

JOB TRAINING REPORT
PT. SARANA AGRO NUSANTARA UNIT DUMAI

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APPROVAL SHEET
JOB TRAINING REPORT
PT. SARANA AGRO NUSANTARA UNIT DUMAI

Written as One of the Requirement for Completing of the Job Training

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Bengkalis, June 30th 2021

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PREFACE

Praise for the presence of Allah SWT who has bestowed His grace so that the writer can complete the report of job training at Kantor Imigrasi Kelas II TPI Bengkalis.

The writer would like to thanks those who helped in the preparation of this job training report including to:

1. Mr. Johny Custer ST., MT a, MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada., ST.,MT as Vice Director I of State Polytechnic of Bengkalis
3. Ms. Yunelly Asra SE., MM as Head of the Business Administration Department as well as the Job Training Advisor
4. Mr. Hutomo Atman Maulana, S.Pd.,M.Si as Head of study program International Business Administration.
5. Mr. Jarwa Rahmanta as the head of PT Sarana Agro Nusantara Unit Dumai.
6. Parents and parties involved in this job training.

During job training at PT. Sarana Agro Nusantara Unit Dumai many lessons and knowledge that the writer gained from employees in the office. Despite all that, the writer also realized there are still many mistakes in process of writing this report. Therefore, we are happy to accept any suggestions or input and criticism from readers. Hopefully this report is useful for all interested parties.

Bengkalis, July 2021

RITA ASMARA

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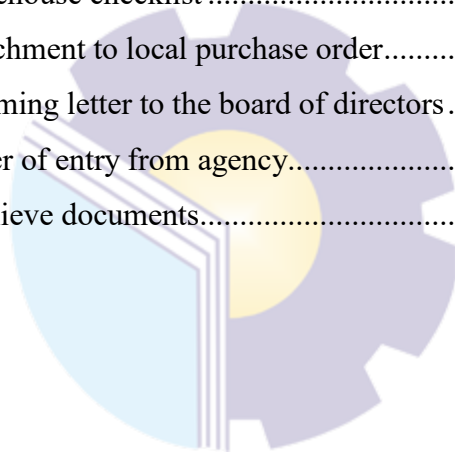


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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Currently, the competition in finding a job is very tight due to the large number of applicants who are graduates from various campuses and the few available job vacancies. As campus graduates, of course, students have a diploma that can be used as an assessor in scientific ability. However, in reality, a diploma is not only a reference in getting a job because currently many companies or government agencies ask for experience and skills in work.

If graduates without work experience and skills apply for jobs, they will experience many obstacles such as the knowledge gained on campus is only theoretical so that there is a lack of knowledge on how to put this knowledge into practice, the theory obtained is not necessarily the same as work practice in the field, and limited time and space. which resulted in the knowledge gained is still limited.

Therefore, the campus requires students to participate in practical work programs. Practical work is a learning process by knowing firsthand the scope of the real world of work. Each student is required to go directly to the world of work which is their respective field, so that each student is expected to be able to directly apply the knowledge that has been studied previously into the world of work. In addition, with practical work students can increase their knowledge, skills, and work experience which can later be applied in the real world of work. Bengkalis State Polytechnic is one of the campuses that requires students to take practical work to complete their studies.

Bengkalis State Polytechnic is a Diploma III and Applied Bachelor educational institution established by the Bengkalis Regency government. The Department of Commercial Administration is one of the majors at the Bengkalis State Polytechnic. In 2016, this department opened a new study program, namely D4-International Business Administration (ABI) and D4-Public Finance

Accounting (AKP). This D4-International Business Administration Study Program is engaged in Economics and Business, where students learn about the business world, along with its scope, both in terms of handling letters, administration, management, finance, human resources, to the corporate world. To prepare students to be ready to use in this field, the International Business Administration study program requires students to take internships both in Government Agencies and in Private Agencies for 4 months. To do practical work, students must complete their studies up to 6 (six) semesters and graduate in that semester.

The International Business Administration Study Program hopes that with practical work students can know firsthand how the real business world is, and can add insight to each student to be more skilled, responsive, and able to compete and be efficient in the future. As a consequence, after completing practical work, each student is required to make a work report while carrying out practical work so that students can be responsible for the results obtained from these practical work activities.

Based on the above, the author as a student of the International Business Administration Study Program chose to carry out the Job Training at PT. Sarana Agro Nusantara Unit Dumai. During the implementation of the Job Training (KP) the author was placed in the Traffic and Immigration Stay Permit (Lalintalkim), Immigration Information and Communication Technology (Tikim) and General Affairs. The implementation of practical work starts from February 15, 2021 to June 25, 2021.

1.2 Purpose of the Apprenticeship

The purpose of the Job Training conducted at PT. Sarana Agro Nusantara Unit Dumai is as follows:

1. To find out the description of the work carried out at PT Sarana Agro Nusantara Unit Dumai, especially in the Finance Section and General Section.
2. To find out the place and time of the implementation of practical work.

3. To find out the work system and work procedures at PT. Sarana Agro Nusantara Unit Dumai.
4. To find out the obstacles and solutions during practical work in PT Sarana Agro Nusantara Unit Dumai.

1.3 Significances of the Apprenticeship

1.3.1 Significances for the Apprenticeship

Benefits of the Job Training conducted at PT. Sarana Agro Nusantara Unit Dumaiis of Internship for Students are as follows:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
2. Students gain practical experience in applying theoretical/concept knowledge according to their study program.
3. Students have the opportunity to work in teams consisting of several people so that they are able to provide ideas.

1.3.2 Significances for State Polytechnic of Bengkalis

The benefits of the Job Training conducted at PT. Sarana Agro Nusantara Unit Dumai is of Internship for Bengkalis State Polytechnic are as follows:

1. Practical work can strengthen cooperation and socialization between Bengkalis State Polytechnic and PT. Sarana Agro Nusantara Unit Dumai.
2. Practical work can improve the competence of Bengkalis State Polytechnic graduates.

1.3.3 Significances for the Company

The benefits of the Job Training conducted at PT. Sarana Agro Nusantara Unit Dumai is of Internship of Internship for Agencies are as follows:

1. Practical work is one of the liaisons of cooperation between the company and the campus.
2. The company received assistance from students who did practical work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

PT. Sarana Agro Nusantara Unit Dumai or abbreviated as PT. SAN Unit Dumai is a State-Owned Enterprise (BUMN) which was established in 1985 based on the Notarial Deed of Ny. Asmah Sarbaini, Sh, No. 2 On October 2, 1985 under the name PT. Dumai Oil Tank Installation then changed its name to PT. Sarana Sawitindo Utama Dumai abbreviated PT.SSUD which is a subsidiary of PT. (Persero) Plantation I-IIIV (PTP I S/D VII) and ratified by the Minister of Justice on July 17, 1985.

With the change in ownership, this company merged into PT. Delitama Indonesia which is domiciled in Medan with the deed of incorporation number 09 dated September 11, 2000 and changed its name to PT. Sarana Agro Nusantara which was legalized by the Minister of Justice and Human Rights (HAM) on January 2, 2001 with the number C-18 HT.01.04 Year 2001 and announced in the State Gazette of the Republic of Indonesia.

Head Office PT. Sarana Agro Nusantara is located at Jalan Yos Sudarso No. 9 LK. XX Exod. Belawan Happy District. Medan Belawan, Medan. and Has 2 (two) unit offices on Jalan Ujung Baru, Medan Belawan and on Jalan Datuk Laksamana, namely PT. Sarana Agro Nusantara Unit Dumai.

