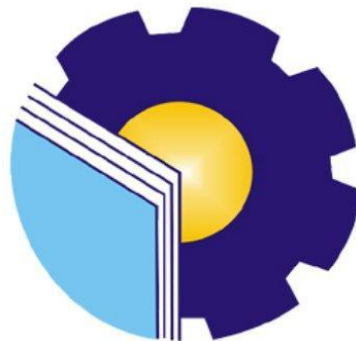


**APPRENTICESHIP REPORT**

**PT. BENGKALIS KUDA LAUT  
IN PEKANBARU-RIAU  
HUMAN RESOURCES DEVELOPMENT DIVISION**

**BAIQ NORMA SUHESTI**  
**5404181153**



**INTERNATIONAL BUSINESS ADMINISTRATION  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
BENGKALIS - RIAU  
2022**

**VALIDATION FORM**

**PT. BENGKALIS KUDA LAUT  
IN PEKANBARU-RIAUM  
HUMAN RESOURCES DEVELOPMENT DIVISION**

Written as one of the conditions for completing Apprenticeship

**BAIQ NORMA SUHESTI  
5404181153**

Bengkalis, Juny 30<sup>th</sup> 2022

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## PREFACE

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed practical work reports that the authors do at PT Bengkalis Kuda Laut on time, namely from March 01<sup>nd</sup> 2022 until June 30<sup>th</sup> 2022.

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5. Mr. Peng Suyoto, B.Com as president director of PT. Bengkalis Kuda Laut.
6. Faradila Zulda, S.E., B.B.A. Hons., M.M as Manager of Human Resources Development that have been accept the writer to did the apprenticeship at PT. Bengkalis Kuda Laut.
7. Mr. M. Andri Rivani, S. H as Human Resource Development Supervisor.
8. All employee of PT. Bengkalis Kuda Laut that already give the writer guidance and lot of experience while did the Apprenticeship.
9. Especially for my father Lalu Murah Indar and my mother Ainun Jariah 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.

10. Friends in arms of State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for your support and cooperation when completing this Apprenticeship report.

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

Bengkalis, 2022



**Baiq Norma Suhesti**  
NIM. 5404181153

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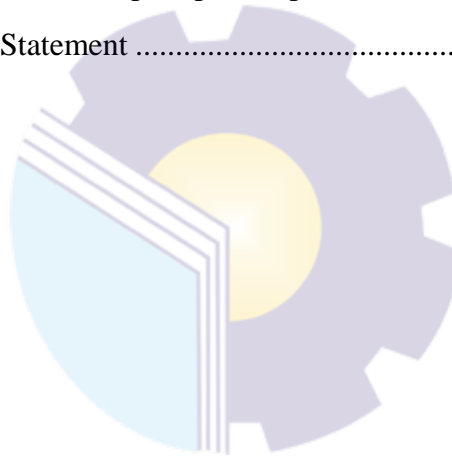
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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

The Bengkalis Regency Government through the Gema Bahari Foundation established a university called the Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering and Business Administration.

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. Then in 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, on December 26, 2011, the Bengkalis Polytechnic officially became a State University (PTN) under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis and Culture of the Republic of Indonesia.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 11 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English.For Communication and

Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9(eight) majors with 20 (twenty) study programs.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis implements a practical work program that is required to be followed by all final semester students.

Apprenticeship or better known as “Practice Work” or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Apprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Apprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that students can know the profession and work atmosphere in accordance with their study program. So, practical work is a useful place for students to use as a tool to gain knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 7 (seven) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator provides several options or options for practical work places to students. Then from some of these options the author is interested in carrying out practical work in the field of Human Resource Development at PT Bengkalis Kuda Laut.

PT Bengkalis Kuda Laut is one of the companies engaged in providing rental services for light vehicles and heavy equipment based on Jl. H.M. Imam Munandar No. 67 Pekanbaru, Riau Indonesia. The types of units available by this company are low boys, trailers, cranes, foco, vacuum trucks, bulldozers, excavators, tandems, cargo trucks, and light vehicles of all brands and types.

## **1.2. Purpose of the Apprenticeship**

The practical work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. To describe job descriptions during practical work.
2. To know the place and time of practical work.
3. 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**

There are several benefits from the implementation of practical work programs obtained by students, namely as follows:

- 1) Get a certificate from the company if you have completed the practical work program.
- 2) Get pocket money and transportation according to the agreement between the practical work participants and the company.
- 3) Students can develop work relationships and add experience to their resumes.
- 4) Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- 5) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 6) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

### **2. For Companies**

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

- 1) The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.
  - 2) The company will be recognized by academics and the world of education.
3. For State Polytechnic of Bengkalis

There are several benefits from implementing the practical work program obtained by the State Polytechnic of Bengkalis, which are as follows:

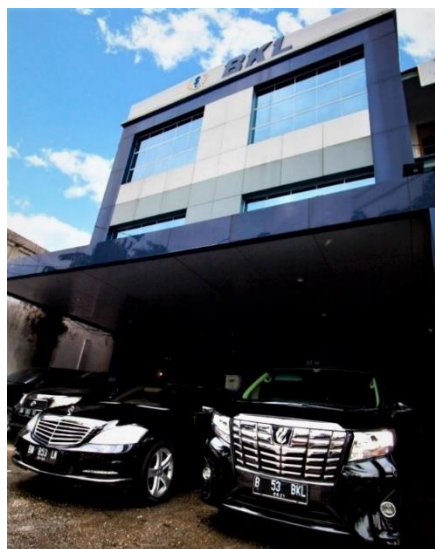
- 1) There is good cooperation/relationship between the campus and the company where students do practical work.
- 2) State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.
- 3) State Polytechnic of Bengkalis will be better known in the industrial or corporate world.
- 4) State Polytechnic of Bengkalis receives feedback from organizations/companies on the ability of students who take part in practical work in the world of work.
- 5) State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.

## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company Profile

Starting with the focus on oil and gas business and transportation of vehicles and heavy equipment, PT. Bengkalis Kuda Laut was founded in 2003, led by Mr. Peng Suyoto, is the first company to provide vehicles for employees within PT Chevron Pacific Indonesia by utilizing a Fleet Management System that is able to make efficient and effective use of vehicles with 3S "Satisfactory Services" (Safety, Comfort, and Safety). and Accuracy). Now PT. Bengkalis Kuda Laut provides rental services for heavy equipment and light vehicles with or without drivers in various national and multinational companies whose number reaches thousands of units spread throughout the archipelago. With the motto "We Are The Best Solution For Your Transportation" BKL comes not only as an ordinary renter, supported by sophisticated IT equipment, can provide concrete solutions to your transportation problems.



**Figure 2.1 Office of PT. Bengkalis Kuda Laut**  
*Source: Processed Data, 2022*



**Figure 2.2 S3mart Auto Arengka (Car Showroom)**

*Source: Processed Data, 2022*

Figure 2.1 shows the office of PT. Bengkalis Kuda Laut which used to be the head office, now all office employees and managers are divided into 2 with the office in Figure 2.2, namely the S3mart Auto Arengka office which is a used car dealer located on Jl. Soekarno - Hatta No.168 which is commonly called the car showroom of PT. Bengkalis Kuda Laut.

Pt. Bengkalis Kuda Laut is an active company and is engaged in providing Artificial Lifting Tool, Heavy Equipment, Land Transportation and Chemical equipment. This company was founded on 5 Mart 2003, having its address at Jln. H. Imam Munandar No. 67 AA Tangkerang - Pekanbaru - Riau. Which was first founded by Mr. Peng Suyoto B.COM who came from the city of Bengkalis. Armed with the knowledge gained while studying at universities in Australia majoring in trade, and a family history that comes from a family that does business in trade, this convinced him to start this company.

This company highly upholds the company values that have been formed since the company's inception, while the company values of this company are as follows.

1. Family – Asah Asih Asuh, Tolerance, Togetherness, Please Help and Mutual Cooperation, Deliberation for Consensus, Prosperity.
2. Loyalty – Discipline and Confident, Caring and Serving, Dedication and

Willing to Sacrifice, Responsible and Work Smart, Courageous and Decisive, Self Control

3. HR Development – Designing and implementing a distinctive HR Development System, Building HR with integrity (Honest, Humble, Consistent, Doing what is taught, Leading by Example, “saying, doing, being”, “mature”), Establishing HR professionals through motivational training and skill improvement, Paying attention to worker and family welfare facilities, Developing career paths
4. Cooperation – Trust, Truthfull, Shared Purpose and Transparent, Open Communication, Goodwill, Encouraging, Pygmalion Principle, Harmonious, Cooperative
5. Kaizen – Continuous Improvement (Continuous Improvement), Initiative and Creative for Innovative, Continuous learning, Never give up, Constructive in thinking patterns and patterns of action, Accurate Work Fast and Efficient, Focus on results, Pay attention to processes based on systems and procedures, Critical and analytical.
6. Extraordinary – A workforce that (extraordinarily integrity, extraordinary professional, extraordinarily loyal), a company that (extraordinarily proud of, extraordinarily missed), a comfortable, safe and conducive work atmosphere, Zero Accident, Safety First, Go Green , Achievement exceeds the work target.

## 2.2 PT. Bengkalis Kuda Laut Logo



**Figure 2.3 PT. Bengkalis Kuda Laut Logo**  
*Source: Processed Data 2022*

Figure 2.3 is the shape of the PT Bengkulu Kuda Laut logo, as for the colorinspiration for the PT Bengkulu Kuda Laut logo as follows:

1. Seahorse: as a symbol of loyalty, care and service, discipline, and self-sacrifice.
2. Paddy: Having the will to always help others. However, in doing help, it must be adjusted to one's own ability.
3. Cotton: Dare to fight for justice for yourself and justice for others.

### **2.3 Vision & Mission**

Every company must have a vision and mission in order to realize its goals and as a driving force for carrying out their respective programs, as well as PT. Seahorse Bengkulu. The following is the vision and mission of PT. Bengkulu Kuda Laut :

1. Vision

To become a local, international standard transportation service provider company that prioritizes S3: Safety Satisfactory Service (Safety, Convenience, and Punctuality).

2. Mission

Mission is a statement of what the company should do. In an effort to realize the vision and mission, the objectives and reasons why the company was founded were also set. Following is the mission of PT. Bengkulu Kuda Laut:

- a. Putting safety, occupational health and environmental protection as a priority in providing services.
- b. Providing the best services and quality products for safe, efficient and technologically advanced land transportation rentals, which are run by competent and highly motivated professionals.
- c. Creating job opportunities and prioritizing the placement of local workers.

### **2.4 Organization Structure**

The organizational structure of PT. Bengkulu Kuda Laut is a type of



functional organizational structure, namely an organizational structure based on the function of each component. PT. Bengkalis Kuda Laut has 3 (three) leaders, namely the President Director who sets goals and policies, prepares a business development plan in accordance with the capabilities or budget available or planned by PT. Bengkalis Kuda Laut and supervises and assesses the work activities of its staff.

The Director of Operations is responsible for all operations at PT. Bengkalis Kuda Laut, assisting the duties of the president director, formulating strategies in meeting company targets and coordinating financial matters for the company's operational needs, supervising all employees and ensuring they carry out their duties as instructed, making activity reports to be given to the president director.

The Director of Finance who is responsible and responsible for the company's performance, sees the company's financial statements, oversees the company's financial statements, develops strategies and increases the company's financial growth, minimizes risks that may harm the company, looks closely at the company's opportunities. For more details can be seen in Figure 2.3 which shows the organizational structure of PT. Bengkalis Kuda Laut.

