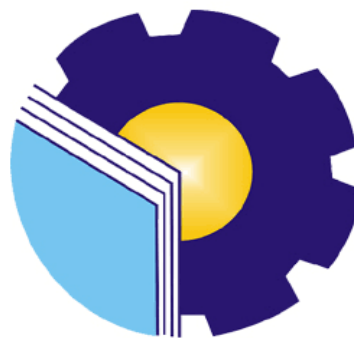


APPRENTICESHIP REPORT
PT. MACLY MARSAR INTERNATIONAL
CITITEL HOTEL PEKANBARU

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

VALIDITY SHEET

APPRENTICESHIP REPORT PT. MACLY MARSAR INTERNATIONAL CITITEL HOTEL PEKANBARU

Written as One of the Requirement for Completing of the Job Training

SURYA ERLANGGA
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Bengkalis, June 30th, 2022

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ACKNOWLEDGEMENT

Thanks to Allah SWT who has given strength and fluency so that The Author can complete the Job Training in Cititel Hotel Pekanbaru. Job Training is one of the activities that must be taken in the International Business Administration Study Program, which aims to apply the knowledge that have gained in the classroom to the work environment. The Author realizes that the implementation of the Job Training activities and the writing of this apprenticeship report cannot be completed without support and assistance from various parties. On this occasion The Author would like to thank:

1. Mr. Johny Custer, S.T., M.T. as Director of Polytechnic State of Bengkalis.
2. Mr. Armada, S.T., M.T. as Deputy Director of Polytechnic State of Bengkalis.
3. Mrs. Supriati, S.ST, M.Si. as Head of the Department of Business Administration.
4. Mrs. Yunelly Asra, SE., MM. as the Former Head of the Department of Business Administration
5. Mrs. Wan Junita Raflah, B.Sc., M.Ec.Dev. as Head of Study Program International Business Administration.
6. Mr. Hutomo Atman Maulana, S.Pd., M.Si. as the Former Head of International Business Administration Study Program and Guardian lecturer of International Business Administration VIII B
7. Mr. Alkadri Perdana, B.Sc., M.Sc. as a Coordinator of the Apprenticeship International Business Administration.
8. Mrs. Nageeta Tara Rosa, S.E, M.BA. as a Supervisor of My Apprenticeship in International Busniess Administration.
9. All Lecturers of the International Business Administration Study Program.
10. All Lecturers and employees of Polytechnic State of Bengkalis.
11. My beloved parents (Suryanto and Ida Laila) who always provide prayer and support to The Author, both morally and materially.

12. Mrs. Desti Monika Uli S, SE., M.Ak., Ak., BKP., CA., ACPA. As Financial Controller Corporate at PT. Macly Marsar International (Cititel Hotel Pekanbaru).
13. All employees in PT. Macly Marsar International (Cititel Hotel Pekanbaru).
14. All of my friends, thank you for the support and cooperation when completing this apprenticeship report.

The Author realizes that this Job Training Report is still far from perfect, therefore The Author expects constructive criticism and suggestions to improve the perfection of the report in the future. Hopefully this report is useful for all of us.

Bengkalis, 5th July 2022



A handwritten signature in black ink, appearing to read 'Surya Erlangga'.

Surya Erlangga
NIM. 5404181173

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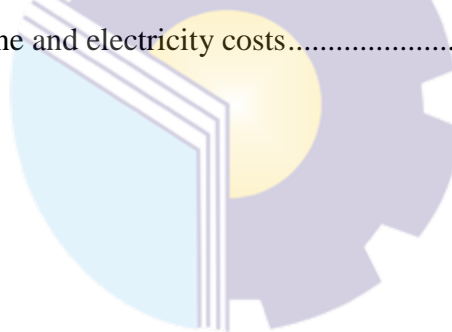
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The current increase in the world of tourism in Indonesia shows the importance of a hotel. The increasing number of hotels that stand up shows that the world of the hospitality industry is increasingly strategic to attract new employees in various places, while reducing the unemployment rate. Reducing the unemployment rate certainly helps the government in minimizing the poverty rate. In addition, the importance of the hotel industry can also be seen in terms of tax revenue provided by hotels to the government. Therefore, hospitality cannot be separated from the role of an accountant.

According to Kamaruddin, R., et al. (2020) The application of an accounting system in a company can be minimized operational costs incurred and can streamline the number of workers owned. One of the accounting systems used by the company is the system of cash receipts and expenditures. This system handles expenses and cash receipts that occur regularly in a company.

According to Kamaruddin, R., et al. (2020) To create good finances, management must clearly establish responsibilities and each person has responsibility for the tasks assigned to him. If the formulation of responsibility is not clear and there is no mistake, it will be difficult to find out who is responsible for the mistake. Good management of cash requires procedure the procedure should be considered three main principles. First, there must be an appropriate separation of duties, so that the officer responsible for handling cash transactions and cash storage does not concurrently serve as the cash transaction registrar. Second, all cash receipts should be deposited entirely with the bank on a daily basis. Thirdly, all cash expenditures should be made using checks, except for expenses for which a small amount is possible to use cash, that is, through petty cash.

According to Kamaruddin, R., et al. (2020) In the accounting system of cash receipts and expenses, it is necessary to have a good procedure that will later be in accordance with the established management policies. Cash receipts and expenditures carried out outside the predetermined procedures, will allow for misappropriation, theft and embezzlement of cash. To supervise cash expenditures, all cash expenditures must be carried out using checks, except for expenses of small amounts can be made through petty cash. If The Authority to sign a cheque is delegated to an employee addressed, then the employee is not allowed to record cash transactions. This is to prevent fraud in cash expenditures that are not included in the accounting records. The procedure used to supervise cash can vary between companies from one company to another. This depends on various factors, such as the size of the company, the number of employees, sources of cash, and so on.

It can be concluded that the better the system of cash receipts and expenditures carried out by the company, the more trustworthy the amount of cash accounts reported on the company's financial statements will be. In addition, with the implementation of good cash management procedures, the possible level of misappropriation and embezzlement of cash is easy to prevent and trace. Like Cititel Hotel Pekanbaru as one of the 3-star hotels in pekanbaru city. The hotel under the auspices of PT. Maclly Marsar International.

According to Yani, S R. (2017) Apprenticeship is an internship activity for students in the world of work both in the industrial and government fields and is a compulsory course for all polytechnic State of Bengkalis students to take. This activity has the intention that students get experience before they enter the real world of work, so that students will get provisions from the apprenticeship that has been carried out. With apprenticeship, students will know the skills and knowledge that need to be developed and need to be maintained.

Therefore, The Author chose the location of the internship at PT. Maclly Marsar International (Cititel Hotel Pekanbaru) in accounting department. With apprenticeship, it is hoped that a directed mindset will be formed, develop skills and ethics at work, and to get opportunities in the world of work. in addition,

apprenticeship is also useful for developing the knowledge gained in college and trying to find something new that has not been obtained from formal education.

1.2 Purposes of the Apprenticeship

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. To find out procedures and systems of apprenticeship program at PT. Macly Marsar International.
2. To find out job descriptions of apprenticeship program at PT. Macly Marsar International.
3. To find out the division and time of apprenticeship program at PT. Macly Marsar International.
4. To find out the obstacles and solutions of apprenticeship program at PT. Macly Marsar International.

1.3 Significances of the Apprenticeship

From the implementation of apprenticeship, several benefits are obtained for the parties involved in this regard. The benefits are:

1.3.1 For Writer

1. Train responsibility and discipline in terms of information processing and time management in carrying out the assigned tasks.
2. Means of applying the abilities and knowledge gained during lectures to be applied in the implementation of work.
3. A means of exploring information about the world of work so that practicants can train and prepare themselves to enter the world of work.
4. Knowing the real world of work and being able to socialize and interact with employees who have experience in the real world of work.

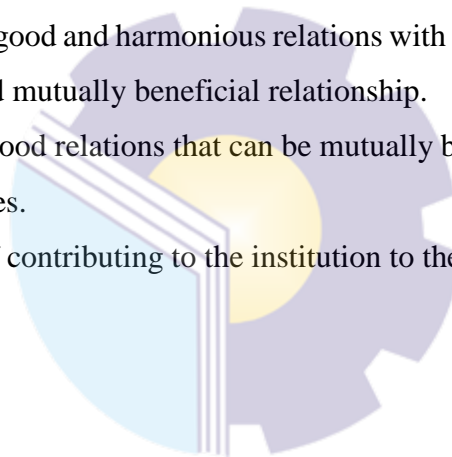
1.3.2 For Academic

1. As a means of fostering good relations with companies or government agencies so that later they can provide information on the world of work for graduates from the Faculty of Economics, especially.

2. Improving students' abilities so that they can create quality graduates.
3. Measuring how much role educators play in providing lecture materials for students in accordance with developments that occur in the world of work.
4. Get input in order to improve the existing curriculum in accordance with the needs of the world of work and technological developments.
5. As input for the Accounting Education Study Program in the context of developing a study program.

1.3.3 For Company

1. Ease the burden on agencies in completing tasks where practices are placed.
2. Agencies can carry out their social responsibility because they have provided opportunities for students to carry out apprenticeship.
3. Can establish good and harmonious relations with the Jakarta State University in a useful and mutually beneficial relationship.
4. Establishing good relations that can be mutually beneficial between agencies and universities.
5. As a means of contributing to the institution to the world of education.



CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

According to iditrix.com (2022) Maclly Marsar International is an Indonesian company with registration number 11/2086 published in 2017. Registered address Sisingamangaraja No.33, Sumahilang, Pekanbaru City. PT. Maclly Marsar International is a company engaged in hospitality. The company was founded in 2012. The company is located on Jalan Sisingamangaraja No. 32 of Sumahilang village, Pekanbaru City District, Pekanbaru city. Company PT. Maclly Marsar International has a hotel unit that is already operating, namely Cititel Hotel which is located on Sisingamangaraja No. 32 Sumahilang Village, Pekanbaru City District, Pekanbaru City.

According to Facebook of Tentang Properti Jogja (2020) Maclly Group is a real estate development company headquartered in Singapore. Since 1987, Maclly Group has had a track record of developing landed properties apartments, condominiums, mixed developments, commercial and cluster housing projects. Between 2004 to 2017, the Group developed and launched 22 developments with a total of more than 1700 residential and commercial units in Singapore and Kuala Lumpur. Maclly Group continues to uphold its mission in providing quality and value to purchasers today.

According to Facebook of Tentang Properti Jogja (2020) Marsar International has grown fast by majoring in developing and marketing shophouses in Pekanbaru. In 1998, when the South East Asia Crisis had plumbed the property business Marsar International successfully turned market stuck properties into hotels. Today, Marsar International has developed and currently operates 22 hotels. It has also ventured into the shopping mall business and currently operates 2 malls Metropolitan City and Plaza The Central Marsar International also expanded its business wing to

transportation specializing in CPO transport, energy business, and distributor of Petronas from Malaysia to many places in Indonesia.



Figure 2. 1 Location of Apprenticeship

Source : Documentation, 2022

Based on the explanation above, it is known that PT. Macly Marsar International is a merger of Macly Group and Marsar International. The Author has been interning in the accounting department for 4 months. As a requirement for lectures from the Bengkalis State Polytechnic. In apprenticeship, the author has understood the environment of work, work ethics, systems and job responsibilities. According to Yani, S R. (2017) In this time a student is not only required to be competent in the field of study of his knowledge but also required to have holistic competencies such as being independent, able to communicate has a wide network, is able to make decisions, is sensitive to changes and developments that occur in the outside world. The facts that happened show that students with such qualifications are difficult to find. Therefore, an apprenticeship program is needed as a learning tool for students to obtain various holistic competencies needed after completing education.

2.2 Vision and Mission of the Company

The term vision comes from the word vision which comes from English which means vision. A vision is a view of a company's long-term goals or plans to be achieved by a company. Visions usually contain short and clear statements, but can include all the goals and ideals of the company.

According to Suryadi (2019) The definition of the mission is an effort, thinking, steps formally to realize a mission, meaning actions to clarify what the company owner wants and become a handle to run the business now towards the future until the vision is realized. The vision and mission of PT. Macly Marsar International, Pekanbaru is as follows:

2.2.1 Corporate Vision of PT. Macly Marsar International

Become an innovative hotel management with qualified human resources with international standards and Indonesian hospitality.

2.2.2 Company Mission of PT. Macly Marsar International

1. Develop quality products and services that are consistently of Macly Marsar International.
2. Developing quality human resources who are competent, dynamic and able to creatively maintain high-quality services.
3. Establishing a strong market position through proactive and competitive performance in meeting consumer needs.
4. To be an efficient, professional and productive company and committed to achieving goals by upholding integrity, profit, employee development and caring for environmental preservation.

2.3 Organization Structure

Organizational structure is a description of the division of authority and responsibility as well as the vertical and horizontal relationships of an organization in carrying out its activities. Changes to the organizational structure are the answer to various pressures both internal and external.

According to Nurlia (2019) One of the demands of today's society is the effectiveness of the public administration system in carrying out community service functions through the realignment of a healthier and more efficient organizational structure. Organizational restructuring is carried out to anticipate and accommodate changes that arise in the implementation of daily tasks both short and long term. The concept of service quality can be understood through consumer behavior, which is a behavior played by consumers in finding, buying, using, and evaluating

a product or service that is expected to satisfy their needs. Here is the organizational structure of PT. Macly Marsar International described in the following image:

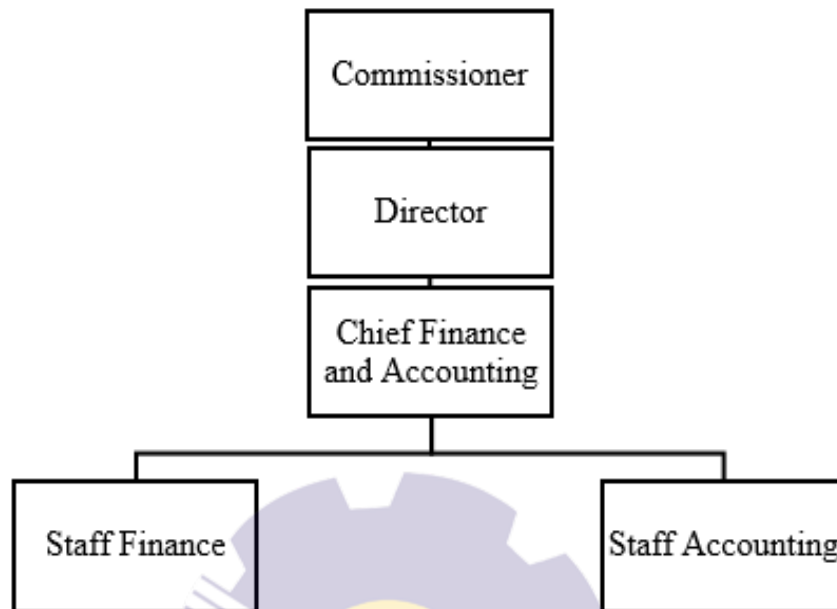


Figure 2. 2 Organization Structure

Source : Processed Data, 2022

Based on the picture above, the duties and responsibilities of each position, namely:

1. Commissioner
 - a. Giving orders to the company, by implementing various policies and broad goals of the company or organization it leads.
 - b. Has the right to support, vote, appoint and even give an assessment on the performance of the directors of the company he leads.
 - c. In charge of ensuring that the financial resources of the company are sufficient.
 - d. In charge of ratifying the annual budget.
 - e. Responsible for the performance of the company to the shareholders
Can determine the nominal salary and compensation that will be received by each member of the board of commissioners in the company.

