

APPRENTICESHIP REPORT

**PT. IVO MAS TUNGGAL
LUBUK GAUNG DUMAI**

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**INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
2023**

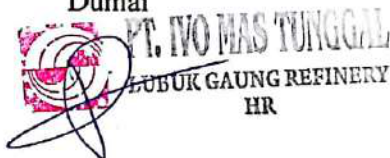
APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL-LUBUK GAUNG
DUMAI

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 13th, 2023

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11. Mr. Rian Pambudi as Human Resource Officer of PT. Ivo Mas Tunggal.
12. Ms. Novia Veronika as Human Resource Officer of PT. Ivo Mas Tunggal.
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Dumai, June 13th, 2023



Ummi Hanipah
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TABLE OF CONTENTS

COVER	I
VALIDITY SHEET	II
ACKNOWLEDGEMENT	III
TABLE OF CONTENTS.....	V
LIST OF TABLE	VII
LIST OFMFIGURE.....	IX
LIST OF APPENDICES	X
CHAPTER 1 INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship.....	3
1.3 Significances of the Apprenticeship	3
1.3.1 Significances of students	3
1.3.2 Significances of Companies	4
1.3.3 Significances of State polytechnic of Bengkalis	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	5
2.1 Company Profie.....	5
2.2 Vision and Mission of PT. Ivo Mas Tunggal	7
2.2.1 Vision of PT. Ivo Mas Tunggal.....	7
2.2.2 Mission of PT. Ivo Mas Tunggal.....	8
2.2.3 Company Culture.	8
3.2.4 Employees Work Values	8
3.2.5 Code of Ethics PT. Ivo Mas Tunggal	8
2.3 Kind of Business	9
2.4 Organisation Structure PT. Ivo Mas Tunggal	10
2.5 The Working Process	13

2.6	Documents and applications used	13
2.6.1	Document used for Activity	13
2.6.2	Application used for Activity	16
CHAPTER III SCOPE OF THE APPRENTICESHIP		18
3.1	Job Description.....	18
3.2	System and Procedure	20
3.3	Place of Apprenticeship	36
3.4	Kind and Activity of Apprenticeship	36
3.5	Obstacle and Solution.....	47
3.5.1	Obstacle.....	47
3.5.2	Solution	47
CHAPTER IV CONCLUSION AND SUGGESTION		48
4.1	Conclusion.....	48
4.2	Suggestion	49

DAFTAR TABLE

Table 3.1	Activities of the First Week from February 13 th , 2023 to February 17 th , 2023	36
Table 3.2	Activities of the First Week from February 20 th , 2023 to February 24 th , 2023	37
Table 3.3	Activities of the First Week from February 27 th , 2023 to March 3 th , 2023	38
Table 3.4	Activities of the First Week from March 6 th , 2023 to March 10 th , 2023	38
Table 3.5	Activities of the First Week from March 13 th , 2023 to March 17 th , 2023	39
Table 3.6	Activities of the First Week from March 20 th , 2023 to March 24 th , 2023	39
Table 3.7	Activities of the First Week from March 27 th , 2023 to March 31 th , 2023	40
Table 3.8	Activities of the First Week from April 3 th , 2023 to April 7 th , 2023	40
Table 3.9	Activities of the First Week from April 10 th , 2023 to April 15 th , 2023	41
Table 3.10	Activities of the First Week from April 18 th , 2023 to April 22 th , 2023	42
Table 3.11	Activities of the First Week from April 24 th , 2023 to April 28 th , 2023	42
Table 3.12	Activities of the First Week from May 1 th , 2023 to May 5 th , 2023	43
Table 3.13	Activities of the First Week from May 8 th , 2023 to May 12 th , 2023	44
Table 3.14	Activities of the First Week from May 15 th , 2023 to May 19 th , 2023	44

Table 3.15	Activities of the First Week from May 22 th , 2023 to May 25 th , 2023	45
Table 3.16	Activities of the First Week from May 29 th , 2023 to June 2 th , 2023	45
Table 3.17	Activities of the First Week from June 5 th , 2023 to June 9 th , 2023	46
Table 3.18	Activities of the First Week from June 12 th , 2023 to June 13 th , 2023	47

LIST OF FIGURES

Figure	2.1 Company main office photo.....	6
Figure	2.2 Logos PT. Ivo Mas Tunggal.....	7
Figure	2.3 Organizational Structure	10
Figure	2.4 The writer's work at PT. Ivo Mas Tunggal	13
Figure	3.1 Data Input Flow to the Finger Print System.....	20
Figure	3.2 Data Input Flow to the Face Machine System	21
Figure	3.3 Nametag Ordering Process.....	22
Figure	3.4 KPI ISS Weekly	22
Figure	3.5 ISS Vendor Assessment Process	24
Figure	3.6 Investigation Process for Employee Absence Cases.....	24
Figure	3.7 Employee Recruitment Process at PT. Ivo Mas Tunggal	25
Figure	3.8 Employee Interview Process at PT. Ivo Mas Tunggal.....	26
Figure	3.9 Export tax payment invoice	27
Figure	3.10 Checking the SAP Document no.....	28
Figure	3.11 Process Update payment date and payment pose.....	29
Figure	3.12 Scan invoices and payments.....	31
Figure	3.13 Document filing process	31

LIST OF APPENDICES

Appendices 1 Apprentice Acceptance Letter	50
Appendices 2 Lis Competence	51
Appendices 3 Request letter for data retrieval report.....	53
Appendices 4 Apprenticeship Assessment Sheet.....	55
Apprentices 5 Absences	56
Appendices 6 Daily Activities	60

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Education is the most important thing in our life. Education is a means to increase knowledge, hone skills in solving problems, improve the economy, to create better job opportunities. College as one of the educational institutions for the nation's generation has an important role in character building and is expected able to produce quality graduates so as to be able to make the name of the Indonesian nation proud further.

Bengkalis State Polytechnic is one of the vocational campuses in Riau province. Bengkalis State Polytechnic is a vocational campus that provides vocational education to students to create a competitive spirit and competition in various fields so they can compete in the world of work. For this reason, the Bengkalis State Polytechnic created an Apprenticeship program for students that all students must follow.

Apprenticeship or better known as "Work Practice" or abbreviated as KP is an activity that includes an understanding of theory and practice as well as scientific concepts that are applied in the world of work in accordance with their respective fields of study. Apprenticeships can increase students' knowledge and skills and can solve scientific problems in accordance with the theory they get in lectures. Apprenticeship activities are carried out so that students can understand and apply the knowledge they have obtained in lectures well about the fields in their respective study programs and also so that students can know the profession and work atmosphere that is in accordance with their study program. So, Apprenticeships are very important and very useful for students as a means of gaining knowledge and work experience.

The Apprenticeship is also one of the requirements for obtaining an applied bachelor's degree. In this program, especially for International Business Administration students in semester 8 (eight) Apprenticeship activities are carried

out for 4 (four) months, by selecting the place and location of the Apprenticeship themselves. However, before choosing a place to do this program, the apprentice coordinator provides several options or Apprenticeship options for students. Then from these several choices, the author is interested in doing an Apprenticeship at PT. Ivo Mas Tunggal.

Oil palm is a leading commodity for Indonesia in international trade. Palm oil is included in the ten main export commodities. One of the things that make oil palm one of Indonesia's ten main export commodities is its competitive competitiveness in international trade. This competitiveness is based on productivity. oil palm in Indonesia which is quite high.

The competitiveness of oil palm in international trade has succeeded in making Indonesia the largest producer of palm oil in the world. Oil palm is harvested in the form of fresh fruit bunches (FFB) which are processed into semi-finished products in the form of crude palm oil or crude palm oil. oil (CPO) and palm kernel or palm kernel.

PT. Ivo Mas Tunggal. Is one of the oil palm management companies. PT. Ivo Mas Tunggal is included in the Sinar Mas Group (SMART Tbk) or better known as Sinar Mas Agro Resources and Technology with a head office in Menteng, Jakarta, and a Representative Office in Pekanbaru. Engaged in the Business of Oil Palm Plantation and Processing (from FFB/Fresh Fruit Bunches to CPO/Crude Palm Oil and PKO/Palm Kernel Oil).PT. Ivo Mas Tunggal is located in Kandis District, Siak Regency (previously located in Mandau District, Bengkalis Regency, which became Minas District).

PT. Ivo Mas Tunggal Manages Fresh Fruit Bunches (FFB) which are processed into CPO and PKO, brought to the Bulking Station at the Port of Dumai City to then be sent by ship to Refineries located at Rungkut Surabaya, Belawan Medan, and Tanjung Priok to be processed into cooking oil and others. Among them are Filma Cooking Oil, Kunci Mas Cooking Oil, Mitra Cooking Oil, Masku Cooking Oil, Margarine Filma, Palmbom, and others. As for PKO as a mixture for making cosmetics. Also, if the solid waste is processed, it can be used as a Mixture for Animal Feed.

PT. Ivo Mas Tunggal, which is a company engaged in the Agribusiness & Food sector, is located on Jl. Kelapa RT 4, Lubuk Gaung Village, Sei Sembilan sub-district, Dumai. The reason the author chose to do an Apprenticeship at PT. Ivo Mas Tunggal is due because it fits the international Business Administration major.

1.2 Purpose of the Apprenticeship

Apprenticeship activities for Bengkalis State Polytechnic students for the International Business Administration Study Program have the following objectives:

1. To describe job descriptions at PT. Ivo Mas Tunggal.
2. To find out the place and time of the Apprenticeship
3. Explain the system and procedures for apprenticeship.
4. To find out the obstacles and solutions during the Apprenticeship.

1.3. Significances Apprenticeship

The Apprenticeship activities carried out by them are very beneficial for several parties such as students, companies, and the Bengkalis State Polytechnic.

1.3.1 Significances for Students

There are several benefits from implementing the Apprenticeship program that students get, namely as follows:

1. Students get the opportunity to apply theoretical/conceptual knowledge in the real world of work.
2. Students gain practical experience in applying theoretical/conceptual knowledge according to their study program.
3. Can add experience and deeper knowledge related to the world of professional work.
4. Students gain practical experience in applying theoretical or conceptual knowledge according to their study program.

5. Students can gain experience working in a company.
6. Students can cultivate the professional attitude that students need to enter the world of professional work
7. Bengkalis Polytechnic receives feedback from organizations/companies on the ability of students to take KP in the world of work.
8. Students can build relationships in the world of work with employees at PT. Ivo Mas Singgal Dumai and employees in companies that have good relations in terms of cooperation with PT. Ivo Mas Tunggal.

1.3.2 Significances for Companies

The benefits of implementing an Apprenticeship program are also obtained by companies or institutions that accept Apprenticeship students, such as:

1. Apprenticeship can assist employees in completing work, providing ideas, and providing advice in solving problems.
2. Through this apprenticeship, the company will be recognized by academics and the education world.

2.3.3 Significances for State Polytechnic of Bengkalis

The significances of implementing apprenticeship that will be obtained by the State Polytechnic of Bengkalis, namely:

1. There is cooperation or a good relationship between the campus and the company where the student interns.
2. Bengkalis State Polytechnic can improve the quality of its graduates through student Apprenticeship experiences.
3. Provide opportunities for students to analyze, and study theories/concepts with the reality of applying knowledge and skills in an organization/company.
4. Bengkalis State Polytechnic receives input from organizations or companies regarding the abilities of students participating in Apprenticeships in the world of work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

The Sinar Mas Group was established in 1962 and was founded by a Chinese conglomerate named Eka Tjipta Widjaja who was listed as the 2nd richest businessman in Indonesia in the 2010 edition of Globe magazine. Eka Tjipta Widjaja came to Indonesia at the age of 9. He had set up a subsidiary in India in 1990, but in 2001 sold it to Ballapur Industries Limited. The business units owned by Sinar Mas are as follows:

1. Pulp and paper
2. Agribusiness and food
3. Financial services
4. Development and real estate
5. Telecommunications
6. Energy and Infrastructure

PT Ivo Mas Tunggal is a subsidiary of PT SMART Tbk which is engaged in the main processing of products using Crude Palm Oil (CPO) raw materials into Olein and Stearin products with a production capacity of 3000 tons/day. In addition, this company also processes Palm Kernel Oil (PKO) with a production capacity of 1200 tons/day. This CPO and PKO come from the Palm Oil Mill (PKS) both from the PKS itself which is located in Riau, Jambi, Palembang, Bangka Belitung, West and East Kalimantan, as well as from third-party PKS. All products produced will be sold domestically and exported overseas, such as India, Tylan, Saudi Arabia, Pakistan, Bangladesh, Malaysia, Russia, Mexico, Kenya, China, and Turkey.

PT Ivo Mas Tunggal is located in Lubuk Gaung Village, Sungai Sembilan District, Dumai, Riau. PT. Ivo Mas Tunggal just started production in August 2015 and will continue to grow in the future. The company has a production area of 30 hectares.

This factory started operating in August 2015. To meet market demand, the company has several certifications as food quality and safety standards. The certifications that PT Ivo Mas Tunggal already has are the Halal Assurance System, RSPO, GMP+B2, ISCC, and HVO certifications obtained in 2015.



Figure 2.1 Company main office photo
Source: Processed Data, 2023

Sinar Mas According to Western visual principles, the Sinar Mas logo consists of four kinds of visual elements, namely lines, shapes, colors, and positive and negative fields. The composition of the Sinar Mas logo succeeds in creating a symmetrical balance, succeeds in displaying a repetitive and progressive rhythm, and succeeds in achieving a unified composition that centralizes. According to Feng Shui principles, the Sinar Mas logo consists of three kinds of visual elements, namely Yin and Yang shapes, Wu Xing shapes, and Wu Xing colors. The composition of the Sinar Mas logo succeeds in creating a good balance of Yin and Yang principles and successfully displays the dynamism of Qi energy rhythms, and succeeds in creating the harmony of the Wu Xing cycle.



Figure 2.2 Logos PT.IVO MAS TUNGGAL

Source: Processed Data, 2023

Interpretation of the Meaning of the Logo - Sinar Mas (Source: Processed Ng)
So, this logo consists of a Self Contained Unit composition resembling the basic forms that are often found and the composition of the logo looks unified. The Sinar Mas logo implements three corporate visions, namely maintaining the balance of the main pillars of business sustainability, such as social, environmental, and economic. The vision can be represented by a balanced symmetrical composition, then a repetitive and progressive rhythm such as a flow of beneficial Qi energy. The composition of the Sinar Mas logo also represents the alignment of Wu Xing principles, both the combination of shapes and colors from the Wu Xing productive cycle. Then, because Sinar Mas is the parent company of several industrial sectors, it cannot be determined which elements are compatible with the principles of Feng Shui.

2.2 Vission and Mission PT. IVO MAS TUNGGAL.

In carrying out its business activities, PT. Ivo Mas Tunggal is guided by the company's vision and mission which are the basic foundation in achieving company goals. The following is the vision and mission of PT. Ivo Mas Tunggal:

2.2.1 Vision of PT. Ivo Mas Tunggal.

“To become the best-integrated agribusiness and global consumer product company and to be the partner of choice”.

2.2.2 Mission of PT. Ivo Mas Tunggal.

“Efficiently provide high quality and sustainable agribusiness and consumer products, solutions, and services to create added value for stakeholders”.

2.2.3 Company culture

Apart from the vision and mission, PT. Ivo Mas Tunggal also applies a work culture that all employees at PT. Ivo Mas Tunggal must obey and carry out this culture, as for the work culture at PT. Ivo Mas Tunggal, among others, as follows:

Achievement	: Generates outstanding performance.
Collaboration	: Work as a team.
Sense of ownership	: Only doing what is best for the company.
SDM	: Realizing the potential of the company's HR.

2.2.4 Employee work values

In addition to the vision, mission and work culture of PT. Ivo Mas Tunggal also applies work values that must be carried out by employees, this is implemented to support the company's vision and mission, while the employee's work values are as follows:

1. Integrity (Not according to words/promises so as to oster the glory of other parties)
2. Positive attitude (Showing behavior that supports the creation of a work environment that is mutually respectful and conducive)
3. Commitment (Carry out work wholeheartedly to achieve the best results)
4. Continuous improvement (Continuously increasing the ability/capacity of oneself, work units, and organizations without limits to achieve the best results)

2.2.5 Code of Ethics

The code of conduct is based on the company's code of ethics which must be obeyed by the entire organizational structure of the company and all employees:

1. All employees must be given equal opportunities regardless of ethnicity, race, and religion.
2. Employees are not allowed to abuse, threaten, or intimidate other employees.
3. The company provides a safe work environment for employees and employees must follow existing safety regulations.
4. Employees must maintain company assets in the form of money, goods, and data.
5. Employees are prohibited from using computers / other work equipment for activities that are not related to work.
6. Employees may not provide statements about company activities/secrets to other parties, including taking photos of the work environment and company products
7. Employees must maintain the confidentiality of company data even after leaving the company.
8. Employees may not have a business/business that can cause a conflict of interest with the company.
9. The company will treat customers and suppliers fairly
10. Employees are prohibited from receiving gifts/money from company colleagues from corrupting money.
11. The company and employees ensure that all data submitted, including financial data, is true and accurate.
12. The company contributes positively to the community environment in which it operates and maintains environmental sustainability

2.3 Kind of Business

Business is an activity carried out by individuals and organizations that creates value through goods and services to gain profit and meet the needs of society. PT. Ivo Mas Tunggal is one of the companies Part of Sinarmas which is engaged in Agribusiness and food in the city of Dumai, PT. Ivo Mas Tunggal is a company engaged in the processing of palm oil. PT. Ivo Mas Tunggal is a company that

processes products using Crude Palm Oil (CPO) raw materials into Olein, RDBPO (Stearin), and CPKO products with a production capacity of 3000 tons/day. In addition, this company also processes Palm Kernel Oil (PKO) with a production capacity of 1200 tons/day. This CPO and PKO come from the Palm Oil Mill (PKS) both from the PKS itself which is located in Riau, Jambi, Palembang, Bangka Belitung, West and East Kalimantan, as well as from third-party PKS. All products produced will be sold domestically and exported to several countries abroad, such as India, Saudi Arabia, Italy, Singapore, Malaysia, Myanmar, China, Pakistan, the United States, and Mexico.

2.4 Organizational Structure

The organizational structure of the PT Ivo Mas Tunggal Lubuk Gaung company can be seen in Figure 2.2 below:

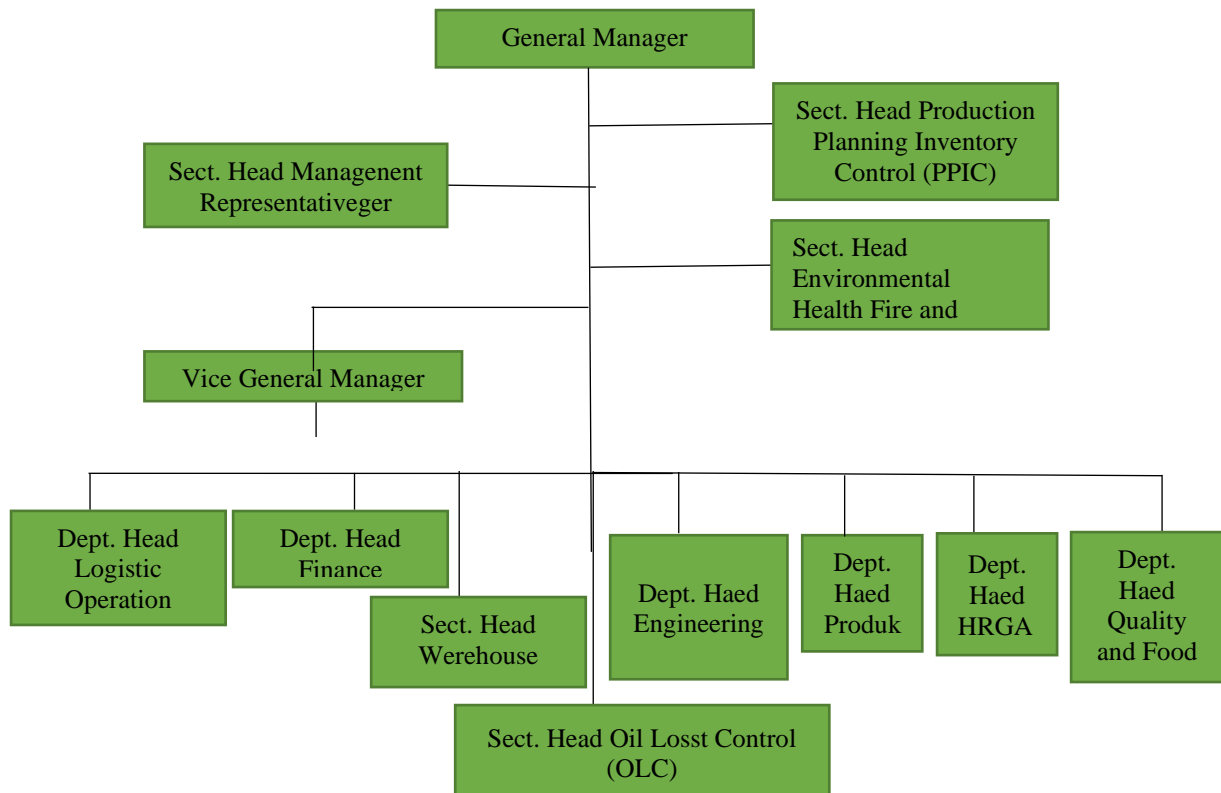


Figure 2.3 Organizational Structure

Source: Processed Data, 2023

Based on the organizational structure at PT. Ivo Mas Tunggal, you can see the duties and responsibilities of each position, namely:

1. General Manager

Lead and be responsible for the integrated operation of the entire Manufacturing, Production, engineering, quality management, HR & GA, Management representative, EHFS, OLC, PPIC, and other supporting functions to ensure the achievement of production targets according to demand by optimizing cost efficiency, quality and the time specified.