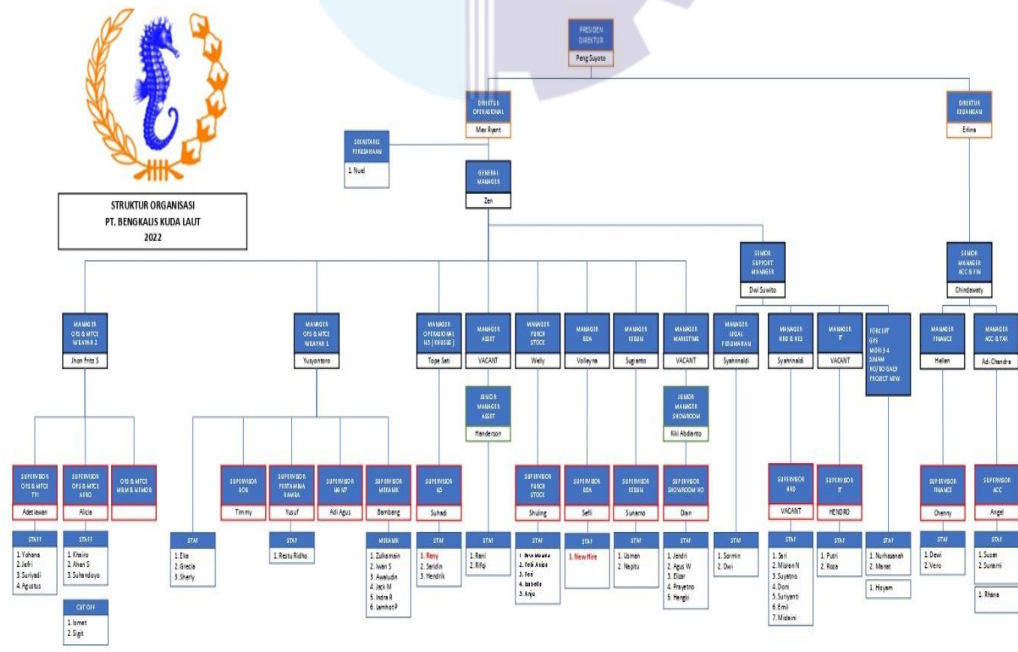


Figure 2.3 Organizational Structure of PT. Bengkalis Kuda Laut  
Source: Processed Data, 2022

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each:

1. President Director

The general director named Peng Suyoto is in charge of leading a company. Tasked with setting goals and policies, compiling a strategic plan for business development in accordance with the capabilities or budget available or planned by PT. Bengkalis Kuda Laut and supervises and assesses the work activities of its staff.

2. Director of Operations

Finance director named Erlina who is responsible for the financial performance of a company. In carrying out his duties, the director of operations is closely related to the operations, production and projects of PT. Bengkalis Kuda Laut, namely assisting the main director's duties, formulating strategies in meeting company targets and coordinating financial matters for the company's operational needs, supervising all employees and ensuring they carry out their duties as instructed, making activity reports to be given to the president director.

3. Finance Director

The finance director is the leader who carries out the process of monitoring and making decisions regarding matters related to finance in the company. As the name implies, the finance director is in charge and responsible for the financial performance of a company, is responsible for making the company's financial statements, overseeing the company's financial statements, developing strategies and increasing the company's financial growth, minimizing financial risks that may harm the company, looking closely at the company's opportunities.

4. Corporate Secretary

The Corporate Secretary named Emmanuel is a supporting organ for the Board of Directors who has an important role in ensuring the implementation of the transparency aspect in the company. The Corporate

Secretary functions in internal and external communications, investor relations, and secretarial management of the company. The Corporate Secretary is under the President Director and reports directly to the President Director. The Corporate Secretary has the main task of ensuring the achievement of improving the company's image through managing the company's communications with internal and external parties; administering company documents; fostering inter-institutional relations; resolve problems related to corporate law; and ensure the availability of information to stakeholders.

5. General Manager

The general manager named Zen is in charge of leading the company and being a motivator for his employees. A person whose job is to lead some or all functional managers so that he has some responsibility for all parts of management in the company. Coordinate and supervise tasks delegated to managers and establish good working relationships.

6. The Manager of BDA

A database administrator named volleyyna is someone whose job is to store and protect data using software. Protected data can vary from a person's financial data to the history of shipping transactions.

7. The Manager of Maintenance

A Maintenance Manager named Yusyantoro is an act of keeping property or equipment in good condition by making repairs, and fixing problems.

8. The Manager of Purchasing and Stock

Purchasing and Stock Manager named Welly who is in charge of taking care of the purchase of goods or materials needed by the company. Materials or goods can include office supplies such as stationery, paper, printers, and much more.

9. The Manager of HRD

HRD manager named Faradila is responsible for managing the development and training, counseling and assessment (performance and potential assessment) of employees. The Personal Manager is responsible for

recruitment and selection, job design and analysis, compensation, and orientation and placement of employees.

10. The Manager of Finance

The Finance Manager named Hellen whose job is not only to oversee the financial management of money, but also to carry out fundraising activities that are not profitable for the company and replace them with more profitable activities.

11. The Manager of Accounting and Tax

Accounting Manager named Adi Chandra who is responsible for making journals and financial reports. Coordinate with other departments for the preparation of the annual budget. Make weekly and monthly cash flow projections to Treasury. Control the company's cash (cash flow), especially receivables and payables.

## **2.5 The Working Process of PT. Bengkalis Kuda Laut**

In the implementation of this practical work activity, the authors are placed in 3 (three) sections, namely the General and Personnel Section, Credit Administration Section, and the Customer Service/KASDA section, the following are the duties and authorities of each of these sections:

1. Human Resources Development Division

Granted the authority and responsibility to perform the following tasks:

- a. Update employee database
- b. Enter new employee data
- c. Resign employees who quit
- d. Make a Material Request (request for goods for HRD, mechanics, drivers) in the BKL Login system
- e. Make Prepaid in the BKL Login system
- f. Input Loans in the BKL Login system
- g. Print, Copy and Scan HRD documents
- h. Make a Certificate (Internal memo, debt acknowledgment letter, SPD, loan letter, active work letter, resignation letter, summons letter,

warning letter, power of attorney, etc.

- i. Entering employee data in the Bkl Login System
  - j. BPJS bill recapitulation
  - k. Calculating salary, leave money, sago heart, employee THR
  - l. Prepare HRD documents
  - m. Update employee & manager loans
  - n. Creating official travel expense data
  - o. Make an official car logbook
  - p. List of Pots. Employee / Manager Salary
  - q. Check the official travel receipt deposit report
  - r. Take care of the package of documents that will be distributed according to the relevant one and ask for a receipt sign
  - s. Recap the MOM MANAGEMENT KLP GROUP MEETING data
  - t. Request signature and stamp of submission letter
  - u. Make an Offering Letter
2. Finance Division
- Given the authority and responsibility to perform the following tasks:
- a. Input Transaction Journal in Igiri BKL login
  - b. Check the list of vouchers and transaction receipts in the Bkl Login system

## **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. Employee Master Database

| No. NIK                               | NIP     | BADGE    | NAMA     | JABATAN                 | DEPARTEMEN/ DIVISI       | TMR                | WILAYAH KERJA | TEMPAT LAHIR                | TANGGAL LAHIR    | UMLUR       |         |
|---------------------------------------|---------|----------|----------|-------------------------|--------------------------|--------------------|---------------|-----------------------------|------------------|-------------|---------|
| <b>BOB</b>                            |         |          |          |                         |                          |                    |               |                             |                  |             |         |
| 1                                     | 1148    | 0110448  | BKL-0001 | Peng Suporte            | Direktur utama           | OPERATIONAL        | 18-Aug-99     | 12 Tahun, 08 Bulan, 23 hari | Bengkalis        | 12-Dec-78   | 45TAHUN |
| 2                                     | 1084    | 099999   | BKL-0002 | Erlina                  | Direktur Keuangan        | OPERATIONAL        | 18-Aug-99     | 12 Tahun, 08 Bulan, 23 hari | Sei Pakning      | 4-Apr-78    | 44TAHUN |
| 3                                     | 187     | 0992001  | BKL-0003 | Utol mex rianto         | Direktur Operasional     | OPERATIONAL        | 18-Aug-99     | 12 Tahun, 08 Bulan, 23 hari | SIMALUNGUN       | 5-Mar-71    | 51TAHUN |
| 4                                     | 2152    | 1022002  | BKL-0009 | Zen                     | General Manager          | OPERATIONAL        | 1-Dec-10      | 11 Tahun, 07 Bulan, 10 hari | Pematang Siantar | 4-Apr-77    | 45TAHUN |
| <b>SECRETARY BOB</b>                  |         |          |          |                         |                          |                    |               |                             |                  |             |         |
| 11                                    | 02284   | 0105001  | BKL-0232 | Emmanuel Ehet hutagalol | Secretary BOB            | BDA                | 1-Aug-83      | 3 Tahun, 10 Bulan, 10 hari  | Rumbai           | 18-Jul-92   | 30TAHUN |
| <b>FINANCE ACCOUNTING &amp; PAJAK</b> |         |          |          |                         |                          |                    |               |                             |                  |             |         |
| 1                                     | 1702093 | BKL-0210 | BKL-0210 | Asmarani                | Senior Manager ACC & FIN | Finance & Acc      | 27-Nov-07     | 14 Tahun, 07 Bulan, 14 hari | SEI PAKNING      | 10-01-75    | 48TAHUN |
| 2                                     | 989     | 071001   | BKL-0022 | Chindawati              | Manager Finance          | Finance            | 31-Mar-86     | 36 Tahun, 07 Bulan, 14 hari | Pekabaru         | 9-Jul-88    | 34TAHUN |
| 3                                     | 987     | 0802001  | BKL-0016 | Hellen Maryana          | Manager ACC & Tax        | Accounting & Pajak | 25-Sep-10     | 11 Tahun, 10 Bulan, 19 hari | Dumai            | 8-Apr-88    | 34TAHUN |
| 4                                     | 18784   | 0909002  | BKL-0082 | Aul Chandra             | Manager ACC & Tax        | Accounting & Pajak | 25-Sep-10     | 11 Tahun, 10 Bulan, 19 hari | Padang           | 3-Jul-85    | 37TAHUN |
| 5                                     | 1006    | 0809003  | BKL-0031 | Susi Susanti            | Staff Accounting & pajak | Accounting         | 9-Sep-88      | 33 Tahun, 10 Bulan, 2 hari  | Teluk Pembeng    | 8-Dec-89    | 32TAHUN |
| 6                                     | 220001  | BKL-0320 | BKL-0320 | Rhana Sasja Hibatalwasi | Staff Accounting & pajak | Accounting         | 10-Jan-12     | 10 Tahun, 08 Bulan, 11 hari | Duri             | 27-May-99   | 23TAHUN |
| 7                                     | 10884   | 0908002  | BKL-0258 | Vilwanings Marcelline   | Supervisor Accounting    | Accounting         | 19-Aug-19     | 2 Tahun, 10 Bulan, 20 hari  | Pekabaru         | 19-Aug-1997 | 24TAHUN |
| 8                                     | 0224    | 0909001  | BKL-0071 | Susanto                 | Staff Accounting         | Accounting         | 19-Nov-10     | 11 Tahun, 08 Bulan, 10 hari | Bandul           | 19-Nov-81   | 40TAHUN |
| 9                                     | 1006    | 0809003  | BKL-0031 | Susi Susanti            | Staff Accounting & pajak | Accounting         | 10-Jan-12     | 10 Tahun, 08 Bulan, 11 hari | Dumai            | 14-Feb-2000 | 22TAHUN |
| 10                                    | 0724    | 1092001  | BKL-0084 | Cherry Juni Laritte     | Supervisor Finance       | Finance            | 3-Sep-14      | 7 Tahun, 10 Bulan, 24 hari  | Sungai Pagar     | 12-Jan-2001 | 21TAHUN |
| 11                                    | 0724    | 1092001  | BKL-0084 | Cherry Juni Laritte     | Supervisor Finance       | Finance            | 3-Sep-14      | 7 Tahun, 10 Bulan, 24 hari  | Sei Pakning      | 8-Jan-1998  | 24TAHUN |
| 12                                    | 0724    | 1092001  | BKL-0084 | Devi Sulastini          | Staff Finance            | Finance            | 28-Sep-17     | 4 Tahun, 08 Bulan, 15 hari  | Kadir            | 13-Dec-99   | 23TAHUN |
| 13                                    | 0724    | 1092001  | BKL-0084 | Devi Sulastini          | Staff Finance            | Finance            | 28-Sep-17     | 4 Tahun, 08 Bulan, 15 hari  | Teluk kuantan    | 18-Apr-97   | 25TAHUN |
| 14                                    | 15      | 0303002  | BKL-0302 | Mirabella Fatmaha       | Staff Finance            | Finance            | 14-Feb-13     | 9 Tahun, 11 Bulan, 17 hari  | Pekabaru         | 18-Apr-04   | 18TAHUN |

Figure 2.4 Employee Master Database in Excel  
Source: Processed Data, 2022

Figure 2.4 is an employee master database, this is all data about employees recorded in excel. This file is stored as a handle before being entered into the BKL Login system.

