday, 03 May 2022			
Wednesday, 04 May 2022			
Thursday, 05 May 2022			
Friday, 06 May 2022			


WORKING	EXPLANATION


Month : 3
 Week : 2
 Day : Monday - Friday
 Date : May 09th – May 13th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 09 May 2022	Briefing of work procedures in Operation Admin Field	Tridoris Marbun	
Tuesday, 10 May 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS		
Wednesday, 11 June 2022	Archive mail receipts of goods in Ordner	Wellys Deniria	
Thursday, 12 June 2022	Put the report sheet into the filling cabinet		
Friday, 13 June 2022	Deliver documents to General Manager		
Noted by Industrial Coach			


WORKING	EXPLANATION
 	<ol style="list-style-type: none"> Crude Palm Oil, also known as CPO, is a reddish-colored crude palm oil that is obtained from the extraction or compression of the flesh of the palm fruit. There are various kinds of CPO received from PKS, some are private or state-owned. After recording the appropriate CPO receipts, the receipt of goods is stored in the filing cabinet to be re-checked by the admin staff to be re-entered on the computer.


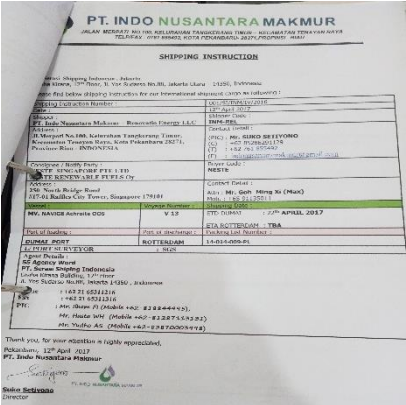
Month : 3
 Week : 3
 Day : Monday - Friday
 Date : May 16th – May 20th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 16 May 2022	Photocopy of documents from the CPO car acceptance journal	Wellys Deniria	
Tuesday, 17 May 2022	Entering CPO sales delivery data in 2017		
Wednesday, 18 May 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS		
Thursday, 19 May 2022	Recheck the receipt of goods in the Ordner		
Friday, 20 May 2022	Healthy activities		
Noted by Industrial Coach			

WORKING	EXPLANATION
	<ol style="list-style-type: none"> 1. In recording CPO the first thing to do is separate the SPB is entered according to the blue and red PTPN 3 and PTPN 5 books. 2. The records in the book are the date of SPB. Truck plate, SPB number, tare, gross, net, incoming and outgoing hors, hour difference and stockpile tank number. 3. The need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place.

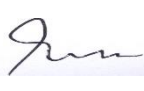

Month : 3
 Week : 4
 Day : Monday - Friday
 Date : May 23th – May 27th, 2022

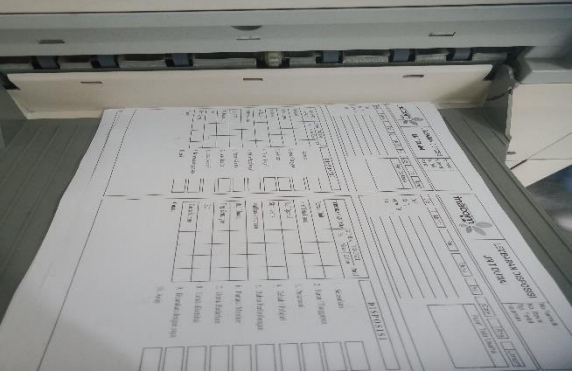

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 23 May 2022	Enter data on local shipments of CPO in 2017	Yoppy Patrecia. M	
Tuesday, 24 May 2022	Re check shipping documents in 2017		
Wednesday, 25 May 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS		
Thursday, 26 May 2022	Archive mail receipts of goods in Ordner		
Friday, 27 May 2022	Healthy activities		
Noted by Industrial Coach			

WORKING	EXPLANATION
 	<p>1. Inputting local CPO shipping data in 2017 means that we know the shipping documents and are taught how to make a shipment of goods to be exported from within and outside the country.</p>


WEEKLY ACTIVITIES OF THE JOB TRAINING

Month : 4
 Week : 1
 Day : Monday - Friday
 Date : May 30th – June 03th, 2022

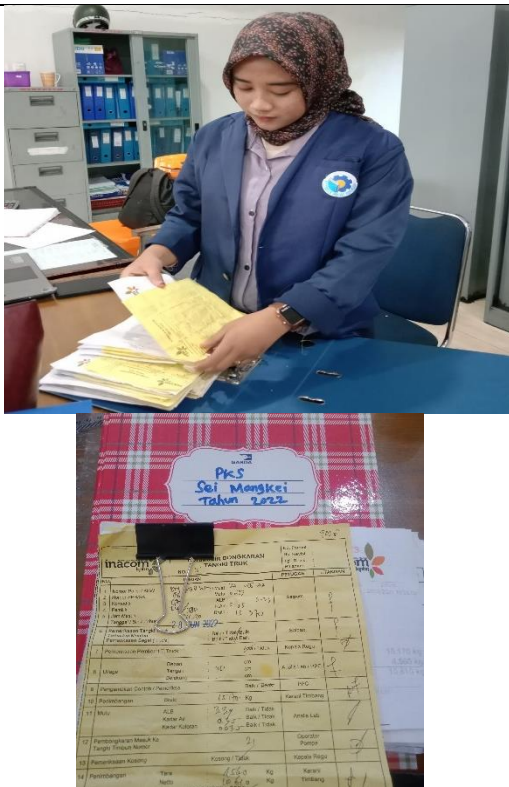
Day Date	Description of Activities	Task Assignor	Signature
Monday, 30 May 2022	Take on the weighing journal in the operational staff section	Muhadi	
Tuesday, 31 May 2022	Photocopy of the daily journal of the scales		
Wednesday, 01 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	Wellys Deniria	
Thursday, 02 June 2022	Archive mail receipts of goods in Ordner		
Friday, 03 June 2022	Healthy Activities		
Noted by Industrial Coach			

