

APPRENTICESHIP REPORT
PT. BANK RIAU KEPRI SYARIAH BENGKALIS
BRANCH

LINDA JURIYANTI
5404191199



INTERNATIONAL BUSINESS ADMINISTRATION
STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
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APPROVAL SHEET
PT. BANK RIAU KEPRI SYARIAH BENGKALIS BRANCH

Written as one of the requirements for completing the apprenticeship

LINDA JURİYANTI
5404191199

Bengkalis, June 30th, 2023

**Branch Manager PT Bank
Riau Kepri Syariah Bengkalis
Branch**



brk syariah
berkah syariahnya
Cabang Bengkalis



Badraini
NIK:010393

Advisor



Yanisha Dwi Astari,S.S.,M. Hum
NIP. 199301142022032010

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



Wan Junita Rafiah, B.Sc.,M.Ec.Dev
NIP: 198406142018032001

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Linda Juriyanti
NIM. 5404191199

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The world of education plays an important role in the survival of a nation. Through education, a quality future generation will be produced, who will continue the nation's leadership. Implementation of good and correct education will produce competent graduates and vice versa. National education and its essence is directed at the development of Indonesia as a whole, both physically and spiritually. In terms of needs, quality human development needs to be prepared to participate and contribute to the implementation of development programs that have been planned. One of the efforts to create human beings is through education. Education always experiences changes and improvements in accordance with developments in all areas of life. Efforts to make changes are aimed at bringing the quality of Indonesian education to a better level. One of the factors that support the development and improvement of human resources is through education. Education is a top priority for everyone. Education cannot be separated from learning activities

The apprenticeship is one of the programs listed in the State Polytechnic of Bengkalis curriculum and is carried out in the Semester VIII Diploma IV program. The program is one of the graduation requirements for State Polytechnic of Bengkalis students and is expected to be able to graduate with qualifications, professionalism and a strong work ethic.

This apprenticeship is also part of education which is implied from the actual process based on the practice that has been obtained while in college. So that with this apprenticeship it is hoped that each student can hone skills which include physical, intellectual, social and managerial skills.

State Polytechnic of Bengkalis is a vocational campus that educates students to create competent minds in various fields. State Polytechnic of Bengkalis implements a practical work program that is mandatory for all final semester

students. An apprenticeship or better known as "Practice Work" or abbreviated as KP is a series of activities that include understanding scientific theories/concepts that are applied in work that is in accordance with the field of study. Apprenticeship can also increase students' knowledge and skills and can solve scientific problems in accordance with the theory obtained in college. Apprenticeship are carried out so that students can understand and apply well about their field of study. In addition, so that students can find out the profession and work atmosphere that is in accordance with their study program. So, practical work is a useful forum for students to serve as a tool to gain knowledge and work experience.

According to Riadi Muchlisin (2021), field work practice is a professional stage where a student (participant) who has almost completed his studies (training) formally works in the field under the supervision of a competent administrator for a certain period of time aimed at developing the ability to carry out responsibilities answer.

The apprenticeship is carried out when State Polytechnic of Bengkalis students have completed at least 4 semesters and are declared to have graduated in full. Practical work carried out at least 4 months. Therefore, the author as a student of the International Business Administration Study Program is required to carry out practical work for at least 4 months. And the writer has chosen PT. Bank Riau Kepri Syariah Bengkalis Branch as a place to carry out practical work activities because the writer wants to get the opportunity to apply the theoretical and conceptual knowledge that has been obtained while in college into the real world of work and the writer gets direct experience in applying it.

PT. Bank Riau Kepri Syariah or better known as BRKS Bengkalis is a company that has worked with the banking system since 1961. BRKS Bengkalis is engaged in the banking services business and financial services products. In this program, students are prepared to carry out a series of daily tasks at the apprenticeship.

1.2 Purpose of the Apprenticeship

The purpose of implementing apprenticeship for State Polytechnic of Bengkalis students in the International Business Administration study program have the following objectives:

1. Provide opportunities for students to apply scientific theories/concepts according to their study programs that have been studied in college in an organization/company.
2. Provide opportunities for students to gain practical experience in accordance with the knowledge and skills of their study program.
3. Provide opportunities for students to analyze, examine theories/concepts with the reality of implementing knowledge and skills in an organization/company.
4. Testing the abilities of Bengkalis Polytechnic students (according to related study programs) in knowledge, skills and abilities in applying knowledge and attitudes/behaviors of students at work.
5. Receive feedback from the business world regarding student abilities and the needs of the business world for curriculum development and learning processes for Bengkalis Polytechnic (according to related study programs).

