# APPRENTICESHIP REPORT PT. PERMODALAN SIAK

## <u>DEVI NOPITA SARI</u> 5404181185



INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS BENGKALIS – RIAU 2022

#### JOB TRAINING REPORT PT. PERSI (PERMODALAN SIAK)

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

DEVI NOPITA SARI 5404181185

Bengkalis,

2022

Head of Assistant Siak II Region

PT. PERSI (Permodalan Siak) Advisor

Study Program International Business Administration

Nageeta Tara Rosa, M.B.A NIK.12002147

Approved by

Head of Study Program International Business Administration
State Polytechnic of Bengkalis

Hutomo Atman Maulana, S.Pd., M.Si NIP. 1989080312018031001

#### ACKNOWLEDGEMENT

Praise the presence of Allah SWT for His grace, love and gifts the author can complete a job training in PT. Permodalan Siak (PERSI). As a requirement to complete the Diploma IV (D4) Program in Bengkalis State Polytechnic Intensional Business Administration Study Program.

Job Training is one of the activities that must be taken in the International Business Administration Study Program, which aims to apply to 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 thanks:

- 1. Mr. Johny Custer, ST., MT as the Director of Bengkalis State Polytechnic.
- 2. Mr. Armada, ST., MT as Deputy Director 1 of Polytechnic of Bengkalis.
- 3. Mrs. Supriati, S.ST., M.Si as Chairman of the Department of Business Administration.
- 4. Mrs. Yunely Asra, SE., M.M as the Former Head of 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, SPd., M.Si as the Former Head of Study Program International Business Administration.
- 7. Mr. M. Alkadri Perdana, B.IT., M.Sc as of he Coordunator of Apprenticeship Report of International Business Administration Study Program .
- 8. Mrs. Nageeta Tara Rosa, SE., M.B.A as the Supervisor of this Apprenticeship Report.
- 9. All Lecturers of the International Business Administration Study Program.
- 10. Both of his beloved parents (Hariono and Nurmiwati) who always provide prayer and support to the author, both morally amd materially.

11. Fellow students of the International Business Administration Study Program who always accompany the author in completing the Job Training (KP).

And to the PT. Permodalan Siak, don't forget to express your deepest gratitude to:

- 1. Mr. Muhammad Nasir, S.E as Director of PT. Permodalan Siak.
- 2. Mr. Wan Zainuri, S.E as Director Operational of PT. Permodalan Siak.
- 3. Mr. H. Jamaluddin, M.Si as Komisaris of PT. Permodalan Siak.
- 4. Mr. Wan Marlin as Head of Division General and Finance PT. Permodalan Siak.
- 5. Mr. Khazali Syafi'i as Head of Assistant Region II Siak of PT. Permodalan Siak.
- Mrs. Indra Fitri Liyana, S.Si as Administration Head of Assistant Region II Siak of PT. Permodalan Siak.
- 7. Along with the staff and employees at the company PT. Permodalan Siak.

The author realizes that this work practice report (KP) is still far from perfect, therefore the author expects constructive criticism and suggestion to improve the perfection of the report in future. Hopefully this report is useful for all of us.

Bengkalis, 30 June 2022

DEVI NOPITA SARI NIM 5404181185

#### TABLE OF CONTENT

TITLE S	HEET	
VALIDIT	TY SHEET	ii
ACKNOV	WLEDGEMENT	ii
TABLE (	OF CONTENT	v
LIST OF	TABLE	vii
LIST OF	FIGURE	viii
LIST OF	APPENDICES	ix
CHAPTE	ER I INTRODUCTION	1
1.1	Background of the Apprenticeship	
1.2	Purpose of the Apprenticeship	
1.3	Significant of the Apprenticeship	
CHAPTE	ER II GENERAL DESCRI <mark>PTION</mark> OF THE COMPAN	
2.1	Company History	4
2.2	Vission and Mission PT.Permodalan Siak	5
	2.2.1 Vission PT. Permodalan Siak	5
	2.2.2 Mission PT. Permodalan Siak	5
2.3	Kind of Business PT. Permodalan Siak	6
2.4	Organizational Structure	6
2.5	The Working Process	7
2.6	Document Used For Activity	12
CHAPTE	ER III SCOPE OF THE APPRENTICESHIP	14
3.1	Job Description	
3.2	System Procedure	
- · <del>-</del>	3.2.1 Working System	
	3.2.2 Working Procedure	
3 3	<u> </u>	19