The Belawan installation location is located on a land area of 35,785 M² and the Dumai installation is located on a 35,245 M² land area. Both have office facilities, storage tanks, warehouses, scales, workshops, steam boilers, pump installation rooms, power generation rooms, laboratories, pipelines. piping and others.

As a service company that has been established for more than 36 years and has a well-known reputation, the company is committed to always providing the best, effective and efficient services with competitive service rates and supported by professional and experienced human resources and adequate equipment.

2.2 Vision and Mission of PT. Sarana Agro Nusantara Unit Dumai

2.2.1 Vision of PT. Sarana Agro Nusantara Unit Dumai

Forming an international standard company in the service sector and becoming a market leader in Indonesia with global scale services.

2.2.2 Mission of PT. Sarana Agro Nusantara Unit Dumai

The Mission of PT. Sarana Agro Nusantara Dumai Unit, as follows

1. Providing the best stockpiling services to achieve customer satisfaction through consistency in controlling the quality of customers' products, integrated management systems, proper laboratories meeting National standards.
2. Human resources as company assets are appreciated and given consistent and continuous understanding.
3. The company strives to always fulfill the interests of various parties (stakeholders).

2.3 Kind of Business

This company runs the following businesses:

1. Establish and exploit crude palm oil (CPO) storage tanks or these semi-finished products and their derivatives and install pipelines and machine installations.
2. Receiving, stockpiling and pumping palm oil and its derivatives into and out of storage tanks and loading palm oil and its derivatives onto ships or other means of transportation.
3. Carry out other activities related to the business field of bulking and processing the production of other plantation products.

Specifically, the company also has the following objectives: The achievement of the company's performance is expected to continue to increase from year to year, Can develop and advance the company, Improvement of human resource capacity and Welfare of human resources.

2.4 Organizational Structure

2.4.1 Organizational Structure

Organizational structure is a system used to determine the allocation, category, and formal organization of work. The organizational structure shows the flow of information and the responsibilities assigned, coordinated, and controlled by each division. This is the organizational structure of PT. Nusantara Agro Facilities:

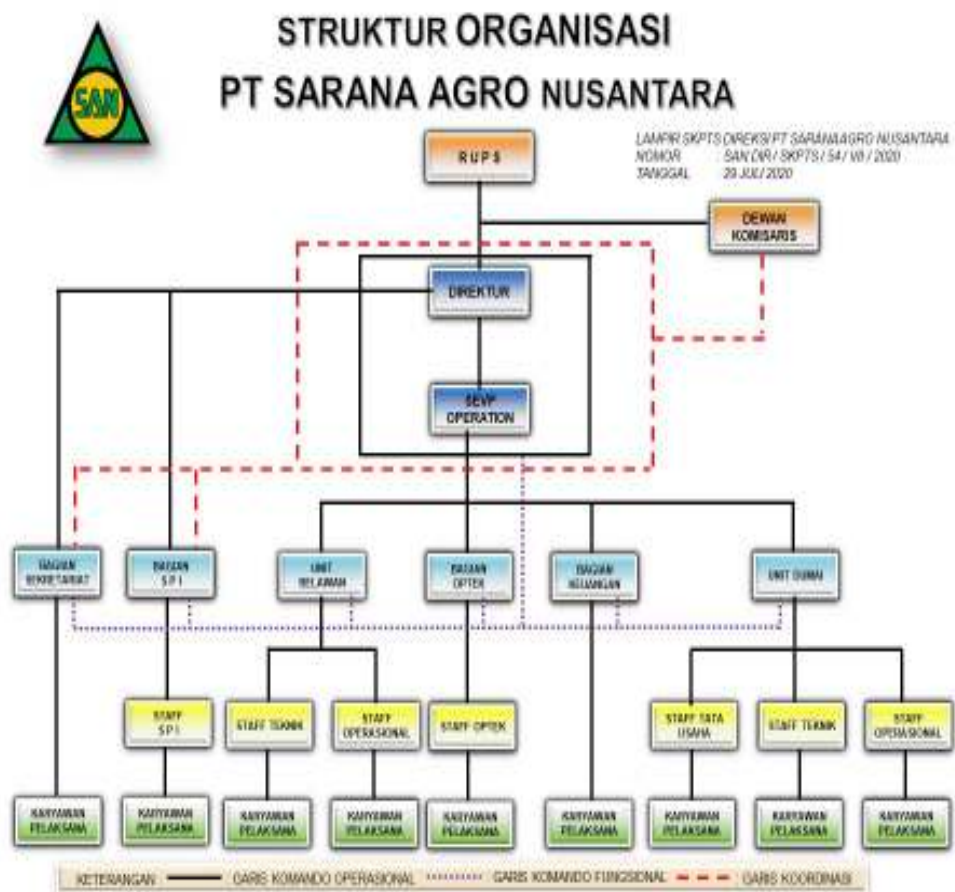


Figure 2.1 Structure of PT. Sarana Agro Nusantara

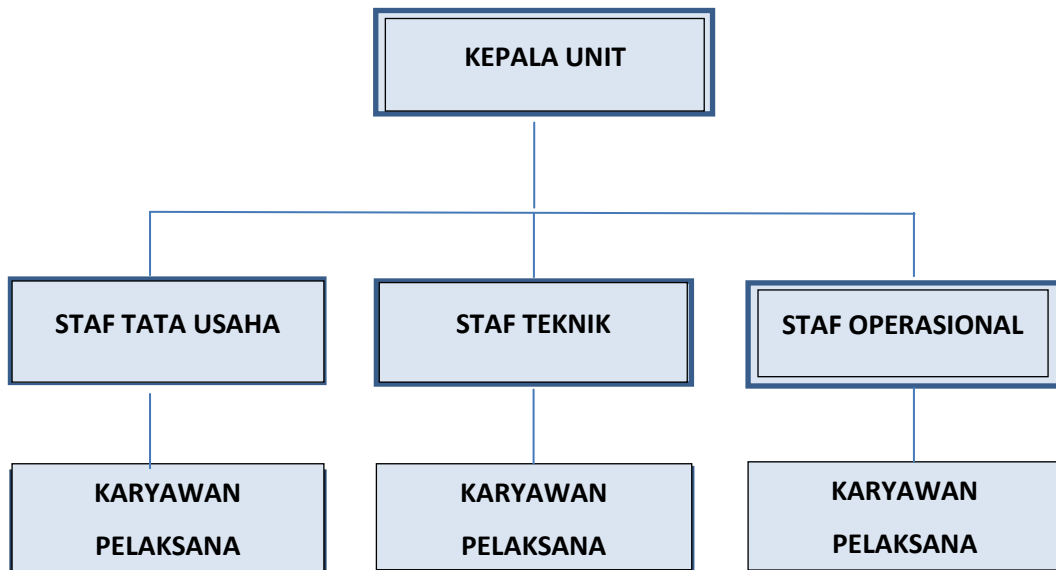


Figure 2.2 Structure of PT. Sarana Agro Nusantara Unit Dumai

2.4.2 Duties and Authorities

The duties and authorities of each section are as follows:

1. Shareholders

The duties and authorities of shareholders are:

- a. Carry out supervision in implementing the provisions contained in the articles of association in the deed of establishment of PT. Nusantara Agro Facilities.
- b. Determine the company's policy in outline in order to achieve the company's main objectives at the time of the annual meeting.
- c. Consider and ratify the financial statements submitted in the annual report.

2. Board of Commissioners

The duties and authorities of the Commissioner are:

- a. Supervise the policies of the board of directors in running the company and provide advice to the board of directors.
- b. The Commissioner has the right to examine all books, letters and other evidence, examine and match the financial situation and has the right to know all actions that have been carried out by the board of directors.