## 2. The Login BKL System

Figure 2.5 The Login BKL System  
Source: Processed Data, 2022

Figure 2.5 is the bkl login system, which is used by author to input and update employee data into the system. Besides that, this system also has many uses, one of which is to make MR (material requests) requests for office supplies, input loans, make prepaid, make letter numbering, and others.

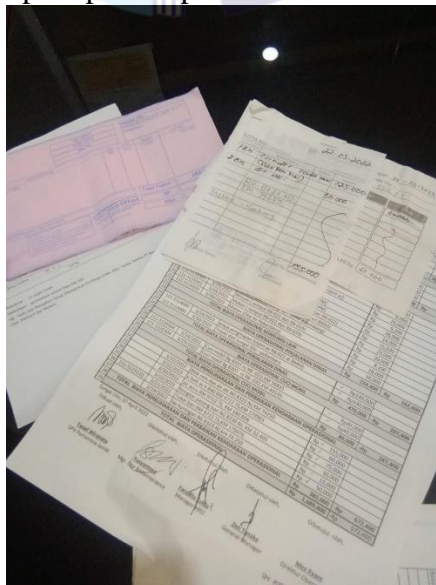
### 3. Document Archive



**Figure 2.6 HRD document archive storage**  
*Source: Processed Data, 2022*

Figure 2.6 is This is one of the archives of HRD documents, outgoing and incoming letters, biodata of all employees are compiled and stored in accordance with the information in archive form as shown above.

### 4. Official travel receipt deposit report



**Figure 2.7 official travel receipt deposit report**  
*Source: Processed Data, 2022*

Figure 2.7 is an one of an official travel bill deposit report, the author is asked to make a report in the form of a table and calculate the cost of expenses during the service, compile and paste the receipt on the attachment paper, and check after that ask for a supervisor's signature.

## 5. Sheet Letter of Statement

**PT. BENGKALIS KUDA LAUT**

Kepada : Finance, Accounting  
 CC : BOD  
 Dari : HRD  
 Subject : Pengajuan dana untuk biaya recovery Hardisk  
 Proyek : Kantor

Dengan hormat,

Dengan ini kami mengajukan dana untuk perbaikan hardisk (HDD) HSE dikarenakan terjadinya korsleting pada hardisk tersebut, yang mana didalam hardisk tersebut terdapat data-data penting HRD dan HSE, dengan biaya recovery sebagai berikut :

| NO           | ITEM                                  | QTY | HARGA     | JUMLAH           |
|--------------|---------------------------------------|-----|-----------|------------------|
| 1            | Harddisk HSE                          | 1   | 5.000.000 | 5.000.000        |
| 2            | Hardisk baru untuk recovery data 1 TB | 1   | 700.000   | 700.000          |
| 3            | Biaya check hardisk ( re-evaluasi)    | 1   | 500.000   | 500.000          |
| <b>TOTAL</b> |                                       |     |           | <b>6.200.000</b> |

Terbilang : Enam Juta Dua Ratus Ribu Rupiah

Demikian pengajuan ini kami sampaikan, atas kerjasamanya kami mengucapkan terima kasih.  
 Pekanbaru, 30 Maret 2022  
 Diajukan oleh,

Andri Rivani

Diketahui oleh,

Hendro Saputra  
Srv. IT

Diketahui oleh,

Faradilla Zulda  
M. HRD

Diketahui oleh,

Zen  
GM

Disetujui oleh,

Erlina  
Dir. Keuangan

**Figure 2.8 Letter of Statement**  
 Source: Processed Data, 2021

Figure 2.8 is one of the internal memo letters that the author made as a certain submission letter, besides that the author also made an employee employment certificate, loan letter, debt acknowledgment letter, offering letter, and other certificates according to the needs of the employee.



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1. Job Description**

At PT. Bengkalis Kuda Laut, the author was placed in the Human Resource Development (HRD) section, but the author has also been asked to help do some work in the Finance Department for 3 days. The HRD section is the section which takes care of matters relating to employees, . In this HRD section the author is given several powers and responsibilities to carry out the following tasks:

1. Update employee database
2. Enter new employee data
3. Resign employees who quit
4. Make a Material Request (request for goods for HRD, mechanics, drivers) in the BKL Login system
5. Make Prepaid in the BKL Login system
6. Input Loans in the BKL Login system
7. Print, Copy and Scan HRD documents
8. Make a Certificate (Internal memo, debt acknowledgment letter, SPD, loan letter, active work letter, resignation letter, summons letter, warning letter, power of attorney, etc.
9. Entering employee data in the Bkl Login System
10. BPJS bill recapitulation
11. Calculating salary, leave money, sago heart, employee THR
12. Prepare HRD documents
13. Update employee & manager loans
14. Creating official travel expense data
15. Make an official car logbook
16. List of Pots. Employee / Manager Salary
17. Check the official travel receipt deposit report
18. Take care of the package of documents that will be distributed according to

the relevant one and ask for a receipt sign

19. Recap the MOM MANAGEMENT KLP GROUP MEETING data
20. Request signature and stamp of submission letter
21. Make an Offering Letter

In the Finance Division, the author is given the following powers and responsibilities:

1. Input Transaction Journal in Igiri BKL login
2. Check the list of vouchers and transaction receipts in the Bkl Login system

### 3.2. Place of Apprenticeship

Practical Work is carried out after students occupy semester VIII, while Internship activities last for approximately 4 (four) months, starting from March 01, 2022 to June 30, 2022 at PT. Bengkalis Kuda Laut which is located on Jln. H. Imam Munandar No. 67 AA Tangkerang - Pekanbaru - Riau. With entry conditions starting at 08.00 to 16.30 WIB for Monday-Friday and 08.00 to 11.30 WIB for Saturday.

**Table 3.1 Daily Activities of March 01nd, 2022 to March 05th, 2022**

| No. | Day / date                | Description of Activities  | Task Assignor |
|-----|---------------------------|--|---------------|
| 1   | Tuesday/ March 01, 2022   | 1. Recapitulating the bill for the BPJS for employment from PT. BKL, PT. MKS, Project Ramba, and Project BOB   | Spv. HRD      |
| 2   | Wednesday/ March 02, 2022 | 2. Excel Project Ramba 2022 PPE Size<br>3. Count the number of people according to the size of the coveralls and pants<br>4. Excel enter migration name data | Spv. HRD      |
| 3   | Thursday/ March 03, 2022  | <b>DAY OFF</b>   |               |
| 4   | Friday/ March 04, 2022    | 5. Input journal transaction data using the IGIRI system   | Spv. HRD      |
| 5   | Saturday/ March 05, 2022  | 6. Continuing to input journal transaction data using the IGIRI system   | Spv. HRD      |

Source: *Processed Data 2022*

Table 3.1 is the author's first week of practical work activities. This week the author are still in the process of introducing work and studying several activities that will be carried out for 4 months in the HR division. The author

recapitulates the BPJS employee employment bill in the e-Dabu system, records the size of the Ramba project employees.

**Table 3.2 Daily Activities of March 08th, 2022 to February 12th, 2022**

| No. | Day / date                | Description of Activities  | Task Assignor |
|-----|---------------------------|--|---------------|
| 1   | Monday/ March 07,2022     | Complete the input of journal transaction data using the IGIRI system                            | Spv. HRD      |
| 2   | Tuesday/ March 08, 2022   | recap data on MOM MANAGEMENT KLP GROUP MEETING BKL 2022 the second week of March                 | Spv. HRD      |
| 3   | Wednesday/ March 09, 2022 | Update the January 2021 employee database in excel based on the Casa Bulk Form                   | Spv. HRD      |
| 4   | Thursday/ March 10, 2022  | Update employee database February - May 2021 in excel based on Bulk Casa . Form                  | Spv. HRD      |
| 5   | Friday/ March 11, 2022    | learn and practice making a letter of submission for an internal memo                            | Spv. HRD      |
| 6   | Saturday/ March 12, 2022  | mutual cooperation activities move documents and arrange documents according to the HRD division | Spv. HRD      |

Source: Processed Data 2022

Table 3.2 The second week of March the author. this week the author a few days to the showroom or building pt. the second bkl to assist the finance division. The author inputs data transaction data made by pt. bkl in the igiri bkl system. Where the author journalizes transaction activities into outgoing cash or incoming cash.

**Table 3.3 Daily Activities of March 14th, 2022 to March 19th, 2022**

| No. | Day / date                | Description of Activities   | Task Assignor |
|-----|---------------------------|---|---------------|
| 1   | Monday/ March 14,2022     | 1. make circulars to be used as madding information<br>2. copying hrd documents<br>3. updating the employee database work entry date using the BKL Login system | Spv. HRD      |
| 2   | Tuesday/ March 15, 2022   | 1. Update the employee database biodata according to the data in excel using the BKL Login system   | Spv. HRD      |
| 3   | Wednesday/ March 16, 2022 | 1. print a document about the size of the browser project and the BOB project<br>2. update the employee database using the BKL Login system                     | Spv. HRD      |

|   |                          |   |          |
|---|--------------------------|---|----------|
| 4 | Thursday/ March 17, 2022 | <ol style="list-style-type: none"> <li>1. create an internal letter memo</li> <li>2. copy and print hrd documents</li> <li>3. create excel ID CARD employee data</li> </ol>   | Spv. HRD |
| 5 | Friday/ March 18, 2022   | <ol style="list-style-type: none"> <li>1. help scan, copy, print, stamp, company documents, documents</li> <li>2. Resign employees who leave/quit using the BKL system</li> </ol>   | Spv. HRD |
| 6 | Saturday/ March 19, 2022 | <ol style="list-style-type: none"> <li>1. help print documents and make document package addresses</li> <li>2. Check the document file for customers and employees of BKL</li> <li>3. input MOM MANAGEMENT report KLP GROUP MEETING BKL 2022 third week of March</li> <li>4. new employee update/addition in excel employee master</li> </ol> | Spv. HRD |

Source: *Processed Data 2022*

Table 3.3 is the author's third week of March. this week the writer returns to the office HO (the first office is located at Harapan Raya) to update the personal data of employees in the Bengkalis Kuda Laut login system, the author logs in and then enters the item "Manage Employees" where all personal data from employees will appear. That's what will be filled/updated according to the database recorded in excel.

**Table 3.4 Daily Activities of March 22th, 2022 to March 26th, 2022**

| No. | Day / date                | Description of Activities  | Task Assignor |
|-----|---------------------------|--|---------------|
| 1   | Monday/ March 21, 2022    | <ol style="list-style-type: none"> <li>1. create an excel document for additional overtime data for the 2022 BOB project salary period</li> <li>2. scan copy print HRD documents</li> <li>3. make MR (request for HRD goods) using the BKL login system</li> <li>4. make payroll using the BKL Login system</li> </ol> | Spv. HRD      |
| 2   | Tuesday/ March 22, 2022   | <ol style="list-style-type: none"> <li>1. print and then scan the BPJS Employment document</li> <li>2. make MR requests for goods for HRD purposes</li> </ol>  | Spv. HRD      |
| 3   | Wednesday/ March 23, 2022 | updating the employee database for office projects in the BKL login and excel system   | Spv. HRD      |
| 4   | Thursday/ March 24, 2022  | make excel and process data about the wage rate for Sumatran field workers for 24 months   | Spv. HRD      |

|   |                          |   |          |
|---|--------------------------|---|----------|
| 5 | Friday/ March 25, 2022   | <ol style="list-style-type: none"> <li>1. Recap the attendance of employees who took part in the zoom meeting in excel</li> <li>2. calculate labor wages, vehicle rental costs etc in excel</li> </ol>  | Spv. HRD |
| 6 | Saturday/ March 26, 2022 | <ol style="list-style-type: none"> <li>1. print out hrd documents about bob's leave pay; Amendment II documents etc</li> <li>2. make MOM in excel MANAGEMENT KLP GROUP MEETING BKL 2022 the fourth month of March</li> <li>3. make data on the period of service of BKL employees in excel</li> </ol> | Spv. HRD |

Source: Processed Data 2022

Table 3.4 is the fourth week of March, the author helps to type the document and then asks for a signature and bkl stamp then scanned, the author also makes an MR (material request) for office supplies for HR such as A4 paper items, printer ink, duct tape etc. by logging in to the system seahorse benkalis on the item MR/PR/SR, after that it is printed and submitted to the purchasing & stock division.

