

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

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INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
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BENGKALIS
2022

**APPRENTICESHIP REPORT
PT. RIAU ANDALAN PULP AND PAPER**

Written as one of the conditions for completing Apprenticeship

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Pelalawan, June 30th, 2022

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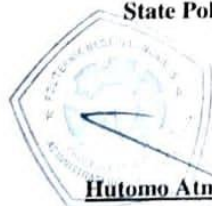
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The author is very grateful to certain parties who have helped and provided guidance during the job training. The attitude of hospitality, kinship, discipline, attention, mutual assistance and attention given greatly helps the author in completing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

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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	3
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	5
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	20
3.2. Place of apprenticeship	21
3.3. System and procedures	31
3.4. Obstacle and solution.....	50

CHAPTER IV CONCLUSION AND SUGGESTION	51
4.1. Conclusion.....	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	41
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 : Apprenticeship Acceptance Letter	55
Appendix 2 : Apprenticeship Letter	56
Appendix 3 : Apprenticeship Certificate	57
Appendix 4 : Evaluation Result	58
Appendix 5 : List of Attendance.	60
Appendix 6 : Daily Activities	68



CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The development of science and technology is increasingly rapid, which is then followed by the need for human resources who can master adequate science and technology as well. It is intended that the development of science and technology can be equated with the mastery of science and technology by these human resources. The existence of adequate and reliable expertise in their respective fields, is useful for obtaining competitively adjusted jobs in order to achieve the desired goals. With adequate expertise, it will give birth to ready-to-use human data sources (HR), both in terms of knowledge, morals, attitudes and other criteria that support.

Human Resources (HR) expertise can be channeled through training organized by government and private institutions that aim to improve skills so that they can become qualified and reliable human resources and can become professional individuals in carrying out their duties. The reliability of human resources can be channeled through four things, namely through knowledge, skills, attitudes and habits. With the fulfillment of these four things, it is expected to produce quality resources both in the business world and in the world of education as implemented by the Bengkalis State Polytechnic Education institution.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities (PTN) in Bengkalis Regency. This polytechnic is the only state polytechnic in Riau which was founded in 2001 by the Bengkalis district government under the auspices of the Bangun Insani Foundation (YBI). As of July 29, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN). On December 26, 2011, the Bengkalis State Polytechnic was inaugurated as a country by the Minister of Cultural Education of the Republic of Indonesia, Prof. Dr. Ir. Muhammad Nuh. Currently, Bengkalis State Polytechnic has 8 (eight) departments including the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Commercial Administration, Language, Informatics and Maritime Engineering.

Bengkalis State Polytechnic has 18 study programs consisting of 9 (nine) D-III Study Programs including: Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Business Administration, Informatics Engineering, English, Nautics, and Commercial Shipping Management. Bengkulu State Polytechnic also has 9 (nine) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Software Engineering, Marine Architecture Engineering Technology, English for Business and Professional Communications, and Information System Security. Bengkulu State Polytechnic has a curriculum that is oriented to the demands of a ready-made workforce with a composition of 40% theory and 60% practice with a number of Semester Credit Units (SKS) of 110 to 150 of the number of effective study hours of 22 to 32 hours/week.

Bengkalis State Polytechnic is responsible for improving human resources, especially in achieving the quality of students. One of the efforts made is to require students to take practical work courses. Practical work is a means for students to develop themselves when they enter the world of work. This practical work activity can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work and to the development of competence at the Bengkulu State Polytechnic.

This practical work is carried out after Bengkulu State Polytechnic students have completed a minimum of 7 (seven) semesters and fully graduated. Practical Work is carried out for 4 (four) months. Based on the above, the author as a student of the International Business Administration Study Program is required to carry out practical work for 4 (four) months. The author has chosen PT. Riau Andalan Pulp and Paper as a place to carry out practical work activities because the author wants to get the opportunity to apply the theoretical knowledge/concepts gained during lectures into the real world of work and the author gains direct experience in applying theoretical knowledge / concept according to the field of expertise. During the implementation of the Job Training the author got a place in the Business Unit Cooperative Employees (KOPKAR) PT.RAPP and the Business Unit Hotel

Unigraha Dept. Human Resources & Development (HRD). The implementation of this Job Training is starting from March 09 to June 30, 2021. The implementation of this Job Training is expected to add insight to the author about various good and correct implementation of tasks and to be able to face the real world of work with the experience he has gained.

1.2. Purpose of the Apprenticeship

The purpose of the Job Training program conducted at PT. Riau Andalan Pulp and Paper are:

1. To describe job descriptions during practical work.
2. To know the place and time of practical work.
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

1.3. Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students have the opportunity to apply theoretical knowledge and concepts acquired during lectures into the real world of work.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies so that it is known by academics and companies to get alternative candidates for employees who are known for their quality, dedication, and credibility.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.

1.4. Time and Length of Practical Work

Job Training Activities (KP) are carried out in accordance with the provisions of the rules for implementing the Job Training. The period of practical work is 4 (four) months, starting from March 8 to June 30, 2022. The schedule for practical work at PT. Riau Andalan Pulp and Paper are as follows:

Table 1.1. Office Hours Schedule

No	Day	Office hours	Break
1	Monday to Friday	08.00-17.00	12.00-13.30
2	Saturday	08.00-12.00	-
3	Sunday	Holiday	-

Source: PT.Riau Andalan Pulp and Paper

1.5. Place of Implementation of Practical Work

This practical work activity was carried out at PT Riau Andalan Pulp And Paper (Mill) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practical work are in the KOPKAR PT.RAPP Business Unit and the Unigraha Hotel Business Unit, HRD Dept.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1. Company Profile

PT. RAPP itself is an abbreviation of Riau Andalan Pulp and Paper, which is a company or industry that is engaged in pulp and paper products and is the largest pulp company in Asia Pacific. According to sources from the Indonesian Computer University about the General Overview of PT. RAPP, a Riau Pulp and Paper company, was established in early 1992, at which time a field survey was conducted for the location of the factory in Pangkalan Kerinci Village. Then it was continued with a project period of approximately 2 years, from January to March a factory start-up running test was carried out, and in 1995 the Commissioning Production period began. And in the following year a survey was conducted for paper mills located in the pulp mill area.



Figure 2.1. PT.Riau Andalan Pulp and Paper

Source: PT.Riau Andalan Pulp and Paper

PT. Riau Andalan Pulp and Paper (PT. RAPP) is one of the largest pulp and paper producers with the latest and most efficient technology in the world. PT.RAPP's products, including the flagship paper brand PaperOne™, are marketed and sold in more than 70 countries worldwide. PT. RAPP's business is built based on the Sustainable Forest Management Policy. PT. RAPP's operational

activities include pulp mills and plantation forest plantations with the most up-to-date technology located in Riau Province, Sumatra, Indonesia. PT. RAPP directly employs more than 10,000 people and indirectly more than 90,000 people are involved in businesses that supply or support PT. RAPP such as the Koperasi Karyawan PT. RAPP and Hotel Unigraha.

This cooperative has been established since 1995. Members of the cooperative are permanent employees of PT. RAPP and its affiliates, whose membership is cross-ethnic, cross-sectoral and cross-regional, spread across the company's business locations in the provinces of Riau, Jambi, North Sumatra and West Sumatra. The company supports the existence of cooperatives, which is reflected by establishing close cooperation with cooperatives, especially matters relating to employees and their benefits. Kopkar member PT. RAPP is an employee and company partner within PT. RAPP and Group. In accordance with Law number 25 of 1992 concerning Cooperatives, the activities of Kopkar PT. RAPP is based on the cooperative spirit, namely: cooperation, kinship and mutual cooperation and fostering a sense of togetherness between members.



Figure 2.2. Logo KOPKAR PT.RAPP

Source: KOPKAR PT.RAPP

KOPKAR PT.RAPP is located in Pangkalan Kerinci, Pelalawan Regency, registered with the Legal Entity Cooperative Department. 2004/BH dated August 2, 1995. Member of KOPKAR PT. RAPP is an employee and partner of the company within PT RAPP. Since the establishment of KOPKAR PT. RAPP has been elected 9 (nine) times for the management period led by 7 cooperative

heads. The chairman of the PT RAPP Employee Cooperative started from establishment, namely:

1. The period 1995 – 1998 was led by HD Pasaribu
2. Period 1999 - 2001 led by Jusuf Wibisono
3. Period 2002 - 2004 led by Amru Mahali
4. Period 2005 - 2007 led by R. Elwan Jumanri
5. Period 2008 - 2010 led by R. Elwan Jumari
6. The period 2010 - 2013 was led by Mhd. Ali Shabri Nst
7. Period 2014 - 2016 led by Marzum
8. Period 2017 - 2020 led by Marzum
9. Period 2021 - 2023 led by T. Kespandiar

In accordance with Law Number 25 of 1992 concerning Cooperatives, KOPKAR PT.RAPP activities are based on the cooperative spirit, namely: cooperation, kinship and mutual cooperation and fostering a sense of togetherness among members. With the development of a very fast era, especially in terms of technology where prioritizing the speed and accuracy of information is the key to being able to maintain and even develop a business.

Hotel Unigraha is one of the hotels in Indonesia which is a business unit managed by PT. RAPP. Hotel unigraha, a Malay Riau nuance Hotel located in Riau Complex, Pangkalan Kerinci. Established in 1996, built to meet the needs of business guest in order to stay closer to the project site and serves as meeting / event purpose for Riau Complex residence. Built with the concept of a three-star hotel, equipped with ballroom facilities equipped for up to hundreds of people and 6 Meeting Rooms, the largest places suitable for MICE activities include Batam Room, Bintan Room, Bengkalis Room, Singkep Room, Sebangka Room, and Bakung Room. Hotel Unigraha has a total of 108 rooms with 3 different types of rooms, namely Deluxe Room, Junior Suite, Executive. Hotel Unigraha also provides other facilities, such as Restaurant, Lounge & Bar, Delicatessen, Meeting

Room, Health Club, Swimming Pool, Laundry, and Business Center.

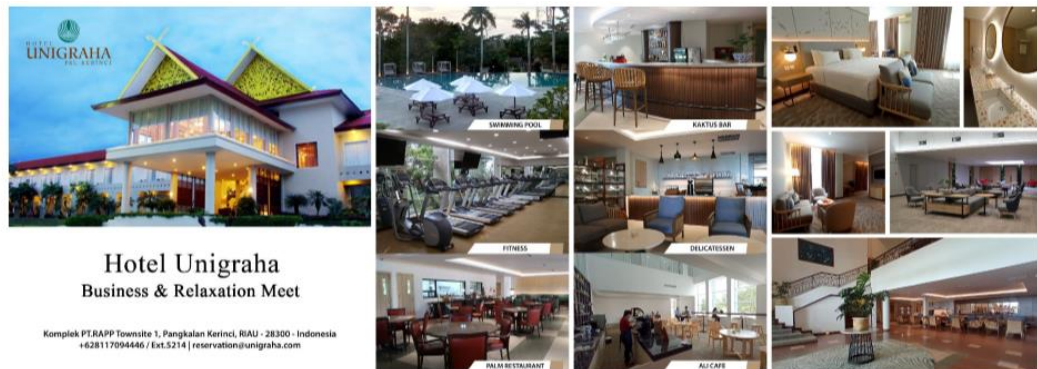


Figure 2.3. Unigraha Hotel

Source: Unigraha Hotel

2.2. Vision and Mission

a. Vision

To become a world-class pulp and paper company with the best management and performance, the most profitable and sustainable and the first choice of consumers and employees.

b. Mission

1. Creating sustainable growth throughout the value chain;
2. To be an industry leader in every operational aspect;
3. Maximize benefits for stakeholders while helping to promote local and regional socio-economic development;
4. Creating added value through a talented and motivated workforce and the effective use of technology.

2.3. Kind of Business

Currently the products that have been produced at PT. Riau Andalan Pulp and Paper has been sold to more than 70 countries around the world. Products produced by PT. Riau Andalan Pulp and Paper is BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) which are commonly used in printing and photocopying ranging from 55 gsm to 150 gsm. The brand of paper produced at PT. Riau Mainstay Pulp and Paper is Dunia Mas, Copy&Laser, Lazer

IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (Bright White Multi Purpose Office).



Figure 2.4. Product Type PT. RAPP

Source: PT. Riau Andalan Pulp and Paper

Superior products produced at PT. Riau Andalan Pulp and Paper is the PaperOne™ brand.

PaperOne™ Professional Print Quality

PaperOne™ enhanced with ProDigi™ HD Print Technology works with your home, office and commercial digital printing equipment to deliver professional print quality.

PaperOne™ is made with 100% renewable fibers from sustainable sources and sold in more than 70 countries worldwide.

ProDigi™ HD Print Technology saves ink while providing smudge free printouts with vibrant lines and crisp lines.



Figure 2.5. PT. RAPP Featured Products

Source: PT. Riau Andalan Pulp and Paper

2.4. Organization Structure

The organizational structure is a chart that describes systematically regarding the determination, duties, functions, authorities, and responsibilities each with a predetermined goal. Aim to foster work harmony so that work can be done regularly and good to achieve the desired goal to the fullest. In the implementation of this internship, the authors carry out practical work at PT. Riau Andalan Pulp and Paper which lasts for 4 (four) months starting from March 8, 2022 to June 30, 2022. The activities carried out by the author during practical work are in the KOPKAR PT.RAPP Business Unit and the Unigraha Hotel Business Unit, HRD Dept.

Table 2.1. KOPKAR PT. RAPP organizational structure

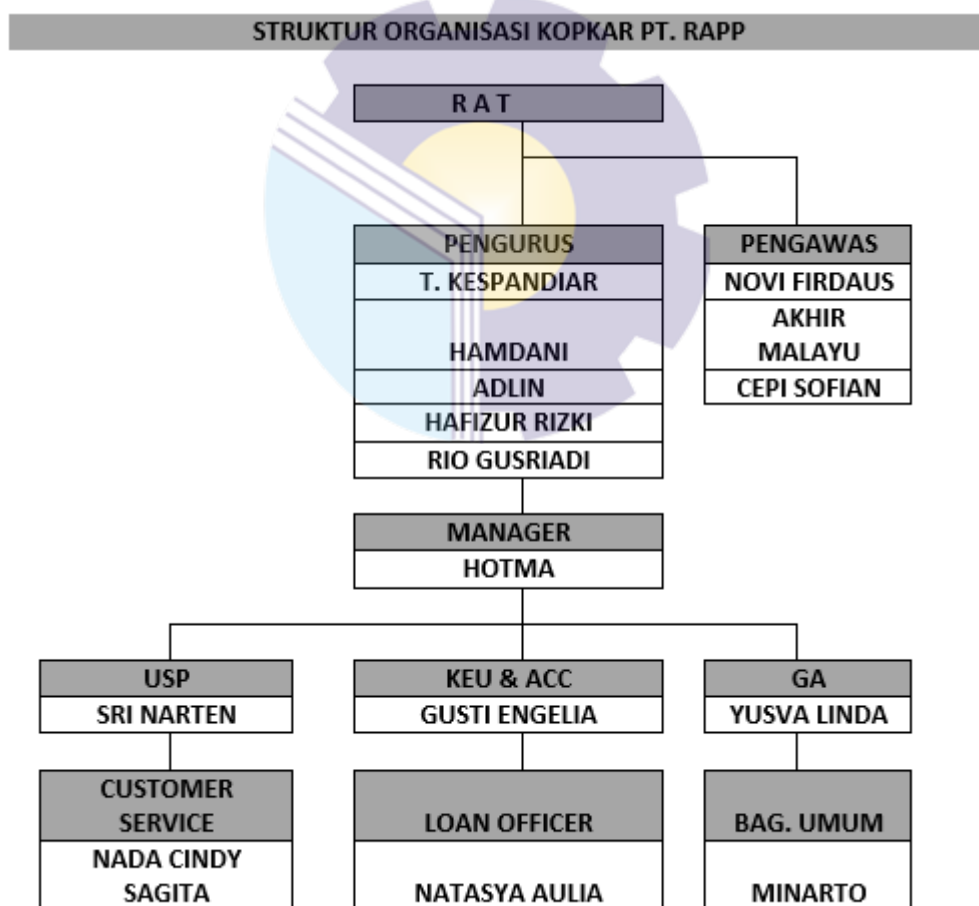


Figure 2.6. KOPKAR PT. RAPP organizational structure

Source : KOPKAR PT.RAPP

From the structure above, the writer provides an overview of the composition, division and implementation of duties, authorities and responsibilities of each part. Overview of the arrangement of distribution and implementation the duties of each part of the organization are as follows:

1. Manager

The management is the highest power holder at the member meeting. The names and compositions are included in the deed of establishment of the cooperative. Directors are appointed for a certain term of office. The maximum term of office is five years. Elections and appointments are carried out through a member meeting at the recommendation of the supervisor. The duties of the board of directors are as follows:

- a. Holding member meetings
- b. Organizing organizational development
- c. Representing cooperatives inside and outside the forum
- d. Managing the cooperative and its business Submitting a work plan and a cooperative income and expenditure budget plan (RAPB)
- e. Submit financial reports and accountability for the implementation of tasks

2. Supervisor Cooperative

Supervisors are part of the cooperative apparatus or structure in addition to the member and cooperative management meetings. The duties of cooperative supervisors are as follows:

- a. Supervise the implementation of policies and management of cooperatives;
- b. Make a written report on the results of the supervision.
- c. The requirements to be elected and appointed as a member of the supervisory board are set out in the articles of association.

