

**APPRENTICESHIP REPORT
PT. PEGADAIAN (PERSERO)
UPC PASAR PAGI ARENGKA**

**SITI MAULIDA NINGSIH
5404181146**



**APPLIED BACHELOR DEGREE OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2022**

**APPRENTICESHIP REPORT
PT. PEGADAIAN (PERSERO)
UPC PASAR PAGI ARENGKA**


Written as one of the conditions for completing Apprenticeship

SITI MAULIDA NINGSIH
5404181146



Pekanbaru, June 30th 2022

Manager of
PT. Pegadaian Persero
UPC Pasar Pagi Arengka


Risye Dorina Putri, S. Hut
P84568

Advisor

Yunelly Asra, SE., MM
NIP. 197507012012122001

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



Hutomo Aman Maulana, S.pd., M.Si
NIP. 198908311018031001

ACKNOWLEDGEMENT

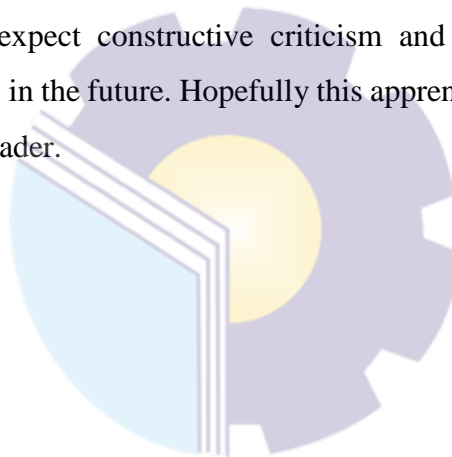
Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed practical work reports that the authors do at PT Pegadaian UPC Pasar Pagi Arengka, Panam Branch , Kota Pekanbaru on time, namely from March 07nd 2022 untill June 30th 2022.

The author realizes that the implementation of the Job Training activities and the writing of this apprenticeship report cannot be completed without support and assistance from various parties. On this occasion the author would like to thank. Related parties include:

1. Mr. Johny Custer, S.T.M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T..M.T, as Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST.,M.Si as the Head of the Department of Business Administration.
4. Mrs. Wan Junita Raflah, B.Sc.,M.Ec.Dev Si as the Head of International Business Administration Study Program.
5. Mr. Hutomo Atman Maulana, M.Si as the Former Head of International Business Administration Study Program.
6. Mr. M.Alkadri Perdana, B.IT.,M.Sc as the Coordinator of Apprenticeship International Business Administration Study Program.
7. Mrs. Yunelly Asra, SE., MM as the advisor of this Apprenticeship report.
8. Ms. Tumiyeem as Deputy for the Pekanbaru area office business.
9. Mr. Fuad Pratama as as the head of Pegadaian Panam Pekanbaru branch.
10. Mrs. Risye Dorina Putri dan Mrs Mutia Barlian as as manager and cashier UPC Pasar Pagi Arengka that already give the writer guidance and lot of experience while did the Apprenticeship.

11. Especially for my father Ahmad Sopyan and my mother Siti Aisyah and sister Rahmah and Nahda beloved who have provided a lot of support for prayer, time, energy and material to help and provide convenience during the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.
12. Friends in arms of State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation when completing this Apprenticeship report.

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



Bengkalis, June 2022

Siti Maulida Ningsih
5404181146

TABLE OF CONTENT

COVER TITLE	i
VALIDATION FROM	ii
PREFACE	iii
TABLE OF CONTENT	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDINCES	ix
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship.....	1
1.2 Purposes Apprenticeship.....	3
1.3 Significances of the Apprenticeship	4
CHAPTER II GENERAL DESRIPTON OF THE COMPANY	5
2.1 Company History	5
2.1.1 PT. Pegadaian Logo.....	7
2.2 Vision and Mission of PT. Pegadaian UPC Pasar Pagi Arengka	9
2.2.1 Vision of PT. Pegadaian UPC Pasar Pagi Arengka.....	9
2.2.2 Mission of PT. Pegadain UPC Pasar Pagi Arengka	9
2.3 Kind of Business.....	10
2.4 Structure of the Organizational Structure of PT. Pegadaian UPC Pasar Pagi Arengka	11
2.5 The Working Process.....	14
2.6 Document Used for activity.....	25
CHAPTER III SCOPE OF THE APPRENTICESHIP	28
3.1 Job Description.....	28
3.2 Place of Apprenticeship	28
3.3 Systems and Procedures	48

3.4	Obstacles and Solutions	53
3.4.1	Obstacles	53
3.4.2	Solutions.....	54
CHAPTER IV	CONCLUSIONS AND SUGGESTIONS	55
4.1	Conclusions.....	55
4.2	Suggestions	56
REFERENCE		57
APPENDICES		58
WRITER BIOGRAPHY		104



LIST OF FIGURES

Figure 2.1	PT.Pegadaian Logo before April 1, 2013	7
Figure 2.2	Pegadaian Logo after 2013	8
Figure 2.3	Organizational Structure of PT. Pegadaian UPC Pasar Pagi Arengka	11
Figure 2.6	Credit Request Form.....	25
Figure 2.7	Gold Savings Closing	25
Figure 2.8	Transfer From	26
Figure 2.9	Noble Financing Request From	26
Figure 2.10	Promotional Brochure.....	27
Figure 3.1	Duplicating Document.....	48
Figure 3.2	Serving customers at outlets	49
Figure 3.3	Filling SBG Dwlipat Gadai, Pelunasan, BJDPL, Hilang, Ukel.....	50
Figure 3.4	Filling of Letters	51
Figure 3.5	Making OPR	52
Figure 3.6	Deliver the pawn goods to the storage area.....	52
Figure 3.7	Figure Become a Shadow Cashier By Paying Customer Transactions Manually	53

LIST OF TABLES

Table 3.1	Daily Activities of the First Week March 07 th Until 12 th 2022	28
Table 3.2	Daily Activities of the Second Week March 14 th Until 19 th 2022	29
Table 3.3	Daily Activities of the Third Week March 21 th Until 26 th 2022	31
Table 3.4	Daily Activities of the Fourth Week March 28 th Until April 02 th 2022	32
Table 3.5	Daily Activities of the Fifth Week April 04 th Until 09 th 2022	33
Table 3.6	Daily Activities of the Sixth Week April 11 th Until 16 th 2022	34
Table 3.7	Daily Activities of the Seventh Week April 18 th Until 23 th 2022	35
Table 3.8	Daily Activities of the Eighth Week April 25 th Until 30 th 2022	37
Table 3.9	Daily Activities of the Ninth Week May 2 th Until 7 th 2022	37
Table 3.10	Daily Activities of the Tenth Week May 09 th Until 14 th 2022	38
Table 3.11	Daily Activities of the Eleventh Week May 16 th Until 21 th 2022	39
Table 3.12	Daily Activities of the Twelfth Week May 23 th Until 28 th 2022	40
Table 3.13	Daily Activities of the Thirteenth Week May 30 th Until June 4 th 2022	41
Table 3.14	Daily Activities of the Fourteenth Week June 6 th Until 11 th 2022	43
Table 3.15	Daily Activities of the Fifteenth Week June 13 th Until 18 th 2022	44
Table 3.16	Daily Activities of the Sixteenth Week June 20 th Until 25 th 2022	45
Table 3.17	Daily Activities of the Seventeenth Week June 20 th Until 25 th 2022	47

LIST OF APPENDICES

Appendix 1: Apprenticeship Acceptance Letter	58
Appendix 2: List of Attendance	60
Appendix 3: Certificate of internship.....	68
Appendix 4: Company Appraisal Sheet.....	69
Appendix 5: Apprenticeship Certificate.....	70
Appendix 6: Daily Activities of The Job Training	71



CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

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

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

Futhermore 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.

In 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 2 Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9

(eight) majors with 20 (twenty) study programs. State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis implements a practical work program that is required to be followed by all final semester students.

Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Apprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that students can know the profession and work atmosphere in accordance with their study program.

Practical work is a useful place for students to use as a tool to gain knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor's degree. In this program, specifically for International Business Administration students in semester 7 (seven) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator 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 financing, gold and various services sector, namely at PT UPC Pasar Pagi Arengka.

PT Pegadaian (Persero) is no longer a State-Owned Enterprise (BUMN), but is a subsidiary of Bank BRI with 99.99% share ownership. While 1 share is still owned by the Government of Indonesia. Pegadaian's assets shrank 7.96% to Rp65.77 trillion at the end of 2021 compared to the position at the end of 2020. PT Pegadaian persero is a subsidiary of Bank Rakyat Indonesia which is engaged in three business lines, namely financing, gold and various services.

The pawn system was first started by the Dutch government (VOC) by establishing Bank van Leening, a financial institution that provides credit with a pawn system. This institution was first established in Batavia on August 20, 1746. The Dutch East Indies issued Staatsblad (Stbl) 1901 No. 131 April 1, 1901 the first

pawnshop was established in Sukabumi (West Java), at the same time this was the beginning of the establishment of a pawnshop in Indonesia, as well as the anniversary of the pawnshop. During the Japanese occupation the head office building of the Pegadaian Bureau, located on Jalan Kramat Raya 162, Jakarta, was used as a place for prisoners of war and the head office of the Bureau of Pegadaian was moved to Jalan Kramat Raya 132.

PT Pegadaian has one head office located on Jalan Kramat Raya 162, Central Jakarta and has 12 Regional Offices with 642 branch offices, 3,579 branch service unit offices in Indonesia. Pegadaian Pekanbaru Regional Office Work Area covers 3 Provinces, including Riau, West Sumatra and Riau Islands. Regional office 2 in Pekanbaru is located at JL JEND. SUDIRMAN NO. 167 A-B Simpang four, Pekanbaru Pekanbaru City, Riau

1.2 Purposes the Apprenticeship

In general, the purpose of Job Training is one of the activities for students Bengkalis State Polytechnic in completing his studies. The objectives of holding the practical work to achieve the expected results are as follows:

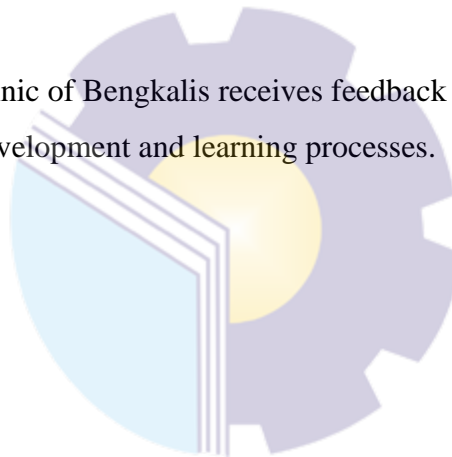
The objectives of practical work are as follows:

1. Provide opportunities for students to apply scientific theories/concepts according to their study programs that have been studied in college at an organization/company.
2. Provide opportunities for students to gain practical experience in accordance with the knowledge and skills of their study program.
3. Provide opportunities for students to analyze, examine theories/concepts with the reality of applying knowledge and skills in an organization/company.
4. Testing the ability of Bengkalis Polytechnic students (according to the related study program) in knowledge, skills and abilities in the application of knowledge and student attitudes/behaviors at work.
5. Get feedback from the business world regarding student abilities and the needs of the business world for curriculum development.

1.3 Significances of the Apprenticeship

The benefits expected from the implementation of the Apprenticeship are as follows:

1. Students have the opportunity to apply knowledge according to their study program.
2. Students gain practical experience in applying knowledge according to their study program.
3. Students have the opportunity to be able to analyze problems related to science applied in work in accordance with their study program.
4. State Polytechnic of Bengkalis obtains feedback from organization on the ability of students who practice apprenticeship report in the work in the world of work
5. State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

According to the Civil Code Article 1150, a pawn is a right obtained by a person who has receivables on a movable property. The movable property is handed over to the person who is in debt by a person who has a debt or by another person on behalf of a person who has a debt. The debtor gives the power to the debtor to use the movable property that has been handed over to pay off the debt if the debtor is unable to fulfill his obligations at maturity.

Pegadaian is a credit institution with a pawn system. The general company Pegadaian is the only business entity in Indonesia that officially has a license to carry out financial institution activities in the form of financing in the form of channeling funds to the public on the basis of the law of pawning as referred to in the Civil Code Article 1150. This kind of institution was originally developed in Italy which was then practiced in other European regions, such as England and the Netherlands. The pawn system entered Indonesia brought and developed by the Dutch (VOC) around the 19th century.

The history of pawnshops began in order to facilitate their economic activities. The VOC established Bank Van Leening, a credit institution that provides credit with a pawn system, Bank Van Leening was first established in Batavia on August 20, 1746 based on the decision of Governor General Van Imhoff. However, after the British took over Indonesia from the Dutch (1811-1816) the Dutch-owned Van Leening Bank was dissolved and the Governor-General ThomPas Stamford Raffles stated that anyone could establish a pawnshop business with permission from the local government. However, this method had a bad impact because the founders of the pawnshop carried out the practice of loan sharks or loan sharks, namely setting interest on loans arbitrarily, but when the Dutch returned to power in Indonesia (1816) they determined that pawnshop activities were handled directly

by the government in order to provide greater protection and benefits. great for society.

The Dutch East Indies government issued Staatsblad (Stbl) 1901 No. 131 April 1, 1901 the first pawnshop was established in Sukabumi (West Java), at the same time this was the beginning of the establishment of a pawnshop in Indonesia, as well as the anniversary of the pawnshop. During the Japanese occupation, the Pegadaian Bureau Head Office building located at Jalan Kramat Raya 162, Jakarta was used as a place for prisoners of war and the head office for the Bureau of Pawnshops was moved to Jalan Kramat Raya 132. Not much has changed during the Japanese government, both in terms of policy and organizational structure. Pawnshop Office. The Pegadaian Bureau in Japanese is called "Sitji Eigeikyuku", the Head of the Pegadaian Bureau is held by a Japanese named Ohno-San and his representative is an indigenous person named M. Saubari.