**Table 3.5 Daily Activities of March 28th, 2022 to March 31th, 2022**

| No. | Day / date                | Description of Activities  | Task Assignor |
|-----|---------------------------|--|---------------|
| 1   | Monday/ March 28,2022     | <ol style="list-style-type: none"> <li>1. make stock data for bkl-rent clothes in excel</li> <li>2. between orders in the form of documents and clothes to one of the employees</li> <li>3. retype employee power of attorney</li> </ol>                                 | Spv. HRD      |
| 2   | Tuesday/ March 29, 2022   | <ol style="list-style-type: none"> <li>1. to record the theme of Ramadan 1443 H from the opinions of BKL employees</li> </ol>  | Spv. HRD      |
| 3   | Wednesday/ March 30, 2022 | <ol style="list-style-type: none"> <li>1. record BKL employees born in April in excel</li> </ol>   | Spv. HRD      |
| 4   | Thursday/ March 31, 2022  | <ol style="list-style-type: none"> <li>1. make an employee loan letter to the BKL company</li> <li>2. ask for director's signature for BOB memo internal document</li> <li>3. make a warning letter for employees who did not attend the zoom meeting 3 times</li> </ol> | Spv. HRD      |

Source: Processed Data 2022

Table 3.5 is the fifth week of March when the authors write letters such as submitting a loan application letter; warning letter (SP); power of attorney etc.

**Table 3.6 Daily Activities of April 1th, 2022 to March 2th, 2022**

| No. | Day / date              | Description of Activities  | Task Assignor |
|-----|-------------------------|--|---------------|
| 1   | Friday/ April 1.2022    | print a warning letter document for employees who do not attend the zoom meeting 3 times | Spv. HRD      |
| 2   | Saturday/ April 2, 2022 | print the document file, ask for a signature and a bkl stamp then copy it                | Spv. HRD      |

Source: *Processed Data 2022*

Table 3.6 is the author's first week of April, this week the author still has the same activities as the last week of March related to the preparation of documents in print, copy and scan.

**Table 3.7 Daily Activities of April 4th, 2022 to March 9th, 2022**

| No. | Day / date               | Description of Activities   | Task Assignor |
|-----|--------------------------|---|---------------|
| 1   | Monday/ April 4,2022     | 1. make absences Morning briefing BKL employees<br>2. printing new BKL employee document data files   | Spv. HRD      |
| 2   | Tuesday/ April 5, 2022   | 1. recap the THR data, leave money and the heart of the BOB driver and dispatcher in excel<br>2. make MR requests for safety shoes for mechanical employees | Spv. HRD      |
| 3   | Wednesday/ April 6, 2022 | 1. create internal memo incentive for interns from absent attendance  | Spv. HRD      |
| 4   | Thursday/ April 7, 2022  | 1. printing employee tenure placards<br>2. check HRD ordered items for mechanics who have arrived   | Spv. HRD      |
| 5   | Friday/ April 8, 2022    | 1. recap data on the education value of staff and children of employees who excel in excel  | Spv. HRD      |
| 6   | Saturday/ April 9, 2022  | 1. update the 2022 BKL employee master in excel and login BKL system  | Spv. HRD      |

Source: *Processed Data 2022*

Table 3.7 the second week of April the author makes a material request for safety shoes for mechanical employees in the bkl login system and submits it to the purchasing & stock division, updating the employee database activity every month.

**Table 3.8 Daily Activities of April 11th, 2022 to March 16th, 2022**

| No. | Day / date                | Description of Activities  | Task Assignor |
|-----|---------------------------|--|---------------|
| 1   | Monday/ April 11,2022     | <ol style="list-style-type: none"> <li>1. check the documents for submitting Eid al-Fitr leave for employees bkl</li> <li>2. print out a material request (mr) from HR and submit it to the purchasing division</li> </ol>   | Spv. HRD      |
| 2   | Tuesday/ April 12, 2022   | <ol style="list-style-type: none"> <li>1. Deliver some receipts and factors to the purchasing and maintenance division</li> <li>2. checking and sorting bob's documents to be taken by bob's supervisor</li> <li>3. convert file (PDSI = Pertamina Drilling Services Indonesia) fdf to word</li> <li>4. take pictures of documents pkwt bob</li> </ol> | Spv. HRD      |
| 3   | Wednesday/ April 13, 2022 | <ol style="list-style-type: none"> <li>1. deliver employee leave letter to spv hrd</li> <li>2. copying documents pkwt driver, chief mechanic and dispatcher and deliver to spv. HRD</li> <li>3. print out the Manpower Manpower application and work letter documents then ask for a sign and stamp of BKL</li> </ol>                                  | Spv. HRD      |
| 4   | Thursday/ April 14, 2022  | <ol style="list-style-type: none"> <li>1. printing BKL employee holiday leave documents</li> </ol>   | Spv. HRD      |
| 5   | Friday/ April 15, 2022    | <b>DAY OFF</b>   |               |
| 6   | Saturday/ April 16, 2022  | <ol style="list-style-type: none"> <li>1. make MR safety shoes for employees thanks</li> <li>2. update the employee master in excel and system</li> </ol>  | Spv. HRD      |

Source: Processed Data 2022

Table 3.8 in the third week of April the author does the same as before compiling employee data files, printing documents about employees, making material requests, updating employee masters in the system.

**Table 3.9 Daily Activities of April 18th, 2022 to April 23th, 2022**

| No. | Day / date                | Description of Activities  | Task Assignor |
|-----|---------------------------|--|---------------|
| 1   | Monday/ April 18,2022     | <ol style="list-style-type: none"> <li>1. continue to update employee master data in excel with the system</li> <li>2. print out the material request and submit it to the purchasing &amp; stock division</li> <li>3. printing budget options submission documents</li> </ol> | Spv. HRD      |
| 2   | Tuesday/ April 19, 2022   | <ol style="list-style-type: none"> <li>1. update the employee master database in system and excel and make reports of changes or differences</li> </ol>  | Spv. HRD      |
| 3   | Wednesday/ April 20, 2022 | <ol style="list-style-type: none"> <li>1. printing PP No 35 of 2021 made into a book</li> </ol>  | Spv. HRD      |

|   |                          |   |          |
|---|--------------------------|---|----------|
| 4 | Thursday/ April 21, 2022 | <ol style="list-style-type: none"> <li>1. take employee badge nest, look for salary document mks</li> <li>2. take bob's pkwt document to be submitted to bob's spv</li> <li>3. copy documents pkwt bob</li> </ol> | Spv. HRD |
| 5 | Friday/ April 22, 2022   | <ol style="list-style-type: none"> <li>1. print document bob</li> <li>2. make a stock recap table for BKL office uniforms</li> </ol>  | Spv. HRD |
| 6 | Saturday/ April 23, 2022 | <ol style="list-style-type: none"> <li>1. Scan documents with Pkwt Bob and Pkwt Ramba</li> <li>2. take the mask item for hrd</li> </ol>   | Spv. HRD |

Source: Processed Data 2022

Table 3.9 is the fourth week of April, the author carries out the same activities as the fourth week, namely the author is the same as usually updating the employee database update in the bkl system, printing documents for HRD needs.

**Table 3.10 Daily Activities of April 25th, 2022 to April 30th, 2022**

| No. | Day / date                | Description of Activities  | Task Assignor |
|-----|---------------------------|--|---------------|
| 1   | Monday/ April 25, 2022    | <ol style="list-style-type: none"> <li>1. ask for the signature of the director of operations Bob's submission letter</li> <li>2. looking for employee application documents,</li> </ol>                                 | Spv. HRD      |
| 2   | Tuesday/ April 26, 2022   | <ol style="list-style-type: none"> <li>1. take the trainee employee appraisal form to be submitted to HRD\</li> <li>2. make mr medical equipment (first aid) for the Soetta office and the HO office</li> </ol>          | Spv. HRD      |
| 3   | Wednesday/ April 27, 2022 | <ol style="list-style-type: none"> <li>1. make mr medical equipment (first aid) for the Soetta office and the HO office</li> <li>2. print out the first aid requests for the Soetta office and the HO office,</li> </ol> | Spv. HRD      |
| 4   | Thursday/ April 28, 2022  | <ol style="list-style-type: none"> <li>1. gotong royong 2nd floor renovation of the table layout of employees 2 bkl</li> </ol>   | Spv. HRD      |
| 5   | Friday/ April 29, 2022    | <b>DAY OFF</b>   |               |
| 6   | Saturday/ April 30, 2022  | <b>DAY OFF</b>   |               |

Source: Processed Data 2022

Table 3.10 is the fifth week of April, the author makes data on the results of psychological tests for managers and employees of pt. seahorse workshop, making MR medical equipment for the Soetta office and showroom office.



**Table 3.11 Daily Activities of May 01th, 2022 to May 07th, 2022**

| No. | Day / date             | Description of Activities    | Task Assignor |
|-----|------------------------|------------------------------|---------------|
| 1   | Monday/ May 2,2022     | <b>DAY OFF (Eid Al-Fitr)</b> |               |
| 2   | Tuesday/ May 3, 2022   | <b>DAY OFF (Eid Al-Fitr)</b> |               |
| 3   | Wednesday/ May 4, 2022 | <b>DAY OFF (Eid Al-Fitr)</b> |               |
| 4   | Thursday/ May 5, 2022  | <b>DAY OFF (Eid Al-Fitr)</b> |               |
| 5   | Friday/ May 6, 2022    | <b>DAY OFF (Eid Al-Fitr)</b> |               |
| 6   | Saturday/ May 7, 2022  | <b>DAY OFF (Eid Al-Fitr)</b> |               |

Source: Processed Data 2022

Table 3.11 The author's first week of May, this week is the Eid al-Fitr holiday.

**Table 3.12 Daily Activities of May 09th, 2022 to May 14th, 2022**

| No. | Day / date              | Description of Activities  | Task Assignor |
|-----|-------------------------|--|---------------|
| 1   | Monday/ May 9,2022      | 1. help cut paper<br>2. make mr office supplies duct tape and badge straps<br>3. write a warning letter (SP)   | Spv. HRD      |
| 2   | Tuesday/ May 10, 2022   | 1. make a material request for safety shoes for tpi and aero projects<br>2. print attachments for mr, deliver documents from the interview results for prospective new employees to HRD  | Spv. HRD      |
| 3   | Wednesday/ May 11, 2022 | 1. make material requests for photo paper requests<br>2. print mr submit to purchasing&stock<br>3. make a material request request form spd (business travel letter)<br>4. print mr submit to purchasing   | Spv. HRD      |
| 4   | Thursday/ May 12, 2022  | 1. printing a decision letter for the promotion of bkl karyawan employees<br>2. print out the correct certificate of being an employee at pt bkl for the administration of the thesis siding<br>3. print an example of the spd form that you want to order | Spv. HRD      |

|   |                        |  |          |
|---|------------------------|--|----------|
| 5 | Friday/ May 13, 2022   | 1. printing office uniform and size documents bkl<br>2. printing office uniform request material<br>3. make the names of employees on every shirt and pants of the office uniform that has arrived | Spv. HRD |
| 6 | Saturday/ May 14, 2022 | 1. make an offering letter for new employees<br>2. print and scan offering letter<br>3. make material requests for HRD needs   | Spv. HRD |

Source: Processed Data 2022

Table 3.12 is the second week of May, the author does a lot of small activities such as printing documents, copying, scanning and signing PT. Bengkalis Kuda Laut same as usual. Making a material request, the author also makes an offering letter which is a job offer letter as a sign of acceptance as a new employee at PT. Bengkalis Kuda Laut. Make a letter of reference, sample letter of employment, etc.