3. Accounting

Account Officer is one of the positions under the auspices of financial institutions such as banks or cooperatives, especially in the credit sector.

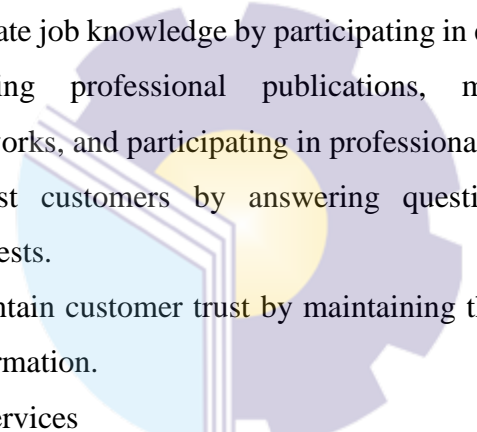
The account officer has several responsibilities in carrying out his work and below are his responsibilities:

- a. Introducing products to customers, clients or consumers.
- b. Follow up on customers, clients or consumers.
- c. Ensuring that the product is distributed properly and also ensuring that consumers understand it well
- d. Ensuring consumers get the best solution for problems experienced related to the company.
- e. Maintaining the good name of the company and the credibility of the company it occupies as well as analyzing potential debtors and providing sustainable offers.
- f. Measuring risk, analyzing debtor guarantees or collateral, knowing the business history of the debtor and conducting debtor history using BI Checking.
- g. Manage customer credit and must also be able to manage credit from customers. Here, the account officer must monitor the customer's credit and determine whether later he can make credit again or not.
- h. Manage monthly reports containing customer analysis, addition of prospective customers, addition of new customers, and other issues related to customers and the company.

4. Loan officer

Loan officers or often also referred to as lending officers are part of an important account officer in the banking business. Lending officers have a special task to channel and supervise funds from funding officers. The duties are as follows:

- a. Provide advice to clients on the risks, consequences and benefits of alternative loan solutions.
- b. Develop loan applications by evaluating applicant information and documentation. consult with clients about their loan needs to help them achieve their financial goals, including gathering and analyzing information about the client's financial situation.

- 
- c. Evaluate loan applications and documentation by informing applicants of additional requirements.
 - d. Refuse the loan by explaining the shortfall to the applicant, schedule and track loan closing dates, emergency dates, and expiration dates.
 - e. Approving loans by issuing checks or forwarding applications to the loan committee.
 - f. Complete loan contracts by explaining terms to applicants, obtaining signatures and notaries, and collecting fees.
 - g. Prepare and submit loan files in a timely and accurate manner.
 - h. Use advanced technology to manage loan lines and perform credit analysis and underwriting.
 - i. Update job knowledge by participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.
 - j. Assist customers by answering questions and responding to requests.
 - k. Maintain customer trust by maintaining the confidentiality of loan information.
5. Customer services

Customer service is all activities aimed at satisfying customers through services that can meet customer needs and desires. The duties of Customer Services are as follows:

- a. Provide services to customers. Services tailored to the company or agency. In this case, because in a bank institution, services are in the form of deposit accounts, savings accounts, and others related to finance. Not only that, CS is also required to understand the detailed information on the services provided earlier.
- b. Serve and provide solutions to problems from customers. Not only understanding the details of service products. A CS must also be good at finding solutions to service product problems experienced by customers.

- c. Make various types of administration in the bank. For example, a bank CS should be able to print savings books, checking accounts, or other products. All administration related to the product must be carried out by customer service.
- d. Another task is to introduce and provide offers to customers. Of course it relates to the bank's products and services. So customers will have no trouble, can get the right service products according to their needs.

6. General affair

General Affair is a job position that is under the leadership of the general division or head of operations in a company. In companies that are not too big, usually the position which is also known as GA is joined with HRD or becomes a part of purchasing or purchasing.

The general affairs duties are as follows:

- a. Support the company's operational activities through the procurement of goods and services needed.
- b. Planning the budget for the procurement of goods or services and their maintenance costs.
- c. Fostering good relations with suppliers of goods or services.
- d. Create, develop, and implement a work system or procedure for the procurement and maintenance of existing facilities.
- e. Prepare periodic reports for the purposes of budget meetings, financial reports on assets and office expenses.

Table 2.2. Unigraha Hotel organizational structure

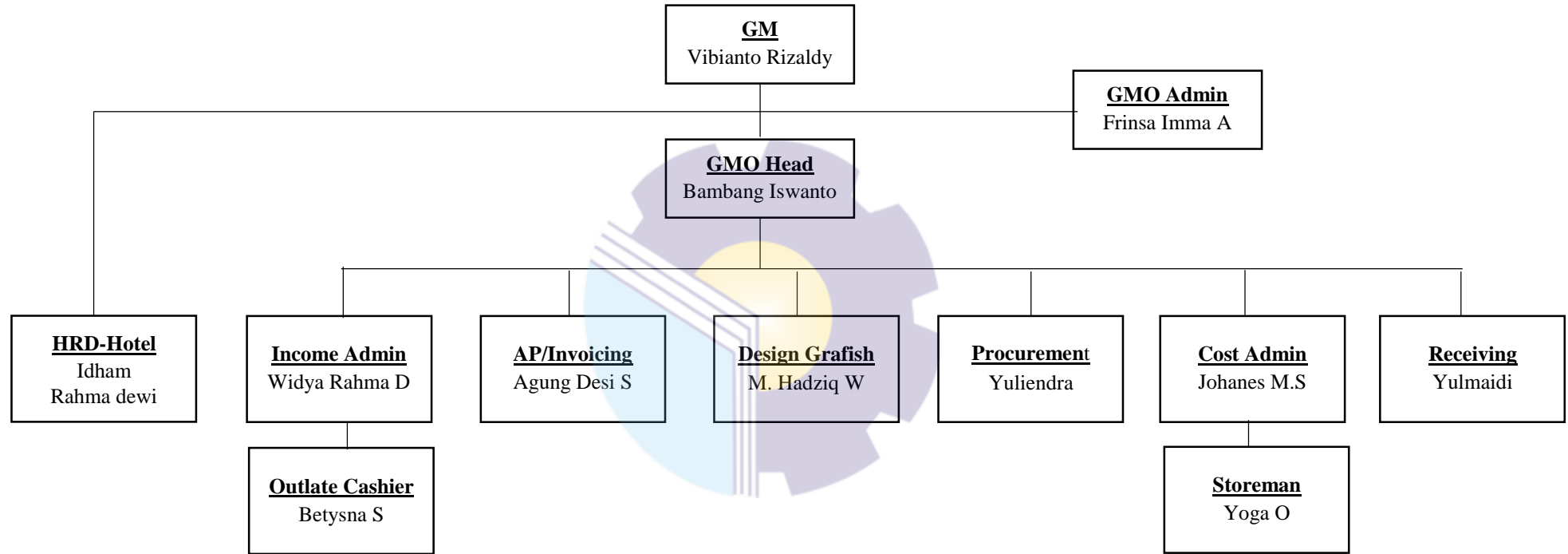


Figure 2.7. Unigraha Hotel organizational structure
 Source : Unigraha Hotel- PT.RAPP

From the structure above, the writer provides an overview of the composition, division and implementation of duties, authorities and responsibilities of each part. Overview of the arrangement of distribution and implementation the duties of each part of the organization are as follows:

1. HRD-Hotel

HRD or Human Resources Development, is a part or department of company whose main task is to manage human resources in the company, starting from planning task which is often called HR planning, recruitment is often called Recruitment and Selection, development is often called Training and Development, Performance Management often called Performance Management, salary is often called Compensation and Benefits and fostering a working relationship which is often referred to as Industrial Relations.

Duties, Responsibilities and Roles of HRD in the company, among others:

a. Preparation

There are two things that need to be considered in terms of preparation, between internal and external factors other external factors. Internal factors include the number of needs in preparation for new employees, organizational structure, related departments, and so on. While the factor external in terms of preparation including employment law, share of labor conditions, etc.

b. Labor Recruitment

Recruitment is a process to find candidates or employees who can meet the human resource needs of the organization or company. At this HRD stage need to analyze the existing position to create a job description and also job specifications (job specifications).

c. Labor Selection

Definition of labor selection is a process carried out to find the right job from among the many candidates. Steps taken in the selection process the workforce, who sees the resume / CV, conducts initial selection based on the applicant's CV, call applicants for an interview test, test

prospective employees with a written test, process interview / job interview, and subsequent processes.

d. Employee Development and Evaluation

So that the workforce or employees can contribute optimally to the company or organization, then he must master the job duties and responsibilities. The process of developing and evaluating employees is carried out as a debriefing so that the workforce can be more controlled and expert in their field, as well as improve existing performance.

e. Provision of Employee Compensation and Protection

Compensation is a reward or wages for employees regularly contributing to the organization or company. Compensation must be appropriate and in accordance with existing labor market conditions in the external environment to avoid labor problems or harm the organization or company.

2.5. The Working Process

In carrying out this practical work activity, the author is placed in the Human Resource Department, the following are the duties and authorities of each section:

1. Ensures that all employee records are up to date.
2. Administers all work permits.
3. Maintains an efficient and computerized personnel administration system.
4. Acts as liaison with Housekeeping, Food and Beverage and the Engineering department to maintain high standard of appearance, creativity, and upkeep of all employee facilities.
5. Ensures that the provision of medical assistance and medication to employee through the private medical agency is handled in a professional, timely, and cost-effective manner.
6. Responsible for recruitment, selection, and employment of all employees in conjunction with all departments.
7. Ensures departmental compliance with the hotel staffing guide and employee requisition system.

8. Maintains an update file of job descriptions and employee specification, and screens applicant accordingly.
9. Maintains an inventory of internal and external candidates.
10. Ensures that HR screens all prospective employees (including daily working) prior to hiring.
11. Maintains a high profile with the local hotels and schools in conjunction with the training officer.
12. Maintain an up to date employee benefit plan.
13. Assists department heads with annual leave planning.
14. Maintains efficient staffing levels and payroll system.
15. Prepares the annual human resource budget and efficiently manages expenses in conjunction with the training officer.
16. Counsels employees in career prospect, personal issues, job related issues, etc.
17. Develops and implement employee recognition programs to recognize the achievement of either individual employees or departments.
18. Conduct and document exit interview with each resigning employee.
19. Ensures a strong professional relationship with all employees within the hotel.
20. Discuss, develops, and maintains , career development plans for individuals with management potential in conjunction with the training manager and department head.
21. Develops the knowledge, skills, and abilities of all employees in the HRD.
22. Maintains strong professional relationship government officers and representatives of HR competitive hotels.
23. Participates in the hotel manager roster.
24. Responds to changes in the HR function as dictated by the industry, company, and hotel.
25. Performs other duties as assigned by management.

2.6. Document Used for Activity

In the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

1. Interview Report
2. Housing/mess request form
3. Employee welfare claim form
4. Leave form
5. Travel request form



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1. Job Description

At PT. Riau Andalan Pulp and Paper (PT. RAPP), the author was placed in the KOPKAR business unit and in the Unigraha Hotel business unit in the Human Resource Department (HRD). KOPKAR Mart is a line of business engaged in trading. KOPKAR Mart provides sales services for basic materials needed in daily life. Meanwhile, HRD is the department in charge of managing and developing Human Resources (HR), namely employees, from staff to managerial levels. As an integral part of the company, HRD functions to improve employee skills and knowledge, which will have an impact on the company's overall performance.

In this KOPKAR business unit the author is given several powers and responsibilities to carry out the following tasks:

1. Cashier
2. Input data (Purchase data and supplier data)
3. Printing labels and barcode
4. Display product
5. Daily report and Employee expenditure credit report

In the HRD Departement, the author is given the following powers and responsibilities:

1. Archive employee data
2. Check attendance record data fixing based on actual
3. Create employee ID-Badge
4. Register MCU
5. Prepare/fill in form (Leave form, Travel request form, Housing/Mess request form, Employee Welfare Assistance Claim Form, Interview Report)
6. Receiving document (Invoice, OT form, Applicant letter)
7. Create and prepare attendance list (Training Core Values, Masquarade's Party)

8. Input data (List uniform inventory, Family details, Annual MCU, Individual performance review, Employees Educations, The best employee nomination card, Certification candidate data, Attendance list casual employee)

3.2. Place of Apprenticeship

Practical Work is carried out after students occupy semester VII, while the Apprenticeship activities last for approximately four (4) months, starting from March 08th 2022 to June 30th 2022 at PT Riau Andalan Pulp And Paper (PT.RAPP) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The activities carried out by the author during practice are in the KOPKAR PT.RAPP Business Unit and the Unigraha Hotel Business Unit, HRD Dept. With entry conditions starting at 08.00 to 17.00 WIB for Monday-Friday and from 08.00 to 12.00 WIB for Saturday.