In 1905 the pawnshop took the form of an official institution under the name JAWATAN. In the course of the pawnshop, it underwent several changes in status, namely on January 1, 1961 the form of the legal entity changed from "JAWATAN" to "PN (State Company) based on Government Regulation in Lieu of Law (Perpu) No. 19 of 1960 Jo Government Regulation (PP) No. 178 of 1961, then in 1969 "PN" changed to "PERJAN" based on Government Regulation No. 7 of 1969. In 1990 "PERJAN" to "PERUM" based on Government Regulation no. 10 of 1990 which was updated based on Government Regulation no. 103 of 2000, then in 2012 "PERUM" to "PERSERO" on April 1, 2012 based on Government Regulation no. 51 of 2011. And in 2021 "PERSERO" to a LIMITED COMPANY" on 23 September 2021 based on Government Regulation no. 73 years 2021 to present.

Based on PP No. 73 of 2021 dated July 2, regarding the addition of the Republic of Indonesia's State Equity Participation into the Share Capital of the Company (Persero) PT BRI Tbk, and amendments to the Articles of Association of PT Pegadaian as stated in the Deed of Decision of the Shareholders of the Limited Liability Company of PT Pegadaian Number 15 dated 23 September 2021 which has been approved by the Minister of Law and Human Rights based on Letter Number AHU-0053287.AH.01.02 of 2021 dated September 29, where the

Corporate Secretary of PT Pegadaian R. Swasono Amoeng Widodo explained that with the issuance of this regulation, now there has been a change in shares. Previously, PT Pegadaian's shares were 100% owned by the State and now PT Pegadaian is no longer a State-Owned Enterprise (BUMN), but is a subsidiary of Bank BRI with 99.99% share ownership. While 1 share is still owned by the Government of Indonesia.

PT Pegadaian UPC Pasar Pagi Arengka is located on JL. Adi Sucipto No. 586, Ex. East Sidomulyo, Kec. Marpoyan Damai, Sidomulyo Barat, Tampan, Pekanbaru City, Riau 28294. Established around 2010, where every appraiser and cashier will be replaced every 2 years, 3 years ago the manager of the morning market arengka led by Afrizal A.Md in 2017, Sri Rahayu Susanti S.Sy, Ratna Novera A.Md in 2019, and now led by Risye Dorina Putri.

2.1.1 PT. Pegadaian Logo

Pawnshop logo before April 1, 2013



Figure 2.1 PT.Pegadaian Logo before April 1, 2013

Sources : Processed Data, 2022

Logo Meaning

Green shade trees:

1. Protect and help the community,
2. Always growing and developing,
3. Reflecting the shade,
4. Green is an agrarian color that is familiar to small people.

Black scales:

1. Balance and openness in service,,

2. Honesty

Pawnshop writing in italics:

1. Simple, practicality and convenience,
2. Dynamic, keep moving forward,
3. Block letters symbolize firmness and sturdiness.

The slogan or motto of the Pawnshop which has been officially set by the Board of Directors on April 10, 1991 is:

“SOLVING PROBLEMS WITHOUT PROBLEMS”

This slogan reflects the main characteristics of Pegadaian services, namely:

1. Overcome financial problems or the need for funds in service in a relatively short time,
2. Does not demand difficult administrative requirements. Slogans are only used for promotional purposes such as those used in advertising media, brochures, leaflets, banners and so on.

Application of the logo as follows:

Slogans or slogans are not used for official or official purposes such as letterhead, business cards, office nameplates, official envelopes and so on.



Figure 2.2 Pegadaian Logo
Sources : Processed Data, 2022

Regarding the new logo, Pegadaian now uses three green circle shapes. The green color symbolizes shade. While the image of the scales in the far right circle

symbolizes justice. The font or shape of the Pegadaian letters also changes to foster a humble impression.

The first circle, or the one on the far left, describes the function of Pegadaian which serves pawn and fiduciary financing with products such as Pawn KCA, Kreasi, Krasida, Gadai Syariah, Krisna, Amanah and Arum.

The second circle or the middle part depicts a pawnshop that serves the gold business with precious metal products and G-Lab.

While the third circle shows pawnshops that provide various services with online multi-payment products for electricity, water, telephone, and remittances.

2.2 Vision and Mission of PT. Pegadaian UPC Pasar Pagi Arengka

2.2.1 Vision of PT. Pegadaian UPC Pasar Pagi Arengka

The vision of PT. Pegadaian UPC Pasar Pagi Arengka are: “To become The Most Valuable Financial Company in Indonesia and as an Agent Financial Inclusion The Community's Top Choice.”

2.2.2 Mission of PT. Pegadain UPC Pasar Pagi Arengka

In realizing the mandate of PT. Pegadaian UPC Pasar Pagi Arengka in the form of a vision, then the mission is interrelated, related, simple, clear and not meaningful and easy to remember by members of the organization, then the mission is set as follows:

1. Providing optimal benefits and benefits for all stakeholders by developing the core business.
2. Expanding the reach of MSME services through Ultra Micro synergies to improve the value proposition to customers and stakeholders.
3. Providing service excellence with customer focus through :
 - Simpler and digital business processes.
 - Reliable and up-to-date information technology.
 - Robust risk management practices.
 - Professional human resources with good performance culture.

2.3 Kind of Business

Business is an activity carried out by individuals or organizations that involve production, sales, purchase, or exchange of goods/services, with the aim of making a profit or profit. The word "business" can be used depending on the group. There are 3 (three) ways to use the word business, namely:

1. Business Entity, which is a technical, juridical, and economic unit for profit.
2. Certain Market Sectors, such as the capital market.
3. All activities in the community of producers of goods or services.

Business has many types, such as Agriculture Business, Raw Materials Production Business, Manufacturing Business, Construction Business, Transportation Business, Service Business, Big/Small Trading Business, and Financial Business.

Pegadaian's duties are financial services. In general, the Pegadaian business is divided into two types:

1. Conventional pegadaian according to civil law have the principle of mutual assistance. In this business, Pegadaian's profits are interest and administrative costs. Borrowers or debtors from Pegadaian must also surrender movable property that can be pledged or pledged as collateral.
2. Sharia pegadaian as the sharia economy develops in Indonesia, which is a country with the largest Muslim population in the world, Pegadaian also opens sharia financial services.

The difference between sharia and conventional pegadaian is in the contract. Usually, the legal basis for sharia pegadaian is to use a rahn contract. In Arabic, rahn means determination or eternity. In addition, rahn can be interpreted as collateral or collateral. Another term for rahn is al-hasbu. Meanwhile, according to sharia principles used in pawn contracts, Ar-rahn is holding one of the borrower's assets as collateral for the loan he received. The party receiving or withholding the guarantee can collect something (fee) from the borrower which in the contract is used as a deposit or maintenance fee according to mutual agreement.

2.4 Structure of the Organizational Structure of PT. Pegadaian UPC Pasar Pagi Arengka

Organizational structure is a system used to define a hierarchy and is an arrangement of division of labor, authority, lines responsibility within an organization in realizing its goals. in an organization. The Organizational Structure at PT. Pegadaian (Persero) UPC Pasar Pagi Arengka can be seen in Figure 2.1 as follows:

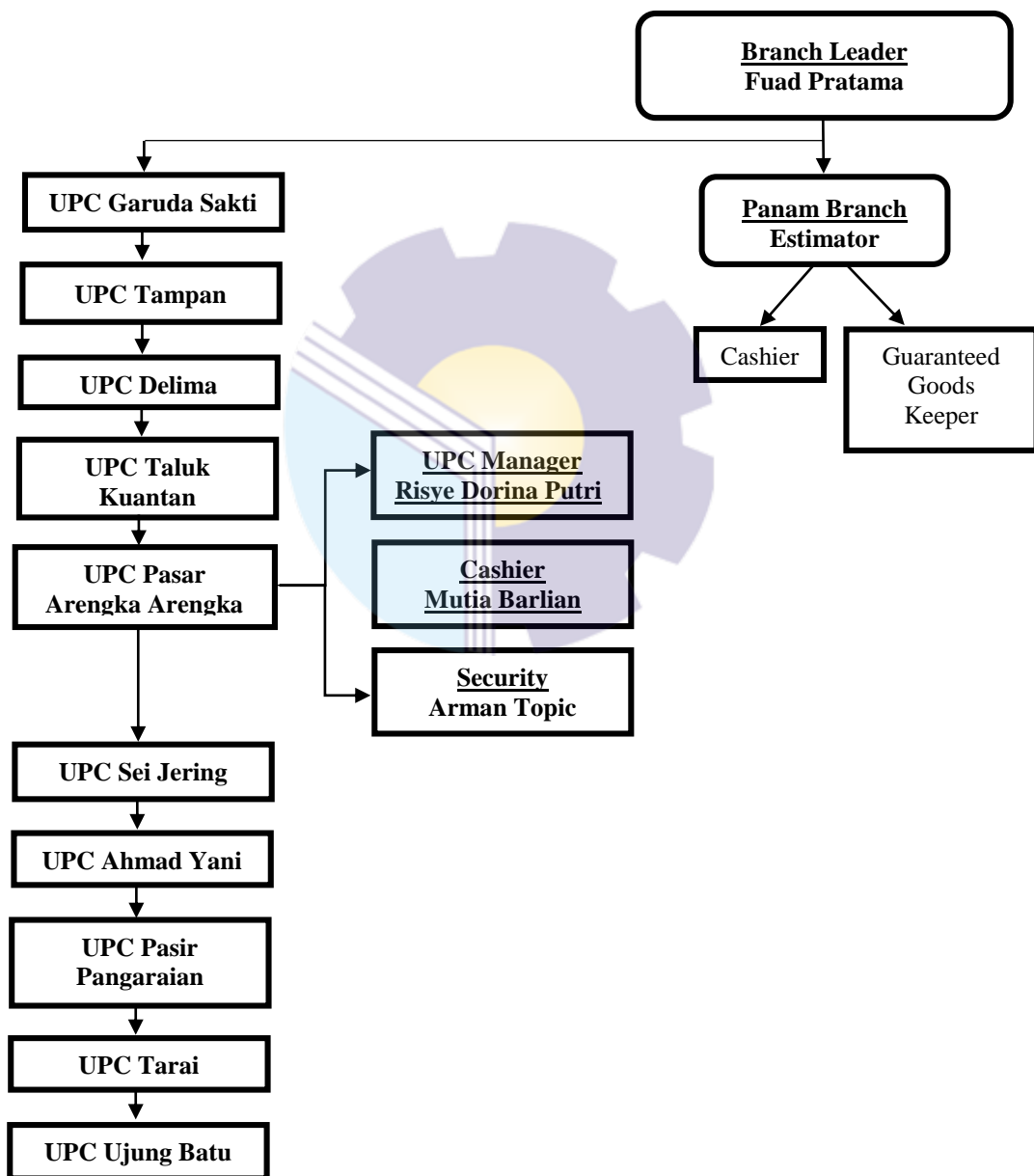


Figure 2.3 Organizational Structure of PT. Pegadaian UPC Pasar Pagi Arengka
Source : PT. Pegadaian UPC Pasar Pagi Arengka

The following are the duties and authorities based on the above organizational structure:

1. UPC Manager Duties and authorities
 - a. Implement and coordinate UPC operational activities efficiently based on the precautionary principle and applicable regulations;
 - b. Implement and coordinate excellent service activities to customers to achieve customer satisfaction targets;
 - c. Carry out internal control activities over all business and financial operational activities at UPC in accordance with applicable regulations;
 - d. Manage UPC's business portfolio in accordance with the Company's Work Plan and Budget (RKAP);
 - e. Implement and coordinate the management of the loan quality of pawned products to mitigate credit risk and optimize the Company's revenue;
 - f. Implement and coordinate marketing and sales activities of the Company's products through farming & hunting schemes by optimizing existing customers and new customers through institutional, individual, and agency collaboration in order to increase the business portfolio in their work units;
 - g. Updating the Local Market Price (HPS) periodically in accordance with applicable regulations;
 - h. Fostering good relations with various stakeholders around the UPC area to support the implementation of improving the Company's performance;
 - i. Coordinate and monitor all employee activities at UPC to create a conducive work climate and increase engagement among employees;
 - j. Directing the preparation of a work plan and budget (Annual RKAP) which is inline with the Company's vision and mission;
 - k. Directing the implementation of the Performance Management System (PMS) starting from target setting (target setting), cascading targets, performance review, coaching, mentoring and performance appraisal in the Work Units under his coordination;

- l. Directing the management and implementation of risk management in accordance with the Company's regulations and policies in order to foster a risk-aware culture in the Work Units under its coordination;
- m. Directing the implementation of the Company's ethical standards (code of conduct), work culture and change management in the Work Units under its coordination.

Management Authority

- a. Determine the estimated collateral for the pawned product in accordance with its authority;
 - b. Determine the loan money for pawn products according to the limits of their authority;
 - c. Carry out the function of the pawn loan initiative according to the limit its authority;
 - d. Carry out other approval functions according to the limits of authority and provisions applicable to support the smooth operation of the UPC;
 - e. Manage the working capital of UPC in accordance with its authority;
 - f. Represent the Company inside and outside the court based on delegation of authority from the Board of Directors, which is not limited to sign credit agreements and other agreements according to their authority in each product operating manual;
2. Cashier, duties/authorities:
 - a. Carry out excellent service activities to customers to achieve customer satisfaction targets;
 - b. Carry out receipts and disbursements of product and operational transactions, both cash and non-cash at UPC according to their authority based on the Service Guide or other applicable provisions (SOP);
 - c. Carry out cash management to support operational transactions and other payments at UPC;
 - d. Perform initial and final verification, check the completeness of the amount and the validity of transaction documents.

- e. Performing calculations, recording, and administration of documents or other evidence of transactions for the receipt and disbursement of money that it manages in accordance with other applicable SOPs;
- f. Conduct product marketing, especially through cross selling and upselling;
- g. Contacting parties related to fludisia guarantees.