2. Director
 - a. Implementing the vision and mission of the led company.
 - b. Develop a business strategy to advance the company.
 - c. Evaluate the led company.
 - d. Conducting meetings with all ranks in the company.
 - e. Appoint people who are capable of leading.
 - f. Oversees a business and business process of the company he leads.
3. Chief Finance & Accounting
 - a. Ensure that financial statements are presented in a timely, accurate manner, and meet applicable regulations.
 - b. Ensure comprehensive financial statement analysis by building & developing working papers for the analysis of combined, consolidated and united financial statements.
 - c. Controlling the company's cash flow to ensure the availability of funds for the company's operations and the health of the company's financial condition.
 - d. Planning and coordinating the preparation of the company's budget, as well as controlling the use of the budget.
 - e. Planning and coordinating the development of financial and accounting systems and procedures, as well as controlling their implementation to ensure the creation of internal control functions.
 - f. Ensure that the company's annual and monthly tax reporting is carried out in a timely manner and applicable regulations in accordance with applicable tax planning & regulations.
4. Staff Finance
 - a. Managing company finances.
 - b. Input all financial transactions.
 - c. Conducting financial transactions of the company.
 - d. Make payments to suppliers.
 - e. Billing customers.
 - f. Controlling the company's financial activities or financial transactions.

- g. Make reports on the financial activities of the company.
 - h. Verify the validity of the documents received.
 - i. Evaluate the budget.
 - j. Prepare invoice billing documents or billing receipts and their completeness.
 - k. Reconciliation.
5. Staff Accounting
- a. Ensuring Documents Relating to Financial Transactions are Complete and Correct.
 - b. Input Data Related to Accounting Journals in the Financial System (Bookkeeping).
 - c. Creating a Journal Post.
 - d. Making Financial Statements.
 - e. Filing Documents/ Document archives.



CHAPTER III

DESCRIPTION APPRENTICESHIP ACTIVITIES

3.1 Job Description

Job description at PT. Maclly Marsar International on 11 March 2022 until 5 July 2022 are as follows :

1. Checked and sorted out daily revenue of hotel from FO.
2. Verified daily cash in and cash out report.
3. Checked and sorted out monthly purchase recap.
4. Calculated Food and Beverage costs last year.
5. Sorted out PPh 23 2018 for inspection from tax agency.
6. Sorted out Online Travel Agent for headquarter.
7. Archived Bank Ledger and Bank Statement.
8. Delivered document.
9. Archived telephone costs and electricity costs last year report.

3.2 System and Procedure

3.2.1 System

To make it easier for employees to perform their tasks, companies use internet-based systems. Every computer in one division is connected to other divisions in all Business Units in PT Maclly Marsar International. But not all work is done online, there are some jobs that are done offline and manually, from some of the work Author do more withway offline compared to online.

3.2.2 Procedure

Practical work procedures that have been carried out in PT. Macly Marsar International with accounting department are as follows:

1. Checking and sort out daily revenue of hotel from FO

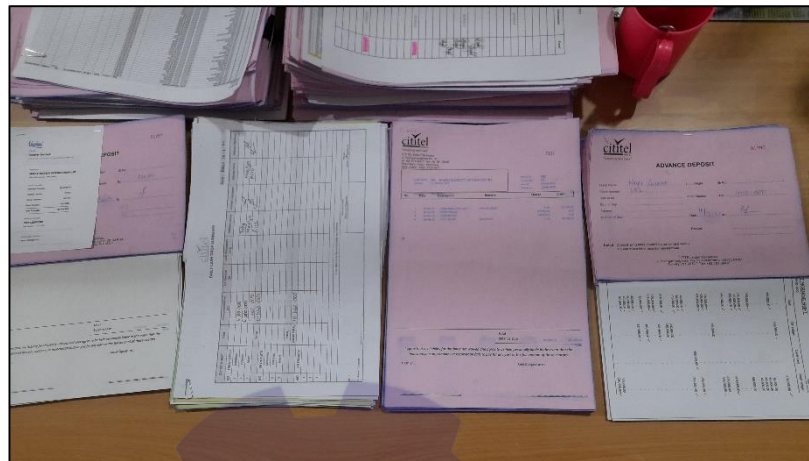


Figure 3. 1 Daily Revenue Report

Source : Documentation, 2022

In this case, The Author checked the completeness of data and sales attachments per day starting from the sales of the morning shift, afternoon shift, and night shift from the sales recap of the front liner. After that, The Author applies data handling to the FO if there is a lack of data. When the sales data is complete, The Author will sort out the documents. GF (guess folio) document, city ledger, m-banking payment, cash payment, CIMB payment).

2. Verification daily cash in and cash out report



Figure 3. 2 Daily Cash in and Cash out Report
Source : Documentation, 2022

This report contains cash out and cash inflows. The Author checked the completeness of the data based on the list of output and income summarized in the first sheet. Then ensure that the nominal expenditure and income are in accordance with the voucher for each transaction. Make sure all attachments are complete starting from vouchers, bills, invoices, photos, and other proof of transactions. After that, The Author verified with a verification stamp and paraphrase if the document is confirmed to be complete. If there is a lack of data or attachments on the cash statement, then charge the expense team or cashier.

3. Checking and sort out monthly purchase recap

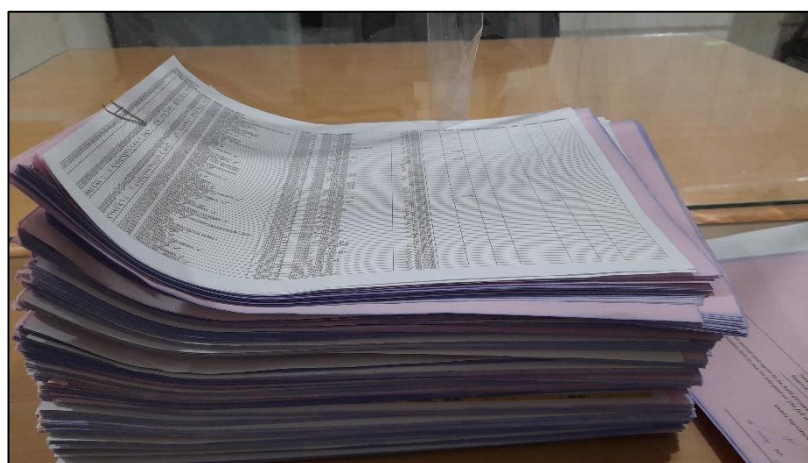


Figure 3. 3 Montly Purchase Recap
Source : Documentation, 2022

The sales report contains a collection of guess folio guests. There provide proof of income from the room charge perkamar. Then The Author is in charge of checked the completeness of the guess folio in the date summary sheet. Then archived in the warehouse.

4. Calculate Food and Beverage costs last year

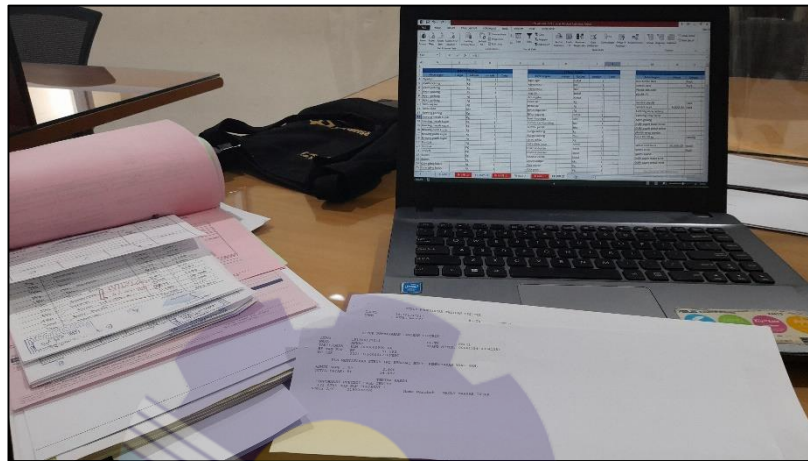


Figure 3. 4 FB Calculating

Source : Documentation, 2022

The Author calculated the expenditure for food and beverage hotel kitchens for a full year on the microsoft office excell. Started from dry materials, wet materials, and equipment) as carefully as it aligns on the office boss.

5. Sort out PPh 23 2018 for inspection from tax agency



Figure 3. 5 PPh 23

Source : Documentation, 2022

The Author is in charge of collected attachments that are needed for tax inspection of Income Tax 23. Then completed all the data and photocopy all then submitted to the superior of the tax section.

6. Sort out Online Travel Agent for headquarter

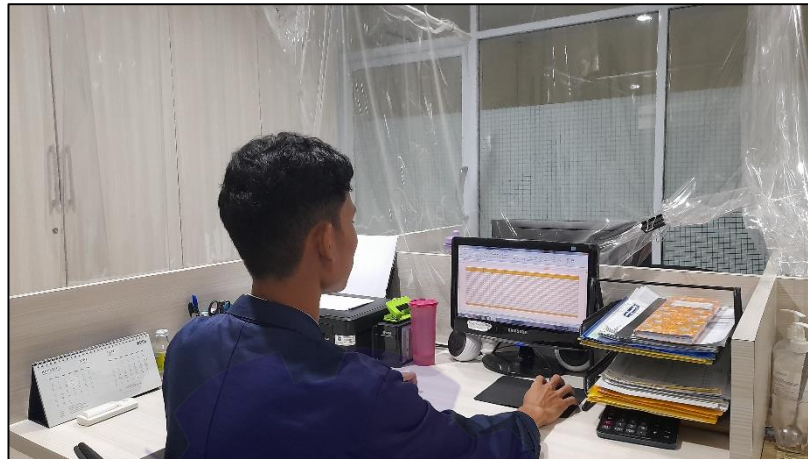


Figure 3. 6 Online Travel Agent

Source : Documentation, 2022

In this section, The Author is in charge of attached the CL (city ledger) document from the transaction of using an online travel agent. Sorting by type of OTAs such as traveloka, tiket.com, pegipegi, etc. And also the attached of advance deposit debit and credit cards. Then submitted for OTAs attachment on the income cash statement.

7. Archived Bank Ledger and Bank Statement



Figure 3. 7 Bank Ledger and Bank Statement Dosumentation

Source : Documentation, 2022

The Author is in charge of filled bank ledger documents and bank statements based on UOB, Mandiri, BCA, and others. And the file that was done was from PT. Maclly Marsar International, Cara Cara inn, Llyods inn, PT. THI Bali, and PT. MMC.

8. Delivered documents

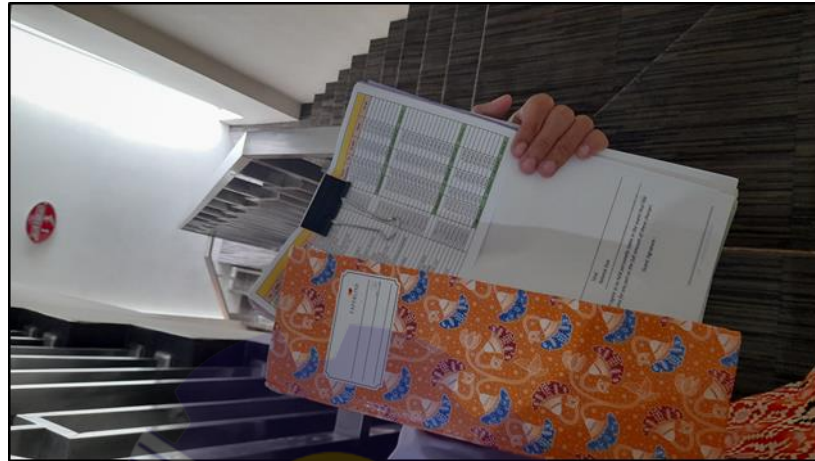


Figure 3. 8 Document Delivered

Source : Documentation, 2022

The Author is in charge of delivered documents from the accounting department to the front liner and also to the head office of Jl. M. Yamin, Pekanbaru. Then for the delivered of invoices delivered to the first resources Jl. Sudirman, Pekanbaru. Delivery of documents to JNE for sending to Bali partners.

9. Archived telp costs and electricity costs last year report

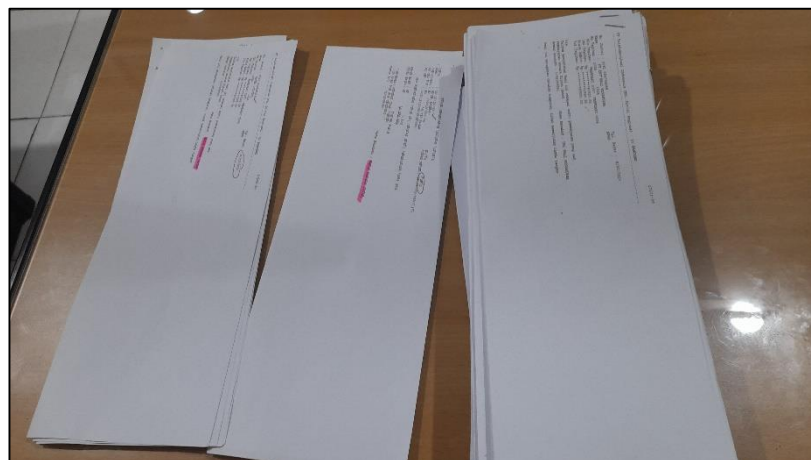


Figure 3. 9 Telephone and electricity costs

Source : Documentation, 2022

The Author is in charge of attached an attachment to the full one-year cash statement from PT. Macly Marsar International. Monthly electricity costs and telephone costs from PT. Telkom Indonesia.

3.3 Apprenticeship Process

1. Preparatory stage

Preparations began in March 2022. First The Author was looking for a company that accepts for interns that correspond to the major that is International Business Administration. Then prepare letters that support this activity. On March 9, 2022, The Author received confirmation via whatsapp accounting section of PT. Macly Marsar International The Cititel Hotel Pekanbaru. that The Author is allowed to carry out apprenticeship at the company from March 11, 2022 to July 5, 2022.

2. Implementation stage

The practice of carried out internships from March 11, 2022 to July 5, 2022 with 6 working days (Monday to Saturday) working hours starting at 8:00WIB-17:00WIB (Monday-Thursday), 08:00WIB-16:00WIB (Friday), 08:00WIB-12:00WIB (Saturday).

3. Apprenticeship Report Writing Stage

The Author began to compile an internship report started from the implementation of the internship until July 31, 2022 as one of the requirements for obtained a Bachelor's Degree in Applied International Business Administration (D4). Writing started by collecting the data needed related to the writing process and realize it in writing an internship report.