2. Vice General Manager

To lead and be responsible for coordinating and ensuring the running of all manufacturing, commercial logistics, trading, Dumai bulking, spare parts & chemical warehouse, purchasing, IT, refinery controller, and business partnering & control functions in an integrated manner to ensure the achievement of production targets according to demand by optimizing costs, quality, and timeliness determined for the entire manufacturing function and other support functions in an integrated manner to ensure the achievement of production targets according to demand by optimizing cost efficiency, quality, and timeliness set.

3. Section Head Management Representative

Responsible for the implementation of management systems FSMS, QMS, SJH, GMP+ B2 (2010), ISCC System, RSPO System, and HVO Verification Scheme, ISO 14001: 2004, OHSAS 18001: 2007, SMK3 PP 50 the Year 2012, 5R1SQuM in related sections effectively.

4. Section Head Production Planning Inventory Control (PPIC)

Production planning, procurement, and control of materials and production materials as well as monitoring the realization of production and use of materials.

5. Section Head Environmental Health Fire and Safety (EHFS)

Ensuring and maintaining the correct implementation of the EHFS Management System as an effort to prevent accidents, fires, and environmental pollution as well as the prevention of occupational diseases.

6. Head of department Logistic Operations
Responsible for smooth operations for bulk trading in terms of receiving, storing, selling, and shipping goods for branded products.
7. Head of department Finance
Responsible for the smooth operation of incoming and outgoing goods (for production).
8. Head of department Engineering
Coordinate all activities related to mechanical, electrical, instrumentation & calibration maintenance, projects, and availability of utilities at PT. Ivo Mas Tunggal.
9. Head of department Production
Responsible for coordinating and ensuring the running of the production process in an integrated manner to ensure the achievement of production targets according to demand by optimizing the cost, quality, and timeliness set.
10. Head of department HRGA
Responsible for the functioning of personal administration, industrial relations, security, in an integrated manner to ensure the development of human resources, a safe work environment and which can support company objectives with appropriate operational costs.
11. Head of department Quality and food Safety
Responsible for coordinating to ensure and maintain that materials, work in process and finished products comply with applicable specifications.
12. Head of department Warehouse
Responsible for the operation of the warehouse and the administrative system in the warehouse to achieve customer satisfaction (internal & external).
13. Section Head Oil Loss Control (OLC)
Responsible for activities in Oil Loss Control which includes monitoring activities on the land, sea, and weighbridges.

2.5 The Working Process

In Carrying out an Apprenticeship at PT. Ivo Mas Tunggal, there are several assignments made by the author, namely work carried out in the HRGA section and in the finance section where in the finance section the author is assigned to replace employees who are on sabbatical. In compiling this report, the author explains how the author's work at PT. Ivo Mas Tunggal.

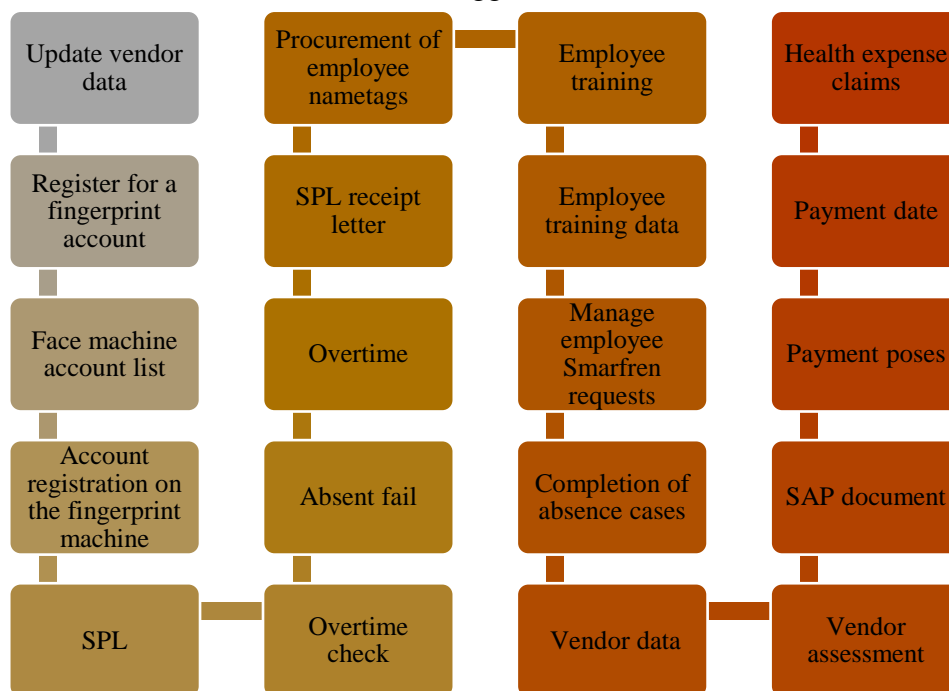


Figure 2.4 The writer's work at PT. Ivo Mas Tunggal.
Source: Processed Data, 2023

2.6 Documents used for activities

In carrying out the apprenticeship, there are several documents that are used in carrying out tasks and daily activities at PT. Ivo Mas Tunggal includes the following:

2.6.1 Documents used.

In carrying out the tasks given in the implementation of the internship, the author uses several documents to help complete the task, while the documents used are as follows:

1. Document filing
Document filing is used to archive billing documents and payments that have been made in the finance department.
2. LA document
The SLA document is a file that is used to make weekly assessments and evaluations of ISS vendors.
3. Petty Cash Document
The petty cash document is a document that is used to make requests to purchase fuel for the company's operational cars, this document was submitted by GA to the company's finance department.
4. AKT Log Document
The AKT Log Document is a document to fill in the company's operational car activity log.
5. Magna Document
This magna document is a document that is used to check employee file absences
6. Actual document
The actual document is the document that is used to check employee attendance.
7. Work schedule document
The work schedule document is a document that is used to check employee overtime status and overtime hours.
8. Document Checklist
The document checklist is a document that is used to ensure the completeness of billing documents and payments that have been made and submitted to the finance department.
9. Training and training files
Which file is used to update data on employees who have conducted training and training, both special and in-class training.

10. Medical fee clamp file

Is a file that is used to record health costs that must be clamped which will be recapitulated and will be sent to the HO for follow-up.

11. Employee data

Employee data is a file that is used to retrieve employee data for the purposes of making nametags and checking employee status

12. Absence of training and training

Training and training attendance is a source of data that is used to update employee data that has conducted training and training at that period.

13. Courier Usage Report

Which report on the use of this courier is a file that is used to recap courier request data.

14. Vendors files

Vendor files are data sources that are used to update all vendor data and files that are used for fingerprint attendance registration and attendance registration on face machines and other matters related to vendors at PT. Ivo Mas Tunggal.

15. PAM Files

This PAM file is a file that is used for making L/C invoices for payments that are made to submit bill payments, which will be submitted to the finance department for processing.

16. SPL

Is a document that is used to check overtime hours and employee overtime schedules, which contains some information such as employee name, number, type of overtime, explanation, overtime plan, employee identification, overtime hours realization (Start-End) as well as the number of overtime hours.

In addition to documents, several applications are used by the author in carrying out the assignments given, while the applications that are used by the author in carrying out the tasks include the following:

2.6.2 Applications used.

In carrying out the tasks given in the implementation of the internship, the author uses several applications to help complete the task, while the applications used are as follows:

1. SAP application

SAP is an application that is used to view the status of bill payments paid by the HO in the finance section, see no SAP documents, no payments, payment postdates, and check statements of accounts.

2. Magna attendance

Magna attendance is an application that is used to input vendor data for registering fingerprint accounts

3. ZKTBio

ZKTBio is an application that is used to input vendor data for account registration on the face machine

4. Enter Price Scan

Enter prices scan is an application that is used to scan billing documents that will be sent by the HO according to the due date given and to report invoices that have been paid and realized.

5. Canvas

Canva is an application that is used to edit greeting cards for every new employee who joins PT. Ivo Mas Tunggal.

6. Email

Email is one of the communication tools used by employees at PT. Ivo Mas Tunggal such as sending work results to colleagues or superiors, announcements, and so on.

7. 5R

Is an application that is used to close all 5R findings in the field around the company

8. Wired telephone

Is a tool that is used to conduct the first phase of interviews with prospective employees and communication tools with colleagues at PT. Ivo Mas Tunggal

9. MS. Teams

Is an application that is used to conduct the second phase of the interview session for prospective new employees at PT. Ivo Mas Tunggal.

10. MS Office, Word dan Excel.

MS Office Word is an application that is used to create letters, PAM creation. And MS Office Excel is an application that is in use it to update financial data whether it's no SAP, payment post and payment data, update recap of submission of funds and disbursement of funds-calculation of financial reports, updates vendor data, training data updates, and other documents associated with MS Excel.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description.

During the Apprenticeship, the author was placed in the HRGA Department. The HRGA Department is one of the departments at PT. Ivo Mas Tunggal. HRGA itself is a joint department of two divisions namely Human Resources and General Affairs. The task of Human Resources itself is to take care of all matters relating to human resources (HR) within the company, starting from the administrative recruitment process to employee rights and obligations, conducting interviews, developing employees, arranging employee training, and managing all employee data.

While the duties of the General Affairs itself are to take care of all administration for the procurement of goods and the needs of ATK, air conditioning, and others. Regulate the use of the company's operational car, check ATK bills, Make receipts for goods, check the items that have been purchased, Make lists of monthly ATK items needed, Control vendor work, and make vendor evaluations.

Program This Apprenticeship program was held at PT. Ivo Mas Tunggal for 4 (four) months. This Apprenticeship activity was carried out from 13 February 2023 to 13 June 2023. There were several tasks carried out during the Apprenticeship at PT. Ivo Mas Tunggal, namely:

1. Update vendor data, training data, training data, No payment and payment post, and SAP financial data.
2. Take care of making name tags from photo sessions, data collection, and submission to all departments that make name tags
3. Checking email data delivery from vendors
4. Log requests for fuel for the company's operational cars
5. Email departure and return tickets for guests

6. Make a vehicle application letter, Lubuk echo unit LKS performance report, and SPL receipt.
7. Create vehicle data for PT. Ivo Mas Tunggal
8. Make a recap of courier requests
9. Create and send Weekly ISS KPIs to the superiors of the ISS Echo via Email.
10. Input vendor employee data into the fingerprint system and face machine.
11. Register an account to the fingerprint machine
12. Make recapitulation of employee medical claim receipts, requests for filling in employee Smartfren package rations
13. Manage the delivery of employee medical claims files to the HO
14. Checking SPL, fingerprint data, overtime data, and actual data and engineering section face machine data for 2020-2023.
15. Making petty cash Purchase fuel for operational cars
16. Create an Activity Log for the company's operational car
17. Make L/C for payment of health claims
18. Conduct ISO PRP in all areas of the company.
19. Grouping and submitting SPL to the admin of each department.
20. Make employees file overtime hours calculations.
21. Summarize employee overtime hours and absences
22. Checking employee absence cases in the Engineering department.
23. Creating a Bipartite LKS Organizational Structure
24. Closing all 5R findings by MR
25. Study recruitment, evaluation of employee and vendor work, the flow of hiring new employees, and interviews.
26. Conduct first-stage interviews with prospective employees.
27. Conduct HR interviews with prospective employees.
28. Filing Billing and payment documents in the finance department (assigning billing document numbers, payments, making document data recaps in the file holder, and creating and vendor data.
29. Field controls
30. Scan billing documents

31. Checking the completeness of employee documents, checking bills of payment, Statement of account logistics, heavy equipment Time Sheet Making Invoices for payment of Export taxes.
32. Stamp of payment file that has been paid off
33. Congratulatory design for new employees.
34. Update on April 2023 Smartfren request data that has been processed.

3.2 Systems and procedure.

System and several procedures for the tasks carried out by the author at PT. Ivo Mas Tunggal is as follows:

1. Import vendor data to the fingerprint system and Face Machine System.
Apart from employees, PT. Ivo Mas Tunga also has vendors (third parties) where vendors also participate in helping the company to succeed in the company's vision and mission, therefore, for disciplining vendor employees, the company decided to enforce fingerprint absences and absences on face machines the same as employees in the company. For this reason, the writer's job is to input vendor data into the fingerprint system and face machine.
The first thing the author does is check incoming emails from vendors at PT. Ivo Mas Tunggal is related to updating employee data at each vendor where the vendor will enter employee data into the data format that was previously sent. The data that needs to be filled in and sent in a data format by the vendor include:
 - a. Employee number filled out by the vendor
 - b. Employee's full name
 - c. Gender
 - d. NIK KTP
 - e. Place of birth
 - f. Date of birth
 - g. Work start date
 - h. Position

- i. Address
- j. Mobile phone number.

In the vendor data, we also make the NIK of the company where this NIK will be used as a code for the vendor's employees, while the creation of the employee's NIK includes the year it was made, master number and serial number for example (2202001). After completing the data update for all vendors at PT. Ivo Mas Tunggal then entered all vendor data into the fingerprint system and face machine. The stages for inputting absent data on the fingerprint are as follows:

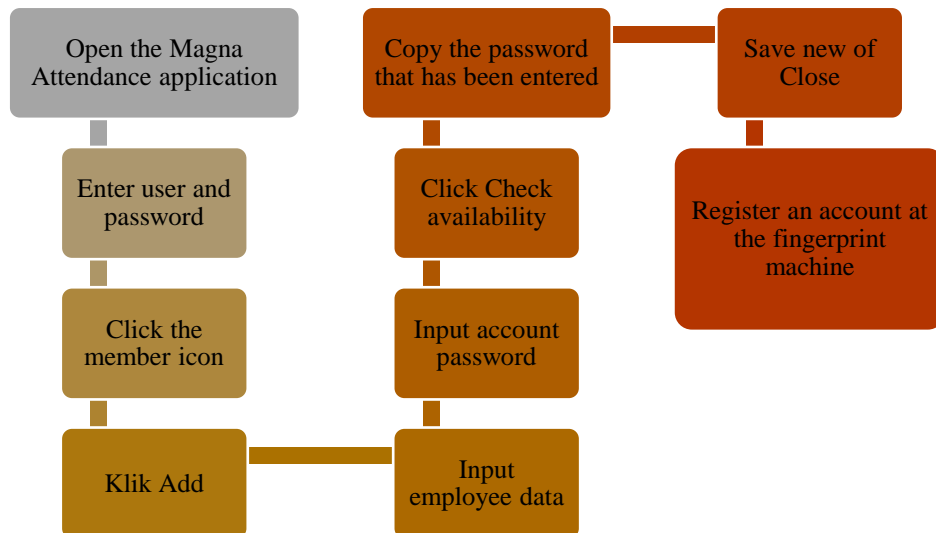


Figure 3.1 Data Input Flow to the Finger Print System
Source: Processed Data, 2023

The data that is input is code (Nik from IMT), first name, last name, full name, Nickname, and birthdate. In the job information Section which includes Hiredate, graduate, department, and division selected according to the vendor information data that has been obtained, after entering the password we need to check the availability where the availability check functions to make sure the password we entered has not been used by another employee, after that we copy the password we have created to the vendor data.

In addition to inputting data on the fingerprint machine system, the author also performs the task of inputting vendor data on the face machine. The data input process on the face machine system is as follows:

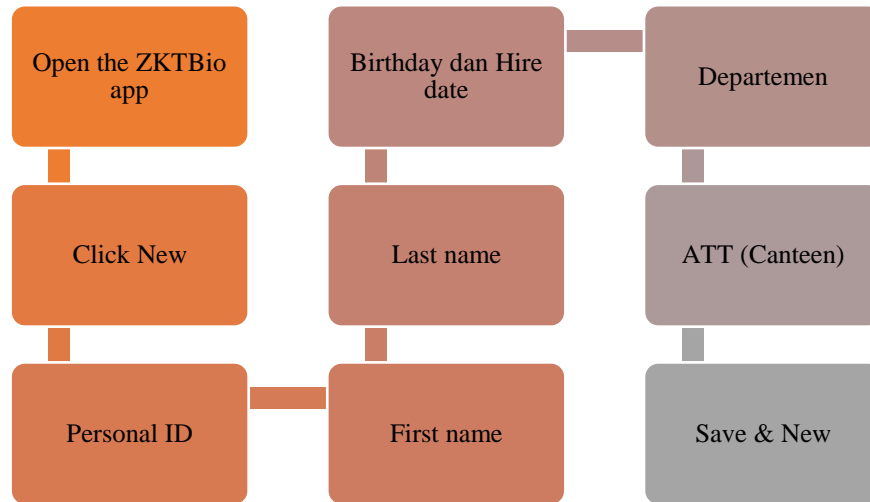


Figure 3.2 Data Input Flow to the Face Machine System

Source: Processed Data, 2023

2. The process of making employee nametags

Making and submitting new employee nametags is made to replace old employee nametags that have been damaged and lost, and also making nametags for new employees. HR notifies all admins in their respective departments regarding the info on creating a new nametag and the photo session schedule for creating a nametag.

After carrying out a photo session for making a nametag, employees are also required to fill in the attendance sheet that has been prepared by HR, which from the attendance will collect data on the names of employees who will propose making a new nametag. The process for creating a new employee nametag is as follows:

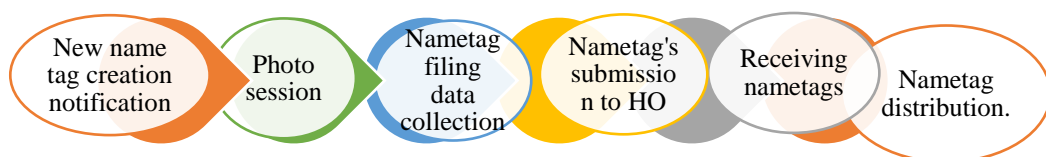


Figure 3.3 Nametag Ordering Process

Source: Processed Data, 2023

3. Weekly evaluation and assessment of ISS vendors

In PT. Ivo Mas Tunggal has several vendors, namely, PT.ISS, PT Central aman sentosa, BSA, Jasmin Kantin, Canteen, Thamrin, Net-ral, SBKD, TKBM. Improving vendor performance is evaluated for each vendor, evaluation or evaluation of vendors has different methods, but the assessment is taken from the performance of the vendors, for ISS vendors it is assessed once a week, while for other vendors such as BSA, PT. Central aman sentosa and others are evaluated once a month. In this case, the author has to buy ISS vendors an assessment every week.