The authorities of the UPC Cashier include:

- a. Submission of working capital requirements in the context of smooth operation of the work unit;
 - b. Cash receipts and disbursements in accordance with the provisions;
 - c. Data entry on the system.
3. Security duties/authorities:
- a. Securing company assets and customers in the office environment and its surroundings.
 - b. Keeping Office safe
 - c. Provide information to customers when needed
 - d. Deliver and take care of the manager when bringing pawned goods from customers when going to the office and returning from the office
 - e. Maintaining the cleanliness, beauty, and comfort of the building and workspace

2.5 The Working Process

Pegadaian is a subsidiary of Bank Rakyat Indonesia which is engaged in three business lines, namely financing, gold and various services. According to Article 1150 of the Civil Code, a pawn is a right obtained by a person who has receivables on a movable property. The movable property is handed over to the person who is in debt by a person who has a debt or by another person on behalf of a person who has a debt. The debtor gives the power to the debtor to use the movable property that has been handed over to pay off the debt if the debtor is unable to fulfill his obligations at maturity. PT Pegadaian (Persero) is the only business entity in Indonesia that officially has a license to carry out financial institution activities in

the form of financing in the form of distributing funds to the public on the basis of the pawn law as referred to in the Civil Code Article 1150.

Scope of PT. Pegadaian UPC Pasar Pagi Arengka are as follows:

A. Source of Funding

Source of funding PT. Pegadaian as a non-bank financial institution is not allowed to collect funds directly from the public in the form of savings, for example: Current Accounts, Time Deposits, and Savings, as is the case with conventional banking sources. To meet the funding needs, then PT. Pegadaian (Persero) has sources of funds to support its operational activities, as follows:

1. Own Capital
2. Government equity participation.
3. Short term loans from banks.
4. Long-term loans from KLBI.
5. From the public through the issuance of bonds.

B. Guaranteed Goods

In principle, the types of goods that can be accepted as collateral are movable goods, including:

1. Items in the form of jewelry made of gold, silver jewelry, platinum, both decorated with diamonds and pearls.
2. Electronic goods: tv, cellphone, dvd, laptop, refrigerator, etc.
3. Vehicle: bicycle, motorcycle, car.
4. Machinery: sewing machines and boat motors.
5. Textiles: batik cloth, rugs and
6. Other items deemed valuable.

C. Assessment

The distribution of borrowed money on the basis of pawn law is carried out by requiring customers to be able to submit movable goods as collateral, such as: Gold, Diamonds, Electronic Goods, Motor Vehicles, and others. These items are then assessed by an appraiser who has expertise in this matter, to determine the

amount of loan money that can be given. Basically, the amount of loan money that can be given according to the current provisions is divided into groups A, B, C and D is 89% of the estimated value. The estimation of the collateral is based on the local market price, which is updated from time to time to reflect the market value of the goods to be pawned.

D. Loan Granting and Repayment Procedure

In the procedure for obtaining borrowed money from PT. Pegadaian to people who need funds immediately is very simple, easy and fast, this is also what distinguishes PT. Pegadaian with banking financial institutions in terms of service. In principle, pawnshops do not really need various types of requirements that can make it difficult for the community, as is the case with banking.

The procedure for obtaining a loan from Pegadaian is as follows:

1. Prospective customers come directly to the pawnshop outlet and take the queue number, and go to the appraisal counter and fill out the complete personal data submission form according to the ID card then submit the goods to be guaranteed by showing the Identity Card (KTP) or power of attorney if the owner of the goods cannot come alone.
2. Prospective customers come directly to the pawnshop outlet and take the queue number, and go to the appraisal counter and fill out the complete personal data submission form according to the ID card then submit the goods to be guaranteed by showing the Identity Card (KTP) or power of attorney if the owner of the goods cannot come alone.
3. Prospective customers come directly to the pawnshop outlet and take the queue number, and go to the appraisal counter and fill out the complete personal data submission form according to the ID card then submit the goods to be guaranteed by showing the Identity Card (KTP) or power of attorney if the owner of the goods cannot come alone.
4. Prospective customers come directly to the pawnshop outlet and take the queue number, and go to the appraisal counter and fill out the complete

personal data submission form according to the ID card then submit the goods to be guaranteed by showing the Identity Card (KTP) or power of attorney if the owner of the goods cannot come alone.

5. Guaranteed goods will be assessed and the value of the guarantee to be given is determined, both the quality of the goods, then the estimated value of the goods is determined.
6. After the estimated value has been determined, the next step is to determine the amount of the loan along with the capital lease charged and then inform prospective customers.
7. If the prospective borrower agrees, then the collateral is held to be prepared and the customer gets a loan along with proof of pledge.
8. Then the payment of the loan money is made by the cashier without any deductions except for the discount on insurance premiums.

The procedure for paying off the loan money to the pawnshop to redeem the collateral is as follows:

1. Repayment of the loan along with the capital lease can be made directly at the cashier by showing a proof of pledge and making a payment of a certain amount of money.
2. The pawnshop submits the collateral if the payment has been paid off and is handed over directly to the customer to be verified and if it is correct it can be taken home immediately.
3. In principle, repayment of loans and capital leases can be made before the loan term is due. So, if the customer already has money, they can immediately redeem the guarantee.

E. Products and Services

In general, until now, there are still many community members who know Pegadaian from the general business, namely Pawn. In fact, besides that, there are actually quite a lot of Pegadaian products. Here are some of the services of PT.

Pegadaian. The Pawnshop Products and Services are as follows. Pawn products are divided into two types, namely Pawn Loans and Non-Pledged Loans

1. Pawn Loans consist of 8 products

1.1. Gold Paid (KCA)

Pegadaian Gadai Emas is a pawn system for consumptive and productive needs with collateral in the form of gold, both gold bars and jewelry (including diamonds). Can be paid off or in installments at any time. The name of the pawn loan product is KCA Regular, Prima, Flexy, Bisnis, UMi with the product communication language, namely Pawn Emas. KCA consists of:

- a. Regular Gold Pawn (KCA Regular) with a capital lease system per 15 days calculated from the value of the loan money with a maximum credit term of 4 months or 120 days, with a capital lease of 1% - 1.2%.
- b. Pawn Gold Prima (KCA Prima) with a maximum period of 60 days. where KCA Prima is only one NIK that is entitled to one credit in one period with 0% capital lease.
- c. Daily Gold Pawn (KCA Flexsy) for 15, 30 and 60 days with a capital lease calculated daily from the loan value, with a rental rate of 0.09%.
- d. Business Gold Pawn (KCA Bisnis) for productive needs, a minimum loan of IDR100.000.000 with a maximum term of 120 days with a capital lease of 0.95% - 0.65%.
- e. Ultra Micro Gold Pawn (Ultra Micro KCA) Especially for ultra micro business actors, who own a business and are willing to be surveyed, verified NIK at Dukcapil, get a 0.15% capital lease discount per 15 days upon repayment, specifically for verified eligible customers, period of time maximum of 120 days with 1.2% capital lease.

1.2 Pawn Gold Savings

Pegadaian Pawn Savings Gold is a loan with a pawn system that is given to all groups of customers for consumptive and productive needs with guaranteed gold deposits (Gold Savings balance) in Pegadaian. 0.75% capital rental per 15 days with a minimum balance of 1.1 grams.

1.3 Non- Gold Pawn

Non-Gold Pawning is the provision of credit with a pawn system that is given to all groups of customers for consumptive and productive needs with collateral for valuable goods such as electronic devices (smartphones, laptops, cameras) (television, computers) or other household goods. Non-gold pawn consists of:

- a. Pawn Non Gold Regular Capital rental 1% - 1.2% per 15 days calculated from the value of the loan money, maximum period of 120 days.
- b. Pawn Non Gold Prima Maximum period of 60 days in which Pawn Non Gold Prima only one NIK is entitled to one credit in one period with 0% capital lease.
- c. Flexy's Daily Non-Gold Pawn for 15, 30 and 60 days with a capital lease calculated daily from the value of the loan money with a rent of 0.09%.

1.4 Pawning Effect

Pawning securities is the fulfillment of funding needs with guaranteed ownership through securities in the form of shares and bonds. The application process is easy and can be done online through Pegadaian Digital. Loans start from Rp1 million to Rp5 Billion (individual) and 20 Billion (Institution). Capital lease 3.75% per 90 days with Securities Movement of Rp49.500 per type of securities.

1.5 Pawn Vehicle

Pegadaian Pawn Vehicle is a loan with a pawn system for consumptive and productive needs with collateral in the form of motorized vehicles, both two-wheeled and four-wheeled vehicles. With regular and flexible

features (daily) with the condition that the age of the motorbike is a maximum of 5 years and a car a maximum of the last 10 years.

1.6 Hajj Portion Financing

Hajj portion financing is sharia-based financing to get the hajj portion with gold collateral goods or Gold Savings and an easy and safe process. Minimum age 12 years and maximum 65 years when paid off. Regular Hajj Portion Financing Guarantees in the form of Gold Savings worth 3.5 grams, or Gold Bars (LM)/gold jewelry with a Minimum Estimated Value of Rp1.9 million, period of 12, 24, 36, 48, 60 months with a Mu'nah Maintenance Rate of $0.95\% \times \text{Estimated} \times \text{Term}$. With a mu'annah contract of IDR270.000 per transaction.

1.7 Religious Tourism Financing

Religious Tourism Financing is a loan for spiritual worship (Umrah) with a gold guarantee, using an installment pattern based on the principles of Islamic law. Guaranteed goods worth the difference from the value of the rphani wisuta package with the down payment. The minimum age for contracting is 17 years and over and already has the skills to carry out legal acts. If Rahin is female and over 45 years old, she may be without Muhrim and for those under 45 years old, she will be included in one family according to the rules that apply at the Travel bureau.

2 Non-Pledged Loans consist of 6 products

2.1 Business loan (KREASI) is the provision of credit with monthly installments given to Small and Medium Enterprises (UKM) for business development with a fiduciary system with collateral in the form of motorized vehicle BPKB. Divided into five features:

a. Kreasi Reguler

Pegadaian officers carry out verification and surveys, the Micro team or Credit Termination Authorization approves the loan size. Administration fees and capital leases are calculated from a 60 month

tenor loan only for SHPTU guarantees, with capital leases of 1.15%, 1.05%, 1%.

b. Kreasi Flexsi

Providing credit with a fiduciary system that is given to SMEs for business development with a guarantee in the form of BPKB for motorized vehicles. The payment system can be paid once or in futures.

c. Kreasi Ultra Mikro

Ultra Micro Business Loans are loans with monthly/termin installm installments for Ultra Micro business development up to a maximum loan of Rp. 10 million rupiah and accompanied by assistance. Payment rates can be paid once, monthly installments, term monthly installments.

d. Kreasi Express Loan

For people in the ultra micro category or community-based start-ups. Flexible term loans from 1 to 12 months. Guaranteed gold savings of 2.5% from UP. One-time and monthly rates.

2.2 Multipurpose Loans (Multipurpose Creations)

Pegadaian Multipurpose Loans are loans given to employees and non-employees for consumptive and productive purposes with vehicle BPKB as collateral. Where the maximum age of a motorbike is 5 years and a car is 10 years old. The capital rental period is 12, 18, 24 and 36 months. The customer is willing the Pawnshop Officer to verify and survey, rent capital 1.5%, 1.25%, 1.15%, with 1% administration.

2.3 Rahn Tasjily Land (Pawn Certificate)

Pegadaian Syariah Pawn Certificate is a sharia-based financing that is given to people with regular/regular income, micro/small entrepreneurs and farmers with guaranteed land certificates at the level of SHM and HGB. The Micro Team carried out file verification and site surveys, with a regular installment pattern of 12,18,24,36,48, 60 months, Flexy 4 months 1.29% x estimate, 6 months 1.31% x estimate, periodic 3 months

with a tenor 12, 24, 36 with 0.82% mu'annah x estimate, periodic 4 months with a tenor 12, 24, 36 with mu'annah 0.88% x estimated, 6 months with a tenor 12, 24, 36 per 1% x estimate.

2.4 Gold Installment (MULIA)

Pegadaian Syariah Installment Gold is a financing service for gold bullion ownership in installments. Gold installments can be an alternative safe investment option to realize future needs such as education funds, retirement, pilgrimage and others. With the product name MULIA, five product names are:

a. MULIA Personal

For individuals, the down payment starts from 15% to a maximum of 90%, term 3, 6, 12, 18, 24 and 36 months, margin (capital lease) 0.92% x Estimated with administration of IDR50.000 / transaction.

b. MULIA Arisan

For an arisan group consisting of at least 6 people, the installment period follows the number of members. The type, amount and weight of gold for each member must be the same. Every month there is one gold that is paid off and will be handed over to one member of the arisan group according to the agreement with a lower down payment of 10% / member, margin of 0.92% x estimated value of gold / month with administration of IDR50.000/group.

c. MULIA Kolektif

For groups of at least 6 people, the monthly installment period follows the number of members, the choice of type, amount and weight of gold for each member can be different. Financing starts from 3,6,12,18, 24 and 36 months with down payments starting from 10% to a maximum of 90%.

d. MULIA Asuransi (EMASKU)

For individuals, they get personal accident, death and permanent disability insurance coverage with a coverage value of up to IDR 30 million. Fixed term of 12 months, gold weight options of 1, 5, 10 and

25 gr. 20% down payment, 1% margin x financing value per month with 1% administration x financing value per month.

2.4 Vehicle installments (AMANAH)

Vehicle installments are loans based on sharia principles to micro/small entrepreneurs, employees as well as professionals and retirees for the purchase of new or used motor vehicles. There are two features, namely:

a. AMANAH Regular

Valid for financing 2-wheeled and 4-wheeled motorized vehicles. Commercial vehicles and mini buses. Down payment for motorbikes starts from 10% or IDR70.000 for motorbikes, for cars starting from 20% or IDR200.000 for cars. Term for motor vehicles 12, 18, 24, 36 months. Cars with a term of 12, 18, 24, 36, 48, 60 months with a Mu'nah Maintenance rate of 0.90% x Estimated x Term.

b. AMANAH Fleet Karyawan (BUMN/PNS).

The same procedure as the Regular AMANAH is given collectively to employees of a government agency or business entity that has collaborated with Pegadaian to become Fleet Partners, with a different payment system, namely an installment payment scheme through salary deductions/payroll Rahin.

