

**APPRENTICESHIP REPORT  
PT. TELKOM INDONESIA Tbk. TELECOMMUNICATIONS  
AREA RIAU MAINLAND**

**LISA RAHMADANI PUTRI**  
**5404181147**



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


**APPRENTICESHIP REPORT**  
**PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN**

Written as one of the conditions for completing Job Training


**LISA RAHMADANI PUTRI**  
**5404181147**

Pekanbaru, 30 Juni 2022

Assistant Manager  
DAMAN (Data Management)

  
Dina Khaira Batu Bara S.Kom., M.Kom  
NIK.810027/

Advisor

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

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

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

## PREFACE

Assalamu'alaikum Wr. Wb.

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunities to the author so that he can complete practical work activities and have completed the practical work report that the author did at PT. TELKOM Indonesia Tbk. The Riau Mainland Telecommunications Area is on time, from March 01, 2022 to June 30, 2022.

The author also expresses his gratitude to all employees of PT. TELKOM Indonesia Tbk. Witel Riau Mainland who are very kind, friendly and welcome writers to join and are given the opportunity to become a member of the PT. TELKOM Indonesia Tbk. Riau Mainland Telecommunications Area, precisely in the Daman Room (Management Data).

In preparing this Job Training report, the author realizes that without guidance from various parties this practical work report cannot be completed within a certain time, therefore the author would like to thank all those who have been involved and helped the author. Related parties include:

1. Mr. Johny Custer., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada., MT, as Deputy Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati,S.ST.,M.Si as the Head of the Department of Business Administration.
4. Yunelly Asra, S.E.,M.M as the Former Head of the Department of Business Administration.
5. Mrs. Wan Junita Raflah, B.Sc.,M.Ec.Dev as the Head of International Business Administration Study Program.
6. Mr. Hutomo Atman Maulana. S.Pd.,M.Si as the Former Head of Study Program International Business Administration.
7. Alm. Mr. M. Hamidi, SE., MM as the Late - Head of International Business Administration Study Program.

8. Mrs. Dina Khaira Batubara as Company Advisor at PT Telkom Indonesia Riau Daratan, who always guides and provides useful information during the implementation of practical work.
9. All employee of PT. Telkom Indonesia Tbk. Witel Riau Daratan that already give the writer guidance and lot of experience while did the job training.
10. Especially for my father Herman and my mother Ernawati beloved who have provided a lot of support for prayer, time, energy and material to help and provide convenience during the lecture process and hopefully all of them will get a reward that is appropriate with Allah SWT.
11. Many thanks to my best friend and intern Yuni Mahendra who have provided the best support so that this report can be completed.
12. Friends in arms of the Bengkalis State Polytechnic, especially the International Business Administration Study Program, thank you for your support and cooperation during the completion of this internship report.

The author realizes that the preparation of this practical work report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really hope for constructive criticism and suggestions to be a reference for writers in the future. Hopefully this job training report is useful for writers and readers.

Wassalamu'alaikum Wr. Wb

Pekanbaru, 30 June 2022



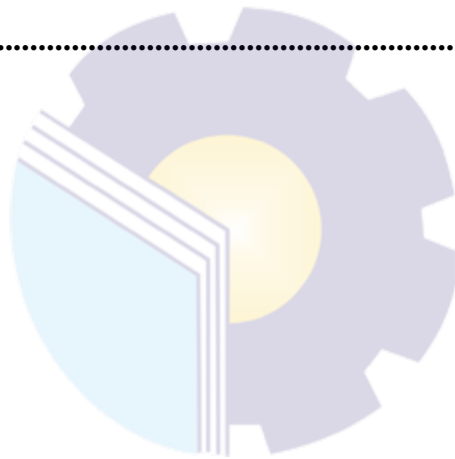
**Lisa Rahmadani Putri**  
NIM. 5404181147