NO	Service Area	Target Minimum	Nilai Rata2	Persentase Rata2	Tindakan Perbaikan
1	Main Office Lantai 1	85%	88	88%	Dilakukan penambahan frekuensi pembersihan dan di kontrol pelaksanaan nya
2	Main Office Lantai 2	85%	85	85%	Diminimalisir pekerjaan Gas 21, sehingga pekerjaan Daily tidak terganggu
3	Main Office Lantai 3	85%	85	85%	
4	Employee Facility	85%	81	81%	
5	Quality Management	85%	81	81%	
6	Komersial Office dan Produksi	85%	87	87%	Diminimalisir pekerjaan Gas 21, sehingga pekerjaan Daily tidak terganggu
7	Warehouse Office	85%	86	86%	Diminimalisir pekerjaan Gas 21, sehingga pekerjaan Daily tidak terganggu
8	Mobile Office	85%	87	87%	Diminimalisir pekerjaan Gas 21, sehingga pekerjaan Daily tidak terganggu

Figure 3.4 KPI ISS Weekly
Source: Processed Data, 2023

In the weekly assessment of ISS PT. Ivo Mas Tunggal, there are several areas assessed by the General Affair, several areas assessed by the General Affair include the main office floor 1, main office floor 2, main office floor 3, employee facilities, quality management, trade and production offices, warehouse offices, mobile offices, WB Unloading and PKE, KCP offices, gutters and gutters, outdoor sweeping, grass cutting and refinery plans. do it every week, this is done to ensure the assessment is carried out in accordance with the conditions in the field. The ISS vendor evaluation process is as follows:

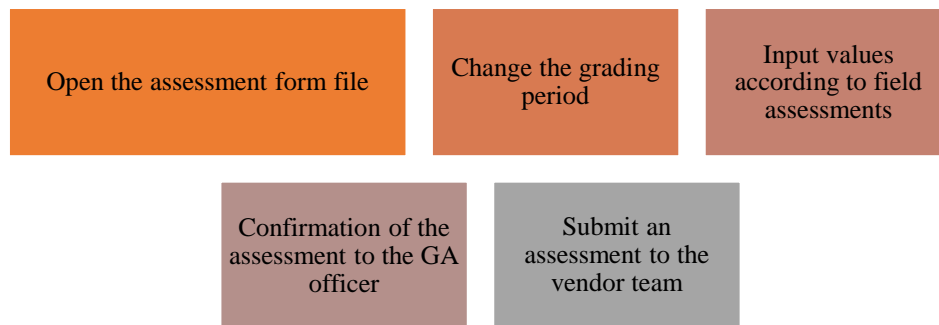


Figure 3.5 ISS Vendor Assessment Process
Source: Processed Data, 2023

4. Investigation of employee absence cases in the engineering section.
 Investigation of employee absence cases in the engineering department at PT. Ivo Mas Tunggal is done to find out which employees are negligent about attendance and where this data will be used for audits if needed and used as material for reprimanding employees who are negligent about attendance. The process for solving employee absence cases is as follows:

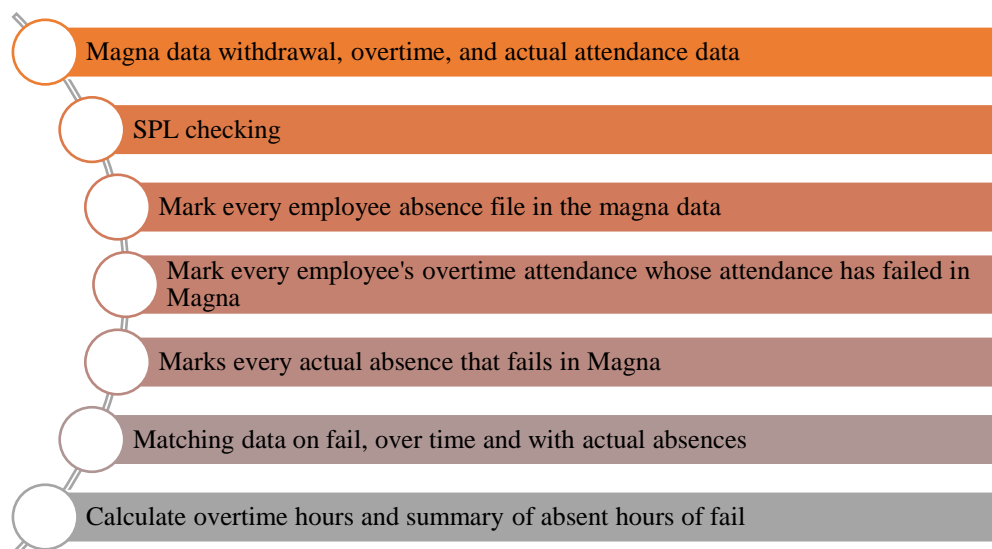


Figure 3.6 Investigation Process for Employee Absence Cases
Source: Processed Data, 2023

5. The recruitment process at PT. Ivo Mas Tunggal.
 In the recruitment process at each company, it is clear that it has its recruitment method, but for the recruitment process, each company has a

process that is almost the same as other companies. The recruitment process at PT. Ivo Mas Tunggal, among others, as follows:

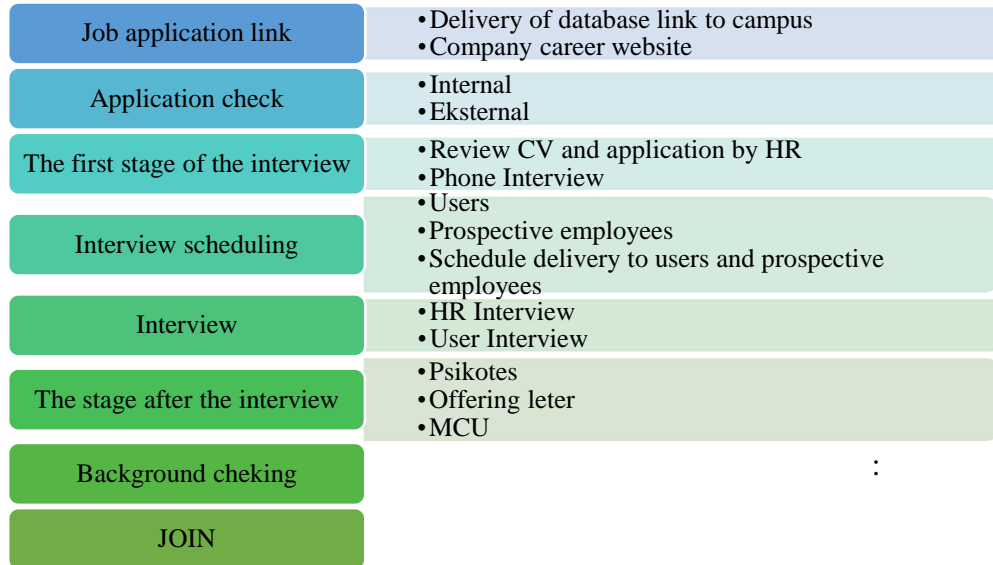


Figure 3.7 Employee Recruitment Process at PT. Ivo Mas Tunggal

Source: Processed Data, 2023

6. The process of interviewing new employees at PT. Ivo Mas Tunggal. It has several stages in which we must first check incoming job applications via Email HR and the employee recruitment database link. For job applications via email and data base links there is a slight difference, where in accepting employees via email, employees have sent CVs and files other job applications, while for applications through the data base link, prospective employees have not sent CVs and other application documents, prospective employees only fill out the existing registration form. For the first phase of the interview via the HR database link, we will contact the prospective employee by telephone, before conducting the first interview we must confirm the application, introduction, and confirm the application. Continuing their application, the interview process reaches the stage of confirming willingness. After conducting the first stage of the interview, the prospective employee will be asked to fill out a personal data form and send a CV and other applications to the company's recruitment email or the company's HR officer. But for prospective employees who have not

graduated (If you don't have an SKL) then you will be directed to send your CV and other applications after getting your SKL.

While the first stage of the interview is for prospective employees who send applications via email, HR will review the CV and application files of prospective employees directly, first introduce yourself and then confirm willingness to continue the job application after conducting the interview, the next step is to fill out the personal data form and send it to HR. For the interview process at PT. Ivo Mas Tunggal in full can be seen as follows:

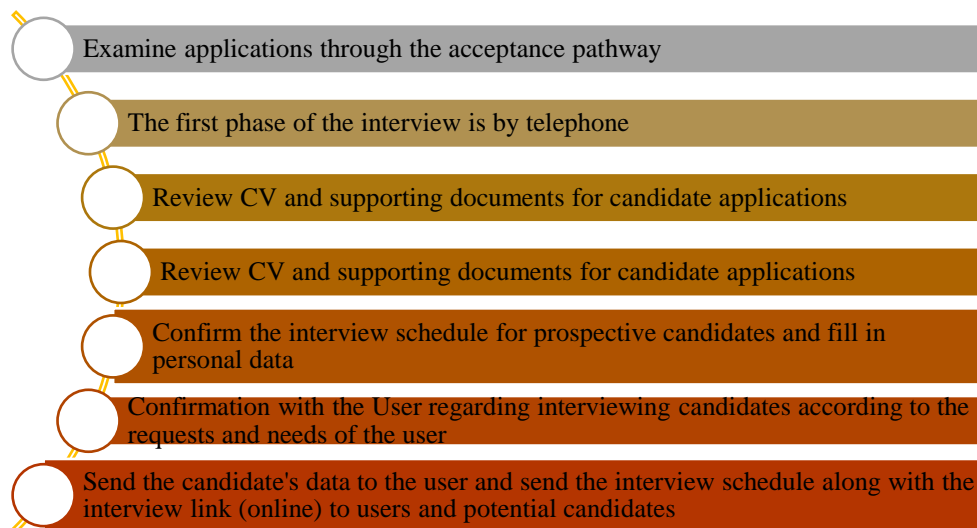


Figure 3.8 Employee Interview Process at PT. Ivo Mas Tunggal

Source: Processed Data, 2023

7. Submission of Petty Cahs Fuel for Operational Cars

Making petty cash for purchasing fuel for company operational cars where the manufacture of petty cash is made for requests for operational car fuel which will be filled in by the driver who is approved by the GA officer, HRGA Dept Head, and then will be given to the finance department for disbursement.

8. PKWT and PKWTT

PKWT Specific Time Work Agreement is a work agreement that binds contract employees, several rules need to be known about PKWT, including the following:

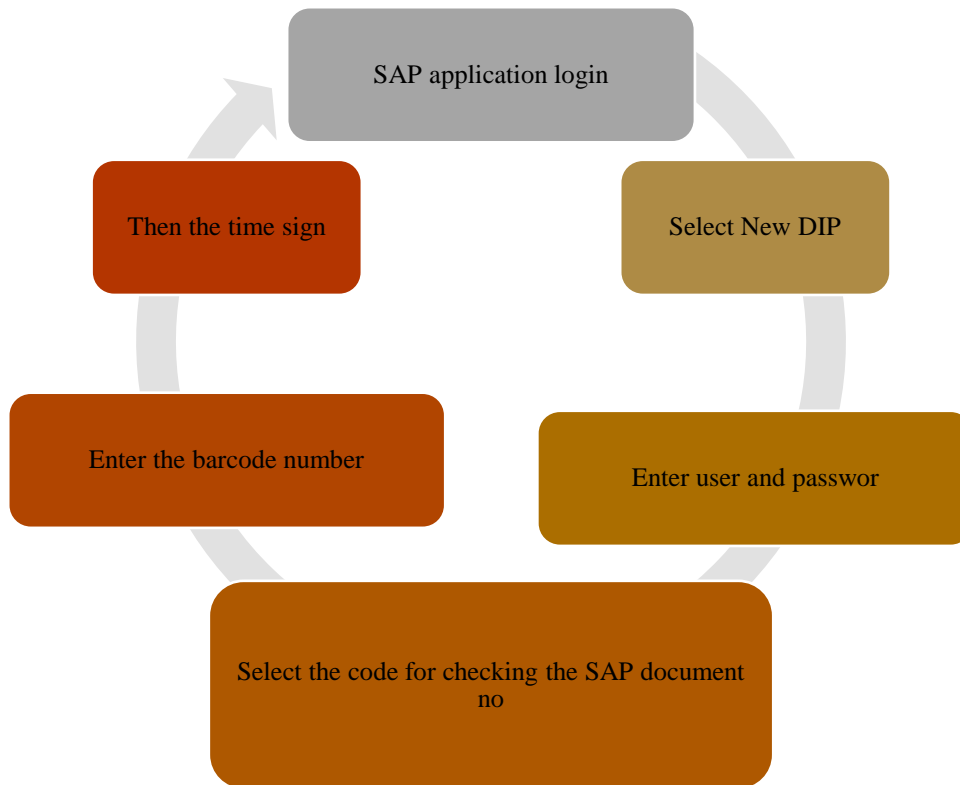
- a. The company can renew the PKWT if the work being carried out by the relevant employee cannot be completed according to the deadline in the agreement.
 - b. Renewal of the agreement can be made before the contract period ends.
 - c. Extension of the employee contract period is carried out by HR, based on the evaluation of each user.
 - d. In addition, PKWT is also given to seasonal workers related to a certain type of work that is done in a certain season.
 - e. PKWT can also be given to contract employees who are undergoing a probation process before being appointed as permanent employees.
 - f. Employee wages are based on the number of Attendance.
 - g. PKWT employees can also be appointed as permanent employees according to the needs and results of the employee's performance.
9. Export tax payment invoice
- export tax invoice for industrial estate industrial estate, which in this task there are several things that need to be replaced in filling out the format for making an export tax invoice, the data that needs to be input includes the following:



Figure 3.9 Export tax payment invoice
Source: Processed Data, 2023

10. SAP document
- Checking no SAP documents Checking no SAP documents is very important to do because apart from wanting to know the SAP document numbers and Update no SAP documents, checking no SAP documents is done to check no payments and payment poses for bill payments, in checking no SAP documents for Non trading po and Non trading non po also has its own codes to enter into the checking system where the code has been set by the system, the previous barcode is obtained if you have input related documents into the

system, The part that is input into the system is the name of the vendor , po number, total money, invoice due date, document code, invoice no and tax invoice.



Gambar 3.10 Checking the SAP document no
Source: Processed Data, 2023

11. Update payment no and payment pose

Check the status of bills and whether the payment request has been paid or not, from checking no payments and payment poses we can also see bills that are due but have not been paid by the HO. recap of updating financial data there is also some information that we must include, among others, as follows:

- a. Done : For payment information that has been paid by the HO.
- b. Paid : For payment information that has been paid in advance.
- c. Realization : Payment of realization of all funds.
- d. Cence : The funding application was rejected by the HO.

The process for updating no payments and payment poses for financial data is as follows:

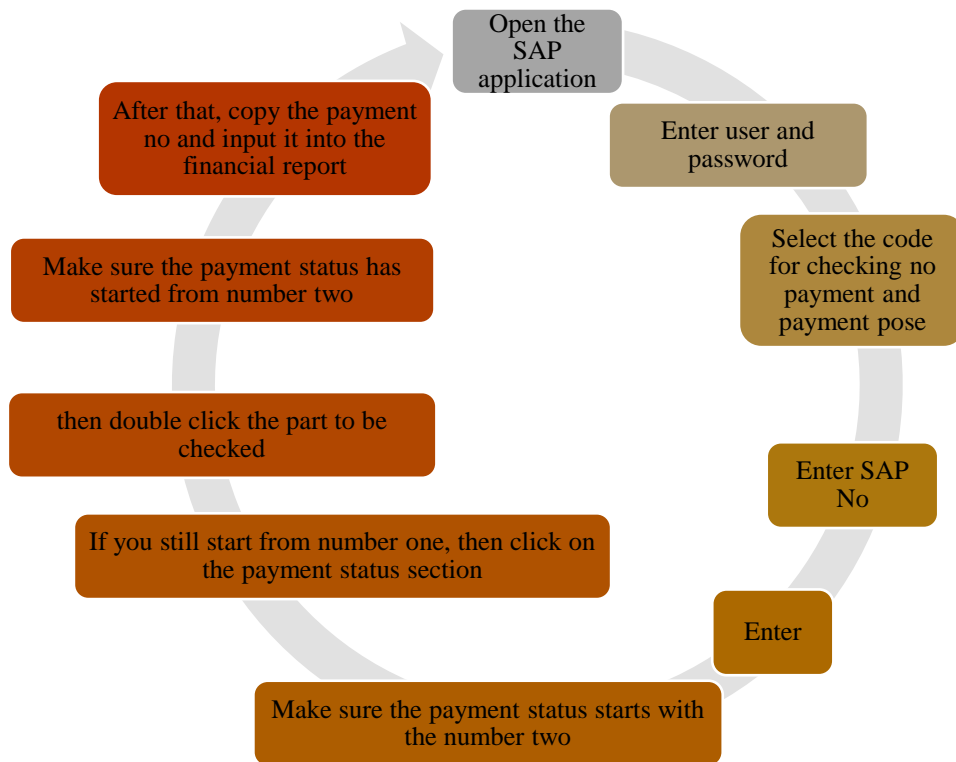


Figure 3.11 Process Update payment date and payment pose
Source: Processed Data, 2023

Scan billing and payment documents to send bills that have not been paid to the HO directly, or notify the invoice that has been paid to the HO directly, the scanned documents will be immediately visible to the HO who is responsible for the documents payment documents and invoices. When scanning invoices and payments, you must ensure that all documents are scanned and not reversed. In addition, there are important components that cannot be left out, namely separators, which separators will be scanned with other documents and sorted accordingly. according to document type. The sequence of scanned documents is as follows:

- a. The order of scanning the Traiding PO file
 - a) invoices
 - b) Tax invoice

- c) Separator
 - d) TAX confirmation email if any)
 - e) SKB/Letter (Certificate of PPH 0.5%) and details of calculations/proof of deposit, proof of payment.
 - f) News.
 - g) Delivery notes/travel letters
 - h) Claim letter (for net off)
 - i) Supporting other documents
 - j) Account number statement
 - k) Exchange letter
 - l) Po
- b. The order of scanning the Non-PO Traiding file
- a) invoices
 - b) Invoice (if any)
 - c) VAT statement letter is not paid
 - d) Separator
 - e) Tax invoice
 - f) SKB/Letter (Certificate of PPH 0.5%) and details of calculations/proof of deposit, proof of payment.
 - g) News.
 - h) Delivery notes/travel letters
 - i) Claim letter (for net off)
 - j) Supporting other documents
 - k) Account number statement
 - l) Exchange letter
 - m) Po

If you have scanned the barcode, it will be identified automatically for naming the document file. The steps for scanning billing documents and making payments using the enter price scan application are:

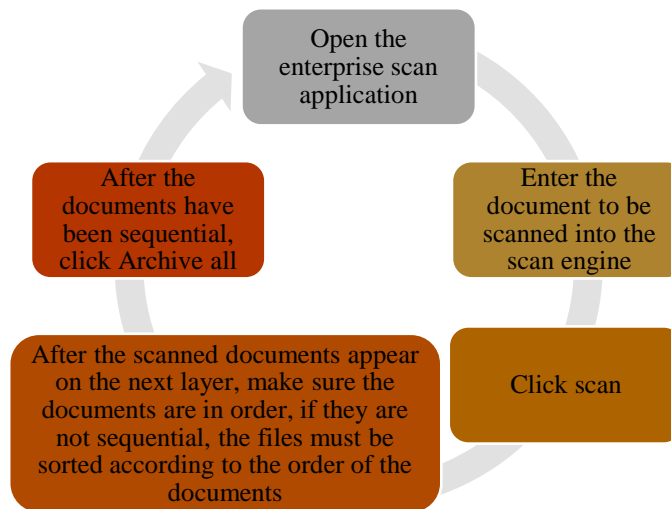


Figure 3.12 Scan invoices and payments

Source: processed data, 2023

12. Document filing

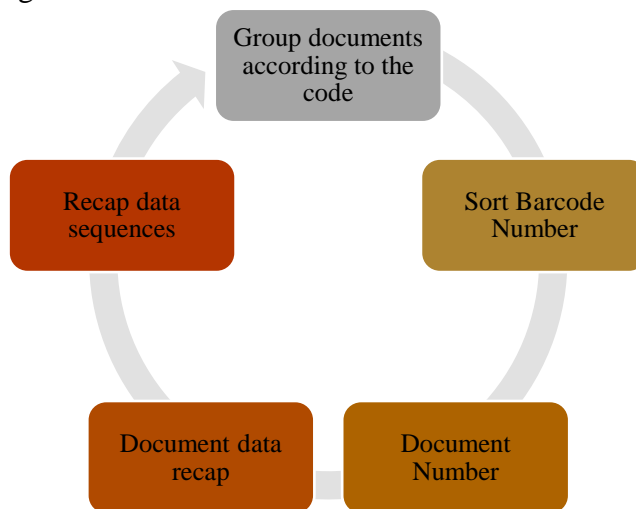


Figure 3.13 Document filing process

Source: processed data, 2023

13. Oil transfers

PT. Ivo Mas Tunggal has several products where products produced by PT. Ivo Mas Tunggal is RDBPO, Olein, CPKO and CPO. product from PT. Ivo Mas Tunggal will be sold domestically and abroad. Ships are transportation that is often used to transfer products at PT. Ivo Mas Tunggal.

The types of ships that are often used in the area of PT. Ivo Mas is a Tengker ship with a size of 7,000 MT – 1,9400 MT, which type of ship is usually used to export products, while the products are exported by PT. Ivo Mas Tunggal itself is RDBPO, Olein, CPKO, and CPO. However, this type of ship is also used to process domestic product shipments by sea. Furthermore, there are barges with a size of 5.00 MT-1.100 MT and tugboats, which are barges used for CPO products sent from outside the area to PT. Ivo Mas Tunggal uses the sea route, where this barge will be assisted by a tugboat, this is done because the barge does not have an engine to move, therefore the barge needs tugboats to move properly.

The Export payment system is carried out by PT. Ivo Mas Tunggal is a payment in cash, in which the Export Administration officer will make an Export tax payment if the ship has confirmed its arrival of the ship to PT. Ivo Mas Tunggal. Export tax payments are made to Customs in the city of Dumai, then Customs will provide a billing code to get DGCE Billing. Confirmation was made after the ship arrived in the Morong area.

