APPRENTICHESHIP REPORT PT RIAU ANDALAN PULP AND PAPER (PT.RAPP) PANGKALAN KERINCI-RIAU

NORZIZI ZULAIKA 5404181149



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

APPRENTICESHIP REPORT PT. RIAU ANDALAN PULP AND PAPER

Written as one of the conditions for completing Apprenticeship

Norzizi Zulaika 5404181149

Pelalawan, June 30th, 2022

Campus Relation Manager

PT. Riau Andalan Pulp and Paper

Tengku Kespandian S.T., M.M

SAP ID. 10018883

Advisor

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

NIP. 19891117209031012

Approved by, Head of International Business Administration Study Program

State Polytechnic of Bengkalis

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

NIP. 198908312018031001

AKNOWLEDGEMENT

Assalamualaikum Wr. Wb

Praise the presence of Allah SWT for His grace and grace, the activities and reports of this job training can be carried out and completed properly. This practical work is one of the activities for Bengkalis State Polytechnic students in completing studies carried out at the end of the VIII (eighth) semester and as a requirement to continue the next semester has great meaning for the author to apply the knowledge gained in lectures to the world of work, namely in PT. Riau Andalan Pulp and Paper (PT.RAPP) Pangkalan Kerinci-Riau.

The author is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, attention, mutual assistance and attention given greatly helps the author in completing the work.

The author is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, openness, mutual help and attention given greatly helped the author in completing this Job Training and the author would like to express his deepest gratitude to:

- 1. Mr. Johny Custer ST, MT as the Director of State Polytechnic of Bengkalis.
- 2. Mr. Armada S.T, M.T as Deputy Director I of State Polytechnic of Bengkalis.
- 3. Ms. Supriati, M.Si as Head of Business Administration Department.
- 4. Ms. Yunelly Asra, SE., MM as Former Head of Business Administration Department.
- 5. Ms. Wan Junita Raflah, B.Sc., M.Ec., Dev as Head of the International Business Administration Study Program.
- 6. Mr. Hutomo Atman Maulana, S.Pd., M.Si as Former Head of the International Business Administration Study Program.
- 7. Mr. M. Alkadri Perdana, B.Sc., M.Sc as the apprenticeship coordinator.
- 8. Mr. Hutomo Atman Maulana, S.Pd., M.Si as a apprenticeship advisor in the International Business Administration Study Program.

9. Mr. Tengku Kespandiar, ST., MM as the Head of Public Relation of PT. Riau Andalan Pulp and Paper.

Andaran r dip and r aper.

10. Ms. Juhira Amzar as the chief of store KOPKAR Mart.

11. Mr. Idham and Ms. Rahma Dewi as the HR-Manager and HR-Officer Hotel

Unigraha.

12. All employees of PT. RAPP are kind, caring and understanding to the author

during the apprenticeship.

13. Especially for both parents, my Father Idris and my Mom Ramlah who have

given a lot of sacrifice, support, prayers, time, energy and materials to help and

provide convenience during lectures to realize the ideals for you.

14. To all my friends, especially cahcabbocah (Hurin, Fafa, Endang, Deti, Ira, Nia,

and Bang Tole) as the author's internship partner from the beginning to the end

of this practical work.

15. All parties who have been present in the author's life, who cannot mentioned

one by one. Thank you for everything!

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

Bengkalis, July

2022

<u>Norzizi Zulaika</u> 5404171124

iν

TABLE OF CONTENTS

COVER TITLE	i
VALIDATION FORM	ii
PREFACE	iii
TABLE OF CONTENTS	v
LIST OF TABLES	vii
LIST OF FIGURES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION	1
1.1.Background of the Apprenticeship	1
1.2.Purpose of the Apprenticeship	3
1.3.Significances of the Apprenticeship	
1.4.Time and Length of Practical Work	4
1.5.Place of Implementation of Practical Work	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	
2.1.Company Profil	5
2.2.Vission and mission	8
2.3.Kind of business	8
2.4.Organization structure	10
2.5.The working process	17
2.6.Document used for activity	19
CHAPTER III SCOPE OF THE APPRENTICESHIP	20
3.1. Job description	
3.2. Place of apprenticeship	
3.3. System and procedures	
3.4. Obstacle and solution	51