3 Services

3.1 Pawnshop Gold Savings is a gold balance deposit service that allows customers to invest in gold easily, safely, and reliably.

3.2 Pegadaian Estimation Services is a service to the public who want to know the value of their valuables for investment or other business purposes at a relatively affordable cost.

3.3 Pegadaian Certification Services is a testing service for a precious stone, gold and other jewelry carried out by a gemologist in a gemology laboratory to determine the type, authenticity, quality and other required specifications and to provide certainty and confidence to the owner, seller and buyer. Certification Services provides professional services for

precious stone certification with internationally certified reliable gemologists supported by modern, sophisticated and qualified equipment to produce precise and comprehensive tests. high-tech equipment.

- 3.4 Pegadaian Custody Services are services to people who want to deposit valuables such as gold jewelry, diamonds, securities and motorized vehicles. If you have difficulty in securing valuables at home when going out of town or abroad, carrying out the pilgrimage, studying abroad, and other interests. Entrust your valuables to be deposited at the Pegadaian because security is our priority. Types of jewelry gold, silver, platinum, securities and others with a tariff of Rp20.000/100 gr per month, Valuable goods (jade, heirlooms and others) with a tariff of Rp10.000/goods per month, Motorcycles with a tariff of Rp15.000/10 days, Car Vehicles with a tariff of IDR30.000/10 days
- 3.5 Pegadaian Safe Deposit Box is a service for renting a safe deposit box for goods or securities which is specially designed. The security of goods and securities is guaranteed to be placed in a special room that is sturdy, resistant to loading, and fire resistant.
- 3.6 Pegadaian Online Payment Services is a service for paying various monthly bills, buying credit, buying tickets, paying for finance, paying BPJS premiums, and others.
- 3.7 Pegadaian Money Transfer Service is a service for sending and receiving money from within and outside the country at competitive costs in collaboration with several international remitters.
- 3.8 Pegadaian Gold Deposit is a loan facility with gold collateral that has been previously deposited through a Gold Deposit product with a pawn mechanism that can be submitted at the Pegadaian Branch and the Digital Pegadaian application.

2.6 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. Credit Request Form

The image shows a form titled 'FORMULIR APLIKASI PEGADAIAN KCA' with the number 463748. It is a credit request form for PT Pegadaian. The form is divided into several sections:

- Header:** Pegadaian logo, 'FORMULIR APLIKASI PEGADAIAN KCA', and the number 463748.
- Customer Information:** Kantor Cabang/UPC, Nomor CIF, Nama Lengkap, Nama Nasabah, and Alamat.
- Transaction Details:** Asal Barang Jaminan (Hati Ucha, Hati Investasi, Usaha/Modal Kerja, Biaya Pendidikan), Status Transaksi (Untuk Diri Sendiri, Untuk Orang lain), Tujuan Transaksi (Pinjaman, Investasi, Hajatan/Upacara, Pembelian Barang/Usaha, Lainnya), Cara Pembayaran (Tunai, Reguler), and Fitur yang diinginkan (Ditransfer, Top Up Tabungan Emas, Tunai, Makmal, Permintaan).
- Collateral:** Barang Jaminan yang Diserahkan (empty box) and Peluas Penerima Barang Jaminan.
- Signature:** Nasabah (empty line).

Figure 2.6 Credit Request Form
Source: Processed Data, 2022

The requirement to fulfill KCA's pawn loan is where the form is given by the pawnshop to customers who want to pawn goods. This form contains information related to the customer in question. After filling out the form it is submitted to the estimator and the customer can proceed to the next stage.

2. Gold Savings Closing

The image shows a form titled 'FORMULIR APLIKASI PEGADAIAN TABUNGAN EMAS' with the number 463748. It is a gold savings closing form for PT Pegadaian. The form is divided into several sections:

- Header:** Pegadaian logo, 'FORMULIR APLIKASI PEGADAIAN TABUNGAN EMAS', and the number 463748.
- Transaction Type:** Jenis Transaksi (Penjualan Emas, Transfer, Cetak Emas).
- Data Nasabah:** Nomor CIF, Nama Nasabah, No. Rek. Tabungan Emas.
- Transaction Transfer:** Nama Pemilik Rekening, No. Rek. Tabungan Emas, Jumlah yang Ditransfer, Biaya Transfer, Cara Pembayaran.
- Transaction Buyback:** Jumlah yang Dijual, Cara Pembayaran, Nama Bank, No. Rek., Nama Penerima, Tujuan Penggunaan Dana.
- Transaction Gold Printing (Cetak Emas):** Jenis Cetak (EMAS BATANGAN, PERHASAN), Jumlah Saldo Dicitak, Jumlah Biaya Cetak, Cara Pembayaran.
- Signature:** Atasan Petugas, Petugas, and Penerima.

Figure 2.7 Gold Savings Closing
Source: Processed Data, 2022

The requirement to fulfill the gold savings pawnshop is where the form provided by the pawnshop to customers who want to pawn their gold savings with this type of transaction can be gold sales, transfers, and gold printing. This form contains information related to the customer in question. Filling from is assisted directly by the cashier, then the customer can proceed to the next stage.

3. Transfer From

Pegadaian FORMULIR PERMINTAAN TRANSFER

Tanggal: _____
 Saya yang bertandatangan dibawah ini, mengajukan permohonan bahwa pencairan uang atas kredit _____
 atas nama saya ditransfer ke rekening Bank dibawah ini:

Nama Nasabah/Kuasa		Identitas Rekening Bank	
Nama	_____	Nama Bank	_____
No. Kredit	_____	No. Rekening Bank	_____
Cabang/Unit	_____	Nama Pemilik Rekening	_____

Jumlah Uang Pinjaman
 - Biaya Administrasi Rp. _____
 - Biaya Asuransi Rp. _____
 - Biaya Transaksi Rp. _____
 Jumlah Biaya Rp. _____
 Jumlah Uang Yang Ditransfer Rp. _____

Terbilang: _____

Saya menyatakan dengan sesungguhnya bahwa uang pencairan Kredit _____ setelah dikurangi dengan Biaya (Biaya Administrasi, Biaya Asuransi dan Biaya Transaksi), di transfer ke Rekening Bank sebagaimana dimaksud pada kolom identitas Rekening Bank atas dasar Perintah saya, sesuai dengan prosedur dan ketentuan yang diatur oleh PT. Pegadaian (Persero).

Pemohon/Nasabah: _____ Kasir: _____

Figure 2.8 Transfer From
 Source: Processed Data, 2022

The form used for disbursement of funds on a pawn loan under its own name is transferred directly to the customer's account by the pawnshop.

4. Noble Financing Request Form

Pegadaian FORMULIR PERMINTAAN PEMBIAYAAN MULIA

NOMOR CIF : _____
 NO. KTP/SIM/PASPOR : _____
 NAMA LENGKAP : _____
 ASAL DANA : Hasil usaha Hasil investasi Pinjaman Hibah Warisan

TUJUAN TRANSAKSI : Usaha/Modal kerja Investasi Pembelian barang/Jasa Hajatan/Upacara Biaya pendidikan Lain-lain

STATUS TRANSAKSI : Untuk diri sendiri Untuk orang lain (melengkapi form BO)

INSTRUMEN PEMBAYARAN : Tunai Bank (nama rekening orang lain melengkapi form BO)

RINCIAN PEMBELIAN EMAS BATANGAN (disi oleh petugas)

UNIT DIBUTUHKAN	<input type="checkbox"/> 1 gr	<input type="checkbox"/> 2 gr	<input type="checkbox"/> 2,5 gr	<input type="checkbox"/> 3 gr	<input type="checkbox"/> 4 gr	<input type="checkbox"/> 5 gr	<input type="checkbox"/> 10 gr	<input type="checkbox"/> 25 gr	<input type="checkbox"/> 50 gr	<input type="checkbox"/> 100 gr	<input type="checkbox"/> 250 gr	<input type="checkbox"/> 500 gr	<input type="checkbox"/> 1000 gr
JUMLAH DIBUTUHKAN	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____	Unit _____
TOTAL GRAM	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____	Gram _____

JUMLAH PEMBELIAN EMAS LOGAM MULIA : Rp. _____ Dengan Total _____ Gram Emas Logam Mulia

MARGIN : Rp. _____

UANG MUKA (_____ % dari jumlah Pembelian) : Rp. _____

SISA YANG DIBAYAI OLEH MULIA : Rp. _____ Dibayar dengan jangka waktu _____ bulan

ANGSURAN PER BULAN : Rp. _____ Dibayar setiap tanggal _____
 Dimulai dari tanggal _____

PERNYATAAN PEMBELI

Saya menyatakan bahwa semua informasi yang diberikan adalah benar. Informasi ini diberikan untuk tujuan permohonan pembiayaan MULIA dan ini saya memberikan kuasa kepada PT Pegadaian (Persero) untuk mendapatkan dan meneliti seluruh informasi lebih jauh yang diperlukan, dan saya akan memberikan informasi terbaru apabila terdapat perubahan data dalam aplikasi ini. Dengan menyatakan bersedia dan akan menaati segala persyaratan dan ketentuan yang berlaku di PT Pegadaian (Persero) dan keputusan membeli emas logam mulia adalah BENAR keputusan saya, saya tidak akan menuntut kepada PT Pegadaian (Persero) jika terjadi kenaikan harga emas atau pun penurunan harga emas. Saya mengetahui dan menyetujui bahwa PT Pegadaian (Persero) berhak menolak permohonan pembiayaan MULIA yang diajukan tanpa menyebutkan alasan/ keterangan lainnya.

_____ Nasabah
 (_____)

Figure 2.9 Noble Financing Request Form
 Source: Processed Data, 2022

The requirement to fulfill gold ownership financing is a form given by pawnshops to customers who want to invest for the future by owning gold bullion with installment financing. This form contains information related to the customer in question. Filling from is assisted directly by the estimator, then the customer can proceed to the next stage.

5. Promotional Brochure

Figure 2.10 Promotional Brochure
Source: Processed Data, 2022

Brochure containing information about financing multipurpose creations with BPKB guarantees for motorbikes or cars for business needs for both employees and non-employees (who owns a business), and gold savings.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.5 Job Description

The types of tasks that have been carried out during the implementation of work practices at PT. Pegadaian (Persero) CB.Panam UPC Pasar Pagi Arengka for more than four months, starting from March 7, 2022 to June 30, 2022, the full details can be seen in the details below:

- a. Document Duplication
- b. Serving customers directly at the outlet or by telephone
- c. Archiving (SBG Dwilipat Pawn, Repayment, BJDPL, Lost, Ukel, Mulia, Krasida, PTE, Cash Book, Bank Book, Handover, Outgoing Letter, Auction Letter)
- d. Making OPR
- e. Deliver goods pawn (motor vehicle) to the place of storage
- f. Become a shadow cashier

3.6 Place of Apprenticeship

Apprenticeship has carried out after students occupy semester VIII, while the Job Training activities last for approximately four (4) months, starting from March 07, 2022 to June 30, 2022 at PT Pegadaian (Persero) UPC Pasar Pagi Arengka Panam branch, located on Jl. Adi Sucipto No. 568 Pekanbaru , Riau Province. With entry conditions starting at 08.00 to 16.00 WIB for Monday - Friday and from 08.00 to 12.00 WIB for Saturday.

Table 3.1 Daily Activities of the First Week (march 07th until 12th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 07 March 2022	1. Go to the Panam Branch Pegadaian office to meet the branch manager. 2. Self introduction	Branch Manager
2	Tuesday, 08 March 2022	1. Go to the PT. Pegadaian UPC. Pasar Pagi Arengka 2. Self Introduction 3. Introduction the place or layout (outgoing mail, pawn certificate Dwililipat Gadai, repayment, BJDPL,	Appraiser and Cashier

		Disappear, Ukel, Mulia, Crasida, PTE, cash book, book Bank, handover reward, Outgoing mail, auction letter)	
3	Wednesday, March 09, 2022	1. Learn about document procurement.	Appraiser and cashier
4	Thursday, 10 March 2022	1. Learn about making OPR 2. Learn about file archiving (SBG Dwililipat Gadai, repayment, BJDPL, disappear, Ukel, Mulia, Crasida, PTE, Cash Book, Bank Book, handover reward, outgoing mail, auction letter) 3. Document duplicating	Appraiser and cashier
5	Friday 11 March 2022	Sick	Appraiser and cashier
6	Saturday 12 March 2022	1. Document duplicating. 2. File archiving (SBG Repayment, Dwilipat, Cash Book, Bank Book) 3. Making OPR.	Appraiser and cashier

Source: Processed Data 2022

The first week the author has taught to make OPR , Document duplicating, Introduction the place or layout (Outgoing mail, SBG Dwililipat Gadai, Repayment, BJDPL, Disappear, Ukel, Mulia, Crasida, PTE, Cash Book, Bank Books, Handover, Outgoing Mail, Auction Letter), Learn about file archiving (SBG Dwililipat Gadai, Repayment, BJDPL, Disapper, Ukel, Mulia, Crasida, PTE, Cas Book, Bank Books, Handover reward, Outgoing Mail, Auction Letter).

Table 3.2 Daily Activities of the Second Week (March 14th until 19th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 14 March 2022	1. Document duplicating. 2. File archiving (SBG Repayment, Dwilipat, BJDBPL, Cash Book, Bank Books) 3. Making OPR	Appraiser and cashier
2	Tuesday, 15 March 2022	1. Document duplicating. 2. Service customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, handover, Dwilipat, BJDBPL, Cash Book, Bank Book) 4. Making OPR	Appraiser

3	Wednesday, March 16, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book). 4. Want to delivery the pawn goods in the form of one unit of NMX vehicle to the regional office II on the street Tuanku Tambusai No.821, Labuh Baru Bar., Kec. Payung Sekaki, Pekanbaru city . 5. Making OPR 	Appraiser and cashier
4	Thursday, 17 March 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 4. Making OPR 	Appraiser and cashier
5	Friday 18 March 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, Cash Book, Bank Book). 4. Making OPR 	Appraiser and cashier
6	Saturday 19 March 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Book) 4. Making OPR 	Appraiser and cashier

Source: Processed Data 2022

The second week the author did the work that has been taught in the first week. The difference is that in this second week, the author has the task of delivering a motorbike to the regional office and Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.