Export Scheduling, Export scheduling itself will be arranged by the HO directly dealing with consumers, and also with confirmation by the PT.IMT Oil Transfer officer regarding product availability. Furthermore, the schedule will be sent to the Oil Transfer Officer and Export Administration Officer which takes care of Export and Import. The contents of the export schedule contain some information, including the following:

- a. Vessel (name of the ship)
- b. Dest/Buyer (name of distributor and receiver)
- c. RPOD (Type of payload product)
- d. NO MAT
- e. CERY TYPE (ship type)
- f. QTY (Quantity)
- g. LAYCAN (Stopping confirmation time)
- h. ETA (Special date arrives)
- i. ETR (Cargo ready)

j. STATUS

Export ship provider at PT. There are two Ivo Mas Tunggal, namely as follow

- a) Ship provider from Golden Agri Chartered (GAI), which is provided directly by Sinar Mas for providing ships, 70% of exports are handled
- b) Non-Golden Agri Chartered where for product export ships are provided by consumers (importers), 29% are handled by Non-Golden Agri Chartered.

14. Export Ship

PT. Ivo Mas Tunggal has been exporting to various countries. Therefore, several types of export tankers have docked at PT. Ivo Mas Tunggal. The types of tankers that have been exporting and relying on PT. Ivo Mas Tunggal, among others, as follows:

- a. HODAKA GALAXY
- b. HAYOUSHIP PARK
- c. MT. POND STOLT
- d. MT. APAL STOLT
- e. MT. HAFNIA MESSI
- f. MT. ROYAL MERCURY
- g. TBN
- h. MT. AVENCA
- i. MT. GLOBAL EOS
- j. MT. SADAH SILVER

15. Export process

The product export process of PT. Ivo Mas Tunggal is among others as follows.

- a. Shipping Interaction.
- b. Scheduling.
- c. Ship departure communication.
- d. Confirmation of the ship arriving in Dumai.

Confirmation of the arrival of the ship to Dumai will be carried out when the ship is in the Morong area (border area). After the ship is in the Morong area, Customs and Quarantine will check the export ship, and the estimated time from the Morong area to PT. Ivo Mas Tunggal takes five to six hours. The second confirmation is carried out when the ship is already in the Dumai area, to be precise, when it arrives at the Pelindo area, and when the ship is already in the Pelindo Dumai area, a check and confirmation will be carried out that the ship with, name of the ship, kade meter, agent-pbm, great-loa, the start date of mooring, date of the end of mooring, type of loading goods as follows ready to lean on.

e. Ship berthing process.

The ship berthing process takes 30 minutes because during the ship berthing Process we have to make sure the ship manipulation is in accordance with our manipulation so that fewer hoses are used for loading and the loading process can be faster and easier. There are several Ship berthing processes, including Dable Mom (indirect leaning) and One Artual (Direct boarding)

f. Check ship documents.

Checking ship documents is carried out by Oil Transfer Officers, importer surveyors, IMT surveyors, and our Customs officers will carry out checks regarding ship documents and documents that we receive, to anticipate errors in the export process.

g. Check the ship's tank.

This is done to identify whether the tank size data sent is the same as when it was measured.

h. Preparation of Teng pa and sampling.

If the pliers of our product are ready and ready for loading, confirmation of the teng pam's readiness will be made to the jetty.

i. Hose installation and preparation for loading

j. Product loading pipe leak test.

A pipe leak test is carried out to anticipate product leaks during loading, either for leaks in the hoses used or product pipes. Testing is carried out for five to ten minutes.

k. Loading process

During the loading process, it is usually carried out in one to two days according to the ship's load capacity. During the product loading process, checks and controls are also carried out by the team and the ship's tankers. loading so that there are no calculation errors when the loading process is complete.

Loading control is also carried out on the ship, where there will be tank control and notification of the tank load in the system. When the tank load is full which is marked with a 95% number the system will sound an alarm, which will notify the tank is full and must be filled immediately move. for notification of tags that exceed the load marked with the number 96% of the load. in the ship system and diagram PT. Ivo Mas Tunggal also has a screen that informs the products that have been loaded and the remaining products at PT Tegpam. Ivo Mas Tunggal Dumai.

l. Stop the pump in the team.

m. Measuring and adjusting IMT tank tags.

n. Issuance of Bill of Loading.

o. Blowing and Beijing (cleaning pipes that are already in use)

p. Issuance of the latest export documents, namely NPE (Export Service Note) and PEB (Export Notification of Goods).

q. Issuance of the latest export documents, namely NPE (Export Service Note) and PEB (Export Notification of Goods)

a) Land route (Pre-shipment samples and before loading samples)

b) Ship lane (Sample manifold, One-foot samples, Bottom sample and after loading sample)

There are several risks during the export process that need to be known. The export risk that needs to be known is a delay. If there is a delay during the export process, PT. Ivo Mas Tunggal will be charged a late fee, which is prearranged for late fees. For the calculation of late fees, the late fee X delay time is then converted to rupiah. The result is what must be paid to consumers, another export risk is contamination, offer form, and offer poses.

3.3 Place of Apprenticeship

The apprenticeship is carried out after students take semester VIII, and the Apprenticeship carried out by students lasts for approximately 4 (four) months, starting from 13 February 2023 to 13 June 2023 at PT. Ivo Mas Tunggal, which is on Jl. Kelapa RT 4, Lubuk Gaung Village, Sei Sembilan Dumai sub-district. With conditions of entry 08.00 to 17.00 WIB for Monday-Thursday, 08.00 to 17.30 on Friday, and 07.30 to 16.00 during the fasting month.

3.4 Kind and Description of the Activity

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the first week, can be seen in the following Table:

Table 3.1 Activities of the First Week from February 13th, 2023 to February 17th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, February 13 th , 2023	<ul style="list-style-type: none"> a. Safety Induction. b. Completion of Student Apprenticeship Contract Administration. c. Studied all Job Descriptions of all Departments from groups 5-16 d. Updating Vendor data. 	Main office
2.	Tuesday, February 14 th , 2023	<ul style="list-style-type: none"> a. Check e-mail inboxes from vendors who have not sent the latest data and update vendor data that has not been inputted. b. Doing a LOG recap of Company Operational Car BBM requests. c. Prepare to report of departure and return tickets for foreign guests to the finance department. 	Main office

3.	Wednesday, February 15 th , 2023	a. Studied PT.IMT's staff and non-staff recruitment system. b. Prepare outsourced documents Provided by HR which includes evaluation of GHG sessions.	Main office
4.	Thursday, February 16 th , 2023	a. Make a vehicle application letter and make vehicle data at the Lubuk Gaung unit. b. Make a performance report of LKS unit Lubuk Gaung. c. Help HR prepare Training Materials.	Main office
5.	Friday, February 17 th , 2023	a. Studied the process and importance of accommodation for VIP guests and regular guests. b. Doing a recap of IMT latest guest setup	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the second week, can be seen in the following Table:

Table 3.2 Activities of the First Week from February 20th, 2023 to February 24th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, February 20 th , 2023	a. A managing recap of PT.IMT courier orders, 2023. b. Create an IMT Cleaning service SLA in February weeks 2,3 and 4 2023. c. Update IMT vendor data.	Main office
2.	Tuesday, February 21 th , 2023	Inputting all vendor data into the system for attendance using Finger Print.	Main office
3.	Wednesday, February 22 th , 2023	Inputting all vendor data into the system for attend-ance using Finger Print.	Main office
4.	Thursday, February 23 th , 2023	a. Inputting all vendor data into the system for attendance using Finger Print. b. Make a recap of employee medical claim receipts.	Main office
5.	Friday, February 24 th , 2023	a. Perform data recap of IMT Training Participants. b. Learn Finger Print registration.	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the third week, can be seen in the following Table:

Table 3.3 Activities of the First Week from February 27th, 2023 to March 3th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, February 27 th , 2023	a. Update staff training data from several departments b. Check staff overtime absences and match them with overtime orders by the date, hour, month, and year.	Main office
2.	Tuesday, February 28 th , 2023	a. Check overtime absences for staff with problems and match them with overtime orders (SPL) By Following the SPL that has been reported in 2022. b. Create new failed staff data to be followed up by staff.	Main office
3.	Wednesday, March 1 th , 2023	Check overtime absences for problematic staff and match schedule data, absences, and overtime warrants (SPL) according to the SPL that has been reported in 2023.	
4.	Thursday, March 2 th , 2023	Performing overtime absence checks for troubled staff and matching schedule data and staff fingerprint data in 2021.	Main office
5.	Friday, March 3 th , 2023	Check staff overtime absences for problems and match schedule data and staff fingerprint data in 2020.	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the fourth week, can be seen in the following Table:

Table 3.4 Activities of the First Week from March 6th, 2023 to March 10th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, Marh 6 th , 2023	a. Check staff overtime absences for problems and match schedule data and staff fingerprint data in 2023. b. Make PAM payment L/C.	Main office
2.	Tuesday, March 7 th , 2023	a. Conduct ISO PRP in all areas of the company, starting from the Office area, Sewer Ditches, Cutting Grass Outdoor Sweeping and Mobile Office with GA and MR admins.	Main office
3.	Wednesday, March 8 th , 2023	a. Doing SPL grouping that has been submitted by all division/department admins to HR admins, to simplify the process of re Inputting data. b. Create an IMT Cleaning Service SLA.	
4.	Thursday, March 9 th , 2023	a. Recapitulate data requests for filling In employee Smartfren package allowances. b. Make SPL receipt	Main office
5.	Friday, March 10 th , 2023	a. Conduct photo sessions to create new employee nametags, and	Main office

		collect data for employees who will Create New nametags, and have conducted photo sessions. b. Make a recap of overtime data files from 2020-2023.	
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Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the fifth week, can be seen in the following Table:

Table 3.5 Activities of the First Week from March 13th, 2023 to March 17th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, March 13 th , 2023	a. Doing soft data recap ur fail in the Engineering section from 2020-2023. b. Update employee data for making new Id Cards.	Main office
2.	Tuesday, March 14 th , 2023	a. Update employee data for making new Id Cards. b. Make a summary of employee absence files The Engineering department from 2020 to 2023 uses pivots.	Main office
3.	Wednesday, March 15 th , 2023	SICK	Main office
4.	Thursday, March 16 th , 2023	a. Update employee data for making new Id Cards. b. Calculating absentee hours for all employees in 2020-2023. c. Submit the Invoice for payment of PAM bills to the Finance section.	Main office
5.	Friday, March 17 th , 2023	Investigate PT.IMT employee absence cases in the Engineering department in 2020-2023.	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the sixth week, can be seen in the following Table:

Table 3.6 Activities of the First Week from March 20th, 2023 to March 24th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, March 20 th , 2023	a. Request for Petty Cash to purchase fuel for vehicles' operational directions. b. Investigate PT.IMT employee absence cases in the Engineering department in 2020-2023.	Main office
2.	Tuesday, March 21 th , 2023	Investigate PT.Ivo Mas Tunggal employee absence cases in the Engineering department in 2020-2023.	Main office
3.	Wednesday, March 22 th , 2023	Off Nyepi Holy Day (Saka New Year)	Main office

4.	Thursday, March 23 th , 2023	Investigate PT.Ivo Mas Tunggal employee absence cases in the Engineering department in 2020-2023.	Main office
5.	Friday, March 24 th , 2023	Carry out employee absence case checks in the engineering department that has been worked on, to avoid errors at the time of presentation of the meeting and sending man to superior	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the seventh week, can be seen in the following Table:

Table 3.7 Activities of the First Week from March 27th, 2023 to March 31th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, March 27 th , 2023	Checking employee absence cases in the department Engineering.	Main office
2.	Tuesday, March 28 th , 2023	Checking employee absence cases in the Engineering department that have been worked on, to avoid mistakes at the time of presentation of the meeting and delivery to superiors.	Main office
3.	Wednesday March 29 th , 2023	a. Making KPI ISS IMT Week 3 in March 2023. b. Sending ISS IMT Week 3 KPI Documents to the ISS Team via Email. c. Make a List of the Organizational Structure of LKS Bipartite PT. Ivo Mas Tunggal and send the document to HR. HRGA PT. Ivo Mas Tunggal.	Main office
4.	Thursday, March 30 th , 2023	Closing all 5R findings by MR in the PT.ivo mas tunggal area.	Main office
5.	Friday, March 31 th , 2023	a. Making KPI ISS IMT Week 4 in March 2023. b. Sending Documents KPI ISS IMT Week 4 to the ISS Team via Email.	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the eighth week, can be seen in the following Table:

Table 3.8 Activities of the First Week from April 3th, 2023 to April 7th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, April 3 th ,	a. Make Petty Cast Requests for company operational cars. b. Submit SPL with proof of receipt to Security admin and bonded area that has received SPL from HR.	Main office

		c. Inspect the work of CV vendors. Neutral.	
2.	Tuesday, April 4 th , 2023	a. Dying Recruitment and selection at Studied Recruitment and selection at PT. Ivo Mas Tunggal b. Studied the PKWT work evaluation method	Main office
3.	Wednesday, April 5 th , 2023	a. Studied Recruitment and selection at PT. Ivo Mas Tunggal. b. Studied the Stage One Interview and Stages-of Inputting employees with the HR Recruitment and Training section.	Main office
4.	Thursday, April 6 th , 2023	Make KPI ISS IMT Sunday 1 April 2023. Sending ISS IMT Week 1 KPI Documents to the ISS Team via Email.	Main office
5.	Friday, April 7 th , 2023	Off Wafat Isa Almasid Day	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the ninth week, can be seen in the following Table:

Table 3.9 Activities of the First Week from April 10th, 2023 to April 15th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, April 10 th , 2023	a. Learn about PKWT and PKWTT. b. Sending Documents to the HO regarding Employee PKWT. c. Manage new name tags of existing employees print. d. Make a Vehicle Key Retrieval Lookbook Company Operations.	Main office
2.	Tuesday, April 11 th , 2023	a. Confirm the ISS Vendor Supervisor regarding the presence of ISS employees. b. Submit the new employee nametag that has been created to each admin in the department, according to the new nametag creation data that was previously created.	Main office
3.	Wednesday, April 12 th , 2023	Conduct stage 1 interviews by telephone with potential candidates. Studied the employee evaluation system.	Main office
4.	Thursday, April 13 th , 2023	Archiving the data files of all employees at the ISS vendor PT. Ivo Mas Tunggal.	Main office
5.	Friday, April 14 th , 2023	SICK	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the tenth week can be seen in the following Table:

Table 3.10 Activities of the First Week from April 18th, 2023 to April 22th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, April 17 th , 2023	a. Checking the Bon Tiki that has been submitted by GA. b. Make an invoice for the payment of export tax for industrial estate wareh-ouse sand. c. Provide a paid sign for each billing document that has been paid.	Main office
2.	Tuesday, April 18 th , 2023	a. Checking the Time Sheet of heavy equipment in March. b. Scan billing documents. c. Document filing that has been scanned, given a barcode and document checklist according to the section and code of each file.	Main office
3.	Wednesday, April 19 th , 2023	a. Make a Checklist sheet for the completeness of voucher documents for invoice Po. b. Update No payment and payment post date. c. Provide a paid sign for each billing document that has been paid using the company's official paid-off stamp. d. Scan billing documents. Filing documents that have been scanned and given a barcode according to the section and code of each file.	Main office
4.	Thursday, April 20 th , 2023	a. Making KPI ISS IMT Week 2 & 3 in April 2023. b. Forward Email from Production and Warehouse admin regarding the lunch list for April week 4. c. Make Petty cash purchases Company Operational Car BBM.	Main office
5.	Friday, April 21 th , 2023	a. Scan billing documents. b. document filing has been scanned and given a barcode according to the section and the code for each file. c. Update no payment and payment post date. d. Provide a paid sign for each billing document that has been paid using the company's official paid-off stamp.	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the eleventh week can be seen in the following Table:

Table 3.11 Activities of the First Week from April 24th, 2023 to April 28th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, April 24 th , 2023	Off Idul Fitri Day	Main office

2.	Tuesday, April 25 th , 2023	Halal bihalal event with all ISS employees, HRGA Dept head and HRGA staff, EHFS Sect.Head and EHFS Staff PT. Ivo Mas Tunggal.	Main office
3.	Wednesday, April 26 th , 2023	a. Update No Payment and Payment Post financial data. b. Conduct HR Interviews with Candidates. Discussion of interview decisions with HR	Main office
4.	Thursday, April 27 th , 2023	a. Update SAP Financial Documents. b. Update No Payment and Payment Post financial data. c. Checking Statement of account logistics period February & March. d. Filing Billing and Payment Documents. e. HR field control.	Main office
5.	Friday, April 28 th , 2023	Checking employee documents By Following under the Employee. File the Checklist Form in the Engineering and Production sections	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the twelfth week can be seen in the following Table:

Table 3.12 Activities of the First Week from May 1th, 2023 to May 5th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, May 1 th , 2023	Off International Labor Day	Main office
2.	Tuesday, May 2 th , 2023	a. Filing of Operational Car vehicle registration certificate documents. b. Scan of the Apprenticeship certificate document	Main office
3.	Wednesday, May 3 th , 2023	a. Studied employee training b. Studied the employee training system c. Studied the employee training schedule	Main office
4.	Thursday, 27 May 4 th , 2023	a. Helping Drivers to make and print Petty Cash requests to purchase fuel for Company Operational Cars on April 5, 2012. b. Making the company's Operational Car activity Log.	Main office
5.	Friday, May 5 th , 2023	a. Submit the SPL that has been recapitulated to the engineering admin. b. Entering CAS Vendor attendance data	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the thirteenth week can be seen in the following Table:

Table 3.13 Activities of the First Week from May 8th, 2023 to May 12th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, 8 May 2023	Permission	Main office
2.	Tuesday, 9 May 2023	a. Help HR Officer to prepare the training site. b. Input attendance data for ISS vendor PT. Ivo Mas Tunggal.	Main office
3.	Wednesday, 10 May 2023	a. Enter Vendor Empowerment Data into the system into the face machine system so that all vendors can take attendance at the face machine. b. Data Archives of New Employees Vendor ISS.	Main office
4.	Thursday, 28 11 May 2023	Submit SPL to the admin of each Production, MR, and Finance Section within PT. Ivo Mas Tunggal.	Main office
5.	Friday, 12 May 2023	a. Submit SPL to the PPIC Department. b. petrified HR to prepare training	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the fourteenth week can be seen in the following Table:

Table 3.14 Activities of the First Week from May 15th, 2023 to May 19th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, May 15 th , 2023	a. Studied the types of ships b. Studied Export Products and payment system c. Studied Export Scheduling d. Studied Export ship provider e. Studied the Process of Loading Export products. f. Studied The export process of PT. Ivo Mas Tunggal. g. Studied Export Countries from PT. Ivo Mas Tunggal. h. Studied ship loading control on the Hoyoushi Park ship.	Main office
2.	Tuesday, May 16 th , 2023	a. Update on Smartfren request data for the April 2023 period. b. Scan new employee data for ISS vendors	Main office
3.	Wednesday, May 17 th , 2023	Hand over SPL to logistics admin, Olc, and Warehouse.	Main office
4.	Thursday, May 18 th , 2023	Off, Ascension Day of Jesus Christ	Main office
5.	Friday, May 19 th , 2023	a. Ship docking communication and Export schedule b. Studied Checking system c. Studied the export product loading control system.	Main office

		<ul style="list-style-type: none"> d. Studied Export risks. e. Studied Export delays and calculated Export late fees f. Studied Export goods by the supervisor. g. Studied Ship control system h. Studied Vessel road documents. i. Studied Retrieval of samples for the Export process. j. Studied ship loading control on MT ships. Hafina Messi. 	
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Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the sixteenth week can be seen in the following Table:

Table 3.15 Activities of the First Week from May 22th, 2023 to May 25th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, May 22 th , 2023	Document filing of 26 file holder bills and payments for IMT, OSM, and Tapian.	Main office
2.	Tuesday, May 23 th , 2023	Document filing of 26 file holder bills and payments for IMT, OSM, and Tapian.	Main office
3.	Wednesday, May 24 th , 2023	<ul style="list-style-type: none"> a. Document filing of 26 file holder bills and payments for IMT, OSM, Tapian, and Smart. b. Update financial data. 	Main office
4.	Thursday, May 25 th , 2023	<ul style="list-style-type: none"> a. Document filing of 26 file holder bills and payments for IMT, OSM, and Tapian. b. Update Export payment data. 	Main office
5.	Friday, May 26 th , 2023	<ul style="list-style-type: none"> a. Document filing of 26 file holder bills and payments for IMT, OSM, and Tapian. b. Participated in SIX SIGMA METHOD & CQP training. 	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the seventeenth week can be seen in the following Table:

Table 3.16 Activities of the First Week from May 29th, 2023 to June 2th, 2023

No.	Date and Time	Description of activities	Place
1.	Monday, May 29 th , 2023	<ul style="list-style-type: none"> a. Scan billing and payment documents. b. Filing of OSM and IMT payment documents. 	Main office
2.	Tuesday, May 30 th , 2023	<ul style="list-style-type: none"> a. Scan billing and payment documents. b. Filing of OSM payment documents. c. Make greeting cards for joining new employees. 	Main office
3.	Wednesday, May 31 th , 2023	<ul style="list-style-type: none"> a. Scan billing and payment documents. b. Filing bills and payment documents. 	Main office

4.	Thursday, June 1 th , 2023	c. Off, Pancasila Day	Main office
5.	Friday, June 2 th , 2023	a. Scan billing and payment documents. b. Filing invoices and payment documents. c. Update SIX SIGMA METHOD & CQP training data.	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal, especially in the HRGA Department for the eighteenth week can be seen in the following Table:

Table 3.17 Activities of the First Week from June 5th, 2023 to June 9th, 2023

No.	Tanggal dan waktu	Deskripsi Kegiatan	Penempatan
1.	Monday, June 5 th , 2023	a. Distributing new company rule book to sect. sen, Dept. Head and GM. b. Archiving new employee documents.	Main office
2.	Tuesday, June 6 th , 2023	a. Distributing the latest company rulebook for the year to General Manager, Vice General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal. b. Update the training participant setting id, and IP address in the ABB ATG sender unit.	Main office
3.	Wednesday, June 7 th , 2023	a. Update data for making nametags for new employees in 2023. b. Distributing the latest company rulebook for the year to General Manager, Vice General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal.	Main office
4.	Thursday, June 8 th , 2023	a. Update data for making nametags for new employees. b. Realizing the distribution of new company regulations to the General Manager, Vice General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal.	Main office
5.	Friday, June 9 th , 2023	a. Blood donor committee in PT. Ivo Mas Tunggal. b. Archive of new employee data for ISS vendor PT. Ivo Mas Tunggal.	Main office

Source: Processed Data, 2023

Activities that have been carried out during the Apprenticeship at PT. Ivo Mas Tunggal especially in the HRGA Department for nineteen weeks can be seen in the following table:

Table 3.18 Activities of the First Week from June 12th, 2023 to June 13th, 2023

No.	Tanggal dan waktu	Deskripsi Kegiatan	Penempatan
1.	Monday, June 12 th , 2023	a. Provide an Employee Interview Exit Form b. Scan the new employee file c. Helping to arrange the return of work clothes for Risain employees.	Main office
2.	Tuesday, June 13 th , 2023	Farewell event and farewell from apprentice participants to all superiors and departments who have participated in assisting students in carrying out learning at the Apprenticeship site.	Main office

Source: Processed Data, 2023

3.5 Obstacle and Solution

3.5.1 Obstacle

In the implementation of the apprenticeship there are several obstacles faced by the author, while the obstacles in the implementation of the apprenticeship are as follows:

1. The lack of computer facilities provided so that when given the task the writer has to wait for another employee's computer that is not in use, so the writer cannot do the task directly and quickly.
2. There is no table for apprentices, which requires apprentices to work at other employees' desks.