Table 3.1. Daily Activities of March 08th 2022 to March 12th 2022

No	Date and time	Description of activities	Assignor
1	Tuesday, March 08 th 2022	1. Visiting PT. Riau Andalan Pulp and Paper 2. Self-introduction, debriefing and division of apprenticeship division	Public Relation Manager PT.RAPP
2	Wednesday, March 09 th 2022	1. Visiting KOPKAR Market 2. Self-introduction, and learn the SID retail application 3. Cashier 4. Checking and sorting product that are almost expired	Chief of Store KOPKAR Mart
3	Thursday, March 10 th 2022	1. Cashier 2. Employee expenditure credit report 3. Make schedule supplier visits 4. Daily report	Chief of Store KOPKAR Mart
4	Friday, March 11 th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Display Product	Chief of Store KOPKAR Mart
5	Saturday, March 12 th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Manage and organize the placement of items arranged on the shelves	Chief of Store KOPKAR Mart

Source: Processed Data 2022

The following is the display of the work report in week 2 (two), namely, day/date, activity and place of implementation:

Table 3.2. Daily Activities of March 14Th 2022 to March 19Th 2022

No	Date and time	Description of activities	Assignor
1	Monday, March 14 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Print barcode labels	Chief of Store KOPKAR Mart
2	Tuesday, March 15 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sort and Arrange Items	Chief of Store KOPKAR Mart
3	Wednesday, March 16 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Incoming product data collection	Chief of Store KOPKAR Mart
4	Thursday, March 17 Th 2022	1. Cashier 2. Daily Report 3. Receive incoming goods from suppliers 4. Check incoming goods 5. Taking samples of each new product 6. Input product data	Chief of Store KOPKAR Mart
5	Friday, March 18 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report	Chief of Store KOPKAR Mart
6	Saturday, March 19 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Print closing form	Chief of Store KOPKAR Mart

Source: Processed Data 2022

The following is the display of the work report in week 3 (three), namely, day/date, activity and place of implementation:

Table 3.3. Daily Activities of March 21Th 2022 to March 26Th 2022

No	Date and time	Description of activities	Assignor
1	Monday, March 21 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report	Chief of Store KOPKAR Mart
2	Tuesday, March 22 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Display product	Chief of Store KOPKAR Mart
3	Wednesday, March 23 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Purchase inventory	Chief of Store KOPKAR Mart
4	Thursday, March 24 Th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sort and Arrange Items 5. Receive new product from supplier	Chief of Store KOPKAR Mart

5	Friday, March 25 th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Receive incoming goods from suppliers 5. Check incoming goods 6. Taking samples of each new product 7. Input product data	Chief of Store KOPKAR Mart
6	Saturday, March 26 th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report	Chief of Store KOPKAR Mart

Source: Processed Data 2022

The following is the display of the work report in week 4 (four), namely, day/date, activity and place of implementation:

Table 3.4. Daily Activities of March 28th 2022 to April 02th 2022

No	Date and time	Description of activities	Assignor
1	Monday, March 28 th 2022	1. Langgam Festival 2. Riau Governor's welcome 3. Assist CR-Manager meeting with HRD Unigraha hotel	Campus Relation Manager PT. RAPP
2	Tuesday, March 29 th 2022	1. Sharing knowledge about KOPKAR PT.RAPP 2. Make a Sliding Rate System Loan Simulation for a period of 2 years	Manager of KOPKAR PT.RAPP
3	Wednesday, March 30 th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sort and Arrange Items	Chief of Store KOPKAR Mart
4	Thursday, March 31 th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sales report	Chief of Store KOPKAR Mart
5	Friday, April 01 th 2022	1. Cashier 2. Daily Report 3. Input Inventory data	Chief of Store KOPKAR Mart
6	Saturday, April 02 th 2022	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Input supplier data	Chief of Store KOPKAR Mart

Source: Processed Data 2022

The following is the display of the work report in week 5 (five), namely, day/date, activity and place of implementation:

Table 3.5. Daily Activities of April 04th 2022 to April 09th 2022

No	Date and time	Description of activities	Assignor
1	Monday, April 04 th 2022	1. Sorting active employee data files 2. Archive employee data: - Form Extra Day Off	HR-Officer&General Affair

		<ul style="list-style-type: none"> - Leave form - Overtime - Housing/Mess Request - Employee Welfare Assistance Claim Form - Travel Request Form <p>3. Entering the employee data folder into the file cabinet alphabetically</p>	
2	Tuesday, April 05 th 2022	<ol style="list-style-type: none"> 1. Sorting active employee data files 2. Archive employee data: <ul style="list-style-type: none"> - Form Extra Day Off - Leave form - Overtime - Housing/Mess Request - Employee Welfare Assistance Claim Form - Travel Request Form 3. Entering the employee data folder into the file cabinet alphabetically 	HR-Officer&General Affair
3	Wednesday, April 06 th 2022	<ol style="list-style-type: none"> 1. Safety induction 2. Archive employee data: <ul style="list-style-type: none"> - Form Extra Day Off - Leave form - Overtime - Housing/Mess Request - Employee Welfare Assistance Claim Form - Travel Request Form 3. Entering the employee data folder into the file cabinet alphabetically 	HR-Officer&General Affair
4	Thursday, April 07 th 2022	<ol style="list-style-type: none"> 1. Sorting out Purchase Requests, Expensive Claim and Advances 2. Entering Purchase Requests, Expensive Claim and Advances into the Bantex Map per month January-April 3. Entering the Bantex Map into the file cabinet 	HR-Officer&General Affair
5	Friday, April 08 th 2022	<ol style="list-style-type: none"> 1. Send E-mail to HR Manager 2. Sorting out Purchase Requests, Expensive Claim and Advances 3. Entering Purchase Requests, Expensive Claim and Advances into the Bantex Map per month January-April 4. Entering the Bantex Map into the file cabinet 	HR-Officer&General Affair
6	Saturday, April 09 th 2022	Day Off	-

Source: Processed Data 2022

The following is the display of the work report in week 6 (six), namely, day/date, activity and place of implementation:

Table 3.6. Daily Activities of April 11Th 2022 to April 16Th 2022

No	Date and time	Description of activities	Assignor
1	Monday, April 11 Th 2022	<ol style="list-style-type: none"> 1. Summary bill cityledger Maret-April 2. Settlement report Bank BRI 3. Settlement report Bank Mandiri 	Income Admin
2	Tuesday, April 12 Th 2022	<ol style="list-style-type: none"> 1. Check attendance record data fixing based on actual 1-12 April 2022 2. Read Standart Operating Procedur (SOP) Human Resource 3. Input the data Inventory Uniform 4. Create employee ID-Badge 	HR-Manager
3	Wednesday, April 13 Th 2022	<ol style="list-style-type: none"> 1. Fill in employee gatepass form 2. Receive application letter 3. Receive invoice from PT.NMP 	HR-Officer&General Affair
4	Thursday, April 14 Th 2022	<ol style="list-style-type: none"> 1. Share employee pay slips 2. Enter employee's Family Details data 3. Input the data employee's Education data 	HR-Manager
5	Friday, April 15 Th 2022	Public Holiday	-
6	Saturday, April 16 Th 2022	<ol style="list-style-type: none"> 1. Create employee travel request form 2. Receive invoice from PT.Yose Melayu 3. Receive employee OT form 4. Archive employee data: <ul style="list-style-type: none"> - Form Extra Day Off - Overtime 5. Entering the employee data folder into the file cabinet 	HR-Officer&General Affair

Source: Processed Data 2022

The following is the display of the work report in week 7 (seven), namely, day/date, activity and place of implementation:

Table 3.7. Daily Activities of April 18Th 2022 to April 23Th 2022

No	Date and time	Description of activities	Assignor
1	Monday, April 18 Th 2022	Permission	-
2	Tuesday, April 19 Th 2022	<ol style="list-style-type: none"> 1. Receive employee travel request form 2. Receive employee leave form 3. Enter employee's Annual MCU data 	HR-Officer&General Affair
3	Wednesday, April 20 Th 2022	<ol style="list-style-type: none"> 1. Preparation of Training Core Values event 2. Create and prepare attendance for Training Core Values participants 	HR-Manager
4	Thursday, April 21 Th 2022	<ol style="list-style-type: none"> 1. Attend the Training Core Values event 	HR-Manager

5	Friday, April 22 Th 2022	1. Attend the Training Core Values event 2. Send E-mail to HR-Manager	HR-Manager
6	Saturday, April 23 Th 2022	Day Off	-

Source: Processed Data 2022

The following is the display of the work report in week 8 (eight), namely, day/date, activity and place of implementation:

Table 3.8. Daily Activities of April 25Th 2022 to April 30Th 2022

No	Date and time	Description of activities	Assignor
1	Monday, April 25 Th 2022	1. TMS adjustment to the leave form at 1-13 May 2022 2. Fill in the travel request form 3. Receive employee leave form	HR-Officer&General Affair
2	Tuesday, April 26 Th 2022	1. TMS adjustment to the leave form at 14-25 May 2022 2. Receive employee travel request form 3. Packing souvenirs	HR-Officer&General Affair
3	Wednesday, April 27 Th 2022	Day Off	-
4	Thursday, April 28 Th 2022	Day Off	-
5	Friday, April 29 Th 2022	Day Off	-
6	Saturday, April 30 Th 2022	Day Off	-

Source: Processed Data 2022

The following is the display of the work report in week 9 (nine), namely, day/date, activity and place of implementation:

Table 3.9. Daily Activities of May 02Th 2022 to May 07Th 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 02 Th 2022	Day Off	-
2	Tuesday, May 03 Th 2022	Day Off	-
3	Wednesday, May 04 Th 2022	Day Off	-

4	Thursday, May 05 th 2022	Day Off	-
5	Friday, May 06 th 2022	Day Off	-
6	Saturday, May 07 ^h 2022	Day Off	-

Source: Processed Data 2022

The following is the display of the work report in week 10 (ten), namely, day/date, activity and place of implementation:

Table 3.10. Daily Activities of May 09th 2022 to May 14th 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 09 th 2022	<ol style="list-style-type: none"> 1. Assist HR-Manager meeting with General Manager 2. Receive OT form 3. Send E-mail to HR-Manager 	HR-Officer&General Affair
2	Tuesday, May 10 th 2022	<ol style="list-style-type: none"> 1. Morning briefing 2. Send E-mail to HR-Manager 3. Receive applicant letter 	HR-Officer&General Affair
3	Wednesday, May 11 th 2022	<ol style="list-style-type: none"> 1. Create employee ID-Badge 2. Prepare interview report 3. Input the data Attendance list casual employee PT.NMP 	HR-Officer&General Affair
4	Thursday, May 12 th 2022	<ol style="list-style-type: none"> 1. Create and prepare attendace list training cook western food 2. Handle training cook western food 	HR-Officer&General Affair
5	Friday, May 13 th 2022	<ol style="list-style-type: none"> 1. Create employee ID-Badge 2. Distribute uniforms for employees 	HR-Officer&General Affair
6	Saturday, May 14 th 2022	Day Off	-

Source: Processed Data 2022

The following is the display of the work report in week 11 (eleven), namely, day/date, activity and place of implementation:

Table 3.11. Daily Activities of May 16th 2022 to May 21th 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 16 th 2022	Public Holiday	-
2	Tuesday, May 17 th 2022	<ol style="list-style-type: none"> 1. Registering Medical Check Up (MCU) for Engineering Department employees 	HR-Officer&General Affair

3	Wednesday, May 18 th 2022	1. Registering Medical Check Up (MCU) for Ecocamp Department employees	HR-Officer&General Aff air
4	Thursday, May 19 th 2022	1. Registering Medical Check Up (MCU) Front Office and Health Club Department employees	HR-Officer&General Affair
5	Friday, May 20 th 2022	1. Registering Medical Check Up (MCU) for Housekeeping Department employees 2. Receive employee OT form 3. Receive invoice PT.Monang Kampe	HR-Officer&General Affair
6	Saturday, May 21 th 2022	1. Create employee ID-Badge 2. Check Fingerprint data	HR-Officer&General Affair

Source: Processed Data 2022

The following is the display of the work report in week 12 (twelve), namely, day/date, activity and place of implementation:

Table 3.12. Daily Activities of May 23th 2022 to May 28th 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 23 th 2022	1. Registering Medical Check Up (MCU) for FB-Kitchen Department employees	HR-Officer&General Affair
2	Tuesday, May 24 th 2022	1. Registering Medical Check Up (MCU) for GMO Department employees 2. Send E-mail to HR-Manager	HR-Officer&General Affair
3	Wednesday, May 25 th 2022	1. Registering Medical Check Up (MCU) for FB-Services Department employees 2. Send E-mail to HR-Manager	HR-Officer&General Affair
4	Thursday, May 26 th 2022	Public Holiday	HR-Officer&General Affair
5	Friday, May 27 th 2022	1. Check attendance record data fixing based on actual 1-26 May 2022 2. Input the data employees for LSP Maestro Nusantara Tourism Competency Certification in 2022	HR-Manager
6	Saturday, May 28 th 2022	1. Input the data Attendance list casual employee PT.Niaga Mitra Perkasa 2. Receive OT form 3. Create ID-Badge employees	HR-Officer&General Affair

Source: Processed Data 2022

The following is the display of the work report in week 13 (thirteen), namely, day/date, activity and place of implementation:

Table 3.13. Daily Activities of May 30th 2022 to June 04th 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 30 th 2022	1. Share employee pay slips 2. Input the data Attendance list casual employee PT.Yose Andalan Melayu	HR-Officer&General Affair
2	Tuesday, May 31 th 2022	1. Share employee pay slips 2. Receive OT form	HR-Officer&General Affair
3	Wednesday, June 01 th 2022	Pancasila Day	-
4	Thursday, June 02 th 2022	1. Assist HR-Officer meeting 2. Send E-mail to HR-Manager	HR-Manager
5	Friday, June 03 th 2022	1. Create and prepare attendance list "Sosialisasi PRP Karyawan Hotel Unigraha"	HR-Manager
6	Saturday, June 04 th 2022	Day Off	-

Source: Processed Data 2022

The following is the display of the work report in week 14 (fourteen), namely, day/date, activity and place of implementation:

Table 3.14. Daily Activities of June 06th 2022 to June 11th 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 06 th 2022	1. Send E-mail to HR-Manager 2. Check fingerprint data 3. Create ID-Badge	HR-Manager
2	Tuesday, June 07 th 2022	1. Share employee pay slips	HR-Officer&General Affair
3	Wednesday, June 08 th 2022	Sick	-
4	Thursday, June 09 th 2022	1. Distribute Mandiri in health cards to employees	HR-Officer&General Affair
5	Friday, June 10 th 2022	Permission	-
6	Saturday, June 11 th 2022	Day Off	-

Source: Processed Data 2022

The following is the display of the work report in week 15 (fifteen), namely, day/date, activity and place of implementation:

Table 3.15. Daily Activities of June 13th 2022 to June 18th 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 13 th 2022	<ol style="list-style-type: none"> 1. Input the data individual performance review 2. Receive leave form employee 	HR-Manager
2	Tuesday, June 14 th 2022	<ol style="list-style-type: none"> 1. Assist HR-Manager survey in Unigraha Hotel 2. Send E-mail to HR-Manager 3. Input the data individual performance 	HR-Manager
3	Wednesday, June 15 th 2022	<ol style="list-style-type: none"> 1. Welcoming the Rector of UIN SUSKA Riau 2. Visit to KCN (Kerinci Central Nursery) 2, and APY (Asia Pasific Yarn) 	Campus Relation Manager
4	Thursday, June 16 th 2022	<ol style="list-style-type: none"> 1. Input the data individual performance 2. Input the data Attendance list casual employee PT.Yose Andalan Melayu 3. Receive OT form 	HR-Officer&General Affair
5	Friday, June 17 th 2022	<ol style="list-style-type: none"> 1. Send E-mail to HR-Manager 2. Distribute Mandiri in health cards to employees 3. Preparation for the Rapat Anggota Tahunan (RAT) KOPKAR PT.RAPP event 	HR-Manager
6	Saturday, June 18 th 2022	<ol style="list-style-type: none"> 1. Attend the Rapat Anggota Tahunan (RAT) KOPKAR PT.RAPP event 	HR-Manager

Source: Processed Data 2022

The following is the display of the work report in week 16 (sixteen), namely, day/date, activity and place of implementation:

Table 3.16. Daily Activities of June 20th 2022 to June 25th 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 20 th 2022	<ol style="list-style-type: none"> 1. Distribute Mandiri in health cards to employees 2. Receive OT form 	HR-Officer&General Affair
2	Tuesday, June 21 th 2022	<ol style="list-style-type: none"> 1. Create and prepare attendace list training cook Indian food 2. Handle training cook Indian food 	HR-Manager
3	Wednesday, June 22 th 2022	<ol style="list-style-type: none"> 1. Preparing files for interviewing prospective employees 	HR-Manager
4	Thursday, June 23 th 2022	<ol style="list-style-type: none"> 1. Make PPT to standart grooming training 2. Prepare tools and materials intermezzo 	HR-Manager

5	Friday, June 24 th 2022	Sick	-
6	Saturday, June 25 th 2022	Sick	-

Source: *Processed Data 2022*

The following is the display of the work report in week 17 (seventeen), namely, day/date, activity and place of implementation:

Table 3.17. Daily Activities of June 27th 2022 to June 30th 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 27 th 2022	1. Preparing files for interviewing prospective employees 2. Create ID-Badge employee 3. Send E-mail to HR-Manager	HR-Officer&General Affair
2	Tuesday, June 28 th 2022	1. Input the data Attendance list casual employee PT.Niaga Mitra Perkasa 2. Preparing files for interviewing prospective employees	HR-Officer&General Affair
3	Wednesday, June 29 th 2022	1. Recap and input the data Leave Form 2. Gathering with KOPKAR employees	Head of KOPKAR
4	Thursday, June 30 th 2022	1. Gathering with Unigraha Hotel employees handover certificate	HR-Manager

Source: *Processed Data 2022*

3.3. Systems and Procedures

There are several procedures used in the operational activities of PT. Riau Andalan Pulp and Paper, especially in the KOPKAR Mart, Accounting, and HRD sections.

In this KOPKAR business unit the author is given several powers and responsibilities to carry out the following tasks:

1. Cashier

The sales transaction process at KOPKAR Mart uses the SID Retail cashier application. By using the SID-Retail cashier application, it can make it easier for KOPKAR Mart in cashier services to carry out transactions, namely entering data entry and exit for each customer service. In addition, the author is also in charge of carrying out the sales and payment process, recording all transactions, assisting customers in providing information about a product, processing buying and selling service transactions and

carrying out packaging, and checking the number of product at the time of receipt of product.