WORKING	EXPLANATION
	<ol style="list-style-type: none"> Daily journal retrieval is indeed carried out every morning in the operational staff room to view the final report on the number of incoming CPO units. CPO recording is carried out with the children of SMKN 1 Dumai where each SPB is distributed per book.
	


Month : 4
 Week : 2
 Day : Monday - Friday
 Date : June 06th – June 10th, 2022


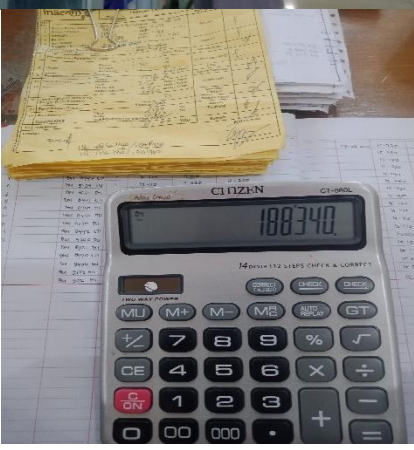
DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 06 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	Wellys Deniria	
Tuesday, 07 June 2022	Archive mail receipts of goods in Ordner		
Wednesday, 08 June 2022	Recheck the receipt of goods in the Ordner		
Thursday, 09 June 2022	Put the report sheet into the filling cabinet		
Friday, 10 June 2022	Healthy Activities		

Noted by Industrial Coach


WORKING	EXPLANATION
	<ol style="list-style-type: none"> 1. The need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place. 2. CPO recording is done every day


Month : 4
 Week : 3
 Day : Monday - Friday
 Date : June 13th – June 17th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 13 June 2022	Permission	Wellys Deniria	
Tuesday, 14 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS		
Wednesday, 15 June 2022	Looking for SPB (Mail of receipt of goods) on the Ordner		
Thursday, 16 June 2022	Calculate the total CPO receipts for each PKS (Palm Oil Company)		
Friday, 17 June 2022	Healthy activities		
Noted by Industrial Coach			


WORKING	EXPLANATION
 	<ol style="list-style-type: none"> 1. CPO recording is done every day 2. Calculating CPO receipts is done manually then inputted in Microsoft Excel. 3. Preparation of SPB must be in accordance with the year and month so that when looking for data that is not clear, it can be retrieved again.

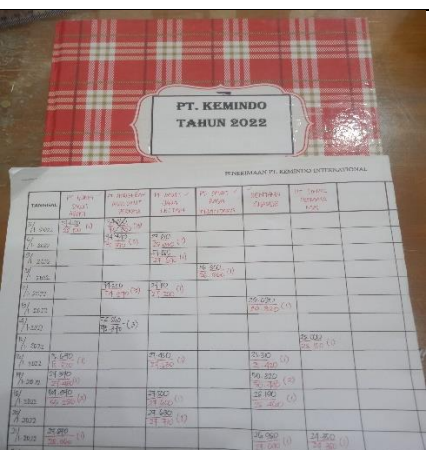

Month : 4
 Week : 4
 Day : Monday - Friday
 Date : June 20th – June 24th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 20 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS	Tridoris Marbun	
Tuesday, 21 June 2022	Calculate the total CPO receipts for each PKS (Palm Oil Company)		
Wednesday, 22 June 2022	Archive mail receipts of goods in Ordner		
Thursday, 23 June 2022	Put the report sheet into the filling cabinet		
Friday, 24 June 2022	Healthy activities		
Noted by Industrial Coach			

WORKING	EXPLANATION
	<p>3. Crude Palm Oil, also known as CPO, is a reddish-colored crude palm oil that is obtained from the extraction or compression of the flesh of the palm fruit. There are various kinds of CPO received from PKS, some are private or state-owned.</p>

Month : 4
 Week : 5
 Day : Monday - Thursday
 Date : June 27th – June 30th, 2022

DAY/DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 27 June 2022	Take on the weighing journal in the laboratory section	Wellys Deniria	
Tuesday, 28 June 2022	Record daily CPO (Crude Palm Oil) receipts according to the name of the PKS		
Wednesday, 29 June 2022	Calculate the total CPO receipts for each PKS (Palm Oil Company)		
Thursday, 30 June 2022	Put the report sheet into the filling cabinet		
Noted by Industrial Coach			

WORKING	EXPLANATION
 	<ol style="list-style-type: none"> 1. CPO recording is done every day 2. The need for checking SPB is to ensure that the records in the book are the same as what is entered on the computer, it is done by the employee at the place.