**Table 3.13 Daily Activities of May 16th, 2022 to May 21st, 2022**

| No. | Day / date              | Description of Activities   | Task Assignor |
|-----|-------------------------|---|---------------|
| 1   | Monday/ May 16, 2022    | <b>DAY OFF</b>  |               |
| 2   | Tuesday/ May 17, 2022   | make material requests for HR needs   | Spv. HRD      |
| 3   | Wednesday/ May 18, 2022 | 1. printing material requests for hrd needs<br>2. print image as attachment mr                  | Spv. HRD      |
| 4   | Thursday/ May 19, 2022  | 1. help paste pictures of heavy equipment according to the direction of the photo in excel      | Spv. HRD      |
| 5   | Friday/ May 20, 2022    | 1. make material requests for HR requests<br>2. Drafting material requests that are not ordered | Spv. HRD      |
| 6   | Saturday/ May 21, 2022  | gotong royong lift things to a new room   | Spv. HRD      |

Source: Processed Data 2022

Table 3.13 in the third week of May, the author has a mutual cooperation activity on Saturday, also prints a material request that has been made and approved and will then be submitted to the purchasing & stock division.

**Table 3.14 Daily Activities of May 23th, 2022 to May 28th, 2022**

| No. | Day / date              | Description of Activities   | Task Assignor |
|-----|-------------------------|---|---------------|
| 1   | Monday/ May 23,2022     | <ol style="list-style-type: none"> <li>1. print a certificate of truth work at bkl</li> <li>2. make a work certificate for the disbursement of bpjs</li> <li>3. make a material request for bkl letterhead paper</li> <li>4. compiling documents based on the information</li> </ol>  | Spv. HRD      |
| 2   | Tuesday/ May 24, 2022   | <ol style="list-style-type: none"> <li>1. print a certificate of truth work at bkl</li> <li>2. print a work letter for the disbursement of bpjs</li> <li>3. copying credit incentive documents</li> <li>4. typing data for official travel receipt data for Jakarta</li> </ol>  | Spv. HRD      |
| 3   | Wednesday/ May 25, 2022 | <ol style="list-style-type: none"> <li>1. Checking and compiling data for the official travel of the PT Bumi Siak Pusako driver</li> <li>2. calculate and make data on official travel costs for drivers of PT Bumi Siak Pusako – Pertamina Hulu in Excel</li> <li>3. print a resignation letter, for Mr. employee safety shoes</li> <li>4. make mr raincoat and safety helmet,</li> <li>5. move the hrd document files from the old room to the new room</li> <li>6. help fill in data based on how many mechanical employees enter</li> </ol> | Spv. HRD      |
| 4   | Thursday/ May 26, 2022  | <b>DAY OFF</b>  |               |
| 5   | Friday/ May 27, 2022    | <ol style="list-style-type: none"> <li>1. deliver a work certificate &amp; resignation letter to one of the ex-bkl drivers</li> <li>2. compiling and pasting Jakarta official travel expense receipts</li> <li>3. photocopy of Jakarta official travel expense receipt</li> <li>4. Submit the safety shoe request material along with attachments to purchasing &amp; stock</li> </ol>  | Spv. HRD      |
| 6   | Saturday/ May 28, 2022  | <ol style="list-style-type: none"> <li>1. make data on the differences between the Company Regulations (PP) PT. Bengkalis Seahorse in 2018 with PP pt Bengkalis Seahorse in 2022</li> <li>2. print a certificate of acceptance of interns</li> <li>3. ask for a sign and a bkl stamp then scan and photocopy</li> </ol>   | Spv. HRD      |

Source: Processed Data 2022

Table 3.14 in the fourth week of May the author carried out many activities related to the SPD (official travel letter) employees. Which costs spent during the trip will be recorded and used as a report that will be submitted to the finance &

accounting division. The author's new activity on the week is also the author makes data comparisons or differences between the Company Regulations of PT. Bengkalis Kuda Laut with Company Regulations 2022.

**Table 3.15 Daily Activities of May 30th, 2022 to May 31th, 2022**

| NO. | Day / date            | Description of Activities   | Task Assignor |
|-----|-----------------------|---|---------------|
| 1   | Monday/ May 30,2022   | <ol style="list-style-type: none"> <li>1. print shopee receipt for the purchase of the xtrail serena c24 fan motor 21487- CX000</li> <li>2. looking for bkl employee promotion certificate documents</li> <li>3. check the report on the bill and official travel receipt according to excel data</li> <li>4. submit the package of documents and ask for the relevant signature</li> <li>5. Checking the deposit report for the period 11-20 May 2022 TPI Jakarta project,</li> </ol>                            | Spv. HRD      |
| 2   | Tuesday/ May 31, 2022 | <ol style="list-style-type: none"> <li>1. ask for a bkl stamp for a promotional certificate, print out the Company Regulation (PP) BKL 2022</li> <li>2. print the difference between PP 2018 vs PP 2022</li> <li>3. print internal HPS project service payment memo</li> <li>4. check the forklift project bill report, photocopy of the job application form 40 copies of reciprocity + mbti test</li> <li>5. check the official travel bill report</li> <li>6. fix bill deposit report data in excel</li> </ol> | Spv. HRD      |

Source: Processed Data 2022

Table 3.15 is the fifth week of May, the authors carry out activities to check if there are reports on official travel receipts from maintenance, TPI Jakarta projects, etc. Checked information and official travel costs must be the same as the proof of the bill before it is submitted and signed to the HR manager, if there is a shortage, it will be processed, whether it is repairing the total in the table or returning it temporarily to the person who delivered this report.

**Table 3.16 Daily Activities of June 02th, 2022 to June 04th, 2022**

| No. | Day / date             | Description of Activities  | Task Assignor |
|-----|------------------------|--|---------------|
| 1   | Thursday/ June 2, 2022 | <ol style="list-style-type: none"> <li>1. check the project receipt deposit report tp</li> <li>2. mark and arrange the hrd documents according to the description</li> <li>3. make a work certificate for one of the employees who resigned</li> <li>4. look for the pkwt document for one of the employees</li> </ol> | Spv. HRD      |

|   |                        |  |          |
|---|------------------------|--|----------|
|   |                        | 5. print bill of may for bkl blf bob mks non-jp paj ramba  |          |
| 2 | Friday/ June 3, 2022   | <ol style="list-style-type: none"> <li>1. calculating employee salary data emerald bob in excel</li> <li>2. make a statement and request for approval of company regulations</li> <li>3. make a work certificate for one of the employees of bkl</li> </ol>  | Spv. HRD |
| 3 | Saturday/ June 4, 2022 | <ol style="list-style-type: none"> <li>1. make a material request for a t-shirt for ob</li> <li>2. fix the article number on the company regulation bkl 2022</li> <li>3. print company regulations bkl 2022</li> <li>4. print a statement letter and attachments for ratification of company regulations bkl 2022</li> </ol> | Spv. HRD |

Source: Processed Data 2022

Table 3.16 is the first week of June, the author calculates the salaries of Bob Emerald employees manually in excel calculating basic salary, overtime housing allowance, meal allowance, transportation allowance, and other bpjs deductions. Calculated according to attendance data and costs in the second excel.

**Table 3.17 Daily Activities of June 06th, 2022 to June 11st, 2022**

| No. | Day / date              | Description of Activities   | Task Assignor |
|-----|-------------------------|---|---------------|
| 1   | Monday/ June 6,2022     | <ol style="list-style-type: none"> <li>1. print material request aero and tpi project safety shoes</li> <li>2. Check Pertamina's Bill Deposit Report Bob</li> <li>3. replace page 2 pkwt which is 1 year with 2 years</li> <li>4. scan documents pkwt bob driver, car wash, dispatcher and mechanic,</li> </ol> | Spv. HRD      |
| 2   | Tuesday/ June 7, 2022   | <ol style="list-style-type: none"> <li>1. make prepaid payments for the rest of the mess rental in Surabaya</li> <li>2. print internal memo as prepaid attachment</li> </ol>  | Spv. HRD      |
| 3   | Wednesday/ June 8, 2022 | <ol style="list-style-type: none"> <li>1. create a name for employee data documents</li> <li>2. add new employee data in the system (create data)</li> <li>3. make a work certificate</li> </ol>  | Spv. HRD      |
| 4   | Thursday/ June 9, 2022  | <ol style="list-style-type: none"> <li>1. Enter employee data into the system for both new and old employees</li> <li>2. prepare the KK and ID cards of several employees for the purposes of registering for BPJS</li> </ol>   | Spv. HRD      |

|   |                         |  |          |
|---|-------------------------|--|----------|
|   |                         | 3. create new employee data and resign in excel  |          |
| 5 | Friday/ June 10, 2022   | 1. update NPWP for all employees in the system<br>2. ask for npwp to some employees who are not registered in the database | Spv. HRD |
| 6 | Saturday/ June 11, 2022 | gotong royong for mess and prayer room renovation  | Spv. HRD |

Source: Processed Data 2022

Table 3.17 the second week of June the author carried out the author's activities to make prepaid or cash payments and recorded as assets before being used or consumed, here the author made payments for the rental of mess pt. bkl in bandung through the bkl login system.

**Table 3.18 Daily Activities of June 13th, 2022 to June 16th, 2022**

| No. | Day / date               | Description of Activities   | Task Assignor |
|-----|--------------------------|---|---------------|
| 1   | Monday/ June 13, 2022    | 1. make a material request atk for hrd<br>2. hand over the package to the person concerned and ask for the signature<br>3. create outgoing mail number<br>4. print out aerotrans<br>5. print employee debt<br>6. make a work certificate and a resignation letter | Spv. HRD      |
| 2   | Tuesday/ June 12, 2022   | 1. make data logbook Jakarta official car<br>2. Ask for the SPV signature and the manager for the debt acknowledgment letter  | Spv. HRD      |
| 3   | Wednesday/ June 13, 2022 | 1. make a work certificate, print a new employee candidate document<br>2. update employee positions in the system   | Spv. HRD      |
| 4   | Thursday/ June 14, 2022  | collect car data on the s3track system  | Spv. HRD      |
| 5   | Friday/ June 15, 2022    | print personal test and copy 30 copies  | Spv. HRD      |
| 6   | Saturday/ June 16, 2022  | 1. note down material request<br>2. compiling mr . cash   | Spv. HRD      |

Source: Processed Data 2022

Table 3.18 is the third week of June, the author is working on a new activity, namely collecting data report stories of vehicles at PT. bkl system S3track safe, secure, and smart tracking

**Table 3.19 Daily Activities of June 20th, 2022 to June 25<sup>th</sup>,2022**

| No. | Day / date               | Description of Activities   | Task Assignor |
|-----|--------------------------|---|---------------|
| 1   | Monday/ June 20,2022     | <ol style="list-style-type: none"> <li>1. print driver document bkl</li> <li>2. make a contact stop request material,</li> <li>3. check the TPI deposit deposit report, print the form font and copy</li> <li>4. record spare parts</li> </ol>  | Spv. HRD      |
| 2   | Tuesday/ June 21, 2022   | <ol style="list-style-type: none"> <li>1. make data for the driver of PT Bumi Siak Pusako-Pertamina Hulu</li> <li>2. print bon-bon spd driver and compose data</li> <li>3. update employee and manager loans</li> <li>4. input driver record in system</li> </ol>   | Spv. HRD      |
| 3   | Wednesday/ June 22, 2022 | <ol style="list-style-type: none"> <li>1. print tta project documents, print employee timesheet documents,</li> <li>2. write a work certificate, record a bkl bon po</li> </ol>   | Spv. HRD      |
| 4   | Thursday/ June 23, 2022  | <ol style="list-style-type: none"> <li>1. recap the psychological test data of bkl karyawan employees</li> <li>2. fill in driver attendance data</li> </ol>   | Spv. HRD      |
| 5   | Friday/ June 24, 2022    | <ol style="list-style-type: none"> <li>1. distribute packages from the Jakarta office to the person concerned + sign</li> <li>2. print detail report spd driver</li> <li>3. print documents for new prospective employees</li> <li>4. print employee &amp; manager salary pot documents</li> <li>5. print the bkl driver resign document</li> <li>6. print the paper civil registration report file f4</li> <li>7. scan data bkl employee applicant data</li> </ol> | Spv. HRD      |
| 6   | Saturday/ June 25, 2022  | <ol style="list-style-type: none"> <li>1. record purchase order receipt</li> <li>2. compiling material request</li> </ol>   | Spv. HRD      |

Source: *Processed Data 2022*

Table 3.19 is the fourth week of June, the author makes the TT Bon data to accounting, Mr. who has been in the bill is recorded into the excel table. And other activities are random and the same as in the previous week, print out HR documents such as mbti for prospective new employees; resign employees; bkl employee applicant data. This week many prospective employees came to apply. The author helped prepare the form and the results were scanned.