## TABLE OF CONTENT

<b>COVER .....</b>	<b>i</b>
<b>VALIDATION SHEET .....</b>	<b>ii</b>
<b>PREFACE .....</b>	<b>iii</b>
<b>TABLE OF CONTENTS.....</b>	<b>v</b>
<b>LIST OF TABLE .....</b>	<b>vii</b>
<b>LIST OF FIGURES .....</b>	<b>viii</b>
<b>LIST OF APPENDICES.....</b>	<b>ix</b>
<b>CHAPTER I INTRODUCTION .....</b>	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purpose of the Apprenticeship .....	2
1.3 Significance of the Apprenticeship .....	2
1.3.1 Significances for the Student .....	2
1.3.2 Significances for the Company .....	3
1.3.3 Significances for State Polytechnic of Bengkalis .....	3
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY .....</b>	<b>4</b>
2.1 Company Profile .....	4
2.1.1. Telkom Indonesia Pekanbaru Logo .....	6
2.2 Vision and Mission .....	7
2.2.1 Vision of PT. Telekomunikasi Indonesia .....	7
2.2.2 Mission of PT. Telekomunikasi Indonesia .....	7
2.3 Organizational Structure.....	7
2.3.1 Structure PT. Telkom Indonesia Tbk .....	7
2.3.2 Organizational Structure of Data Management Unit .....	8
2.4 Document Used for Activity.....	9
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>	<b>11</b>
3.1 Job Description .....	11

3.2 Place of Apprenticeship .....	12
3.3 Systems and Procedures .....	22
3.3.1 System .....	22
3.3.2 Procedure.....	22
3.4 Obstacle and Solution .....	30
3.4.1 Obstacle .....	30
3.4.2 Solution .....	30
<b>CHAPTER IV CONCLUSION AND SUGGESTION .....</b>	<b>32</b>
4.1 Conclusion.....	32
4.2 Suggestion .....	33
<b>APPENDICES.....</b>	<b>34</b>
<b>REFERENCES .....</b>	<b>81</b>



## LIST OF TABLE

Table 3.1	Daily Activities of March 01nd, 2022 to March 04th, 2022 .....	13
Table 3.2	Daily Activities of March 07th, 2022 to March 11th, 2022 .....	13
Table 3.3	Daily Activities of March 14th, 2022 to March 18th, 2022 .....	14
Table 3.4	Daily Activities of March 21th, 2022 to March 25th, 2022 .....	15
Table 3.5	Daily Activities of March 28 th, 2022 to March 31th, 2022 .....	15
Table 3.6	Daily Activities of April 01 th, 2022 to April 08th, 2022 .....	16
Table 3.7	Daily Activities of April 11th, 2021 to April 15th, 2022 .....	17
Table 3.8	Daily Activities of April 18nd, 2022 to April 22th, 2022 .....	17
Table 3.9	Daily Activities of April 25nd, 2022 to April 29th, 2022 .....	18
Table 3.10	Daily Activities of May 09st, 2022 to May 13rd, 2022 .....	18
Table 3.11	Daily Activities of May 16th, 2022 to May 20th, 2022 .....	19
Table 3.12	Daily Activities of May 23th, 2022 to May 27th, 2022 .....	19
Table 3.13	Daily Activities of May 30th, 2022 to May 31rd, 2022 .....	20
Table 3.14	Daily Activities of June 01th, 2022 to June 03th, 2022 .....	20
Table 3.15	Daily Activities of May 03rd, 2021 to May 07th, 2021 .....	20
Table 3.16	Daily Activities of June 13th, 2022 to June 17th, 2022 .....	21
Table 3.17	Daily Activities of June 20th, 2022 to June 24st, 2022 .....	21
Table 3.18	Daily Activities of June 27th, 2022 to June 30th, 2022 .....	21

## LIST OF FIGURES

Figure 2.1	Graha Merah Putih Pekanbaru .....	5
Figure 2.2	Logo of PT Telkom Indonesia Tbk .....	6
Figure 2.3	Structure PT. Telkom Indonesia Tbk. ....	7
Figure 2.4	Organizational Structure of Data Management Unit.....	8
Figure 2.5	UIM Application Display .....	9
Figure 2.6	DAVA Application View .....	10
Figure 2.7	Valins App View .....	10
Figure 3.1	Logo of Unit Data Management .....	11
Figure 3.2	Layout and fill in the FTTH (Fiber to the home) FO Configuration in UIM and Dava applications .....	23
Figure 3.3	Cable Ties and Barkot .....	24
Figure 3.4	Manually converting ODP data in UIM and Dava apps.....	26
Figure 3.5	Panel 2 data wipe in UIM app.....	27
Figure 3.6	Checking the ODP data that has been turned over in GDOC .....	28
Figure 3.7	Checking QR valins in the DAVA app .....	30



## LIST OF APPENDICES

Appendix 1	Apprenticeship Reply Letter .....	34
Appendix 2	Apprenticeship Statement Letter.....	35
Appendix 3	Apprenticeship Assesment Sheet.....	36
Appendix 4	List of Apprenticeship Sheet.....	37
Appendix 5	Apprenticeship Certificate .....	45
Appendix 6	Apprenticeship Revision List.....	46
Appendix 7	Daily Activities.....	47