Table 3.3 Daily Activities of the Third Week (March 21th until 26th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 21 March 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 4. Making OPR. 	Appraiser and cashier
2	Tuesday, 22 March 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 4. Making OPR. 	Appraiser and cashier
3	Wednesday, March 23, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually 4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
4	Thursday, 24 March 2022	<ol style="list-style-type: none"> 1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving of items that have been auctioned on March 23, 2022 4. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
5	Friday 25 March 2022	<ol style="list-style-type: none"> 1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
6	Saturday 26 March 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, 	Appraiser and cashier

		Dwilipat, BJDPL, Cash Book, Bank Book) 4. Making OPR .	
--	--	---	--

Source: Processed Data 2022

In the third week the author did the work that the same one second week, and given additional tasks is Become a shadow cashier by paying for customer transactions manually. The difference is that in this second week, the author didn't deliver to delivery the pawn goods.

Table 3.4 Daily Activities of the Fourth Week (March 28th until April 02th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 28 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, Cash Books, Bank Book) 4. Making OPR .	Appraiser and cashier
2	Tuesday, 29 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Book) 5. Making OPR.	Appraiser
3	Wednesday, March 30, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
4	Thursday, 31 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Books) 4. Making OPR.	Appraiser and cashier

5	Friday 1 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Books) 5. Making OPR. 	Appraiser and cashier
6	Saturday 2 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier

Source: Processed Data 2022

The fourth week the author in the did work that the same one third week.

Table 3.5 Daily Activities of of the Fifth Week (April 04th until 09th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 04 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Pengarsipan file (SBG Repayment, Dwilipat, Cash Book, Bank Books) 4. Making OPR. 	Appraiser and cashier
2	Tuesday, 05 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Books, Chif, Crasida) 5. Making OPR. 	Appraiser
3	Wednesday, 06 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, 	Appraiser and cashier

		Dwilipat, Mulia, New Chif, Cash Book, Bank Book) 5. Making OPR.	
4	Thursday, 07 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDBPL, Disappear, Crasida, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
5	Friday 08 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Disappear, BJDBPL, Crasida, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
6	Saturday 09 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDBPL, letters left behind, Crasida, Cash Book, Bank Book) 4. Making OPR.	Appraiser and cashier

Source: Processed Data 2022

The fifth week the author is the did work that the same one fourth week.

Table 3.6 Daily Activities of of the Sixth Week (April 11th until 16th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 11 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat ,BJDBPL, Crasida, Cash Book, Bank Book) 4. Making OPR.	Appraiser and cashier

2	Tuesday, 12 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , BJDBPL, Krasida, Letters left behind, Cash Book, Bank Book) 4. Making OPR. 	Appraiser
3	Wednesday, April 13, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Crasida, Disappear, Cash Book, Bank Book) 4. Making OPR 21. 	Appraiser and cashier
4	Thursday, 14 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
5	Friday 15 April 2022	Good Friday	Appraiser and cashier
6	Saturday 16 April 2022	Mass Leave	Appraiser and cashier

Source: Processed Data 2022

The sixth week the author did the work that the same one fifth week.

Table 3.7 Daily Activities of of the Seventh Week (April 18th until 23th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 18 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, Cash Book, Bank Book) 5. Making OPR . 	Appraiser and cashier
	Tuesday, 19 April 2022	<ol style="list-style-type: none"> 1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans 	Appraiser and chaiser

2		<p>for pawning, repayment, renewal, installments, and MPO payments.</p> <p>3. Become a shadow cashier by paying for customer transactions manually.</p> <p>4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book)</p> <p>5. Making OPR.</p>	
3	<p>Wednesday, April 20, 2022</p>	<p>1. Document duplicating.</p> <p>2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.</p> <p>3. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, Cash Bank, Bank Book, Outgoing Mail)</p> <p>4. Making OPR .</p>	<p>Appraiser and cashier</p>
4	<p>Thursday, 21 April 2022</p>	<p>1. Document duplicating.</p> <p>2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.</p> <p>3. Become a shadow cashier by paying for customer transactions manually.</p> <p>4. File archiving (SBG Repayment, Dwilipat, DISAPPEAR, BJDPL, Outgoing Mail, Cash Book, Bank Book)</p> <p>5. Delivering the customer's mortgaged goods in the form of a motorcycle to the regional office.</p> <p>6. Making OPR.</p>	<p>Appraiser and cashier</p>
5	<p>Friday 22 April 2022</p>	<p>1. Document duplicating.</p> <p>2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.</p> <p>3. Become a shadow cashier by paying for customer transactions manually.</p> <p>4. File archiving (SBG Repayment, Dwilipat, Crasida, Cash Book, Bank Book)</p> <p>5. Making OPR .</p>	<p>Appraiser and cashier</p>
6	<p>Saturday 05 April 2022</p>	<p>1. Document duplicating.</p> <p>2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.</p> <p>3. Become a shadow cashier by paying for customer transactions manually.</p> <p>4. File archiving (SBG Repayment Dwilipat, BJDPL, Cash Book, Bank Book)</p> <p>5. Making OPR</p>	<p>Appraiser and cashier</p>

Source: Processed Data 2022

The seventh week the author did the work that the same one sixth week, and given additional tasks Delivering the customer's mortgaged goods in the form of a motorcycle to the regional office.

Table 3.8 Daily Activities of of the Eighth Week (April 25th until 30th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 25 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, Krasida, TPE, Cash Book, Bank Book, Outgoing Mail) 4. Making OPR.	Appraiser and cashier
2	Tuesday, 26 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, Caash Book, Bank Book, Outgoing Mail) 4. Making OPR.	Appraiser
3	Wednesday, April 27, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, Cash Book, Bank Book) 4. Making OPR .	Appraiser and cashier
4	Thursday, 28 April 2022	Permission	Appraiser and cashier
5	Friday 29 April 2022	Mass Leave	Appraiser and cashier
6	Saturday 30 April 2022	Mass Leave	Appraiser and cashier

Source: Processed Data 2022

The eighth week the author did the work that the same one seventh week.

Table 3.9 Daily Activities of of the Ninth Week (May 2th until 7th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 02 May2022	Eid Fitri	Appraiser and cashier

2	Tuesday, 03 May 2022	Eid Fitri	Appraiser and cashier
3	Wednesday, May 04, 2022	Mass Leaave	Appraiser and cashier
4	Thursday, 05 May 2022	Mass Leaave	Appraiser and cashier
5	Friday 06 May2022	Mass Leaave	Appraiser and cashier
6	Saturday 07 May 2022	Mass Leave	Appraiser and cashier

Source: Processed Data 2022

Table 3.10 Daily Activities of of the Tenth Week (May 09th until 14th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 09 May2022	Permission	Appraiser and cashier
2	Tuesday, 10 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Diapper, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
3	Wednesday, May 11, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, Outgoing Mail, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
4	Thursday, 12 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, 	Appraiser and cashier

		Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR .	
5	Friday 13 May 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Disiapper, Mulia, Crasida, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
6	Saturday 14 May 2022	Pegadaian close	Appraiser and cashier

Source: Processed Data 2022

The tenth week the author did the work that the same one eight week.

Table 3.11 Daily Activities of of the Eleventh Week (May 16th until 21th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 16 May 2022	ISA the Messiah	Appraiser and cashier
2	Tuesday, 17 May 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Handover Reward, Crasida, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
3	Wednesday, May 18, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Disappear, Ukel, Crasida, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
4	Thursday, 19 May 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.	Appraiser and cashier

		<ol style="list-style-type: none"> 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment Dwilipat, Mulia, Outgoing Mail, Crasida, Cash Book, Bank Book) 5. Making OPR. 	
5	Friday 20 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Hilang, BJDPL, Mulia, handover Reward, Cash Boook, Bank Book) 5. Making OPR. 	Appraiser and cashier
6	Saturday 21 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, TPE, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier

Source: Processed Data 2022

The eleventh week the author did the work that the same one tenth week.

Table 3.12 Daily Activities of of the Twelfth Week (May 23th until 28th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 23 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. Deliver pawned goods in the form of motorbikes with BPO to the regional office. 5. File archiving (SBG Repayment, Dwilipat, Outgoing Mail, BJDPL, Cash Book, Bank Book) 6. Making OPR. 	Appraiser and cashier
2	Tuesday, 24 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying 	Appraiser and cashier

		for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Disappear Ukel, BJDPL, Cash Book, Bank Book) 5. Making OPR.	
3	Wednesday, May 25, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, BJDPL, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
4	Thursday, 26 May 2022	Ascension Day of Jesus	Appraiser and cashier
5	Friday 27 May 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
6	Saturday 28 May 2022	Sick	Appraiser and cashier

Source: Processed Data 2022

The twelfth week of the apprenticeship activities the author does the same work with the eleventh week and given additional tasks Deliver pawned goods in the form of motorbikes with BPO to the regional office.

Table 3.13 Daily Activities of of the Thirteenth Week (May 30th until June 4th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 30 May 2022	1. Document duplicating. 2. Serving ustomers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Hilang, Ukel, BJDPL, Crasida, Cash Book, Bank Book) 5. Making OPR 21.	Appraiser and cashier

2	Tuesday, 31 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Mulia, Ukel, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
3	Wednesday, June 01, 2022	Pancasila Birthday	Appraiser and cashier
4	Thursday, 02 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Hilang, BJDPL, Handover Reward, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
5	Friday 03 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Disappear, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
6	Saturday 04 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDPL, Mulia, Cash Book, Bank Book) 4. Making OPR. 	Appraiser and cashier

Source: Processed Data 2022

The thirteenth week the author did the work that the same one twelfth week.

Table 3.14 Daily Activities of of the Fourteenth Week (June 6th until 11th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 06 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Mulia, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
2	Tuesday, 07 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover Reward, Outgoing Mail, Crasida, cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
3	Wednesday, June 08, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Ukel, Disappear, Crasida, Cash Book, Bank Book) 5. Making OPR 	Appraiser and cashier
4	Thursday, 09 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Outgoing Mail, TPE, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
5	Friday 10 June 2022	<ol style="list-style-type: none"> 1. Documet duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, 	Appraiser and cashier

		Dwilipat, BJDPL, Ukel, Handover Reward, Mulia, Cash Book, Bank Book) 5. Making OPR.	
6	Saturday 11 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, TPE, Crasida, Cash Book, Bank Book 5. Making OPR.	Appraiser and cashier

Source: Processed Data 2022

The fourteenth week the author did the work that the same one thirteenth week.

Table 3.15 Daily Activities of of the Fifteenth Week (June 13th until 18th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 13 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
2	Tuesday, 14 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover Reward, Crasida, Cash Book, Bank Book) 5. Making OPR.	Appraiser and cashier
3	Wednesday, June 15, 2022	1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Disappear, Crasida, Cash Book, Bank Book)	Appraiser and cashier

		5. Making OPR	
4	Thursday, 16 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Outgoing Mail, TPE, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
5	Friday 17 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Mulia, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
6	Saturday 18 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, Cash Book, Bank Book, Mulia) 5. Making OPR. 	Appraiser and cashier

Source: Processed Data 2022

The fifteenth week the author did the work that the same one fourteenth week.

Table 3.16 Daily Activities of of the Sixteenth Week (June 20th until 25th 2022)

No	Date and time	Description of activities	Assignor
1	Monday 20 June 2022	<ol style="list-style-type: none"> 1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier

2	Tuesday, 21 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover Reward, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
3	Wednesday, June 22, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Disappear, Cash Book, Bank Book) 5. Making OPR 	Appraiser and cashier
4	Thursday, 23 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Outgoing Mail, TPE, cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
5	Friday 24 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Mulia, Cash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier
6	Saturday 25 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPLCash Book, Bank Book) 5. Making OPR. 	Appraiser and cashier

Source: Processed Data 2022

The sixteenth week the author did the work that the same one fifteenth week.

Table 3.17 Daily Activities of of the Seventeenth Week (June 20th until 25th 2022)

No	Date and time	Description of activities	Assignor
1	Monday, 27 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. Pengarsipan file (SBG Repayment, Dwilipat, BJDPL, Crasida, Mulia, Cash Book, Bank Book). 5. Making OPR. 	Appraiser and cashier
2	Tuesday, 28 June 2022	<ol style="list-style-type: none"> 1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover reward, Crasida, Cash Book, Bank Book,). 5. Making OPR. 	Appraiser and cashier
3	Wednesday, June 29, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Ukel Disapper, Cash Book, Bank Book,) 5. Making OPR. 	Appraiser and cashier
4	Thursday, 30 June 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Outgoing mail, TPE, Cash Book, Bank Book,) 5. Making OPR. 	Appraiser and cashier

The seventeenth week the author did the work that the same one sixteenth week.

3.3. Systems and Procedures

The systems and procedures that the writers used while working at PT. Pegadaian UPC Pasar Pagi Arengka is as following :

1. Duplicating Document

After the customer has made a transaction, the author is asked to duplicate the customer's transaction document so that it can be evidence both for the customer and for the Pegadaian it self.



Figure 3.1 Duplicating Document
Source: Processed Data, 2022

2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.

Receive calls from customers via cellular telephones provided by the office, serve customers at outlets by communicating directly with customers, what can be helped and what is the customer's plan, do you want to pledge, redeem, renew, pay installments, and save and serve customers by telephone mobile information about redemption plans, renewals and due dates.



Figure 3.2 Serving customers at outlets
Source: Processed Data, 2022

3. Archiving SBG Dwlipat Gadai, Repayment, BJDPL, Disappear, Ukel.
After the customer has made a pawn transaction and received a pledge letter, the writer is asked to separate the mortgage letter in duplicate and double as evidence for the pawnshop that the customer has pawned the goods. Likewise with Repayment After the customer pays off the loan or repays the loan plus the capital lease (interest) directly to the cashier accompanied by evidence of a signed pledge, which then becomes evidence that the payment of goods has been made and the pawned goods are returned to the customer. BJDPL where the evidence of a pledge that has passed its maturity which if you want to extend the period must be replaced with a new pledge. Proof of Loss where

the customer must make a loss report which will be reported to the police station authorities, after submitting a certificate from the police station the customer will receive a new SBG from Pegadaian. Ukel where the customer's SBG whose pawn goods have been auctioned off and there is still excess money from the auction and the letter is returned to the officer.



