

**APPREANTICESHIP REPORT**  
**PT INDAH KIAT PULP & PAPER Tbk – PERAWANG MILL**

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**BENGKALIS – RIAU**  
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Written as one of the conditions for completing Job Training

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Perawang, June 30<sup>th</sup> ,2022

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## PREFACE

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Bengkalis,

2022



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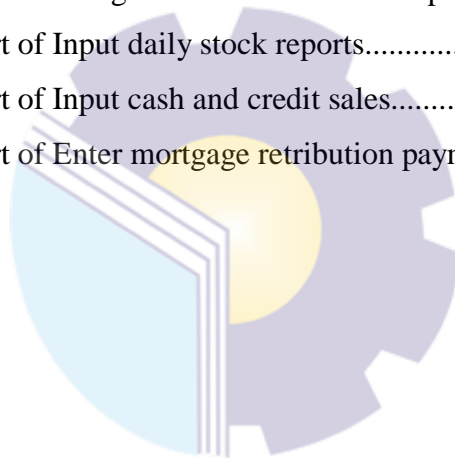
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multinational Companies.

As of July 29th, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26th, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Discussion, Commercial and Maritime Administration.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautica, D3 Technical, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 2 Information System Security, and D4 English for Communication and Professionals. Thus, since

2000 until now the State Polytechnic of Bengkalis has 9 (eight) majors with 20 (twenty) study programs. The D-IV International Business Administration Study Program was formed by Mrs. Yunelly Asra SE., MM which focuses on learning about the challenges faced in the business world in the international market by accepting the first batch in 2016.

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. So that with these demands, practical work activities were carried out.

Practical work is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities/activities, and students can also apply the knowledge received from the results of practical work. The implementation of practical work will bring students to a real experience, namely the world of work. The practical work process which is carried out by going directly into the company, will create a description of new thinking, because here the theory will be implemented and students will easily understand and learn. So that when students sit at their desks, they will easily adapt. For Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 3 months and a maximum of 4 months.

Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad. 3 Based on the above, the author as a student of the e International Business Administration Study Program is required to carry out practical work activities for a minimum of 4 months.

The author chose PT. Indah Kiat Pulp and Paper as an internship place because the author has been interested in this company and has a relationship with

a team from Public Relations. So that the author can do practical work at PT. Indah Kiat Pulp and Paper, because during the current pandemic it is difficult to find a place to do practical work. During the implementation of practical work the author is placed in the Public Relations and cooperative section. The author is also very interested in the world of Public Relations and has a dream to work in the Public Relations section of a company after completing his education. The implementation of this practical work really helps the author to learn more about Public Relations.

The implementation of the KP is starting from March 01, 2022 to June 30, 2022. The implementation of the KP is expected to add insight to the author about various good and correct tasks and to be able to face the real world of work with the experience gained.

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

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

1. To describe job descriptions during practical work.
2. To explain practical workplace systems and procedures.
3. To find out the obstacles and solutions during practical work.

### **1.3 Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.



## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company Profile**

PT Indah Kiat Pulp & Paper Tbk is a company engaged in the sector pulp integrated and paper with Foreign Investment (PMA) status. PT Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jananto (Yap Sui Kei), at that time he led Berkat Group. In 1975, Berkat Group, which has many subsidiaries, invited Chung Hwa Pulp Corporation and Yuen Foong Yu Paper Manufacturing from Taiwan. Then they conducted the first survey for a feasibility study with the location of the establishment of a paper factory in Serpong, Tangerang, West Java and a factory pulp in Central Java, Jambi, Riau and seven other areas.

In 1976, land acquisition permits were arranged, and investment permits were granted with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. On December 7, 1976 the company PT Indah Kiat Pulp & Paper Tbk – Perawang Mill was now officially established with Notary Ridwan Soesilo, SH. The application for the establishment of this factory is carried out with PMA status where the aim is to make it easier to bring in foreign workers, because local workers have not mastered paper making, in addition to providing incentives so that foreign investors want to enter Indonesia.

Factory design and feasibility studies were continued in 1977 to determine process technology and production capacity. After that, construction of a cultural paper factory (was carried out Wood Free Printing & Writing Paper the first phase of the) by installing 2 lines of paper machines, each with a capacity of 50 tons/day. This factory is located on Jalan Raya Serpong, Tangerang, West Java, which is near the Cisadane River. A year later, experimental production was carried out at a paper mill in Tangerang with satisfactory results. On June 1st, 1979, commercial production was carried out as well as the inauguration day of the birth of PT Indah Kiat Pulp & Paper Tbk Corporation Tangerang. The date was chosen because it coincided with the birth Mr. Soetopo, in addition to making the logo and motto, namely "To build the country, to educate the nation, and to preserve the

environment". Then the following year the second survey was conducted in Jambi and Riau ten times and to produce a phase II Tangerang paper mill by installing a paper machine with line 3rd capacity of 50 tons/day. After considering the location feasibility study data in 1975, the study was continued in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Sri Indrapura Regency, Riau Province. On September 5th, 1981, land acquisition and permits were carried out.

In 1982 forest clearing and levelling. The forest concession rights owned by PT Indah Kiat Pulp & Paper Tbk Corporation include the collection and logging, maintenance and sale of the following products:

1. HPH supplies (Logging) are the rights of forest entrepreneurs and the purpose of using timber (Logs) for sale with sustainable principles and principles.
2. Industrial Forest HPH (HTI) is a right granted for the management of unproductive forests into better forests by planting artificial forests of species that have high economic value.
3. Timber Utilization Permit (IPK) is the right to use wood from a forest area which will be converted into another within a maximum period of one year.

Meanwhile, the operation of the paper machine line 3at the Tangerang paper mill was carried out in addition to the preparation of the mill location pulp in Perawang and Pinang Sebatang villages, Tualang District, Siak Sri Indrapura Regency, and Riau Province. A year later the physical construction of plant Pulp Phase I of began in Riau Province. Simultaneously, loading and unloading facilities were also built in the form of a special port that can be docked by ocean ships with a dead weight of more than 6,000 tons, which is approximately 1.5 kilometres from the factory location Pulp on the banks of the Siak River.

The trial plant was Pulp carried out with the inauguration of the factory by the President of the Republic of Indonesia, Mr. Soeharto on May 24th, 1984. At that time the capacity the mill pulp bleached sulphate (Bleached Kraft Pulp) is 75,000 tons/year, so that the needs pulp of paper mills in Tangerang do not need to be imported anymore but are met by troops Pulp from Riau Province. This factory is the first sulfate factory in Kentang made from wood in Indonesia. This year, the

construction of Industrial Plantation Forests (HTI) was started based on a collaboration between PT Indah Kiat Pulp & Paper Corporation and PT Arara Abadi.

In 1985 the production of pulp reached 250 tons/day, then the second phase of industrial forest plantation development planning was continued. This year, PT Indah Kiat Pulp & Paper Corporation had suffered losses due to the effects of the world recession, production quality was still unstable, in addition to the replacement of the leader from Mr. Soetopo Jananto to his first son.

The year 1987 was a transition period from Mr. Boediono Jananto to Teguh Ganda Wijaya, the son of Mr. Eka Wijaya. In this year, production of Pulp 300 tons/day was achieved after modification of production facilities. Phase I of the paper mill construction in Perawang began in 1988 by installing the first line of cultural paper machines (Wood Free Printing & Writing Paper) with a capacity of 150 tons/day. The existence of this factory makes the Perawang factory pulp an integrated and paper. In 1989 the construction of a phase II paper mill in Perawang was carried out with the inauguration by the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe, Aceh under the name KKA. Then in 1990, the construction of the Phase II factory in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons/day which is one of the largest cultural paper machines in Asia.

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is at Jalan Raya Minas Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, and Riau. The small town called Tualang Perawang is better known as Perawang with a population of about 102.306 people is an industrial city on the edge of the Siak River.





**Figure 2.1 PT Indah Kiat Pulp & Paper Tbk**  
*Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill*

Perawang city is located between 0o32"- 0o51" north latitude and 101o28" – 101o52" east longitude. The altitude from the sea level is between 0.5-5 meters with air temperatures around 22oC to 33oC. The Perawang area as well as the Siak area generally consists of lowlands and soil structures that tend to be red-yellow podzolic from sedimentary rocks and alluvial as well as organosol soils containing gluey humus in the form of swamps or subsoil (peat). The shape of the area is approximately 75% flat to choppy and 25% wavy to hilly. Other areas bordering the city of Perawang are in the north in the District of Mandau, Kabupaten Minas, the southern part in the District of Kerinci Kanan, Pekanbaru City, the western part in the District of Minas, and the eastern part in the District of Sei Mandau.

The trial production plant phase II sold shares to the public and cooperatives With 54.39% of shares in PT Putri Nusa Eka Persada, 19.99% of Chung Hwa Pulp Corporation, and 8.69% of Yueng Fong Yu Manufacturing.

The process of preparing for the implementation of the Father's Child program is carried out, which is a program for linking large industries with small industries by the Ministry of Industry and the Regional Government of Riau Province. Inauguration Adopted conducted concerning Industry leather, leather footwear industry, batik, garment apparel, metal casting, traditional weaving Siak, metallic paint and others. A year later plant was developed Pulp phase III of the, starting with a capacity of 1,300 tons/day, where trial production was carried out at the end of the year. In addition, PT Indah Kiat Pulp & Paper Corporation also helped

the government by accepting 20 apprentices from East Timor based on the Ministry of Manpower Program.

In 1994 the mill Pulp Phase III operated commercially and joined together with the mills Pulp Phase I and II to produce Pulp high quality so that the capacity could be increased from 800 tons to 1,300 tons/day. Then the plant construction was Pulp Phase IV carried out in the next one is with a capacity of 1,600 tons/day, where the trial operation is scheduled for the end of 1996, in addition to:

1. Raised two adopted children in Perawang, namely convection and carpenter.
2. Helped the government again by accepting 24 workers from East Timor.
3. Received ISO 9002 certificate
4. Received an award from the Minister of Women's Role as the best Nakerwan Development Company in Riau.
5. Publish a tips info magazine.
6. Established YPPI Kindergarten and Elementary Schools.

In 1996 was a year of appreciation for PT Indah Kiat Pulp & Paper. In addition to receiving the Upakarti award from the President, PT Indah Kiat Pulp & Paper was also awarded a blue rating, the environment and the Minister of Environmental Welfare regarding a healthy environment. In the same year, the trial production of the mill Pulp IV and preparations for the construction of the III paper mill were carried out.

In 1997 PT Indah Kiat Pulp & Paper received another Zero Accident (zero work accident) award from the President of the Republic of Indonesia, and received an ISO 14001 certificate. At that time, PT Indah Kiat Pulp & Paper received a worker from East Timor.

In 1998 the construction of paper mill III with a capacity of 1,300 tons/day was achieved and the construction of the building was started Training Center at a cost of two billion (RP 2 billion). PT Indah Kiat Pulp & Paper Corporation is a national private legal entity that is trusted to manage forests and forest product industries in the form of the HPH Group:

1. PT Arara Abadi concession area of  $\pm$  265,000 Ha.
2. PT Wira Karya Sakti concession area of  $\pm$ 220,000 Ha.

3. Mapala Rabda concession area of  $\pm 155,000$  Ha.
4. PT Dexter Timber Perkasa Indonesia concession area of  $\pm 166,000$  Ha.
5. PT. Murini Timber concession area of  $\pm 116,000$  Ha.

Broadly speaking, initially PT Indah Kiat Pulp & Paper, located in Perawang, produced pulp, which was then sent to a factory located in Perawang. Attack to be reproduced into packaging paper. After that the production is sent back to the factory in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat's main business activities are in the cultural paper industry, pulp and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photo copying paper, industrial paper such as packaging paper which includes containerboard (linerboard and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard and coloured paper.

The products made by this company not only meet the domestic market, but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, Middle East, Africa, Europe and the USA.

## **2.2 Vision and Mission**

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out their respective programs, as well as PT. Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill:

1. Vision

The vision of PT Indah Kiat Pulp & Paper Tbk is to become the producer pulp number one and paper in the world with international standards in the 21st century, which is dedicated to providing the best for customers, shareholders, employees and society.

## 2. Mission

The missions of PT Indah Kiat Pulp & Paper Tbk are as follows:

- a. Increase world market share.
- b. Using the latest technology in the development of new products as well
- c. As the implementation of factory efficiency.
- d. Improving human resources through training.
- e. Realizing a sustainable business commitment in all operational activities.

### 2.3 Kind of Business

PT Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry Pulp and Paper. The main business activities of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (line board and corrugating medium), corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, coloured paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

### 2.4 Organization Structure

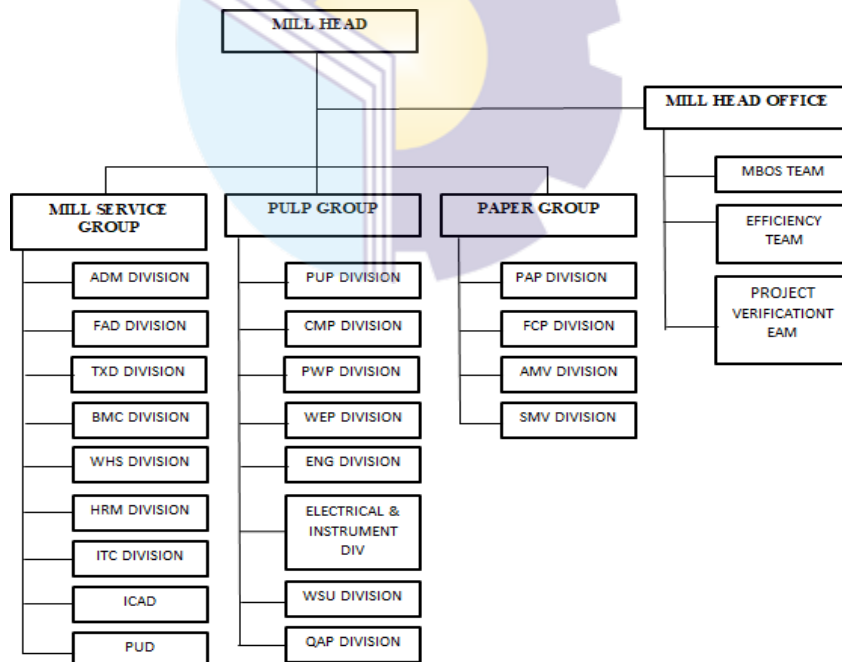
The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a cooperation and coordination line among members in achieving the goals that have been outlined in advance.