3.5.2 Solution

The solutions to the obstacles faced by the author when implementing the internship are as follows:

1. Additional computer facilities to improve performance efficiency.
2. Provide desk facilities for apprentices to make it easier to do work.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

Based on the explanation in the previous chapter, the writer draws conclusions in several ways, namely as follows:

1. In carrying out this Apprenticeship the author conducted an Apprenticeship at one of the PTs where this PT is a part of the Sinarmas Group, namely PT. Ivo Mas Tunggal, which lasts for 4 (four) months from 13 February 2023 to 13 June 2023.
2. On-site writer in the HRGA department. for 4 (four) months from 13 February 2022 to 13 June 2022.
3. In this Apprenticeship activity, the author was given a task in the field of administration related to the HRGA section, namely taking care of making name tags from photo sessions, data collection, and submission to all departments that make name tags.
4. Checking emails from vendors, updating vendor data, inputting vendor data into the face machine system, and printing loans.
Create vehicle data for PT. Ivo Mas Tunggal, Make a recap of courier requests, Log fuel requests for operational cars, and companies, Send emails for departure and return tickets for guests, request petty cash, and log operational car activities.
5. Make vehicle application letters, LKS performance reports for Lubuk Echo units and SPL receipts.
6. Making recapitulation of employee medical claim receipts, requests for filling in employee Smartfren package allowances Managing the delivery of employee medical claim files to the HO

7. Checking SPL, grouping SPL, checking absence data via fingerprint data, checking employee absences and overtime data for Engineering employees for 2020-2023, and returning SPL to respective departments.
8. Checking the completeness of employee documents, checking payment receipts, Statement of account logistics, Time Sheets for heavy equipment Making Invoices for payment of Export taxes. Stamps for payment files that have been paid off
9. Make detailed schematic and scheduling arrangements regarding the work of apprenticeship students, even tCentral Company ugh the acceptance of apprenticeship students is not from the central company directly.

4.2 Suggestion

After doing apprenticeship activities at PT. Ivo Mas Tunggal, here are some suggestions that the author can give, namely:

1. It is expected that PT. Ivo Mas Tunggal added facilities related to company operations, especially computers. Lack of Computers can hinder performance efficiency, especially when companies accept apprentices.
2. Due to the absence of an apprentice desk for apprentice participants, it is expected that PT. Ivo Mas Tunggal can provide a table for apprentices so that it does not hinder the work process and Apprenticeship experience while they are apprenticing at PT. Ivo Mas Tunggal.
3. Instructions for apprentices are more focused.
4. Make detailed schematic and scheduling arrangements regarding the work of apprenticeship students, even tCentral Company ugh the acceptance of apprenticeship students is not from the central company directly.

APPENDICES

Appendix 1: Apprenticeship Acceptance Letter

PT. IVO MAS TUNGGAL

Lubuk Gaung, 31 Januari 2023

Nomor : 016/IMT/I/2023
Lamp : -
Hal : Surat Balasan Kerja Praktek – Politeknik Negeri Bengkalis

Kepada Yth :
Pimpinan Politeknik Negeri Bengkalis

Di Tempat

Berdasarkan surat dari Politeknik Negeri Bengkalis No. 365/PL31/TU/2023 perihal Kerja Praktek selama empat bulan dari 06 Februari 2023 – 06 Mei 2023 maka melalui surat ini Kami dapat menerima mahasiswa Politeknik Negeri Bengkalis untuk melaksanakan Kerja Praktek di PT. Ivo Mas Tunggal sesuai dengan penempatan berikut :

No	Nama	Kompetensi	Penempatan Bagian
1	Ummi Hanipah	Administrasi Bisnis	HRGA
2	Putri Julianti Tampubolon	Administrasi Bisnis	HRGA - CSR
3	Ruth Maranata Silalahi	Administrasi Bisnis	Logistic Ops

Untuk melengkapi administrasi, kami membutuhkan :

1. Biodata CV siswa/mahasiswa.
2. Buku kegiatan harian yang diisi oleh siswa/mahasiswa yang dilaporkan saat pelaksanaan.
3. Laporan magang pada akhir program.


Syarat yang dibutuhkan :

1. Pihak sekolah/universitas menyediakan Asuransi Kesehatan & Kecelakaan Kerja dilampirkan saat hari pertama.
2. APD (sepatu safety & helm safety) disediakan oleh sekolah/ universitas/ peserta. Apabila peserta tidak melengkapi APD dihari pertama maka peserta tidak dapat melanjutkan magang.
3. Surat pernyataan pihak sekolah/universitas bahwa perusahaan hanya menyediakan tempat belajar praktek, pemantauan terhadap siswa/mahasiswa dan kejadian yang terkait dengan pelaksanaan praktek kerja (termasuk kecelakaan kerja jika terjadi adalah tanggung jawab sekolah).
4. Perusahaan menerapkan tata tertib dan prosedur sebagaimana untuk karyawan.

Demikian surat ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat kami,

**PT. IVO MAS TUNGGAL**
LUBUK GAUNG REFINERY
HR


Lukas O. tadjong
HR Dept. Head

Appendix 2: Lis Competence



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

A. Penilaian Kompetensi

No	Kompetensi Kerja Praktek
MSDM (Manajemen Sumber Daya Manusia)	
Perencanaan dan Perekrutan SDM	
1.	Perencanaan dan Peramalan Angkatan Kerja
2.	Perekrutan Yang Efektif
3.	Mengembangkan dan Menggunakan Formulir Aplikasi
Seleksi SDM	
4.	Investigasi Latar Belakang dan Metode Seleksi Lainnya.
Pelatihan dan Pengembangan SDM	
5.	Merancang Aktivitas-aktivitas Pelatihan
6.	Implementasi Program Pelatihan
7.	Menerapkan Program Pengembangan Manajemen
8.	Mengevaluasi Upaya Pelatihan
Manajemen dan Penilaian Kinerja	
9.	Dasar-Dasar Manajemen dan Penilaian Kinerja
10.	Teknik-Teknik untuk Menilai Kinerja
Perencanaan Sistem Kompensasi	
11.	Metode Evaluasi Pekerjaan
12.	Innsentif Karyawan
13.	Tunjangan-tunjangan
Etika, Hak dan Disiplin SDM	
14.	Dasar-dasar dan Perlakuan Adil ditempat kerja
15.	Mengelola Privasi dan Disiplin Karyawan
16.	PHK
Keamanan dan Keselamatan Kerja	
CSR (Corporate Social Responsibility)	
Prinsip – Prinsip Tanggungjawab Sosial Organisasi	
17.	Komponen-komponen Tanggungjawab Sosial Perusahaan
18.	Ruang Lingkup Tanggungjawab Sosial Perusahaan
19.	Hierarki Tanggungjawab Sosial Perusahaan
20.	Promosi dan Pemasaran Perusahaan
21.	Relawan Komunitas
22.	Kebijakan Perusahaan
23.	Analisis Permasalahan dan Penerapan Tanggungjawab Sosial Perusahaan
24.	Kontrak Sosial
Hubungan Tanggungjawab Sosial dan Etika Bisnis	
25.	Hubungan Tanggungjawab Sosial dan Etika
26.	Konsep Dasar Etika
27.	Hukum, Etiket dan Moral
28.	Konsep Stackholder dimensi dalam Publik
Konsep Penerapan Corporate Social Responsibility (CSR)	
Program Kerja CSR Perusahaan Terhadap Masyarakat	
Manajemen Logistik	
30.	Jangkauan dan Peran Aktivitas – Aktivitas Komponen Supply Chain
31.	Memetakan Supply Chain
32.	Sumber Pasokan dan Permintaan
33.	Supply Chain Berkontribusi terhadap Daya Saing
34.	Supply Chain Berkontribusi pada Keberlangsungan Hidup Perusahaan
35.	Menentukan Lead Time didalam Supply Chain
Ekspor Impor	
36.	Menerapkan mutu pelayanan dengan mitra usaha
37.	Melakukan negosiasi ekspor
38.	Menentukan jenis jenis pembayaran Ekspor

39.	Menghitung biaya ekspor
40.	Membuat Sales Contract
42.	Mengaplikasikan permohonan pembukaan L/C
43.	Mengaplikasikan ketentuan dan prosedur impor
44.	Mengurus dan menindak lanjuti perubahan L/C
45.	Mengenal syarat-Syarat dan kondisi L/C
46.	Mengemas barang impor
47.	Mempersiapkan barang Impor
48.	Melakukan prosedur pengangkutan barang Ekspor
49.	Mengurus pengiriman barang ekspor ke Pelabuhan
51.	Melakukan komunikasi dengan mitra usaha
52.	Mengurus pengeluaran barang dari Pelabuhan ke kapal
Manajemen Produksi	
53.	Memahami manajemen Produksi lingkungan perusahaan
54.	Memahami proses produksi dan system produksi
55.	Memahami penentuan produk perusahaan
56.	Memahami pola produksi, siklus produksi dan system produksi
57.	Memahami perencanaan mesin dan peralatan
58.	Memahami perencanaan lingkungan kerja
59.	Memahami standar produksi
Marketing/Promosi	
60.	Mengetahui Konsep dalam pemasaran perusahaan
61.	Tatacara pengiriman
62.	Model perilaku konsumen
63.	Mengetahui factor utama yang mempengaruhi perilaku pembelian
64.	Proses pembelian
65.	Segmentasi pasar
66.	Penetapan pasar sasaran
67.	Strategi penentuan harga
68.	Mengembangkan dan mengelola periklanan
69.	Promosi penjualan
70.	Riset pasar
71.	Pembuatan Laporan hasil riset pasar

Saran-saran dan perbaikan untuk pelaksanaan KKP dimasa yang akan datang

Mengetahui
Pembimbing Lapangan Perusahaan

Dibuat		Diperiksa		Disetujui	
Tanggal	September 2020	Tanggal		Tanggal	
Oleh		Oleh		Oleh	
Jabatan	Pelaksana Jurusan/Prog.Studi	Jabatan	Sekretaris Jurusan/Prog.Studi	Jabatan	Ketua Jurusan/Prog.Studi
Tanda Tangan		Tanda Tangan		Tanda Tangan	

Appendix 3: Request letter for data retrieval report.



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN, RISET DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714
Telepon: (0766) 7008877, Faximile (0766) 8001000
Website : <http://www.polbeng.ac.id>

Nomor : 1291/0.31/1u/2023
Lampiran : 1 (Satu) berkas
Hal : Permohonan Pengambilan Data KP


Yth.
General Manager
PT. Ivo Mas Tunggal
di

Tempat

Sehubungan dengan kegiatan Kerja Praktik /magang yang sedang dilaksanakan oleh mahasiswa Jurusan Administrasi Niaga, Prodi Administrasi Bisnis Internasional (ABI) Politeknik Negeri Bengkalis diperusahaan yang Bapak/Ibu pimpin, maka kami mengajukan permohonan pengambilan data pendukung yang di butuhkan oleh mahasiswa dalam masa 4 bulan kompetensi dan pembuatan laporan kerja praktik. Dalam pengambilan data yang di lakukan oleh mahasiswa, kami pihak kampus memastikan bahwa mahasiswa menjaga kerahasiaan data sesuai dengan kode etik yang berlaku diperusahaan. Adapun Nama-Nama Mahasiswa yang melakukan kerja praktek/Magang di PT. IVO MAS TUNGGAL sebagai berikut:

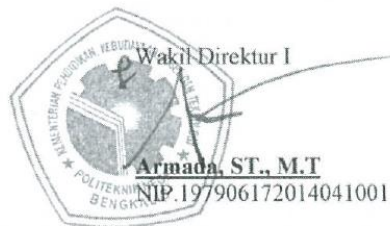
NO	NAMA	NIM
1	Ummi Hanipah	5404191194
2	Putri Julianti Tampubolon	5404191202
3	Ruth Maranatasilalahi	5404191206

Demikian permohonan ini di sampaikan. Besar harapan kami bapak/ibu berkenan menerima permohonan ini. Atas bantuan dan kerjasama bapak/ibu kami ucapkan terima kasih.


Wakil Direktur I
Armada, ST., M.T
NIP.197906172014041001

Adapun data yang diperlukan adalah sebagai berikut:

1. Sejarah perusahaan
2. Profil Perusahaan
3. Logo dan Magna Logo Perusahaan.
4. Visi dan Misi Perusahaan
5. Struktur Organisasi Perusahaan
6. Data Jumlah Karyawan di masing-masing Departmen dan Vendor
7. Foto Office/Kantor dan Dokumentasi di lapangan
8. Dokumentasi Maintenance Peralatan dan Mesin Produksi Perusahaan *djwhm*.
9. Proses Produksi dan System Produksi *djwhm*
10. Dokumentasi Pengemasan dan Pengiriman Barang Ekspor Kepelabuhan dan Kapal *djwhm. S.*
11. Proses Pengemasan dan Pengiriman Barang Ekspor Kepelabuhan atau Kapal
12. Data Alur Keja Proses Masuk dan Keluarnya Kapal *djwhm*
13. Proses Program Kerja CSR
14. Proses Perpanjangan Izin
15. Proses Permit.



Appendix 4: Apprenticeship Assessment Sheet



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

EVALUATION RESULT FROM JOB DESCRIPTION COMPANY APPRENTICESHIP PT. IVO MAS TUNGGAL - LUBUK GAUNG DUMAI

Name : Ummi Hanipah
Student ID Number : 5404191194
Study Program : D4 – International Business Administration
College : State Polytechnic Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	90
2.	Responsibility	25%	93
3.	Adjustment/Adaptation	10%	94
4.	Work Result	30%	90
5.	Behavior	15%	90
	Total (1+2+3+4+5)	100%	457

Explanation:

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

Note:

Memberikan hasil tugas yang baik

Dumai, June 13th, 2023

Human Resources
PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY
HR
RIAN PAMBODIANTO

Appendix 5: Absence



HRGA
LG Refinery

FORM ABSENSI

NAMA : Umami Hanifah
 NIK : 1215076205010002
 SECTION : Mngang / Poibeng.
 DEPARTMENT : HPGN
 PERIODE : 2023 / 2024


NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	13 Februari 2023	08.00 WIB	17.00 WIB			Unt	
2	14 Februari 2023	08.00 WIB	17.00 WIB			Unt	
3	15 Februari 2023	08.00 WIB	17.00 WIB			Unt	
4	16 Februari 2023	08.00 WIB	17.00 WIB			Unt	
5	17 Februari 2023	08.00 WIB	17.00 WIB			Unt	
6	20 Februari 2023	08.00 WIB	17.00 WIB			Unt	
7	21 Februari 2023	08.00 WIB	17.00 WIB			Unt	
8	22 Februari 2023	08.00 WIB	17.00 WIB			Unt	
9	23 Februari 2023	08.00 WIB	17.00 WIB			Unt	
10	24 Februari 2023	08.00 WIB	17.00 WIB			Unt	
11	27 Februari 2023	08.00 WIB	17.00 WIB			Unt	
12	28 Februari 2023	08.00 WIB	17.00 WIB			Unt	
13	1 Maret 2023	08.00 WIB	17.00 WIB			Unt	
14	2 Maret 2023	08.00 WIB	17.00 WIB			Unt	
15	3 Maret 2023	08.00 WIB	17.00 WIB			Unt	
16	6 Maret 2023	08.00 WIB	17.00 WIB			Unt	
17	7 Maret 2023	08.00 WIB	17.00 WIB			Unt	
18	8 Maret 2023	08.00 WIB	17.00 WIB			Unt	
19	9 Maret 2023	08.00 WIB	17.00 WIB			Unt	
20	10 Maret 2023	08.00 WIB	17.00 WIB			Unt	
21	15 Maret 2023	08.00 WIB	17.00 WIB			Unt	
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Dibuat Oleh	Disetujui Oleh	Diperiksa Oleh
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : Umami Hanifah
 NIK : 1213076205010002
 SECTION : Magang Poulteknik Negeri Bengkulu
 DEPARTMENT : HRGA
 PERIODE : Maret - April 2023

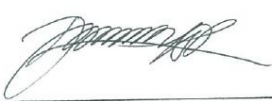


NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	14 Maret 2023	08.00	17.00			UHT	
2	15 Maret 2023	08.00	17.00			UHT	
3	16 Maret 2023	08.00	17.00			UHT	
4	17 Maret 2023	08.00	17.30			UHT	
5	20 Maret 2023	08.00	17.00			UHT	
6	21 Maret 2023	08.00	17.00			UHT	
7	23 Maret 2023	07.00	16.00			UHT	
8	24 Maret 2023	07.00	16.00			UHT	
9	27 Maret 2023	07.00	16.00			UHT	
10	28 Maret 2023	07.00	16.00			UHT	
11	29 Maret 2023	07.00	16.00			UHT	
12	30 Maret 2023	07.00	16.00			UHT	
13	31 Maret 2023	07.00	16.00			UHT	
14	3 April 2023	07.00	16.00			UHT	
15	4 April 2023	07.00	16.00			UHT	
16	5 April 2023	07.00	16.00			UHT	
17	6 April 2023	07.00	16.00			UHT	
18	10 April 2023	07.00	18.00			UHT	
19	11 April 2023	07.00	18.00			UHT	
20	12 April 2023	07.00	18.00			UHT	
21	13 April 2023	07.00	18.00			UHT	
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Dibuat Oleh	Disetujui Oleh	Diperiksa Oleh
		
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : Ummi Hanifah
 NIK : 1213076205010007
 SECTION : Magang Praktikum regeni bangkalis
 DEPARTMENT : HRGA
 PERIODE : Mai - Juni

