

JOB TRAINING REPORT
PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

RAHMAT
5404181156



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

APPRENTICESHIP REPORT
PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Written as one of the conditions for completing Job Training


Rahmat
5404181156

Pekanbaru, June 30, 2022


Asman Daval & Inventory


Dina Khaira Batubara, S.Kom..M.Kom
NIK.810027

Advisor


Adrian Irnanda Pratama, Sos..M.BA
NIP.198911172019031012

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


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

PREFACE

Assalamualaikum wr. Wb. Peace be upon you, and Allah mercy and blessings

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 Bank Riau Kepri Bengkalis Sub-branches on time, namely from February 02nd 2021 until June 02nd 2021.

The authors also express their gratitude to all employees of PT Bank Riau Kepri Bengkalis Sub-branches who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT Bank Riau Kepri Bengklais Sub-branches.

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

1. Mr. Johny Custer., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada., MT, as Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Yunelly Asra, SE., MM as the Head of the Department of Business Administration and also as the advisor of this job training report.
4. Mr. Hutomo Atman Maulana M.Si as the Head of International Business Administration Study Program.
5. Alm. Mr. M. Hamidi, SE., MM as the Late - Head of International Business Administration Study Program.
6. Mr. Muhammad Nanang.,SE as the head of PT. Bank Riau Kepri Bengkalis Sub-branches.
7. Mr. Edi Irawan.,SE that have been accept the writer to did the job training at PT.Bank Riau Kepri Bengkalis Sub-branches

TABLE OF CONTENTS

COVER	i
VALIDATION SHEET	ii
PREFACE	iii
TABLE OF CONTENTS.....	v
LIST OF FIGURES	vi
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship.....	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	5
2.1 Company Profile	5
2.1.1 Philosophy PT.Telkom Indonesia Tbk Logo	6
2.2 Vision and Mission of PT.Telkom Indonesia Tbk	7
2.3 Kind of Business	9
2.4 Organizational Structure	16
2.4.1 The structure of PT. Telkom Indonesia Tbk. Witel Riau Daratan	16
2.4.2 Data Management Unit Organizational Structure	16
2.5 Application used for Activities	15
CHAPTER III SCOPE OF THE APPRENTICESHIP	21
3.1 Job Description.....	21
3.2 Place of Apprenticeship	23
3.3 Systems and Procedures	34
3.4 Obstacle and Solution.....	35
CHAPTER IV CONCLUSION AND SUGGESTION	36
4.1 Conclusion.....	36
4.2 Suggestion	37
REFERENCES	38
APPENDICES	39

LIST OF FIGURES

Figure 1.1 Graha Red and White of Pekanbaru	3
Figure 2.1 Logo of PT. Telkom Indonesia Tbk	7
Figure 2.2 Organizational Structure of PT. Telkom Indonesia Tbk	16
Figure 2.3 Data Management Unit (DAMAN) Organizational Structure.....	16
Figure 2.4 UIM (Unified Inventory Management) Application	18
Figure 2.5 Dava (Data Validator) Application.....	19
Figure 2.6 Valins Application	20
Figure 3.1 Logo of unit data management	21
Figure 3.2 Flowchart of Layout and Configuration FTTH	21
Figure 3.3 Layout and Configuration FTTH.....	35
Figure 3.4 Flowchart of QR code.....	35
Figure 3.5 Installing of QR code.....	36
Figure 3.6 Flowchart of Dropcore (QR) Data Report.....	36
Figure 3.7 Dropcore (QR) Data Report.....	37

LIST OF TABLES

Table 3.2 Daily Activities of March 01th, 2022 to March 04th, 2021.....	23
Table 3.3 Daily Activities of March 07th, 2022 to March 11th, 2022.....	24
Table 3.4 Daily Activities of March 14th, 2022 to March 18th, 2022.....	25
Table 3.5 Daily Activities of March 21th, 2022 to March 25th, 2022.....	26
Table 3.6 Daily Activities of March 28 th, 2022 to March 31th, 2022.....	26
Table 3.7 Daily Activities of April 01th, 2022 to April 08th, 2022.....	27
Table 3.8 Daily Activities of April 11th, 222 to April 15th, 2022.....	27
Table 3.9 Daily Activities of April 18th, 2022 to April 22th, 2022.....	28
Table 3.10 Daily Activities of April 25th, 2022 to April 29th, 2022.....	28
Table 3.11 Daily Activities of May 02th, 2022 to May 06th, 2022.....	29
Table 3.12 Daily Activities of May 09th, 2022 to May 13th, 2022.....	29
Table 3.13 Daily Activities of May 16th, 2022 to May 20th, 2022.....	30
Table 3.14 Daily Activities of Mei 23th, 2022 to Mei 27th, 2022.....	30
Table 3.15 Daily Activities of May 30th, 2022 to Jun 03th, 2022.....	31
Table 3.16 Daily Activities of Jun 06th, 2022 to Jun 10th, 2022	31
Table 3.17 Daily Activities of Jun 13th, 2022 to Jun 17th, 2022	32
Table 3.18 Daily Activities of Jun 20th, 2022 to Jun 24th, 2022	32
Table 3.19 Daily Activities of Jun 27th, 2022 to Jun 30th, 2022	33

LIST OF APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter	44
Appendix 2 : Apprenticeship Certificate.....	45
Appendix 3 : List of Attendance	46
Appendix 4 : Company Appraisal Sheet	50
Appendix 5 : Apprenticeship Statement Letter	51
Appendix 6 : Practical Work Activities in the Data Management unit of PT. Telkom Indonesia Tbk. Witel Riau Daratan.	52
Appendix 7 : Group photo and handover of mementos with PT Telkom Indonesia Tbk. Riau Daratan	55
Appendix 8 : Daily Activities of the Job Training	56