- c. Temporarily dismiss one or more members of the board of directors if the member of the board of directors is contrary to the applicable regulations.

3. Director

The duties and authorities of the Director are:

- a. Leading and managing the company in accordance with the company's objectives and always trying to improve the efficiency and effectiveness of the company.
- b. Implement company policies, as well as the provisions set by the General Meeting of Shareholders of PTPN.
- c. Determine the main steps in implementing company policies in the Finance or General, Operations, Engineering, and Technology sections.
- d. Appointing and dismissing employees of class IA to IVD

4. Operations Staff

The duties and authorities of the Operations Staff are:

- a. Assist the board of directors in planning, organizing, implementing, and supervising work in the operations/technical division (receiving, stockpiling palm oil shipments).
- b. Plan and coordinate work in the operations/engineering division to achieve optimal productivity and efficiency.
- c. Make a work plan and budget for the operation/engineering division every year (for supply/receipt/shipment plans, civil maintenance work, engineering maintenance work and investment).

5. Head of Finance

The duties and authorities of the Head of Finance are:

- a. Assisting the board of directors in planning, organizing, implementing, and supervising work in the finance department which includes bookkeeping, financing, and procurement of goods.
- b. Supervise the financing of his division and be accountable to the board of directors.
- c. Researching, supervising, and evaluating financial reports to get an overview of the company's finances.

- d. Make a work plan and budget in the financial section and summarize all work plans and section budgets in the work plan book and company budget.

6. Head of Internal Audit Unit (SPI)

The duties and authorities of the Head of the Internal Audit Unit are:

- a. Prepare procedures for the inspection of the internal control unit so that efficiency and effectiveness can be achieved in the context of securing assets and managing the company.
- b. Carrying out internal inspections, both physical, financial and management of all work units of the company based on inspection norms, guidelines for the examination of BUMN on the implementation of RKAP, policies and regulations that apply in the company.
- c. Analyze/evaluate the company's financial statements (statement of financial position, profit/loss and its supporters) before being audited by a public accountant and the results are submitted to the board of directors.
- d. Maintain and supervise investments as well as letters and documents from the Internal Audit Unit.

7. Head of Secretariat

The duties and authorities of the Head of the Secretariat are:

- a. Leading, organizing and supervising all activities in the field of personnel.
- b. Develop, formulate instructions, procedures, programs, and other directives needed in carrying out policies related to staffing as determined.
- c. Manage and organize meetings of the board of directors and issue minutes of meetings, both for operational and documentation purposes.
- d. Develop and implement employee education and training programs to improve skills and skills as well as supervising the recruitment and placement of employees to meet the needs of the company's workforce and maintain records of them.

8. Unit Head

The duties and authorities of the Unit Head are:

- a. Coordinate and organize work assignments and direct all work in the unit.

- b. Prepare Audit Budget Work Plan.
 - c. Carry out coordinating relations with PTPN and private plantations, KPB and shipping in order to receive, stockpile, ship (dry and liquid).
9. Administrative Staff
- The duties and authorities of the Administrative Staff are:
- a. Coordinate daily reports on cash and bank positions.
 - b. Coordinate the preparation of payment plans for third parties.
 - c. Coordinate the implementation of payments for transactions that arise.
10. Technical Affairs Staff
- The duties and authorities of the Technical Affairs Staff are:
- a. Make a field study to obtain data as a basis for planning equipment repair and maintenance.
 - b. Maintain work discipline periodically assessing the work performance of subordinates.
 - c. Carry out other tasks assigned by the unit head.
11. Technology Affairs Staff
- The duties and authorities of the Technology Affairs Staff are:
- a. Make a field study to obtain data as a basis for planning equipment repair and maintenance.
 - b. Prepare annual budget for technology affairs to be submitted to the Unit Head.
 - c. Responsible for the management of the laboratory in the context of quality control received up to the shipping stage.
12. Expeditionary/Warehouse Affairs Staff
- The duties and authorities of the Expeditionary/Warehouse Affairs Staff are:
- a. Supervise the transfer of goods within the port properly and responsibly to avoid damage and maintain quality.
 - b. Check and match the completeness of receiving and shipping documents.
 - c. Examine and examine reports on export/import activities and cargo and take corrective steps.

2.5 The Working Process

Currently the activities of PT. Sarana Agro Nusantara Dumai Unit is receiving, weighing, laboratory tests, stockpiling, maintaining installations, heating CPO, sounding, shipping, and administrative activities. Each activity can be briefly described as follows:

1. Receive

Receiving CPO from plantations sent by CPO trucks belonging to palm oil mills and their transport contractors. To serve/receive CPO from oil palm plantations, PT Sarana Agro Nusantara Unit Dumai opens a 24-hour installation which is divided into 3 shifts, namely:

Shift I : 07.30-1700

Shift II : 17.00-24.00

Shift III : 24.00-07.30

2. Weighing

After checking the administrative letter, valve cover seals, and other equipment are weighed to determine the volume/content of CPO loaded in the tank truck.

3. Test Laboratory

The received CPO will be stored in advance for laboratory testing by taking samples from tank trucks. The goal is to determine the quality of CPO.

4. Hoarding/Saving

The CPO trucks that have been considered and have undergone laboratory tests are then dismantled by suction using a pump machine.

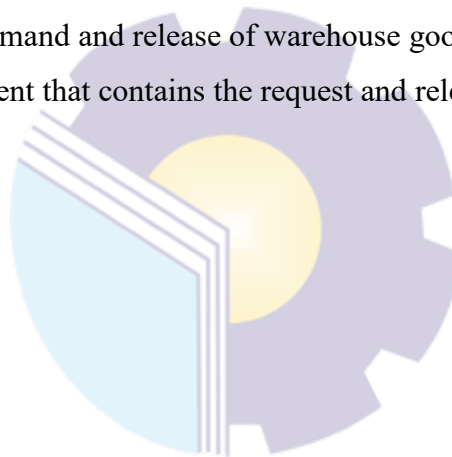
2.6 Document Used For Activity

There are several documents used for activities at PT. Sarana Agro Nusantara Dumai Unit, namely:

1. Letter of acceptance of goods

Is a document containing information on goods which includes the origin of CPO, quantity of CPO, quality of CPO, type of CPO.

2. Loading activity report
Is a description of the transfer/shipping activity which includes: the time of checking the commodity/CPO before it starts to be transferred or shipped, the start time of the transfer/pumping and the time it finishes pumping.
3. Inventory card
Documents containing the amount of CPO stock after receipt / issuance.
4. Tank inspection card
Document containing the results of the tank truck inspection which includes information on the transportation carried, quality checks, hours of entry and exit hours.
5. Proof of demand and release of warehouse goods
Is a document that contains the request and release of warehouse goods.