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	17 April 2013	07.30	18.00			U+	
2	18 April 2013	07.30	18.00			U+	
3	19 April 2013	07.30	18.00			U+	
4	20 April 2013	07.30	18.00			U+	
5	21 April 2013	07.30	18.00			U+	
6	25 April 2013	08.00	17.00			U+	
7	26 April 2013	08.00	17.00			U+	
8	27 April 2013	08.00	17.00			U+	
9	28 April 2013	08.00	17.30			U+	
10	2 Mei 2013	08.00	17.00			U+	
11	3 Mei 2013	08.00	17.00			U+	
12	4 Mei 2013	08.00	18.00			U+	
13	5 Mei 2013	08.00	17.30			U+	
14	6 Mei 2013	08.00	17.00			U+	
15	10 Mei 2013	08.00	17.00			U+	
16	11 Mei 2013	08.00	17.00			U+	
17	12 Mei 2013	08.00	17.00			U+	
18	15 Mei 2013	08.00	17.00			U+	
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Dibuat Oleh	Disetujui Oleh	Diperiksa Oleh
		 
Atasan Langsung	Department Head	HR

FORM ABSENSI

NAMA : Umni kamifah
 NIK : 1213076205010007
 SECTION : Minggu / Pabean
 DEPARTMENT : HRGA
 PERIODE : Mei - Juni

NO	TANGGAL	JAM KERJA		JAM LEMBUR		Tanda Tangan	
		DATANG	PULANG	MULAI	SELESAI	Kary.	Atasan
1	16 Mei 2023	08.00	17.00			+	
2	17 Mei 2023	08.00	17.00			+	
3	18 Mei 2023	08.00	17.00			+	
4	19 Mei 2023	08.00	17.30			+	
5	22 Mei 2023	08.00	17.00			+	
6	23 Mei 2023	08.00	17.00			+	
7	24 Mei 2023	08.00	17.00			+	
8	25 Mei 2023	08.00	17.00			+	
9	26 Mei 2023	08.00	17.30			+	
10	29 Mei 2023	08.00	17.00			+	
11	30 Mei 2023	08.00	17.00			+	
12	31 Mei 2023	08.00	17.00			+	
13	1 Juni 2023	08.00	17.00			+	
14	2 Juni 2023	08.00	17.30			+	
15	5 Juni 2023	08.00	17.00			+	
16	6 Juni 2023	08.00	17.00			+	
17	7 Juni 2023	08.00	17.00			+	
18	8 Juni 2023	08.00	17.00			+	
19	9 Juni 2023	08.00	17.30			+	
20	12 Juni 2023	08.00	17.30			+	
21	13 Juni 2023	08.00	17.00			+	
22							
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Dibuat Oleh	Disetujui Oleh	Diperiksa Oleh
		
Atasan Langsung	Department Head	HR

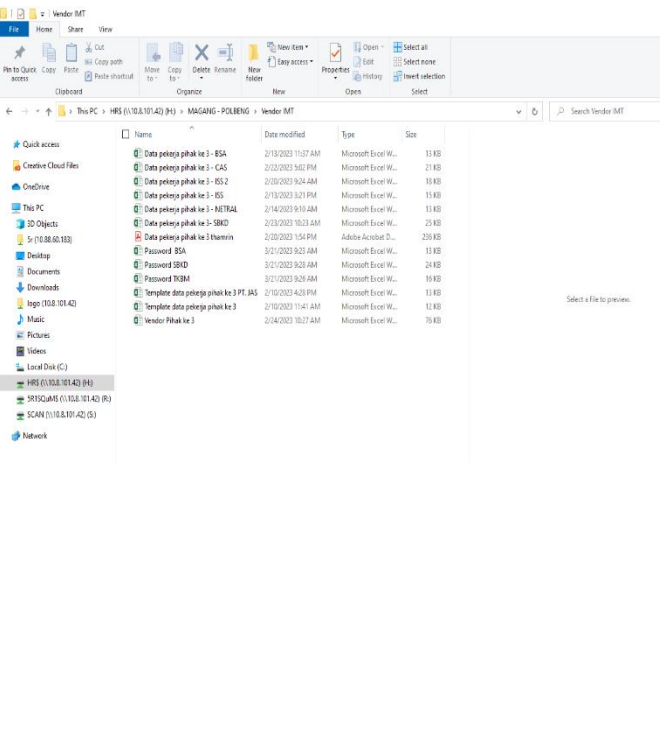
Appendix 6: Daily Activities

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Monday,

Date : February 13th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Safety Induction. Completion of Student Apprenticeship Contract Administration. Studied all Job Descriptions of all Departments from groups 5-16 Updating Vendor data. 	Rian Pambudianto, S.Pdi	
	Note:		

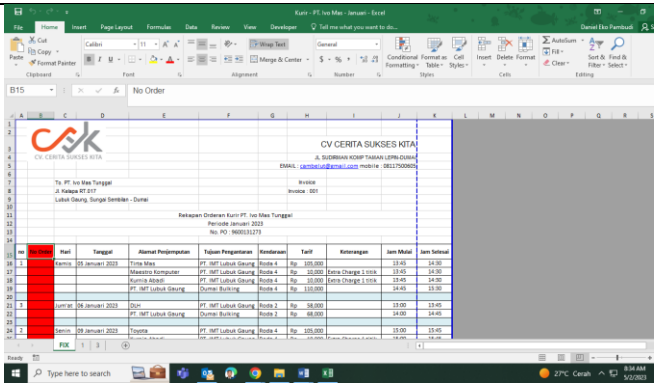
NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Safety Induction which in this activity is a briefing on occupational safety and health, explanation of body protective equipment including safety shoes, safety helmets and masks, respirator masks, safety glasses, face shielded helmets, ear plugs, safety gloves and identification of evacuation points the location of the fire extinguisher. Completion of Student Apprenticeship Contract Administration. Studied all Job Descriptions of all Departments from groups 5-16 update vendor data sent by each vendor at PT. Ivo Mas Tunggal.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Tuesday

Date : February 14th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Check e-mail inboxes from vendors who have not sent the latest data and update vendor data that has not been inputted. 2. Doing a LOG recap of Company Operational Car BBM requests. 3. Prepare to report of departure and return tickets for foreign guests to the finance department. 	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Check e-mail inboxes from vendors who have not sent the latest data and update vendor data that has not been inputted 2. Recap the LOG requests for fuel for the Company's Operational Cars for each operational car. 3. Be prepared to report departure and return tickets for foreign guests, both domestic and foreign guests, to the finance department

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : February 15th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Studied PT.IMT's staff and non-staff recruitment system. 2. Prepare outsourced documents Provided by HR which includes evaluation of GHG sessions.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG RESFINER HR
	Note:		


NO	WORKING	EXPLANATION
1.		1. Studying staff and non-staff recruitment systems at PT. Ivo Mas Tunggal. 2. Prepare outsourced documents Provided by HR which includes evaluation of GHG sessions.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : February 16th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Make a vehicle application letter and make vehicle data at the Lubuk Gaung unit. 2. Make a performance report of LKS unit Lubuk Gaung. 3. Help HR prepare Training Materials. 	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Make a vehicle application letter and make vehicle data at the Lubuk Gaung unit. 2. Make a performance report on the Lubuk Gaung LKS unit where this LKS is one of the official employee organizations at PT. Ivo Mas Tunggal, and every year an assessment will be carried out for future evaluation. 3. Helping HR prepare training materials.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : February 17th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Studied the process and importance of accommodation for VIP guests and regular guests. Doing a recap of IMT latest guest setup	Rian Pambudianto, S.Pdi	
	Note:		

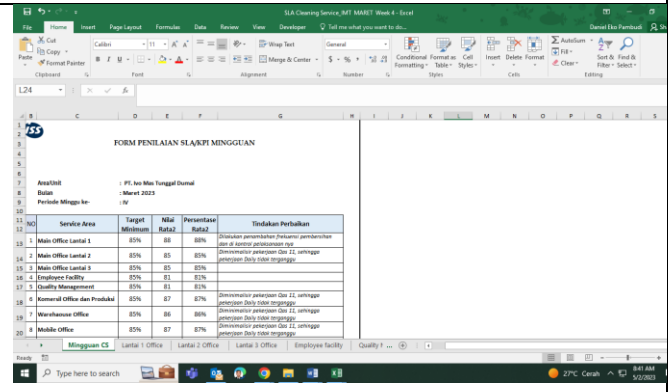
NO	WORKING	EXPLANATION
1.		Study the process and its importance accommodation for VIP guests and ordinary guests, where all domestic or foreign guest accommodations will be prepared by the GA Team. Do a recap of IMT's latest guest arrangements to make it easier for GA to arrange accommodation

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Monday

Date : February 20th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Managing recap of PT.IMT courier orders, 2023. 2. Create an IMT Cleaning service SLA in February weeks 2,3 and 4 2023. 3. Update IMT vendor data. 	Rian Pambudianto, S.Pdi	
	Note:		

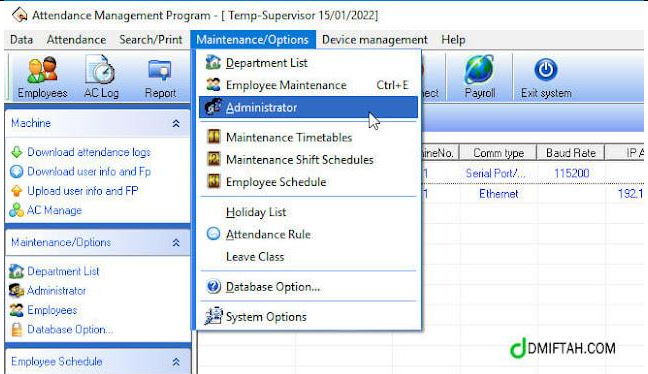
NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Recapitulation of PT. Ivo Mas Tunggal 2023. 2. Create an IMT Cleaning service SLA for weeks 2, 3, and 4 February 2023 which is a form of evaluation of vendor performance every week. 3. Update vendor data for PT. Ivo Mas Tunggal according to the data sent to GA.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : February 21th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Inputting all vendor data into the system for attendance using Finger Print.	Rian Pambudianto, S.Pdi	
	Note:		

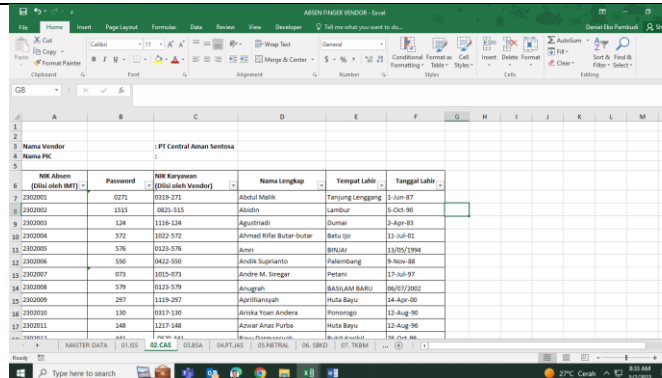
NO	WORKING	EXPLANATION
1.		After getting all the vendor data, the author then enters all the vendor data into the system, by entering one by one the data from employees at each vendor, this aims to register the vendor's employee Finger Print.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Wednesday

Date : February 22th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Inputting all vendor data into the system for attend-ance using Finger Print	Rian Pambudianto, S.Pdi	
	Note:		

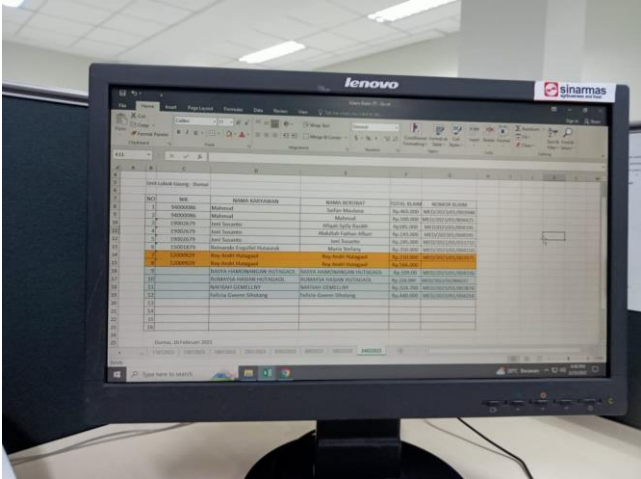
NO	WORKING	EXPLANATION
1.		After getting all the vendor data, the author then enters all the vendor data into the system, by entering one by one the data from employees at each vendor, this aims to register the vendor's employee Finger Print.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : February 23th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Iputting all vendor data into the system f or attend-ance using Finger Print 2. Make a recap of employee medical claim receipts	Rian Pambudianto, S.Pdi	
	Note:		


NO	WORKING	EXPLANATION
1.		1. After getting all the vendor data, the author then enters all the vendor data into the system, by entering one by one the data from employees at each vendor, this aims to register the vendor's employee Finger Print. 2. Make a recapitulation of employee health claim receipts that have been submitted to the HR department for follow-up regarding disbursement.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : February 24th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Perform data recap of IMT Training Participants. 2. Learn Finger Print registration. 	Rian Pambudianto, S.Pdi	
	Note:		

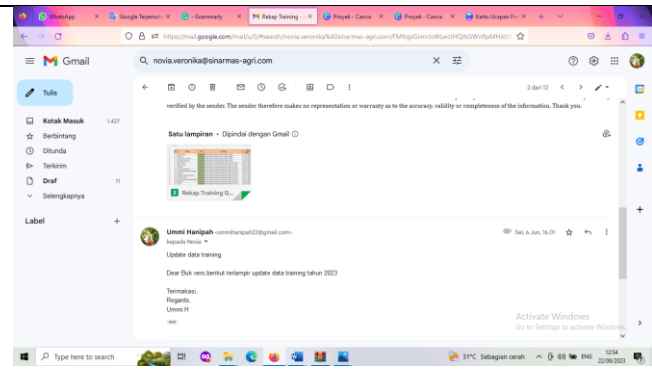
NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Conduct data recapitulation of training participants at PT. Ivo Mas Tunggal in accordance with the absence of training activities. 2. Study the Finger Print registration of vendor employees on the fingerprint machine directly

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : February 27th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Update staff training data from several departments 2. Check staff overtime absences and match them with overtime orders by the date, hour, month, and year.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		1. Update staff training data from several departments according to the data for each training. 2. Checking staff overtime attendance and matching it with overtime orders based on date, hour, month, and year and also grouping overtime notes according to each department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : February 28th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Check overtime absences for staff with problems and match them with overtime orders (SPL) By Following the SPL that has been reported in 2022. 2. Create new failed staff data to be followed up by staff. 	Rian Pambudianto, S.Pdi	
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Checking overtime attendance for staff with problems and matching it with the Overtime Work Order (SPL) By Following the SPL that has been reported in 2022, which was submitted to the HR department and plotted into the system. 2. Create new staff data that fails to be followed up by staff, which in this case is a failure to take attendance at the fingerprint machine.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : March 1th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check overtime absences for problematic staff and match schedule data, absences, and overtime warrants (SPL) according to the SPL that has been reported in 2023.	Rian Pambudianto, S.Pdi	 PT. IWO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

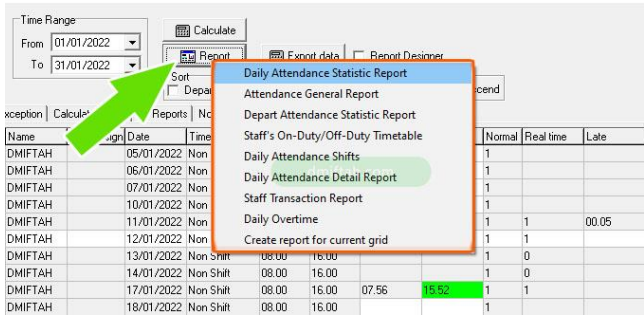
NO	WORKING	EXPLANATION
1.		Cek absen lembur pegawai bermasalah dan sesuaikan data jadwal, absensi, dan surat perintah lembur (SPL) sesuai SPL yang telah dilaporkan tahun 2023, untuk memastikan apakah karyawan tersebut memang benar memiliki jam lembur..

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 2th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Performing overtime absence checks for troubled staff and matching schedule data and staff fingerprint data in 2021.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR.
	Note:		

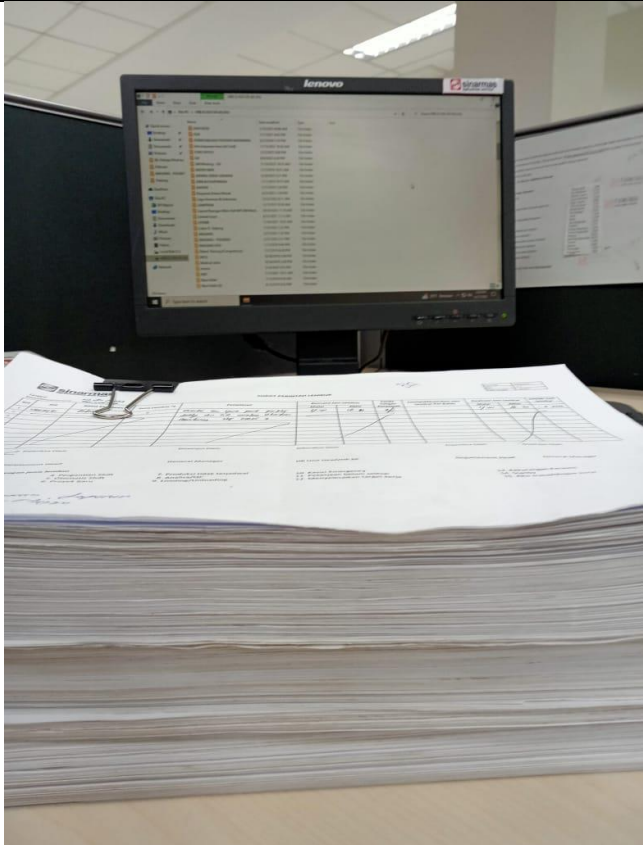
NO	WORKING	EXPLANATION
1.		<p>Checking employee overtime attendance with problems and matching schedule data and employee fingerprint data for 2021, in this task the author will retrieve data on all employees in the fingerprint engineering section from the Magna application according to the year to be checked, after that the author will check employee attendance files and provide a sign of absence for every employee who does not fingerprint their presence, both attendance and attendance. Checks are carried out every day until the completion of one year of absence.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 3th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Check staff overtime absences for problems and match schedule data and staff fingerprint data in 2020	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		Checking employee overtime attendance with problems and matching schedule data and employee fingerprint data for 2020, in this task the author will retrieve data on all employees in the fingerprint engineering section from the Magna application according to the year to be checked, after that the author will check employee attendance files and provide a sign of absence for every employee who does not fingerprint their presence, both attendance and absence. Checks are carried out every day until the completion of one year of absence.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 6th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Check staff overtime absences for problems and match schedule data and staff fingerprint data in 2023. 2. Make PAM payment L/C. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Checking employee overtime attendance with problems and matching schedule data and employee fingerprint data for 2023, in this task the author will retrieve data on all employees in the fingerprint engineering section from the Magna application according to the year to be checked, after that the author will check employee attendance files and provide a sign of absence for every employee who does not fingerprint their presence, both attendance and attendance. Checks are carried out every day until the completion of one year of absence. 2. Make PAM L/C for employee medical payment claims

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 7th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Conduct ISO PRP in all areas of the company, starting from the Office area, Sewer Ditches, Cutting Grass, Outdoor Sweeping and Mobile Office with GA and MR admins	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

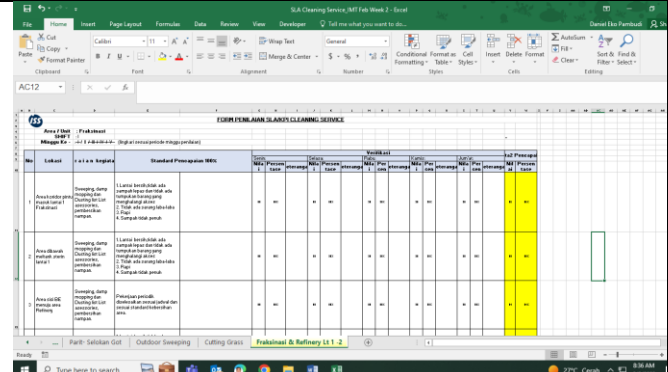
NO	WORKING	EXPLANATION
1.		Perform ISO PRP in all areas of the company, starting from the Office area, Sewer, Lawn Mowing, Outdoor Sweeping and Mobile Office with GA and MR admins

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Wednesday

Date : March 8th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Doing SPL grouping that has been Submitted by all division/department admins to HR admins, to simplify the process of re Inputting data. Create an IMT Cleaning Service KPI. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