1.3 Significances of the Apprenticeship

The significance of the implementation of apprenticeship activities at the State Polytechnic of Bengkalis are as follows:

1. Students have the opportunity to apply theoretical knowledge/concepts in the real world of work.
2. Students gain practical experience in applying theoretical/conceptual knowledge in accordance with their study program.
3. Students have the opportunity to be able to analyze problems related to knowledge applied in work according to their study program.
4. Bengkalis Polytechnic obtains feedback from organizations/companies on the ability of students taking KP in the world of work.

5. Bengkalis Polytechnic obtains feedback from the world of work for curriculum development and learning processes.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

Bankriaukeprisyarlah.co.id, accessed on July 2023. PT. Bank Riau Kepri Syariah or abbreviated as BRK Syariah is a BUMD sharia banking owned by the Riau and Riau Islands Provincial Government with its head office in Pekanbaru, Riau, Indonesia. By upholding sharia principles, BRK Syariah will no longer carry out conventional business activities. BRK Syariah has been operating in various areas of Riau, Riau Archipelago and outside the region, namely Jakarta. This bank was founded in 1961 under the name PT Bank Pembangunan Daerah Riau. In 1966, PT BAPERI entered BPD Riau, this was due to the regulation of the Regional Development Bank having the status of PD in 1962. Officially, it returned to the status of a Limited Liability Company in 2002.

This bank was previously named Bank Riau Kepri with 2 (two) business units, namely conventional and sharia. Then in 2022 PT Bank Pembangunan Daerah Riau and Riau Islands succeeded in converting from a general conventional bank to a sharia general bank, namely to become PT Bank Pembangunan Daerah Riau and Riau Islands Syaria Syariah (Perseroda) or abbreviated as PT Bank Riau Kepri Syariah.



Figure 2.1 Dang Merdu Tower of Bank Riau Kepri Syariah
Source: riau.harianhaluan.com

Figure 2.1 shows the Dang Merdu Tower of Bank Riau Kepri which is the Head Office of Bank Riau Kepri. In 2004, PT Bank Riau opened PT Bank Riau Syariah, by making an application letter to Bank Indonesia on January 29, 2004, then approved by Bank Indonesia on February 27, 2004. Then on May 21, 2014 PT Bank Riau applied for a Bank operational license Riau Syariah, and received permission in June 2004 to start operations. On July 1, 2004, Riau was divided into two provinces, namely between the Riau Archipelago and the Riau mainland and formed a new province, namely the Riau Archipelago Province, because of its six area. The two provinces were united by a regional bank that was formerly named PT Bank Pembangunan Daerah Riau (BPDR or BAPERI) to become PT Bank Riau Kepri based on the decision of the Extraordinary General Meeting of Shareholders (EGMS) on 26 April 2010, the name PT Bank Pembangunan Daerah Riau was changed become PT.



Figure 2.2 Branch Office of PT. Bank Riau Kepri Syariah Bengkalis Branch
Source: PT. Bank Riau Kepri Syariah Cabang Bengkalis

PT Bank Riau Kepri has approximately 156 (one hundred and fifty six) office networks spread across a number of areas, especially Riau and Riau Islands Provinces, there are 20 (twenty) Main Branch Offices (KCU), 45 (forty five) Branch Offices Assistants (KCP), 58 (fifty eight) Cash Offices, and 35 (thirty five) Shops

plus 300 (three hundred) ATM machines spread across. Figure 2.4 is one of the pictures of the Bengkalis Branch of PT Bank Riau Kepri Syariah Branch Office.

PT Bank Riau Kepri Syariah was established with the intent and purpose of assisting, encouraging economic growth and equitable regional development in all fields in order to achieve an increase in the people's standard of living. PT Bank Riau Kepri Syariah is one of the instruments of regional autonomy in the financial or banking sector and runs its business as a sharia commercial bank. PT Bank Riau Kepri Syariah which has the following functions :

1. As a source of financing for regional development.
2. As a mover and driving force of regional development.
3. As a regional treasury holder or keeping regional money.
4. As a source of regional income.