Figure 3.3 Filling SBG Dwlipat Gadai, Pelunasan, BJDPL, Hilang, Ukel.
Source: Processed Data, 2022

4. Archiving of Letters

Archiving letters where the cashier prints letters such as (outgoing letters, handover letters, PTE, Mulia, Krasida) writers are asked to archive according to the type of letter made. The following is an image when archiving a document:



Figure 3.4 Filling of Letters
Source: Processed Data, 2022

5. Making OPR

After the cashier prints the transaction summary at the end of the day, the writer is then asked to fill in the OPR in the cash details ledger to record the detailed amount of money that comes in one day. Here is a picture when filling out the OPR.

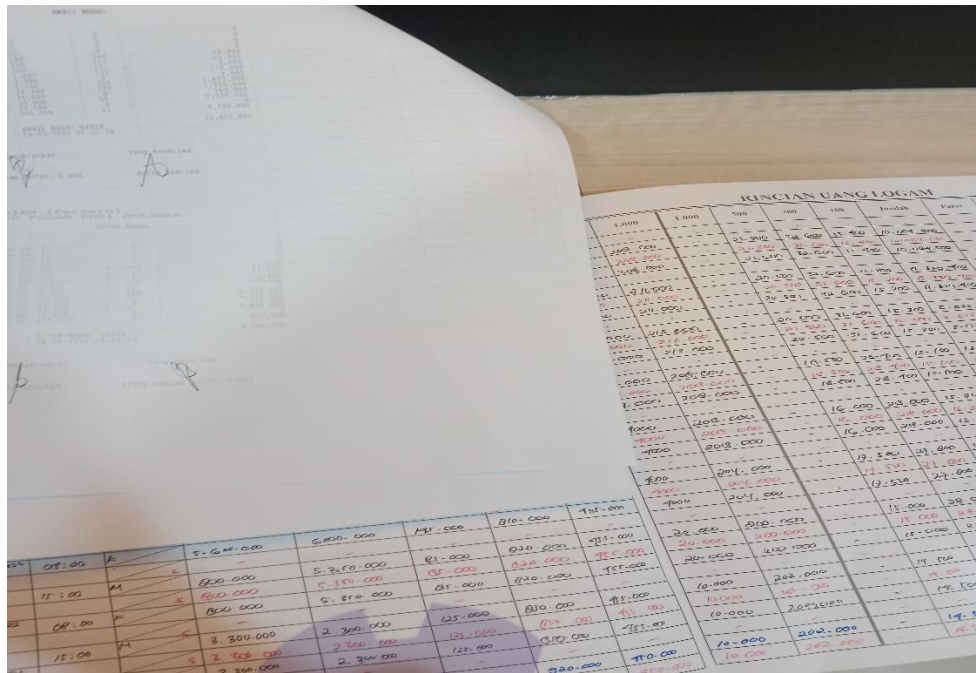


Figure 3.5 Making OPR
Source: Processed Data, 2022

6. Deliver the pawn goods to the storage area

The author delivers the pawned goods in the form of a vehicle with the pawnshop BPO to the Regional Office II on Jalan Tuanku Tambusai No. 821, Labuh Baru Kec. Payung Sekaki, Pekanbaru City with BPO.



Figure 3.6 Deliver the pawn goods to the storage area
Source: Processed Data, 2022

7. Become a Shadow Cashier By Paying Customer Transactions manually. If there are too many customers, the author is asked to become a shadow cashier in order to assist the main cashier in processing customer transactions manually (counting and receiving customer transaction money and returning if there is customer change).



Figure 3.7 Figure Become a Shadow Cashier By Paying Customer Transactions manually

Source: Processed Data, 2022

3.4 Obstacles and Solutions

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

3.4.1 Obstacles

During apprenticeship at PT UPC Pasar Pagi Arengka there were several obstacles experienced, namely as follows:

1. The room is narrow so that the arrangement of hardware such as passbook

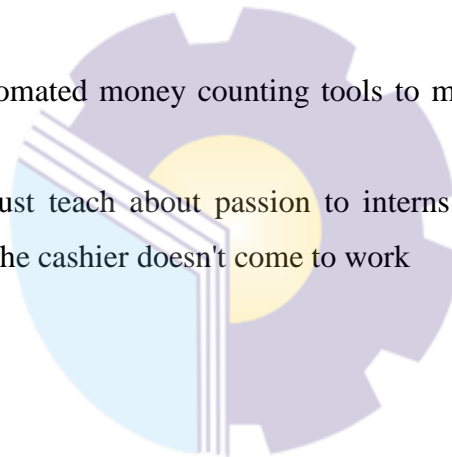
printers and receipt printers are in the same place, so it is a little difficult to freely do work at one time.

2. There is no automatic money counting machine so that it hinders the work of officers in carrying out transactions.
3. Not taught about passion so that if the cashier permits, work becomes constrained and results in long queues.

3.4.2 Solutions

The author provides a solution for PT. UPC Pasar Pagi Arengka so that in the future it will be even better, namely:

1. In the future, providing suitable space with office facilities to make work easier.
2. Providing automated money counting tools to make transactions easier for customers.
3. Employees must teach about passion to interns so that there are no long queues when the cashier doesn't come to work



CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

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

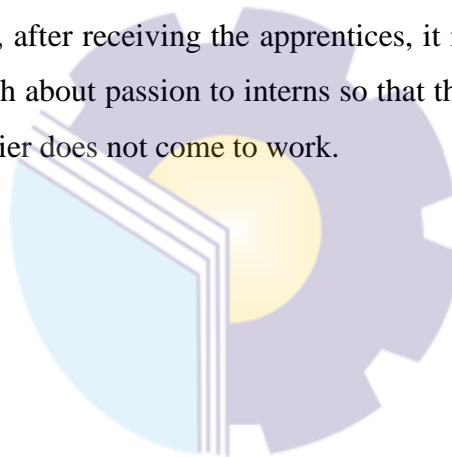
1. Practical work is a learning process by knowing firsthand the scope of the real world of work. Through practical work, students have the opportunity to apply theoretical knowledge/concepts in the real world of work. Practical Work starting from 07 March until 30 June 2022.
2. PT Pegadaian is no longer a State-Owned Enterprise (BUMN), but is a subsidiary of Bank BRI with 99.99% share ownership. While 1 share is still owned by the Government of Indonesia. PT Pegadaian which is engaged in three business lines of the company, namely financing, gold and various services.
3. Types of work carried out during practical work at PT. Pegadaian UPC Pasar Pagi Arengka duplicating documents, serving customers both directly and by telephone, archiving letters (SBG Dwilipat, Repayment, BJDPL, Disappear, UKEL, Mulia, Krasida, PTE, Handover, Outgoing, Cash Books, Books Banks) fill out OPR, deliver pawned goods to the storage area with the BPO, and become a shadow cashier by receiving and paying for customer transactions manually.
4. The obstacle that the writers get while did the apprenticeship at PT. Pegadaian Pasar Pagi Arengka are the first the room is narrow so that the arrangement of hardware such as passbook printers and receipt printers are in the same place, so it is a little difficult to freely do work at one time. So, solution in the future, providing suitable space with office facilities to make work easier. The second There is no automatic money counting machine so that it hinders the work of officers in carrying out transactions. So, the solution providing automated money counting tools to make transactions easier for customers. And Not taught about passion so that if the cashier permits, work becomes

constrained and results in long queues. So Employees must teach about passion to interns so that there are no long queues when the cashier doesn't come to work

4.2 Suggestions

After carrying out the Job Training at PT Pegadaian UPC Pasar Pagi Arengka, the author can give some suggestions as follows:

1. In the future, providing suitable space with office facilities to facilitate work without hampering the work to be carried out in one time.
2. For payment transactions, the office must provide automatic money counting tools to facilitate transactions to customers.
3. For the future, after receiving the apprentices, it is expected that employees must first teach about passion to interns so that there will be no long queues when the cashier does not come to work.



REFERENCE

PT. Pegadain UPC Pasar Pagi Arengka . www.pegadaian.co.id ., accessed on June 15, 2022.



APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter

3/6/22, 10:00 PM

<https://eoffice.pegadaian.co.id/nde/print/83989>



06 Maret 2022

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

Kepada Yth.

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

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

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

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

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

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

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

PT PEGADAIAN Kantor Pusat
Jl. Kramat Raya 102 T +62-21 315 5550 (*Hotline*)
Jakarta Pusat 10430 F +62-21 391 4221

www.pegadaian.co.id

<https://eoffice.pegadaian.co.id/nde/print/83989>

1/2



5. Selama kegiatan pelaksanaan pemagangan mahasiswa jika terdapat kendala atau informasi bisa menghubungi **Sdri. Eka Gustriani (082285715408)**

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

PT Pegadaian



(TUMIYEM)

Deputy Bisnis Kantor Area
Pekanbaru

Tembusan

Yth. Kepala Bagian Humas & Protokoler Kantor Wilayah II

Dicetak oleh : FIKHI AL ARIF/P92598/PGD
Dokumen ini ditandatangani dan diterbitkan oleh sistem eoffice.pegadaian.co.id

PT PEGADAIAN Kantor Pusat
Jl. Kramat Raya 162 T +62-21 315 5550 (*Hunting*)
Jakarta Pusat 10430 F +62-21 391 4221

www.pegadaian.co.id

Appendix 2 : List of Attendance

**DAFTAR ABSENSI MAGANG
PADA PT.PEGADAIAN (PERSERO) CABANG PANAM
UPC PASAR PAGI ARENGKA
BULAN MARET 2022**

Nama Peserta Magang : Siti Maulida Ningsih
 NIM : 5404181146
 Tempat Magang : PT. Pegadaian UPC Pasar Pagi Arengka
 Waktu Magang : 09.00 WIB – 15.30 WIB

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Senin	07 Maret 2022	Hadir	1	<i>Siti Maulida Ningsih</i>
2	Selasa	08 Maret 2022	Hadir		2 <i>Siti Maulida Ningsih</i>
3	Rabu	09 Maret 2022	Hadir	3	<i>Siti Maulida Ningsih</i>
4	Kamis	10 Maret 2022	Hadir		4 <i>Siti Maulida Ningsih</i>
5	Jum'at	11 Maret 2022	Sakit	5	<i>Siti Maulida Ningsih</i>
6	Sabtu	12 Maret 2022	Hadir		6 <i>Siti Maulida Ningsih</i>
7	Minggu	13 Maret 2022	Libur	7	<i>Siti Maulida Ningsih</i>
8	Senin	14 Maret 2022	Hadir		8 <i>Siti Maulida Ningsih</i>
9	Selasa	15 Maret 2022	Hadir	9	<i>Siti Maulida Ningsih</i>
10	Rabu	16 Maret 2022	Hadir		10 <i>Siti Maulida Ningsih</i>
11	Kamis	17 Maret 2022	Hadir	11	<i>Siti Maulida Ningsih</i>
12	Jum'at	18 Maret 2022	Hadir		12 <i>Siti Maulida Ningsih</i>
13	Sabtu	19 Maret 2022	Hadir	13	<i>Siti Maulida Ningsih</i>
14	Minggu	20 Maret 2022	Libur		14
15	Senin	21 Maret 2022	Hadir	15	<i>Siti Maulida Ningsih</i>
16	Selasa	22 Maret 2022	Hadir		16 <i>Siti Maulida Ningsih</i>
17	Rabu	23 Maret 2022	Hadir	17	<i>Siti Maulida Ningsih</i>
18	Kamis	24 Maret 2022	Hadir		18 <i>Siti Maulida Ningsih</i>
19	Jum'at	25 Maret 2022	Hadir	19	<i>Siti Maulida Ningsih</i>
20	Sabtu	26 Maret 2022	Hadir		20 <i>Siti Maulida Ningsih</i>
21	Minggu	27 Maret 2022	Libur	21	
22	Senin	28 Maret 2022	Hadir		22 <i>Siti Maulida Ningsih</i>
23	Selasa	29 Maret 2022	Hadir	23	<i>Siti Maulida Ningsih</i>
24	Rabu	30 Maret 2022	Hadir		24 <i>Siti Maulida Ningsih</i>

25	Kamis	31 Maret 2022	Hadir	25 <i>dl.</i>	
----	-------	---------------	-------	---------------	--

Pekanbaru, 31 Maret 2022
Pengelola UPC Pasar Pagi Arengka

(Risye Dorina Putri, S. Hut)
NIK. P84568

**DAFTAR ABSENSI MAGANG
PADA PT.PEGADAIAN (PERSERO) CABANG PANAM
UPC PASAR PAGI ARENGKA
BULAN APRIL, 2022**

Nama Peserta Magang : Siti Maulida Ningsih
 NIM : 5404181146
 Tempat Magang : PT. Pegadaian UPC Pasar Pagi Arengka
 Waktu Magang : 09.00 WIB – 15.00 WIB

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Jum'at	01 April 2022	Hadir	1	Shaf.
2	Sabtu	02 April 2022	Hadir		2 Shaf.
3	Minggu	03 April 2022	Libur	3	Shaf.
4	Senin	04 April 2022	Hadir		4 Shaf.
5	Selasa	05 April 2022	Hadir	5	Shaf.
6	Rabu	06 April 2022	Hadir		6 Shaf.
7	Kamis	07 April 2022	Hadir	7	Shaf.
8	Jum'at	08 April 2022	Hadir		8 Shaf.
9	Sabtu	09 April 2022	Hadir	9	Shaf.
10	Minggu	10 April 2022	Libur		10 Shaf.
11	Senin	11 April 2022	Hadir	11	Shaf.
12	Selasa	12 April 2022	Hadir		12 Shaf.
13	Rabu	13 April 2022	Hadir	13	Shaf.
14	Kamis	14 April 2022	Hadir		14 Shaf.
15	Jum'at	15 April 2022	Libur	15	Shaf.
16	Sabtu	16 April 2022	Hadir		16 Shaf.
17	Minggu	17 April 2022	Libur	17	Shaf.
18	Senin	18 April 2022	Hadir		18 Shaf.
19	Selasa	19 April 2022	Hadir	19	Shaf.
20	Rabu	20 April 2022	Hadir		20 Shaf.
21	Kamis	21 April 2022	Hadir	21	Shaf.
22	Jum'at	22 April 2022	Hadir		22 Shaf.
23	Sabtu	23 April 2022	Hadir	23	Shaf.
24	Minggu	24 April 2022	Libur		24 Shaf.
25	Senin	25 April 2022	Hadir	25	Shaf.
26	Selasa	26 April 2022	Hadir		26 Shaf.
27	Rabu	27 April 2022	Hadir	27	Shaf.