3.4 Daily Activities and Job Description of Apprenticeship

To find out more clearly the description of the activities carried out during practical work at PT. Macly Marsar International in accounting department can be seen in the following table:

Table 3. 1 Agenda of Apprenticeship Week 1

Date and Time	Activity	Division
11-12 March 2022	Introduction, training, tasks, and office rules.	Accounting
	Checking and sort out the daily revenue from FO shift morning, evening, and night.	Accounting

Source: Processed Data, 2022

Table 3. 2 Agenda of Apprenticeship Week 2

Date and Time	Activity	Division
14-19 March 2022	Verification ACCT the daily cash report / financial statement of (Feb 3, – Mar 8, 2022)	Accounting
	Checking and sort out the purchase recap of archive 15 November- 9 December 2021.	Accounting
	Checking and sort out the daily revenue from FO shift morning, evening, and night.	Accounting

Source: Processed Data, 2022

Table 3. 3 Agenda of Apprenticeship Week 3

Date and Time	Activity	Division
21-26 March 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Verification ACCT the daily cash report / financial statement of (9 th – 17 th Mar 2022) and checking all of the cash out and cash in daily report.	Accounting
	Checking sales recap of Cititel Hotel on 10-31 December 2021 and sort out PLFO2 sheets.	Accounting
	Checking and sort out alectricity bill and telephone bill for Cititel Hotel.	Accounting
	Checking the cash out of the kitchen report of jan-feb from warehouse and UOB.	Accounting

Source: Processed Data, 2022

Table 3. 4 Agenda of Apprenticeship Week 4

Date and Time	Activity	Division
28 March -2 April 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Recapitulation all of cash out report of kitchen in jan and feb 2021	Accounting
	Verification ACCT the daily cash report / financial statement of (18 th – 28 th Mar 2022) and checking all of daily the cash out and cash in report.	Accounting
	Send files to the directorate to south jakarta	Accounting
	Deliver report of submission payment supplier to Mrs. Susan	Accounting

Source: Processed Data, 2022

Table 3. 5 Agenda of Apprenticeship Week 5

Date and Time	Activity	Division
4-9 April 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Recapitulation all of Food and Beverage report march-december 2021.	Accounting
	Verification ACCT the daily cash report / financial statement of (29 th Mar 2022 – 1 st Apr 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

Table 3. 6 Agenda of Apprenticeship Week 6

Date and Time	Activity	Division
11-16 April 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Checking and sort purchase recap of 1-31 january 2022.	Accounting
	Verification ACCT the daily cash report / financial statement of (2 nd -11 st Apr 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

Table 3. 7 Agenda of Apprenticeship Week 7

Date and Time	Activity	Division
18-22 April 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Checking and sort out purchase recap of 1-28 Feb 2022.	Accounting
	Verification ACCT the daily cash report / financial statement of (12 nd -15 th Apr 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

Table 3. 8 Agenda of Apprenticeship Week 8

Date and Time	Activity	Division
25-28 April 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift	Accounting
	Verification ACCT the daily cash report / financial statement of (16 th -29 th Apr 2022) and checking all of daily the cash out and cash in report.	Accounting
	Checking and sort out purchase recap of 1-31 Mar 2022.	Accounting

Source: Processed Data, 2022

Table 3. 9 Agenda of Apprenticeship Week 9

Date and Time	Activity	Division
9-14 May 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift	Accounting
	Verification ACCT the daily cash report / financial statement of (30 Apr– 2 May 2022) and checking all of daily the cash out and cash in report.	Accounting
	Checking and sort out purchase recap 1-11 Apr 2022	Accounting

Source: Processed Data, 2022

Table 3. 10 Agenda of Apprenticeship Week 10

Date and Time	Activity	Division
17-21 May 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Verification ACCT the daily cash report / financial statement of (3-4 May 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

Table 3. 11 Agenda of Apprenticeship Week 11

Date and Time	Activity	Division
23-28 May 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Verification ACCT the daily cash report / financial statement of (5-12 May 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

Table 3. 12 Agenda of Apprenticeship Week 12

Date and Time	Activity	Division
30 May-4 June 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Verification ACCT the daily cash report / financial statement of (13-20 May 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

Table 3. 13 Agenda of Apprenticeship Week 13

Date and Time	Activity	Division
6-11 June 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Verification ACCT the daily cash report / financial statement of (21-30 May 2022) and checking all of daily the cash out and cash in report.	Accounting
	Checking and sort out purchase recap 12-20 Apr 2022.	Accounting

Source: Processed Data, 2022

Table 3. 14 Agenda of Apprenticeship Week 14

Date and Time	Activity	Division
13-18 June 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Checking and sort out pph 23.	Accounting

Source: Processed Data, 2022

Table 3. 15 Agenda of Apprenticeship Week 15

Date and Time	Activity	Division
20-25 June 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Online travel agent (City Ledger) of traveloka, pegipegi.com, CIMB Niaga, etc.	Accounting

Source: Processed Data, 2022

Table 3. 16 Agenda of Apprenticeship Week 16

Date and Time	Activity	Division
27-2 July 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Sort out bukti penerimaan surat pajak.	Accounting
	Verification ACCT the daily cash report / financial statement of (31 May – 12 June 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

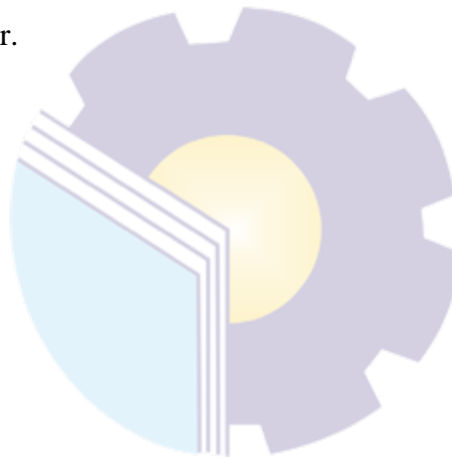
Table 3. 17 Agenda of Apprenticeship Week 17

Date and Time	Activity	Division
4-5 June 2022	Checking and sort out FO payment transaction report of morning, evening, and night shift.	Accounting
	Verification ACCT the daily cash report / financial statement of (13-27 June 2022) and checking all of daily the cash out and cash in report.	Accounting

Source: Processed Data, 2022

3.5 Obstacles and Solutions of Apprenticeship

Obstacles and Solutions of Apprenticeship in PT. Macly Marsar International, Cititel Hotel, Pekanbaru are frequently incomplete cash statement attachments that hinder the verification process. The solution is to be more thorough and always follow up the cashier.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

During the internship, The Author gained a lot of knowledge, especially financial management in the hotel. The following are the results obtained after apprenticeship:

1. Understanding hospitality sales/revenue.
2. Understand cash in and out statements.
3. Understand the online travel agent system.
4. Understand tax attachments.

4.2 Suggestion

Based on experience during apprenticeship, practican has several suggestions that can help in the implementation of apprenticeship in the future to be even better. The advice that can be given is:

4.2.1 For students who will carry out apprenticeship

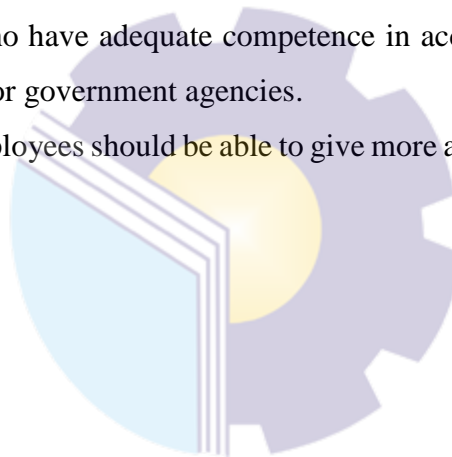
1. Students should prepare themselves by looking for information on apprenticeship places that are in accordance with the field of education taken.
2. Prepare the necessary administration in the implementation of apprenticeship.
3. Carry out every task given with full responsibility and comply with the regulations that have been set by the company or agency where the apprenticeship is carried out in order to maintain the good name of the university.
4. Establishing good relations with employees of companies where practicants carry out apprenticeship in order to obtain information, experience and knowledge related to the apprenticeship carried out.

4.2.2 For the University

1. Establishing good relations with companies or government agencies to make it easier for students to get apprenticeship places.
2. Providing sufficient socialization and training as a provision for students before conducting apprenticeship.

4.2.3 For Agencies

1. Providing good guidance and service to apprenticeship participants so that apprenticeship participants know their duties clearly in implementing apprenticeship in the agency.
2. Maintaining good relations with universities as a place to screen prospective employees who have adequate competence in accordance with the needs of the company or government agencies.
3. Company employees should be able to give more attention, trust and direction to practice.





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APPENDICES

Appendix 1 Letter of Statement

 MACLY MARSAR Quality - Value	PT MACLY MARSAR INTERNATIONAL <hr/> Jl. Sisingamangaraja No 32, Kota Pekanbaru, Riau, 28133 Telp. (+62) 761 36777
<u>SURAT KETERANGAN</u>	
<p>I. Yang bertanda tangan di bawah ini :</p>	
a. Nama	: Desti Monika Uli S, S.E., M.Ak., Ak., BKP., CA., ACPA.
b. Jabatan	: Financial Controller Cooperate
<p>Dengan ini menerangkan bahwa :</p>	
a. Nama	: Surya Erlangga
b. NIM	: 5404181173
c. Program Studi	: D-IV Administrasi Bisnis Internasional
d. Jurusan	: Administrasi Niaga
e. Kampus	: Politeknik Negeri Bengkalis
f. Menerangkan	: Mahasiswa tersebut benar telah melaksanakan Praktek Kerja Lapangan (PKL) di PT. Macly Marsar International, Cititel Hotel Pekanbaru. Berlangsung pada 11 Meret 2022 hingga 5 Juli 2022.
<p>2. Demikian keterangan ini dibuat untuk dipergunakan seperlunya.</p>	
<p>Pekanbaru, 5 Juli 2022 Pembimbing PKL PT. Macly Marsar International Cititel Hotel Pekanbaru</p>	
 <u>Desti Monika Uli S, S.E., M.Ak., Ak., BKP., CA., ACPA.</u> Financial Controller Cooperate	

Appendix 2 Certificate of Apprenticeship



Appendix 3 Apprenticeship Assessment

**EVALUATION RESULT FROM THE JOB TRAINING COMPANY
PT. MACLY MARSAR INTERNATIONAL
(CITITEL HOTEL PEKANBARU)**

Name : Surya Erlangga
NIM : 5404181173
Study Program : D-IV International Business Administration
Campus : Polytechnic State of Bengkalis

No.	Assessment Aspect	Weight	Value
1.	Dicipline	20%	85
2.	Responsibility	25%	95
3.	Adjustment /Adaptation	10%	90
4.	Work Result	30%	95
5.	General Behavior	15%	97
Total(1+2+3+4+5)		100%	92.8

Explanation :

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

Notes :

Pekanbaru, June 30th2022

PT. Macly Marsar International (Cititel Hotel Pekanbaru)



Desti Monika Uli S., S.E., M.Ak., Ak.BKP., CA., ACPA.
Financial Controller Corporate

Appendix 4 Attendance of Apprenticeship

STUDENT APPRENTICESHIP ATTENDANCE LIST OF POLYTECHNIC STATE OF BENGKALIS 2022





Name : Surya Erlangga
 NIM : 5404180173
 Study Program : D-IV International Business Administration
 Location : PT. Maely Marsar International (Cititel Hotel Pekanbaru)

Number	Date	Time		Sign	Information
		in	out		
1	11-Mar-22	08:00	16:00	<i>Surya Erlangga</i>	
2	12-Mar-22	08:00	12:00	<i>Surya Erlangga</i>	
3	13-Mar-22	-	-		Sunday
4	14-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
5	15-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
6	16-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
7	17-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
8	18-Mar-22	08:00	16:00	<i>Surya Erlangga</i>	
9	19-Mar-22	08:00	12:00	<i>Surya Erlangga</i>	
10	20-Mar-22	-	-		Sunday
11	21-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
12	22-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
13	23-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
14	24-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
15	25-Mar-22	08:00	16:00	<i>Surya Erlangga</i>	
16	26-Mar-22	08:00	12:00	<i>Surya Erlangga</i>	
17	27-Mar-22	-	-		Sunday
18	28-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
19	29-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
20	30-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	
21	31-Mar-22	08:00	17:00	<i>Surya Erlangga</i>	

Number	Date	Time		Sign	Information
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3	03-Apr-22	-	-	-	Sunday
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15	15-Apr-22	08:00	16:00	<i>[Signature]</i>	Wafat Isa Almasih
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29	29-Apr-22	-	-	-	Idul Fitri
30	30-Apr-22	-	-	-	Idul Fitri

Number	Date	Time		Sign	Information
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1	01-May-22	-	-		Sunday
2	02-May-22	-	-		Eid Al-Fitr
3	03-May-22	-	-		Eid Al-Fitr
4	04-May-22	-	-		Eid Al-Fitr
5	05-May-22	-	-		Eid Al-Fitr
6	06-May-22	-	-		Eid Al-Fitr
7	07-May-22	-	-		Eid Al-Fitr
8	08-May-22	-	-		Sunday
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24	24-May-22	08:00	17:00	<i>[Signature]</i>	
25	25-May-22	08:00	17:00	<i>[Signature]</i>	
26	26-May-22	-	-	-	Ascension of Isa Al Masih
27	27-May-22	-	-	-	Sick
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4	04-Jul-22	08:00	17:00		
5	05-Jul-22	08:00	17:00		

Known by :

Apprenticeship Supervisor in
PT. Macly Marsar International



Febri Wulandari, S.E

Appendix 5 Daily Activities

Daily Activities of Apprenticeship



Name : Surya Erlangga
Student Number : 5404181173
Study Proram : D-IV International Business Administration
Advisor : Nageeta Tara Rosa, M.BA.
Campus : Polytechnic State of Bengkalis


PT. Macly Marsar International


Cititel Hotel, Pekanbaru

DAILY ACTIVITIES OF APPRENTICESHIP

Day : Friday


Date : March 11, 2022

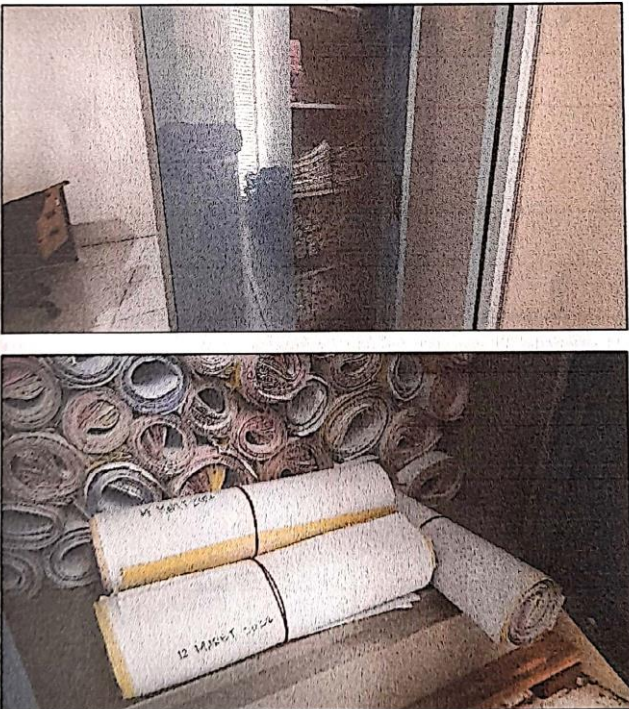
No	Description of activities	Assignor	Signature
	Introduction, training, tasks, and office rules.	Febri Wulandari	
	Note.		