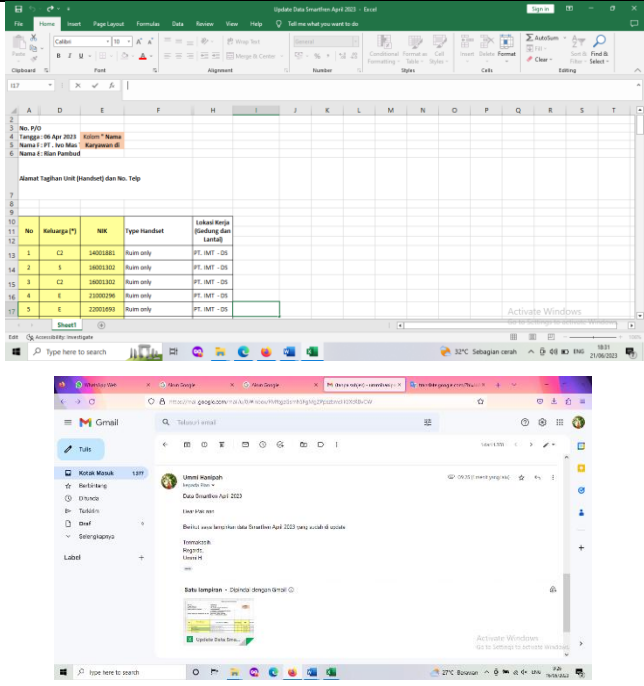
NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Grouping the SPL that has been submitted by all division/department admins to the HR admin, to facilitate the process of re-entering data by the HR department. Conduct weekly ISS KPI vendor evaluations.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Thursday

Date : March 9th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Recapitulate data requests for filling In Employee Smartfren package allowance. Make SPL receipt 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR.
	Note:		



NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Recapitulate data requests for charging employee Smartfren package allowance for submission in March 2023. Recapitalization of data requests for filling out The employee Smartfren package benefits will be sent to the HO and the HO will send the Smartfren package benefits in the form of a card which will be filled in every month according to the employee's position. Make an SPL receipt for submission of SPL to the respective admins to be archived by each department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 10th, 2023



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Conduct photo sessions to create new employee nametags, and collect data for employees who will Create New nametags, and have conducted photo sessions. 2. Make a recap of overtime data files from 2020-2023. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.	 	<ol style="list-style-type: none"> 1. Conduct a photo session for making nametags for new employees and employees who have problems with nametags and collect data for employees who will Create. The new nametag, when conducting nametag photo sessions, attendance is also applied to make it easier to identify employee identities. 2. Make a recap of the employee overtime data files for 2020-2023 from the results of checking carried out in the engineering section employee overtime data files.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 13th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Doing soft data recap ur fail in the Engineering section from 2020-2023. 2. Update employee data for making new Id Cards 	Rian Pambudianto, S.Pdi	 
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Doing soft data recap ur fail in the Engineering section from 2020-2023 2. Update employee data to create new Ids for new employees and employees with problems related to nametags.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 14th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Update employee data for making new Id Cards. Make a summary of employee absence-files The Engineering department from 2020 to 2023 uses pivots. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Update employee data to create new Ids for new employees and employees with problems related to nametags. Make a summary of the Engineering Department employee attendance files from 2020 to 2023 using a pivot to find out the overall recap of the investigation results from checking attendance, fingerprint, face machines, and overtime schedules.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 16th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Update employee data for making new Id Cards. 2. Calculating absentee hours for all employees in 2020-2023. 3. Submit the Invoice for payment of PAM bills to the Finance section. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Update employee data to create new Ids for new employees and employees with problems related to nametags. 2. Calculating the hours of absence for all employees in 2020-2023. from the results of the investigation. 3. Submit the PAM invoice payment invoice to the Finance section for follow-up to the HO section.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 17th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Investigate PT.IMT employee absence cases in the Engineering department in 2020-2023.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		Investigation of PT.IMT employee absence cases in the Engineering department for 2020-2023. in which the author checks employee absences at entry and exit hours, then matches the absence files with schedules and overtime hours, the author must provide a mark every time he checks on overtime absences, schedules, fingerprint and face machines every day for all employees in the engineering department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 20th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Request for Petty Cash to purchase fuel for vehicles' operational directions. Investigate PT.IMT employee absence cases in the Engineering department in 2020-2023 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Request for Petty Cash to purchase fuel for vehicles' operational directions. Investigation of PT.IMT employee absence cases in the Engineering department for 2020-2023. in which the author checks employee absences at entry and exit hours, then matches the absence files with schedules and overtime hours, the author must provide a mark every time he checks on overtime absences, schedules, fingerprint and face machines every day for all employees in the engineering department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 21th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Investigate PT.Ivo Mas Tunggal employee absence cases in the Engineering department in 2020-2023.	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		Investigation of PT.IMT employee absence cases in the Engineering department for 2020-2023. in which the author checks employee absences at entry and exit hours, then matches the absence files with schedules and overtime hours, the author must provide a mark every time he checks on overtime absences, schedules, fingerprint and face machines every day for all employees in the engineering department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 23th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Investigate PT.Ivo Mas Tunggal employee absence cases in the Engineering department in 2020-2023.	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		Investigation of PT.IMT employee absence cases in the Engineering department for 2020-2023. where the writer checks employee attendance at check-in and check-out hours, then matches attendance files with schedules and overtime hours, the writer must provide a sign checking overtime attendance, schedules, fingerprints, and facial machines every day for all employees in the engineering department. do another check again to make sure the data that has been made there are no more errors, this investigation data will be presented in front of the Dept. Head of HRGA and sent to the head office.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 24th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Carry out employee absence case checks in the engineering department that has been worked on, to avoid errors at the time of presentation of the meeting and sending man to superior.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		Checking cases of employee absences in the engineering section that has been worked on, to avoid mistakes during meeting presentations and sending a man to the center, this investigation is carried out in files, fingerprints, attendance, overtime data, and marked face machines.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : March 27th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Carry out employee absence case checks in the engineering department that has been worked on, to avoid errors at the time of presentation of the meeting and sending man to superior.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		Checking cases of employee absences in the engineering section that has been worked on, to avoid mistakes during meeting presentations and sending a man to the center, this investigation is carried out in files, fingerprints, attendance, overtime data, and marked face machines.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : March 28th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Carry out employee absence case checks in the engineering department that has been worked on, to avoid errors at the time of presentation of the meeting and sending man to superior.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		Checking cases of employee absences in the engineering section that has been worked on, to avoid mistakes during meeting presentations and sending a man to the center, this investigation is carried out in files, fingerprints, attendance, overtime data, and marked face machines.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : March 29th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making KPI ISS IMT Week 3 in March 2023. 2. Sending ISS IMT Week 3 KPI Documents to the ISS Team via Email.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		1. Creation of ISS IMT vendor KPI for Sunday 3 March 2023, where this assessment is taken from vendor performance in the field of various areas. 2. Sending Week 3 ISS IMT KPI Documents to the ISS Team via Email which must be sent every week for evaluation materials for vendors to improve performance.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : March 30th, 2023



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Closing all 5R findings by MR in the PT.ivo mas tunggalal area.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		Closing all 5S findings by MR in the PT.ivo mas tunggalal area which relate to the duties and responsibilities of the GA department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : March 31th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Making KPI ISS IMT Week 4 in March 2023. 2. Sending ISS IMT Week 4 KPI Documents to the ISS Team via Email.	Rian Pambudianto, S.Pdi	 
	Note:		

NO	WORKING	EXPLANATION
1.		1. Creation of ISS IMT vendor KPI for Sunday 4 March 2023, where this assessment is taken from vendor performance in the field of various areas. 2. Sending Week 4 ISS IMT KPI Documents to the ISS Team via Email which must be sent every week for evaluation materials for vendors to improve performance .

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : April 3th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Make Petty Cast Requests for company operational cars. 2. Submit SPL with proof of receipt to Security admin and bonded area that has received SPL from HR. 3. Inspect the work of CV vendors. Neutral.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		1. Make Petty Cast Requests for company operational cars. For BBM requests a few days. 2. Submit the SPL that has been uploaded into the system by HR which is included with proof of receipt to the Security admin and bonded area that has received the SPL from HR. 3. Checking the work of CV vendors. Neutral and provide direction

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 4th, 2023



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Dying Recruitment and selection at Studi-eding Recruitment and selection at PT. Ivo Mas Tunggal. 2. Studied the PKWT work evaluation method 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

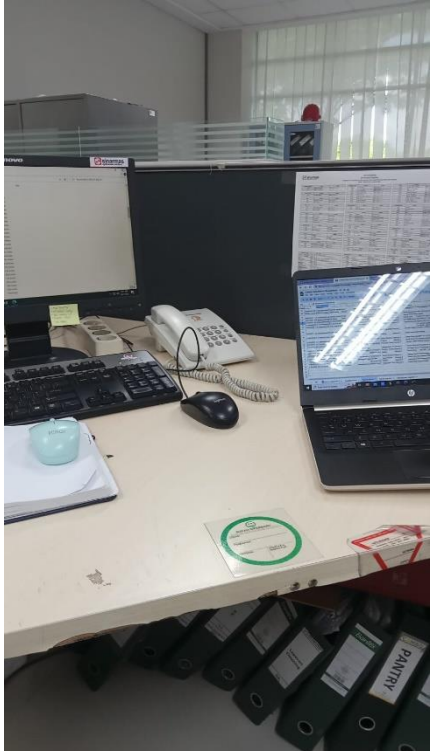
NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Studying the recruitment and selection process at PT. IVO MAS TUNGGAL. 2. Studying the PKWT work evaluation method in PT. Ivo Mas Tunggal, which in this evaluation was carried out by each user with administrative assistance from HR

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 5th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Studied Recruitment and selection at PT. Ivo Mas Tunggal. Studied the Stage One Interview and Stages of Inputting employees with the HR Recruitment and Training section. 	Rian Pambudianto, S.Pdi	 
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Studied Recruitment and selection at PT. Ivo Mas Tunggal Studied the Stage One Interview and Stages of Inputting employees with the HR Recruitment and Training section.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : April 6th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Make KPI ISS IMT Sunday 1 April 2023. Sending ISS IMT Week 1 KPI Documents to the ISS Team via Email.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR.
	Note:		

NO	WORKING	EXPLANATION
1.		Creation of ISS IMT vendor KPI for Sunday 4 March 2023, where this assessment is taken from vendor performance in the field of various areas. Sending Week 4 ISS IMT KPI Documents to the ISS Team via Email which must be sent every week for evaluation materials for vendors to improve performance

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : April 10th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Learn about PKWT and PKWTT. 2. Sending Documents to the HO regarding Employee PKWT. 3. Manage new name tags of existing employees print. 4. Make a Vehicle Key Retrieval Lookbook Company Operations. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Learn about PKWT and PKWTT within PT. Ivo Mas Tunggal Dumai. 2. Send documents related to employee PKWT to the HO. 3. Distribute new employee nametags that have been printed and sent by the HO to PT. Ivo Mas Tunggal to employees in every department. 4. Create a Company Operational Vehicle Key Retrieval Guidebook, to make it easier to identify the driver's name and driver's permit if there are problems later.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 11th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Confirm the ISS Vendor Supervisor regarding the presence of ISS employees. 2. Submit the new employee nametag that has been created to each admin in the department, according to the new nametag creation data that was previously created. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Confirm with the ISS Vendor Supervisor regarding the employee attendance schedule at the ISS vendor on joint leave days. 2. Submit the new employee nametag that has been created to each admin in the department, according to the data for making the new nametag that was created earlier

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 12th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Dying Recruitment and selection at Stud i-eding Recruitment and selection at PT. Ivo Mas Tunggal. 2. Studied the PKWT work evaluation method	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		1. Conduct the first phase of interviews by telephone with prospective candidates who have sent their applications through the campus link. 2. Studying the employee work evaluation system within PT. Ivo Mas Tunggal.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : April 13th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Archiving the data files of all employees at the ISS vendor PT. Ivo Mas Tunggal.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		Archiving data files for all ISS vendor employees PT. Ivo Mas Single, in which all vendors must provide employee data to the HRGA section.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : April 17th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Checking the Bon Tiki that has been submitted by GA. 2. Make an invoice for the payment of export tax for industrial estate wareh-ouse sand. 3. Provide a paid sign for each billing document that has been paid. 	Rian Pambudianto, S.Pdi	
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Checking the delivery of tiki bills that have been given by GA to the finance department, this is done to ensure the amount of the invoice is the same as the number of receipts that have been submitted. 2. Working on export tax payment invoices for industrial estate sand warehouses, which in this task there are several things that need to be replaced in filling out the format for making export tax payment invoices. 3. Provide a paid sign for each billing document that has been paid using the company's official paid stamp

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 18th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Checking the Time Sheet of heavy equipment in March. 2. Scan billing documents. 3. Document filing that has been scanned, given a barcode and document checklist according to the section and code of each file. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR.
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Checking the Time Sheet of heavy equipment in March, which this check is done to adjust attendance and meal requests, which in our check adjusts the day, date, year, and working hours. 2. Scan the billing document for shipping to the HO. 3. Submission of documents that have been scanned are given a barcode and document checklist according to the section and code of each file that has been paid or billing documents.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 19th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Make a Checklist sheet for the completeness of voucher documents for invoice Po. 2. Update No payment and payment post date. 3. Provide a paid sign for each billing document that has been paid using the company's official paid-off stamp. 4. Scan billing documents. 5. Filing documents 	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Make a Checklist for the completeness of voucher documents for invoice Po, in making this document checklist sheet we need to enter the name of the vendor and po number. 2. Update no payment and payment post date. 3. Provide a paid sign for each billing document that has been paid using the company's official paid-off stamp. 4. Scan billing documents. 5. Filing documents that have been scanned and given a barcode according to the section and code of each file.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : April 20th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Dying Recruitment and selection at Stud i-eding Recruitment and selection at PT. Ivo Mas Tunggal. 2. Studied the PKWT work evaluation method	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL <small>LUBUK GAUNG REFINERY HR</small>
	Note:		


NO	WORKING	EXPLANATION
1.		1. Studying the recru- itment and selecti on process at PT. IVO MAS TUN- GGAL. 2. Studying the PK- WT work evaluat ion method in PT. Ivo Mas Tunggal, which in this evaluation was carried out by each user with administrative assistance from HR

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : April 21th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Scan billing documents. 2. document filing has been scanned and given a barcode according to the section and the code for each file. 3. Update no payment and payment post date. 4. Provide a paid sign for each billing document that has been paid using the company's official paid-off stamp. 	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Scan billing documents. 2. document filing has been scanned and given a barcode according to the section and the code for each file. 3. Update no payment and payment post date. 4. Provide a paid sign for each billing document that has been paid using the company's official paid-off stamp.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : April 24th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Halal bihalal event with all ISS employees, HRGA Dept head and HRGA staff, EHFS Sect.Head and EHFS Staff PT. Ivo Mas Tunggal	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

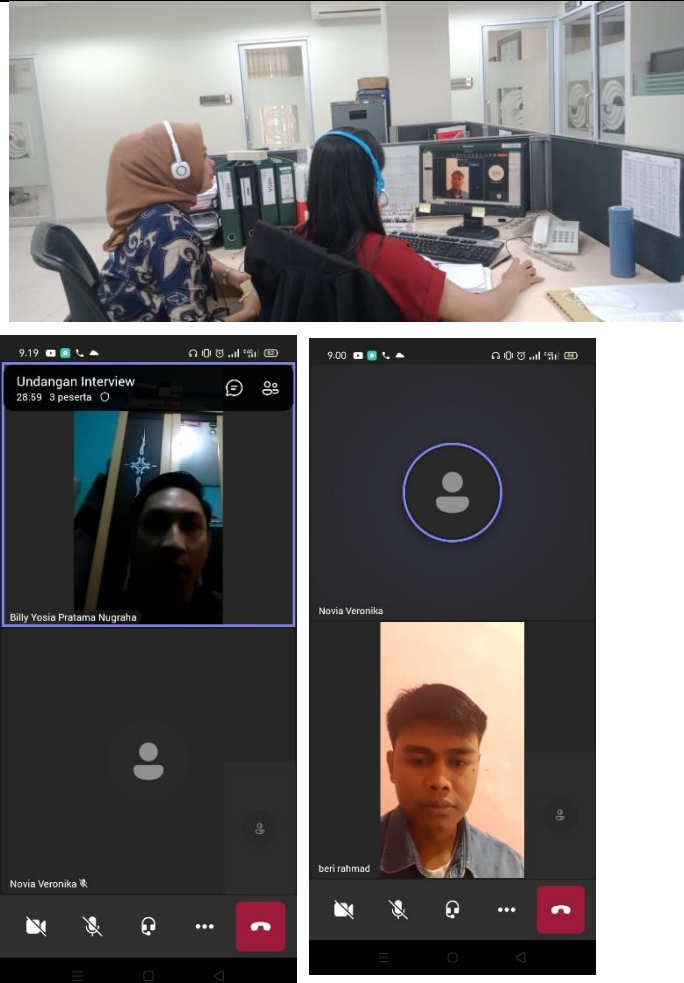
NO	WORKING	EXPLANATION
1.		Halal bihalal event with all ISS employees, HRGA Dept head and HRGA staff, EHFS Sect.Head and EHFS Staff PT. Ivo Mas Tunggal, which was carried out to strengthen friendships with ISS vendors.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : April 25th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Update No Payment and Payment Post financial data. 2. Conduct HR Interviews with Candidates. 3. Discussion of interview decisions with HR. 	Rian Pambudianto, S.Pdi	
	Note:		



NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Update No Payment and Payment Post financial data. 2. conduct an HR interview with the candidate which is the second stage of the interview conducted with the candidate, the interview decision has several considerations, for example, good organizational or work experience, and the way the candidate answers questions from HR. poor work experience and so on. 3. Discussion of interview decisions with HR.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : April 28th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Checking employee documents By Following under the Employee. File the Checklist Form in the Engineering and Production sections,	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		


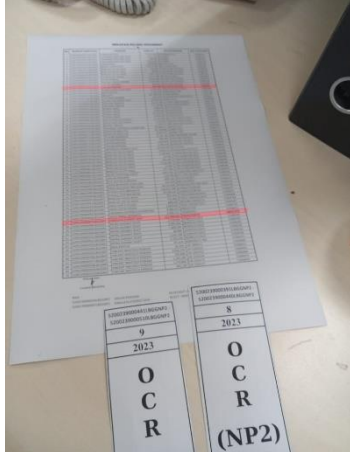
NO	WORKING	EXPLANATION
1.	 	<p>Checking employee documents By Following under the Employee. File the Checklist Form in the Engineering and Production sections HR field control.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 2th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Filing of Operational Car vehicle registration certificate documents. Scan of the Apprenticeship certificate document 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

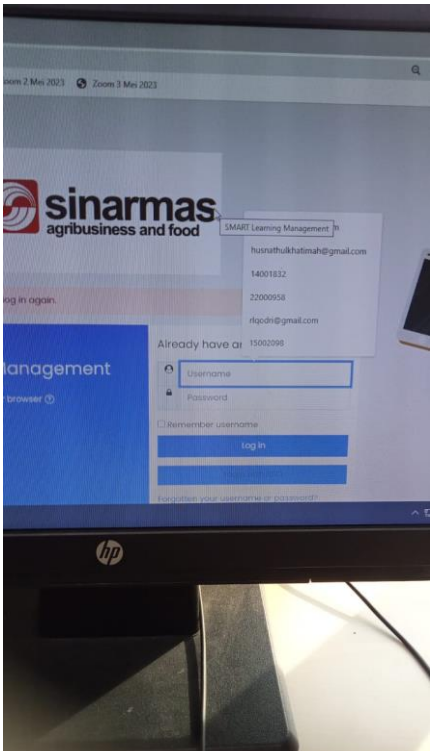
NO	WORKING	EXPLANATION
1.	 	<ol style="list-style-type: none"> Filing of Operational Car vehicle registration certificate documents. Scan of the Internship certificate document that is given to each student and student who carries out an internship at PT. Ivo Mas Tunggal.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : May 3th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Studied employee training. 2. Studied the employee training system. 3. Studied the employee training schedule. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Employee training within PT. Ivo Mas Tunggal. 2. There are two employee training systems, the first is special training, and the second is in-class training. 3. Employee training schedule at PT. Ivo Mas Tunggal is managed by HR and will be sent to each admin in each department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : May 4th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Helping Drivers to make and print Petty Cash requests to purchase fuel for Company Operational Cars on April 5, 2012. Making the company's Operational Car activity Log. 	Rian Pambudianto, S.Pdi	 PT. IWO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		




NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Helping drivers make requests for petty cash for fuel for the company's operational cars which will be submitted and sought by the finance department. Helping drivers Make a log of the company's operational car activities for reporting operational car activities outside the area.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Friday

Date : May 5th, 2023



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Submit the SPL that has been recapitulated to the engineering admin. 2. Entering CAS Vendor attendance data	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR.
	Note:		