Table 3.18. Flowchart Cashier

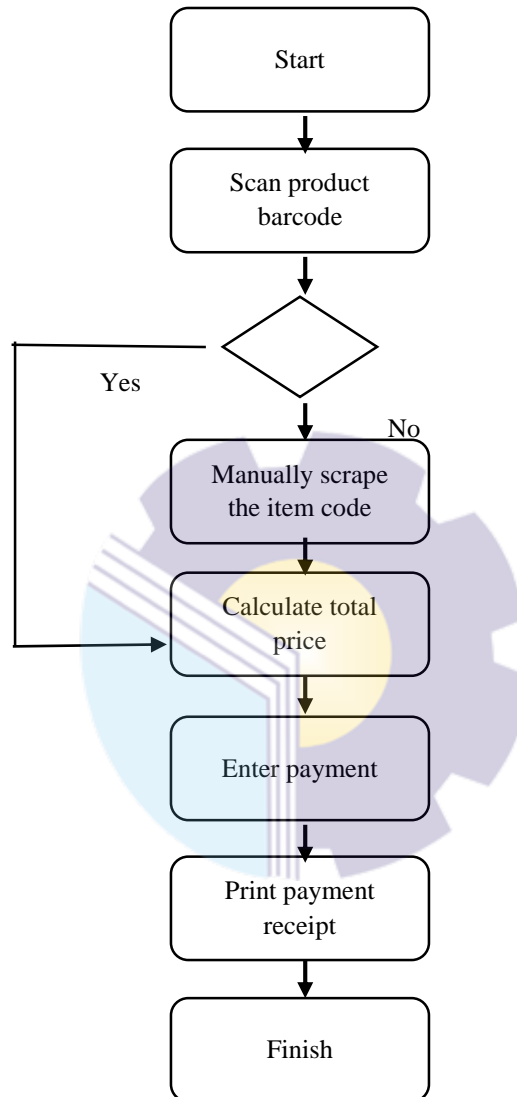


Figure 3.1. Flowchart cashier

Source : Processed Data 2022

The following are the procedure:

- a. Serve with a smile, fast and accurate.
- b. Scan the item barcode (if there is no barcode, then type the item code manually)
- c. If the barcode is not legible, enter the existing manual code.
- d. Ask if there are any additional purchases.

- e. Wrap the item in a suitable plastic bag.
- f. In front of the customer the nominal amount to be paid.
- g. Help and state the nominal amount of money given by the customer.
- h. Make sure to give change correctly and correctly.
- i. For payments via credit, enter the SAP-ID card number correctly and make sure the nominal amount is correct and don't forget if you need a signature request on the employee's credit spending report.
- j. Return the SAP-ID card nicely and politely.
- k. Provide receipts/receipts/receipts of sales to customers.
- l. Say thank you.
- m. Counting money and attacks with sales data on computer machines.
- n. Deposit sales money to the head of the store.
- o. Make a report to the head of the store.



Figure 3.2. Cashier
Source: Processed Data 2022

- including (1) identity of goods, (2) units and contents, (3) prices, (4) discounts and points, (5) suppliers and taxes, and (6) pictures.
- e. In the item identity section, the item code and barcode fields are filled in the same way. If you already use a scanner, it can be scanned directly without being typed manually. Then the name of the item is typed manually. In the category section, it is divided into sub categories. Categories can be added or edited. In the expired column, it is adjusted to the expiration date of the goods to be sold, which can be typed manually or edited. There are two expirations, namely in the "identity of goods" section with "suppliers and taxes" so that only one can be filled in and the other will automatically have the same date. Expired contained in the supplier and tax section can be checked or not according to needs.
 - f. In the unit and content section there are buying units, content units and selling units. Purchase units are units where the shop owner buys goods for stock, for example one dose, dozen, box, pack, etc. The selling unit is the smallest part of the buying unit to be sold, for example fruit, bottles, seeds, etc. Then fill in the total conversion value between buying units (big) and selling units (smallest), for example buying dozen units, selling fruit units and their contents 12. Purchase units and selling units can be added or edited as needed. Please note that the purchase unit is different from the stock. The unit represents an item to make it easy to calculate stock. While stock is the total number of items in one item.
 - g. In the price section there are buying, selling and stock prices filled manually. If a purchase transaction is made, the stock will automatically follow the number of purchase transactions.
 - h. In the image section can be added and annotated by typing manually. then it can be checked in the open price column for the selling price and selling discount. If the sales system is a negotiation or

bargaining. So that the selling price or discount that has been inputted can be edited when the purchase transaction takes place.

- i. When finished, click save. If the data that has been edited or added wants to be canceled then click exit or the cross above the right in the data item dialog box.

3. Printing labels and barcodes

Barcode labels function to identify product prices and improve accuracy of the type or discount that occurred at that time, this barcode is able to provide various other benefits such as: The process of inputting data is faster because recording data is faster than entering data manually. Barcode technology that has very high accuracy in data retrieval so that it can avoid losses from data recording errors and reduce repetitive manual work.

Table 3.19. Flowchart printing labels and barcode

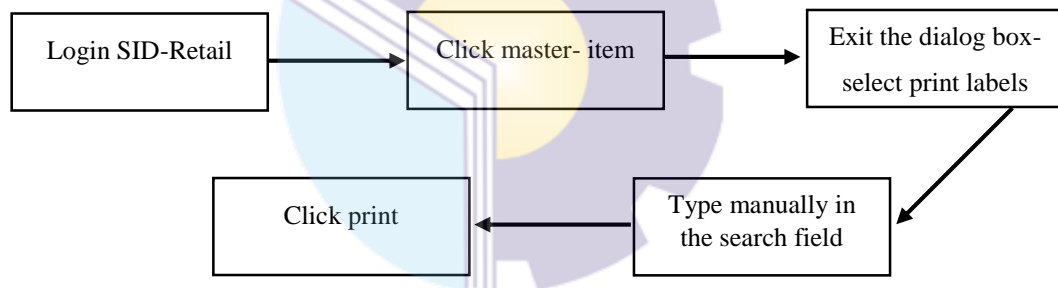


Figure 3.4. Flowchart printing labels and barcode

Source : Processed Data 2022

The following are the procedure:

- a. Login softwareid minimarket or retail pro.
- b. Click master ----> item, after that select item name then right click
- c. Exit the dialog box ---> select print labels and barcodes
- d. The Print Labels dialog box appears. The three marks in the image below are used for the column to the right. The plus sign is used to add the number of labels or barcodes to one item. The min sign is used to reduce items that are not needed, in the right column. While the copy mark to duplicate all the items in the column on the left.

- e. Example: in the dialog box there is also a search field, for example, will print labels and barcodes for goods with the ABC brand, then type manually in the "abc" search field. Then all ABC brands will appear, either soy sauce, syrup, coffee, etc. then click the copy button then all ABC brand goods will be duplicated in the right column. if you want to delete an item then click the item then click the min sign.
- f. A report preview box appears to view the labels and barcodes that will be printed. Then click print if the image is appropriate or click save to save.

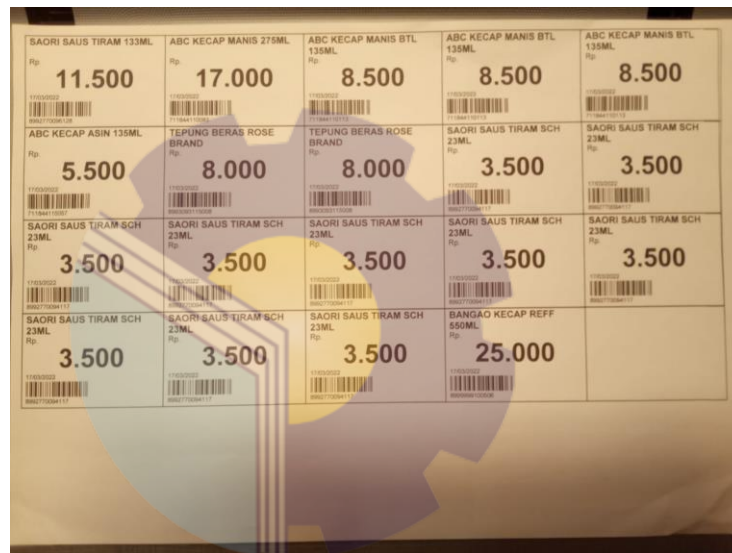


Figure 3.5. Barcode labels

Source: Processed Data 2022

4. Display Product

Product arrangement (display) is a way of structuring products, especially products that are applied by certain companies with the aim of attracting consumer interest. Display is the activity of arranging products or merchandise in certain ways and strategies according to certain conditions. Conditions here are closely related to the type of product or merchandise, place and situation. This is closely related to the location, the area of the place that will be used to display the product, the position of the place, the number and types of items to be displayed. Product display is done to attract consumer interest, make it easier for consumers to see and choose products.

Display or arrangement of goods is done not just goods available in stores or places to sell. But more than that, product display is done so that consumers can easily see and choose the products offered. So it is expected that consumers will be free and comfortable so that purchases of products offered occur.

5. Daily report and Employee expenditure credit report

Laporan Pembelian Kredit Pegawai				11/03/2022
No	Nama	Id	SAP	Total Belanja
1831	ALYANDI PRANATA		10051814	75.900
1832	WIBISONO PRATIKA		901178	375.200
1833	THAIBAR HADI SUALAND		13053781	132.800
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Figure 3.6. Employee expenditure credit report

Source: Processed Data 2022

The author was asked to help make daily reports and employee credit expenditure reports. The daily report contains information about the summary and simplification of sales from all customers while the employee credit expense report is a summary of the names of employees who spend on credit. after completion, the report will be printed and delivered to accounting KOPKAR PT.RAPP.

Table 3.20. Daily Report and Employee expenditure credit report

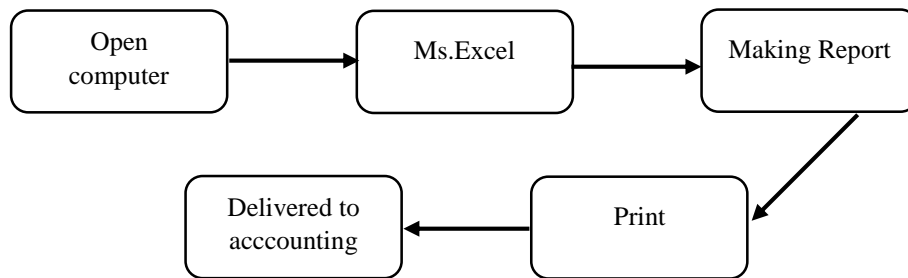


Figure 3.7. Flowchart Daily Report and Employee expenditure credit report

Source: Processed data 2022

As for the activities carried out in create and prepare attendance list, as follows:

- a. Make sure the computer is turned on.
- b. Open Ms. Excel.
- c. The author makes a Daily Report and Employee expenditure credit report.
- d. The author prints Daily Report and Employee expenditure credit report.
- e. The author delivered to accounting KOPKAR PT.RAPP.

In the HRD Department, the author is given the following powers and responsibilities:

1. Archive employee data

Archiving is the activity of organizing or storing, up to the destruction of archives. The arrangement or storage process is carried out systematically, so that when needed it can be easily searched. Archives that are owned must be protected and maintained to avoid any damage and destruction. Efforts that can be done in maintaining the archive is the storage of the archive itself. Archive storage is done in order to look neat and orderly. In the Field Work Practice, the practitioner tries to implement an alphabetical system in archive storage on the active employee folder in the filing cabinet. By using an alphabetical system, it will be easier for the searcher to find the archive when needed.

Table 3.21. Flowchart Archive employee data

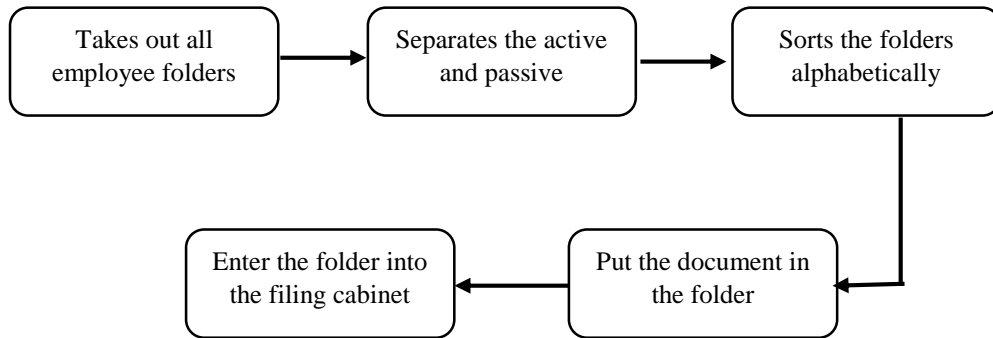


Figure 3.8. Flowchart Archive employee data

Source: Processed Data 2022

As for the activities carried out in storage activities archive, as follows:

- a. The practitioner takes out all employee folders in the filing cabinet.
 - b. The practitioner separates the active and passive employee folders. Passive employee folder. Practice removing it from the filing cabinet.
 - c. After separating the active and passive employee folders, the practitioner sorts the employee folders alphabetically
 - d. Furthermore, the practitioner ensures that the contents in the folder are not scattered.
 - e. Inside the folder contents are sorting files or forms such as Extra Day Off Form, Leave form, Housing/Mess Request, Employee Welfare Assistance Claim Form, Travel Request Form Next, enter these files into the archive storage by inserting the documents into the map folder based on the employee's name. Finally, enter the employee data folder into the filing cabinet alphabetically.
2. Check attendance record data

As HR in a company, you must ensure that each employee will receive a salary that is in accordance with their monthly attendance. Where employee attendance data affects the amount of employee salaries according to company rules. as an effort to demonstrate employee discipline and

responsibility to the company. Attendance for employees is data that shows the daily attendance of employees in a company. The author is in charge of checking the arrival and departure times of employees who are present to work in the office. Then, employees who do not come to work can also know their status whether the person concerned has permission or is sick.

Table 3.22. Check attendance record data

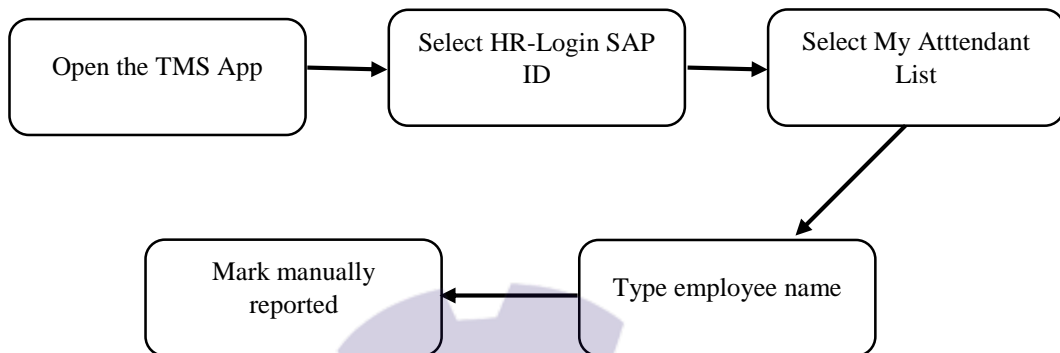


Figure 3.9. Check attendance record data

Source: Processed Data 2022

As for the activities carried out in check attendance record data, as follows:

- a. Open Timesheet Management System (TMS) via internet Explorer with special link.
- b. Select menu Human Resource
- c. Login using SAP-ID HR-Manager
- d. Select My Attendant List
- e. Type employee name
- f. Mark manually in the monthly attendance report for employees who are not present on a date that is not checked

3. Create employee ID-Badge

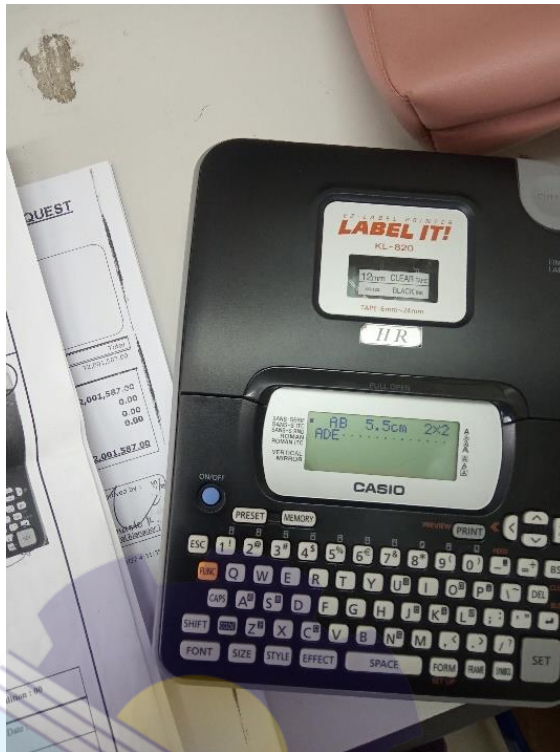


Figure 3.10. Label ID-Badge

Source: Unigraha Hotel

Authors are given the task of making new employee ID-Badges or old employee ID-Badges that have been damaged or lost.