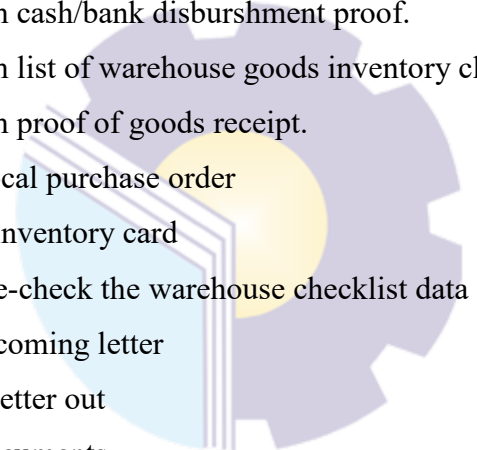


CHAPTER 3

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The practical work starts on February 15, 2021 until June 30, 2021 at PT Sarana Agro Nusantara Unit Dumai. Working hours start at 08.00 to 16.00. There is a break at 13.00 to 13.30 in the afternoon. In addition, holidays are on Saturdays and Sundays. There are several main types of work carried out during the Job Training (KP) in the financial and general fields, namely as follows:

1. Make a form cash/bank disbursement proof.
 2. Make a form list of warehouse goods inventory check.
 3. Make a form proof of goods receipt.
 4. Fill in the local purchase order
 5. Fill out the inventory card
 6. Fill in and re-check the warehouse checklist data
 7. Schedule incoming letter
 8. Schedule a letter out
 9. Archive documents
 10. Schedule cash in and cash out
 11. Copying document
- 

3.2 Place and Time of Apprenticeship

3.2.1 Place of Apprenticeship

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.1 Agenda for First Week Daily Activities 15 Feb to 19 Feb 2021

Date and time	Activities	Place
Monday 15 February 2021	1 Introduction of Self and Employees of PT Sarana Agro Nusantara Unit Dumai	Finance
Tuesday February 16 2021	1 Make a Cash/Bank Proof of Disbursement form	Finance
Wednesday 17 February 2021	1 Create a Warehouse Inventory Check List form.	Finance
Thursday February 18 2021	1 Create a form of Proof of Receipt of Goods.	Finance
Friday February 19 2021	1 Create a Local Purchase Order form.	Finance

Source: 2021 Process Data

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.3 Second Week Daily Activity Agenda 22 Feb to 25 Feb 2021

Date and time	Activities	Place
Monday 22Feb 2021	1 Continue to fill in the Local Purchase Order Data. 2 Fill out the Inventory Card form	Finance
Tuesday 23 Feb 2021	1 Fill in and check the data for the Warehouse Goods Inspection List. 2 Check attachment of Local Purchase Order	Finance
Wednesday 24 Feb 2021	1 Filing incoming letters to the board of directors 2 Scheduling incoming letters to foreign agencies	General Field
Thursday 25 Feb 2021	1 Copying documents 2 Scheduling proof of entry (receipt)	General Field
Friday 25 Feb 2021	1 Scheduling proof out 2 Copying documents 3 Archive documents	General Field

Source: Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.3 Agenda of the Third Week of Daily Activities March 8 to March 12 2021March 2021

Date and time	Activities	Place
Monday March 08 2021	1. Writing meeting attendance 2. Deliver documents to be signed by the head of the unit	General Field
Tuesday March 09 2021	1. Schedule incoming letters to external agencies 2. Photocopying the letter of entry to external agencies 3. Archive documents	General Field
Wednesday 10 March 2021	1. Schedule employee leave letters 2. Deliver documents to be signed by the head of the unit	General Field
Thursday 11 March 2021	1. Photocopying documents.	General Field
Friday March 12 2021	1. Schedule incoming letters to the board of directors 2. Archive documents	General Field

Source: Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.4 Agenda for Fourth Sunday of March 22 to March 26, 2021

Date and time	Activities	Place
Monday March 22 2021	1. Scheduling proof of exit from official housing	General Field
Tuesday March 23, 2021	1. Schedule documents to be sent	General Field
Wednesday March 24 2021	1. Copying documents 2. Archive documents	General Field
Thursday March 25 2021	1. Deliver documents to be signed by the head of the unit	General Field
Friday March 26 2021	1. Scheduling incoming letters to foreign agencies 2. Archive documents	General Field

Source: Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.5 Agenda for the Fifth Week of Daily Activities 05 April to 09 April 2021

Date and time	Activities	Place
Monday April 05 2021	1. Schedule incoming letters to the board of directors 2. Copying documents 3. Archive documents	General Field
Tuesday April 06 2021	1. Schedule employee leave letters	General Field
Wednesday 07 April 2021	1. Deliver documents to be signed by the head of the unit	General Field
Thursday 08 April 2021	1. Copying documents 2. Archive documents	General Field
Friday April 09 2021	Good Friday	

Source: Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, On April 09th, 2021, Good Friday before Easter which is a day on which Cristians annually celebrate the anniversary of the Crucifixion The activities carried out during and death of Jesus Christ on Golgotha. Since the beginning of Cristianity, Good Friday has been interpreted as a day of sorrow, penance, and holiness the first week of undergoing practical work can be seen in the following table:

Table 3. 6 Agenda for the Sixth Sunday of April 19 to April 23, 2021

Date and time	Activities	Place
Monday 19 April 2021	1. Scheduling incoming letters to foreign agencies 2. Deliver documents to be signed by the head of the unit	General Field
Tuesday 20 Apr 2021	1 Copying documents	General Field
Wednesday 21 Apr 2021	1 Schedule incoming letters to the board of directors	General Field
Thursday 22 Apr 2021	1 Schedule documents to be sent	General Field
Friday 23 Apr 2021	1 Schedule employee leave letters	General Field

Source:Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.7 Agenda for Seven Sunday of 24 May to 28 May 2021

Date and time	Activities	Place
Monday May 24 2021	1 Deliver documents to be signed by the head of the unit	General Field
Tuesday May 25 2021	1. Schedule incoming letters to the board of directors Copying documents 2.	General Field
Wednesday 26 May 2021	1 Archive documents	General Field
Thursday 27 May 2021	1 Schedule documents to be sent	General Field
Friday May 28 2021	1 Schedule employee leave letters	General Field

Source:Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, On June 08th, 2021, the term Pancasila, which refers to the five pillars that form the basis for the establishment of the Uitar State of the Republic of Indonesia, was put forward on June 08th, 1945. The name of Pancasila was put forward by Soekarno when he gave a speech in a series of sessions of the Investigative Agency for Preparatory work for Indonesia Independence. The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.8 Daily Activity Agenda for the Eighth Week June 07 to June 11 2021

Date and time	Activities	Place
Monday 07 June 2021	1 Deliver documents to be signed by the head of the unit	General Field
Tuesday 08 June 2021	Pancasila Day	General Field
Wednesday 09 June 2021	1. Copying documents 2. Archive documents	General Field
Thursday June 10 2021	1 Scheduling proof of entry to official housing	General Field
Friday June 11 2021	1 Scheduling proof of exit from official housing	General Field

Source: Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.9 Daily Activity Agenda for the Ninth Week of June 14 to June 18 2021

Date and time	Activities	Place
Monday June 14 2021	1. Scheduling incoming letters to foreign agencies 2. Deliver documents to be signed by the head of the unit	General Field
Tuesday June 15 2021	1. Copying documents 2. Archive documents	General Field
Wednesday June 16 2021	1. Schedule employee leave letters 2. Copying documents	General Field
Thursday June 17 2021	1 Scheduling proof of entry to official housing	General Field
Friday June 18 2021	1 Archive documents	General Field

Source: Processed data 2021

To find out more clearly the description of the Job Training at PT. Sarana Agro Nusantara Unit Dumai, The activities carried out during the first week of undergoing practical work can be seen in the following table:

Table 3.10 Agenda for TenSunday of June 21 to June 25, 2021

Date and time	Activities	Place
Monday 21 june 2021	1 Schedule incoming letters to the board of directors	General Field
Tuesday 22 june 2021	1 Copying documents 2 Archive documents	General Field
Wednesday 23 june 2021	1 Schedule employee leave letters 2 Deliver documents that will be signed by the head of the unit	General Field
Thursday 24 june 2021	1 Archive documents	General Field
Friday 25 june 2021	1 Deliver documents to be signed by the head of the unit	General Field

Source: Processed data 2021

3.2.2 Time of Apprenticeship

Reports on activities that have been carried out during the implementation of the Job Training at PT. Sarana Agro Nusantara for approximately 4 months from 15 February 2021 to 30 June 2021.