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing activities. A good organizational form will greatly depend on the situation and conditions of

each company and also on the goals to be achieved. This is because the organizational form of a company with other companies is different. The form of the organizational structure used by the company will support the goals to be achieved.

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be arranged regularly so that the company's main objectives that have been previously set can be achieved properly.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions with the functions, obligations and responsibilities of each section in each field. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2 below as Follows:



**Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk**

Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

## 2.5 The Working Process

Public Relations requires ongoing planning to benefit the company's growth. This is based on the belief that the life of the company will depend on

public opinion. Therefore, activities Public Relations must be carried out to form a positive response from the public opinion. The Public Relations relationship that occurs at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a two-way relationship. On the one hand, its function is to interpret the company for society. While on the other hand, activities are Public Relations able to produce information about what is expected by the community towards the company.

The ongoing activities of the company PT Indah Kiat Pulp & Paper Tbk – Perawang Mill cannot be separated from the influence of the community environment, given that the community is the target market for industry and the environment used by the company to blend in with the community's residence. Therefore, there is an awareness of the importance of paying attention to and involving the community's role in decisions and activities in the industrial and business environment.

To carry out PR activities properly, a process is needed. Bearing in mind, PR activities are not only concerned with the final result, but also the method taken to obtain the final result. The work process of the Division Public Relations can be seen in Figure 2.2 below as follows:



**Figure 2.3 The working process of Public Relation Division**  
*Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill*

#### 1. Research

Public Relations of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill must recognize the symptoms and causes of the problems that occur in society treat company. Therefore, Public Relations needs to be involved in fact- gathering research. Public Relations needs to monitor and read about the understanding, opinions, attitudes, and behaviour of the people who are interested in and affected by the company's actions. “What's happening now?” are the words that describe this stage. Public Relations must be observant in looking at data and facts that are closely related to the work to be done. All information must be obtained as completely as possible. In the stage of defining research, Public

Relations must process existing factual data, make comparisons, make judgments, and produce judgments, so that conclusions and accuracy can be obtained from the factual data that has been obtained. The process is Public Relations not as simple as collecting data and facts, but also must prioritize processing, research, classifying, and compiling data in such a way as to facilitate problem solving later. Research in this data search can be done by surveys and polls, interviews, focus group discussions, in-depth interviews, and walking around research.

## 2. Planning

After the stage of research and data search, Public Relations proceed to the planning stage. In this stage, Public Relations performs the preparation of the problem and makes thoughts to solve the problem and determine the people who will work on the problem later. This planning should not be ignored, but must be considered carefully because it will determine the success of the work Public Relations as a whole. Planning is prepared on the data and facts that have been obtained, not based on the wishes of Public Relations. Based on the formulation of the problem, a planning and decision-making strategy is made to create a work program based on company policies that are also adapted to the interests of the community. The keywords of this stage are, "What should we do and why?"

## 3. Action and Communication

Communication is often done based on personal assumptions by a practitioner of Public Relations (Staff). As a result, these actions sometimes bring bad results and are not recommended because they will risk the company's image. This stage is skipped to get the answer to the question, "How do we do it and say it". Specific goals and objectivity must be linked to achieve the actions and communications that will be carried out by practitioners Public Relations. Public Relations must be able to communicate the implementation of the program so that it can influence people's attitudes which then encourage them to support the implementation of the program. In addition, Public Relations must also take action and carry out activities as well as possible. This action

activity is a communication activity, just like group communication, mass communication, and organizational communication.

#### 4. Evaluation

The way to find out whether the process has been completed or not is to conduct an evaluation of the steps that have been taken. The main purpose of evaluation is to measure the overall effectiveness of the process. At this stage, Public Relations is required to be thorough and thorough for the accuracy of the data and facts that already exist. However, keep in mind that a middle name Public Relations is crisis". Therefore, after completing one problem, it is possible to get new problems again. Thus, this stage is also a reference for future planning. In short, "How did we do?" be used as a reference at this stage.

### 2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill, especially the Division, Public Relations including the following:

#### 1. Paper Aid Handover Form

The Paper Aid Handover Form, especially Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government agency. The Paper Assistance Handover form can be seen in Figure 2.4 below as follows:

PUBLIC AFFAIR SECTION SEKOH TERIMA BANTUAN KERTAS	
1	Periode
2	Jumlah Bantuan
3	Jenis Kertas
4	Instansi Penerima
5	Penerima
6	Tanggal Terima
Keterangan	
Diserahkan Oleh	Diterima Oleh
Public Affair	Bantuan

**Figure 2.4 Paper Aid Handover Form**  
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill



The company provides free paper for Agencies in Siak Regency to be used in work matters. Every month, the company issues a maximum of 20 boxes of paper every month, where 1 box contains 5 reams of paper which is given to each agency in Siak Regency. Each agency has the opportunity to receive 1 paper box of for one month. The form is proof that the paper has been issued and received by the relevant agency.

2. Social assistance verification and evaluation sheet

The verification and evaluation sheet for social assistance is a sheet containing valid data, recommendations from the verification team, and approval from the leadership whether it is appropriate to distribute material assistance to applicants.



**Figure 2.5 Social assistance verification and evaluation sheet**  
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

The company will provide material assistance if the verification sheet and evaluation of social assistance have been evaluated and surveyed by the PR team whether the applicant is eligible to receive the assistance requested.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This practical work program is carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill for four months, starting from March 02 2022 to June 30 2022. During the internship period, KP participants are placed in the Public Relations Department and employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill.

There are several tasks during the Job training in the Public Relations Section at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill are as follows:

1. **Conducting Gatherings or Meetings**  
Conducting gatherings or meetings is to strengthen cooperation with an agency, institution, organization and others.
2. **Accepting Incoming Proposals**  
Receiving incoming proposals is the activity of receiving proposals sent by agencies or organizations that apply for assistance to companies.
3. **Fill Out the Paper Assistance Handover Forms**  
The company provides free paper for agencies in Siak Regency to use in business matters. The form is proof that the paper has been issued and received by the relevant agency.
4. **Design wise words narration poster**  
Designing a narrative poster of the head of public relations' wisdom on social media used to capture a moving audience with a message. In addition, the poster function can be used for discussion.

There are several tasks during the Job training in the employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill are as follows:

1. **Input daily stock reports**  
Stock taking report is an activity that is carried out routinely to calculate the inventory of goods in the warehouse of a company.

2. Input cash and credit sales

Cash sales are types of sales that are carried out in cash. Payment is made by the buyer in cash and is completed in one transaction. This type of credit sale is a type of sale whose payment is made with salary deductions for PT Indah Tips employees who are registered as members of the employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill.

3. Enter mortgage retribution payments

Inputting employee mortgage retribution payments PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill, include : electricity levy, water fee, rubbish, insurance, property tax, etc.

## **3.2 Systems and Procedures**

### **3.2.1 System**

Companies need a system to support the company's activities in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve a company goal.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is the system process online and offline/manual. PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a company engaged in the paper and pulp industry where the main raw materials are acacia and eucalyptus wood produced by PT Arara Abadi in HTI (Industrial Plantation Forest) whose location is not only in one area, but spread over several areas of Riau Province. Apart from Perawang, PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java and Banten Province, especially the Serang area. In order for these separate areas to be connected to each other, in their operational activities, in terms of sending data, PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses a special internet based company application.

As online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.

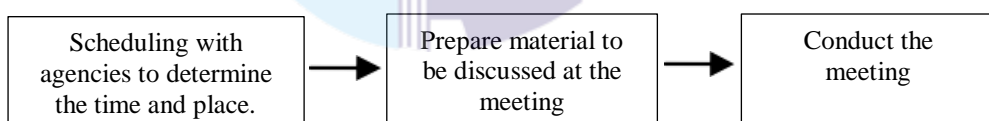
### 3.2.2 Procedures

A company in carrying out its activities requires a procedure so that everything that is carried out or carried out is uniform or in accordance with the standards that have been set by the company. A procedure is a sequence of work that involves several people in a section or more, arranged to ensure equal treatment of transactions that occur frequently.

The description of the procedures carried out while carrying out practical work activities (KP) in the Division Public Relations at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

#### 1. Conducting Gatherings or Meetings

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a large company in the industrial sector and has collaborated with several agencies and institutions. It is important for companies to hold meetings or friendships with several agencies or institutions for the development and progress of the company. These meetings and gatherings usually discuss industrial relations with vocational education, regional activities involving companies and others. The steps in conducting a gathering or meeting can be seen in Figure 3.1 as follows:



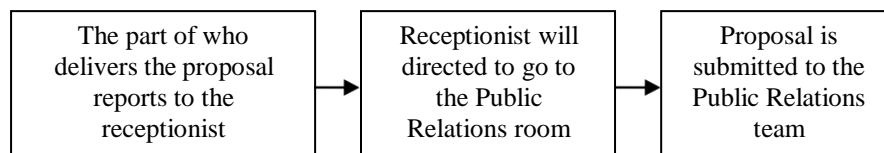
**Figure 3.1 Flowchart of Conducting Gatherings org Meetings**

Source: Processed Data 2022

Based on the flowchart above, the first step in conducting a gathering or meeting is starting from scheduling to determine the place and time. Usually this scheduling is done by sending a letter, if this meeting is held by another agency, they usually enter a letter first. However, often several agencies or institutions make scheduling via telephone and email. Then the Head of Public Relations prepared materials for the meeting. Then do the meeting, but usually before the meeting do follow-up by telephone.

## 2. Accepting Incoming Proposals

One of the CSR from PT. Indah Kiat Pulp and Paper is to participate in several activities carried out by local organizations, institutions or institutions. Namely receiving several proposals with different objectives such as submitting proposals to request assistance for used materials, funds for activities, borrowing halls and others. The steps in accepting an incoming proposal can be seen in Figure 3.2 as follows:



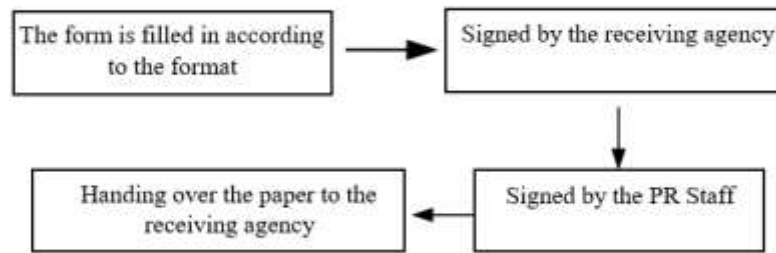
**Figure 3.2 Flowchart of Accepting Incoming Proposals**

Source: Processed Data 2022

Based on the flowchart above, the first step in receiving an incoming proposal is, the party sending the proposal reports the name of the organization or agency, then tells the receptionist what the purpose is. After that the receptionist will direct the person who delivered the proposal to the public relations room. After that, the person submits his proposal to the public relations team, and the proposal has been accepted and will be processed or assessed by the team concerned whether the proposal is worthy or not for assistance.

## 3. Fill Out the Paper Assistance Handover Forms

The Paper Assistance Handover Form, especially Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government agency. The company provides free paper for agencies in Siak Regency to use in business matters. The several steps in filling out the Paper Aid Handover Form can be seen in Figure 3.3 as follows:



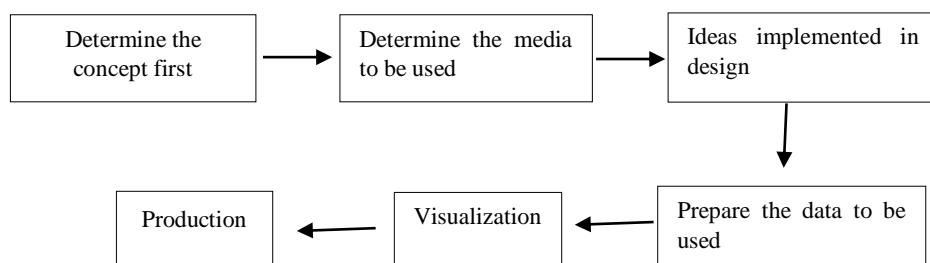
**Figure 3.3 Flowchart of Fill out the Paper Assistance Handover Forms**

*Source: Processed Data 2022*

Based on the flowchart above, the first step in filling out the Paper Aid Handover form is the form provided by the Public Relations Staff, filled in according to the existing format as the date the paper was issued, the receiving agency, and the number of papers issued. Then, the form is signed by the representative of the receiving agency and the Public Relations Staff as proof of submission. After that, the paper is given to the representative of the receiving agency.