No	Picture of Activities	Information
		

Day : Saturday


Date : March 12, 2022

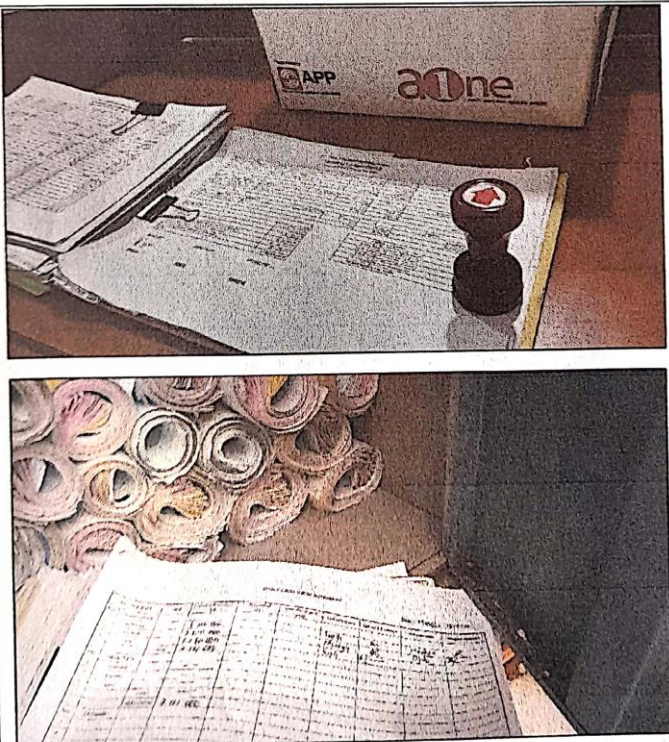
No	Description of activities	Assignor	Signature
	Checking and sort out the daily revenue from FO shift morning, evening, and night.	Paulina Marshintya Sitompul	
	Note.		

No	Picture of Activities	Information
		

Day : Monday


Date : March 14, 2022

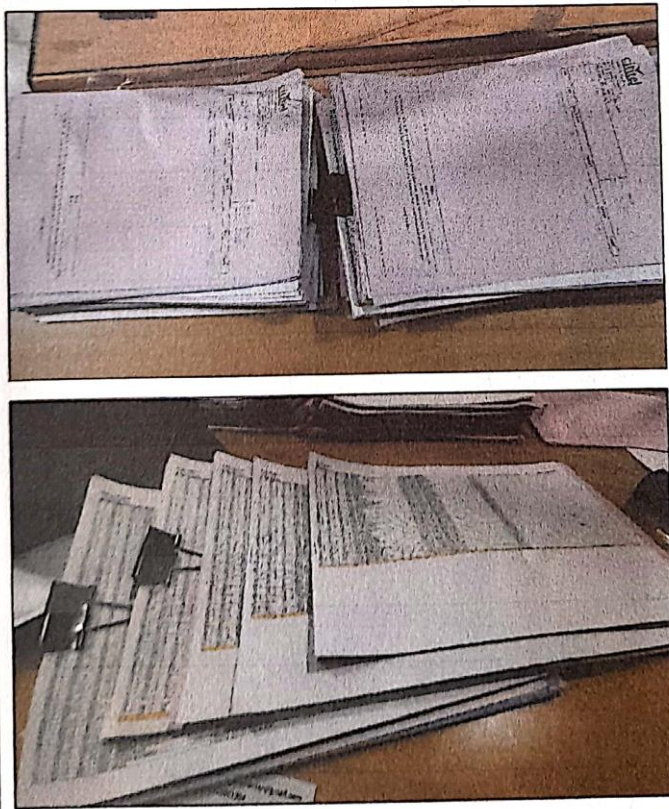
No	Description of activities	Assignor	Signature
	Verification ACCT the daily cash report / financial statement of (Feb 3, – Mar 3, 2022)	Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Tuesday


Date : March 15, 2022

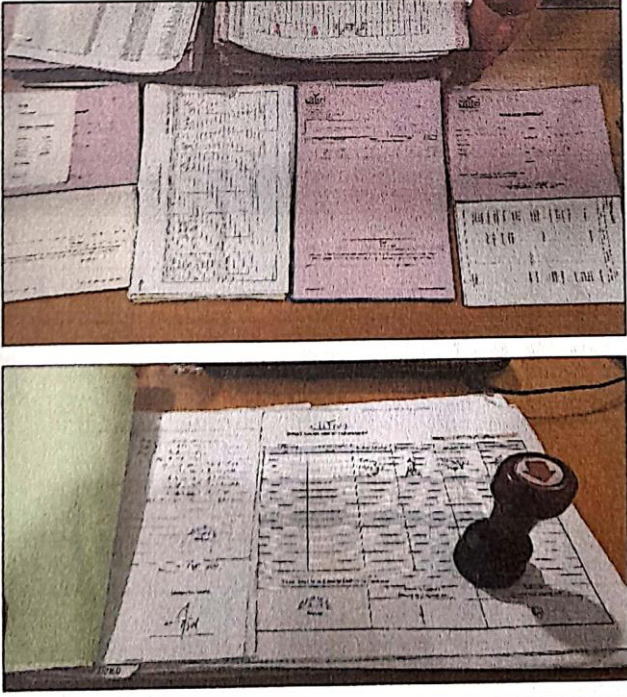
No	Description of activities	Assignor	Signature
	Checking and sort out the purchase recap of archive 15-21 November 2021.	Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Wednesday


Date : March 16, 2022

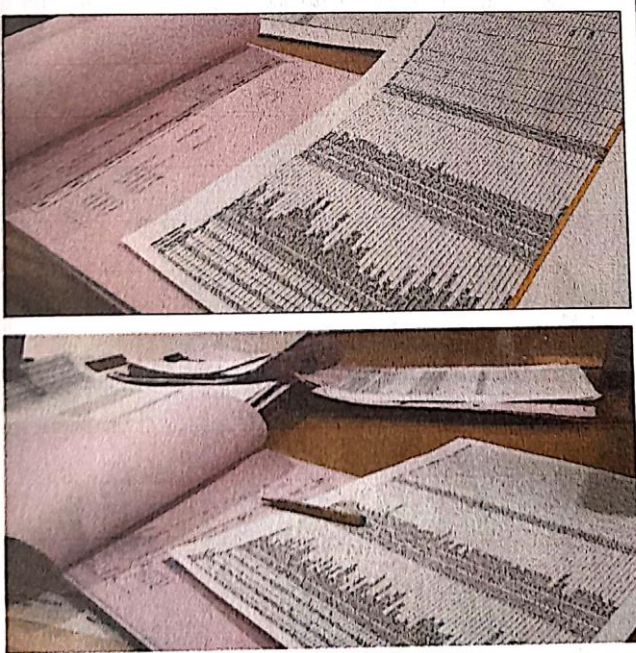
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out the daily revenue from FO shift morning, evening, and night.• Verification ACCT the daily cash report / financial statement of (4th – 8th Mar 2022)	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Thursday


Date : March 17, 2022

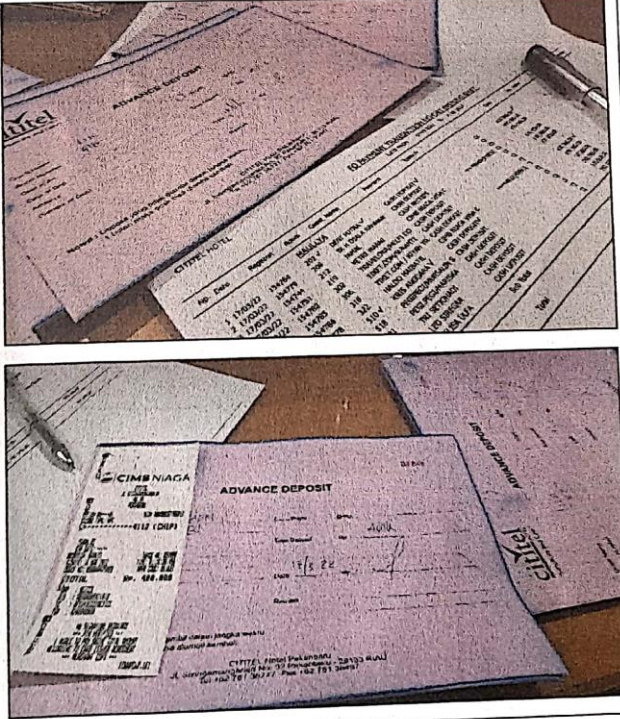
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out the daily revenue from FO shift morning, evening, and night.• Checking and sort out the purchase recap of archive Nov-Des 2021	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Friday


Date : March 18, 2022

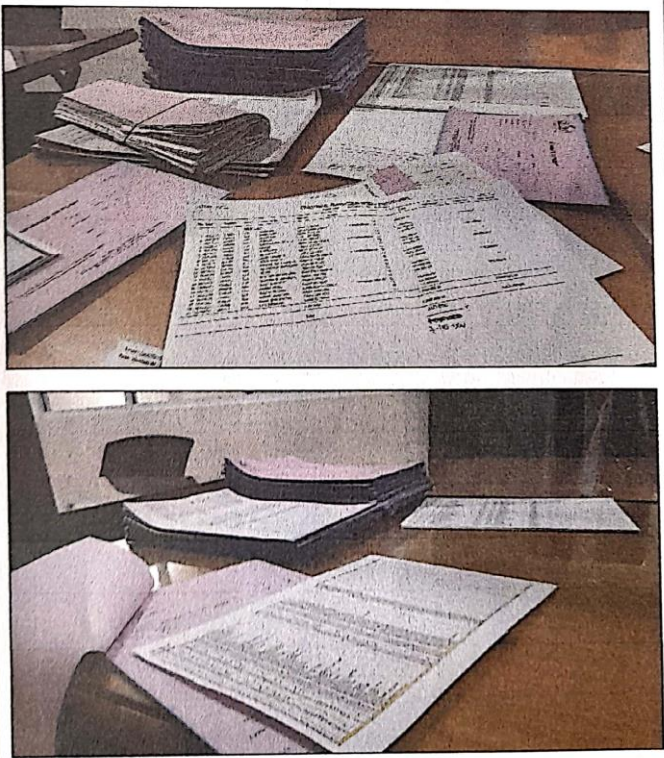
No	Description of activities	Assignor	Signature
	Checking and sort out the daily revenue from FO shift morning, evening, and night.	Paulina Marshintya Sitompul	
	Note.		

No	Picture of Activities	Information
		

Day : Saturday


Date : March 19, 2022

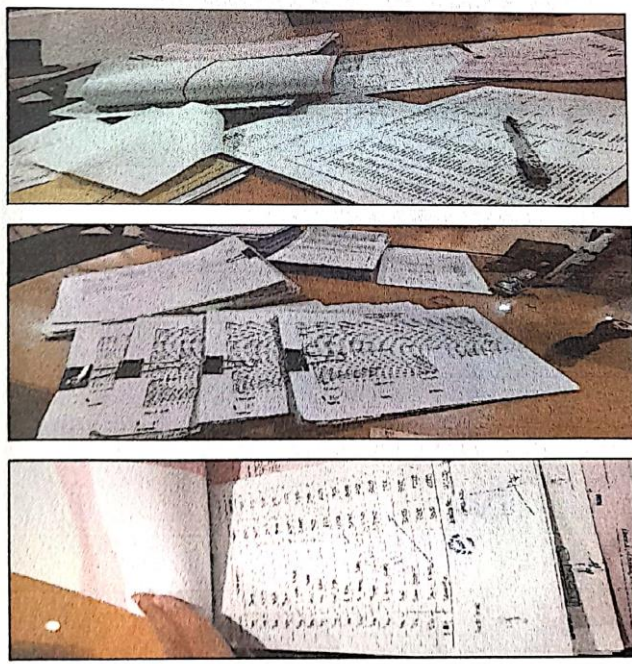
No	Description of activities	Assignor	Signature
	Checking and sort out FO payment transaction report of morning, evening, and night shift. Checking sales recap of Cititel Hotel on 1-9 December 2021 and sort out PLFO2 sheets	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Monday


Date : March 21, 2022

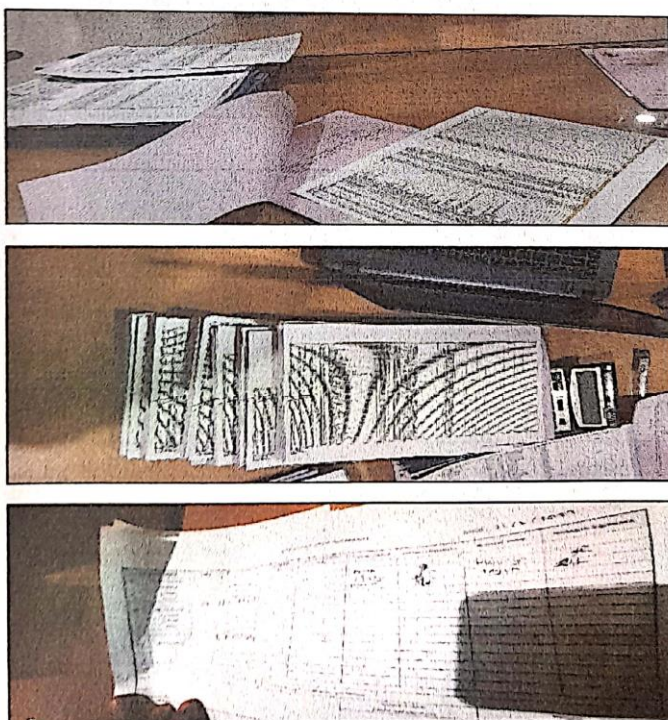
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (9th – 14th Mar 2022) and checking all of the cash out and cash in daily report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 <p>The 'Picture of Activities' column contains three photographs. The top photo shows a desk with several papers, a pen, and a calculator. The middle photo shows a close-up of a financial report with columns of numbers. The bottom photo shows a hand pointing to a specific section of a financial report.</p>	

Day : Tuesday


Date : March 22, 2022

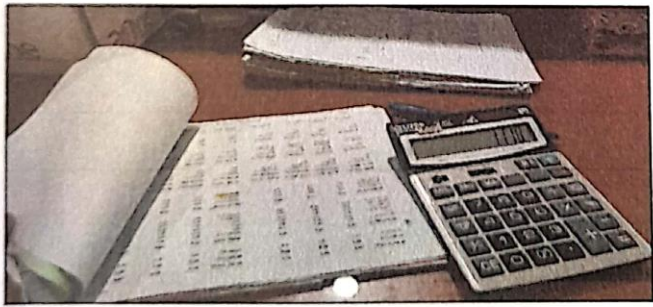

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking sales recap of Cititel Hotel on 10-24 December 2021 and sort out PLFO2 sheets.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
	 <p>The first photograph shows several papers and reports on a desk. The second photograph shows a stack of papers with a grid-like pattern, likely the sales recap sheets mentioned in the description. The third photograph shows a close-up of a report with columns and rows of data.</p>	


Day : Wednesday

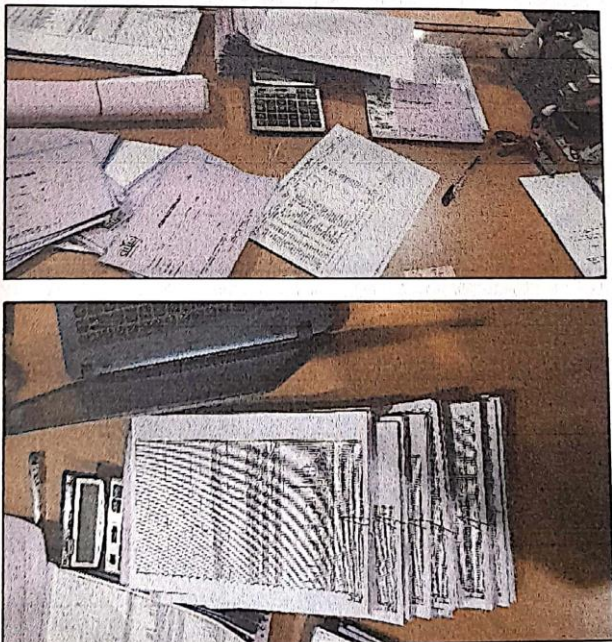
Date : March 23, 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (15th – 17th Mar 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 	