**Table 3.20 Daily Activities of June 27st, 2022 to June 30nd, 2022**

| No. | Day / date               | Description of Activities  | Task Assignor |
|-----|--------------------------|--|---------------|
| 1   | Monday/ June 27,2022     | 1. print data for prospective new employees bkl<br>2. copy project invoice data to excel (re-create)<br>3. Check Pertamina's Bill Deposit Report Bob | Spv. HRD      |
| 2   | Tuesday/ June 28, 2022   | 1. make an offer letter<br>2. scan offering letter<br>3. make purchase order receipt data in excel according to the project                          | Spv. HRD      |
| 3   | Wednesday/ June 29, 2022 | 1. add data on psychological test results for employees of bkl<br>2. input data po and mr stock in the system bkl login                              | Spv. HRD      |
| 4   | Thursday/ June 30, 2022  | 1. Input MR and PR transaction data into the BKL login system<br>2. Print new employee candidate data  | Spv. HRD      |

Source: *Processed Data 2022*

Table 3.20 is the last week of the author's field work practice, this week the author helps input MR and PR transaction data through the GRN transaction menu item at the BKL login from the purchasing & stock division.

### 2.3. Obstacle and Solution

The obstacle that the writers get while did the apprenticeship at PT. Bengkalis Kuda Laut are the first one is a small and cramped table space. So the author is a little difficult to do some work that requires a lot of computer space and documents, and the second is that the office network is sometimes difficult to connect to a computer so it is difficult for the author to input data in the system or work that requires an internet network.

The solution in solving this problem, in the third month the writer and other employees moved the room to the second floor of the office and the writer got a large and spacious desk so that it was easy to do a job and put the belongings of the HR division. regarding the internet network the author must report faster to the internet technology division to connect an error network connection, sometimes the author also uses internet network hotspots from personal cellphones.



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

Based on the internship activities carried out by the author at PT. Bengkalis Kuda Laut the author has achieved the goals that have been formulated, namely the author has carried out various activities in accordance with those instructed by the field supervisor and was able to complete it, besides that in carrying out his activities the author also studied information management systems from PT. Bengkalis Kuda Laut, especially the human resource development division in the real world of work. In addition to the HRD section, the author also studied the Purchasing & Stock section inputting material request and purchase order receipt data into the system, the finance division section in making transaction journals. In addition, the author gains experience of the real world of work, insights, work environment and new skills that can later be utilized in the world of work. In facing the world of work in the future, the author concludes that soft skills and hard skills are needed. The soft skills needed to become a competent resource later are leadership, problem solving, time management, organizational management, critical thinking, teamwork, analytical skills and self-confidence. The hard skills that need to be possessed are being able to do work correctly, quickly and efficiently in accordance with their scientific field.

#### **4.2 Suggestion**

Author provide some suggestions for various parties, namely for the author himself, for students or younger siblings 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. College student

Author also provide suggestions that may be useful for students who will carry out practical work activities for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability, thinking before taking action, always being patient and obedient and must learn to manage everything assigned job.

3. Company

After the author runs the Aprenticeship activities at PT. Bengkalis Kuda Laut. 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

The suggestion for the State Polytechnic of Bengkalis campus is to hold This Aprenticeship can be used as an evaluation, and should be provided to students before carrying out the Aprenticeship in accordance with the field or course material in accordance with the Aprenticeship company. And the person concerned will deliver students who will do practical work on the first day of entry, and pick them back up when students have finished doing practical work.

## REFERENCES

Suyoto, P. (2022, Juli 12). *BKL-rent*. Retrieved Juli 2022, 2022, from BKL-rent:  
<http://bklrent.id/>



# APPENDICES

## Appendix 1 : Apprenticeship Acceptance Letter



**PT. BENGKALIS KUDA LAUT**

**LIGHT VEHICLES AND HEAVY EQUIPMENT RENTAL**

● **BRANCH OFFICE :**

Jl. H. Imam Munandar No. 67 AA Tangkerang  
Tel. (0761) 862842 (Hunting)  
Fax. (0761) 33128  
Pekanbaru - Riau - Indonesia  
Email : mainoffice@bengkaliskudalaut.com

Pekanbaru, 15 Februari 2022

Kepada Yth,  
**POLITEKNIK NEGERI BENGKALIS**  
Up. Bpk M. Alkadri Perdana  
Di –  
Tempat

**Perihal : Konfirmasi Praktek Kerja**

Dengan Hormat,  
Sehubungan dengan surat yang telah kami terima pada tanggal 7 februari 2022 dengan no. surat : 0521/PL31/TU/2022 Perihal Permohonan izin praktek kerja/magang kepada mahasiswa :

| No. | Nama                  | NIM        |
|-----|-----------------------|------------|
| 1   | Farida Yanti Setiawan | 5404181141 |
| 2   | Baiq Norma Suhesti    | 5404181153 |

Bersama surat ini kami sampaikan bahwa mahasiswa/i tersebut diatas dapat kami terima untuk melaksanakan praktek kerja/magang diperusahaan kami, terhitung mulai 1 Maret 2022 s/d 30 Juni 2022.

Demikian disampaikan atas perhatiannya kami ucapkan terima kasih.

**PT. Bengkalis Kuda Laut**



**Faradila Zulda**  
Manager HRD

MAIN OFFICE : Jl. Yos Sudarso Telp. (0766) 22439 Bengkulu - Riau - Indonesia

BRANCH OFFICE : Komp. Gading Bukit Indah Blok RC-7/8 Jl. Bukit Gading Raya Tel. (021) 29959814, 29959815 - Jakarta Utara

## Appendix 2 : Apprenticeship Certificate





## Appendix 4 : Company Appraisal Sheet



### PT. BENGKALIS KUDA LAUT

#### FORMULIR PENILAIAN PRAKTEK KERJA LAPANGAN

|                   |  |
|-------------------|--|
| Nama              | Baiq Norma Suhesti                     |
| NIM               | 5404181153                             |
| Prodi             | Administrasi Bisnis Internasional      |
| Perguruan Tinggi  | Politeknik Negeri Bengkalis            |
| Tanggal PKL       | 01 Maret - 30 Juni 2022                |
| Nama Perusahaan   | PT. Bengkalis Kuda Laut                |
| Unit Kerja        | Human Resources Development Division   |
| Alamat Perusahaan | Jl. Imam Munandar No. 67 AA Tangkerang |
| Pembimbing PKL    | M. Andri Rivani, S.H                   |

| No                           | Unsur Penilaian                     | Nilai |       |
|------------------------------|-------------------------------------|-------|-------|
|                              |                                     | Angka | Huruf |
| <b>Kedisiplinan</b>          |                                     |       |       |
| 1                            | Ketepatan waktu/disiplin            | 85    | A     |
| 2                            | Sikap kerja/prosedur kerja          | 90    | A     |
| 3                            | Tanggung jawab terhadap tugas       | 90    | A     |
| 4                            | Kehadiran/absensi                   | 90    | A     |
| <b>Prestasi Kerja</b>        |                                     |       |       |
| 5                            | Kemampuan kerja                     | 90    | A     |
| 6                            | Keterampilan kerja                  | 90    | A     |
| 7                            | Kualitas hasil kerja                | 90    | A     |
| <b>Kemampuan Beradaptasi</b> |                                     |       |       |
| 8                            | Kemampuan berkomunikasi             | 85    | A     |
| 9                            | Kerjasama                           | 90    | A     |
| 10                           | Kerajinan/inisiatif                 | 95    | A     |
| <b>Lain-lain</b>             |                                     |       |       |
| 11                           | Memiliki rasa percaya diri          | 95    | A     |
| 12                           | Mematuhi aturan dan tata tertib PKL | 95    | A     |
| 13                           | Penampilan/kerapihan                | 95    | A     |
| <b>Nilai Rata-rata</b>       |                                     | 91    | A     |

Ketentuan Penilaian: 80 s/d 100: Nilai A, 68 s/d 79: Nilai B dan 56 s/d 67: Nilai C

Pekanbaru, 30 Juni 2022

PT. Bengkalis Kuda Laut  
Pembimbing PKL,

**M. Andri Rivani, S.H**  
Supervisor HRD

## Appendix 5 : Daily Activities of The Job Training

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1  
 Week : 1  
 Day : Tuesday Saturday  
 Date :

| Day /date                 | Description of Activities   | Task Assignor | Signature |
|---------------------------|---|---------------|-----------|
| Tuesday/ March 01, 2022   | Recapitulating the bill for the BPJS for employment from PT. BRT, PT. MKS, Project Ramba, and Project BOB   | Spt. HR       |           |
| Wednesday/ March 02, 2022 | 1. Excel Project Ramba, 2022 PPL Star<br>2. Count the number of people according to the size of the overall employees<br>3. Excel enter migration name data | Spt. HR       |           |
| Thursday/ March 03, 2022  | <b>DAY OFF</b>  |               |           |
| Friday/ March 04, 2022    | Input journal transaction data using the KIRF system  | Spt. HR       |           |
| Saturday/ March 05, 2022  | Continuing to input journal transaction data using the KIRF system  | Spt. HR       |           |

| No. | WORKING | EXPLANATION  |
|-----|---------|--|
|     |         | The author's first week practical work activities are still in the process of introducing work and studying several activities that will be carried out for 4 months in the HR division. The author recapitulates the BPJS employment bill for employees in the Garuda system records the size of the Ramba project employees. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1  
 Week : 2  
 Day : Monday Saturday  
 Date :

| Day /date                 | Description of Activities   | Task Assignor | Signature |
|---------------------------|---|---------------|-----------|
| Monday/ March 07, 2022    | Complete the input of payroll transaction data using the KIRF system                              | Spt. HR       |           |
| Tuesday/ March 08, 2022   | recap data on MEM MANAGEMENT KLP GROUP MEETING BKL 2022 the second week of March                  | Spt. HR       |           |
| Wednesday/ March 09, 2022 | Update the January 2021 employee database in excel based on the Cara Baku Point                   | Spt. HR       |           |
| Thursday/ March 10, 2022  | Update employee database February - May 2021 in excel based on Cara Baku Point                    | Spt. HR       |           |
| Friday/ March 11, 2022    | learn and practice making a letter of submission for an internal memo                             | Spt. HR       |           |
| Saturday/ March 12, 2022  | mutual cooperation activities, move documents and storage documents according to the HRD division | Spt. HR       |           |

| No. | WORKING | EXPLANATION   |
|-----|---------|---|
|     |         | The second week of practical work, the author spent a few days in the showroom or building of pt. the second half of the month, the finance division. The author inputs the data of the transaction data carried out by pt. BKL in the KIRF HR system. When the author journals the transaction activities into outgoing cash or incoming cash. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1  
 Week : 3  
 Day : Monday - Saturday  
 Date :