4. Design wise words narration poster

Designing a narrative poster of the head of public relations' wisdom on social media used to capture a moving audience with a message. In addition, the poster function can be used for discussion. The several steps in designing a narrative poster can be seen in Figure 3.4 as follows:



**Figure 3.4 Flowchart of Design wise words narration poster**

*Source: Processed Data 2022*

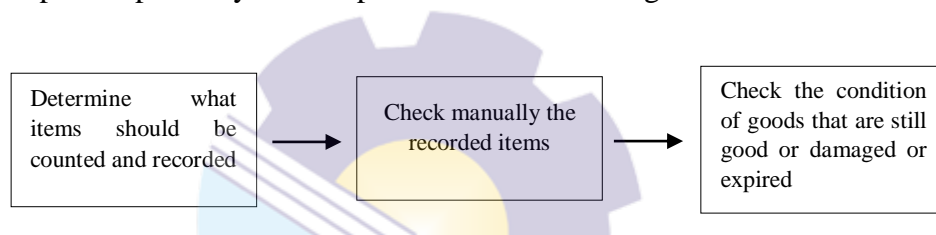
Based on the flowchart above, the first step in inspirational narrative poster design is to determine the concept first, then determine the design media that will be used, the ideas that will be applied in the design, prepare the data to

be used, visualize, then after the design is completed, it is reviewed first before printing or uploading on social media.

The description of the procedures carried out while carrying out practical work activities (KP) in the Division Cooperative at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill as follows:

1. Input daily stock reports

Stock taking report is an activity that is carried out routinely to calculate the inventory of goods in the warehouse of a company yang digunakan koperasi karyawan PT Indah Kiat Pulp and Paper TBK – Perawang Mill. The several steps in Input daily stock reports can be seen in Figure 3.5 as follows:



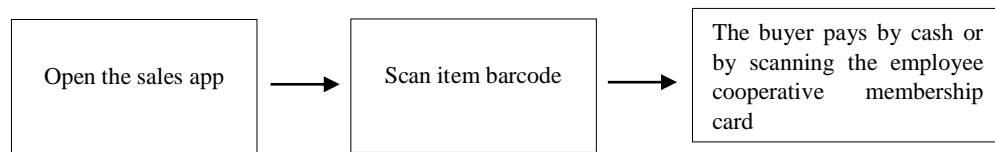
**Figure 3.5 Flowchart of Input daily stock reports**

*Source: Processed Data 2022*

Based on the flowchart above, the first step in Input daily stock reports is to determine what items should be counted and recorded, manually checking the recorded items, checking the condition of the items whether they are still feasible or not for sale.

2. Input cash and credit sales

Cash sales are types of sales that are carried out in cash. Payment is made by the buyer in cash and is completed in one transaction. This type of credit sale is a type of sale whose payment is made with salary deductions for PT Indah Kiat employees who are registered as members of the employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill. The several steps in Input cash and credit sales can be seen in Figure 3.6 as follows:



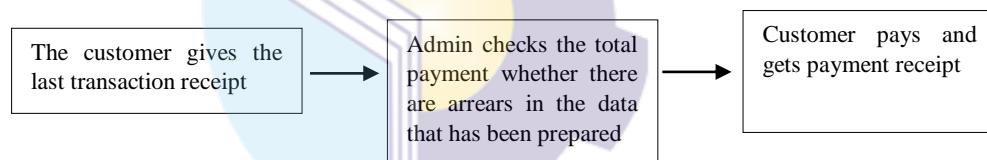
**Figure 3.6 Flowchart of Input cash and credit sales**

*Source: Processed Data 2022*

Based on the flowchart above, the first step in Input cash and credit sales is opening the sales application, scanning the items purchased by the buyer, then the buyer can pay by cash or by credit using an employee cooperative member card with a limit given by the company.

3. Enter mortgage retribution payments

Inputting employee mortgage retribution payments PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill, include : electricity levy, water fee, rubbish, insurance, property tax, etc. The several steps in Enter mortgage retribution payments can be seen in Figure 3.7 as follows:



**Figure 3.7 Flowchart of Enter mortgage retribution payments**

*Source: Processed Data 2022*

Based on the flowchart above, the first step in Enter mortgage retribution payments is the customer gives the last payment receipt, the admin checks the total payment and whether there is a payment arrears, then the customer pays and gets the latest payment receipt.

### 3.3 Place of Apprenticeship

This Job training activity was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill which is located at Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, and Riau Province. During practical work the author is placed in the Public Relations Section and employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill. The



company's provisions regarding the schedule or time for the implementation of practical work are as follows:

Table 3.1. The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No	Day	Working Hours	Break
1	Monday to Thursday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Friday	07.00 - 17.00 WIB	11.30 - 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill

Table 3.2. The Working schedule of employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill

No	Day	Working Hours	Break
1	Monday to Friday	07.30 - 17.30 WIB	11.30 - 13.30 WIB
2	Saturday to Sunday	Holiday	Holiday

Source: Employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill

The activities carried out during practical work can be seen in the following table:

Table 3.3 Daily Activities of March 1<sup>st</sup>, 2022 to March 4<sup>th</sup>, 2022

No	Data and Time	Activities	Place
1	Tuesday 01 March 2022	1. Cheek In 2. Take care of administration	Public Relation Office
2	Wednesday 02 March 2022	1. Introduction to IKPP Profile 2. Industrial Visit with UMRI Engineering faculty Lecturers to PT. IKPP 3. Discussion with lecturers of The Faculty of Engineering UMRI and Director of PT. IKPP	1. Public Relation Office 2. CS-6 3. Eucalyptus Meeting Room
3	Thursday 03 March 2021	National Holiday	-
4	Friday 04 March 2021	1. Discussion on KP jobs while at PT. IKPP 2. Journal format and attendance list of activities during KP 3. Visits to Arasy Kurnia artisans and Bank Sampah 4. Visit to craftsmen of used crates & pallets built	1. Public Relation Office 2. Kreasi Brankas Arasy Kurnia 3. Tualang Wood Working

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 07 2022 to March 11 2022 can be seen in the table below as follows:

**Table 3.4 Daily Activities of March 7<sup>th</sup>, 2022 to March 11<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 07 March 2022	Input the proposal into the verification and evaluation sheet of social assistance	Public Relation Office
2	Tuesday 08 March 2022	An official trip to Pekanbaru in order to attend an invitation to an inspirational class by Mr. Armadi, S.E., M.E	RRI Pekanbaru
3	Wednesday 09 March 2022	Make video documentation about industrial visits with UMRI engineering lecturers	Public Relation Office
4	Thursday 10 March 2022	<ol style="list-style-type: none"> <li>1. Interviewed members of Arasy Kurnia's safe creation craftsmen about business profiles</li> <li>2. Job about literature on CSR, cooperative and scraft material</li> </ol>	<ol style="list-style-type: none"> <li>1. Kreasi Brankas Arasyi Kurnia</li> <li>2. Public Relation Office</li> </ol>
5	Friday 11 March 2022	Create literature on CSR	Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 14 2022 to March 19 2022 can be seen in the table below as follows:

**Table 3.5 Daily Activities of March 14<sup>th</sup>, 2022 to March 18<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 14 March 2022	Design a narrative poster about change	Public Relation Office
2	Tuesday 15 March 2022	<ol style="list-style-type: none"> <li>1. Design a narrative poster about knowledge</li> <li>2. Make a special report regarding the application for practical work</li> </ol>	Public Relation Office
3	Wednesday 16 March 2022	Design a narrative poster about work philosophy	Public Relation Office
4	Thursday 17 March 2022	Recap and process proposals from stakeholders	Public Relation Office
5	Friday 18 March 2022	Complete the education board registration form Mr. Armadi, S.E., M.E	Public Relation Office
6	Sabtu 19 March 2022	Facilitate MUI activities	Aula Bunut

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 21 2022 to March 25 2022 can be seen in the table below as follows:

**Table 3.6 Daily Activities of March 21<sup>st</sup>, 2022 to March 25<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 21 March 2022	Recap and process proposals from stakeholders	Public Relation Office
2	Tuesday 22 March 2022	Make a presentation slide about CSR	Public Relation Office
3	Wednesday 23 March 2022	Design a narrative poster about make hope	Public Relation Office
4	Thursday 24 March 2022	1. Business trip to Pekan baru. 2. Survey of catering places for iftar activities 3. Discussion and delivery of assistance with Mr. Subahat from the Pekanbaru UIN campus	1. CV. Tri Jaya Catering 2. Wareh Kupi
5	Friday 25 March 2022	Make daily reports on practical work activities	Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations March 28 2022 to April 01 2022 can be seen in the table below as follows:

**Table 3.7 Daily Activities of March 28<sup>th</sup>, 2022 to April 01<sup>st</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 28 March 2022	Design a narrative poster about pick up hope	Public Relation Office
2	Tuesday 29 March 2022	Design a narrative poster about vocational safari	Public Relation Office
3	Wednesday 30 March 2022	Attend the farewell event for students of SMA Negeri 6 Tualang	SMA Negeri 6 Tualang
4	Thursday 31 March 2022	Designing a Field Work ID Card	Public Relation Office
5	Friday 01 April 2022	Revise the design of the narrative poster on vocational safari	Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-

Perawang Mill in the Division from Public Relations April 04 2022 to April 08 2022 can be seen in the table below as follows:

**Table 3.8 Daily Activities of April 4<sup>th</sup>, 2022 to April 9<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 04 April 2022	Revise material on CSR	Public Relation Office
2	Tuesday 05 April 2022	Revise material on CSR	Public Relation Office
3	Wednesday 06 April 2022	Official trip to the Pekanbaru Manpower Office in the context of submitting proposal assistance with one of the Heads of the Manpower Office	Disnaker Pekanbaru
4	Thursday 07 April 2022	Analyse the profile of villages that are targets for CSR activities	Public Relation Office
5	Friday 08 April 2022	Interview about the business profile of Tualang Wood Working	Jl. Ceras KM 8

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 11 2022 to April 15 2022 can be seen in the table below as follows:

**Table 3.9 Daily Activities of April 11<sup>th</sup>, 2022 to April 15<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 11 April 2022	Designing a narrative poster about the country will be destroyed	Public Relation Office
2	Tuesday 12 April 2022	Revise the design of the narrative poster about the country will be destroyed	Public Relation Office
3	Wednesday 13 April 2022	1. Design a narrative poster about determination 2. Gathering and breaking fast with alumni of the public relations division practical work students	1. Public Relation Office 2. Pekanbaru
4	Thursday 14 April 2022	Industrial Visit with teachers of SMKN 2 Pekanbaru Department of Mechanical Engineering and Department of Development	CS-6
5	Friday 15 April 2022	National Holiday	

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 18 2022 to April 22 2022 can be seen in the table below as follows:

**Table 3.10 Daily Activities of April 18<sup>th</sup>, 2022 to April 22<sup>nd</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 18 April 2022	Revise the PPT on CSR	Public Office Relation
2	Tuesday 19 April 2022	Revise the narrative poster on vocational safari	Public Office Relation
3	Wednesday 20 April 2022	Design a narrative poster about euphoria	Public Office Relation
4	Thursday 21 April 2022	Prepare coupons for cooking oil bazaar activities that will be distributed to the district community adventure	Public Office Relation
5	Friday 22 April 2022	Revise the narrative poster on literacy	Public Office Relation
6	Saturday 23 April 2022	Public and open discussion with IPMT with PR of PT. IKPP	Kolam Mess Bunut Renang

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations April 25 2022 to April 29 2022 can be seen in the table below as follows:

**Table 3.11 Daily Activities of April 11<sup>th</sup>, 2022 to April 15<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 25 April 2022	Participate in preparing donation items to be distributed to orphans from Tzu Chi activities	Rumah Pintar
2	Tuesday 26 April 2022	Organizing Ramadan Cooking Oil Bazaar activities 1443 H (As a Committee in Ramadan cooking oil bazaar activities)	Lapangan Mess 26 K
3	Wednesday 27 April 2022	1. Designing a congratulatory Eid al-Fitr poster for the director of PT. IKPP 2. Gathering and breaking fast with UIR student activists	1. Public Relation Office 2. Kong Djie Coffee
4	Thursday 28 April 2022	Participate in activities to provide compensation and open with the Tzu chi Foundation with orphans	1. Pinang sebatang barat 2. Pinang sebatang timur 3. Kec. Tualang 4. Yayasan Panti Asuhan Muhammadiyah
5	Friday 29 April 2022	National holiday	-

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 2 2022 to May 6 2022 can be seen in the table below as follows:

**Table 3.12 Daily Activities of May 2<sup>nd</sup>, 2022 to May 6<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 02 May 2022	National Holiday	
2	Tuesday 03 May 2022	National Holiday	
3	Wednesday 04 May 2022	National Holiday	
4	Thursday 05 May 2022	Natiobal Holiday	
5	Friday 06 May 2022	National Holiday	

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 9 2022 to May 13 2022 can be seen in the table below as follows:

**Table 3.13 Daily Activities of May 9<sup>nd</sup>, 2022 to May 13<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 09 May 2022	Design an inspiring narrative poster about lazy	Public Relation Office
2	Tuesday 10 May 2022	Design inspirational narrative posters about education	Public Relation Office
3	Wednesday 11 May 2022	Design inspirational narrative posters about competence	Public Relation Office
4	Thursday 12 May 2022	Design an inspiring narrative poster about sulking	Public Relation Office
5	Friday 13 May 2022	Design inspirational narrative posters about spirit	Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 16 2022 to May 20 2022 can be seen in the table below as follows:

**Table 3.14 Daily Activities of May 16<sup>th</sup>, 2022 to May 20<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 16 May 2022	National Holiday	
2	Tuesday 17 May 2022	Editing video narration about blessings	Public Relation Office
3	Wednesday 18 May 2022	Revise the video narration about blessings	Public Relation Office