Day : Thursday
 Date : March 24, 2022

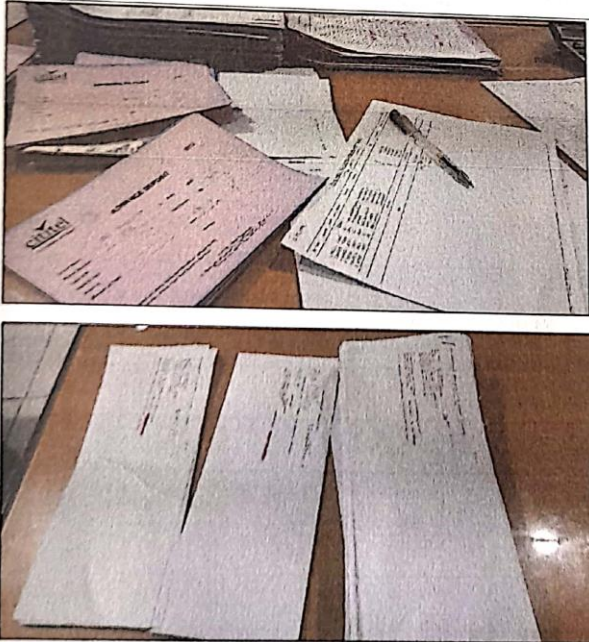
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none"> • Checking and sort out FO payment transaction report of morning, evening, and night shift. • Checking sales recap of Cititel Hotel on 25-31 December 2021 and sort out PLFO2 sheets. 	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Friday


Date : March 25, 2022

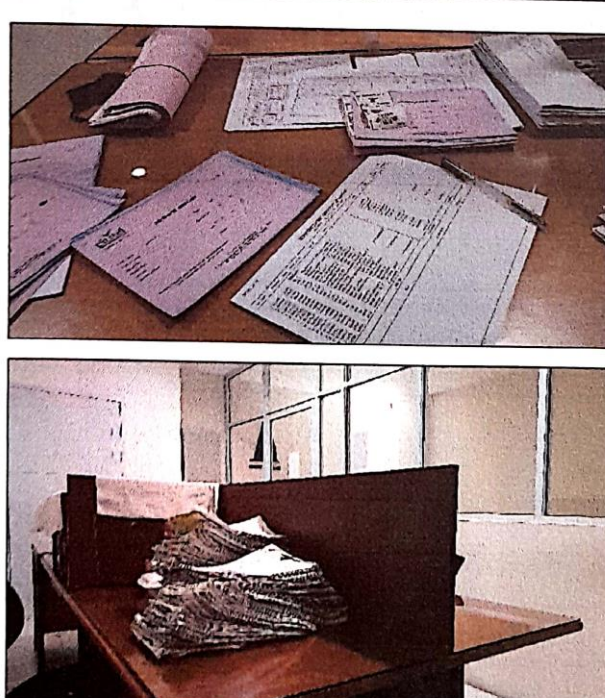
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out alectricity bill and telephone bill for Cititel Hotel.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Saturday


Date : March 26, 2022

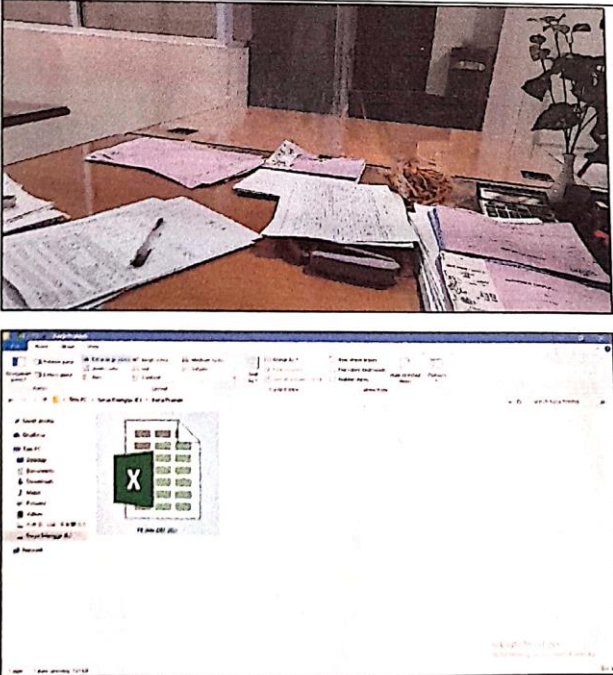
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking the cash out of the kitchen report of jan-feb from warehouse and UOB.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 <p>The top photograph shows a desk with several stacks of papers, some of which appear to be financial reports or transaction records. The bottom photograph shows a desk with a large stack of papers, possibly receipts or invoices, and a chair in the background.</p>	

Day : Monday


Date : March 28, 2022

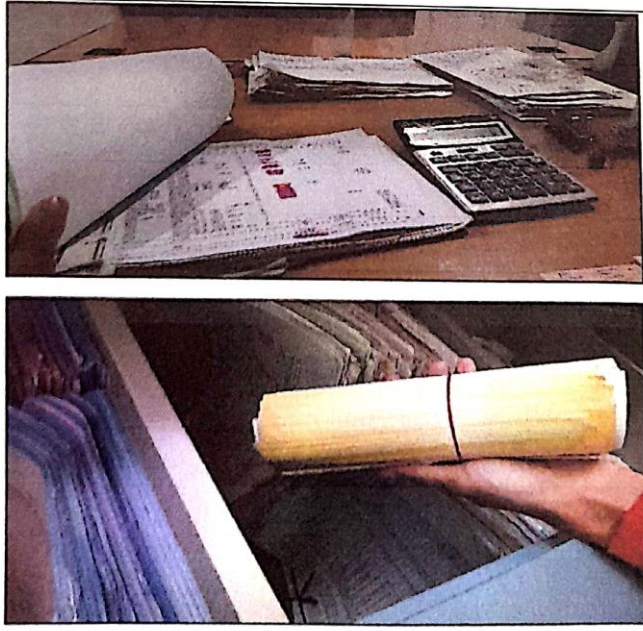
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Recapitulation all of cash out report of kitchen in jan and feb 2021	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Tuesday


Date : March 29, 2022


No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (18th – 22nd Mar 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Wednesday


Date : March 30, 2022

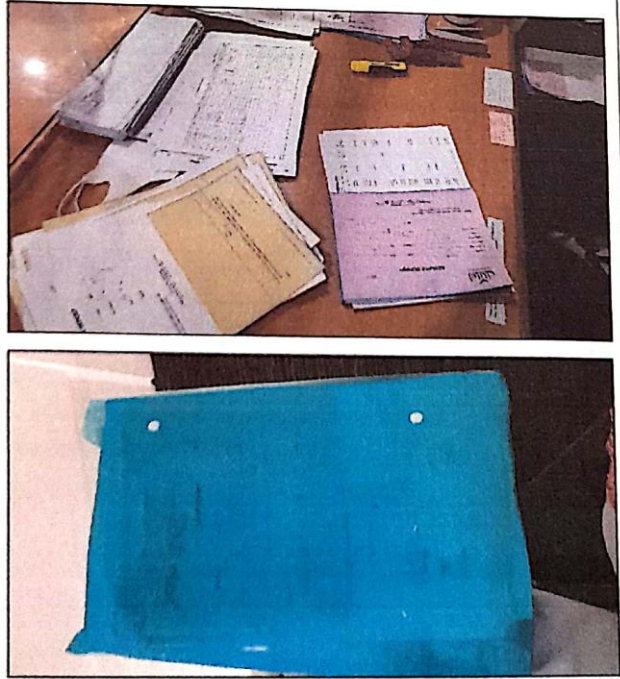
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Send files to the directorate to south jakarta.	Paulina Marshintya Sitompul & Febri Wulandari	
	Note.		

No	Picture of Activities	Information
		

Day : Thursday


Date : March 31, 2022

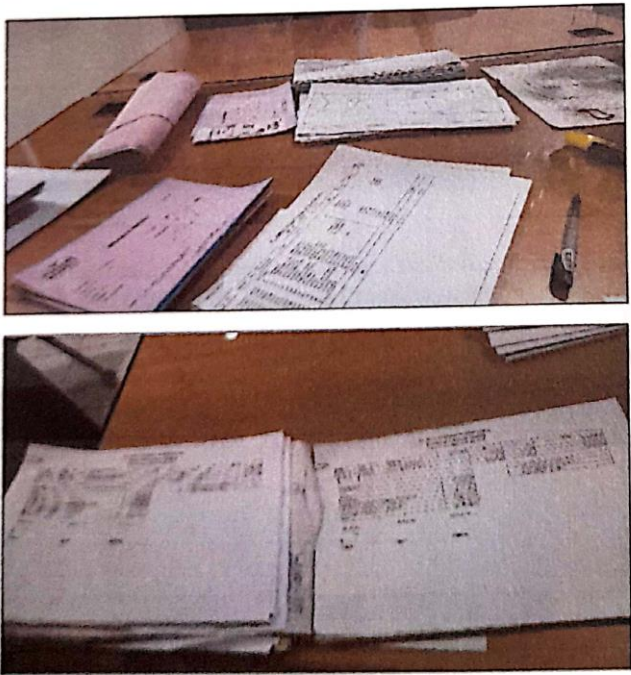
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Deliver report of submation payment supplier to Mrs. Susan	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Friday


Date : April 1, 2022

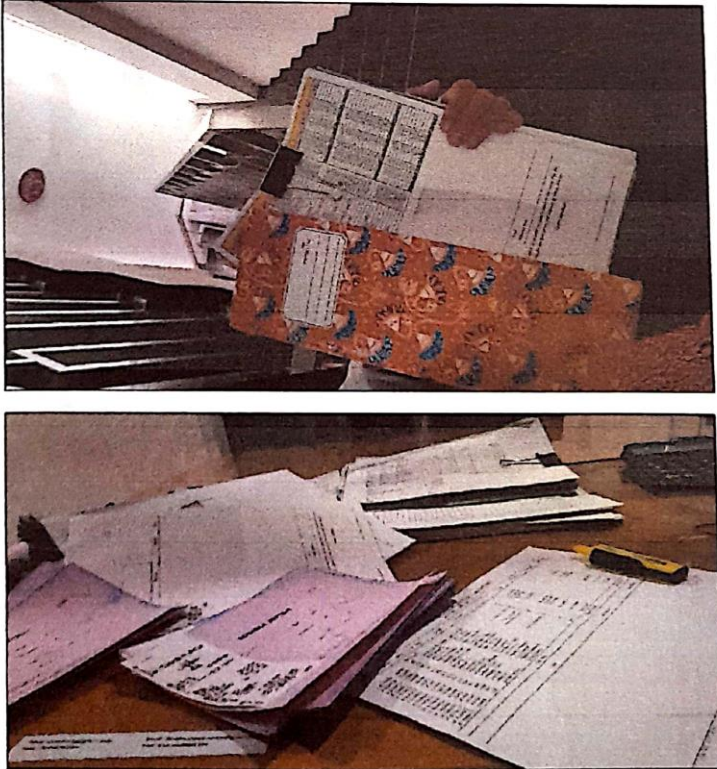
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (23rd – 28th Mar 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Saturday


Date : April 2, 2022

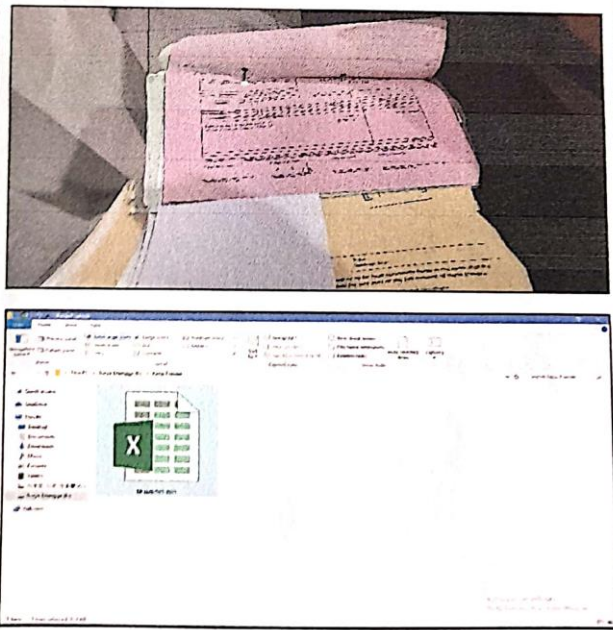
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Deliver CL report to FO	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 <p>The top photograph shows a person's hands holding a large, colorful, patterned envelope or folder containing several documents. The bottom photograph shows a desk with various documents, including a pink folder, a yellow highlighter, and a pen, with a person's hands visible at the bottom left corner.</p>	

Day : Monday


Date : April 4, 2022

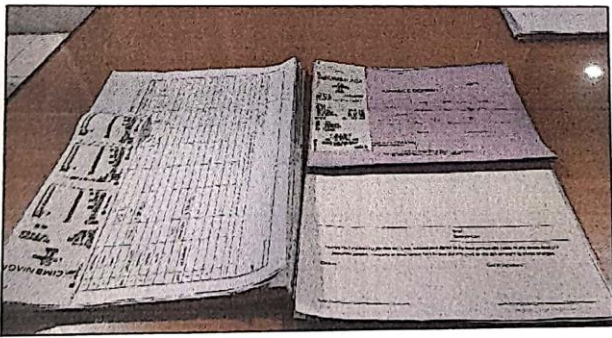
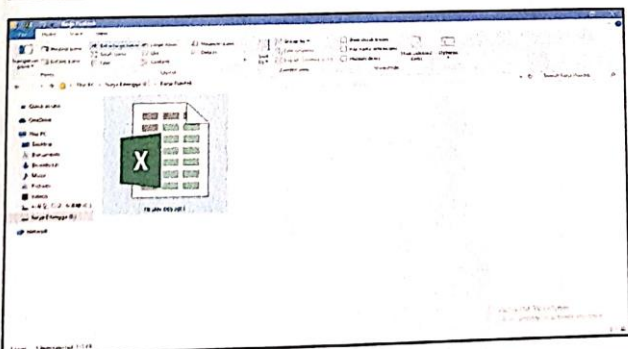
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Recapitulation all of Food and Beverage report march-april 2021.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Tuesday