	3.3.1 Place of Apprenticeship	19
	3.3.2 Time of Apprenticeship	19
3.4	Kind and Description of Activity	19
СНАРТЕ	ER IV CONCLUSION AND SUGGESTION	28
4.1	Conclusion	28
4.2	Suggestion	29
REFERE	NCES	30
APPEND	31	



#### LIST OF TABLE

Table 3.1	Practice Work Schedule
Table 3.2	Job Training Report on the Week 1 (March 1 <sup>th</sup> until 4 <sup>th</sup> ,
	2022)
Table 3.3	Job Training Report on the Week 2 (March 7 <sup>th</sup> until 11 <sup>1h</sup> , 2022)2
Table 3.4	Job Training Report on the Week 3 (March 14 <sup>th</sup> until 18 <sup>th</sup> , 2022)2
Table 3.5	Job Training Report on the Week 4 (March 21 <sup>th</sup> until 25 <sup>th</sup> , 2022)2
Table 3.6	Job Training Report on the Week 5 (March 28 <sup>th</sup> until April 1 <sup>th</sup> ,
	2022)
Table 3.7	Job Training Report on the Week 6 (April 4 <sup>th</sup> until 8 <sup>th</sup> , 2022)2
Table 3.8	Job Training Report on the Week 7 (April 11 <sup>th</sup> until 15 <sup>th</sup> , 2022)2
Table 3.9	Job Training Report on the Week 8 (April 18 <sup>th</sup> until 22 <sup>th</sup> , 2022)2
Table 3.10	O Job Training Report on the Week 9 (April 25 <sup>th</sup> until 28 <sup>th</sup> , 2022)2
Table 3.1	1 Job Training Report on the Week 10 (Mei 2 <sup>th</sup> until 6 <sup>h</sup> , 2022)24
Table 3.12	2 Job Training Report on the Week 11 (Mei 9 <sup>th</sup> until 13 <sup>th</sup> , 2022)2
Table 3.13	3 Job Training Report on the Week 12 (Mei 16 <sup>th</sup> until 20 <sup>th</sup> , 2022)2
Table 3.14	4 Job Training Report on the Week 13 (Mei 23 <sup>th</sup> until 27 <sup>th</sup> , 2022)2
Table 3.1:	5 Job Training Report on the Week 14 (Mei 30 <sup>th</sup> until June 3 <sup>th</sup> , 2022)20
Table 3.10	6 Job Training Report on the Week 15 June 6 <sup>th</sup> until 10 <sup>th</sup> , 2022)2
Table 3.1	7 Job Training Report on the Week 16 (June 13 <sup>th</sup> until 17 <sup>th</sup> , 2022)26
Table 3.18	8 Job Training Report on the Week 17 (June 20 <sup>th</sup> until 24 <sup>th</sup> , 2022)27

#### LIST OF FIGURE

Figure 2.1	Profile PT. Permodalan Siak	4
Figure 2.2	Organizational Structure of PT.Pemodalan Siak	7
Figure 3.1	Recapitulation of payment to village investment loans for the	
	village paluh program for the January 2020 period	15
Figure 3.2	Letter Numbering	16
Figure 3.3	Incoming Letter	16
Figure 3.4	Archiving the 2022 General Ledger	17
Figure 3.5	Entering Job Aplication Data 2020-2022	17
Figure 3.6	Scan of Decision Letter	18
Figure 3.7	Payment order Numbering	18
Figure 3.8	Customer Financing Contribution Return form	19

### LIST OF APPENDICES

Appendix 1 Apprenticeship Letter of Acceptance	31
Appendix 2 Apprenticeship Reference Letter	32
Appendix 3 Apprenticeship Assessment Sheet	33
Appendix 4 Attendance List	34
Appendix 5 Daily activity	36
Appendix 6 Group Photo With PT.Permodalan Siak Director	
and Employee	54