4	Thursday 19 May 2022	Industry visits and discussions with the Agriculture Service, PUPR Service, and Balitbang Office of Bengkalis Regency regarding the potential to produce tapioca flour in Bengkalis Regency	1. QC PPM 3 2. Gudang Tapioka
5	Friday 20 May 2022	1. Deliver the documents that need to be signed regarding the industrial visit of the Agriculture Service, PUPR Service, and Bengkalis Regency Balitbang Office 2. Recap and process proposals from stakeholders	1. SMF R & D Center 2. Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 23 2022 to May 27 2022 can be seen in the table below as follows:

**Table 3.15 Daily Activities of May 23<sup>rd</sup>, 2022 to May 27<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 23 May 2022	Make a student thesis journal	Public Relation Office
2	Tuesday 24 May 2022	1. Make A Certificate Of Internship 2. Official Trip To Pekanbaru Visited The Statistical Center To Request Data Related To Csr In The Public Relations Division 3. Donation with the Riau Student Activist Alliance	1. Public Relation Office 2. Badan pusat Statistik Pekanbaru 3. Dhapu Ava Kopi Pekanbaru
3	Wednesday 25 May 2022	1. Csr ppt revision 2. Tzu Chi Buddhist Foundation Survey To The House Of Babies With Hydrocephalus	1. Public Relation Office 2. Kediaman Orang tua Khanza
4	Thursday 26 May 2022	Recording and Processing Invent Proposals Revising Ppt on Csr	Public Relation Office
5	Friday 27 May 2022	Delivery of documents for receiving tzu chi budha foundation activities in some village offices, kec. tualang and at the muhammadiyah orphanage foundation	1. Kantor desa se kec. Tualang 2. Yayasan panti asuhan muhammadiyah

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk-Perawang Mill in the Division from Public Relations May 30 2022 to June 3 2022 can be seen in the table below as follows:

**Table 3.16 Daily Activities of May 30<sup>th</sup>, 2022 to June 03<sup>rd</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 30 May 2022	Design an inspiring narrative poster about restlessness and pride	Public Relation Office
2	Tuesday 31 May 2022	Revise inspirational narrative poster on restless vs proud	Public Relation Office
3	Wednesday 01 June 2022	National Holiday	
4	Thursday 02 June 2022	Revise the PPT on CSR	Public Relation Office
5	Friday 03 June 2022	Formatting industrial visit reports from the Agriculture Service, PUPR Service, and Bengkalis Regency Balitbang Office	Public Relation Office

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at employee cooperative PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division from Public Relations May 6 2022 to June 10 2022 can be seen in the table below as follows:

**Table 3.17 Daily Activities of May 6<sup>th</sup>, 2022 to June 10<sup>nd</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 06 June 2022	Input stock taking	Koperasi bunut
2	Tuesday 07 June 2022	Input cash sales and credit sales	Minimarket Indah Bersama KPR 1
3	Wednesday 08 June 2022	Detailed daily stock taking reports	Minimarket Indah Bersama KPR 1
4	Thursday 09 June 2022	Inputting mortgage retribution payments	Minimarket Indah Bersama KPR 1
5	Friday 10 June 2022	Input cash sales and credit sales	Minimarket Indah Bersama KPR 1

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at employee cooperative PT Indah Kiat Pulp & Paper Tbk- Perawang Mill on June 13 2022 to June 17 2022 can be seen in the table below as follows :

**Table 3.18 Daily Activities of June 13<sup>th</sup>, 2022 to June 17<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 13 June 2022	Input cash sales	Minimarket Indah Bersama KPR 1
2	Tuesday 14 June 2022	Input cash sales	Minimarket Indah Bersama KPR 1
3	Wednesday 15 June 2022	Input cash sales	Minimarket Indah Bersama KPR 1



4	Thursday 16 June 2022	1. Input cash sales 2. Record daily stock taking	Minimarket Indah Bersama KPR 1
5	Friday 17 June 2022	1. Input cash sales 2. Record cash sales from 13-15 June 2022	Minimarket Indah Bersama KPR 1

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at employee cooperative PT Indah Kiat Pulp & Paper Tbk- Perawang Mill on June 20 2022 to June 24 2022 can be seen in the table below as follows :

**Table 3.19 Daily Activities of June 20<sup>th</sup>, 2022 to June 24<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 20 June 2022	1. Half day leave 2. Input cash sales and credit sales	Minimarket Indah Bersama KPR 1
2	Tuesday 21 June 2022	1. Input cash sales and credit sales 2. Designing cooking oil promo poster	Minimarket Indah Bersama KPR 1
3	Wednesday 22 June 2022	1. Input cash sales and credit sales 2. A visit to the warehouse of PT. IKPP	1. Minimarket Indah Bersama KPR 1 2. Stuffing Point 3. Receiving Point 4. Port
4	Thursday 23 June 2022	1. Informing members of the cooperative employees of PT. Indah Kiat whose credit is temporarily blocked 2. Offering to members of the employee cooperative to shop at the cooperative owned by the employee cooperative of PT. Indah Kiat	Minimarket Indah Bersama KPR 1
5	Friday 24 June 2022	Official trip to Bengkalis in order to participate in teaching HRM lectures	Politeknik Negeri Bengkalis

Source: Processed Data 2022

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk- Perawang Mill in the Division from Public Relations June 27 2022 to June 30 2022 can be seen in the table below as follows:

**Table 3.20 Daily Activities of June 27<sup>th</sup>, 2022 to June 30<sup>th</sup>, 2022**

No	Data and Time	Activities	Place
1	Monday 27 June 2022	Participate in the delivery of the handover of the Riau Integrated Agriculture Vocational School	SMF R & D Center
2	Tuesday 28 June 2022	1. Recap and process incoming proposals 2. Sign the paper aid handover document 3. Participate in working visits and meetings with members of the Riau DPRD	Public Relation Office CS-6
3	Wednesday 29 June 2022	Presenting job on CSR and company profile	Ruang Vokasi

4	Thursday 30 June 2022	1. Designing a certificate of practical work 2. Recap documents needed during practical work	Public Relation Office
5	Friday 01 July 2022	Check out from mess	Mess Bunut

Source: Processed Data 2022

### **3.4 Obstacle and Solution**

#### **3.4.1 Obstacle**

The obstacle that the author get while did the job training at PT. Indah Kiat pulp & paper tbk – perawang mill are :

1. Covid 19 which has hampered some work.
2. Less of Public Relations team members, so to do some work is often non effective.
3. Limitation in using office facilities, because office facilities have been authorised from the center.
4. Limitation in obtaining data for the work given, because the data provided is not clear and incomplete.

#### **3.4.2 Solution**

So, the solution for the obstacles that the author get while did the job training, we hope that on the nest period are :

1. During the pandemic, the public relations team must maintain health.
2. Hopefully there will be recruitment soon so that the public relations team will be helped.
3. Discussed again with the public relations team so that in the future, interns can also use office facilities.

4. Discussed again with the team who gave the task, and in the future the data related to the company will be clarified again, so that it is easy to understand.



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing practical work at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill, the following conclusion can be drawn :

1. There are several types of work during the practical work program, namely: Conducting gathering or meetings, accepting incoming proposals, fill out the paper assistance handover forms, making slide share of training, Input cash and credit sales, Input mortgage retribution payment, Recap daily stock taking reports.
2. The practical work program was carried out at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill in public relations and at employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill. The program is carried out for 4 (months) starting from march 01<sup>st</sup> 2022 to June 30<sup>th</sup> 2022.
3. Work system and procedure in the public relation department and employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill use online system, application system and manual systems. All of these systems make it easier to do work of the public relations division and employee cooperative of PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill section.
4. During the implementation of practical work, there were several obstacles, namely the number of activities that were hampered due to Covid 19.

#### **4.2 Suggestion**

After doing practical work at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill, there are several suggestions, namely :

1. To support the work run smoothly and quickly, it is better to provide computer facilities for student who do practical work.
2. Internet network access must be provided because every job is based online.

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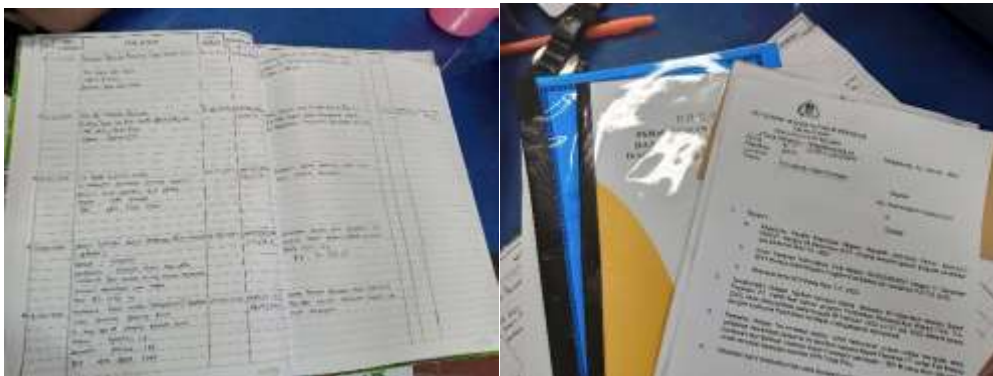
## APPENDICES

### Appendix 1: Figure of Job Description

#### 1. Conducting gathering or meetings.



#### 2. Accepting Incoming Proposals



### 3. Fill Out The Paper Assistance Handover Forms

Indah Kiat		PUBLIC AFFAIR SECTION SERAJI TERIMA BANTUAN KERTAS	
1	Periode		
2	Jumlah Bantuan	1	lot
3	Jenis Kertas	2010	
4	Instansi Penerima	Marzuki	
5	Penerima	Rahmat	
6	Tanggal Terima	18/04/2022	
Keterangan:			
Ditanyakan Oleh:		Diterima Oleh:	
Public Affair		Penerima	

### 4. Design wise words narration poster



### 5. Input daily stock reports



6. Input cash and credit sales



7. Enter mortgage retribution payments





## Appendix 2: Appreanticeship Statement Letter



### SURAT KETERANGAN

01.S/AMD-KP/11/2022

Dengan ini menerangkan nama tersebut dibawah ini:

Nama	:	YESI NURITA
NIM/NIS	:	5404181189
Jurusan	:	Administrasi Bisnis Internasional
Asal Perguruan Tinggi	:	Politeknik Negeri Bengkalis
Waktu	:	01 Maret 2022 – 30 Juni 2022

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Industri dengan **Baik** sejak tanggal 01 Maret 2022 – 30 Juni 2022 Public Relation PT. Indah Kiat Pulp and Paper.

Demikianlah Surat Keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan sebaik-baik nya

Perawang, 06 Juli 2022

Hormat Kami  
PT. Indah Kiat Pulp & Paper Tbk

ARMADI, SE., ME  
Public Affair

PT. Indah Kiat Pulp & Paper Tbk.

**Office** : Sinarmas Land Plaza Menara II, 7th Floor, Jl. M.H. Thamrin No. 51, Jakarta 10350, Indonesia - P.O. Box 4295 JKT 10001  
Telp : (021) 3929266-69 (hunting), Fax : (021) 3929276, 3929278
















**Mill Site** : J. Raya Minas - Perawang Km 26, Kec. Tualang, Kab. Siak 28772, Riau - Indonesia  
Telp : (62-761) 91088, 91030 (hunting), Fax : (62-761) 91373, 91376

Dipindai dengan CamScanner

### Appendix 3: List of Attendance

**LIST PRESENT OF THE JOB TRAINING  
PT.INDAH KIAT PULP & PAPER Tbk COMPANY**

Nama : Yesi Nurita  
 Student's Identity Number : 5404181189  
 Sec/Dept : Public Relation

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Tue, March 1 <sup>st</sup> , 2022	07:00	11:00	13:00	17:00	
2	Wed, March 2 <sup>nd</sup> , 2022	07:00	11:00	13:00	17:00	
3	Thu, March 3 <sup>rd</sup> , 2022	National Holiday				
4	Fri, March 4 <sup>th</sup> , 2022	07:00	11:30	13:30	17:00	
5	Mon, March 7 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
6	Tue, March 8 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
7	Wed, March 9 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
8	Thu, March 10 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
9	Fri, March 11 <sup>th</sup> , 2022	07:00	11:30	13:30	17:00	
10	Mon, March 14 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
11	Tue, March 15 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
12	Wed, March 16 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
13	Thu, March 17 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
14	Fri, March 18 <sup>th</sup> , 2022	07:00	11:30	13:30	17:00	
15	Mon, March 21 <sup>st</sup> , 2022	07:00	11:00	13:00	17:00	
16	Tue, March 22 <sup>nd</sup> , 2022	07:00	11:00	13:00	17:00	

18	Thu, March 24 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	<i>✓</i>
19	Fri, March 25 <sup>th</sup> , 2022	07:00	11:30	13:30	17:00	<i>✓</i>
20	Mon, March 28 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	<i>✓</i>
21	Tue, March 29 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	<i>✓</i>
22	Wed, March 30 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	<i>✓</i>
23	Thu, March 31 <sup>st</sup> , 2022	07:00	11:00	13:00	17:00	<i>✓</i>