Date : April 5, 2022

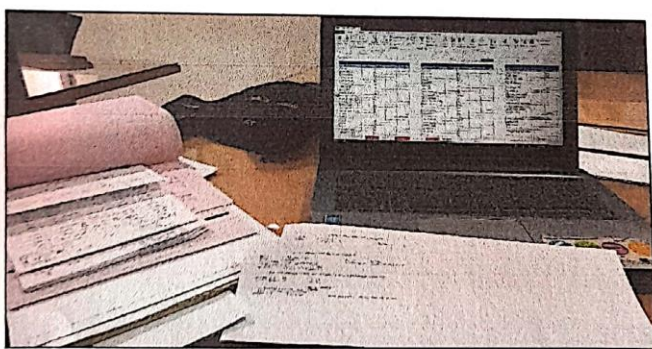
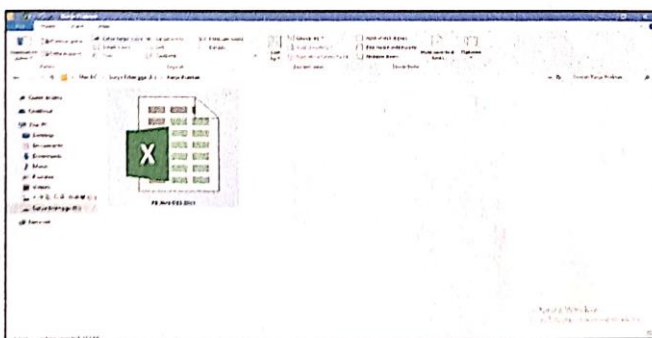
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Recapitulation all of Food and Beverage report may-june 2021.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 	

Day : Wednesday


Date : April 6, 2022

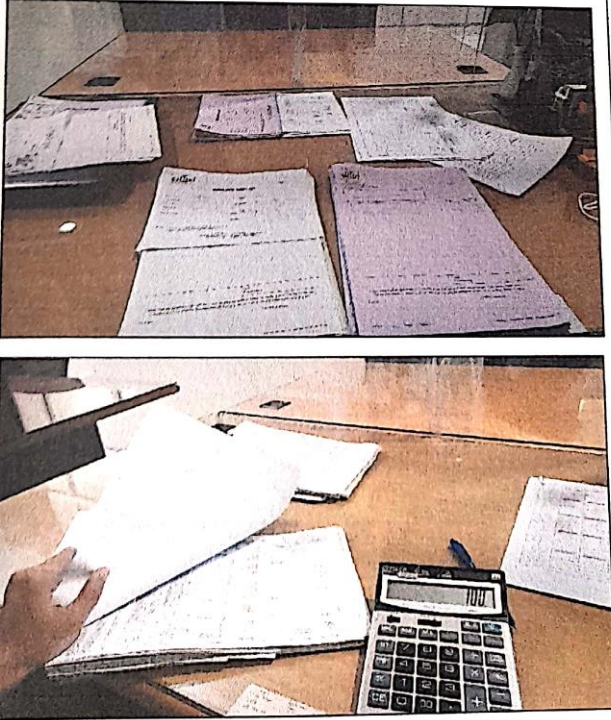
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Recapitulation all of Food and Beverage report july-december 2021.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 	

Day : Thursday


Date : April 7, 2022

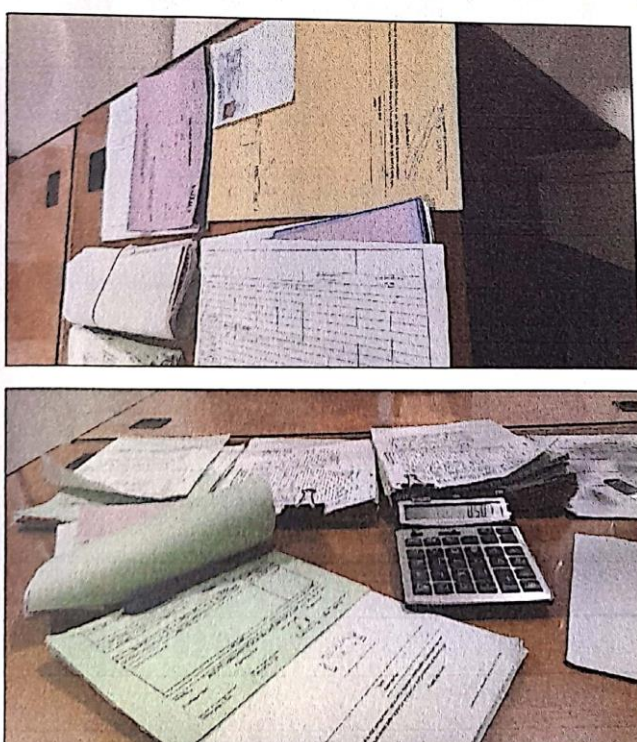
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (29th Mar 2022 – 1st Apr 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 <p>The top photograph shows several financial reports and documents laid out on a wooden desk. The bottom photograph shows a person's hand holding a document, with a calculator and other papers visible on the desk.</p>	

Day : Friday

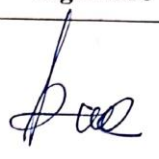
Date : April 8, 2022

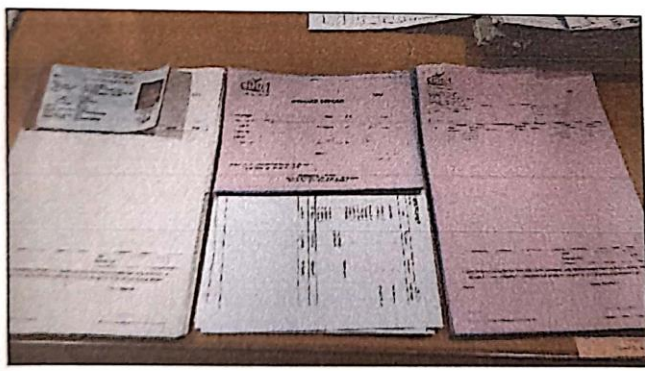
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (29th Mar 2022 – 1st Apr 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Saturday


Date : April 9, 2022

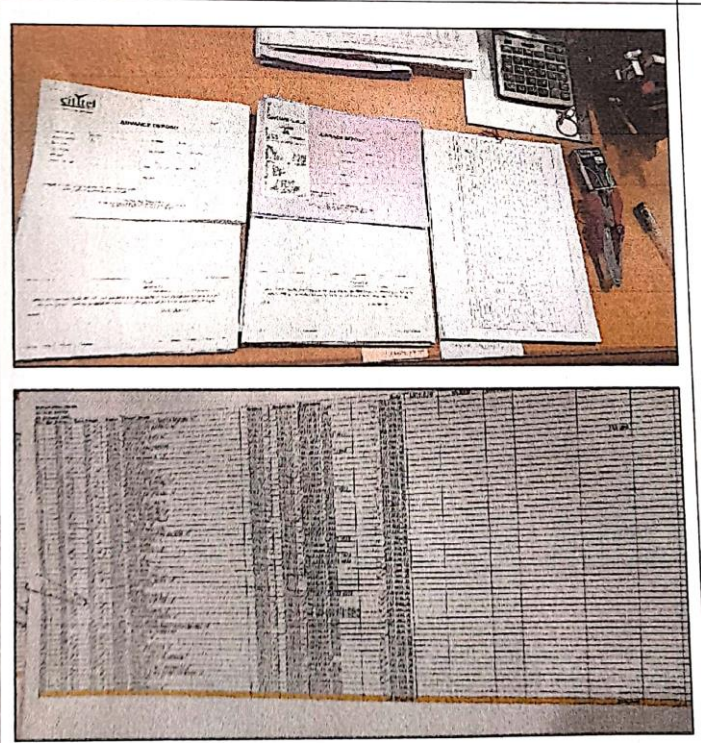
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.	Paulina Marshintya Sitompul	
	Note.		

No	Picture of Activities	Information
		

Day : Monday


Date : April 11, 2022

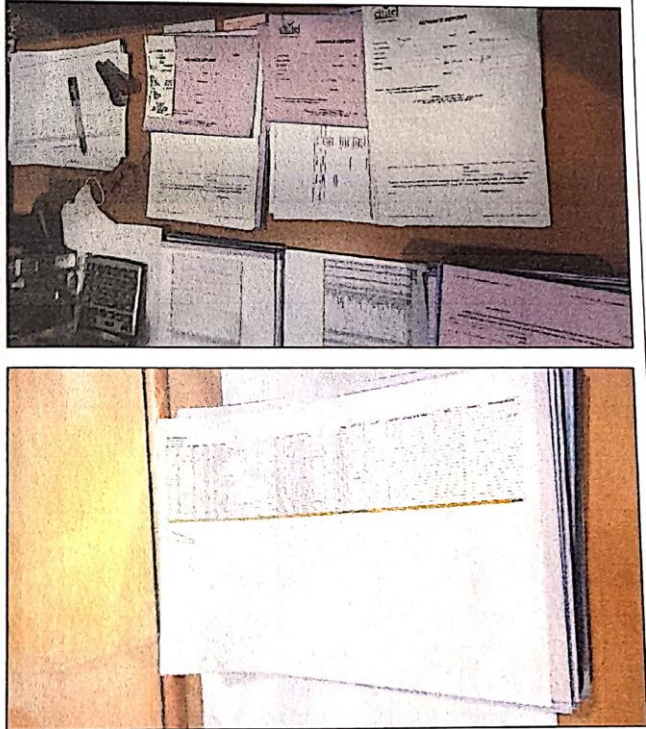
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort purchase recap of 1-5 January 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Tuesday


Date : April 12, 2022

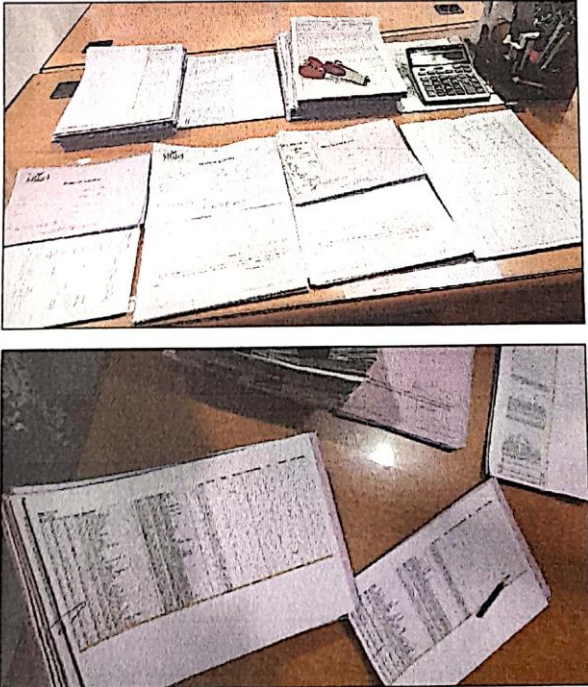
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 6-15 January 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Wednesday


Date : April 13, 2022

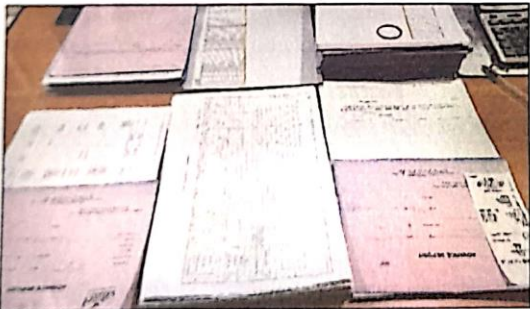
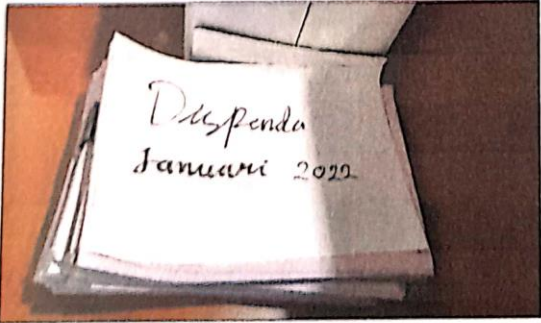
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 16-22 january 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Thursday


Date : April 14, 2022

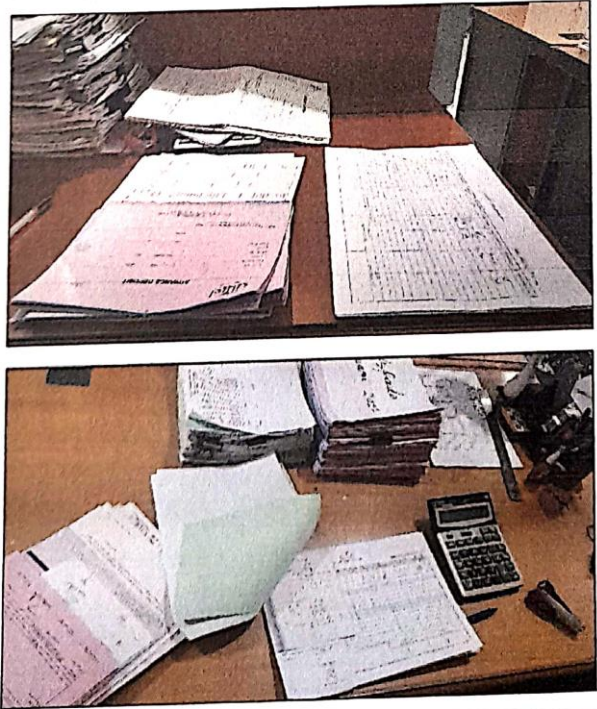
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 23-31 January 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
	 	

Day : Friday


Date : April 15, 2022

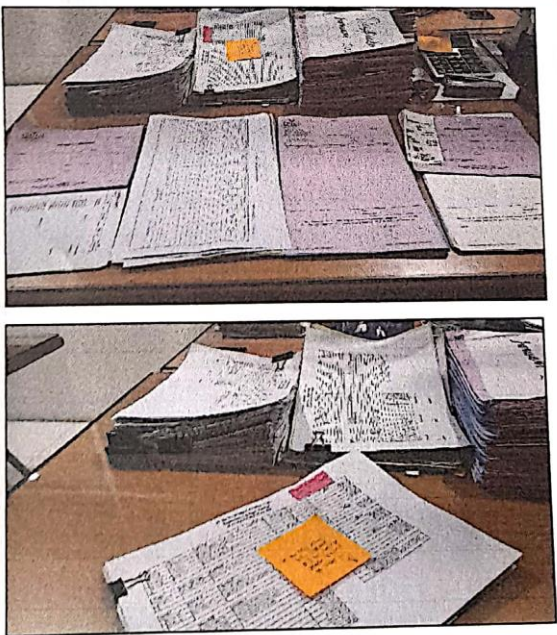
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (2nd - 11st Apr 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Saturday


Date : April 16, 2022

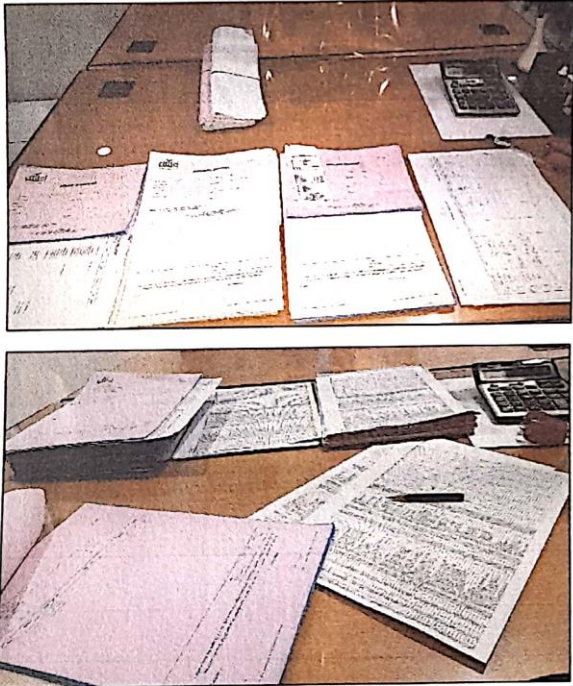
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (2nd - 11st Apr 2022) and checking all of daily the cash out and cash in report. (Continue)	Paulina Marshintya Sitompul	
	Note.		