2.1.1 Bank Riau Kepri Syariah Logo



Figure 2.3 Logo Bank Riau Kepri
Source: id.wikipedia.org

Figure 2.3 is the old logo of Bank Riau Kepri inspired by the natural background and the people of Riau who are very close to aquatic life, the basic idea of the Logo of Bank Riau Kepri is three expanded screens. The sails and the boat symbolize the activities and dynamics of people's lives in relation to water transportation. Expanding screen is an interpretation of:

1. A distinctive regional symbol.
2. The spirit of maintaining firmness (in faith).
3. The maintenance of integrity in the unity of identity.
4. Readiness to sail the journey (towards a better destination).

The three expanded screens are a symbol of the philosophy of Steadfast, Whole, and Growing, the identity of Bank Riau Kepri as the foundation for all of its activities:

1. Steadfast

The representation of something that is strong, sturdy and not easily shaken. With a firm spirit, Bank Riau embodies integrity as a bank that adheres to the prevailing norms of faith. Consistency with agreed commitments, as well as being firm in policy (directing the vision and carrying out the mission).

2. Whole

Describes the integration between several elements that unite so that they become whole and solid and compact in one synergy. As a regional bank, Bank Riau continues to foster interaction between Bank Riau personnel and partnerships with the community/customers (Stakeholders) through cooperation and good service.

3. Grow

Bank Riau continues to grow, Forward, Progressive, Dynamic, Credible with superior performance and excellent performance, as well as being innovative according to the needs of society and the times.

Then added with the tagline "Grow and Develop Business," and accompanied by a characteristic Malay color, namely:

1. Yellow: Reflection of hope for success, excellence, and glory.
2. Red: Express the spirit of work (active), the spirit of struggle and productivity.
3. Black: Synonymous with firmness, firm, formal, polite and steady.



Figure 2.4 Logo BRK Syariah
Source: id.wikipedia.org

Figure 2.4 is the new logo of Bank Riau Kepri Syariah, with the issuance of the new logo of Bank Riau Kepri Syariah after the conversion to Islamic banking, there have been striking changes. Namely the icon of 3 boats and sails that has been reduced to 1. With that new logo adapted to the new Malay characteristics with the philosophy of Tanjak/Tengkolok and the Lancang Kuning Boat, and the addition of green as a complement to Malay characteristics and becoming Islamic banking. The BRK Syariah tagline is “Blessings for All”.

2.2 Vision and Mission

Every company must have a vision and mission to realize its goals and objectives as the driving force for carrying out their respective programs, as well as PT Bank RiauKepri Syariah. The following is the vision and mission of PT Bank Riau Kepri Syariah Bengkalis Branch:

1. Vision

Vision is a long view or goal of a company regarding what must be done to achieve goals in the future. Bank Riau Kepri Syariah has a vision to create an Inclusive, Resilient and Modern Sharia Bank, the people's first choice that contributes significantly to sustainable regional development.

2. Mission

Mission is a statement about what the company should do. In an effort to realize the vision and mission are also defined as the goals and reasons why

the company was created. The following is the mission of PT Bank Riau Kepri Syariah:

- a. Encouraging sustainable regional economic growth towards national economic development.
- b. Providing sharia-based financial service solutions supported by the latest technology.
- c. Strengthening the development of micro, small and medium enterprises to achieve the welfare of the people.
- d. Manage regional funds and the national business world optimally and professionally.
- e. Develop quality human resources who are ready to face the transformation in universal sharia values.

2.3 Kind of Business

Business is a series of businesses carried out by individuals or groups by offering goods and services for profit (profit). The meaning of business can also be defined as providing goods and services for the smooth running of the economic system. This definition is written in the book Introduction to Business by Hadion Wijoyo, et al.

In a broad sense, the notion of business is a general term that describes all activities and institutions that produce goods and services in everyday life. In conclusion, the notion of business contains 4 aspects namely, producing goods and services, earning profits, a business activity and meeting people's daily needs..