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




Head of Public Relation

  
**ARMADI, SE., ME**  
SAP.615641

**LIST PRESENT OF THE JOB TRAINING  
PT.INDAH KIAT PULP & PAPER Tbk COMPANY**

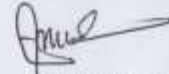
Nama : Yesi Nurita  
 Student's Identity Number : 5404181189  
 Sec/Dept : Public Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Fri, April 1 <sup>st</sup> , 2022	07:00	11:30	13:30	17:00	
2	Mon, April 4 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
3	Tue, April 5 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
4	Wed, April 6 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
5	Thu, April 7 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
6	Fri, April 8 <sup>th</sup> , 2022	07:00	11:30	13:30	17:00	
7	Mon, April 11 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
8	Tue, April 12 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
9	Wed, April 13 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
10	Thu, April 14 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
11	Fri, April 15 <sup>th</sup> , 2022	National Holiday				
12	Mon, April 18 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
13	Tue, April 19 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
14	Wed, April 20 <sup>th</sup> , 2022	07:00	11:00	13:00	17:00	
15	Thu, April 21 <sup>st</sup> , 2022	07:00	11:00	13:00	17:00	

16	Fri, April 22 <sup>nd</sup> , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
17	Mon, April 25 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
18	Tue, April 26 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
19	Wed, April 27 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
20	Thu, April 28 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
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Perawang, April 30<sup>th</sup>, 2022










Head of Public Relation



**ARMADIL S.E., ME**  
SAP.615641

**LIST PRESENT OF THE JOB TRAINING  
PT.INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Yesi Nurita  
 Student's Identity Number : 5404181189  
 Sec/Dept : Public Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Mon, May 2 <sup>nd</sup> , 2022	National Holiday				
2	Tue, May 3 <sup>rd</sup> , 2022	National Holiday				
3	Wed, May 4 <sup>th</sup> , 2022	National Holiday				
4	Thu, May 5 <sup>th</sup> , 2022	National Holiday				
5	Fri, May 6 <sup>th</sup> , 2022	National Holiday				
6	Mon, May 9 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
7	Tue, May 10 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
8	Wed, May 11 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
9	Thu, May 12 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
10	Fri, May 13 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
11	Mon, May 16 <sup>th</sup> , 2022	National Holiday				
12	Tue, May 17 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
13	Wed, May 18 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
14	Thu, May 19 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
15	Fri, May 20 <sup>th</sup> , 2022	07 : 00	11 : 30	13 : 30	17 : 00	

16	Mon, May 23 <sup>rd</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
17	Tue, May 24 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
18	Wed, May 25 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
19	Thu, May 26 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
20	Fri, May 27 <sup>th</sup> , 2022	07 : 00	11 : 30	13 : 30	17 : 00	<i>v</i>
21	Mon, May 30 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
22	Tue, May 31 <sup>st</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>















Perawang, May 31<sup>st</sup>, 2022

Head of Public Relation

  
**ARMADIL SE. ME**  
 SAP.615641

**LIST PRESENT OF THE JOB TRAINING**  
**PT.INDAH KIAT PULP & PAPER Tbk COMPANY**

Nama : Yesi Nurita  
 Student's Identity Number : 5404181189  
 Sec/Dept : Public Relation

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Wed, June 1 <sup>st</sup> , 2022	National Holiday				
2	Thu, June 2 <sup>nd</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
3	Fri, June 3 <sup>rd</sup> , 2022	07 : 00	11 : 30	13 : 30	17 : 00	
4	Mon, June 6 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
5	Tue, June 7 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
6	Wed, June 8 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
7	Thu, June 9 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
8	Fri, June 10 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
9	Mon, June 13 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
10	Tue, June 14 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	
11	Wed, June 15 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
12	Thu, June 16 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
13	Fri, June 17 <sup>th</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	
14	Mon, June 20 <sup>th</sup> , 2022	Permitted	Permitted	13 : 30	17 : 30	
15	Tue, June 21 <sup>st</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	



16	Wed, June 22 <sup>nd</sup> , 2022	07 : 30	11 : 30	13 : 30	17 : 30	<i>v</i>
17	Thu, June 23 <sup>rd</sup> , 2022	07 : 30	11 : 00	13 : 30	17 : 30	<i>v</i>
18	Fri, June 24 <sup>th</sup> , 2022	07 : 30	11 : 00	13 : 30	17 : 30	<i>v</i>
19	Mon, June 27 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
20	Tue, June 28 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
21	Wed, June 29 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>
22	Thu, June 30 <sup>th</sup> , 2022	07 : 00	11 : 00	13 : 00	17 : 00	<i>v</i>

Perawang, June 30<sup>th</sup>, 2022

Head of Public Relation




**ARMADI, SE., ME**  
SAP.615641

## Appendix 4 : Daily Activities

### DAILY ACTIVITIES ON THE JOB TRAINING

DAY : TUESDAY

DATE : MARCH 01<sup>st</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Registration Into Mess	Armadi, SE., ME.	
2.	Introducing Self With Public Relations Team		
	<b>Note by Industrial Choach</b>		



No.	WORKING	EXPLANATION
1.	Introducing Self With Public Relations Team	Introduction of interns with members of public relations PT. IKPP

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH 02<sup>nd</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Introduction to IKPP Profile	Armadi, SE., ME.	
2.	Industrial Visit with UMRI Engineering faculty Lecturers to PT. IKPP		
3.	Discussion with lecturers of The Faculty of Engineering UMRI and Director of PT. IKPP		
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
1.		Introduction to the company profile of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill
2.		Discussions and industrial visits with Lecturers of the Faculty of Engineering UMRI about Skill Development for Students to become Entrepreneurship

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MARCH 03<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	National Holiday		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : MARCH 04<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Discussion on KP jobs while at PT. IKPP	Iрмаi Sastri Asih, SH	
2.	Journal format and attendance list of activities during KP		
3.	Visits to Arasy Kurnia artisans and Bank Sampah		
4.	Visit to craftsmen of used crates & pallets built		
	<b>Note by Industrial Choach</b>		

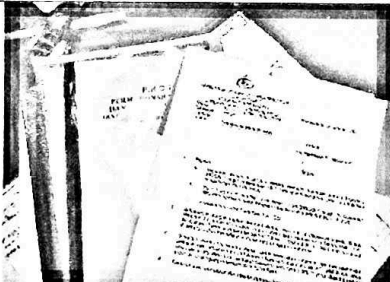
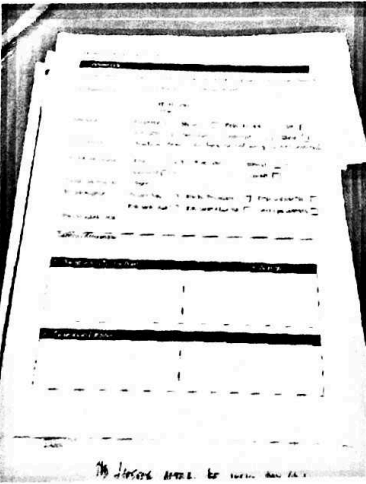
No.	WORKING	EXPLANATION
		<p>Visiting plastic waste craftsmen, used wood crates and pallets in Perawang</p>

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : MARCH 07<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input the proposal into the verification and evaluation sheet of social assistance	Iрмаi Sastri Asih, SH	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
	 	Recording incoming proposals and identified by agency, letter number, purpose and content of the proposal, after that they are disposed of before being submitted to head of public relations for processing or providing answers.

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH 08<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	An official trip to Pekanbaru in order to attend an invitation to an inspirational class by Mr. Armadi, S.E., M.E	Armadi, SE., ME	<i>al</i>
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Filled an inspirational class about Mr. Armadi's profile as a public relations officer for PT. IKPP

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH 09<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Make video documentation about industrial visits with UMRI engineering lecturers	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.	Make video documentation about industrial visits with UMRI engineering lecturers	Make video documentation about industrial visits with UMRI engineering lecturers during industrial visits and discussions at CS-6.




**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MARCH 10<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Interviewed members of Arasy Kurnia's safe creation craftsmen about business profiles	Armadi, SE., ME	
2.	Job about literature on CSR, cooperative and scraft material		
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Interviewing members of Arsy Kurnia for business profile

## DAILY ACTIVITIES ON THE JOB TRAINING

DAY : FRIDAY

DATE : MARCH 11<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Create literature on CSR	Armadi, SE., ME	
	Note by Industrial Choach		


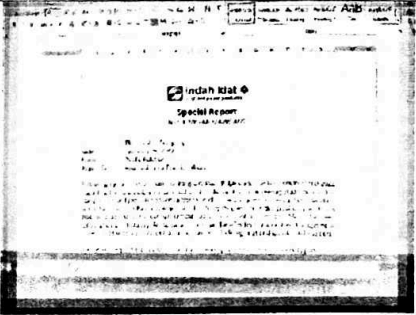
No.	WORKING	EXPLANATION
	<p style="text-align: center;"><b>CORPORATE SOCIAL RESPONSIBILITY (CSR)</b></p> <p><b>1. Pengertian Corporate Social Responsibility (CSR)</b></p> <p>Mengetahui bahwa masyarakat lokal merupakan stakeholder dari sebuah perusahaan berarti bagi masyarakat lokal yang sedang bekerja dalam perusahaan karena salah satu pekerjaannya yang cukup mendasar, modal yang ada dan proses yang perlu untuk diolah serta dikembangkan lagi. Hal inilah yang dilakukannya oleh masyarakat di perusahaan PT. Indah Kiri Pulp &amp; Paper melakukan program pemberdayaan masyarakat melalui sebuah kegiatan yaitu CSR yang merupakan sebuah program sosial perusahaan kepada masyarakat lokal atau stakeholder. Pelaksanaan CSR diatur dalam pasal 74 Undang-Undang Perseroan Terbatas (UUPT) yaitu UU Nomor 40 Tahun 2007. Melalui undang-undang ini perusahaan serta BUMN diwajibkan untuk melakukan CSR. Dan dalam hal ini PT. IKPP Tbk. Perusahaannya merupakan sebuah perusahaan yang juga sudah melaksanakan program CSR.</p> <p>Corporate social responsibility adalah aktivitas bisnis dimana perusahaan bertanggung jawab secara sosial kepada pemangku kepentingan dan masyarakat luas sebagai bentuk pertanggungjawaban dalam memaksimalkan kesejahteraan dan berkeadilan untuk bagi lingkungan. Seperti yang kita ketahui, sebuah perusahaan harus akan memperhatikan berbagai potensi risiko untuk bisa bertahan. Keberadaan CSR perusahaan diharapkan dapat membantu mengurangi bahkan meminimalisir risiko tersebut secara maksimal.</p> <p>Tujuan utama dari CSR adalah meningkatkan kegiatan sosial dan lingkungan perusahaan dengan tujuan dan nilai-nilainya. Tujuan lain dari CSR adalah:</p> <ol style="list-style-type: none"> <li>1. Meningkatkan reputasi perusahaan</li> <li>2. Meningkatkan daya saing perusahaan</li> <li>3. Meningkatkan produktivitas karyawan</li> <li>4. Meningkatkan loyalitas konsumen</li> <li>5. Meningkatkan daya tahan perusahaan</li> <li>6. Meningkatkan daya tarik perusahaan</li> <li>7. Meningkatkan daya tahan perusahaan</li> </ol>	Creating literature on corporate social responsibility

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH 15<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about knowledge	Armadi, SE., ME	
2.	Make a special report regarding the application for practical work		
	<b>Note by Industrial Coach</b>		


No.	WORKING	EXPLANATION
		Creating inspirational narrative posters about knowledge
		Make a special report regarding the application for practical work

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH 16<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about work philosophy	Armadi, SE., ME	
	<b>Note by Industrial Coach</b>		


No.	WORKING	EXPLANATION
	 <p><b>KERJA</b></p> <p>KALAU HENDAK MENJADI MANUSIA RAJIN-RAJIN YENGBANTING TULANG MANFAATKAN UNUR SEBELUM PETANG PAHIT DAN GETIR USAH DI PANTANG</p> <p>KALAU HENDAK MENJADI MANUSIA RINGANKAN TULANG HABISKAN DAYA KERJA YANG BERAT USAH DIHIRA PAHIT DAN MANIS SUPAYA DIRASA</p> <p><b>RIAU BICARA BAIK</b></p>	Creating inspirational narrative posters about work

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH 16<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about work philosophy	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		

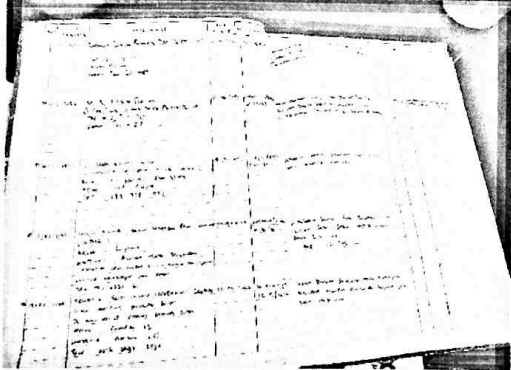
No.	WORKING	EXPLANATION
	 <p><b>KERJA</b></p> <p>KALAU HENDAK MENJADI MANUSIA RAJIN-RAJIN WEMBANTING TULANG MANFAATKAN UMUR SEBELUM PETANG PAHIT DAN GETIR USAH DI PANTANG</p> <p>KALAU HENDAK MENJADI MANUSIA RINGANKAN TULANG HABISKAN DAYA KERJA YANG BERAT USAH DIKIRA PAHIT DAN MANIS SUPAYA DIRASA</p> <p><b>RIAU BICARA BAIK</b></p>	Creating inspirational narrative posters about work

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH 08<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Recap and process proposals from stakeholders	Iрмаi Sastri Asih,SH	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Recording incoming proposals and identified by agency, letter number, purpose and content of the proposal, after that they are disposed of before being submitted to head of public relations for processing or providing answers.