No	Picture of Activities	Information
		

Day : Monday


Date : April 18, 2022

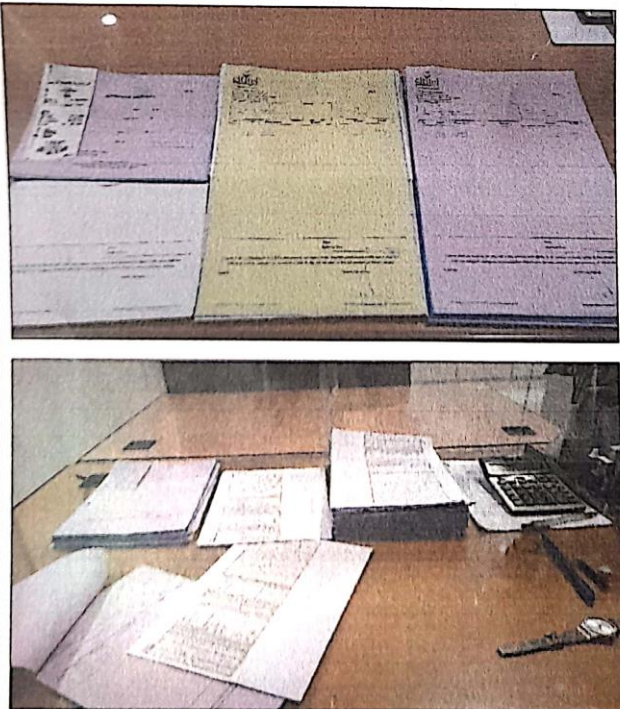
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 1-8 Feb 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Tuesday


Date : April 19, 2022

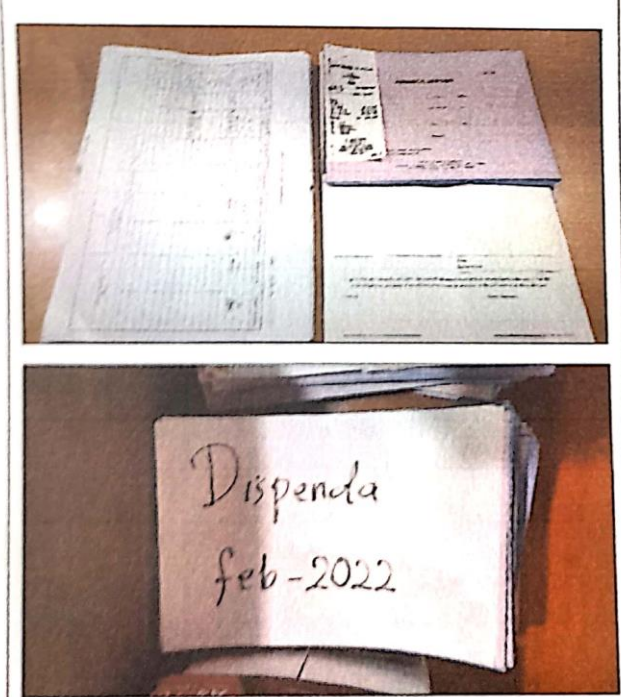
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 9-23 Feb 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
	 <p>The top photograph shows three large sheets of paper, one yellow and two purple, laid out on a desk. The bottom photograph shows a desk with several stacks of papers, a calculator, and a pen.</p>	

Day : Wednesday


Date : April 20, 2022

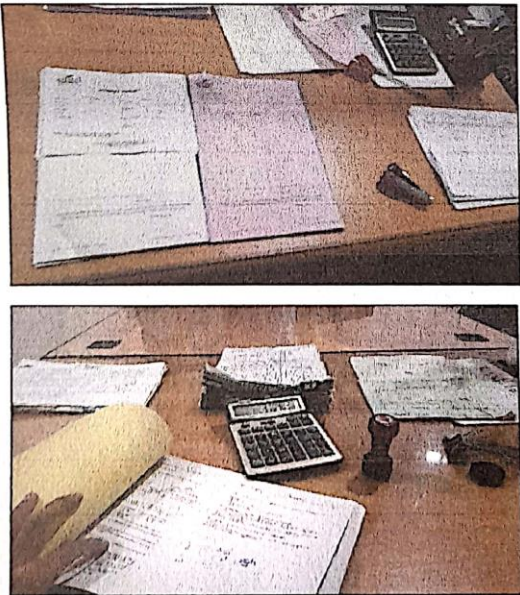
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 24-28 Feb 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		

Day : Friday


Date : April 22, 2022

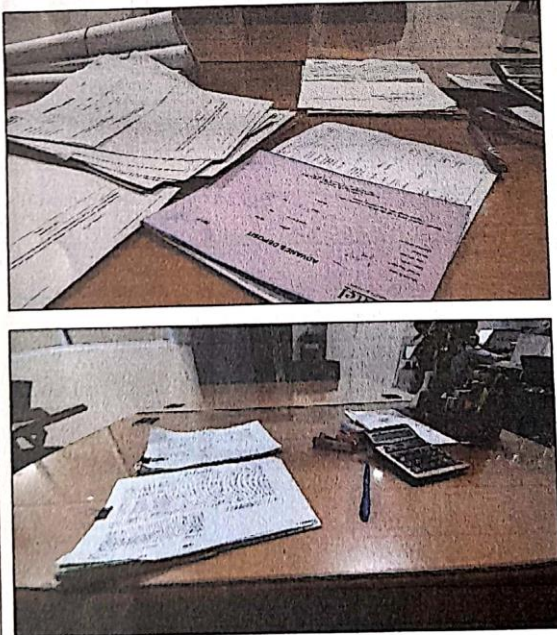
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (12nd -15th Apr 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		

Day : Monday


Date : April 25, 2022

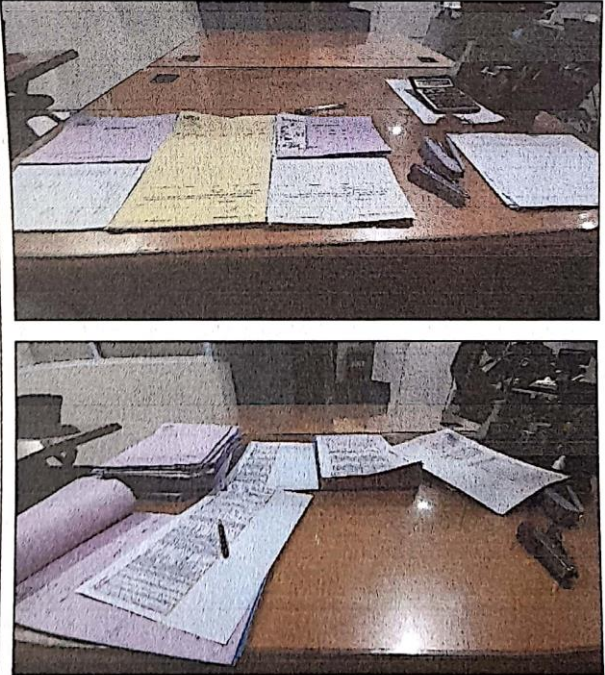
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (16th -29th Apr 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
		


Day : Tuesday

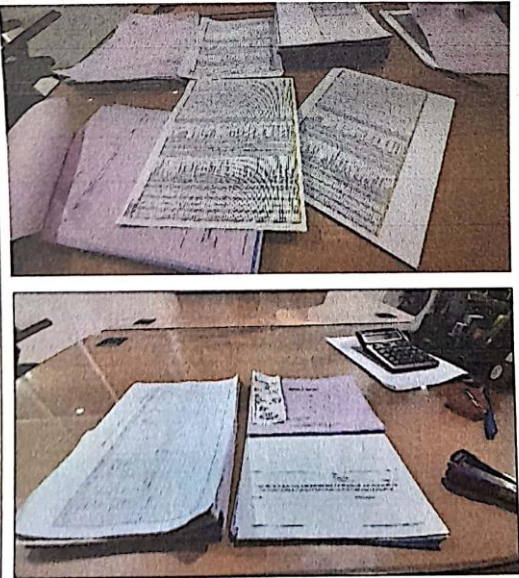
Date : April 26, 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 1-15 Mar 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		


Day : Wednesday
 Date : April 27, 2022

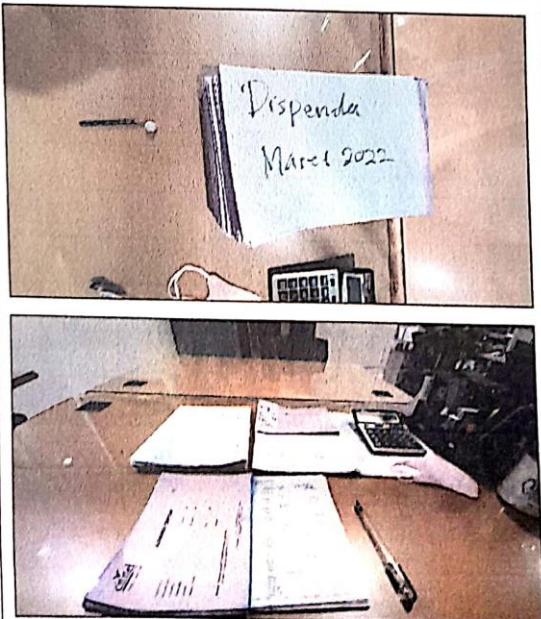
No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none"> • Checking and sort out FO payment transaction report of morning, evening, and night shift. • Checking and sort out purchase recap of 16-22 Mar 2022. 	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		

No	Picture of Activities	Information
		


Day : Thursday

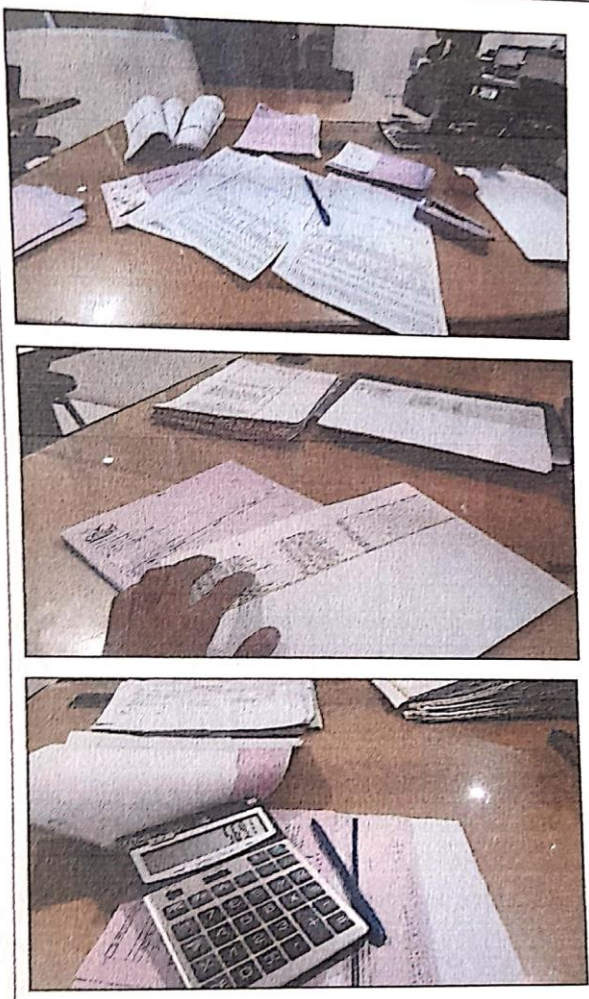
Date : April 28, 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out purchase recap of 23-31 Mar 2022.	Paulina Marshintya Sitompul & Jessica Silfiyani	
	Note.		


No	Picture of Activities	Information
		

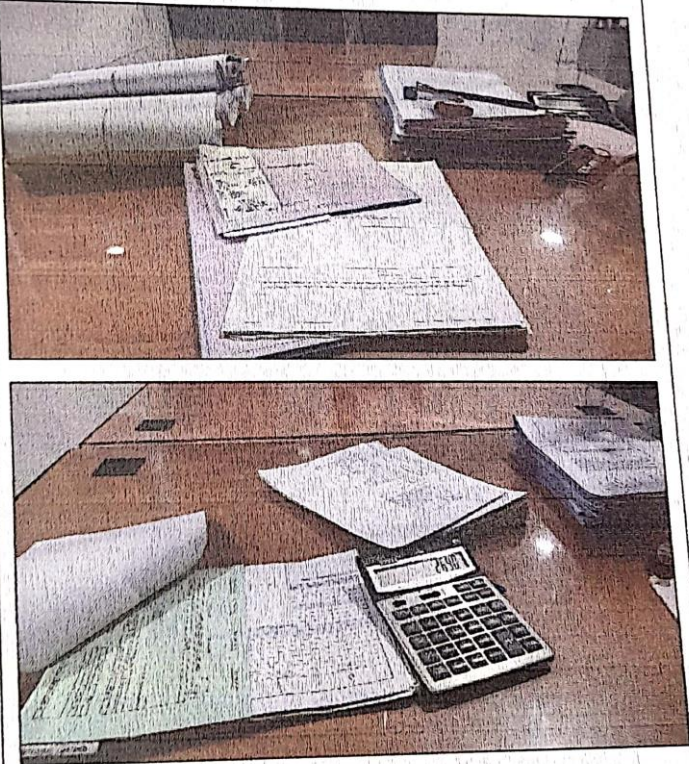
Date : 9-14 May , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (30 Apr- 2 May 2022) and checking all of daily the cash out and cash in report.• Checking and sort out purchase recap 1-11 Apr 2022	Paulina Marshintya Sitompul & Rianti & Jessica Silfiyani	
	Note.		