There are many types of business, such as agrarian business, industrial business, trade business, service sector business, mining sector business, tourism business, agricultural business, raw material production business, manufacturing business, construction business, transportation business, communication business, and financial business. In the practical work activities carried out, the business type of PT Bank Riau Kepri Syariah is a financial or banking business. The financial business is a business in the financial sector that helps the community in terms of capital credit, insurance, planning and property ownership loans.

The activities of PT Bank Riau Kepri Syariah are banks that run their business based on the principles established by law and aim to meet the needs of banking services. In its implementation, PT Bank Riau Kepri Syariah provides products and services with a sharia system that can be utilized by customers. One of the products provided by PT Bank Riau Kepri Syariah is the Sinar Savings product, which is a rupiah currency deposit with mudharabah and wadiah contracts, has a light initial deposit and is equipped with ATM card facilities, BRK Mobile, SMS Banking and is included in every program. lottery. Furthermore, the business carried out by PT Bank Riau Kepri Syariah is also based on Law no. 21 of 2008 concerning Islamic Banking, Islamic banks are banks that carry out business activities based on sharia principles or Islamic law principles. The Islamic sharia principles referred to include the principles of justice and balance ('adl wa tawazun), benefit (maslahah), universalism (alamiyah), and do not contain gharar, maysir, usury, unjust and unlawful objects, as stipulated in the fatwa of the Ulema Council Indonesia.

In addition, the Sharia Banking Act also gives a mandate to Islamic banks to always carry out social functions as well as carry out functions such as baitul mal institutions. Baitul mal institution, namely an institution that receives funds from zakat, infaq, alms, grants, or other social funds and distributes them to waqf managers (nazhir) according to the will of the waqf giver (wakif), Islamic Bank businesses include:

1. Funding; funds originating from the public in the form of current accounts, deposits, savings and other forms.
2. Loans; distribution and placement of credit with other banks.
3. Bank activities or services; remittances, collections, bank guarantees, pension payments, telephone, electricity, taxes, and others.

The company PT Bank Riau Kepri Syariah also carries out its business activities based on sharia principles which in its activities do not provide services in payment traffic. The company PT Bank Riau Kepri Syariah carries out credit activities with the aim of meeting the needs of banking services and to support the

economic activities of society in general. The types of credit offered to customers are Multipurpose Credit (KAG), Micro Business Credit (KUM), Home Ownership Credit (KPR), and People's Business Credit (KUR).

2.4 Structure of Organization

Organizational structure is the arrangement and relationship between parts of a company. With the existence of an organizational structure, employees can clearly know their duties, authorities and responsibilities so that effective and efficient cooperation can be established to achieve company goals. Organizational structure of PT. Bank Riau Kepri Syariah Bengkalis Branch is regulated according to their respective duties and responsibilities. The organizational structure of PT> Bank Riau Kepri Syariah Branch of Bengkalis as a whole where the author carries out practical work (KP) can be seen in the following figure:

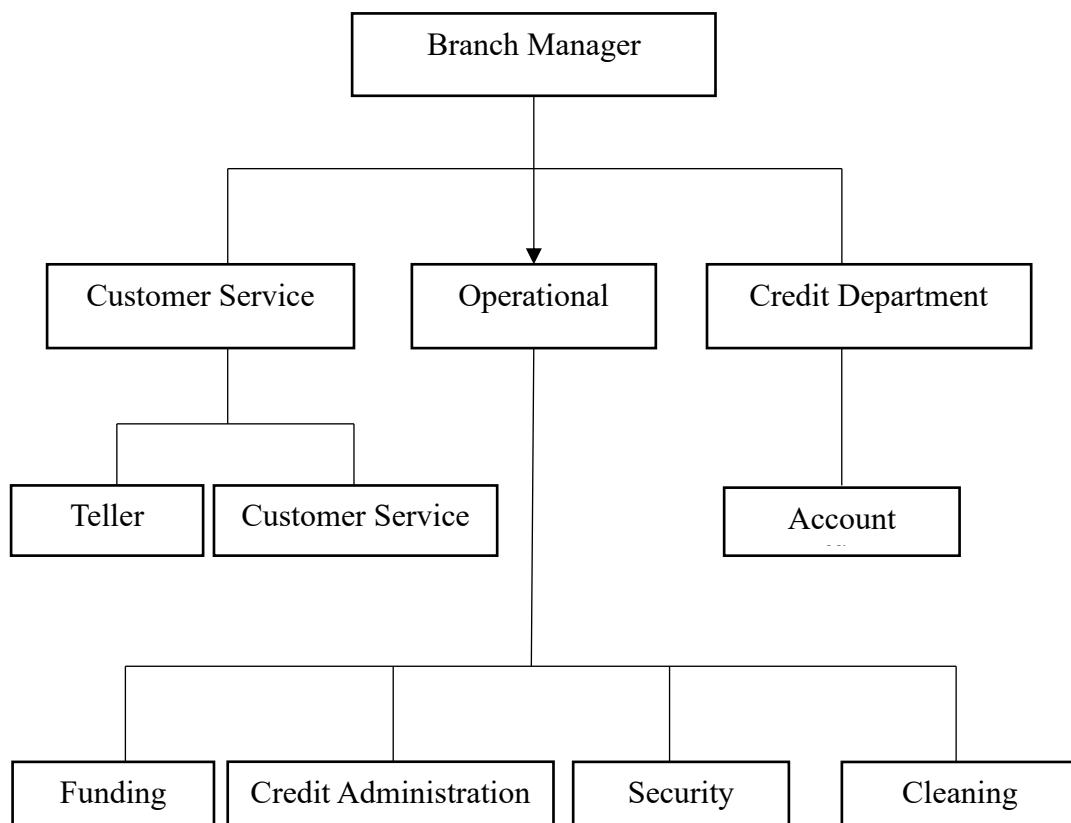


Figure 2.5 Organizational Structure of PT. Bank Riau Kepri Syariah

Source: Processed Data, 2023

Each position in the organizational structure has its own responsibilities and duties to achieve organizational goals. This is a description of each position:

1. Branch Manager

As the name suggests branch manager which means branch manager, he is responsible for all matters at the branch office and ensures that the targets of the branch office are met in a timely manner. The branch manager is also responsible for the success and failure of the branch office. As a leader of a branch office, all operations in it are his duties and responsibilities, including how to manage existing resources.

2. Operational and Customer Service Section Leader

The operational executor is the section head responsible for bank operations at PT. Bank Riau Kepri, the Operations Section includes all activities or transactions that occur on that day that they can know and are material in managing accounting by reporting transactions every day.

3. Marketing Section Leader

Marketing section leader is one of the structural positions within a marketing team. This position will lead all the company's marketing campaigns and set the right marketing strategy. This very large role makes them have a vital position for a company.

4. Accounting and General Executive

The section in charge of making financial reports for Bank Riau Kepri Capem Duri, bookkeeping for all types or services provided, hiring employees, checking office needs, paying employee salaries, and employee absences.

5. Administration Credit

Credit Administration is a series of unified activities of various activities from various components that are systematically interconnected in the implementation of the credit granting process, starting from the process of applying for credit to providing credit information for a bank.

6. Customer Service

The section in charge of serving customers for opening new accounts in the types of savings, deposits and current accounts. Provide information to customers who want to know their account numbers at Bank Riau Kepri Syariah Bengkalis Branch.

7. Teller

The section in charge of serving customers who save on types of savings and cash transfers. Record all proof of transactions and together with operational officers open and close the safe, and calculate the money that will be stored in the safe.

8. Security

Creating safe and comfortable conditions in the office environment, both during operating hours and outside of operating hours. Assist customer service during operating hours. Maintain, maintain and operate the generator engine, including ensuring the availability of fuel. Security is also tasked with ensuring the effective and efficient use of electricity outside of operating hours. Also responsible for ensuring the condition of the customer's vehicle is safe and thinks in an orderly manner.

9. Cleaning Service

Office cleaners are responsible for the cleanliness and maintenance of the office building and office facilities and inventory. Organize and maintain the stock of office logistics needs. In addition, he is also in charge of arranging the delivery of letters or goods, as well as assisting in maintaining and assisting customer service.

10. Driver

The section that delivers employees from all parts of the main branch offices, service offices or other places related to the smooth performance of PT Bank Riau Kepri Syariah Bengkalis Branch.