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : MARCH 18<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Complete the education board registration form Mr. Armadi, S.E., M.E	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
	 <p style="text-align: center;"> <b>PANITIA PEMILIHAN ANGGOTA DEWAN PENDIDIKAN PROVINSI RIAU MASA BAKTI 2022-2027</b>  <small>JALAN CUT NYAK DIEN NO. 3 TELP. 22562 / 21553 PEKANBARU</small> </p> <hr/> <p style="text-align: center;"> <small>Pekanbaru, 10 Maret 2022</small>  <small>Kepada Yth</small>  <small>Takson-Pemrehan Praktisi Pengajar Aktif</small>  <small>Esistruktur di Wilayah Provinsi Riau</small>  <small>di - Tempat</small> </p> <p style="text-align: center;"> <b>SURAT EDARAN</b>  <small>NOMOR: 429/PANPEL-DPPR/2022/01</small> </p> <p style="text-align: center;"> <small>TENTANG</small>  <b>PELAKSANAAN PEMILIHAN ANGGOTA DEWAN PENDIDIKAN PROVINSI RIAU MASA BAKTI 2022-2027</b> </p> <p style="text-align: center;"> <small>Seluburhan dengan Peraturan Pemerintah No. 17 Tahun 2010 tentang Pengalihan dan Penyelenggaraan Pendidikan pasal 192 s.d 194 tentang Dewan Pendidikan dan bila cara pemilihan Anggota Dewan Pendidikan Provinsi serta sesuai dengan Keputusan Gubernur</small> </p>	<p>Complete the education board registration form Mr. Armadi, S.E., M.E</p>

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : SATURDAY

DATE : MARCH 19<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Facilitate MUI activities	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Facilitating MUI activities in training events for MUI preachers in Tualang sub-district with the theme of the role of Da'i in uniting the people and cooperation with PR of PT. IKPP with MUI




**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : MARCH 21<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Recap and process proposals from stakeholders	Iрмаi Sastri Asih, SH	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
1.		Recording incoming proposals and identified by agency, letter number, purpose and content of the proposal, after that they are disposed of before being submitted to head of public relations for processing or providing answers.

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH 22<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Make a presentation slide about CSR	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.		Make a presentation slide about CSR

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH 23<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about make hope	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		

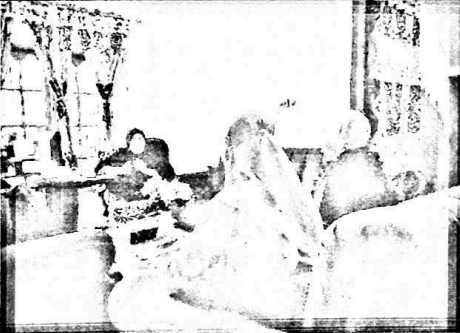

No.	WORKING	EXPLANATION
	 <p>MEWUJUDKAN HARAPAN DENGAN JALAN MENEKAN DAN MENGANCAM ADALAH KARENA GAGAL PAHAM IKUT BUJUKAN SETAN HINGGA SALAH JALAN YANG PASTI TAKKAN DAPAT KEBERKAHAN</p> <p><b>RIAU BICARA BAIK</b></p>	Design a narrative poster about make hope

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MARCH 24<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Business trip to Pekan baru.	Iрмаi Sastri Asih, SH	
2.	Survey of catering places for iftar activities		
3.	Discussion and delivery of assistance with Mr. Subahat from the Pekanbaru UIN campus		
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Survey the catering place to prepare for the iftar event
		Submission of proposal assistance for UIR campus and light discussion with Mr. Subahat Lecturer from UIR campus

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : MARCH 25<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Make daily reports on practical work activities	Armadi,SE.,ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.	Make daily reports on practical work activities	Make daily reports on practical work activities during March

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : MARCH 28<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about pick up hope	Armadi,SE.,ME	<i>al</i>
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Design a narrative poster about pick up hope

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH 29<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about vocational safari	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		

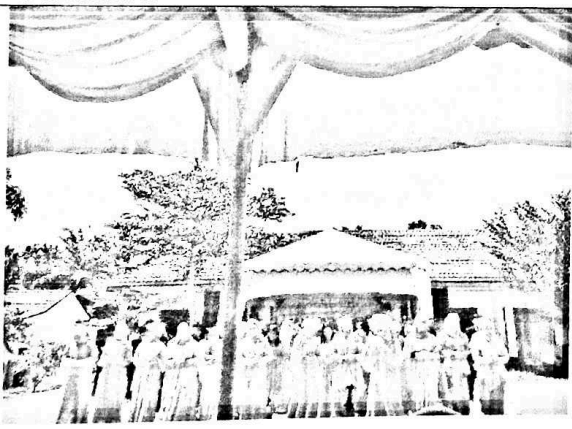
No.	WORKING	EXPLANATION
		Design a narrative poster about vocational safari

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH 30<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Attend the farewell event for students of SMA Negeri 6 Tualang	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Attending the invitation of class XII farewell SMA Negeri 6 Tualang








**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MARCH 31<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Designing a Field Work ID Card	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
	     back      bel      he2      ID-1      ro2	Designing a Field Work ID Card

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL 01<sup>st</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise the design of the narrative poster on vocational safari	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Revise the design of the narrative poster on vocational safari

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : April 04<sup>th</sup>,2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise material on CSR	Armadi,SE.,ME	
	<b>Note by Industrial Choach</b>		

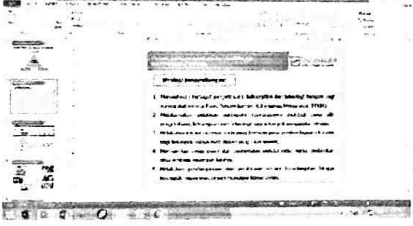
No.	WORKING	EXPLANATION
1.		Revise material on CSR

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : APRIL 05<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise material on CSR	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.		Revise material on CSR

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : APRIL 06<sup>th</sup>,2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	<ul style="list-style-type: none"> <li>Official trip to the Pekanbaru Manpower Office in the context of submitting proposal assistance with one of the Heads of the Manpower Office</li> </ul>	Iрмаi Sastri Asih,SH	
	<b>Note by Industrial Choach</b>		

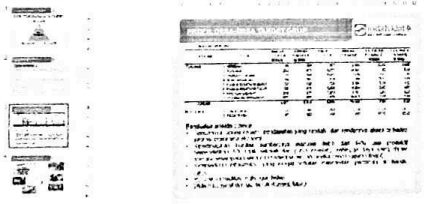
No.	WORKING	EXPLANATION
		Gathering and submitting proposal assistance to the Riau Province Manpower Office

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : APRIL 07<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Analyze the profile of villages that are targets for CSR activities	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		

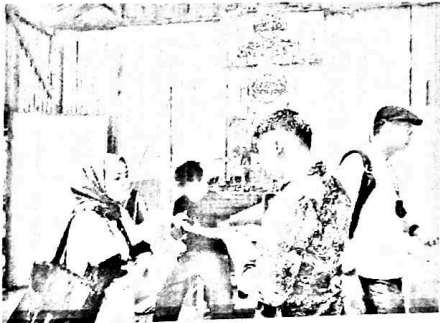
No.	WORKING	EXPLANATION
1.		Analyzing the number of poor people, and the number of families in Tualang and Koto Gasib sub-districts.

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL 08<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Interview about the business profile of Tualang Wood Working	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Interviewing Tualang Wood Working entrepreneurs about the business profile of Tualang Wood Working

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : APRIL 11<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Designing a narrative poster about the country will be destroyed	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
	 <p style="text-align: center;"><b>NEGARA AKAN HANCUR</b></p> <p>"Suatu negeri akan hancur meskipun dia makmur". Mereka berkata, bagaimana suatu negeri hancur sedangkan dia makmur? Ia menjawab, "jika pengkhianat menjadi petinggi dan harta dikuasai orang orang fasik.</p> <p style="text-align: center;">- UMAR BIN KHATAB</p> <p>📌 Armadi Alkuantani 📌 Armadi Alkuantani</p> <p><b>RIAU BICARA BAIK</b></p>	Designing a narrative poster about the country will be destroyed




**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : APRIL 12<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise the design of the narrative poster about the country will be destroyed	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		



No.	WORKING	EXPLANATION
		Revise the design of the narrative poster about the country will be destroyed

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : APRIL 13<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about determination	Armadi, S.E., M.E	
2.	Gathering and breaking fast with alumni of the public relations division practical work students		
	<b>Note by Industrial Choach</b>		

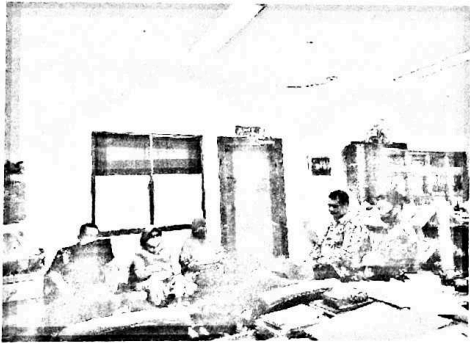
No.	WORKING	EXPLANATION
	<p style="text-align: center;"><b>TEKAD</b></p> <p style="text-align: center;">Kami inisiatif dirikan lembaga Untuk mereka berkarya dari material limbah Menjadi barang berguna dan berharga Kami semangat karena mereka punya tekad Kami butuh karena mereka tak mengeluh</p>  <p style="text-align: center;">Bersyukur pasonan terus mengalir Seraya prestasi terus diukir Dulu dipandang sebelah mata Sekarang mulai terasa Banyak menawarkan jasa</p> <p style="text-align: center;">Perihal itu sudah biasa Yang penting kita tetap istiqomah Jika nanti sudah membahana Semoga pemerintah Juga ikut membina</p> <p>Armadi Alkuantani Armadi Alkuantani</p> <p style="text-align: center;"><b>RIAU BICARA BAIK</b></p>	Revise the design of the narrative poster about the country will be destroyed
2.		Gathering and breaking fast with alumni of the public relations division practical work students

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : APRIL 14<sup>th</sup>,2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Industrial Visit with teachers of SMKN 2 Pekanbaru Department of Mechanical Engineering and Department of Development	Iрмаi Sastri Asih,SH	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Discussion with the director of PT. IKPP in the discussion results there are children who graduated from SMK in order to develop skills by continuing their education, and it is hoped that they can create jobs in the community and not depend on PT. IKPP for employment

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL 15<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	National Holiday		
	<b>Note by Industrial Choach</b>		

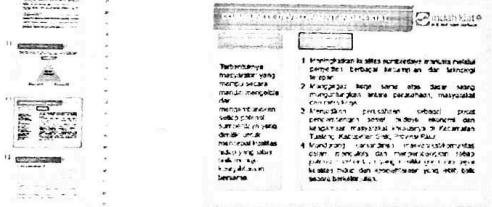
No.	WORKING	EXPLANATION

## DAILY ACTIVITIES ON THE JOB TRAINING

DAY : MONDAY

DATE : APRIL 18<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise the PPT on CSR	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.	 <p>Perencanaan merupakan langkah pertama dalam proses CSR. Perencanaan CSR meliputi:</p> <ol style="list-style-type: none"> <li>1. Identifikasi isu-isu lingkungan internal dan eksternal perusahaan.</li> <li>2. Menetapkan misi, visi, dan tujuan CSR yang selaras dengan misi, visi, dan tujuan perusahaan.</li> <li>3. Menetapkan strategi CSR yang akan dijalankan.</li> <li>4. Menetapkan anggaran dan sumber daya yang diperlukan.</li> </ol>	Revise the PPT on CSR

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : APRIL 19<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise the narrative poster on vocational safari	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Revise the narrative poster on vocational safari

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : APRIL 20<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design a narrative poster about euphoria	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

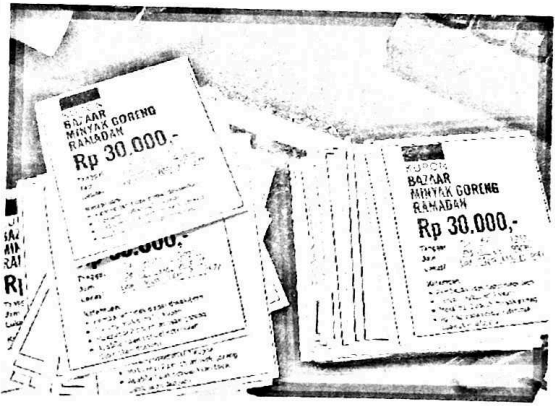
No.	WORKING	EXPLANATION
	<p style="text-align: center;"><b>EUPHORIA</b></p> <p>Menginisiasi akademi hingga berdiri Implementasi persoalan kualifikasi Dan kompetensi yang harus diraih Jangan ditanya subsidi apalagi gaji Niatkan bangun negeri dan generasi Agar hidup selalu penuh rezeki</p> <p>Mengelola tak perlu banyak bunyi Euphoria dan lala di media Jangan di budaya Karena itu cara orang tak berdaya Pahami sejarah Supaya tak salah langkah Dan membuat orang terluka</p> <p>Jika kita sudah bekerja Dan mendapat upah Dari upaya orang Yang mendirikan lembaga Bersyukurlah kepada Allah SWT. Jauhi gibah Agar hidup berkah</p> 	Design a narrative poster about euphoria

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : APRIL 21<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Prepare coupons for cooking oil bazaar activities that will be distributed to the district community adventure	Iрмаi Sastri Asih, SH	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Prepare coupons for the Ramadan cooking oil bazaar which will be distributed to the surrounding Perawang community in a quota of 1500 coupons which will be distributed in each village




**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL 22<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise the narrative poster on literacy	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