No	Picture of Activities	Information
	 <p>The 'Picture of Activities' column contains three vertically stacked photographs. The top photo shows a wooden desk with several sheets of paper, some pink, and a blue pen. The middle photo shows a hand pointing at a document on a desk. The bottom photo shows a calculator on a desk next to a pen and papers.</p>	

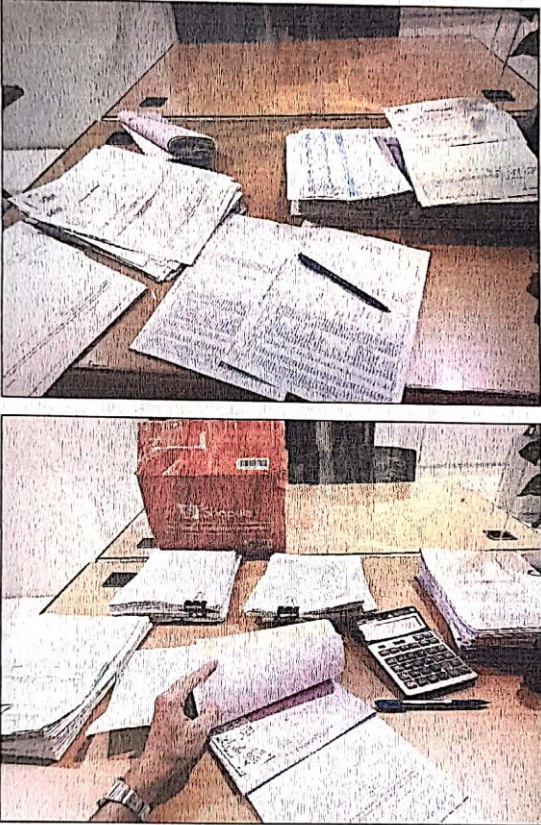
Date : 17-21 May , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (3-4 May 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		


No	Picture of Activities	Information
		

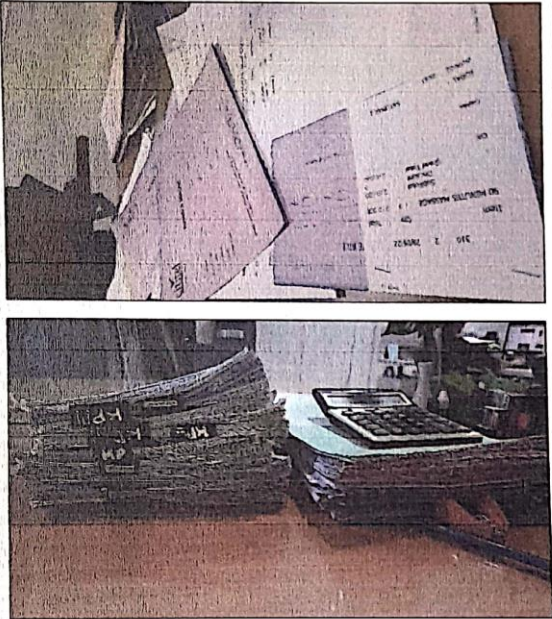
Date : 23-28 May , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (5-12 May 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		


No	Picture of Activities	Information
	 <p>The top photograph shows a wooden desk cluttered with several sheets of paper, some of which appear to be handwritten notes or forms. A pen is lying on one of the papers. The bottom photograph shows a similar desk setup, but with a hand visible in the foreground, pointing at a document. A calculator and another pen are also present on the desk. In the background, a red box is visible on the desk.</p>	

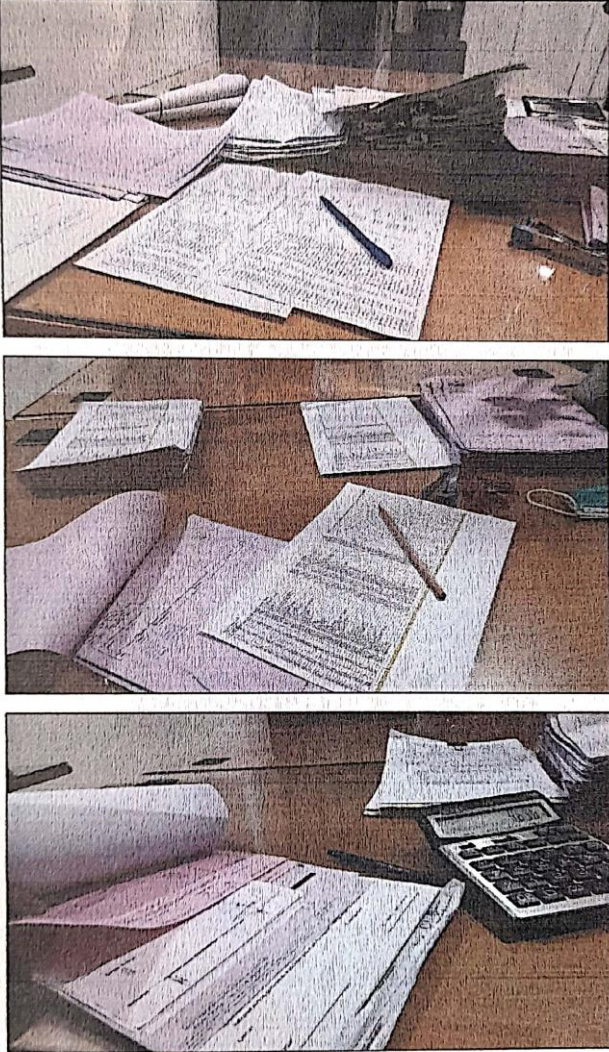
Date : 30 May- 4 June , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (13-20 May 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		


No	Picture of Activities	Information
	 <p>The top photograph shows several sheets of paper, likely financial statements or ledgers, with handwritten entries and printed text. One sheet clearly shows a table with columns for 'DEBIT' and 'CREDIT', and rows for various accounts. The bottom photograph shows a stack of similar documents on a desk, with a calculator placed on top of them.</p>	

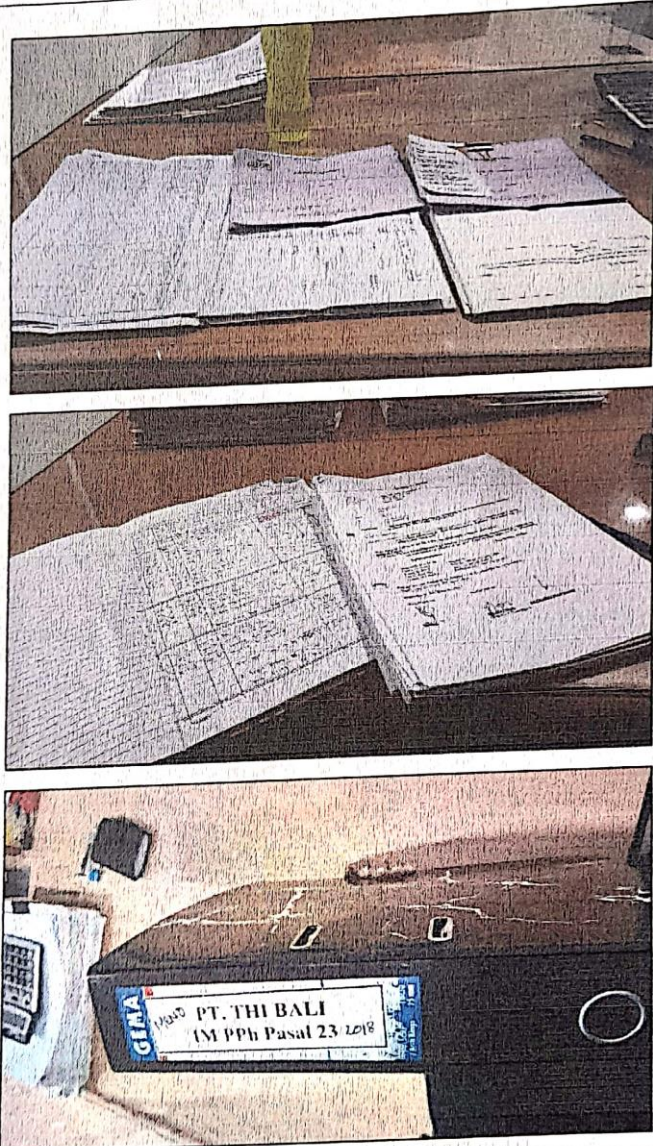
Date : 6-11 June , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (21-30 May 2022) and checking all of daily the cash out and cash in report.• Checking and sort out purchase recap 12-20 Apr 2022	Paulina Marshintya Sitompul & Rianti	
	Note.		


No	Picture of Activities	Information
	 <p>The 'Picture of Activities' column contains three vertically stacked photographs. The top photo shows a desk with several sheets of paper, some of which are handwritten, and a blue pen lying on one of the papers. The middle photo shows a desk with several sheets of paper, some of which are handwritten, and a pencil lying on one of the papers. The bottom photo shows a desk with several sheets of paper, some of which are handwritten, and a calculator lying on one of the papers.</p>	

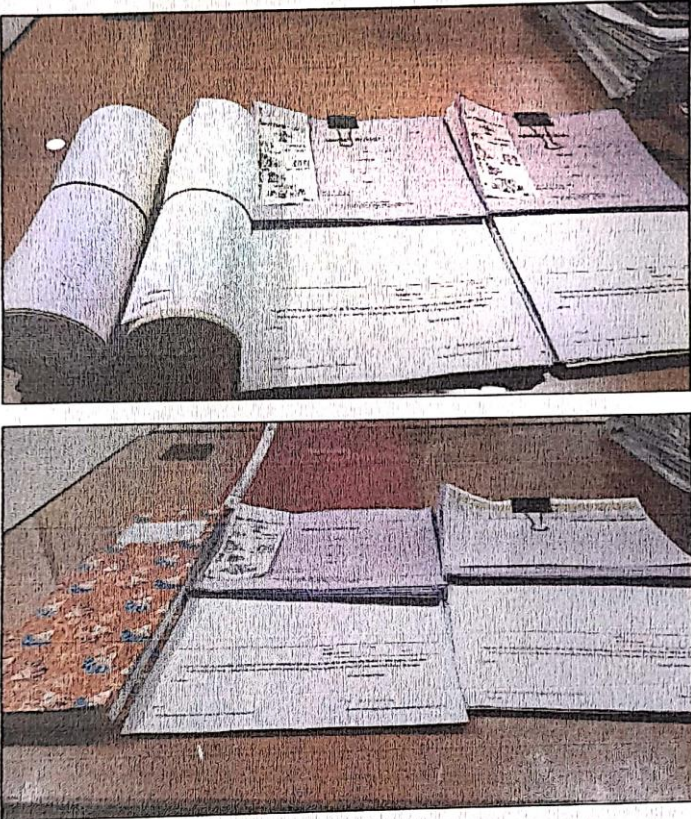
Date : 13-18 June , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Checking and sort out pph 23	Paulina Marshintya Sitompul & Rianti	
	Note.		


No	Picture of Activities	Information
	 <p>The 'Picture of Activities' column contains three photographs. The top photo shows several sheets of paper, some with tables, laid out on a wooden desk. The middle photo is a close-up of an open document, showing a table with multiple columns and rows of text. The bottom photo shows a dark-colored folder or binder with a white label that reads 'PT. THI BALI' and 'IM PPh Pasal 23 2018'. A calculator is visible on the desk to the left of the folder.</p>	

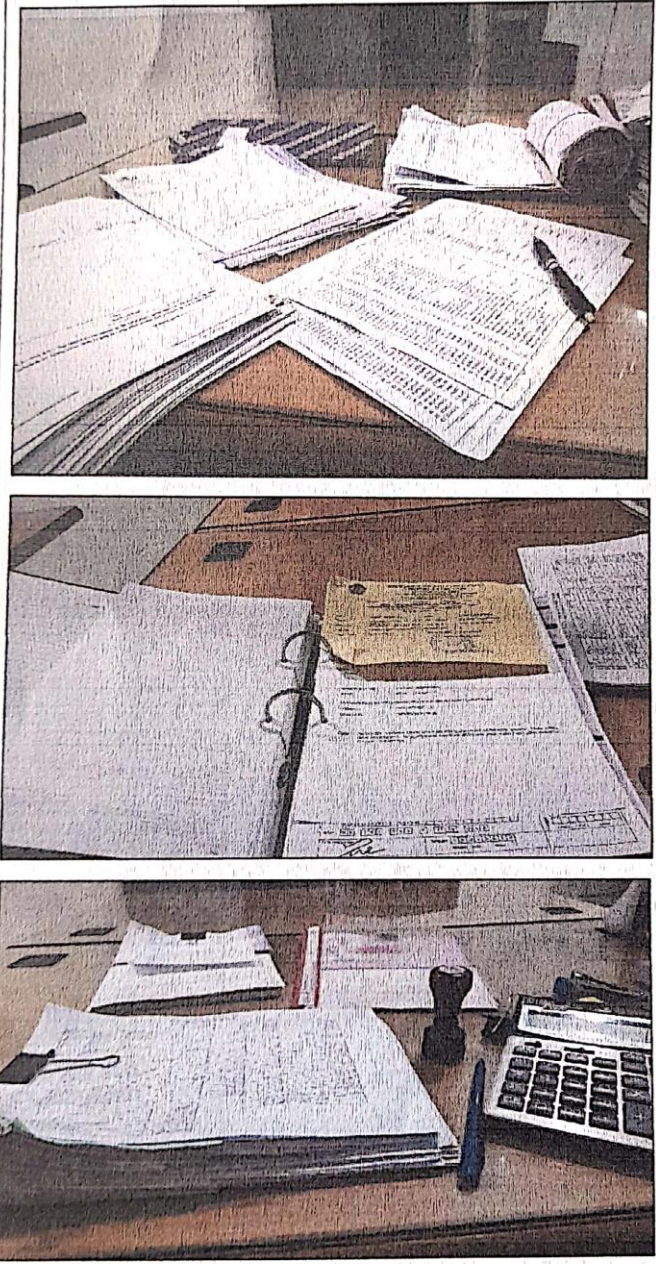
Date : 20-25 June , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Online travel agent (City Ledger) of traveloka, pegipegi.com, CIMB Niaga, etc.	Paulina Marshintya Sitompul & Rianti	
	Note.		


No	Picture of Activities	Information
		

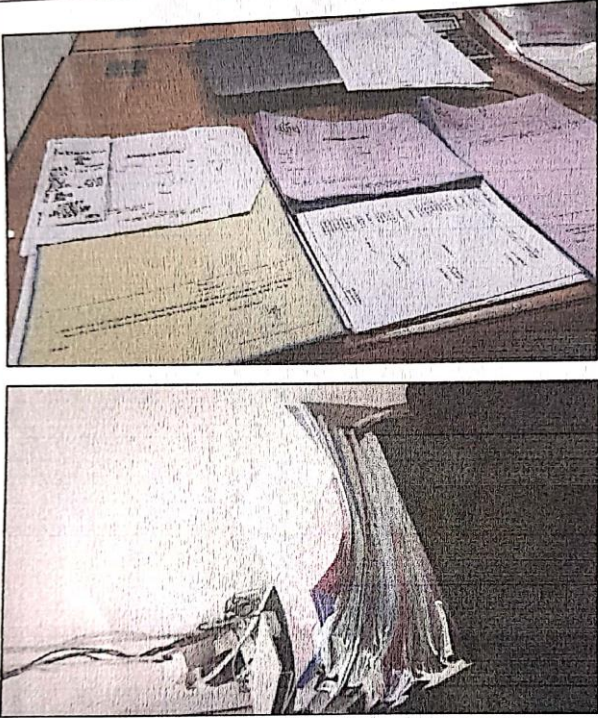
Date : 27 June – 2 July , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Sort out bukti penerimaan surat pajak.• Verification ACCT the daily cash report / financial statement of (31 May – 12 June 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 <p>The first photograph shows a desk with several stacks of papers, a pen, and a small container. The second photograph shows a binder with documents, including a yellow one, and a pen. The third photograph shows a desk with a calculator, a pen, and several papers.</p>	

Date : 4-5 July , 2022

No	Description of activities	Assignor	Signature
	<ul style="list-style-type: none">• Checking and sort out FO payment transaction report of morning, evening, and night shift.• Verification ACCT the daily cash report / financial statement of (13-27 June 2022) and checking all of daily the cash out and cash in report.	Paulina Marshintya Sitompul & Rianti	
	Note.		

No	Picture of Activities	Information
	 The top photograph shows a wooden desk with several documents and a folder. One document is open, showing a table with columns and rows. The bottom photograph shows a white folder or envelope with some papers inside, resting on a dark surface.	