Table 3.23. Flowchart make ID-Badge employee

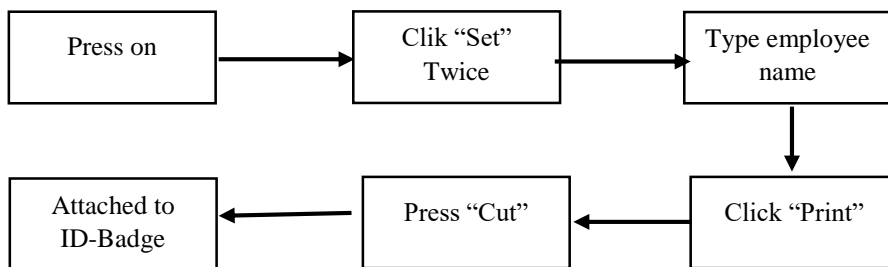


Figure 3.11. Flowchart make ID-Badge employee

Source: Processed data 2022

As for the activities carried out in making employee ID-Badge, as follows:

- a. Press "On" (ERR Appears On Screen)
 - b. Press "Set" Button Twice.
 - c. Type employee name
 - d. Then Press the "Print" Button To Print.
 - e. Press the Cutter Blade on the top right to cut the printed label.
 - f. Ready to be attached to the ID-Badge
4. Register Medical Check Up (MCU)

Medical Check Up (MCU) is a medical examination conducted on employees or prospective employees in the workplace. This health check aims to detect health problems due to activities at work or that can affect the ability to carry out work. The task writer is assigned to handle the MCU registers of all employees. MCU registration is done online through the myapril portal website.

Table 3.23. Register MCU

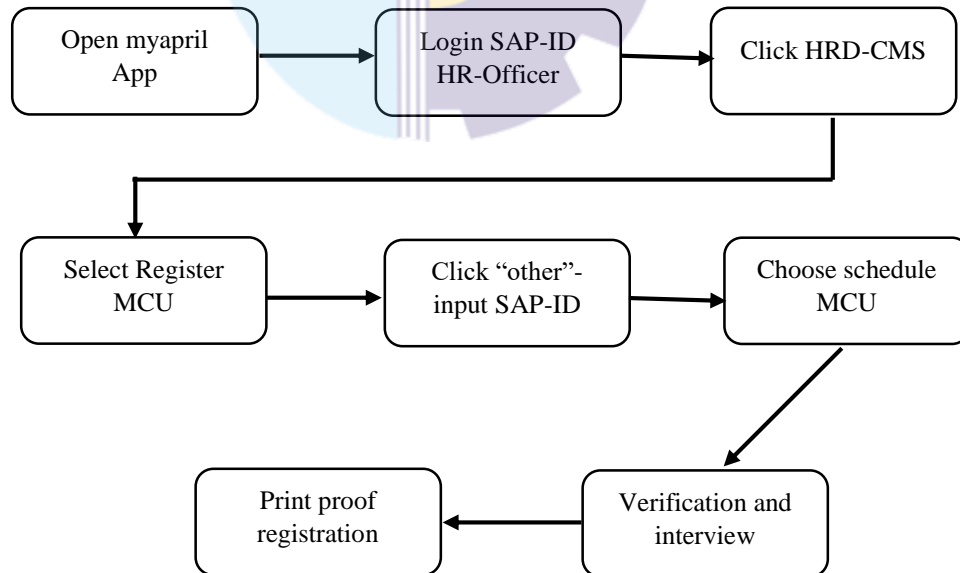


Figure 3.12. Flowchart make ID-Badge employee

Source: Processed data 2022

As for the activities carried out in register MCU, as follows:

- a. Open myapril portal website with microsoft edge.
 - b. Login SAP-ID HR-Officer.
 - c. Click HRD-Clinic Management System.
 - d. Select “Register MCU”.
 - e. Klik “Other”.
 - f. Input SAP-ID registrant.
 - g. Choose the MCU arrival schedule according to the available quota.
 - h. Verification and interview.
 - i. Print registration proof
5. Prepare/fill in form (Leave form, Travel request form, Housing/Mess request form, Employee Welfare Assistance Claim Form)

The task carried out by the practitioner is to prepare and help fill out the forms needed by employees such as the Leave form, Travel request form, Housing/mess request form, and Employee welfare assistance form. After the form is filled in, the practitioner will take the form to the GM Admin to be signed by the GM.

Table 3.24. Prepare/fill in form

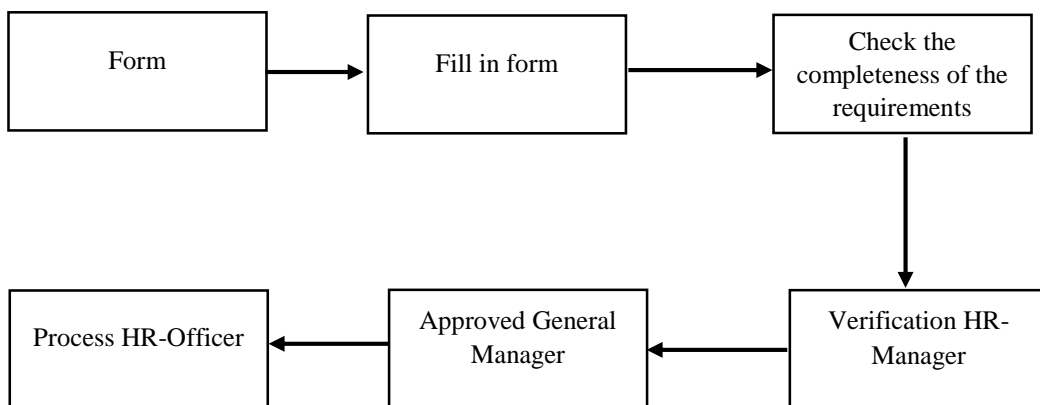


Figure 3.13. Prepare/fill in form

Source: Processed data 2022

As for the activities carried out in prepare/fill in form, as follows:

- a. The author prepares the required form.
 - b. The author helps fill out the form.
 - c. Check the completeness of the requirements.
 - d. Give to HR-Manager for verification.
 - e. Deliver the form to the GMO room to be approved by the GM.
 - f. Give to HR officer for further processing.
6. Receiving document (Invoice, OT form, Applicant letter)

In this activity, the author has the task of receiving documents such as invoices, OT form, and applicant letter.

Table 3.25. Receive applicant letter

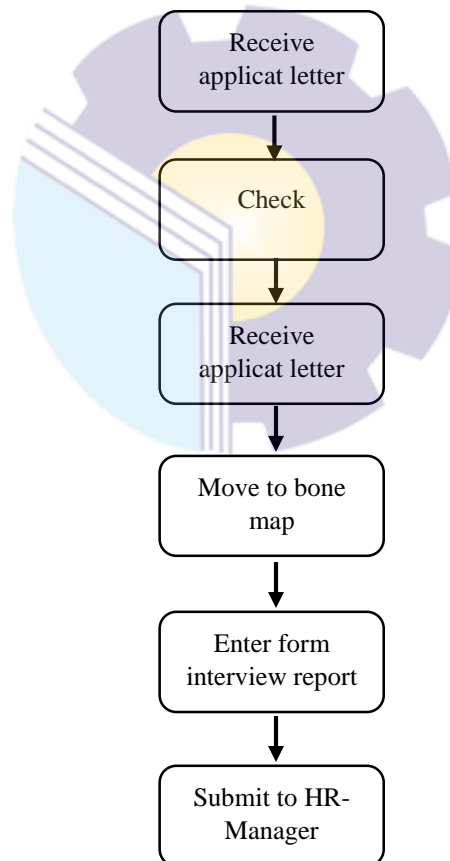


Figure 3.14. Receiving applicant letter

Source: Processed data 2022

As for the activities carried out in receiving applicant letter, as follows:

- a. The author receives the file
 - b. Check application file
 - c. move files to bone map
 - d. Enter the interview report form into each map
 - e. Submit all maps to HR-Manager
7. Create and prepare attendance list (Training Core Values, Masquarade's Party)

The author makes attendance manually using excel. After making the timesheet, the writer prints the timesheet in hardcopy and participates in the training event.

Table 3.26. Create and prepare attendance list

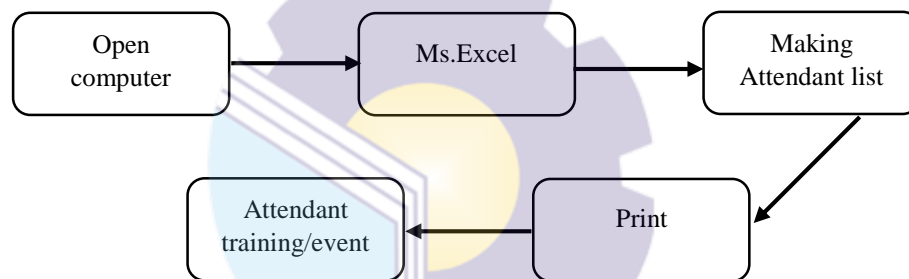


Figure 3.15. Create and prepare attendance list

Source: Processed data 2022

As for the activities carried out in create and prepare attendance list, as follows:

- a. Make sure the computer is turned on
- b. Open Ms. Excel
- c. The author makes a list of attendance for training/events
- d. The author prints the attendance list
- e. The author participates in the ongoing training/event.

Internal

SOSIALISASI PRP KARYAWAN HOTEL UNIGRAHA
BATAM ROOM 14.30-15.30 TANGGAL 3 JUNI 2022

No	Nama	Departement	Tanda Tangan
1			1
2			2
3			3
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Figure 3.16. Attendance list
Source: Processed data 2022



Figure 3.17. Attendance training core values
Source: Processed data 2022



Figure 3.17. Masquarade's Party

Source: Processed data 2022

8. Input data (List uniform inventory, Family details, Annual MCU, Individual performance review, Employees Educations, The best employee nomination card, Certification candidate data, Attendance list casual employee)

The author inputs the data using Microsoft Excel.

Table 3.27. Input data

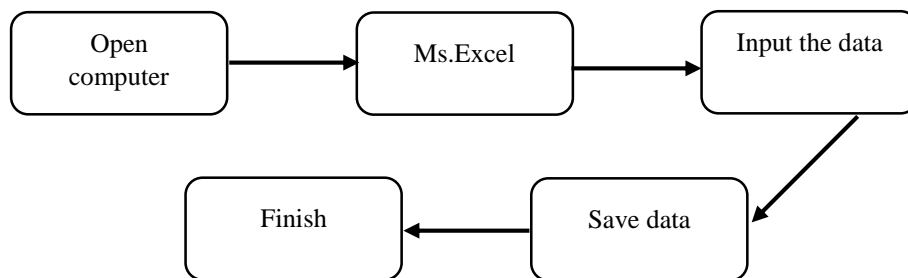


Figure 3.18. Input data

Source: Processed data 2022

As for the activities carried out in input the data, as follows:

- a. Make sure the computer is turned on.
- b. Open Ms. Excel.
- c. Search file data.

- d. Input the data.
- e. The author save the data.

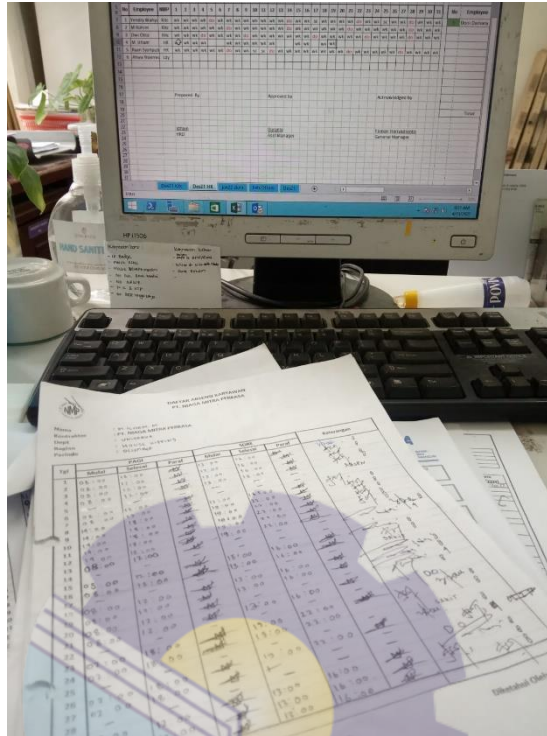


Figure 3.19. Input data Attendance list casual employee
Source: Processed data 2022

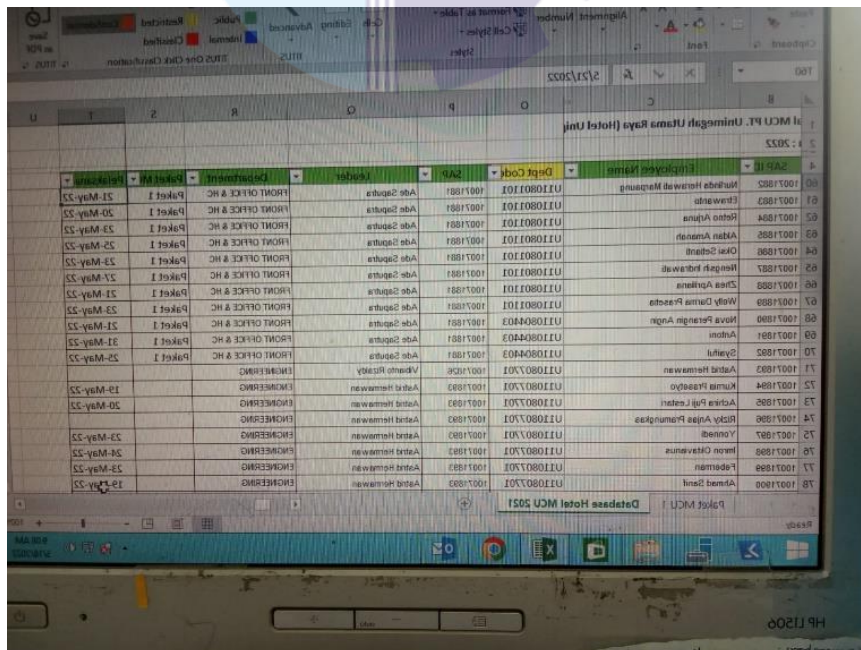


Figure 3.20. Annual MCU
Source: Processed data 2022

3.4. Obstacle and Solution

3.4.1. Obstacle

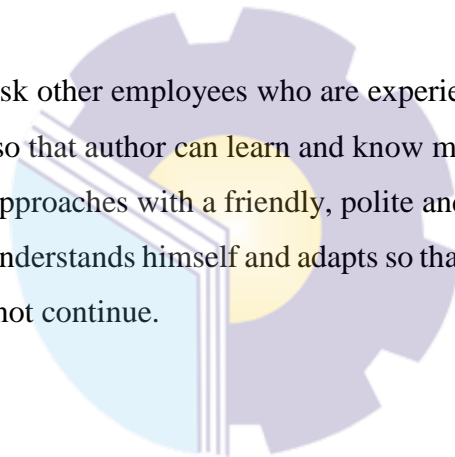
Some of the obstacles encountered during the practical work process are as follows:

1. The differences in the cashier software used at KOPKAR Mart and ABEE Mart which were studied made the author take a little longer to understand and study the software.
2. Feelings of awkwardness, stiffness and various fears in interacting with employees when interviewing for the MCU register.