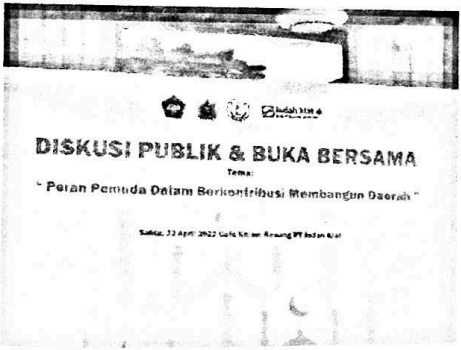
No.	WORKING	EXPLANATION
1.		Revise the narrative poster on literacy

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : SATURDAY

DATE : APRIL 23<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Public and open discussion with IPMT with PR of PT. IKPP	Hardi, S.Pd	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
	 <p><b>DISKUSI PUBLIK &amp; BUKA BERSAMA</b> Tema: "Peran Pemuda Dalam Berkontribusi Membangun Daerah"</p> <p>Sabtu, 23 April 2022 Gedung 101 dan Ruang PT Indon Korp</p>	Public discussion about the role of youth in contributing to regional development carried out by IPMT (tulang student association)

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : APRIL 25<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Participate in preparing donation items to be distributed to orphans from Tzu Chi activities	Iрмаi Sastri Asih,SH	
	<b>Note by Industrial Choach</b>		

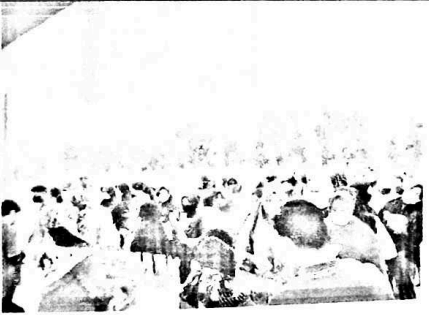
No.	WORKING	EXPLANATION
1.		Participate in preparing donation items to be distributed to orphans from Tzu Chi activities

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : APRIL 26<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Organizing Ramadan Cooking Oil Bazaar activities 1443 H (As a Committee in Ramadan cooking oil bazaar activities)	Iрмаi Sastri Asih, SH	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.		The Ramadhan cooking oil bazaar activity which was held in the 26k mess field which was attended by the sub-district head. Tualang and approximately 1500 people waiting in line to get cheap cooking oil

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : APRIL 27<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Designing a congratulatory Eid al-Fitr poster for the director of PT. IKPP	Iрмаi Sastri Asih, SH	
2.	Gathering and breaking fast with UIR student activists		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.		Designing a congratulatory Eid al-Fitr poster for the director of PT. IKPP

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : APRIL 28<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Participate in activities to provide compensation and open with the Tzuchi Foundation with orphans	Iрмаi Sastri Asih,SH	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		<p>The activities of the Buddhist Tzu Chi Foundation in the context of giving donations to orphans given to children in Tualang District and orphanages</p>

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL 29<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : MAY 02<sup>nd</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	Note by Industrial Choach		

No.	WORKING	EXPLANATION



**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 03<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	Note by Industrial Choach		

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MAY 04<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	Note by Industrial Choach		

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MAY 05<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : MAY 06<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : MAY 09<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design an inspiring narrative poster about lazy	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Design an inspiring narrative poster about lazy

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 10<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design inspirational narrative posters about education	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Design inspirational narrative posters about education

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 11<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design inspirational narrative posters about competence	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Design inspirational narrative posters about competence

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MAY 12<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design an inspiring narrative poster about sulking	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Design an inspiring narrative poster about sulking




**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : MAY 13<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design inspirational narrative posters about spirit	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Design inspirational narrative posters about spirit

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : MAY 16<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 17<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Editing video narration about blessings	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
1.	Editing video narration about blessings	Video editing narration about unexpected blessings

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MAY 18<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise the video narration about blessings	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

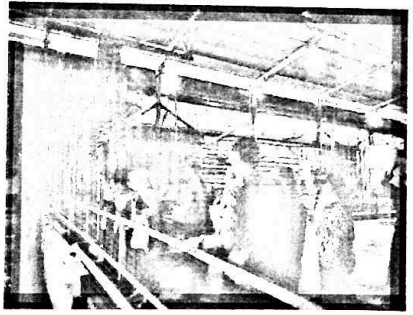
No.	WORKING	EXPLANATION
1.	Revise the video narration about blessings	Revise the video narration about blessings

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MAY 19<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Industry visits and discussions with the Agriculture Service, PUPR Service, and Balitbang Office of Bengkalis Regency regarding the potential to produce tapioca flour in Bengkalis Regency	Iрмаi Sastri Asih, SH	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Surveys and industrial visits from the Balitbang Office, PUPR Office, and Bengkalis Regency Agriculture Office regarding the potential for making tapioca flour business in Bengkalis Regency

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : MAY 20<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Deliver the documents that need to be signed regarding the industrial visit of the Agriculture Service, PUPR Service, and Bengkalis Regency Balitbang Office	Armadi. SE., ME	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
1.	Deliver the document	Deliver the documents that need to be signed regarding the industrial visit of the Agriculture Service, PUPR Service, and Bengkalis Regency Balitbang Office

## DAILY ACTIVITIES ON THE JOB TRAINING

DAY : MONDAY

DATE : MAY 23<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Make a student thesis journal	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

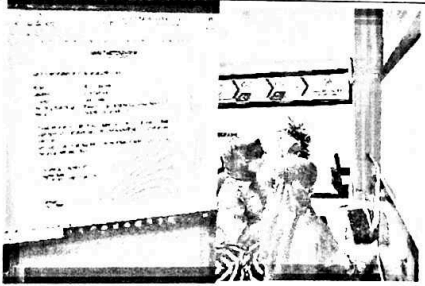

No.	WORKING	EXPLANATION
1.	<p style="text-align: center;"><b>ANALYSIS OF PRODUCTION AND MARKETING MIX OF CITRONELLA HAND SANITIZER (BUMDESA MEKAR JAYA SUNGAI PAKING)</b></p> <p style="text-align: center;"><b>Yeni Nurha' Adhien Inenda Pratama<sup>1</sup></b></p> <p style="text-align: center;"><small>REGULATORY AFFAIRS, LICENSING AND COMPLIANCE DIVISION INDONESIA FOOD AND DRUG AUTHORITY</small></p> <p style="text-align: center;"><b>Abstract</b></p> <p><small>The study aims to identify production aspects, including the use and availability of Citronella in the production of Citronella Hand Sanitizer. The research method is descriptive. The data source is primary data obtained through interviews with experts in the field. The results of the study show that the production of Citronella Hand Sanitizer is still in the early stages, and the marketing mix is still in the early stages. The study also found that the production of Citronella Hand Sanitizer is still in the early stages, and the marketing mix is still in the early stages. The study also found that the production of Citronella Hand Sanitizer is still in the early stages, and the marketing mix is still in the early stages.</small></p> <p><b>INTRODUCTION</b></p> <p><small>The Citronella Hand Sanitizer is a product that is used to kill germs and prevent the spread of disease. It is made from Citronella oil, which is extracted from Citronella grass. Citronella Hand Sanitizer is a natural and safe product that can be used by everyone. It is also a good choice for people who are allergic to other types of hand sanitizers. Citronella Hand Sanitizer is a product that is used to kill germs and prevent the spread of disease. It is made from Citronella oil, which is extracted from Citronella grass. Citronella Hand Sanitizer is a natural and safe product that can be used by everyone. It is also a good choice for people who are allergic to other types of hand sanitizers.</small></p>	Make a student thesis journal

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 24<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Official Trip To Pekanbaru Visited The Statistical Center To Request Data Related To Csr In The Public Relations Division	Iрмаi Sastri Asih,SH	
2.	Donation with the Riau Student Activist Alliance		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Visiting the Central Bureau of Statistics in terms of obtaining data on the number of poor families and the number of poor people in Tualang and Koto Gasib sub-districts.
		Discussing the Planning of the BEMSRI Musda and Donation with the Riau Student Activist Alliance




**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MAY 25<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	CSR PPT REVISION	Iрмаi Sastri Asih,SH	
2.	Survey of Tzu Chi Buddhist Foundation to Home for Babies with Hydrocephalus		
	<b>Note by Industrial Choach</b>		

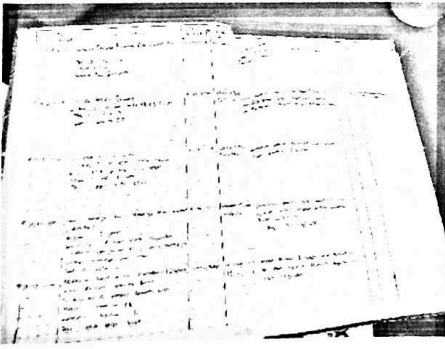
No.	WORKING	EXPLANATION
		Survey of the Buddhist Tzu Chi Foundation to the homes of children suffering from hydrocephalus whose parents are unable to treat the disease.

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : MAY 26<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Recording and Processing Entry Proposals	Iрмаi Sastri Asih, SH	
2.	REVISING PPT ABOUT CSR		
	<b>Note by Industrial Choach</b>		

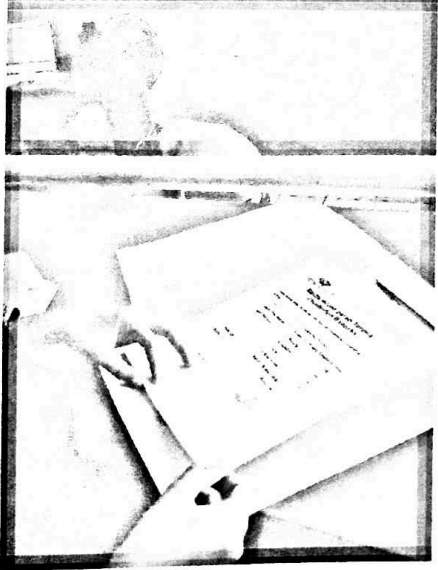
No.	WORKING	EXPLANATION
1.		Recording incoming proposals and identified by agency, letter number, purpose and content of the proposal, after that they are disposed of before being submitted to head of public relations for processing or providing answers.

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : MAY 27<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Submit the handover documents for the Buddhist Tzu Chi Foundation in the charity activities for orphans in several village offices, sub-districts. Tualang and at the Muhammadiyah orphanage	Iрмаi Sastri Asih,SH	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Handover document regarding the Tzu Chi Buddhist Foundation's charity activities

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : MAY 30<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Design an inspiring narrative poster about restlessness and pride	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		




No.	WORKING	EXPLANATION
	 <p><b>GELISAH VS BANGGA</b>          JIKA GELISAH ADA POTENSI          MALAPETAKA KARENA ULAH PENGUASA          DISEKOLAH/MADRASAH          HINGGA AKSI MASSA SAMPAI SISWA          TAK PERGI SEKOLAH/MADRASAH          JADIKAN IBAH UNTUK BUAKSANA          HADAPI MASALAH DENGAN SILATURAHMI          TETAP MENKRITISI KAWAL PENGUASA          DARI KEPEMIMPINAN YANG TERCELA          ADA RASA YANG MEMBUAT TERSENTUH          HINGGA SANG GURU MERASA BANGGA          DAN TERHARU MELIHAT PRESTASI          SISWA YANG TELAH DIUPAYAKAN          DENGAN SUNGGUH-SUNGGUH          SEHINGGA ADA KARYA YANG          MEMBANGGAKAN ORANG TUA          DAN GURU</p> <p><b>RIAU BICARA BAIK</b>          Armadi Alkuantani</p>	Design an inspiring narrative poster about restlessness and pride

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 31<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise inspirational narrative poster on restless vs proud	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
	 <p><b>GELISAH VS BANGGA</b></p> <p>JIKA GELISAH ADA POTENSI MALAPETAKA KARENA ULAH PENGUASA DISEKOLAH/MADRASAH HINGGA AKSI MASSA SAMPAI SISWA TAK PERGI SEKOLAH/MADRASAH JADIKAN IBAH UNTUK BUAKSANA HADAPI MASALAH DENGAN SILATURAHMI TETAP MENKRITISI KAWAL PENGUASA DARI KEPEMIMPINAN YANG TERCELA ADA RASA YANG MEMBUAT TERSENTUH HINGGA SANG GURU MERASA BANGGA DAN TERHARU MELIHAT PRESTASI SISWA YANG TELAH DIUPAYAKAN DENGAN SUNGGUH SUNGGUH SEHINGGA ADA KARYA YANG MEMBANGGAKAN ORANG TUA DAN GURU</p> <p><b>RIAU BIKARA BAIK</b></p> <p> Armadi Alkuantani  Armadi Alkuantani</p>	Revise inspirational narrative poster on restless vs proud

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 01<sup>st</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
	NATIONAL HOLIDAY		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 02<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Revise the PPT on CSR	Armadi, S.E., M.E	<i>el</i>
	<b>Note by Industrial Choach</b>		




No.	WORKING	EXPLANATION
1.		Revise the PPT on CSR

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : JUNE 03<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Formatting industrial visit reports from the Agriculture Service, PUPR Service, and Bengkalis Regency Balitbang Office	Armadi, S.E., M.E	
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
	  <p>LAPORAN KEGIATAN KUNJUNGAN INDUSTRI HUMAS PT. INDAH KIAT PULP &amp; PAPER BERSAMA DINAS PERTANIAH, DINAS PUPR, DAN DINAS BALITBANG KABUPATEN BENGKALIS PERAWANG, 19 MEI 2022</p> 	Make reports on industrial visits to the agricultural office, PUPR service, and Balitbang office in Bengkalis Regency