| Day /date                 | Description of Activities  | Task Assignor | Signature |
|---------------------------|--|---------------|-----------|
| Monday/ March 14, 2022    | 1. make modules to be used as making informatics<br>2. copying hrd documents<br>3. updating the employee database work entry date using the BKL Login system   | Spt. HR       |           |
| Tuesday/ March 15, 2022   | 1. Update the employee database data according to the data in excel using the BKL Login system   | Spt. HR       |           |
| Wednesday/ March 16, 2022 | 1. print a document about the size of the browser project and the BRT project<br>2. update the employee database using the BKL Login system  | Spt. HR       |           |
| Thursday/ March 17, 2022  | 1. create an internal letter memo<br>2. copy and print hrd documents<br>3. create excel ID CARD employee data  | Spt. HR       |           |
| Friday/ March 18, 2022    | 1. help scan, copy, print, stamp, company document, documents<br>2. Resign employees who leave/quit using the BRT system   | Spt. HR       |           |
| Saturday/ March 19, 2022  | 1. help print documents and make document package addresses<br>2. Check the document file for customers and employees of BRT<br>3. input MEM MANAGEMENT report KLP GROUP MEETING BKL 2022 third week of March<br>4. new employees update/addition in excel employee master | Spt. HR       |           |

| No. | WORKING | EXPLANATION   |
|-----|---------|---|
|     |         | In the third week of practical work, the author updates the personal data of employees in the Bebasika, Garuda Last login system, the author logs in and then enters the term "Manage Employees" when all personal data from employees will appear. That's what will be then updated according to the database recorded in excel. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1  
 Week : 4  
 Day : Monday - Saturday  
 Date :

| Day /date                 | Description of Activities   | Task Assignor | Signature |
|---------------------------|---|---------------|-----------|
| Monday/ March 21, 2022    | 1. create an excel document for additional overtime data for the 2022 BRT project salary period<br>2. scan copy print HRD documents<br>3. make MR request for HRD goods using the BKL login system<br>4. make proposal using the BKL Login system | Spt. HR       |           |
| Tuesday/ March 22, 2022   | 1. print and then scan the BPJS BPJS cost document<br>2. make MR requests for goods for HRD purposes  | Spt. HR       |           |
| Wednesday/ March 23, 2022 | 1. updating the employee database for office projects in the BKL login and excel system   | Spt. HR       |           |
| Thursday/ March 24, 2022  | 1. make excel and process data about the wage rate for Sumatera field workers for 21 months   | Spt. HR       |           |
| Friday/ March 25, 2022    | 1. Recap the attendance of employees who took part in the zoom meeting in excel<br>2. calculate labor wages, vehicle rental costs etc in excel  | Spt. HR       |           |
| Saturday/ March 26, 2022  | 1. print scanned documents about hrd's leave pay/Amendment II documents etc<br>2. make MEM in excel MANAGEMENT KLP GROUP MEETING BKL 2022 the fourth week of March<br>3. make data on the period of service of BKL employees in excel             | Spt. HR       |           |

| No. | WORKING | EXPLANATION   |
|-----|---------|---|
|     |         | In the fourth week of practical work, the author helps to type the document then asks for a signature and will change then request, the author asks to make an MR (material request) for office supplies for HR such as A4 paper goods, printer ink, dust paper etc. by logging in to the Bebasika Bebasika system on the team MRP/HR, after that it is printed and submitted to the purchasing & stock division. |



DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1  
 Week : 5  
 Day : Monday Thursday  
 Date :

| Day /date                 | Description of Activities  | Task Assigner | Signature |
|---------------------------|--|---------------|-----------|
| Monday/ March 28, 2022    | 1. make stock data for 86-item clothes in excel<br>2. between order in the form of documents and clothes to use of the employees<br>3. receive employee power of attorney                                  | Spu. HR       |           |
| Tuesday/ March 29, 2022   | 1. to record the theme of Ramadan LUGS H from the opinions of BKL employees  | Spu. HR       |           |
| Wednesday/ March 30, 2022 | 1. record BKL employees born in April in excel   | Spu. HR       |           |
| Thursday/ March 31, 2022  | 1. make an employee loan letter to the BKL company<br>2. ask for director's signature for BOB memo internal document<br>3. make a warning letter for employees who did not attend the zoom meeting 3 times | Spu. HR       |           |

| No | WORKING | EXPLANATION  |
|----|---------|--|
|    |         | The fifth week of practical work activities the author makes letters such as loan application letters, warning letter (SP), power of attorney etc. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2  
 Week : 1  
 Day : Friday – Saturday  
 Date :

| Day /date               | Description of Activities  | Task Assigner | Signature |
|-------------------------|--|---------------|-----------|
| Friday/ April 1, 2022   | print a warning letter document for employees who do not attend the zoom meeting 3 times | Spu. HR       |           |
| Saturday/ April 2, 2022 | print distribution list ask for a signature and a bill stamp then copy it                | Spu. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The author's first week practical work activities are still the same as the last week of March related to the preparation of documents in print, copy and scan. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2  
 Week : 2  
 Day : Monday Saturday  
 Date :

| Day /date                | Description of Activities  | Task Assigner | Signature |
|--------------------------|--|---------------|-----------|
| Monday/ April 4, 2022    | 1. make absences Morning briefing BKL employees<br>2. printing new BKL employee document data files  | Spu. HR       |           |
| Tuesday/ April 5, 2022   | 1. receipt the THR data, leave money and the head of the BOB driver and dispatcher in excel<br>2. make MR requests for safety shoes for mechanical employees | Spu. HR       |           |
| Wednesday/ April 6, 2022 | 1. create internal memo incentive for interns from absent attendance   | Spu. HR       |           |
| Thursday/ April 7, 2022  | 1. printing employee tenure placards<br>2. check HRD ordered items for mechanics who have arrived  | Spu. HR       |           |
| Friday/ April 8, 2022    | 1. record data on the education value of staff and children of employees who excel in excel  | Spu. HR       |           |
| Saturday/ April 9, 2022  | 1. update the 2022 BKL employee master in excel and login BKL system   | Spu. HR       |           |

| No | WORKING | EXPLANATION  |
|----|---------|--|
|    |         | In the second week of practical work, the author makes a material request for safety shoes for mechanical employees in the bid login system and submit it to the purchasing & stock division, updating the employee database activity every month. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2  
 Week : 3  
 Day : Monday – Saturday  
 Date :

| Day /date                 | Description of Activities   | Task Assigner | Signature |
|---------------------------|---|---------------|-----------|
| Monday/ April 11, 2022    | 1. check the documents for submitting Ekl abs- for leave for employees BKL<br>2. print out a material request form from HR and submit it to the purchasing division   | Spu. HR       |           |
| Tuesday/ April 12, 2022   | 1. Deliver some receipts and factors to the purchasing and maintenance division<br>2. checking and sorting both documents to be taken by bob's supervisor<br>3. convert file (PDF) = portable printing services, printers so far so on<br>4. take pictures of documents about bob | Spu. HR       |           |
| Wednesday/ April 13, 2022 | 1. deliver employee leave letter to supervisor<br>2. copying documents about driver, chief mechanic and dispatcher and deliver to spu. HRD<br>3. print out the Manpower Manpower application and work letter documents then ask for a sign and stamp of BKL                       | Spu. HR       |           |
| Thursday/ April 14, 2022  | 1. printing BKL employee holiday leave documents  | Spu. HR       |           |
| Friday/ April 15, 2022    | DAV OFF   |               |           |
| Saturday/ April 16, 2022  | 1. make MR safety shoes for employees thanks<br>2. update the employee master in excel and system   | Spu. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The author's third week practical work activities are the same as before, copying employee data files, printing documents about employees, making material requests, updating employee masters in the system. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2  
 Week : 4  
 Day : Monday Saturday  
 Date :

| Day /date                 | Description of Activities  | Task Assignor | Signature |
|---------------------------|--|---------------|-----------|
| Monday/ April 18, 2022    | 1. continue to update employee master data in excel with the system<br>2. print out the material request and submit it to the purchasing & stock division<br>3. printing budget options submission documents | Spr. HR       |           |
| Tuesday/ April 19, 2022   | 1. update the employee master database in system excel and make reports of changes or differences  | Spr. HR       |           |
| Wednesday/ April 20, 2022 | 1. printing PP No 35 of 2021 into a book   | Spr. HR       |           |
| Thursday/ April 21, 2022  | 1. take employen badge, look for salary document take<br>2. take bob's pilot document to be submitted to bob's pp<br>3. copy documents pilot bob   | Spr. HR       |           |
| Friday/ April 22, 2022    | 1. print document bob<br>2. make a stock receipt table for BKL office uniform  | Spr. HR       |           |
| Saturday/ April 23, 2022  | 1. Scan documents with Pilot Bob and Pilot Barba<br>2. take the mark item for led  | Spr. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The author's fourth week of practical work activities |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2  
 Week : 5  
 Day : Monday – Saturday  
 Date :

| Day /date                 | Description of Activities   | Task Assignor | Signature |
|---------------------------|---|---------------|-----------|
| Monday/ April 25, 2022    | 1. ask for the signature of the director of operations Bob's submission letter<br>2. looking for employee application documents                                 | Spr. HR       |           |
| Tuesday/ April 26, 2022   | 1. take reference employee approval form to be submitted to HRDA<br>2. make mr medical equipment (first aid) for the Soetta office and the HO office            | Spr. HR       |           |
| Wednesday/ April 27, 2022 | 1. make mr medical equipment (first aid) for the Soetta office and the HO office<br>2. print out the first aid requests for the Soetta office and the HO office | Spr. HR       |           |
| Thursday/ April 28, 2022  | 1. printing uniform and first aid request of the table layout of employees 2 bkl  | Spr. HR       |           |
| Friday/ April 29, 2022    | DAY OFF   |               |           |
| Saturday/ April 30, 2022  | DAY OFF   |               |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The fifth week of practical work activities the author makes data on the results of psychological tests for managers and employees of p. substore bengkalis, making MR medical equipment for the Soetta office and showroom office. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 3  
 Week : 1  
 Day : Monday Saturday  
 Date :

| Day /date              | Description of Activities | Task Assignor | Signature |
|------------------------|---------------------------|---------------|-----------|
| Monday/ May 2, 2022    | DAY OFF (Eid Al-Fitr)     |               |           |
| Tuesday/ May 3, 2022   | DAY OFF (Eid Al-Fitr)     |               |           |
| Wednesday/ May 4, 2022 | DAY OFF (Eid Al-Fitr)     |               |           |
| Thursday/ May 5, 2022  | DAY OFF (Eid Al-Fitr)     |               |           |
| Friday/ May 6, 2022    | DAY OFF (Eid Al-Fitr)     |               |           |
| Saturday/ May 7, 2022  | DAY OFF (Eid Al-Fitr)     |               |           |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 3  
 Week : 2  
 Day : Monday – Saturday  
 Date :

| Day /date               | Description of Activities   | Task Assignor | Signature |
|-------------------------|---|---------------|-----------|
| Monday/ May 9, 2022     | 1. help cut paper<br>2. make mr office supplies duct tape and badge stings<br>3. write a warning letter (SP)  | Spr. HR       |           |
| Tuesday/ May 10, 2022   | 1. make a material request (for safety shoes for spr and zero progress<br>2. print attachments for mr. deliver documents from the interview results for prospective new employees to HRDA   | Spr. HR       |           |
| Wednesday/ May 11, 2022 | 1. make material requests for photo paper requests<br>2. print mr submit on purchasing, stock<br>3. make a material request request form spd (business travel letter)<br>4. print mr submit on purchasing   | Spr. HR       |           |
| Thursday/ May 12, 2022  | 1. printing a decision letter for the promotion of bkl karyawan employees<br>2. print out the correct certificate of being an employee at pt. bkl for the administration of the bkl table<br>3. print an example of the spd form that you want to order | Spr. HR       |           |
| Friday/ May 13, 2022    | 1. printing office uniform spd like documents bkl<br>2. printing office uniform request material<br>3. make the names of employees on every shirt and pants of the office uniform that has arrived  | Spr. HR       |           |
| Saturday/ May 14, 2022  | 1. make an offering letter for new employees<br>2. print and scan offering letter<br>3. make material progress for HR needs   | Spr. HR       |           |

| No | WORKING | EXPLANATION  |
|----|---------|--|
|    |         | Many of the writer's second week practical work activities such as printing documents, copying, scanning and signing PT and the same is usual. Making a material request, the author also makes an offering letter which is a job offer letter as a sign of acceptance as a new employee at pt. bkl. Make a letter of reference, sample letter of employee, etc. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 3  
 Week : 3  
 Day : Monday Saturday  
 Date :