28	Kamis	28 April 2022	Hadir		28 <i>Def.</i>
29	Jum'at	29 April 2022	Libur	29 <i>Def.</i>	
30	Sabtu	30 April 2022	Libur		30 <i>Def.</i>

Pekanbaru, 30 April 2022
Pengelola UPC Pasar Pagi Arengka

(Risye Dorina Putri, S. Hut)
NIK. P84568

DAFTAR ABSENSI MAGANG
PADA PT.PEGADAIAN (PERSERO) CABANG PANAM
UPC PASAR PAGI ARENGKA
BULAN MEI 2022

Nama Peserta Magang : Siti Maulida Ningsih
 NIM : 5404181146
 Tempat Magang : PT. Pegadaian UPC Pasar Pagi Arengka
 Waktu Magang : 09.00 WIB – 15.00 WIB

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Minggu	01 Mei 2022	Libur	1	
2	Senin	02 Mei 2022	Hari Raya Idul Fitri		2
3	Selasa	03 Mei 2022	Hari Raya Idul Fitri	3	
4	Rabu	04 Mei 2022	Cuti bersama		4
5	Kamis	05 Mei 2022	Cuti bersama	5	
6	Jum'at	06 Mei 2022	Cuti bersama		6
7	Sabtu	07 Mei 2022	Cuti bersama	7	
8	Minggu	08 Mei 2022	Libur		8 <i>SK..</i>
9	Senin	09 Mei 2022	Izin	9	
10	Selasa	10 Mei 2022	Hadir		10 <i>SK.</i>
11	Rabu	11 Mei 2022	Hadir	11 <i>SK.</i>	
12	Kamis	12 Mei 2022	Hadir		12 <i>SK.</i>
13	Jum'at	13 Mei 2022	Hadir	13 <i>SK.</i>	
14	Sabtu	14 Mei 2022	Hadir		14 <i>SK.</i>
15	Minggu	15 Mei 2022	Libur	15 <i>SK.</i>	
16	Senin	16 Mei 2022	Hari Raya Waisak		16
17	Selasa	17 Mei 2022	Hadir	17 <i>SK.</i>	
18	Rabu	18 Mei 2022	Hadir		18 <i>SK.</i>
19	Kamis	19 Mei 2022	Hadir	19 <i>SK.</i>	
20	Jum'at	20 Mei 2022	Hadir		20 <i>SK.</i>
21	Sabtu	21 Mei 2022	Hadir	21 <i>SK.</i>	
22	Minggu	22 Mei 2022	Libur		22 <i>SK.</i>
23	Senin	23 Mei 2022	Hadir	23 <i>SK.</i>	
24	Selasa	24 Mei 2022	Hadir		24 <i>SK.</i>
25	Rabu	25 Mei 2022	Hadir	25 <i>SK.</i>	

26	Kamis	26 Mei 2022	Kenaikan Isa Almasih		26	<i>Shaf.</i>
27	Jum'at	27 Mei 2022	Hadir	27		<i>Shaf.</i>
28	Sabtu	28 Mei 2022	Sakit		28	<i>Shaf.</i>
29	Minggu	29 Mei 2022	Libur	29		<i>Shaf.</i>
30	Senin	30 Mei 2022	Hadir		30	<i>Shaf.</i>
31	Selasa	31 Mei 2022	Hadir	31		<i>Shaf.</i>

Pekanbaru, 31 Mei 2022
Pengelola UPC Pasar Pagi Arengka



(Risye Dorina Putri, S. Hut)
NIK. P84568

DAFTAR ABSENSI MAGANG
PADA PT.PEGADAIAN (PERSERO) CABANG PANAM
UPC PASAR PAGI ARENGKA
BULAN JUNI 2022

Nama Peserta Magang : Siti Maulida Ningsih
 NIM : 5404181146
 Tempat Magang : PT. Pegadaian UPC Pasar Pagi Arengka
 Waktu Magang : 08.00 WIB – 16.00 WIB

No	Hari	Tanggal	Keterangan	Tanda Tangan	
1	Rabu	01 Juni 2022	Hari Lahir Pancasila	1	Shaf.
2	Kamis	02 Juni 2022	Hadir	2	Shaf.
3	Jum'at	03 Juni 2022	Sakit	3	Shaf.
4	Sabtu	04 Juni 2022	Sakit	4	Shaf.
5	Minggu	05 Juni 2022	Libur	5	Shaf.
6	Senin	06 Juni 2022	Hadir	6	Shaf.
7	Selasa	07 Juni 2022	Hadir	7	Shaf.
8	Rabu	08 Juni 2022	Hadir	8	Shaf.
9	Kamis	09 Juni 2022	Hadir	9	Shaf.
10	Jum'at	10 Juni 2022	Hadir	10	Shaf.
11	Sabtu	11 Juni 2022	Hadir	11	Shaf.
12	Minggu	12 Juni 2022	Libur	12	
13	Senin	13 Juni 2022	hadir	13	Shaf.
14	Selasa	14 Juni 2022	Hadir	14	Shaf.
15	Rabu	15 Juni 2022	Izin	15	Shaf.
16	Kamis	16 Juni 2022	Hadir	16	Shaf.
17	Jum'at	17 Juni 2022	Hadir	17	Shaf.
18	Sabtu	18 Juni 2022	Hadir	18	Shaf.
19	Minggu	19 Juni 2022	Libur	19	
20	Senin	20 Juni 2022	Hadir	20	Shaf.
21	Selasa	21 Juni 2022	Hadir	21	Shaf.
22	Rabu	22 Juni 2022	Hadir	22	Shaf.
23	Kamis	23 Juni 2022	Hadir	23	Shaf.
24	Jum'at	24 Juni 2022	Hadir	24	Shaf.
25	Sabtu	25 Juni 2022	Hadir	25	Shaf.
26	Minggu	26 Juni 2022	Libur	26	
27	Senin	27 Juni 2022	Hadir	27	Shaf.

28	Selasa	28 Juni 2022	Hadir		28 <i>Had.</i>
29	Rabu	29 Juni 2022	Hadir	29 <i>Had.</i>	
30	Kamis	30 Juni 2022	Hadir		30 <i>Had.</i>

Pekanbaru, 30 Juni 2022
Pengelola UPC Pasar Pagi Arengka



(Risye Dorma Putri, S. Hut)
NIK. P84568

Appendix 3: Certificate of internship



SURAT KETERANGAN
NOMOR: 039/10387/2022


Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : Siti Maulida Ningsih
Tempat / Tanggal Lahir : Batupanjang, 14 Juni 2000
Alamat : Jl. Pelajar, Batupanjang

Telah melaksanakan Kerja Praktek (KP) di PT. Pegadaian UPC Pasar Pagi Arengka selama 4 (empat) bulan di mulai dari tanggal 01 Maret 2022 sampai dengan 30 Juni 2022 sebagai tenaga kerja praktik.

Selama melaksanakan Kerja Praktek di PT. Pegadaian UPC Pasar Pagi Arengka, mahasiswa tersebut telah menunjukkan ketekunan dan kesungguhan untuk bekerja dengan baik.

Surat keterangan / Referensi ini diberikan untuk digunakan secara tepat dan bermanfaat untuk mahasiswa tersebut.

Pekanbaru, 30 Juni 2022
PT. Pegadaian Persero
UPC Pasar Pagi Arengka

Pegadaian
(Risyte Dorina Putri, S.Hut)

Appendix 4: Company Appraisal Sheet

EVALUATION RESULTS FROM JOB TRAINING

COMPANY APPRAIAL

PT. PEGADAIAN (PERSERO) UPC PASAR PAGI ARENGKA

Name : Siti Maulida Ningsih
Student's Identity No : 5404181146
Study Program : D4- International Business Administration
College : State Polytechnic Of Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disciplin	20%	98
2.	Responsibility	25%	95
3.	Adjusmnet / Adaption	10%	90
4.	Work Result	30%	98
5.	Behavior in General	15%	95
	Total (1+2+3+4+5)	100%	476

Explanation :

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

Notes:

.....
.....

Pekanbaru, June 30th 2022


Manager of PT. Pegadaian
UPC Pasar Pagi Arengka

Appendix 5 : Apprenticeship Certificate








Appendix 6 : Daily Activities of The Job Training

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the First Week (March 07th until 12th 2022)

Day : Monday – Saturday






Date : March 07 – March 12, 2022


Date and time	Description of activities	Task Assignor	Signature
Monday 07 March 2022	<ol style="list-style-type: none"> Go to the Panam Branch Pawnshop office to meet the branch manager. Self introduction 	Risye Dorina Putri, S. Hut	
Tuesday 08 arch 2022	<ol style="list-style-type: none"> Go to the PT. Pawnshop UPC. Pasar Pagi Arengka. Self Introduction. Introduction the place or layout (outgoing mail, pawn certificate Dwililipat Gadai, repayment, BJDPL, Disappear, Ukel, Mulia, Crasida, PTE, cash book, book Bank, handover reward, Outgoing mail, auction letter) 	Risye Dorina Putri, S. Hut	
Wednesday, March 09, 2022	<ol style="list-style-type: none"> Learn about document procurement. 	Risye Dorina Putri, S. Hut	
Thursday, 10 March 2022	<ol style="list-style-type: none"> Learn about making OPR Learn about file archiving (SBG Dwililipat Gadai, repayment, BJDPL, disappear, Ukel, Mulia, Crasida, PTE, Cash Book, Bank Book, handover reward, outgoing mail, auction letter) Document duplicating 	Risye Dorina Putri, S. Hut	
Friday 11 March 2022	Sick	Risye Dorina Putri, S. Hut	
Saturday 12 March 2022	<ol style="list-style-type: none"> Document duplicating. File archiving (SBG Repayment, Dwilipat, Cash Book, Bank Book) Making OPR. 	Risye Dorina Putri, S. Hut	


No	WORKING	EXPLANATION
		<p>The first week the author has taught to make OPR , Document duplicating, Introduction the place or layout (Outgoing mail, SBG Dwililipat Gadai, Repayment, BJDPL, Disappear, Ukel, Mulia, Crasida, PTE, Cash Book, Bank Books, Handover, Outgoing Mail, Auction Letter),Learn about file archiving (SBG Dwililipat Gadai, Repayment, BJDPL, Disapper, Ukel, Mulia, Crasida, PTE, Cas Book, Bank Books, Handover reward, Outgoing Mail, Auction Letter).</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Second Week
 Day : Monday – Saturday
 Date : March 14 – March 19, 2022






Date and time	Description of activities	Task Assignor	Signature
Monday, 14 March 2022	1. Document duplicating. 2. File archiving (SBG Repayment, Dwilipat, BJDBPL, Cash Book, Bank Books) 3. Making OPR	Risye Dorina Putri, S. Hut	
Tuesday, 16 March 2022	1. Document duplicating. 2. Service customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, handover, Dwilipat, BJDBPL, Cash Book, Bank Book) 4. Making OPR	Risye Dorina Putri, S. Hut	
Wednesday, March 16, 2022	1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book). 4. Want to delivery the pawn goods in the form of one unit of NMX vehicle to the regional office II on the street Tuanku Tambusai No.821, Labuh Baru Bar., Kec. Payung Sekaki, Pekanbaru city . 5. Making OPR	Risye Dorina Putri, S. Hut	
Thursday, 17 March 2022	1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 4. Making OPR	Risye Dorina Putri, S. Hut	
Friday 18 March 2022	1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.	Risye Dorina Putri, S. Hut	


	3. File archiving (SBG Repayment, Dwilipat, Cash Book, Bank Book). 4. Making OPR		
Saturday 19 March 2022	1. Document duplicating. 2. Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Book) 4. Making OPR	Risye Dorina Putri, S. Hut	

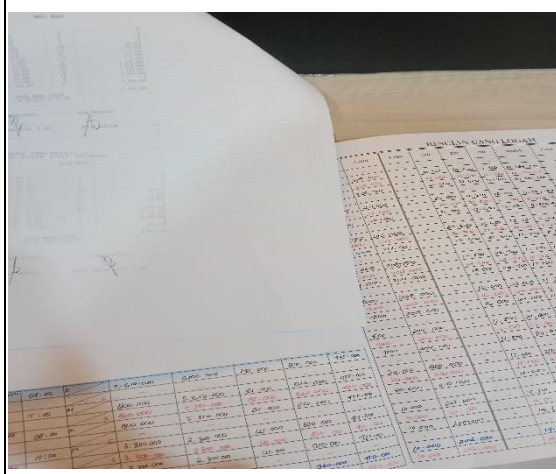
No	WORKING	EXPLANATION
		The second week the author did the work that has been taught in the first week. The difference is that in this second week, the author has the task of delivering a motorbike to the regional office and Learn how to communicate with customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Third Week
 Day : Monday – Saturday
 Date : March 21 – March 26, 2022






Date and time	Description of activities	Task Assignor	Signature
Monday, 21 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 4. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 22 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 4. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, March 23, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually 4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Thursday, 24 March 2022	1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving of items that have been auctioned on March 23, 2022 4. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Friday 25 March 2022	1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for	Risye Dorina Putri, S. Hut	


	customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, cash Book, Bank Book) 5. Making OPR.		
Saturday 26 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 4. Making OPR .	Risye Dorina Putri, S. Hut	