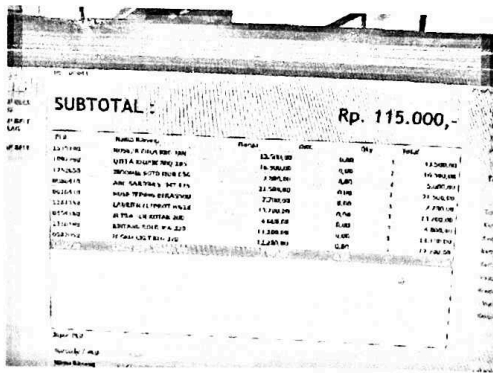


**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : JUNE 07<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales and credit sales	Nova	
	Note by Industrial Choach		


No.	WORKING	EXPLANATION
	 <p> <b>SUBTOTAL :</b> Rp. 115.000,-            22.11.000 NPKA 8 PAKET 100 1 22.110.000            1.000.000 NPKA 8 PAKET 100 2 10.000.000            1.000.000 NPKA 8 PAKET 100 3 10.000.000            1.000.000 NPKA 8 PAKET 100 4 10.000.000            1.000.000 NPKA 8 PAKET 100 5 10.000.000            1.000.000 NPKA 8 PAKET 100 6 10.000.000            1.000.000 NPKA 8 PAKET 100 7 10.000.000            1.000.000 NPKA 8 PAKET 100 8 10.000.000            1.000.000 NPKA 8 PAKET 100 9 10.000.000            1.000.000 NPKA 8 PAKET 100 10 10.000.000            1.000.000 NPKA 8 PAKET 100 11 10.000.000            1.000.000 NPKA 8 PAKET 100 12 10.000.000            1.000.000 NPKA 8 PAKET 100 13 10.000.000            1.000.000 NPKA 8 PAKET 100 14 10.000.000            1.000.000 NPKA 8 PAKET 100 15 10.000.000            1.000.000 NPKA 8 PAKET 100 16 10.000.000            1.000.000 NPKA 8 PAKET 100 17 10.000.000            1.000.000 NPKA 8 PAKET 100 18 10.000.000            1.000.000 NPKA 8 PAKET 100 19 10.000.000            1.000.000 NPKA 8 PAKET 100 20 10.000.000            1.000.000 NPKA 8 PAKET 100 21 10.000.000            1.000.000 NPKA 8 PAKET 100 22 10.000.000            1.000.000 NPKA 8 PAKET 100 23 10.000.000            1.000.000 NPKA 8 PAKET 100 24 10.000.000            1.000.000 NPKA 8 PAKET 100 25 10.000.000            1.000.000 NPKA 8 PAKET 100 26 10.000.000            1.000.000 NPKA 8 PAKET 100 27 10.000.000            1.000.000 NPKA 8 PAKET 100 28 10.000.000            1.000.000 NPKA 8 PAKET 100 29 10.000.000            1.000.000 NPKA 8 PAKET 100 30 10.000.000            1.000.000 NPKA 8 PAKET 100 31 10.000.000            1.000.000 NPKA 8 PAKET 100 32 10.000.000            1.000.000 NPKA 8 PAKET 100 33 10.000.000            1.000.000 NPKA 8 PAKET 100 34 10.000.000            1.000.000 NPKA 8 PAKET 100 35 10.000.000            1.000.000 NPKA 8 PAKET 100 36 10.000.000            1.000.000 NPKA 8 PAKET 100 37 10.000.000            1.000.000 NPKA 8 PAKET 100 38 10.000.000            1.000.000 NPKA 8 PAKET 100 39 10.000.000            1.000.000 NPKA 8 PAKET 100 40 10.000.000            1.000.000 NPKA 8 PAKET 100 41 10.000.000            1.000.000 NPKA 8 PAKET 100 42 10.000.000            1.000.000 NPKA 8 PAKET 100 43 10.000.000            1.000.000 NPKA 8 PAKET 100 44 10.000.000            1.000.000 NPKA 8 PAKET 100 45 10.000.000            1.000.000 NPKA 8 PAKET 100 46 10.000.000            1.000.000 NPKA 8 PAKET 100 47 10.000.000            1.000.000 NPKA 8 PAKET 100 48 10.000.000            1.000.000 NPKA 8 PAKET 100 49 10.000.000            1.000.000 NPKA 8 PAKET 100 50 10.000.000            1.000.000 NPKA 8 PAKET 100 51 10.000.000            1.000.000 NPKA 8 PAKET 100 52 10.000.000            1.000.000 NPKA 8 PAKET 100 53 10.000.000            1.000.000 NPKA 8 PAKET 100 54 10.000.000            1.000.000 NPKA 8 PAKET 100 55 10.000.000            1.000.000 NPKA 8 PAKET 100 56 10.000.000            1.000.000 NPKA 8 PAKET 100 57 10.000.000            1.000.000 NPKA 8 PAKET 100 58 10.000.000            1.000.000 NPKA 8 PAKET 100 59 10.000.000            1.000.000 NPKA 8 PAKET 100 60 10.000.000            1.000.000 NPKA 8 PAKET 100 61 10.000.000            1.000.000 NPKA 8 PAKET 100 62 10.000.000            1.000.000 NPKA 8 PAKET 100 63 10.000.000            1.000.000 NPKA 8 PAKET 100 64 10.000.000            1.000.000 NPKA 8 PAKET 100 65 10.000.000            1.000.000 NPKA 8 PAKET 100 66 10.000.000            1.000.000 NPKA 8 PAKET 100 67 10.000.000            1.000.000 NPKA 8 PAKET 100 68 10.000.000            1.000.000 NPKA 8 PAKET 100 69 10.000.000            1.000.000 NPKA 8 PAKET 100 70 10.000.000            1.000.000 NPKA 8 PAKET 100 71 10.000.000            1.000.000 NPKA 8 PAKET 100 72 10.000.000            1.000.000 NPKA 8 PAKET 100 73 10.000.000            1.000.000 NPKA 8 PAKET 100 74 10.000.000            1.000.000 NPKA 8 PAKET 100 75 10.000.000            1.000.000 NPKA 8 PAKET 100 76 10.000.000            1.000.000 NPKA 8 PAKET 100 77 10.000.000            1.000.000 NPKA 8 PAKET 100 78 10.000.000            1.000.000 NPKA 8 PAKET 100 79 10.000.000            1.000.000 NPKA 8 PAKET 100 80 10.000.000            1.000.000 NPKA 8 PAKET 100 81 10.000.000            1.000.000 NPKA 8 PAKET 100 82 10.000.000            1.000.000 NPKA 8 PAKET 100 83 10.000.000            1.000.000 NPKA 8 PAKET 100 84 10.000.000            1.000.000 NPKA 8 PAKET 100 85 10.000.000            1.000.000 NPKA 8 PAKET 100 86 10.000.000            1.000.000 NPKA 8 PAKET 100 87 10.000.000            1.000.000 NPKA 8 PAKET 100 88 10.000.000            1.000.000 NPKA 8 PAKET 100 89 10.000.000            1.000.000 NPKA 8 PAKET 100 90 10.000.000            1.000.000 NPKA 8 PAKET 100 91 10.000.000            1.000.000 NPKA 8 PAKET 100 92 10.000.000            1.000.000 NPKA 8 PAKET 100 93 10.000.000            1.000.000 NPKA 8 PAKET 100 94 10.000.000            1.000.000 NPKA 8 PAKET 100 95 10.000.000            1.000.000 NPKA 8 PAKET 100 96 10.000.000            1.000.000 NPKA 8 PAKET 100 97 10.000.000            1.000.000 NPKA 8 PAKET 100 98 10.000.000            1.000.000 NPKA 8 PAKET 100 99 10.000.000            1.000.000 NPKA 8 PAKET 100 100 10.000.000         </p>	Input cash sales and credit sales

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 08<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Detailed daily stock taking reports	Nova	
	<b>Note by Industrial Choach</b>		

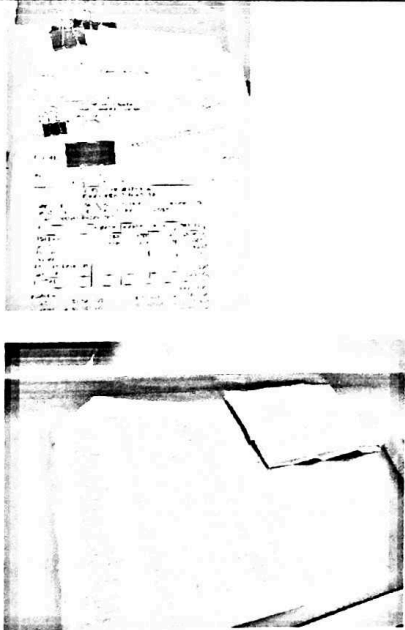
No.	WORKING	EXPLANATION
		Entering the daily stock of goods available in the store

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THUESDAY

DATE : JUNE 09<sup>th</sup>,2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Inputting mortgage retribution payments	Nova	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Inputting the payment of mortgage retribution for employees of PT. IKPP

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : JUNE 10<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales and credit sales	Nova	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Input cash sales and credit sales

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : JUNE 13<sup>th</sup>,2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales	Nova	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Input cash sales and credit sales

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : JUNE 14<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales	Nova	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Enter cash sales

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 15<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales	Nova	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Enter cash sales




**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 16<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales	Nova	
	Record daily stock taking		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Enter cash sales and Record daily stock taking

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : JUNE 17<sup>th</sup>,2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales	Nova	
2.	Record cash sales from 13-15 june 2022		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Enter cash sales and Record cash sales from 13-15 june 2022

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : JUNE 20<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Half day leave	Nova	
2.	Input cash sales and credit sales		
	<b>Note by Industrial Choach</b>		











No.	WORKING	EXPLANATION
		Enter cash sales and credit sales

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : TUESDAY

DATE : JUNE 21<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales and credit sales	Nova	
2.	Designing cooking oil promo poster		
	<b>Note by Industrial Choach</b>		

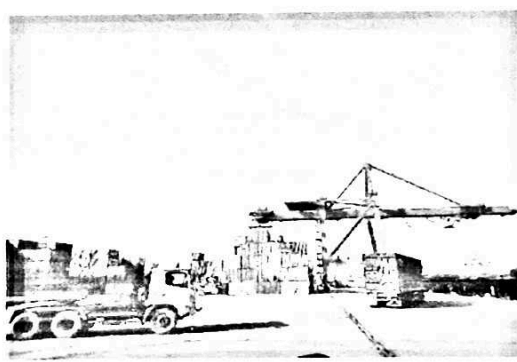
No.	WORKING	EXPLANATION
	 <p><b>Sovia 2 lt</b> Rp. 50.500,- Rp. 46.900,-</p>   <p><b>Fortune 2 lt</b> Rp. 50.800,- Rp. 47.100,-</p>   <p><b>Sania 2 lt</b> Rp. 51.000,- Rp. 47.300,-</p>   <p> kopkar ikpp       088270940809  Koperasi Karyawan Ikpp Perawang</p>	Enter cash sales and credit sales and Making cheap cooking oil promotion poster

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 22<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Input cash sales and credit sales	Armadi, SE., ME	
2.	A visit to the warehouse of PT. IKPP		
	<b>Note by Industrial Choach</b>		

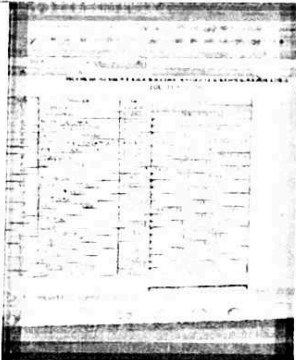
No.	WORKING	EXPLANATION
		Visited several company warehouses and shipping ports

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 23<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Informing members of the cooperative employees of PT. Beautiful tips whose credit is temporarily blocked	Nova	
2.	Offers members of the employee cooperative to shop at the cooperative owned by the employee cooperative of PT. Beautiful Tips		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.		Informing several members of the employee cooperative to send salary slips as well as offering members of the employee cooperative to shop at the cooperative PT IkPP

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : FRIDAY

DATE : JUNE 24<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Official trip to Bengkalis in order to participate in teaching HRM lectures	Armadi, SE, ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Participate in teaching HRM lectures

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : MONDAY

DATE : JUNE 27<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Participate in the delivery of the handover of the Riau Integrated Agriculture Vocational School	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
		Participate in the delivery of the handover of the Riau Integrated Agriculture Vocational School


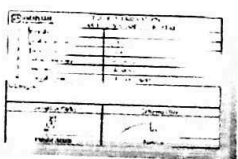



**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : Tuesday

DATE : JUNE 28<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Recap and process incoming proposals	Irmai Sastri Asih, SH	
2.	Sign the paper aid handover document		
3.	Participate in working visits and meetings with members of the Riau DPRD		
	<b>Note by Industrial Choach</b>		


No.	WORKING	EXPLANATION
1.		Recording incoming proposals and identified by agency, letter number, purpose and content of the proposal, after that they are disposed of before being submitted to head of public relations for processing or providing answers.
		Sign the paper aid handover document
		Attending a meeting with members of the DPRD Riau with officials of PT. IKPP

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 29<sup>th</sup>, 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Presenting job on CSR and company profile	Armadi, SE., ME	
	<b>Note by Industrial Choach</b>		



No.	WORKING	EXPLANATION
1.		Presenting the results of the job given during the internship about CSR PT. IKPP

**DAILY ACTIVITIES  
ON THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 30<sup>th</sup>, 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATOR
1.	Designing a certificate of practical work	Armadi, SE., ME	
2.	Recap documents needed during practical work		
	<b>Note by Industrial Choach</b>		

No.	WORKING	EXPLANATION
		Designing a certificate of practical work
		Recap documents needed during practical work