Table 3.12 Time of Apprenticeship

NO	Day	Working Hours	Break
1	Monday-Thursday	08.00-16.00 WIB	12.00-13.00 WIB
2	Friday	08.00-12.00 WIB	-
3	Saturday-Sunday	Holiday	Holiday

Source: Processed data 2021

3.3 System and Procedure

The systems used in finance and general fields use the internet for several purposes. Then use the computer for some important documents, letters and reports in every part of PT Sarana Agro Nusantara Unit Dumai.

1. Make a cash/bank disbursement proof

The form was created using Microsoft Excel to recap cash disbursements at PT Sarana Agro Nusantara Unit Dumai at PT Sarana Agro Nusantara Unit Dumai.

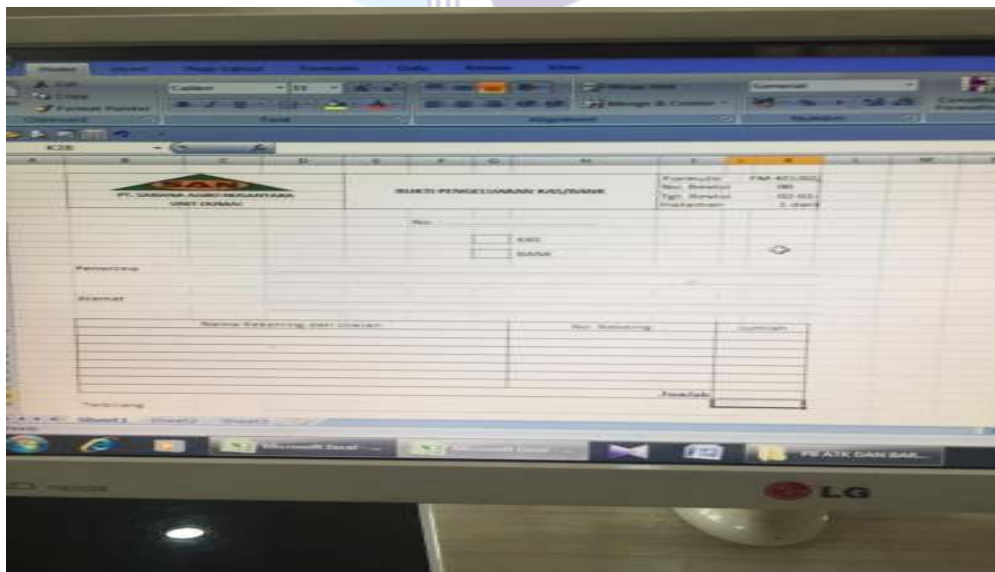


Figure 3.1 proof of cash/bank disbursements

Source: PT. Sarana Agro Nusantara

2. Make a List of Warehouse Goods Inventory Check

Make a Check List of Warehouse Goods Inventory, This is made using Microsoft Excel which is to make it easier to check warehouse goods that are still available

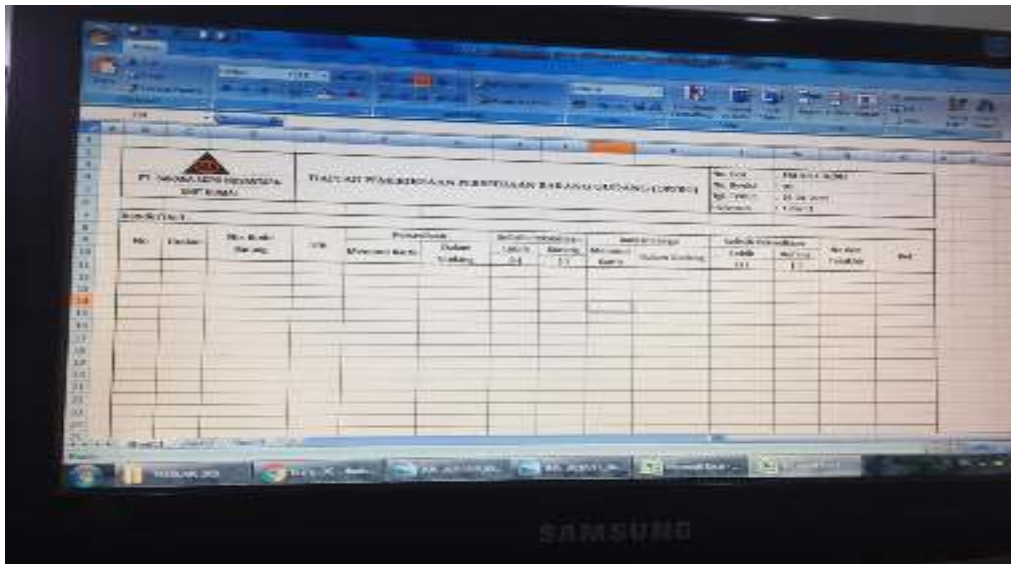


Figure 3.2 checklist of warehouse inventory item
Source: General Field PT. Sarana Agro Nusantara

3. Create a Proof of Goods Receipt.

Create Proof of Receipt of Goods, this is made using Microsoft Excel as proof of receipt of goods form is used to recap receipts

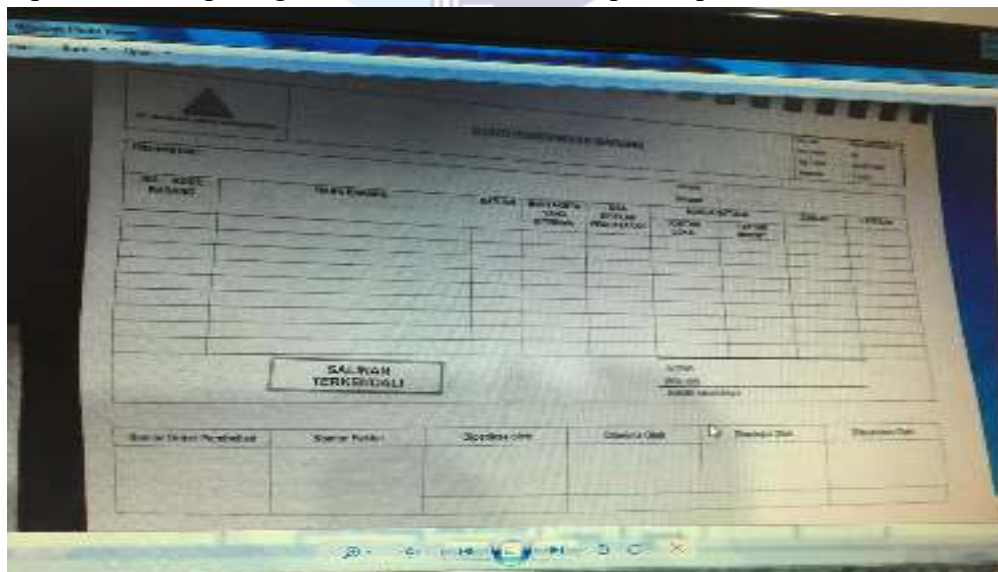


Figure 3.3 proof of receipt of goods
Source: PT. Sarana Agro Nusantara

4. Fill in the Local Purchase Order

Local Purchase Orders are made to recap the goods to be purchased for the purposes of PT Sarana Agro Nusantara Unit Dumai

