APPRENTICESHIP REPORT

PT BENGKALIS KUDA LAUT PEKANBARU - RIAU PURCHASING AND STOCK DIVISION

FARIDA YANTI SETIAWAN 5404181141



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

VALIDATION FORM

PT. BENGKALIS KUDA LAUT IN PEKANBARU-RIAU **PURCHASING & STOCK DIVISION**

Written as one of the conditions for completing Apprenticeship

FARIDA YANTI SETIAWAN 5404181141

Bengkalis, Juny 30th 2022

PT. Bengkalis Kuda Laut

Advisor

Pekanbaru

Faradila Zulda, S.E., B.B.A. Hons., M.M.

Manager HRD

M. Alkadri Perdana, B.IT., M.Sc NIP. 198409262019031010

Approved by,

The Head of International Business Administration

State Polytechnic of Bengkalis

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

NIP. 198908312018031001

ACKNOWLEDGEMENT

Praise for the blessing and grace of almighty God, who has provided health and opportunities to the author infinitely that he can complete practical work activities and have completed practical work reports that the authors achieve at PT Bengkalis Kuda Laut at Jl. Imam Munandar, Tangkerang, Pekanbaru Riau at Purchasing and Stock Division on time, namely from March 01st 2022 until July 30th 2022. The authors also express their gratitude to all employees of PT Bengkalis Kuda Laut Pekanbaru who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT Bengkalis Kuda Laut Pekanbaru.

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

- 1. Mr. Johny Custer., MT as the Director of State Polytechnic of Bengkalis.
- 2. Mr. Armada., MT, as Deputy Director I of State Polytechnic of Bengkalis.
- 3. Mrs. Supriati, S.T., M.Si as the Head of the Department of Business Administration.
- 4. Mrs. Wan Junita Raflah, B.Sc., M.Ec.Dev as the Head of International Business Administration Study Program.
- 5. Mr. Hutomo Atman Maulana, M.Si as the former Head of International Business Administration Study Program.
- 6. Mr. Alkadri Perdana, B.IT., M.Sc as the Advisor of this Apprenticeship Report.
- Mr. Peng Suyoto B.COM as the President Director of PT Bengkalis Kuda Laut in Pekanbaru
- 8. Mrs. Faradila as The Manager HRD at PT Bengkalis Kuda Laut.

- 9. Mr. Welly Wellianto as The Manager of Purchasing and Stock Division.
- 9. All employee of PT. Bengkalis Kuda Laut Pekanbaru that already give the writer guidance and lot of experience while did the apprenticeship.
- Especially for my father Syufriadi and my mother Rahmayanti and my best friend Baiq Norma Suhesti beloved who have provided a lot of support for prayer, time, energy and material to help and provide convenience during the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.
- 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 Apprenticeship report.

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

> Bengkalis, 23 Agustur 2022

FARIDA YANTI SETIAWAN NIM. 5404181141

TABLE OF CONTENT

VALIDAT	ΓΙΟΝ FORMii	
ACKNOV	VLEDGEMENTiii	
TABLE O	OF CONTENTSv	
LIST OF	TABLESvii	
LIST OF	FIGURESviii	
LIST OF	APPENDICESix	
СНАРТЕ	R I INTRODUCTION1	
1.1	Background of the Apprenticeship	
1.2.	Purpose of the Apprenticeship	
1.3.	Significances of the Apprenticeship2	
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY5		
2.1	Company Profile5	
2.2	PT. Bengkalis Kuda Laut Logo7	
2.3	Vision and Mission7	
2.4	Organization Structure9	
2.5	Document Used for Activity	
CHAPTER III SCOPE OF THE APPRENTICESHIP14		
3.1.	Job Description	
3.2.	Division of Apprenticeship	
3.3	Obstacle and Solution	
CHAPTER IV CONCLUSION AND SUGGESTION28		
4.1.	Conclusion	
4 1	Suggestion 28	

REFERENCES	29
APPENDICES	30

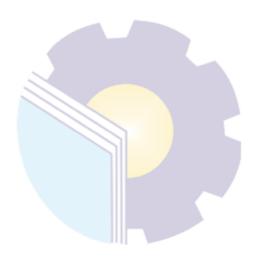


LIST OF TABLES

Table 3.2 Daily Activities of March 01st, 2022 to March 05th, 2022
Table 3.3 Daily Activities of March 07th, 2022 to March 12th, 2022
Table 3.4 Daily Activities of March 14 th , 2022 to March 19 th , 2022
Table 3.5 Daily Activities of March 21th, 2022 to March 26th, 2022
Table 3.6 Daily Activities of March 28th, 2022 to March 31th, 2022
Table 3.7 Daily Activities of April 01st, 2022 to April 02nd, 2022
Table 3.8 Daily Activities of April 04th, 2022 to April 09th, 2022
Table 3.9 Daily Activities of April 11th, 2022 to April 16th, 2022
Table 3.10 Daily Activities of April 18th, 2022 to April 23th, 2022
Table 3.11 Daily Activities of April 25th, 2022 to April 28th, 2022
Table 3.12 Daily Activities of May 09th, 2022 to May 14th, 2022
Table 3.13 Daily Activities of May 17th, 2022 to May 21st, 2022
Table 3.14 Daily Activities of May 23th, 2022 to May 28th, 2022
Table 3.15 Daily Activities of May 30th, 2022 to May 31th, 2022
Table 3.16 Daily Activities of June 02nd, 2022 to June 04th, 202223
Table 3.17 Daily Activities of June 06th, 2022 to June 11th, 2022
Table 3.18 Daily Activities of June 13th, 2022 to June 18th, 2022
Table 3.19 Daily Activities of June 20th, 2022 to June 25th, 2022
Table 3.20 Daily Activities of June 27th, 2022 to June 30th, 2022

LIST OF FIGURES

Figure 2.1 PT. Bengkalis Kuda Laut in Pekanbaru	5
Figure 2.2 Logo of PT Bengkalis Kuda Laut	7
Figure 2.3 Organizational Structure of PT. Bengkalis Kuda Laut	9
Figure 2.4 Document Purchase Order (PO)	12
Figure 2.5 Document Material Request (MR)	13



LIST OF APPENDICES

Appendix 1: Apprenticeship Acceptance Letter	30
Appendix 2: Apprenticeship Certificate	30
Appendix 3: List of Attendance	31
Appendix 4: Company Appraisal Sheet	34
Appendix 5: Daily Activities	35