3.4.2 Solution

Solutions that can be done to face obstacles during the practical work process include:

1. The author ask other employees who are experienced in using the software SID-Retail, so that author can learn and know more about the software.
2. The author approaches with a friendly, polite and best possible attitude, the author also understands himself and adapts so that the awkwardness and fear he has does not continue.



CHAPTER IV

CONCLUSION AND SUGGESTION

4.1. Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. The author is given tasks in the KOPKAR business unit who are taught Cashier, Input data (Purchase data and Supplier data), Printing labels and barcode, Display product, Daily report and Employee expenditure credit report. While in the HRD Departement who are taught Archive employee data, Check attendance record data fixing based on actual, TMS adjustment to the leave form, Create employee ID-Badge, Register MCU, Prepare/fill in form (Leave form, Travel request form, Housing/Mess request form, Employee Welfare Assistance Claim Form, Interview Report), Receiving document (Invoice, OT form, Applicant letter), Create and prepare attendance list (Training Core Values, Masquarade's Party)
2. In the implementation of this internship, the authors carry out practical work at PT. Riau Andalan Pulp and Paper which lasts for 4 (four) months starting from March 8, 2022 to June 30, 2022. The activities carried out by the author during practical work are in the KOPKAR PT.RAPP Business Unit and the Unigraha Hotel Business Unit, HRD Dept.
3. Then, in this practical work activities the author also understands the systems and procedures that apply in the implementation of practical work. Such as Cashier, Input data (Purchase data and Supplier data), Printing labels and barcode, Display product, Daily report and Employee expenditure credit report. While in the HRD Departement such as Archive employee data, Check attendance record data fixing based on actual, TMS adjustment to the leave form, Create employee ID-Badge, Register MCU, Prepare/fill in form (Leave form, Travel request form, Housing/Mess request form, Employee Welfare Assistance Claim Form, Interview Report), Receiving document (Invoice, OT form, Applicant letter), Create and prepare attendance list (Training Core Values, Masquarade's Party)

4. During the practical work, the obstacles faced in completing the work were difficulties in the differences in the cashier software used at KOPKAR Mart and ABEE Mart which were studied made the author take a little longer to understand and study the software. And feelings of awkwardness, stiffness and various fears in interacting with employees when interviewing for the MCU register. So, for the solutions, the author ask other employees who are experienced in using the software SID-Retail, so that author can learn and know more about the software. And author approaches with a friendly, polite and best possible attitude, the author also understands himself and adapts so that the awkwardness and fear he has does not continue.

4.2. Suggestion

Author provide some suggestions for various parties, namely for the author himself, for collage students who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Author

Suggestions for writers are to be more careful, thorough and concentrate in writing work. Get used to reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

2. Collage student

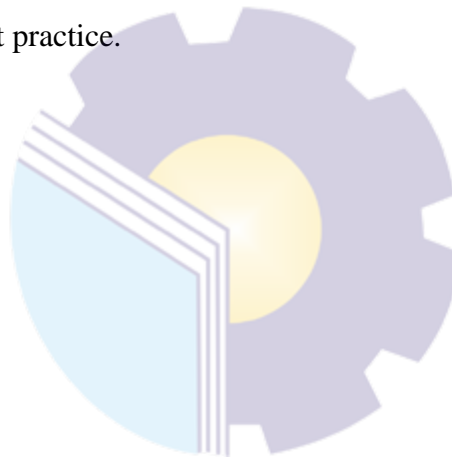
The author also provides suggestions that may be useful for students who will carry out practical work for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability and also in accordance with the instructions of the apprenticeship supervisor, thinking before taking action, always patient and obedient, must learn to manage all the tasks given and there is an initiative to evaluate the system and procedures for implementing apprenticeship. And lastly, the most important thing is to do your best during the implementation of this apprenticeship, because this opportunity may only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and also companies.

3. Company

After the author runs the Apprenticeship activities at PT Riau Andalan Pulp And Paper. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to Internship students to be supervised, guided and taught the steps.

4. State Polytechnic of Bengkalis

Suggestions for the Bengkalis State Polytechnic campus is that the implementation of this apprenticeship can be used as an evaluation, and to provide debriefing to students who will carry out practical work activities before carrying out practical work in accordance with the field or course material related to systems and procedures at the company where the work is carried out practice.



REFERENCES

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>.,
accessed on June 25, 2022.



APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Terak Belang No. 31
Jakarta 10230, Indonesia
Tel : +62 21 3193 0134 Fax : +62 21 3144 604

Mali Office
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pejalawan
Riau 28300, Indonesia
Tel : +62 761 491 000 Fax : +62 761 491 840

www.aprilasia.com
www.paperone.com

Nomor : 83 /II/CR/KP/RAPP/2022
Lamp : -
Hal : Izin Job Training/ Kerja Praktek

Kepada Yth,
Direktur
Politeknik Negeri Bengkalis

Dengan hormat,
Sehubungan dengan surat permohonan izin peraktek pada PT RAPP, untuk Mahasiswa sebagai berikut:

No	Nama	NPM	Prodi
1	Hasna Deti	5404181165	D-4 Administrasi Bisnis International
2	Endang Nirastuti	5404181167	D-4 Administrasi Bisnis International
3	Hurin Ismahani	5404181137	D-4 Administrasi Bisnis International
4	Norzizi Zulaika	5404181149	D-4 Administrasi Bisnis International

Dengan ini disampaikan bahwa kami dapat menerima mahasiswa tersebut untuk melakukan kerja praktik di PT RAPP periode Maret 2022 s/d Juni 2022. Kepada yang bersangkutan harus mengikuti **safety induction terlebih dahulu**. Kepada peserta KP harap memperhatikan:

- Mengikuti seluruh peraturan yang berlaku di Lingkungan Perusahaan
- Sudah Vaksin - 2
- Mengikuti Protokol yang berlaku, apabila kedapatan melanggar akan dilaporkan ke Sekolah/ Universitas yang bersangkutan

Note: Kepada Peserta KP agar ke Kantor SHR (Rukan no.6) pada 8 Maret 2022 dengan membawa Materai 10.000 (2 Buah) dan Pas Foto (3x4 = 2 Buah).

Demikianlah surat ini kami sampaikan, atas perhatiannya diucapkan terimakasih.

Pangkalan Kerinci, Maret 2022

Tengku Kespandiar, ST., MM.
Campus Relation Manager

Appendix 2 : Apprenticeship Letter



Internal

PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 846

www.aprilasia.com
www.paperone.com

Nomor : P/VI/CR/KP/RAPP/2022
Lamp : -
Hal : Surat Keterangan Magang

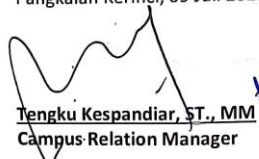
Kepada Yth,
Direktur Politeknik Negeri Bengkalis

Dengan hormat,
Sehubungan dengan telah berakhirnya Kerja Praktek (KP) di pada PT RAPP, untuk Mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Hurin Ismahani	5404181137	D4-Administrasi Bisnis Internasional
2	Hasna Deti	5404181165	D4-Administrasi Bisnis Internasional
3	Endang Nirastuti	5404181167	D4-Administrasi Bisnis Internasional
4	Norzizi Zulaikha	5404181149	D4-Administrasi Bisnis Internasional

Dengan ini menerangkan bahwa mahasiswa tersebut telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper tanggal 09 Maret – 30 Juni 2022. Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, 09 Juli 2022


Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 3 : Apprenticeship Certificate

CERTIFICATE OF COMPLETION

This Certified that

NORZIZI ZULAIKA

Student of :

POLITEKNIK NEGERI BENGKALIS
(Prodi : D-IV Administrasi Bisnis International)

Has successfully completed on the apprenticeship at PT. Riau Andalan Pulp and Paper
From March 09th 2022 - June 30th 2022


TENGGU KESPANDIAR, S.T., M.M
Campus Relation Manager



Certificate of Completion

This Certified that

NORZIZI ZULAIKA

student of :

POLITEKNIK NEGERI BENGKALIS
(Jurusan : Administrasi Bisnis Internasional)

Has successfully completed on the job Training at
Hotel Unigraha in Department of :

GMO / Admin & General

From April 4th 2022 - 30th June 2022



Hotel Unigraha, Telephone (62) 0761-95 555 Facsimile (62) 0761 95 666 PO. BOX 0511319 Pekanbaru - Riau, Sumatera - Indonesia 28300

Appendix 4 : Evaluation Result

EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPASIAL

PT. Riau Andalan Pulp and Paper (PT.RAPP)
KOPKAR Mart
Townsite II PT.RAPP, Pangkalan Kerinci, Riau - 28300 - Indonesia

Name : Norzizi Zulaika
NIM : 5404181149
Study Program : D-IV International Business Administration
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1	Discipline	20%	95
2	Responsibility	25%	98
3	Adjustment/Adaptation	10%	99
4	Work Result	30%	98
5	Behavior in General	15%	99
Total (1+2+3+4+5)		100%	97,65

Explanation:

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

Note:

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Pangkalan Kerinci, June 30th 2022


Juhira Amzar
Chief of Store

EVALUATION RESULT FROM APPRENTICESHIP COMPANY
APPASIAL

PT. Riau Andalan Pulp and Paper (PT.RAPP)
Unigraha Hotel
Townsite I PT.RAPP, Pangkalan Kerinci, Riau - 28300 - Indonesia

Name : Norzizi Zulaika
NIM : 5404181149
Study Program : D-IV International Business Administration
Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1	Discipline	20%	95
2	Responsibility	25%	96
3	Adjustment/Adaptation	10%	95
4	Work Result	30%	90
5	Behavior in General	15%	95
	Total (1+2+3+4+5)	100%	96.15

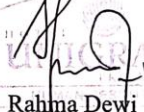
Explanation:

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

Note:

*: Bagus & cepat dalam system HR
* : Cepat .. mengerjakan tugas / Perkerjaan yang di berikan.
* : Harus lebih percaya diri lagi dalam / dengan orang lain / Departement

Pangkalan Kerinci, June 30th 2022


Rahma Dewi
HR-Officer&General Affair

Appendix 5 : List of Attendance

LIST PRESENT OF THE APPRENTICESHIP KOPKAR PT.RAPP

Name : Norzizi Zulaika

NIM : 5404181149

Dept : Kopkar Mart

No	Date	In	Out	Paraf
1.	Tues, March 08 th 2022	08.00	16.00	<i>NZ</i>
2.	Wed, March 09 th 2022	08.00	16.00	<i>NZ</i>
3.	Thurs, March 10 th 2022	08.00	16.00	<i>NZ</i>
4.	Fri, March 11 th 2022	08.00	16.00	<i>NZ</i>
5.	Satur, March 12 th 2022	08.00	16.00	<i>NZ</i>
6.	Sun, March 13 th 2022	Holiday		-
7.	Mon, March 14 th 2022	08.00	16.00	<i>NZ</i>
8.	Tues, March 15 th 2022	08.00	16.00	<i>NZ</i>
9.	Wed, March 16 th 2022	08.00	16.00	<i>NZ</i>
10.	Thurs, March 17 th 2022	08.00	16.00	<i>NZ</i>
11.	Fri, March 18 th 2022	08.00	16.00	<i>NZ</i>
12.	Satur, March 19 th 2022	08.00	16.00	<i>NZ</i>
13.	Sun, March 20 th 2022	Holiday		-
14.	Mon, March 21 th 2022	08.00	16.00	<i>NZ</i>
15.	Tues, March 22 th 2022	08.00	16.00	<i>NZ</i>
16.	Wed, March 23 th 2022	08.00	16.00	<i>NZ</i>
17.	Thurs, March 24 th 2022	08.00	16.00	<i>NZ</i>
18.	Fri, March 25 th 2022	08.00	16.00	<i>NZ</i>
19.	Satur, March 26 th 2022	08.00	16.00	<i>NZ</i>
20.	Sun, March 27 th 2022	Holiday		-
21.	Mon, March 28 th 2022	08.00	16.00	<i>NZ</i>
22.	Tues, March 29 th 2022	08.00	16.00	<i>NZ</i>
23.	Wed, March 30 th 2022	08.00	16.00	<i>NZ</i>
24.	Thurs, March 31 th 2022	08.00	16.00	<i>NZ</i>

25.	Fri, April 01 th 2022	08.00	16.00	<i>Ned</i>
26.	Satur, April 02 th 2022	08.00	16.00	<i>Ned</i>

Pangkalan Kerinci, April 02th 2022

Chief of Store KOPKAR Mart



Juhira Arizal

**LIST PRESENT OF THE APPRENTICESHIP
HOTEL UNIGRAHA-PT.RAPP**

Name : Norzizi Zulaika

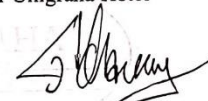
NIM : 5404181149

Dept : Hotel Unigraha

No	Date	In	Out	Signature
1.	Mon, April 4 th 2022	08.00	17.00	Nor
2.	Tues, April 5 th 2022	08.00	17.00	Nor
3.	Wed, April 6 th 2022	08.00	17.00	Nor
4.	Thurs, April 7 th 2022	08.00	17.00	Nor
5.	Fri, April 8 th 2022	08.00	17.00	Nor
6.	Satur, April 9 th 2022	Day Off		-
7.	Sun, April 10 th 2022	Holiday		-
8.	Mon, April 11 th 2022	08.00	17.00	Nor
9.	Tues, April 12 th 2022	08.00	17.00	Nor
10.	Wed, April 13 th 2022	08.00	17.00	Nor
11.	Thurs, April 14 th 2022	08.00	17.00	Nor
12.	Fri, April 15 th 2022	Public Holiday		-
13.	Satur, April 16 th 2022	08.00	17.00	Nor
14.	Sun, April 17 th 2022	Holiday		-
15.	Mon, April 18 th 2022	Permitted		-
16.	Tues, April 19 th 2022	08.00	17.00	Nor
17.	Wed, April 20 th 2022	08.00	17.00	Nor
18.	Thurs, April 21 th 2022	08.00	17.00	Nor
19.	Fri, April 22 th 2022	08.00	17.00	Nor
20.	Satur, April 23 th 2022	Day Off		-
21.	Sun, April 24 th 2022	Holiday		-

Pangkalan Kerinci, April 22th 2022

HR-Manager Unigraha Hotel









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**LIST PRESENT OF THE APPRENTICESHIP
HOTEL UNIGRAHA-PT.RAPP**

Name : Norzizi Zulaika


NIM : 5404181149

Dept : Hotel Unigraha

No	Date	In	Out	Signature
1.	Mon, April 25 th 2022	08.00	17.00	
2.	Tues, April 26 th 2022	08.00	17.00	
3.	Wed, April 27 th 2022	Day Off		-
4.	Thurs, April 28 th 2022	Day Off		-
5.	Fri, April 29 th 2022	Day Off		-
6.	Satur, April 30 th 2022	Day Off		-
7.	Sun, May 01 th 2022	Day Off		-
8.	Mon, May 02 th 2022	Day Off		-
9.	Tues, May 03 th 2022	Day Off		-
10.	Wed, May 04 th 2022	Day Off		-
11.	Thurs, May 05 th 2022	Day Off		-
12.	Fri, May 06 th 2022	Day Off		-
13.	Satur, May 07 th 2022	Day Off		-
14.	Sun, May 08 th 2022	Day Off		-
15.	Mon, May 09 th 2022	08.00	17.00	
16.	Tues, May 10 th 2022	08.00	17.00	
17.	Wed, May 11 th 2022	08.00	17.00	
18.	Thurs, May 12 th 2022	08.00	17.00	
19.	Fri, May 13 th 2022	08.00	17.00	
20.	Satur, May 14 th 2022	Day Off		-
21.	Sun, May 15 th 2022	Holiday		-