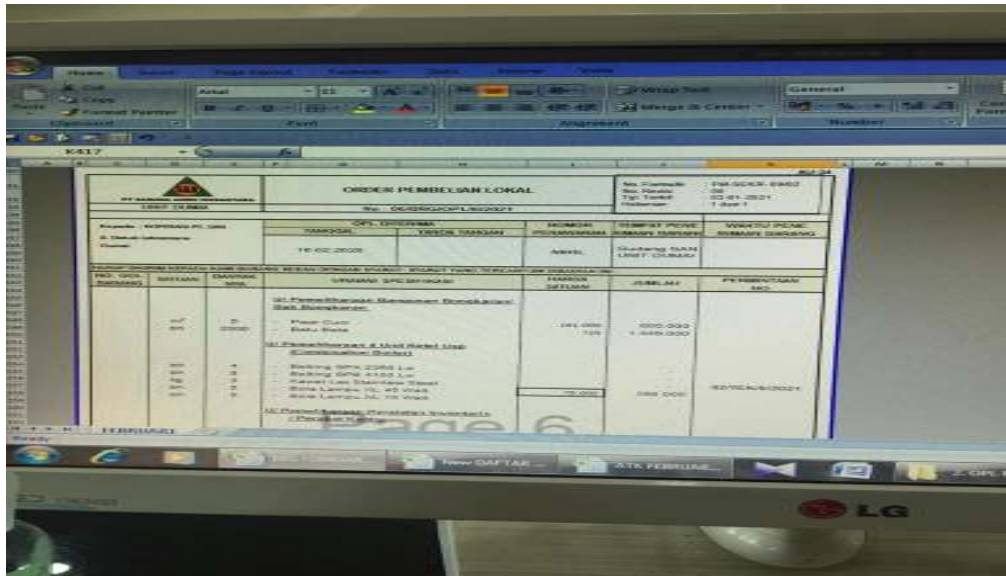


Figure 3.4 Local Purchase Order
Source: PT. Sarana Agro Nusantara

5. Fill out the Inventory Card

inventory card to find out the inventory or stock of goods that are still available.

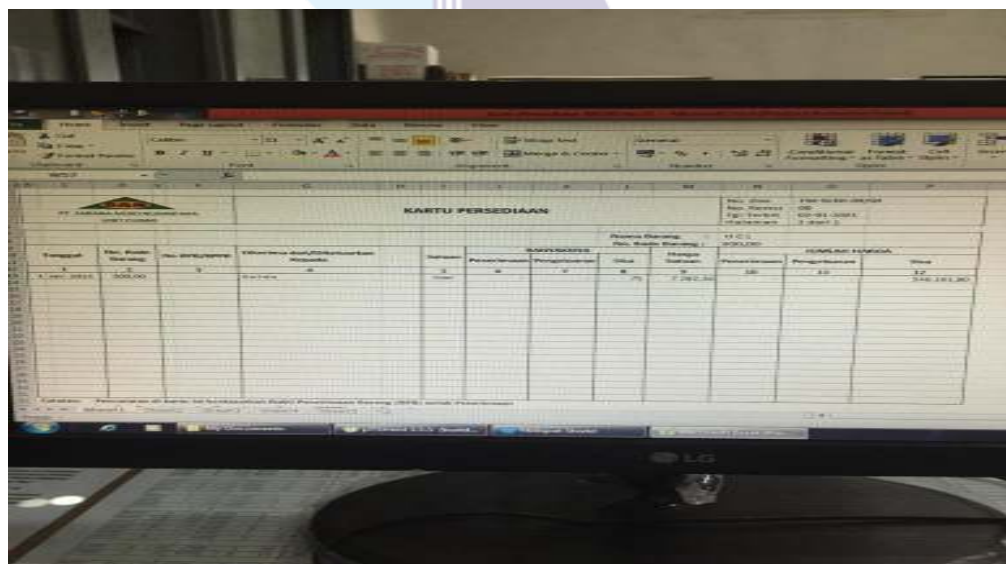


Figure 3.5 Stock Card
Source: PT. Sarana Agro Nusantara

6. Fill in and re-check the Warehouse Checklist data.

Fill out the Warehouse Goods Check List Form to find out the inventory of goods and recheck the data that is filled in.

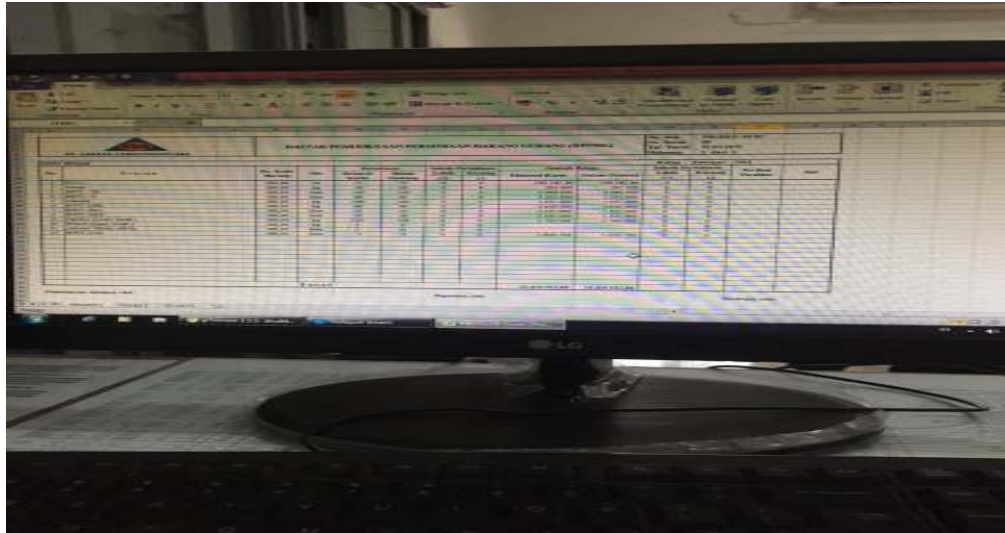


Figure 3.6 Warehouse Checklist

Source: General Field PT. Sarana Agro Nusantara

7. Schedule incoming letters

Scheduling incoming mail is done to make it easier to find back if one day it is needed, in scheduling incoming mail there are things that need to be noted such as the date of entry of the letter, sequence number, origin of the letter.



Figure 3.7 incoming letter

Source: General Field PT. Sarana Agro Nusantara

8. Schedule a letter out

Scheduling an outgoing letter is proof of an outgoing letter and is easy to find if one day it is needed, things that need to be recorded such as the date the letter was issued, the purpose of the letter, the subject of the letter, and the letter number.

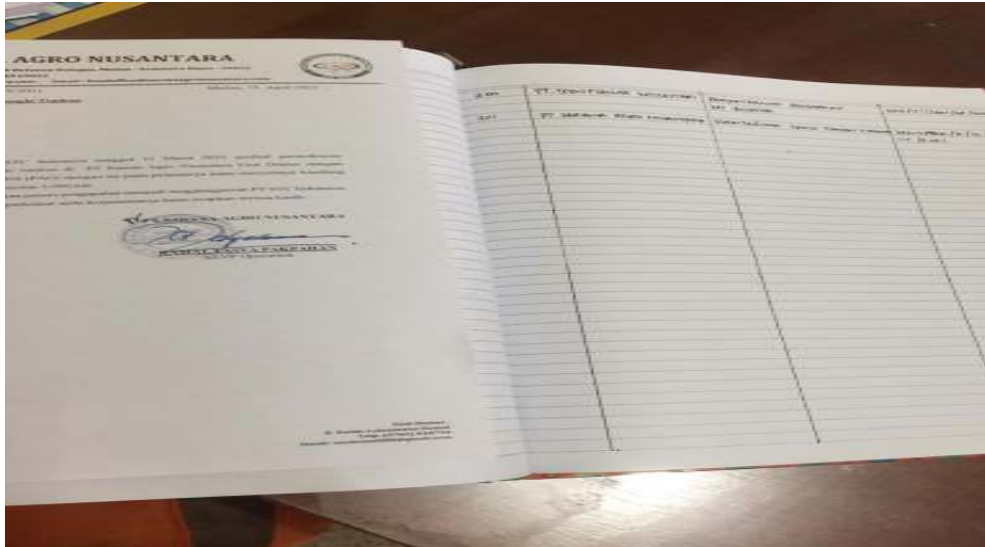


Figure 3.8 letter out
Source: General Field PT. Sarana Agro Nusantara

9. Archive documents

Document archives are done to store documents so that they are easy to find if one day they are needed.