CHAPTER IV CONCLUTION AND SUGGESTION	51
4.1. Conclution.	51
4.2. Suggestion	52
REFERENCES	54
APPENDICES	55



LIST OF TABLES

Table 1.1. Office Hours Schedule	4
Table 2.1. KOPKAR PT. RAPP organizational structure	10
Table 2.2. Unigraha Hotel organizational structure	15
Table 3.1. Daily Activities of March 08^{Th} 2022 to March 12^{Th} 2022	21
Table 3.2. Daily Activities of March 14 Th 2022 to March 19 Th 2022	22
Table 3.3. Daily Activities of March 21 Th 2022 to March 26 Th 2022	22
Table 3.4. Daily Activities of March 28 Th 2022 to April 02 Th 2022	23
Table 3.5. Daily Activities of April 04 Th 2022 to April 09 Th 2022	23
Table 3.6. Daily Activities of April 11 Th 2022 to April 16 Th 2022	25
Table 3.7. Daily Activities of April 18 Th 2022 to April 23 Th 2022	25
Table 3.8. Daily Activities of April 25 Th 2022 to April 30 Th 2022	26
Table 3.9. Daily Activities of May 02 Th 2022 to May 07 Th 2022	26
Table 3.10. Daily Activities of May 09 Th 2022 to May 14 Th 2022	27
Table 3.11. Daily Activities of May 16 Th 2022 to May 21 Th 2022	27
Table 3.12. Daily Activities of May 23 Th 2022 to May 28 Th 2022	28
Table 3.13. Daily Activities of May 30 Th 2022 to June 04 Th 2022	29
Table 3.14. Daily Activities of June 06^{Th} 2022 to June 11^{Th} 2022	29
Table 3.15. Daily Activities of June 13 Th 2022 to June 18 Th 2022	30
Table 3.16. Daily Activities of June 20 Th 2022 to June 25 Th 2022	30
Table 3.17. Daily Activities of June 27 Th 2022 to June 30 Th 2022	31
Table 3.18. Flowchart Cashier	32
Table 3.19. Flowchart printing labels and barcode	36
Table 3.20. Daily Report and Employee expenditure credit report	39
Table 3.21. Flowchart Archive employee data	40
Table 3.22. Check attendance record data	41
Table 3.23. Flowchart make ID-Badge employee	42
Table 3.24. Register MCU	43
Table 3.25. Prepare/fill in form	44
Table 3.26. Receive applicant letter	45

LIST OF FIGURES

Figure 2.1. PT.Riau Andalan Pulp and Paper	5
Figure 2.2. Logo KOPKAR PT.RAPP	6
Figure 2.3. Unigraha Hotel	8
Figure 2.4. Product Type PT. RAPP	9
Figure 2.5. PT. RAPP Featured Products	9
Figure 2.6. KOPKAR PT. RAPP organizational structure	10
Figure 2.7. Unigraha Hotel organizational structure	15
Figure 3.1. Flowchart cashier	32
Figure 3.2. Cashier	33
Figure 3.3. Input product data	34
Figure 3.4. Flowchart printing labels and barcode	36
Figure 3.5. Barcode labels	37
Figure 3.6. Employee expenditure credit report	38
Figure 3.7.Flowchart Daily Report and Employee expenditure credit report.	39
Figure 3.8. Flowchart Archive employee data	40
Figure 3.9. Check attendance record data	
Figure 3.10. Label ID-Badge	42
Figure 3.11. Flowchart make ID-Badge employee	42
Figure 3.12. Flowchart make ID-Badge employee	43
Figure 3.13. Prepare/fill in form	44
Figure 3.14. Receiving applicant letter	45
Figure 3.15. Create and prepare attendance list	46
Figure 3.16. Attendance list	47
Figure 3.17. Attendance training core values	47
Figure 3.18. Masquarade's Party	48
Figure 3.19. Input data Attendance list casual employee	47
Figure 3.20. Annual MCU	47

LIST OF APPENDICES

Appendix 1 : Aprenticeship Acceptance Letter	55
Appendix 2 : Aprenticeship Letter	56
Appendix 3 : Apprenticeship Certificate	57
Appendix 4 : Evaluation Result	58
Appendix 5 : List of Attendance.	60
Appendix 6 : Daily Activities	68