No	WORKING	EXPLANATION
		In the third week the author did the work that the same one second week, and given additional tasks is Become a shadow cashier by paying for customer transactions manually. The difference is that in this second week, the author didn't deliver to delivery the pawn goods.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Fourth Week
 Day : Monday – Saturday
 Date : March 28 until April 02 2022

Date and time	Description of activities	Assignor	Signature
Monday, 28 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, Cash Books, Bank Book) 4. Making OPR .	Risye Dorina Putri, S. Hut	
Tuesday, 29 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, March 30, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Thursday, 31 March 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , BJDPL, Cash Book, Bank Books) 4. Making OPR.	Risye Dorina Putri, S. Hut	
Friday 1 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments.	Risye Dorina Putri, S. Hut	

	<ol style="list-style-type: none"> 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Books) 5. Making OPR. 6. Pegadaian Birthday 		
<p>Saturday 2 April 2022</p>	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	





No	WORKING	EXPLANATION
		<p>The fourth week the author of practical work activities this week the author does the work that the same one third week and on April 1st, we celebrate the 121 year anniversary of the pawnshop</p>



DAILY ACTIVITIES OF THE JOB TRAINING


Week : Daily Activities of the Fifth Week

Day : Monday – Saturday

Date : April 04 – April 09, 2022





Date and time	Description of activities	Task Assignor	Signature
Monday, 04 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Pengarsipan file (SBG Repayment, Dwilipat, Cash Book, Bank Books) 4. Making OPR. 	Risye Dorina Putri, S. Hut	
Tuesday, 05 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Books, Chif, Crasida) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Wednesday, April 06, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Mulia, New Chif, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Thursday, 07 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDBPL, Disappear, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	

<p>Friday 08 April 2022</p>	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Disappear, BJDBPL, Crasida, Cash Book, Bank Book) 5. Making OPR. 	<p>Risye Dorina Putri, S. Hut</p>	
<p>Saturday 09 April 2022</p>	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDBPL, letters left behind, Crasida, Cash Book, Bank Book) 4. Making OPR. 	<p>Risye Dorina Putri, S. Hut</p>	


No	WORKING	EXPLANATION
		<p>The fifth week the author is the did work that the same one fourth week.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Sixth Week
 Day : Monday – Saturday
 Date : April 11 – April 16, 2022





Date and time	Description of activities	Task Assignor	Signature
Monday, 11 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat ,BJDBPL, Crasida, Cash Book, Bank Book) 4. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 12 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , BJDBPL, Krasida, Letters left behind, Cash Book, Bank Book) 4. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, April 13, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat , Crasida, Disappear, Cash Book, Bank Book) 4. Making OPR 21.	Risye Dorina Putri, S. Hut	
Thursday, 14 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Friday 15 April 2022	Good Friday	Risye Dorina Putri, S. Hut	
Saturday 16 April 2022	Mass Leave	Risye Dorina Putri, S. Hut	



--	--	--

No	WORKING	EXPLANATION
	 A woman wearing a brown hijab and an orange long-sleeved uniform is seated at a desk in an office. She is looking down at a stack of papers on the desk. There are several other stacks of papers and a pair of glasses on the desk. The background shows a window with blinds and a computer monitor.	The sixth week the author did the work that the same one fifth week.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Seventh Week
 Day : Monday – Saturday
 Date : April 18 – April 23 , 2022




Date and time	Description of activities	Task Assignor	Signature
Monday, 18 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, Cash Book, Bank Book) 5. Making OPR .	Risye Dorina Putri, S. Hut	
Tuesday, 19 April 2022	1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat , Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, April 20, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, Cash Bank, Bank Book, Outgoing Mail) 4. Making OPR .	Risye Dorina Putri, S. Hut	
Thursday, 21 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, DISAPPEAR, BJDPL, Outgoing Mail, Cash Book, Bank Book) 5. Delivering the customer's mortgaged goods in the form of a motorcycle to the regional office.	Risye Dorina Putri, S. Hut	

	6. Making OPR.		
Friday 22 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, Cash Book, Bank Book) 5. Making OPR . 	Risye Dorina Putri, S. Hut	
Saturday 23 April 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR 	Risye Dorina Putri, S. Hut	

No	WORKING	EXPLANATION
		The seventh week the author did the work that the same one sixth week, and given additional tasks Delivering the customer's mortgaged goods in the form of a motorcycle to the regional office.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Eighth Week
 Day : Monday – Saturday
 Date : April 25 – April 30 , 2022

Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 25 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, Krasida, TPE, Cash Book, Bank Book, Outgoing Mail) 4. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 26 April 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, Caash Book, Bank Book, Outgoing Mail) 4. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, April 27, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, Cash Book, Bank Book) 4. Making OPR .	Risye Dorina Putri, S. Hut	
Thursday, 28 April 2022	Permission	Risye Dorina Putri, S. Hut	
Friday 29 April 2022	Mass Leave	Risye Dorina Putri, S. Hut	
Saturday 30 April 2022	Mass Leave	Risye Dorina Putri, S. Hut	

No	WORKING	EXPLANATION
		The eighth week the author did the work that the same one seventh week.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Ninth Week
 Day : Monday – Saturday
 Date : May 02 – May 07 , 2022

Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 02 May2022	Eid Fitri	Risye Dorina Putri, S. Hut	
Tuesday, 03 May 2022	Eid Fitri	Risye Dorina Putri, S. Hut	
Wednesday, May 04, 2022	Mass Leave	Risye Dorina Putri, S. Hut	
Thursday, 05 May 2022	Mass Leave	Risye Dorina Putri, S. Hut	
Friday 06 May2022	Mass Leave	Risye Dorina Putri, S. Hut	
Saturday 07 May 2022	Mass Leave	Risye Dorina Putri, S. Hut	




No	WORKING	EXPLANATION


DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Tenth Week

Day : Monday – Saturday

Date : May 09 – May 14 , 2022

Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 09 May2022	Permission	Risye Dorina Putri, S. Hut	
Tuesday, 10 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Diapper, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Wednesday, May 11, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, Outgoing Mail, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Thursday, 12 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR . 	Risye Dorina Putri, S. Hut	

Friday 13 May2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Disiapper, Mulia, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Saturday 14 May 2022	Pegadaian close	Risye Dorina Putri, S. Hut	





No	WORKING	EXPLANATION
		The tenth week the author did the work that the same one eight week.


DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Eleventh Week

Day : Monday – Saturday

Date : May 16 – May 21 , 2022

Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 16 May2022	ISA the Messiah	Risye Dorina Putri, S. Hut	
Tuesday, 17 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Handover Reward, Crasida, Cash Book, Bank Book). 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Wednesday, May 18, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Disappear, Ukel, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Thursday, 19 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment Dwilipat, Mulia, Outgoing Mail, Crasida, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Friday 20 May2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 		

	<ul style="list-style-type: none"> 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Hilang, BJDPL, Mulia, handover Reward, Cash Boook, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Saturday 21 May 2022	<ul style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, TPE, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	





No	WORKING	EXPLANATION
		The eleventh week the author did the work that the same one tenth week.


DAILY ACTIVITIES OF THE JOB TRAINING


Week : Daily Activities of the Twelfth Week

Day : Monday – Saturday

Date : May 23 – May 28 , 2022




Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 23 May2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. Deliver pawned goods in the form of motorbikes with BPO to the regional office. 5. File archiving (SBG Repayment, Dwilipat, Outgoing Mail, BJDPL, Cash Book, Bank Book) 6. Making OPR. 	Risye Dorina Putri, S. Hut	
Tuesday, 24 May 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Disappear Ukel, BJDPL, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Wednesday, May 25, 2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Crasida, BJDPL, Cash Book, Bank Book) 5. Making OPR. 	Risye Dorina Putri, S. Hut	
Thursday, 26 May 2022	Ascension Day of Jesus	Risye Dorina Putri, S. Hut	



Friday 27 May2022	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 5. MakingOPR. 	Risye Dorina Putri, S. Hut	
Saturday 28 May 2022	Sick	Risye Dorina Putri, S. Hut	

No	WORKING	EXPLANATION
		The twelfth week of the apprenticeship activities the author does the same work with the eleventh week and given additional tasks Deliver pawned goods in the form of motorbikes with BPO to the regional office.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Thirteenth Week
 Day : Monday – Saturday
 Date : May 30 – June 04 , 2022





Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 30 May 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Hilang, Ukel, BJDPL, Crasida, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 31 May 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Mulia, Ukel, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, June 01, 2022	Pancasila Birthday	Risye Dorina Putri, S. Hut	
Thursday, 02 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Hilang, BJDPL, Handover Reward, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	



<p>Friday 03 June 2022</p>	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Disappear, Crasida, Cash Book, Bank Book) 5. Making OPR. 	<p>Risye Dorina Putri, S. Hut</p>	
<p>Saturday 04 June 2022</p>	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. File archiving (SBG Repayment, Dwilipat, BJDPL, Mulia, Cash Book, Bank Book) 4. Making OPR. 	<p>Risye Dorina Putri, S. Hut</p>	

No	WORKING	EXPLANATION
		<p>The thirteenth week the author did the work that the same one twelfth week.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Fourteenth Week
 Day : Monday – Saturday
 Date : June 06 – June 11, 2022





Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 06 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Mulia, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 07 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover Reward, Outgoing Mail, Crasida, cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, June 08, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Ukel, Disappear, Crasida, Cash Book, Bank Book) 5. Making OPR	Risye Dorina Putri, S. Hut	
Thursday, 09 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment,	Risye Dorina Putri, S. Hut	



	Dwilipat, BJDPL, Outgoing Mail, TPE, Cash Book, Bank Book) 5. Making OPR.		
Friday 10 June 2022	1. Documet duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Handover Reward, Mulia, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Saturday 11 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, TPE, Crasida, Cash Book, Bank Book 5. Making OPR.	Risye Dorina Putri, S. Hut	

No	WORKING	EXPLANATION
		The fourteenth week the author did the work that the same one thirteenth week.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Fifteenth Week
 Day : Monday – Saturday
 Date : June 13 – June 18, 2022





Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 13 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 14 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover Reward, Crasida, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, June 15, 2022	1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Disappear, Crasida, Cash Book, Bank Book) 5. Making OPR	Risye Dorina Putri, S. Hut	
Thursday, 16 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Outgoing Mail, TPE,	Risye Dorina Putri, S. Hut	



	Cash Book, Bank Book) 5. Making OPR.		
Friday 17 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Mulia, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Saturday 18 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Crasida, Cash Book, Bank Book, Mulia) 5. Making OPR.	Risye Dorina Putri, S. Hut	

No	WORKING	EXPLANATION
		The fifteenth week the author did the work that the same one fourteenth week.

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Sixteenth Week
 Day : Monday – Saturday
 Date : June 20 – June 25, 2022





Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 20 June 2022	1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 21 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover Reward, Crasida, Cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, June 22, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Disappear, Cash Book, Bank Book) 5. Making OPR	Risye Dorina Putri, S. Hut	
Thursday, 23 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Outgoing Mail, TPE, cash Book, Bank Book) 5. Making OPR.	Risye Dorina Putri, S. Hut	

<p>Friday 24 June 2022</p>	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Ukel, Mulia, Cash Book, Bank Book) 5. Making OPR. 	<p>Risye Dorina Putri, S. Hut</p>	
<p>Saturday 25 June 2022</p>	<ol style="list-style-type: none"> 1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPLCash Book, Bank Book) 5. Making OPR. 	<p>Risye Dorina Putri, S. Hut</p>	

No	WORKING	EXPLANATION
		<p>The sixteenth week the author did the work that the same one fifteenth week.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

Week : Daily Activities of the Seventeenth Week
 Day : Monday – Saturday
 Date : June 27 – June 30, 2022

Date and time	Description of activities	Task Assignor	SIGNATURE
Monday, 27 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. Pengarsipan file (SBG Repayment, Dwilipat, BJDPL, Crasida, Mulia, Cash Book, Bank Book). 5. Making OPR.	Risye Dorina Putri, S. Hut	
Tuesday, 28 June 2022	1. Document duplicating 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Handover reward, Crasida, Cash Book, Bank Book,). 5. Making OPR.	Risye Dorina Putri, S. Hut	
Wednesday, June 29, 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually. 4. File archiving (SBG Repayment, Dwilipat, Ukel Disapper, Cash Book, Bank Book,) 5. Making OPR.	Risye Dorina Putri, S. Hut	
Thursday, 30 June 2022	1. Document duplicating. 2. Serving customers at outlets and on cellular phones about customer plans for pawning, repayment, renewal, installments, and MPO payments. 3. Become a shadow cashier by paying for customer transactions manually 4. File archiving (SBG Repayment, Dwilipat, BJDPL, Outgoing mail, TPE, Cash Book, Bank Book,) 5. Making OPR.	Risye Dorina Putri, S. Hut	

--	--	--

No	WORKING	EXPLANATION
		The seventeenth week the author did the work that the same one sixteenth week.

WRITER BIOGRAPHY



The author name is Siti Maulida Ningsih. The author was born from parent name Mr. Ahmad Sopyan Purba and Mrs.Siti Aisyah as and child of 3 siblings. The author was born on June 14. 2000 at Batupanjang,Rupat, Bengkalis District, Riau. The author completed the Primary School in 2012. the Socondary School in 2012 and then Senior High School in 2015 with department Social science.

After that, the author continue education in State Polytechnic of Bengkalis with a majoring in commercial administration with a Diploma-IV study program in International Business Administration. The author is also active in participating in several campus activities such as student activity units and seminars. In September 2021 the author conducted an Industrial Visit and Table Manner in Aceh and Sumatera Utara. With perseverance, high motivation and support from families, lecturers and friends to be continue learning and trying, the author successfully completed this thesis with title "Consumer Preferences in the Selection of Alfamart Private Label Products(Case Study in Alfamart of Bengkalis Sub-District Bengkalis Regency)" under the advisor Mr. Teguh Widodo, S. Sos., M.SM., M.Rech I hpe this thesis can be a contribution in the world of education.