2.5 Scope of PT. Bank Riau Kepri Syariah Bengkalis Branch

As for other services PT. Bank Riau Kepri Pekanbaru Sharia Branch is clearing, Bank Guarantee iB, Bank References, Bank Support Letters, Collections, Transfers. In addition, in its development or operation, Bank Riau Kepri Syariah offers several products that are managed according to the label, namely Bank Riau Kepri Syariah, the products offered are products that are in accordance with Islamic demands and teachings. The product in question is as follows:

1. Sector Fundraising
 - a. Wadiah Giro, namely deposits or third party deposits at a bank where withdrawals can be made at any time without prior notification to the bank by using withdrawals in the form of checks, giro bills, receipts, or other means of payment.
 - b. Dhuha Wadiah Savings, namely pure savings or deposits from one party to another, both individuals and legal entities, which must be maintained and returned whenever the depositor wishes.
 - c. Mudharabah deposits, namely bank deposits provided by third parties where there is no prohibition for the bank to use the funds collected, and there are no requirements from the customer to the bank regarding the use of these funds by the bank. Withdrawals can only be made within a certain time according to the agreement between the customer and the bank.
2. Fund Financing Sector
 - a. Mudharabah financing, or buying and selling at a loss to customers and banks. With additional financing (cost + margin) that has been agreed between the two parties (customer and bank) provided that the seller notifies in advance the cost of goods and mentions the desired profit.
 - b. Mudharabah and Musyarakah (profit sharing) financing, namely cooperation agreements between two or more parties to do business. In certain cases, each party provides funds or an agreement that profits or risks will be shared according to the agreement.

- c. Prima Syariah Commercial Financing, namely financing provided by Bank Riau Kepri Syariah for the business sector. The main targets for this financing are traders, supermarkets, construction equipment, restaurant needs, equipment in pharmacies, workshops and others.
 - d. Karya Prima Syariah financing, namely working capital financing based on contracts, for financing provided to assist partners in obtaining additional working capital in the context of implementing protection based on work contracts with government agencies or other.
 - e. Financing provided by Bina Prima Syariah by Bank Riau Kepri Syariah to business entities to help smooth new businesses, expand or modernize. This financing includes the procurement of machinery, heavy equipment, transportation services, hospitals, as well as the construction of shophouses, factories and workshops. This productive financing. While the consumptive nature of financing contained in Bank Riau Kepri Syariah is:
 - a. Motor vehicle ownership financing through Murabahah
 - b. Murabaha home ownership financing
3. Other financing includes ijarah, salam and others,
 4. Deposits in the form of deposits using Mudharabah contracts or Wadiah contracts can provide convenience to customers in making cash withdrawals and deposits at each Office Unit of Bank Riau Kepri Syariah. Customers who open Sinar IB Mudharabah or Wadiah Savings are also given ATM Debit card facilities, so that they can transact at Merchant Prima. will get the BRK Mobile application, where the BRK Mobile application will make it easier for customers to make financial transactions, be it transfers between Bank Riau Kepri Syariah and between other banks, prepaid credit payments, Telkom Pay payments, motor vehicle tax payments.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The tasks given during the apprenticeship at PT. Bank Riau Kepri Syariah Bengkalis Branch for 6 (six) months which was carried out from 2 January 2023 to 30 June 2023 in general in the customer service and financing admin section as follows:

In the customer service section, the author has the following authorities and responsibilities:

1. Register for an ATM card
2. Check register
3. Mudharabah Savings Register
4. Register Wadiah Savings
5. Register Simple
6. Sinar Savings Register
7. Register SMS Banking, BRK Mobile, Customer Complaints
8. Archive customer deposit files
9. Recapitulate the number of outgoing ATM cards

In the Funding Admin section, the author is given the authority and responsibility as follows:

1. Register PAG dan MKM
2. Register SPPD
3. Register and archiving of incoming letters
4. Register and filing of exit letters

3.2 Place of Apprenticeship

The apprenticeship is carried out after completing semester VIII, while the apprenticeship lasted for approximately 6 (six) months, starting from 02 January 2023 to 30 June 2023 at PT. Bank Riau Kepri Syariah Bengkalis Branch which is located on Jl. Heroes, Bengkalis District, Bengkalis Regency, Riau Province. With entry requirements from 07.30 to 17.00 for Monday-Friday.