| Day /date               | Description of Activities   | Task Assigner | Signature |
|-------------------------|---|---------------|-----------|
| Monday/ May 16, 2022    | <b>DAY OFF</b>  |               |           |
| Tuesday/ May 17, 2022   | make material requests for HR needs   | Spv. HR       |           |
| Wednesday/ May 18, 2022 | 1. printing material requests for hkl needs<br>2. print stamp as attachment on                  | Spv. HR       |           |
| Thursday/ May 19, 2022  | 1. help participants of heavy equipment according to the direction of the photo in excel        | Spv. HR       |           |
| Friday/ May 20, 2022    | 1. make material requests for HR requests<br>2. Drafting material requests that are not ordered | Spv. HR       |           |
| Saturday/ May 21, 2022  | gotong royong lift things to a new room   | Spv. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The author's third week of practical work activities have mutual cooperation activities on Saturdays, also print material requests that have been made and approved there will be submitted to the purchasing & stock division. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 3  
 Week : 4  
 Day : Monday – Saturday  
 Date :

| Day /date               | Description of Activities  | Task Assigner | Signature |
|-------------------------|--|---------------|-----------|
| Monday/ May 23, 2022    | 1. print a certificate of truth work at hkl<br>2. make a work certificate for the disbursement of hkl<br>3. make a material request for hkl overhead paper<br>4. compiling documents based on the information  | Spv. HR       |           |
| Tuesday/ May 24, 2022   | 1. print a certificate of truth work at hkl<br>2. print a work letter for the disbursement of hkl<br>3. copying credit invoice documents<br>4. typing data for official travel receipt data for Jakarta  | Spv. HR       |           |
| Wednesday/ May 25, 2022 | 1. Checking and compiling data for the official travel of the PT Bumi Sisk. Puskol driver<br>2. calculate and make data on official travel costs for drivers of PT Bumi Sisk. Puskol - Perumaha (Hulu in Laci)<br>3. print a resignation letter for Mr. employee safety shoes<br>4. make an invoice and safety helmet<br>5. move the hkl document files from the old room to the new room<br>6. help fill in data based on how many mechanical employees enter | Spv. HR       |           |
| Thursday/ May 26, 2022  | <b>DAY OFF</b>   |               |           |
| Friday/ May 27, 2022    | 1. submit a work certificate & resignation letter to one of the ex-hkl driver<br>2. compiling and parting Jakarta official travel expense receipts<br>3. photocopy of Jakarta official travel expense receipt<br>4. Submit the safety shoe request material along with attachments to purchasing & stock   | Spv. HR       |           |
| Saturday/ May 28, 2022  | 1. make data on the differences between the Company Regulations (PP) PT. Bengkulu Seachore in 2018 with PP pt Bengkulu Seachore in 2022<br>2. print a certificate of acceptance of letters<br>3. ask for a sign and a hkl stamp then scan and photocopy  | Spv. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The fourth week of practical work activities have a lot to do with the employee's SPD official travel letter. Which costs sponsoring the trip will be recorded and used as a report that will be submitted to the finance & accounting division. The author's new activity on the week is also the author makes data comparisons or differences between the Company Regulations of PT. Bengkulu Tent House with Company Regulations 2022. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 3  
 Week : 5  
 Day : Monday – Tuesday  
 Date :

| Day /date             | Description of Activities   | Task Assigner | Signature |
|-----------------------|---|---------------|-----------|
| Monday/ May 23, 2022  | 1. print shoppe receipt for the purchase of the small s2000 c24 dan motor 21487- C2000<br>2. looking for hkl employee promotion certificate documents<br>3. check the report on the bill and official travel receipt according to real data<br>4. submit the package of documents and ask for the relevant signature<br>5. Checking the laptop report for the period 11-20 May 2022 TPI Jakarta project.                  | Spv. HR       |           |
| Tuesday/ May 24, 2022 | 1. ask for a hkl stamp for a promotional certificate, print out the Company Regulation (PP) hkl 2022<br>2. print the differences between PP 2018 vs PP 2022<br>3. print internal HPS project service payment memo<br>4. check the hkl project bill report, photocopy of the job application form on copies of receipts & hkl list<br>5. check the official travel bill report<br>6. fix bill deposit report data in excel | Spv. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The fourth week of practical work activities the author checks if there is a report on the official travel bill deposit from the maintenance, TPI Jakarta project, etc. Checked information and official travel costs must be the same as the proof of the bill before it is submitted and signed to the HR manager, if there is a shortage it will be processed, whether it is reporting the initial in the table or returning it temporarily to the person who delivered this report. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4  
 Week : 1  
 Day : Thursday Saturday  
 Date :

| Day / date             | Description of Activities   | Task Assigner | Signature |
|------------------------|---|---------------|-----------|
| Thursday/ June 2, 2022 | 1. check the project receipt slip/report tip<br>2. track and arrange the file documents according to the description<br>3. make a work certificate for one of the employees who resigned<br>4. look for the plant document for one of the employees<br>5. print bill of lading for Bkl bill books baru jg pd muba | Spr. HR       |           |
| Friday/ June 3, 2022   | 1. calculate employee salary data on excel bkl<br>2. make a statement and request for approval of company registration<br>3. make a work certificate for one of the employees of bkl  | Spr. HR       |           |
| Saturday/ June 4, 2022 | 1. write a material request for a new car job<br>2. fill the article number on the company regulation bkl 2022<br>3. print company regulation bkl 2022<br>4. print a statement letter and attachments for notification of company regulation bkl 2022   | Spr. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | In the first week of practical work, the author calculates the salaries of Bkl female employees manually by excel to calculate the basic salary, overtime housing allowance, and additional transportation allowance, and other PPK indicators. Calculated according to attendance data and access online screenshot. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4  
 Week : 2  
 Day : Monday – Saturday  
 Date :

| Day / date              | Description of Activities  | Task Assigner | Signature |
|-------------------------|--|---------------|-----------|
| Monday/ June 6, 2022    | 1. print material request and up project safety shoes<br>2. Check Pertamina's Bill Deposit Report Bob<br>3. replace page 2 plus which is 1 year with 2 years<br>4. scan documents plant bob driver, car wash, (logbook) and one bank | Spr. HR       |           |
| Tuesday/ June 7, 2022   | 1. make payroll payments for the rest of the month rental in Samsby<br>2. print internal memo as payroll attachment  | Spr. HR       |           |
| Wednesday/ June 8, 2022 | 1. create a name for employee data documents<br>2. add new employee data in the system (create data)<br>3. make a work certificate   | Spr. HR       |           |
| Thursday/ June 9, 2022  | 1. Enter employee data into the system for both new and old employees<br>2. prepare the AK and ID cards of several employees for the purposes of registering for BPJS<br>3. create new employee data and resign in excel             | Spr. HR       |           |
| Friday/ June 10, 2022   | 1. update NPWP for all employees in the system<br>2. ask for report to some employees who are not registered in the database   | Spr. HR       |           |
| Saturday/ June 11, 2022 | posting response for news and prayer room renovation   | Spr. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The second week of practical work activities the author makes payroll or cash payments and is recorded on an asset being audited. Here the author makes payment for the rest of the month pt. Bkl in banking through the bid bank system. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4  
 Week : 3  
 Day : Monday Saturday  
 Date :

| Day / date               | Description of Activities   | Task Assigner | Signature |
|--------------------------|---|---------------|-----------|
| Monday/ June 13, 2022    | 1. make a material request for bid<br>2. hand over the package to the person concerned and ask for the signature<br>3. create outgoing mail number<br>4. print out certificate<br>5. print employee data<br>6. make a work certificate and a resignation letter | Spr. HR       |           |
| Tuesday/ June 14, 2022   | 1. make data logbook jakarta official car<br>2. Ask for the SPV signature and the manager for the bid and development letter  | Spr. HR       |           |
| Wednesday/ June 15, 2022 | 1. make a work certificate, print a new employee candidate document<br>2. update employee positions in the system   | Spr. HR       |           |
| Thursday/ June 16, 2022  | collect car data on the STrack system   | Spr. HR       |           |
| Friday/ June 17, 2022    | print personalities and copy 30 copies  | Spr. HR       |           |
| Saturday/ June 18, 2022  | 1. note down material request<br>2. compiling mr .csh   | Spr. HR       |           |

| No | WORKING | EXPLANATION  |
|----|---------|--|
|    |         | The third week of practical work activities, the authors work on new activities, namely collecting data, report status, vehicles, vehicles, PT. Bkl system STrack sale, excel, and team meeting. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4  
 Week : 4  
 Day : Monday – Saturday  
 Date :

| Day / date               | Description of Activities   | Task Assigner | Signature |
|--------------------------|---|---------------|-----------|
| Monday/ June 20, 2022    | 1. print driver document bkl<br>2. make a contract request material<br>3. check the PPK deposit report report, print the form first and copy<br>4. record spare parts   | Spr. HR       |           |
| Tuesday/ June 21, 2022   | 1. make data set the driver of PT Bkl Bkl Privat<br>2. print bus-asset driver and compare data<br>3. update employee and manager loans<br>4. input driver record in system  | Spr. HR       |           |
| Wednesday/ June 22, 2022 | 1. print inspection documents, print employee financial documents<br>2. write a work certificate, record a bid bonpo  | Spr. HR       |           |
| Thursday/ June 23, 2022  | 1. resign the psychological test data to bkl karyawan employees<br>2. fill in driver attendance data<br>3. distribute packages from the Jakarta office to the person concerned a sign<br>4. print small report applicant<br>5. print documents for new prospective employees<br>6. print employee & manager salary print documents<br>7. print the bkl driver resign document<br>8. print the paper card registration report the 14 scan data bkl employee applicant data | Spr. HR       |           |
| Saturday/ June 25, 2022  | 1. record part list order receipt<br>2. compiling material request  | Spr. HR       |           |

| No | WORKING | EXPLANATION   |
|----|---------|---|
|    |         | The fourth week of practical work activities the author makes PT Bkl data to accounting. Mr. who has been recorded in the invoice is recorded in the excel table. Another activities are update and the same as in the previous week, print an HR documents such as order for new employees, resign employees, bid employee applicant data. This week many prospective employees came to apply. The author helped prepare the form and the results were screened. |

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4  
 Week : 5  
 Day : Monday – Saturday  
 Date :

| Day / date               | Description of Activities  | Task Assigner | Signature |
|--------------------------|--|---------------|-----------|
| Monday/ June 27, 2022    | 1. print data for prospective new employees bkl<br>2. copy project invoice data to excel (re-create)<br>3. Check Pertamina's Bill Deposit Report Bob | Spr. HR       |           |
| Tuesday/ June 28, 2022   | 1. make an offer letter<br>2. scan offering letter<br>3. make purchase order receipt data in excel according to the project                          | Spr. HR       |           |
| Wednesday/ June 29, 2022 | 1. add data on psychological test results for employees of bkl<br>2. input data po and nr stock in the system bkl login                              | Spr. HR       |           |
| Thursday/ June 30, 2022  | 1. Input MR and PR transaction data into the BCL login system<br>2. Print new employee candidate data  | Spr. HR       |           |

| No | WORKING | EXPLANATION  |
|----|---------|--|
|    |         | Practical work activities last week the author helped input MR and PR transaction data through the BCL transaction menu item in the BML login. |

**Appendix 6 : Photo of the author with employees of PT. Bengkalis Kuda Laut**





## WRITER BIOGRAPHY



The author's name is Baiq Norma Suhesti. The author was born from the names of parents Mr. Lalu Murah Indar and Mrs. Ainun Jariah as the first child of 5 siblings. The author was born on September 5, 2000 in Dumai, Riau. Complete Writer Elementary School in 2012. Junior High School in 2015 and then Senior High School in 2018 with the Department of Social Sciences. After that, the author continued his education at the Bengkalis State Polytechnic majoring in commercial administration with a Diploma IV International Business Administration study program.

The author is also actively participating in several campus activities such as student activity units and seminars. The author has also been a member in the entrepreneurship program of vocational students in the culinary field with the Bolu Widow business (Bolu Rolls with Corn, Pineapple, and Grape flavours). In September 2021 the author conducted an Industrial Visit and Table Manner in Aceh - Medan.