

APPRENTICESHIP REPORT
PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

RINA NOPIYANTI
5404181177



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

APPRENTICESHIP REPORT
PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Written as one of the conditions for completing Job Training


Rina Nopiyanti
5404181177

Pekanbaru, June 30, 2022



Asman Daval & Inventory


Dina Khaira Batubara, S.Kom.,M.Kom
NIK.810027

Advisor


Hutomo Atman Maulana, S.Pd.,M.Si
NIP.198908312018031001

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



Hutomo Atman Maulana, S.Pd.,M.Si
NIP.198908312018031001

PREFACE

Assalamualaikum wr. Wb. Peace be upon you, and Allah mercy and blessings

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed practical work reports that the authors do at PT. Telkom Indonesia Tbk. Witel Riau Daratan on time, namely from March 01nd 2022 until June 30nd 2022.

The authors also express their gratitude to all employees of PT. Telkom Indonesia Tbk. Witel Ridar who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT. Telkom Indonesia Tbk Witel Ridar.

In compiling this Job Training report, the author realizes that without the guidance from various parties this job training report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati, S.ST., M.Si as the Head of the Department of Business Administration.
4. Ms. Wan Junita Raflah, B.Sc., M.Ec.Dev as the Head of International Business Administration Study Program.
5. Mr. Hutomo Atman Maulana, S.Pd., M.Si as the former Head of International Business Administration Study Program and the advisor lecturer of this Apprenticeship report.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the coordinator of Apprenticeship of International Business Administration Study Program.

7. Ms. Indriana Oktavia Sinambela as the Manager Shared Service Hc and Finance PT.Telkom Indonesia Tbk. Witel Riau Daratan.
8. Ms. Dina Khaira Batubara, S.Kom., M.Kom as the supervisor who has helped the author while did the job training report.
9. All employee of staff Data Management that already give the writer guidance and lot of experience while did the job training report.
10. Especially to my beloved mother Eli Warni, my dearest sister and brother Eva Prawanta and Hadi Hidayat who have provided a lot of prayer, time, energy and material support to help and provide convenience during the lecture process and hopefully all of them will get a worthy reward from Allah SWT.
11. Friends in arms of State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation when completing this job training report.

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

Wassalamu'alaikum Wr. Wb

Pekanbaru, June 30, 2022

Rina Nopiyanti
NIM. 5404181177

TABLE OF CONTENTS

COVER	i
VALIDATION SHEET	ii
PREFACE.....	ii
TABLE OF CONTENTS.....	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	vix
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship.....	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	6
2.1 Company Profile	6
2.1.1 Philosophy PT.Telkom Indonesia Tbk Logo	7
2.2 Vision and Mission of PT.Telkom Indonesia Tbk	9
2.3 Kind of Business	9
2.4 Organizational Structure	17
2.4.1 The structure of PT. Telkom Indonesia Tbk. Witel Riau Daratan	17
2.4.2 Data Management Unit Organizational Structure.....	17
2.5 Application used for Activities	19
CHAPTER III SCOPE OF THE APPRENTICESHIP	21
3.1 Job Description.....	21
3.2 Place of Apprenticeship	22
3.3 Systems and Procedures	32

3.4 Obstacle and Solution.....	38
CHAPTER IV CONCLUSION AND SUGGESTION	39
4.1 Conclusion.....	39
4.2 Suggestion	40
REFERENCES	41
APPENDICES	41



LIST OF FIGURES

Figure 1.1 Graha Red and White of Pekanbaru	3
Figure 2.1 Logo of PT. Telkom Indonesia Tbk	8
Figure 2.2 Organizational Structure of PT. Telkom Indonesia Tbk	17
Figure 2.3 Data Management Unit (DAMAN) Organizational Structure.....	17
Figure 2.4 UIM (Unified Inventory Management) Application	19
Figure 2.5 Dava (Data Validator) Application.....	20
Figure 2.6 Valin Application	20
Figure 3.1 Flowchart of Layout and Configuration FTTH	32
Figure 3.2 Layout and Configuration FTTH.....	33
Figure 3.3 Flowchart of QR code.....	33
Figure 3.4 Installing of QR code.....	34
Figure 3.5 Flowchart of Dropcore (QR) Data Report	34
Figure 3.6 Dropcore (QR) Data Report.....	35
Figure 3.7 Flowchart of Omset ODP from Panel 2 to Panel 1.....	36
Figure 3.8 Omset of ODP from Panel 2 to Panel 1	37
Figure 3.9 Flowchart of Checking ODP data is valid or not.....	37
Figure 3.10 Checking ODP data is valid or not	38

LIST OF TABLES

Table 3.2 Daily Activities of March 01th, 2022 to March 04th, 2021.....	22
Table 3.3 Daily Activities of March 07th, 2022 to March 11th, 2022.....	23
Table 3.4 Daily Activities of March 14th, 2022 to March 18th, 2022.....	24
Table 3.5 Daily Activities of March 21th, 2022 to March 25th, 2022.....	24
Table 3.6 Daily Activities of March 28 th, 2022 to March 31th, 2022.....	25
Table 3.7 Daily Activities of April 01th, 2022 to April 08th, 2022.....	25
Table 3.8 Daily Activities of April 11th, 222 to April 15th, 2022.....	26
Table 3.9 Daily Activities of April 18th, 2022 to April 22th, 2022.....	26
Table 3.10 Daily Activities of April 25th, 2022 to April 29th, 2022.....	27
Table 3.11 Daily Activities of May 02th, 2022 to May 06th, 2022.....	27
Table 3.12 Daily Activities of May 09th, 2022 to May 13th, 2022.....	28
Table 3.13 Daily Activities of May 16th, 2022 to May 20th, 2022.....	28
Table 3.14 Daily Activities of Mei 23th, 2022 to Mei 27th, 2022.....	29
Table 3.15 Daily Activities of May 30th, 2022 to Jun 03th, 2022.....	29
Table 3.16 Daily Activities of Jun 06th, 2022 to Jun 10th, 2022	30
Table 3.17 Daily Activities of Jun 13th, 2022 to Jun 17th, 2022	30
Table 3.18 Daily Activities of Jun 20th, 2022 to Jun 24th, 2022	31
Table 3.19 Daily Activities of Jun 27th, 2022 to Jun 30th, 2022	31

LIST OF APPENDICES

Appendix 1: Apprenticeship Acceptance Letter	42
Appendix 2: Apprenticeship Certificate	43
Appendix 3: List of Attendance	44
Appendix 4: Company Appraisal Sheet.....	48
Appendix 5: Apprenticeship Statement Letter.....	49
Appendix 6: Practical Work Activities in the Data Management unit of PT. Telkom Indonesia Tbk. Witel Riau Daratan.....	50
Appendix 7: Group photo and handover of mementos with PT Telkom Indonesia Tbk. Riau Daratan.....	53
Appendix 8: Daily Activities of the Job Training.....	54