Pangkalan Kerinci, May 13th 2022

HR-Manager Unigraha Hotel


 Idham

**LIST PRESENT OF THE APPRENTICESHIP
HOTEL UNIGRAHA-PT.RAPP**

Name : Norzizi Zulaika


NIM : 5404181149

Dept : Hotel Unigraha

No	Date	In	Out	Signature
1.	Mon, May 16 th 2022	Public Holiday		-
2.	Tues, May 17 th 2022	08.00	17.00	<i>Nor</i>
3.	Wed, May 18 th 2022	08.00	17.00	<i>Nor</i>
4.	Thurs, May 19 th 2022	08.00	17.00	<i>Nor</i>
5.	Fri, May 20 th 2022	08.00	17.00	<i>Nor</i>
6.	Satur, May 21 th 2022	08.00	17.00	<i>Nor</i>
7.	Sun, May 22 th 2022	Holiday		-
8.	Mon, May 23 th 2022	08.00	17.00	<i>Nor</i>
9.	Tues, May 24 th 2022	08.00	17.00	<i>Nor</i>
10.	Wed, May 25 th 2022	08.00	17.00	<i>Nor</i>
11.	Thurs, May 26 th 2022	Public Holiday		-
12.	Fri, May 27 th 2022	08.00	17.00	<i>Nor</i>
13.	Satur, May 28 th 2022	08.00	17.00	<i>Nor</i>
14.	Sun, May 29 th 2022	Holiday		-
15.	Mon, May 30 th 2022	08.00	17.00	<i>Nor</i>
16.	Tues, May 31 th 2022	08.00	17.00	<i>Nor</i>
17.	Wed, June 01 th 2022	Public Holiday		-
18.	Thurs, June 02 th 2022	08.00	17.00	<i>Nor</i>
19.	Fri, June 03 th 2022	08.00	17.00	<i>Nor</i>
20.	Satur, June 04 th 2022	Day Off		-
21.	Sun, June 05 th 2022	Holiday		-

Pangkalan Kerinci, June 03th 2022

HR-Manager Unigraha Hotel


 Idham

**LIST PRESENT OF THE APPRENTICESHIP
HOTEL UNIGRAHA-PT.RAPP**

Name : Norzizi Zulaika

NIM : 5404181149

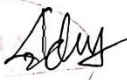

Dept : Hotel Unigraha

No	Date	In	Out	Signature
1.	Mon, June 06 th 2022	08.00	17.00	<i>NZ</i>
2.	Tues, June 07 th 2022	08.00	17.00	<i>NZ</i>
3.	Wed, June 08 th 2022	Sick		-
4.	Thurs, June 09 th 2022	08.00	17.00	<i>NZ</i>
5.	Fri, June 10 th 2022	Permission		-
6.	Satur, June 11 th 2022	Day Off		-
7.	Sun, June 12 th 2022	Holiday		-
8.	Mon, June 13 th 2022	08.00	17.00	<i>NZ</i>
9.	Tues, June 14 th 2022	08.00	17.00	<i>NZ</i>
10.	Wed, June 15 th 2022	08.00	17.00	<i>NZ</i>
11.	Thurs, June 16 th 2022	08.00	17.00	<i>NZ</i>
12.	Fri, June 17 th 2022	08.00	17.00	<i>NZ</i>
13.	Satur, June 18 th 2022	08.00	17.00	<i>NZ</i>
14.	Sun, June 19 th 2022	Holiday		-
15.	Mon, June 20 th 2022	08.00	17.00	<i>NZ</i>
16.	Tues, June 21 th 2022	08.00	17.00	<i>NZ</i>
17.	Wed, June 22 th 2022	08.00	17.00	<i>NZ</i>
18.	Thurs, June 23 th 2022	08.00	17.00	<i>NZ</i>
19.	Fri, June 24 th 2022	Sick		-
20.	Satur, June 25 th 2022	Sick		-
21.	Sun, June 26 th 2022	Holiday		-
22.	Mon, June 27 th 2022	08.00	17.00	<i>NZ</i>
23.	Tues, June 28 th 2022	08.00	17.00	<i>NZ</i>
24.	Wed, June 29 th 2022	08.00	17.00	<i>NZ</i>
25.	Thurs, June 30 th 2022	08.00	17.00	<i>NZ</i>
26.	Fri, July, 01 ^h 2022	-		-
27.	Satur, July, 02 ^h 2022	-		-

28.	Sun, July, 03 ^h 2022	-	-
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Pangkalan Kerinci, June, 30th 2022

HR-Manager Unigraha Hotel

Idham


Appendix 6 : Daily Activities

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : MARCH, 08Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visiting PT. Riau Andalan Pulp and Paper 2. Self-introduction, debriefing and division of apprenticeship division	Tengku Kespandiar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		Self-introduction as well as providing an overview and direction regarding several divisions and dividing the division where the internship is located.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH, 09Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visiting KOPKAR Market 2. Self-introduction, and learn the SID retail application 3. Cashier 4. Checking and sorting product that are almost expired	Juhira Amzar	
	Notes by Industrial Coach		

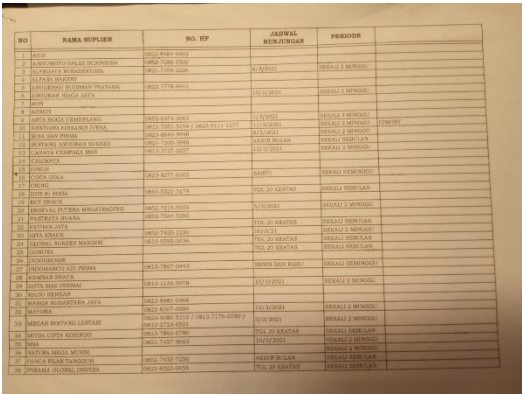
NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : WEDNESDAY

DATE : MARCH, 10Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Employee expenditure credit report 3. Make schedule supplier visits 4. Daily report	Juhira Amzar	
Notes by Industrial Coach			

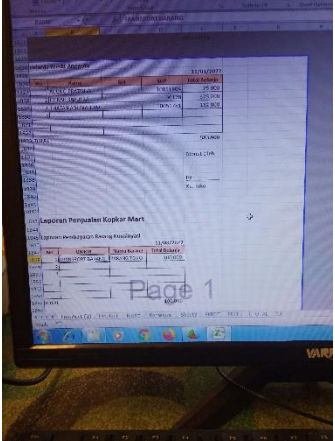
NO.	WORKING	EXPLANATION
1.		<p>The sales schedule contains the name of the supplier, the date of arrival, and the period of arrival. This supplier schedule is used to ensure the availability of goods and reduce supplier arrivals.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : MARCH, 11Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Display Product	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The author was asked to help make daily reports and employee credit expenditure reports. The daily report contains information about the summary and simplification of sales from all customers while the employee credit expense report is a summary of the names of employees who spend on credit. after completion, the report will be printed and delivered to accounting KOPKAR PT.RAPP.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : MARCH, 12Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Manage and organize the placement of items arranged on the shelves	Juhira Amzar	
	Notes by Industrial Coach		

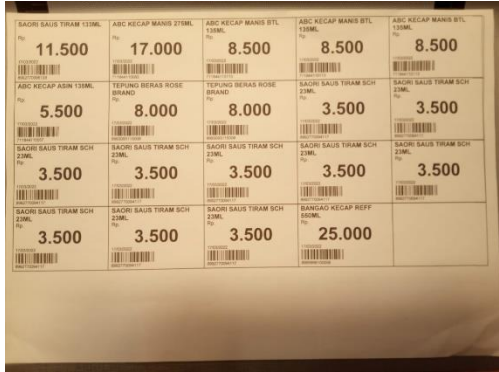
NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : MARCH, 14Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Print barcode labels	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		Barcode labels function to identify product prices and improve accuracy of the type or discount that occurred at that time, this barcode is able to provide various other benefits such as: The process of inputting data is faster because recording data is faster than entering data manually. Barcode technology that has very high accuracy in data retrieval so that it can avoid losses from data recording errors and reduce repetitive manual work.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH, 15Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sort and Arrange Items	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH, 16Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Incoming product data collection	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : MARCH, 17th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Receive incoming goods from suppliers 4. Check incoming goods 5. Taking samples of each new product 6. Input product data	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		Before making a transaction on the minimarket sid retail pro software, of course, you must input data which will be managed in the application. There are various kinds of data input in retail pro software applications. One of them is input data goods. Input of item data can be done by editing or adding item data on the master menu.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : MARCH, 18Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : MARCH, 19Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Print closing form	Juhira Amzar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : MARCH, 21Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report	Juhira Amzar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH, 22Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Display product	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH, 23Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Purchase inventory	Juhira Amzar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : MARCH, 24Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sort and Arrange Items 5. Receive new product from supplier	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		Receiving goods is an activity that follows the activities of ordering and delivery suppliers. This activity is carried out through inspection of the goods sent by the supplier, namely by checking the suitability of the goods ordered and those sent, quantitatively and qualitatively, compliance with shipping documents, and the completeness of the shipping documents.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : MARCH, 25Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Receive incoming goods from suppliers 5. Check incoming goods 6. Taking samples of each new product 7. Input product data	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		Each new product must be taken one sample to be made a barcode of goods.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : MARCH, 26Th 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report	Juhira Amzar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : MARCH, 28Th 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Langgam Festival 2. Riau Governor's welcome 3. Assist CR-Manager meeting with HRD Unigraha hotel	Tengku Kespandiar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : MARCH, 29Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Sharing knowledge about KOPKAR PT.RAPP 2. Make a Sliding Rate System Loan Simulation for a period of 2 years	Mufran	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MARCH, 30Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sort and Arrange Items	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : MARCH, 31Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Sales report	Juhira Amzar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL, 01Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Input Inventory data	Juhira Amzar	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : APRIL, 02Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Cashier 2. Daily Report 3. Employee expenditure credit report 4. Input supplier data	Juhira Amzar	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The cashier is in charge of handling purchase transactions starting from calculating the total amount, receiving money, calculating compliance, giving change, and saving money according to the nominal.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : APRIL 04Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Visiting Unigraha Hotel 2. Self introduction, direction for the division department 3. Sorting active employee data files 4. Archive employee data: <ul style="list-style-type: none"> - Form Extra Day Off - Leave form - Overtime - Housing/Mess Request - Employee Welfare Assistance Claim Form - Travel Request Form 5. Entering the employee data folder into the file cabinet alphabetically	Rahma Dewi	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		<p>At the Dept. HRD files Extra Day Off, Leave form, Overtime, Housing/Mess Request, Employee Welfare Assistance Claim Form, Travel Request Form is a routine job done with alphabetical system archives. This is done so that employee files or documents are more organized and easy to find when needed.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : APRIL 05Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Sorting active employee data files 2. Archive employee data: - Form Extra Day Off - Leave form - Overtime - Housing/Mess Request - Employee Welfare Assistance Claim Form - Travel Request Form 3. Entering the employee data folder into the file cabinet alphabetically	Rahma Dewi	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		At the Dept. HRD files Extra Day Off, Leave form, Overtime, Housing/Mess Request, Employee Welfare Assistance Claim Form, Travel Request Form is a routine job done with alphabetical system archives. This is done so that employee files or documents are more organized and easy to find when needed.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : APRIL 06Th 2022

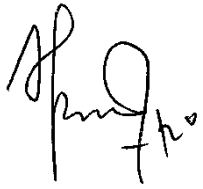
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Safety induction 2. Sorting active employee data files 3. Archive employee data: - Form Extra Day Off - Leave form - Overtime - Housing/Mess Request - Employee Welfare Assistance Claim Form - Travel Request Form 4. Entering the employee data folder into the file cabinet alphabetically	Rahma Dewi	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		At the Dept. HRD files Extra Day Off, Leave form, Overtime, Housing/Mess Request, Employee Welfare Assistance Claim Form, Travel Request Form is a routine job done with alphabetical system archives. This is done so that employee files or documents are more organized and easy to find when needed.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : APRIL 07Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Sorting out Purchase Requests, Expensive Claim and Advances 2. Entering Purchase Requests, Expensive Claim and Advances into the Bantex Map per month January-April 3. Entering the Bantex Map into the file cabinet	Rahma Dewi	
	Notes by Industrial Coach		

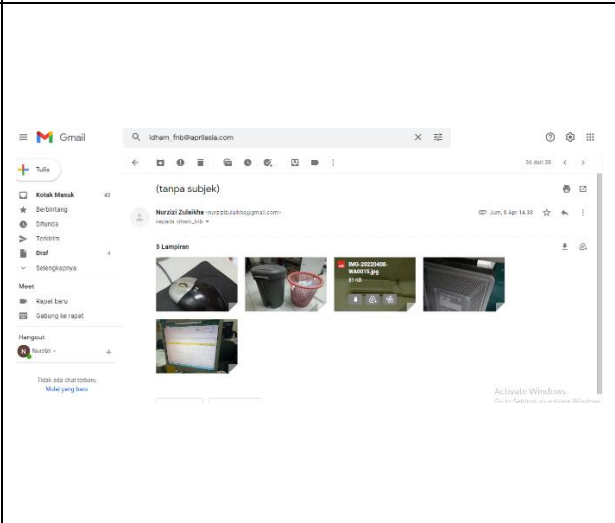
NO.	WORKING	EXPLANATION
1.		<p>The first step in this archive process is sorting files based on PR, E-Claim, and Advances classifications, after the files or documents are neatly arranged, the documents will be archived and put into the Bantex folder.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL 08Th 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Send E-mail to HR Manager 2. Sorting out Purchase Requests, Expensive Claim and Advances 3. Entering Purchase Requests, Expensive Claim and Advances into the Bantex Map per month January-April 4. Entering the Bantex Map into the file cabinet	Rahma Dewi	
	Notes by Industrial Coach		

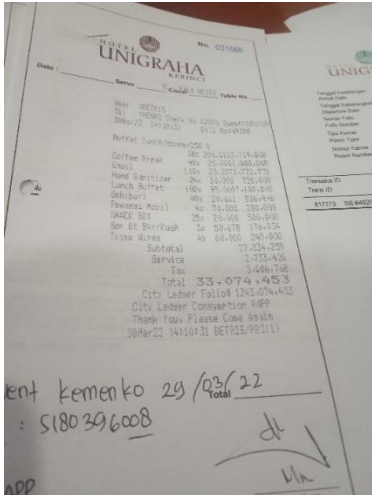
NO.	WORKING	EXPLANATION
1.		<p>The first step in this archive process is sorting files based on PR, E-Claim, and Advances classifications, after the files or documents are neatly arranged, the documents will be archived and put into the Bantex folder.</p>

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : MONDAY

DATE : APRIL 11Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Summary bill cityledger Maret-April 2. Settlement report Bank BRI 3. Settlement report Bank Mandiri	Widya Rahma Diza	
	Notes by Industrial Coach		

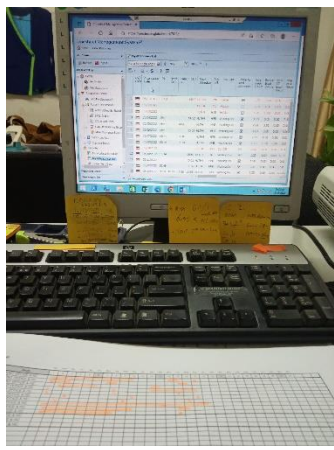
NO.	WORKING	EXPLANATION
1.		<p>The author recaps all invoices or transactions requested by the city ledger. The city ledger is a hotel payment method that is made when guests check out because they are already customers at the hotel. Or it is a payment made by a guest through a hotel partner called a city ledger.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : APRIL 12Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Check attendance record data fixing based on actual 1-12 April 2022 2. Read Standart Operating Procedur (SOP) Human Resource 3. Input the data Inventory Uniform Create employee ID-Badge 	Idham	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		<p>As HR in a company, you must ensure that each employee will receive a salary that is in accordance with their monthly attendance. Where employee attendance data affects the amount of employee salaries according to company rules. as an effort to demonstrate employee discipline and responsibility to the company. Attendance for employees is data that shows the daily attendance of employees in a company. The author is in charge of checking the arrival and departure times of employees who are present to work in the office. Then, employees who do not come to work can also know their status whether the person concerned has permission or is sick.</p>

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : APRIL 13Th 2022

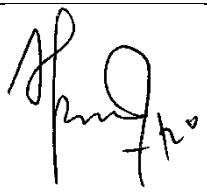
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Fill in employee gatepass form 2. Receive application letter 3. Receive invoice from PT.NMP	Rahma Dewi	
Notes by Industrial Coach			

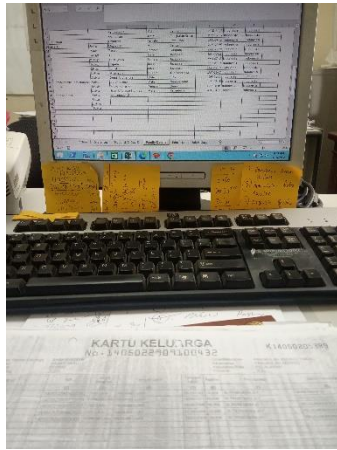
NO.	WORKING	EXPLANATION
1.		The author inputs the data using Microsoft Excel.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : APRIL 14Th 2022

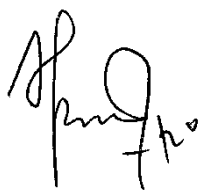
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Share employee pay slips 2. Enter employee's Family Details data 3. Input the data employee's Education data	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		The author inputs the data using Microsoft Excel.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : APRIL 16Th 2022

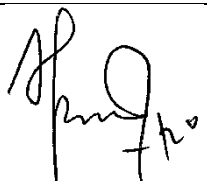
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create employee travel request form 2. Receive invoice from PT.Yose Melayu 3. Receive employee OT form 4. Archive employee data: 5. Form Extra Day Off 6. Overtime 7. Entering the employee data folder into the file cabinet	Rahma Dewi	
	Notes by Industrial Coach		

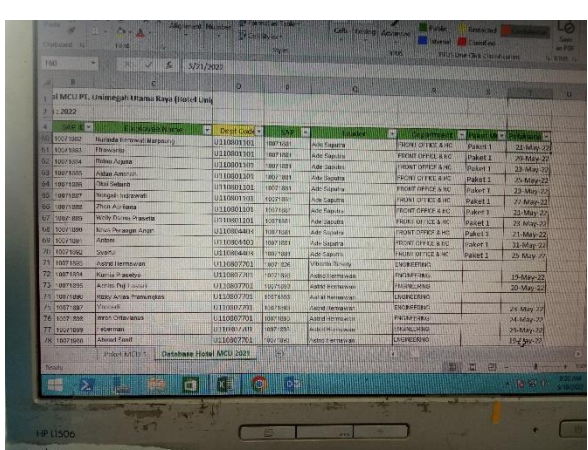
NO.	WORKING	EXPLANATION
1.		At the Dept. HRD files Extra Day Off, Leave form, Overtime, Housing/Mess Request, Employee Welfare Assistance Claim Form, Travel Request Form is a routine job done with alphabetical system archives. This is done so that employee files or documents are more organized and easy to find when needed.