NO	WORKING	EXPLANATION																																								
1.	 <p style="text-align: center;">SURAT LAMBA PERUSAHAAN BUKUMU NOPY</p> <p style="text-align: center;">(Surat ini dibuat secara otomatis oleh sistem. Untuk informasi lebih lanjut, hubungi bagian IT atau bagian administrasi perusahaan. Untuk keperluan lain, silakan hubungi bagian terkait.)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>No</th> <th>Revisi</th> <th>Bulan</th> <th>Tahun</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>2.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>3.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>4.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>5.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>6.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>7.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>8.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> <tr> <td>9.</td> <td>Engineering</td> <td>Mei</td> <td>2023</td> </tr> </tbody> </table> <p style="text-align: center;">Disetujui dan dibuat secara otomatis oleh sistem pada tanggal 05 Mei 2023.</p> <p style="text-align: center;">   </p>	No	Revisi	Bulan	Tahun	1.	Engineering	Mei	2023	2.	Engineering	Mei	2023	3.	Engineering	Mei	2023	4.	Engineering	Mei	2023	5.	Engineering	Mei	2023	6.	Engineering	Mei	2023	7.	Engineering	Mei	2023	8.	Engineering	Mei	2023	9.	Engineering	Mei	2023	<ol style="list-style-type: none"> 1. Submit the SPL that has been recapitulated to the engineering admin 2. Enter CAS vendor attendance data into the face machine system which is the account registration for each vendor employee to be able to make attendance on the face machine.
No	Revisi	Bulan	Tahun																																							
1.	Engineering	Mei	2023																																							
2.	Engineering	Mei	2023																																							
3.	Engineering	Mei	2023																																							
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8.	Engineering	Mei	2023																																							
9.	Engineering	Mei	2023																																							

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 9th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Help HR Officer to prepare the training site. 2. Input attendance data for ISS vendor PT. Ivo Mas Tunggal. 	Rian Pambudianto, S.Pdi	 
	Note:		

NO	WORKING	EXPLANATION
1.	<p style="text-align: center;">WDMS</p> 	<ol style="list-style-type: none"> 1. Helping HR Officers prepare training venues for in-class training, this training is made for employees who have not passed the RSPO training three times. 2. Input attendance data for ISS vendor PT. Ivo to the system for registration of attendance accounts from the employee face machine.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : May 10th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Input the Vendor Empowerment Data into the system into the system. 2. Data Archives of New Employees Vendor ISS.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		



NO	WORKING	EXPLANATION
1.		1. Enter Vendor Empowerment Data into the system, so that vendors can take absences via the face machine. 2. ISS Vendor New Employee Data Archives PT. Ivo Mas Tunggal.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Thursday

Date : May 11th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Submit SPL to the Production Department, MR and Finance	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		



NO	WORKING	EXPLANATION																								
1.	<p style="text-align: center;">SURAT TANDA TERIMA DOKUMEN SPL</p> <p>Tidak dibagikan untuk SPL ke bagian SPL. Surat tanda terima Dikirim ke bagian MR dan Finance.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Departemen</th> <th>Ditun</th> <th>Tahun</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Finance</td> <td>MR</td> <td>2023</td> </tr> <tr> <td>2.</td> <td>Finance</td> <td>MR</td> <td>2023</td> </tr> <tr> <td>3.</td> <td>Finance</td> <td>MR</td> <td>2023</td> </tr> </tbody> </table> <p>Ditulis dan ditandatangani oleh Rian Pambudianto, S.Pdi.</p> <p>Rian Pambudianto, S.Pdi 11 Mei 2023</p> <p></p> <p style="text-align: center;">SURAT TANDA TERIMA DOKUMEN SPL</p> <p>Tidak dibagikan untuk SPL ke bagian SPL. Surat tanda terima Dikirim ke bagian MR dan Finance.</p> <table border="1"> <thead> <tr> <th>No</th> <th>Departemen</th> <th>Ditun</th> <th>Tahun</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Finance</td> <td>MR</td> <td>2023</td> </tr> </tbody> </table> <p>Ditulis dan ditandatangani oleh Rian Pambudianto, S.Pdi.</p> <p>Rian Pambudianto, S.Pdi 11 Mei 2023</p> <p></p>	No	Departemen	Ditun	Tahun	1.	Finance	MR	2023	2.	Finance	MR	2023	3.	Finance	MR	2023	No	Departemen	Ditun	Tahun	1.	Finance	MR	2023	Submit SPL to the Production Department, MR and Finance
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2.	Finance	MR	2023																							
3.	Finance	MR	2023																							
No	Departemen	Ditun	Tahun																							
1.	Finance	MR	2023																							

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : May 12th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Submit SPL to the PPIC Department. 2. petrified HR to prepare trainin	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

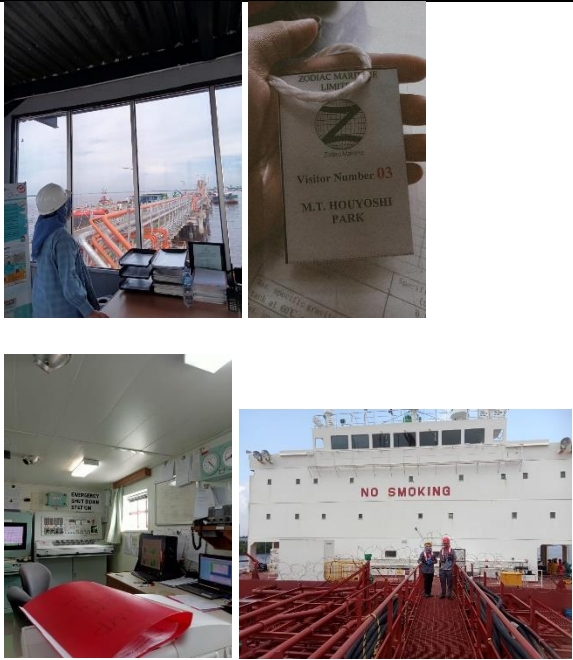
NO	WORKING	EXPLANATION																																																				
1.	<p style="text-align: center;">SURAT TANDA TERIMA DOKUMEN SPL</p> <p>Telah dilakukan serah terima dokumen SPL (Surat perintah lembur) kepada Divisi/Departemen yang telah memberikan SPL ini sebelumnya, adapun penyerahan SPL ini akan di berikan kepada divisi tersebut dengan deskripsi sebagai berikut:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Devisi/Departemen</th> <th>Bulan</th> <th>Tahun</th> </tr> </thead> <tbody> <tr><td>1.</td><td>PPIC</td><td>Januari</td><td>2022</td></tr> <tr><td>2.</td><td>PPIC</td><td>Februari</td><td>2022</td></tr> <tr><td>3.</td><td>PPIC</td><td>Maret</td><td>2022</td></tr> <tr><td>4.</td><td>PPIC</td><td>Juni</td><td>2022</td></tr> <tr><td>5.</td><td>PPIC</td><td>Juli</td><td>2022</td></tr> <tr><td>6.</td><td>PPIC</td><td>Agustus</td><td>2022</td></tr> <tr><td>7.</td><td>PPIC</td><td>September</td><td>2022</td></tr> <tr><td>8.</td><td>PPIC</td><td>Oktober</td><td>2022</td></tr> <tr><td>9.</td><td>PPIC</td><td>November</td><td>2022</td></tr> <tr><td>10.</td><td>PPIC</td><td>Desember</td><td>2022</td></tr> <tr><td>11.</td><td>PPIC</td><td>Januari</td><td>2023</td></tr> <tr><td>12.</td><td>PPIC</td><td>Februari</td><td>2023</td></tr> </tbody> </table> <p>Demikian surat tanda terima dokumen ini diserahkan dan dibuat dengan sebenarnya.</p> <p style="text-align: center;">Dumai, 2023</p> <p>Yang menerima Yang menyerahkan</p> <p> </p> <p>.....</p>	No	Devisi/Departemen	Bulan	Tahun	1.	PPIC	Januari	2022	2.	PPIC	Februari	2022	3.	PPIC	Maret	2022	4.	PPIC	Juni	2022	5.	PPIC	Juli	2022	6.	PPIC	Agustus	2022	7.	PPIC	September	2022	8.	PPIC	Oktober	2022	9.	PPIC	November	2022	10.	PPIC	Desember	2022	11.	PPIC	Januari	2023	12.	PPIC	Februari	2023	<p>1. Submit SPL to the PPIC Department, which is submitted to the admin.</p> <p>2. Helping HR to prepare for training which is carried out in a special training room, for employees who are training according to their schedule.</p>
No	Devisi/Departemen	Bulan	Tahun																																																			
1.	PPIC	Januari	2022																																																			
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**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : May 15th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Studied the types of ships 2. Studied Export Products and payment system 3. Studied Export Scheduling 4. Studied Export ship provider 5. Studied the Process of Loading Export products. 6. Studied The export process of PT. Ivo Mas Tunggal. 7. Studied Export Countries from PT. Ivo Mas Tunggal. 8. Studied ship loading control on the Hoyoushi Park ship. 	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Study the types of ships that have docked in the area of PT. Ivo Mas Tunggal. 2. Studying Export Products and Export payment system that is carried out when exporting at PT. Ivo Mas Tunggal. 3. Studied Export Scheduling 4. Studied Export ship provider 5. Studied the Process of Loading Export products. 6. Studied The export process of PT. Ivo Mas Tunggal. 7. Studied Export Countries from PT. Ivo Mas Tunggal. 8. Studied ship loading control on the Hoyoushi Park ship.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 16th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Update on Smartfren request data for the April 2023 period. Scan new employee data for ISS vendors. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.	 	<ol style="list-style-type: none"> Update Smartfren request data for the April 2023 period for handing over Smartfren rations to employees who have submitted them. Scan new employee data for ISS vendors for archives in HR

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : May 17th, 2023



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Hand over SPL to logistics admin, Olc, and Warehouse	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		Submit SPL to the logistics admin, Olc admin, and Warehouse admin.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : May 19th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Ship docking communication and Export schedule 2. Studied Checking system 3. Studied the export product loading control system. 4. Studied Export risks. 5. Studied Export delays and calculated Export late fees 6. Studied Ship control system 7. Studied Vessel road documents. 8. Studied Retrieval of samples for the Export process. 9. Studied ship loading control on MT ships. Hafina Messi. 	Rian Pambudianto, S.Pdi	 
	Note:		

NO	WORKING	EXPLANATION
1.	   	<ol style="list-style-type: none"> 1. Ship docking communication and Export schedule 2. Studied Checking system 3. Studied the export product loading control system. 4. Studied Export risks. 5. Studied Export goods by the supervisor. 6. Studied Ship control system 7. Studied Vessel road documents. 8. Studied Retrieval of samples for the Export process. 9. Studied ship loading control on MT ships. Hafina Messi.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : May 22th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Document filing of 26 file holder bills and payments for IMT, OSM, and Tapian.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR.
	Note:		

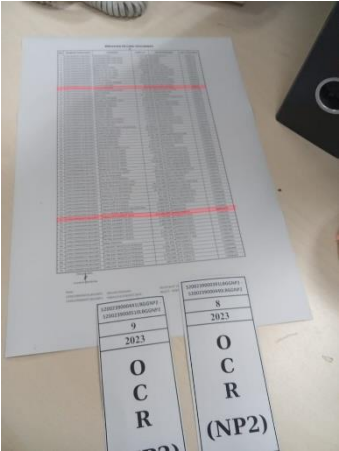

NO	WORKING	EXPLANATION
1.		Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 23th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Document filing of 26 file holder bills and payments for IMT, OSM, and Tapian.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR.
	Note:		


NO	WORKING	EXPLANATION
1.	 	Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : May 24th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Document filing of 26 file holder bills and payments for IMT, OSM, Tapan, and Smart. 2. Update financial data.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR.
	Note:		


NO	WORKING	EXPLANATION
1.		1. Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files 2. Updating financial data from billing and payment documents from departments in PT. Ivo Mas Tunggal.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : May 25th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Document filing of 26 file holder bills and payments for IMT, OSM, Tapian, and Smart. Update financial data. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		



NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Filing of billing and payment document -ts that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files. Updating financial data from billing and payment documents from departments in PT. Ivo Mas Tunggal.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : May 26th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Document filing of 26 file holder bills and payments for IMT, OSM, and Tapian. 2. Participated in SIX SIGMA METHOD & CQP training.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		



NO	WORKING	EXPLANATION
1.	 	<ol style="list-style-type: none"> 1. Filing of billing and payment document -ts that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files. 2. Participated in the SIX SIGMA & CQP METHOD training held by HR with direct speakers from the HO Sinar Mas Group for all Dept. heads, Section Head , GM, DMG, and Officer for making projects in each department.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : May 29th, 2023



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Scan billing and payment documents. 2. Filing of OSM and IMT payment documents.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR.
	Note:		


NO	WORKING	EXPLANATION
1.	 	<p>1. Scan billing and payment documents that are submitted to the finance department according to the scan method and order.</p> <p>2. Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files.</p>

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : May 30th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Scan billing and payment documents. 2. Filing of OSM payment documents. 3. Make greeting cards for joining new employees. 	Rian Pambudianto, S.Pdi	 
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Scan billing and payment documents that are submitted to the finance department according to the scan method and order. 2. Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files. 3. Make greeting cards to join new employees which are given to every new employee who joins PT. Ivo Mas Tunggal.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : May 31th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Scan billing and payment documents. 2. Filing of OSM and IMT payment documents. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

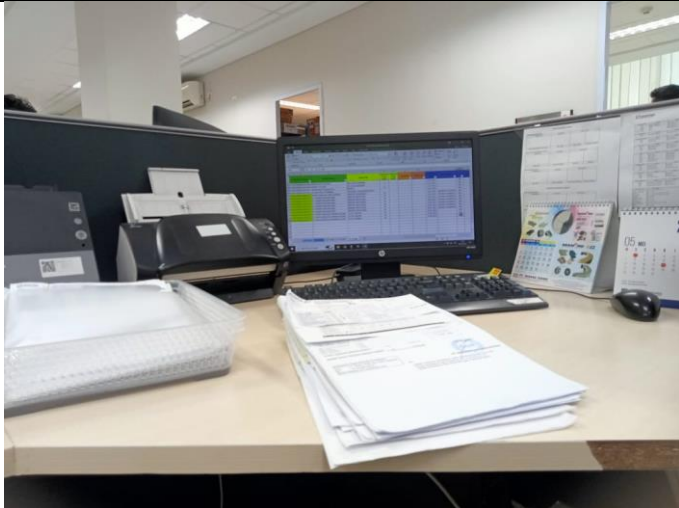
NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Scan billing and payment documents that are submitted to the finance department according to the scan method and order. 2. Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : June 1th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Scan billing and payment documents. 2. Filing of OSM and IMT payment documents. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

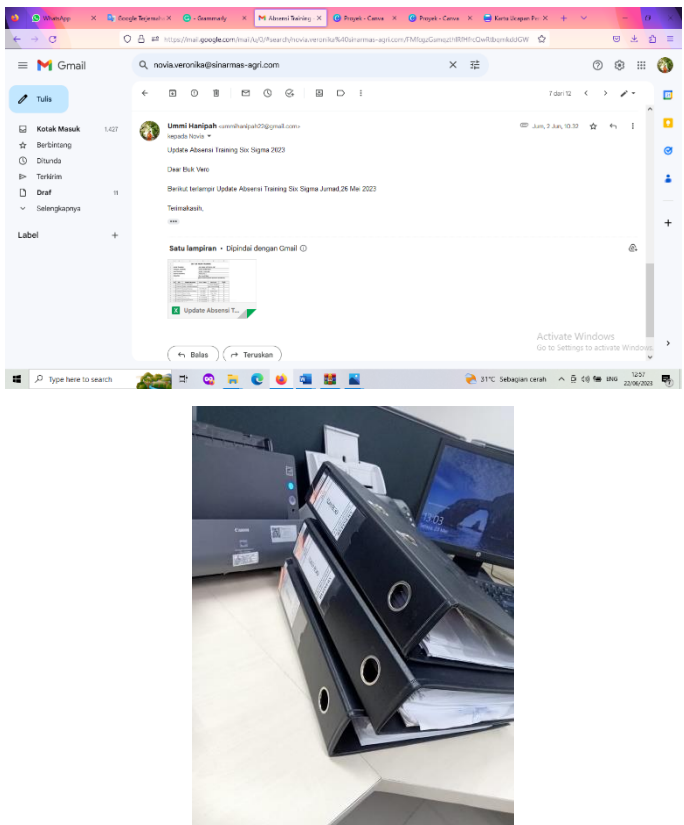
NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Scan billing and payment documents that are submitted to the finance department according to the scan method and order. 2. Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : June 2th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Scan billing and payment documents. 2. Filing invoices and payment documents. 3. Update SIX SIGMA METHOD & CQP training data. 	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Scan billing and payment documents that are submitted to the finance department according to the scan method and order. 2. Filing of billing and payment documents that have been made by the finance department and have been scanned and given barcodes as well as document completeness lists. document numbers in one of the holder files. 3. Update the SIX SIGMA METHOD & CQP training data according to training attendance.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : June 5th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	1. Distributing new company rule book to sect. sen, Dept.Head and GM. 2. Archiving new employee documents.	Rian Pambudianto, S.Pdi	 PT. IWO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

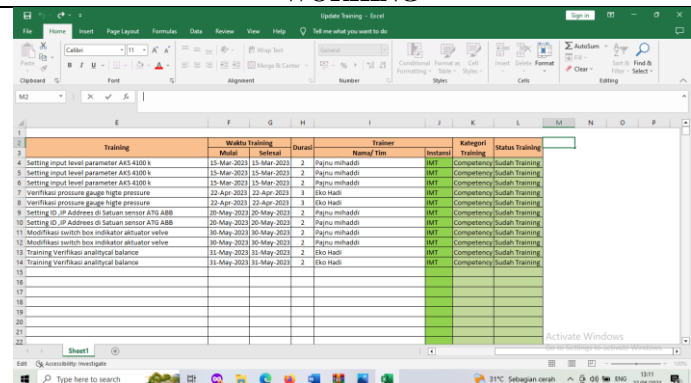
NO	WORKING	EXPLANATION
1.		1. Itribute the new company rule book to the sections. sen, dept. The Head and GM will serve as guidelines for all employees. 2. Archiving new employee documents archived by the HR department.

DAILY ACTIVITIES ON THE JOB TRAINING

Day : Tuesday

Date : June 6th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Distributing the latest company rulebook for the year to General Manager, Deput General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal. Update the training participant setting id, and IP address in the ABB ATG sender unit. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Istribute the new company rule book to the sections. sen, dept.General Manager, Deput General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal.will serve as guidelines for all employees. Update the training participant setting id, and the IP address in the ABB ATG sending unit adjusted to the date of entry and completion.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Wednesday

Date : June 7th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Update data for making nametags for new employees in 2023. 2. Distributing the latest company rulebook for the year to General Manager, Vice General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LUBUK GAUNG REFINERY HR
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Update the data for making nametags for new employees in 2023 for further submissions. 2. Distribute the new company rule book to the sections. sen, dept. General Manager, Deput General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal. will serve as guidelines for all employees.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Thursday

Date : June 8th, 2023



No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Update data for making nametags for new employees in 2023. Distributing the latest company rulebook for the year to General Manager, Vice General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal. 	Rian Pambudianto, S.Pdi	
	Note:		

NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> Update the data for making nametags for new employees in 2023 for further submissions. Distribute the new company rule book to the sections. sen, dept. General Manager, Deput General Manager, Dept Head, and section Head within PT. Ivo Mas Tunggal. will serve as guidelines for all employees.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Friday

Date : June 9th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> Blood donor committee in PT. Ivo Mas Tunggal. Archive of new employee data for ISS vendor PT. Ivo Mas Tunggal. 	Rian Pambudianto, S.Pdi	 
	Note:		

NO	WORKING	EXPLANATION
1.	 	<ol style="list-style-type: none"> The blood donor committee organized by PT. Ivo Mas Tunggal along with Archive of new employee data for ISS vendor PT. Ivo Mas Tunggal.

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Monday

Date : June 12th, 2023


No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	<ol style="list-style-type: none"> 1. Provide an Employee Interview Exit Form. 2. Scan the new employee file Helping to arrange the return of work clothes for Risain employe-es. 	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR
	Note:		


NO	WORKING	EXPLANATION
1.		<ol style="list-style-type: none"> 1. Provide the Exit Form of the Employee Interview who has submitted a rise and has been approved by the superior. 2. Scan the new employee file Help arrange the return of work clothes for Risain employees which include clothes, septic helmets, shoes, and locker keys

**DAILY ACTIVITIES
ON THE JOB TRAINING**

Day : Tuesday

Date : June 13th, 2023

No	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Farewell event and farewell from apprentice participants to all superiors and departments who have participated in assisting students in carrying out learning at the Apprenticeship site.	Rian Pambudianto, S.Pdi	 PT. IVO MAS TUNGGAL LOBUK GAUNG REFINERY HR.
	Note:		

NO	WORKING	EXPLANATION
1.		<p>A farewell event from the apprenticeship participants to all superiors and all employees at the main office who have participated in accompanying and imparting knowledge to students in carrying out learning at the Internship site. At this event, there were presentations of souvenirs for the company, release and photo session together, and eating together.</p>