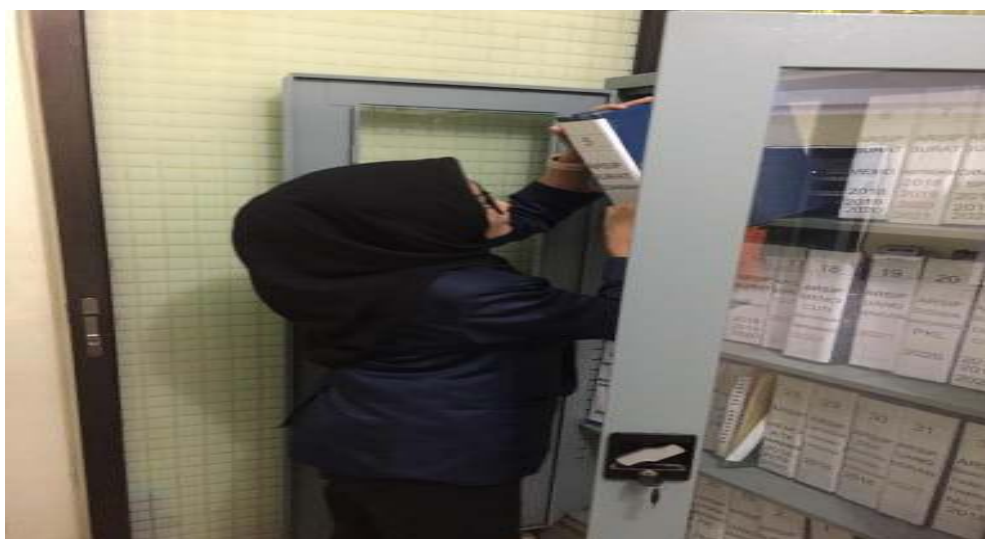


Figure 3.10 archive documents
Source: General Field PT. Sarana Agro Nusantara

10. Schedule cash in and cash out

Incoming cash is payment for rent for the official house of PT. Sarana Agro Nusantara Unit Dumai by the tenant, while cash out is an expense or payment for office equipment costs.



Figure 3.11 cash in and cash out
Source: PT. Sarana Agro Nusantara

11. Copying documents.

Photocopying of documents is done for an interest such as, for archives, for disseminating information to various fields.

3.4 Obstacles and Solution of Apprentices

3.4.1 Obstacles of Apprentices

Constraints that occur during practical work at PT. Sarana Agro Nusantara Unit Dumai in the Finance and General Affairs Section, namely:

1. Difficult to do documentation during practical work,
2. a practical work system that uses 5-day shifts with 5 days off

3.4.2 Solution of Apprentices

The solutions that can be taken from the obstacles faced during practical work at PT. Sarana Agro Nusantara Dumai Unit in the Finance Section and General Section are as follows:

1. It is difficult to document during practical work, so during breaks one must be able to take advantage of opportunities well, although not all activities during practical work cannot be documented.
2. There should not be a practical work system that uses 5-day shifts with 5 days off so that there is a minimum to know the progress of the assigned tasks.



CHAPTER 4

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the Job Training at PT Sarana Agro Nusantar Dumai Unit, several conclusions can be drawn:

1. There are several types of work carried out during the Job Training in the financial sector including: Making a cash/bank disbursement proof form using Ms. Excel, Make a form cash/bank dishburshment proof, make a form list of warehouse goods inventory check, make a form proof of goods receipt, fill in the local purchase order, fill out the inventory card, fill in and re-check the warehouse checklist data, schedule incoming letter, schedule a letter out, archieve documents, schedule cash in and cash out, copying document.

While the work carried out during the general field. including: schedule incoming letter, schedule a letter out, archieve documents, schedule cash in and cash out,copying document.

2. This practical work was carried out at PT Sarana Agro Nusantara Dumai Unit. This Job Training activity was carried out from February 15 s.d. June 30, 2021.
3. The system used in Finance and General Affairs uses the internet for several needs, then uses a computer for some important documents, letters and reports in every part of PT Sarana Agro Nusantara Unit Dumai.
4. Obstacles encountered during practical work, namely: Difficult to do documentation during practical work, a practical work system that uses 5-day shifts with 5 days off

4.2 Suggestion

Based on several obstacles encountered during the Practical Work, there are several solutions that can be done to overcome these obstacles. Some of the solutions are as follows:

1. It is difficult to document during practical work, so during breaks one must be able to take advantage of opportunities well, although not all activities during practical work cannot be documented.
2. There should not be a practical work system that uses 5-day shifts with 5 days off so that there is a minimum to know the progress of the assigned tasks.



Appendix 1: Apprenticeship Reply Letter

 **PT. SARANA AGRO NUSANTARA**
UNIT DUMAI

Alamat : Jalan Datarik Laksmasari, Dumai 28014 Hlna - Indonesia
Telepon : (0765) 31226, 36429, 36438, Fax : (0765) 31586
Email : pt.san_dumai@yahoo.co.id Website : http://www.pt-sna.co.id



No. : SAN.UD/01/390 / X / 2020
Lamp. : -
Hal : Persetujuan Kerja Praktek

Dumai, 23 Oktober 2020

Kepada Yth,
Pimpinan Politeknik Negeri Bengkalis
Jl. Bathin Alam, Sungailam
Telp. (0766) 24566
Di -
BENGKALIS

Dengan hormat,

Ref. Surat No. 2973/PL.31/AK/2020 tanggal 28 September 2020

Sesuai dengan surat Saudara tersebut diatas perihal Permohonan izin untuk Kerja Praktek (KP) Mahasiswa Politeknik Negeri Bengkalis di PT. Sarana Agro Nusantara Unit Dumai, atas nama :

Rita Asmara	Program Studi	Administrasi Bisnis Internasional
Ely Kasira	Program Studi	Administrasi Bisnis Internasional
Evi Novita Sari	Program Studi	Administrasi Bisnis Internasional
Iliya	Program Studi	Administrasi Bisnis Internasional
Windi Meigrina	Program Studi	Administrasi Bisnis Internasional

Pada prinsipnya dapat kami setuju dan kami terima dengan tidak mengganggu aktivitas kegiatan serta kelancaran operasional kerja di PT. SAN Unit Dumai.

Mahasiswa yang melakukan kerja praktek / magang terlebih dahulu harus memiliki asuransi kecelakaan kerja, atau didaftarkan ke BPJS Ketenaga Kerjaan selama kerja praktek / magang dilaksanakan di PT.SAN Unit Dumai .

Kerja Praktek dapat dimulai tanggal 15 Pebruari 2021 s/d 30 Juni 2021
Selama Kerja Praktek diwajibkan untuk selalu memakai Sarung/Almometer serta memakai masker dan mematuhi Protokol Kesehatan Covid-19.

Demikian kami sampaikan kiranya dapat dimaklumi.