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : TUESDAY

DATE : APRIL 19Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Receive employee travel request form 2. Receive employee leave form 3. Input the data employee's Annual MCU data 	Rahma Dewi	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The author inputs the data using Microsoft Excel.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : APRIL 20Th 2022

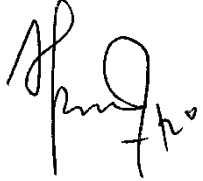
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Preparation of Training Core Values event 2. Create and prepare attendance for Training Core Values participants	Idham	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The author helping preparation of training core values event

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : APRIL 21Th 2022

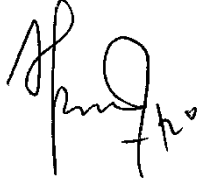
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Attend the Training Core Values event	Rahma Dewi	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		The author attend the training core values event.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : APRIL 22Th 2022

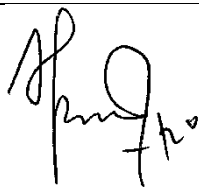
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1 Attend the Training Core Values event 2 Send E-mail to HR-Manager	Rahma Dewi	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		The author attend the training core values event.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : APRIL 25Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. TMS adjustment to the leave form at 1-13 May 2022 2. Fill in the travel request form 3. Receive employee leave form	Rahma Dewi	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		The author is in charge of checking the arrival and departure times of employees who are present to work in the office. Then, employees who do not come to work can also know their status whether the person concerned has permission or is sick.

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : APRIL 26th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. TMS adjustment to the leave form at 14-25 May 2022 2. Receive employee travel request form 3. Packing souvenirs	Rahma Dewi	
Notes by Industrial Coach			

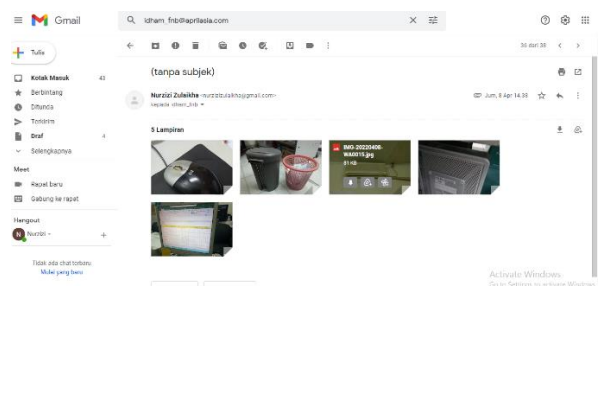
NO.	WORKING	EXPLANATION
1.		The author helping packing souvenirs

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : MAY 09Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Assist HR-Manager meeting with General Manager 2. Receive OT form 3. Send E-mail to HR-Manager	Idham	
Notes by Industrial Coach			


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 10Th 2022

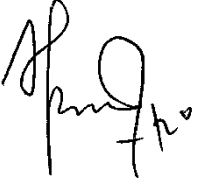
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Morning briefing 2. Send E-mail to HR-Manager 3. Receive applicant letter	Rahma Dewi	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MAY 11Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create employee ID-Badge 2. Prepare interview report 3. Input the data Attendance list casual employee PT.NMP	Rahma Dewi	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : MAY 12Th 2022

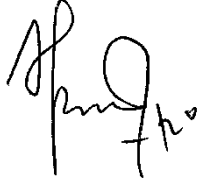
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create and prepare attendace list training cook western food 2. Handle training cook western food	Rahma Dewi	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : MAY 13Th 2022

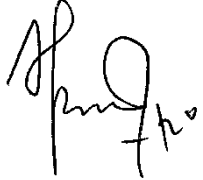
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create employee ID-Badge 2. Distribute uniforms for employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 17th 2022

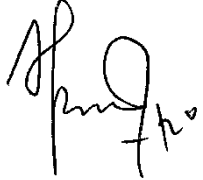
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registering Medical Check Up (MCU) for Engineering Department employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MAY 18Th 2022

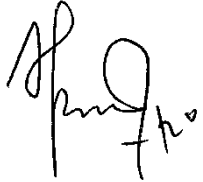
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registering Medical Check Up (MCU) for Ecocamp Department employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : MAY 19Th 2022

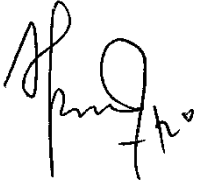
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registering Medical Check Up (MCU) Front Office and Health Club Department employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : MAY 20Th 2022

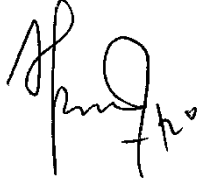
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registering Medical Check Up (MCU) for Housekeeping Department employees 2. Receive employee OT form 3. Receive invoice PT.Monang Kampe	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : MAY 21Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create employee ID-Badge 2. Check Fingerprint data	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : MAY 23Th 2022

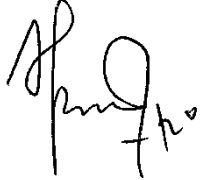
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registering Medical Check Up (MCU) for FB-Kitchen Department employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : MAY 24th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registering Medical Check Up (MCU) for GMO Department employees 2. Send E-mail to HR-Manager	Rahma Dewi	
	Notes by Industrial Coach		

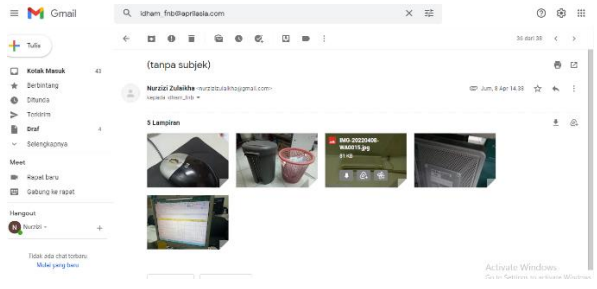
NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : MAY 25Th 2022

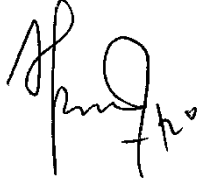
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Registering Medical Check Up (MCU) for FB-Services Department employees 2. Send E-mail to HR-Manager	Rahma Dewi	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : MAY 27th 2022

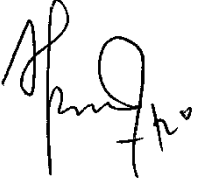
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Check attendance record data fixing based on actual 1-26 May 2022 2. Input the data employees for LSP Maestro Nusantara Tourism Competency Certification in 2022	Idham	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : SATURDAY

DATE : MAY 28Th 2022

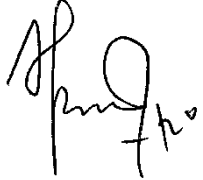
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Input the data Attendance list casual employee PT.Niaga Mitra Perkasa 2. Receive OT form 3. Create ID-Badge employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : MAY 30Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Share employee pay slips 2. Input the data Attendance list casual employee PT.Yose Andalan Melayu	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 02Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Assist HR-Officer meeting 2. Send E-mail to HR-Manager	Idham	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : JUNE 03Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create and prepare attendance list "Sosialisasi PRP Karyawan Hotel Unigraha"	Idham	
	Notes by Industrial Coach		

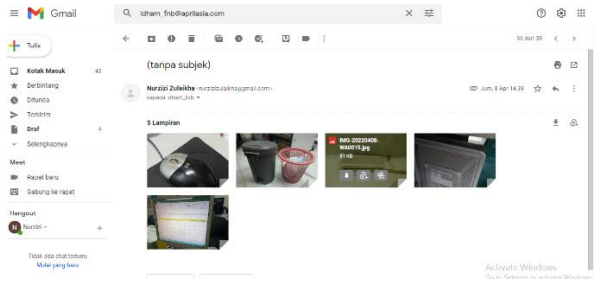
NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : JUNE 06Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Send E-mail to HR-Manager 2. Check fingerprint data 3. Create ID-Badge 	Rahma Dewi	
Notes by Industrial Coach			

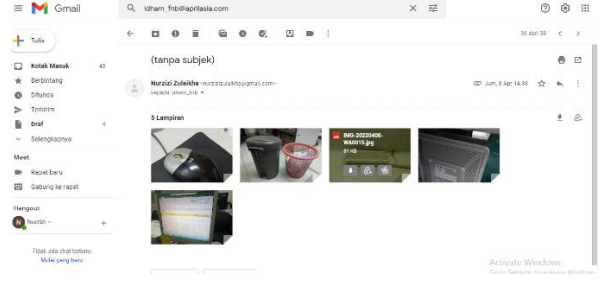
NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : JUNE 06Th 2022

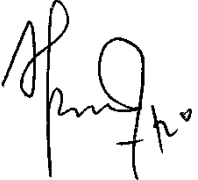
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Send E-mail to HR-Manager 2. Check fingerprint data 3. Create ID-Badge 	Idham	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : JUNE 07th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Share employee pay slips	Rahma Dewi	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 09Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Distribute Mandiri in health cards to employees	Rahma Dewi	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : JUNE 13Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Input the data individual performance review 2. Receive leave form employee	Idham	
	Notes by Industrial Coach		

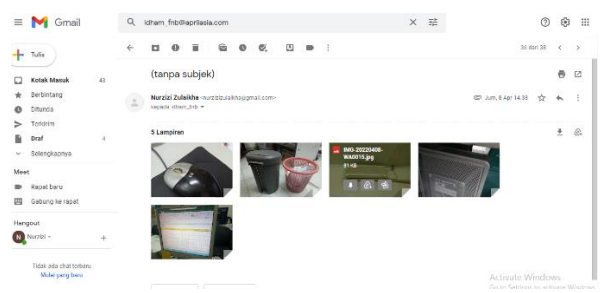
NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : JUNE 14th 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Assist HR-Manager survey in Unigraha Hotel 2. Send E-mail to HR-Manager 3. Input the data individual performance 	Idham	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 15Th 2022

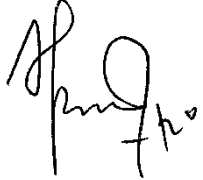
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Welcoming the Rector of UIN SUSKA Riau 2. Visit to KCN (Kerinci Central Nursery) 2, and APY (Asia Pasific Yarn)	Tengku Kespandiar	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 16th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Input the data individual performance 2. Input the data Attendance list casual employee PT.Yose Andalan Melayu 3. Receive OT form	Rahma Dewi	
	Notes by Industrial Coach		

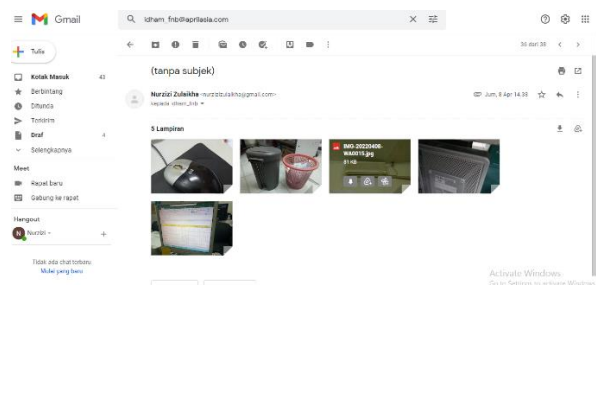
NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : FRIDAY

DATE : JUNE 17th 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Send E-mail to HR-Manager 2. Distribute Mandiri in health cards to employees 3. Preparation for the Rapat Anggota Tahunan (RAT) KOPKAR PT.RAPP event	Rahma Dewi	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : SATURDAY

DATE : JUNE 18Th 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Attend the Rapat Anggota Tahunan (RAT) KOPKAR PT.RAPP event	Tengku Kespandiar	
	Notes by Industrial Coach		

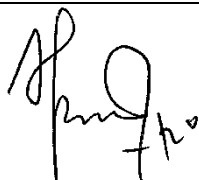
NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES

OF THE JOB TRAINING

DAY : MONDAY

DATE : JUNE 20th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Distribute Mandiri in health cards to employees 2. Receive OT form	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : JUNE 21Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Create and prepare attendace list training cook Indian food 2. Handle training cook Indian food	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 22Th 2022

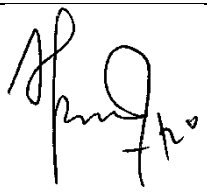
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Preparing files for interviewing prospective employees	Idham	
	Notes by Industrial Coach		


NO.	WORKING	EXPLANATION
1.		

DAILY ACTIVITIES OF THE JOB TRAINING

DAY : THURSDAY

DATE : JUNE 23Th 2022


NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Make PPT to standart grooming training 2. Prepare tools and materials intermezzo	Rahma Dewi	
Notes by Industrial Coach			

NO.	WORKING	EXPLANATION
1.	<div style="text-align: center;"> <p>STANDART GROOMING</p>  </div>	

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : MONDAY

DATE : JUNE 27th 2022

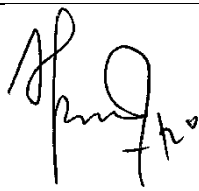
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Preparing files for interviewing prospective employees 2. Create ID-Badge employee 3. Send E-mail to HR-Manager	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : TUESDAY

DATE : JUNE 28th 2022

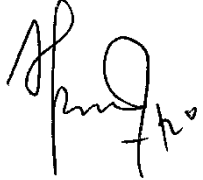
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Input the data Attendance list casual employee PT.Niaga Mitra Perkasa 2. Preparing files for interviewing prospective employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : WEDNESDAY

DATE : JUNE 29Th 2022

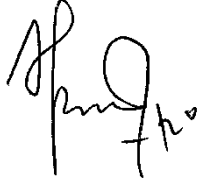
NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Recap and input the data Leave Form 2. Gathering with KOPKAR employees	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES
OF THE JOB TRAINING**

DAY : THURSDAY

DATE : JUNE 30Th 2022

NO.	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Gathering with Unigraha Hotel employees handover certificate	Rahma Dewi	
	Notes by Industrial Coach		

NO.	WORKING	EXPLANATION
1.		