Hormat kami,
PT SARANA AGRO NUSANTARA
UNIT DUMAI


JARWA RAHMANTA
Kepala Unit



Kantor Pusat : Jalan Imam Bonjol No. 24 A-B Medan 20151 Telepon : (061) 4588875, 4576213 Fax : (061) 4518654
Unit Belawan : Jalan Ujung Bera Medan Belawan 20411 Telepon : (061) 6941518, 6941483 Fax : (061) 6941233

SENANTIASA BERBUAT YANG TERBAIK

Appendix 2: Apprenticeship Statement Sheet



PT SARANA AGRO NUSANTARA UNIT DUMAI

Alamat : Jl. Darul Lailasari, Dumai - Riau - Indonesia - 28111
Telepon : (0765) 810734
Website : www.saranaagronusantara.com Email : sadumai888@gmail.com



No : SAN/UDX/289/WI/2021 Dumai, 30 Juni 2021
Lamp : -
Hal : Surat Keterangan Selesai Kerja Praktek

Kepada Yth,
Pimpinan Politeknik Negeri Bengkalis
Jl. Bethin Alam, Sungailam
Telp. (0765) 7008677
Di -
BENGKALIS

SURAT KETERANGAN

Yang bertanda tangan dibawah ini, menerangkan bahwa :

Nama : RITA ASMARA
No. Mahasiswa : 5404171103
Jurusan : Administrasi Niaga / D-4 Administrasi Bisnis Internasional

Telah selesai melaksanakan Kerja Praktek di PT Sarana Agro Nusantara Unit Dumai mulai tanggal 15 Februari – 30 Juni 2021.

Demikian Surat Keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Hormat kami,
PT SARANA AGRO NUSANTARA
Kepala Unit

JARWA RAHMANTA

Appendix 3: Apprenticeship Assesment Sheet

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK
PT SARANA AGRO NUSANTARA UNIT DUMAI**

Nama : RITA ASMARA
NIM : 5404171109
Program Studi : D-IV Administrasi Bisnis Internasional Politeknik Negeri
Bengkalis

NO	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	92
2	Tanggung Jawab	25%	92
3	Penyesuaian Diri	10%	92
4	Hasil Kerja	30%	94
5	Perilaku Secara Umum	15%	92
Total Jumlah (1+2+3+4+5)		100%	462
Rata-rata			93

Keterangan :

Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik Sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan:

Dumai, 30 Juni 2021

Pery Lasa Diajarantunan
Staff Tata Usaha

Appendix 4: Apprenticeship Certificate



**PT SARANA AGRO NUSANTARA
UNIT DUMAI**

SERTIFIKAT

Kepala Unit PT Sarana Agro Nusantara Unit Dumai, menerangkan bahwa :

Nama : *RITA ASMARA*

NIM : 5404171109

Adalah Mahasiswa Politeknik Negeri Bengkalis yang telah melaksanakan Kerja Praktek mulai tanggal 15 Pebruari - 30 Juni 2021 di PT Sarana Agro Nusantara Unit Dumai dengan hasil

" ISTIMEWA "

Dumai, 30 Juni 2021
PT SARANA AGRO NUSANTARA
Kepala Unit


JARWA RAHMANTA

Appendix 5: List of Apprenticeship Attendance

DAFTAR HADIR
MAHASISWA KERJA PRAKTEK PT SARANA AGRO NUSANTARA TAHUN 2021


Hari/Tanggal	Nama	NIM	Universitas	Tanda Tangan
Senin 15 Feb 2021	RITA ASMARIA	5404191109	Polbang	Rita
	WINDI MELBINA	5404171120	Polbang	Windi
Selasa 16 Feb 2021	RITA ASMARIA	5404191109	Polbang	Rita
Rabu 17 Feb 2021	Rita Asmaria	5404191109	POLBANG	Rita
Kamis 18 Feb 2021	RITA ASMARIA	5404191109	Polbang	Rita
Jumat 19 Feb 2021	Rita Asmaria	5404191109	Polbang	Rita
Senin 22 Feb 2021	Rita Asmaria	5404191109	Polbang	Rita
Selasa 23 Feb 2021	Rita Asmaria	5404191109	Polbang	Rita
Rabu 24 Feb 2021	Rita Asmaria	5404191109	Polbang	Rita

Appendix 6: Revision List Apprenticeship

REVISIONLIST

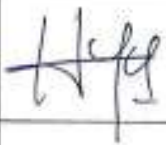
APPRENTICESHIP OF INTERNATIONAL BUSINESS
ADMINISTRATION STATE OF POLYTECHNIC BENGKALIS

NAMA : RITA ASMARA
 NIM : 5404171109
 PLACE : PT. SARANA AGRO NUSANTARA UNIT DUMAI
 ADVISOR : YUNELLY ASRA S.E., M.M

NO	DAY/DATE	REVISION	ADVISOR
1.	Senin 19 Juli 2021.	Perbaiki 1. cover 2. susun kembali 3. Basuk paper ke lybr (cover 1/2 lapa + referensi).	
2.	Minggu 25 Juli	1. hal 2 mana? 2. Bab 3 → sesuaikan dg unit typa! 3. kembangkan sesuai typa + Bab 3	
		4. Perbaiki susunan kembali susun paragraf (Perbaiki Margin Kiri-ka Atas - bawah).	

REVISIONLIST
APPRENTICESHIP OF INTERNATIONAL BUSINESS
ADMINISTRATION STATE OF POLYTECHNIC BENGKALIS

NAME : RITA ASMARA
NIM : 5404171109
PLACE : PT. SARANA AGRO NUSANTARA UNIT DUMAI
ADVISOR : YUNELLY ASRA, S.E., M.M

NO	DAY/DATE	REVISION	ADVISOR
3	Semu 2/8-2021	All!	


Bengkalis, Juli 2021




Yunelly Asra, S.E., M.M
NIP. 197507012012122001

Appendix 7: General Field Daily Activity

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Monday
Date : February 22, 2021


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGN	SIGNATURE
1	Melanjutkan form Order Pembelian Lokal (OPL) Ms. Laksemana Excel		
2	Mengisi Form Kartu Persediaan	Abunzir Harahap	
	Industry Advisor Note		Abunzir Harahap

No	WORKING	EXPLANATION
		Gambar form Order Pembelian Lokal (OPL)
		Gambar Form Kartu Persediaan

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Tuesday
Date : February 16, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGN	SIGNATURE
	Membuat form bukti pengeluaran kas/bank menggunakan Ms. Excel	Doni Roy Wilman Firdaus	
	Industry Advisor Note		Abunisir Harahap

No	WORKING	EXPLANATION
		Gambar form bukti pengeluaran kas/bank menggunakan Ms. Excel

**DAILY ACTIVITIES
OF THE JOB TRAINING**


Day : Munday
Date : April 5, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGN	SIGNATURE
1 2 3	Mengagendakan surat masuk kantor direksi Memfotokopi dokumen Mengarsip dokumen	Lila Tiara Sari	
	Industry Advisor Note		ZULKARNAIN,SE

No	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Tuesday
Date : March 9, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGN	SIGNATURE
1	Mengendalikan surat masuk instansi luar	Lila Tiara Sari	
2	Membuat fotokopi surat masuk instansi luar		
3	Mengarsip dokumen		
	Industry Advisor Note		ZULKARNAIN, SE

No	WORKING	EXPLANATION

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday
Date : June 21, 2021

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGN	SIGNATURE
1 2 2	Menggerakan sunit masak kaster direksi Memfotokopi dokumen Menggrisp dokumen	Ivana Tirigan	
Industry Advisor Note			ZULKARNAIN,SE

No	WORKING	EXPLANATION