Table 3.1 Daily Activities January 02, 2023 to January 06, 2023

Day/Date	Activities Description	Task Assignor
Monday January 02, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 5. Register the CEK book and make a CEK book 6. Recap the outgoing ATM card 7. Archives file 	Customer service department
Tuesday January 03, 2023	Permission to Campus	-
Wednesday January 04, 2023	<ol style="list-style-type: none"> 1. Wadiah book register 2. Mudarabah book register 3. Register of customer complaints 4. Register for the BRK Mobile application 5. ATM card register 6. Recap the outgoing ATM card 7. Archives file 	Customer service department
Thursday January 05, 2023	<ol style="list-style-type: none"> 1. Mudarabah book register 2. Wadiah book register 3. ATM card register 4. Register for the BRK Mobile application 5. Register of outgoing mail 6. Recap the outgoing ATM card 7. Archives file 	Customer service department
Friday January 06, 2023	<ol style="list-style-type: none"> 1. Mudarabah book register 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. Register for the BRK Mobile application 6. Simpeda book register 7. Recap of outgoing ATM cards 8. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.1 Table 3.3 is the Author's First Week of apprenticeship. This week the author is registering customer savings books and other activities that have been studied.

Table 3.2 Daily Activities January 09, 2023 to January 13, 2023

Day/Date	Activities Description	Task Assignor
Monday January 09, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to change the wadiah book 8. Recap of outgoing ATM cards 9. Archives file 	Customer service department
Tuesday January 10, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file 	Customer service department
Wednesday January 11, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. Simpeda book register 4. Giro register 5. BRK Mobile Register 6. ATM card register 7. Recap of outgoing ATM cards 8. Archives file 	Customer service department
Thursday January 12, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register to replace the CEK book and create a CEK book 5. Recap the outgoing ATM card 6. Archives file 	Customer service department
Friday January 13, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register of change of mudharabah book 6. BRK Mobile Register 7. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.2 is the author's second week practice activity. This week the author registered the customer's savings book and is the same as the previous week's activities, there is also an additional way to register a current account and

understand what is an Islamic demand deposit, and register to replace a customer's savings book that has run out.

Table 3.3 Daily Activities January 16, 2023 to January 20, 2023

Day/Date	Activities Description	Task Assignor
Monday January 16, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register of change of mudharabah book 6. BRK Mobile Register 7. Archives file 	Customer service department
Tuesday January 17, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register of deposits 6. Register of change of mudharabah book 7. Archives file 	Customer service department
Wednesday January 18, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro Register 6. Register the CEK book and create a CEK book 7. Register to change the wadiah book 8. Archive files 	Customer service department
Thursday January 19, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. Giro register 4. BRK Mobile Register 5. Register of customer complaints 6. ATM card register 7. Archives file 	Customer service department
Friday January 20, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. BRK Mobile Register 4. ATM card register 5. Register of customer complaints 6. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.3 is the author's third week of apprenticeship. This week the author registered the customer's savings book the same as the previous week's activities. There is also an additional way to register simple savings and understand what simple savings are, this week the author does not recap ATM cards out like the

previous week because older siblings who get pickets to recap ATM cards want to recap themselves.

Table 3.4 Daily Activities January 23, 2023 to January 27, 2023

Day/Date	Activities Description	Task Assignor
Monday January 23, 2023	Lunar New Year holidays	-
Tuesday January 24, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. Register of customer complaints 4. Register for the BRK Mobile application 5. ATM card register 6. Recap the outgoing ATM card 7. Archives file 	Customer service department
Wednesday January 25, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. Simpeda book register 4. Register of deposits 5. BRK Mobile Register 6. ATM card register 7. Recap of outgoing ATM cards 8. Archives file 	Customer service department
Thursday January 26, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register of change of mudharabah book 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file 	Customer service department
Friday January 27, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.4 is the author's fourth week of apprenticeship. This week the author registered the customer's savings book, the same as the previous week's activities.

Table 3.5 Daily Activities January 30, 2023 to February 03, 2023

Day/Date	Activities Description	Task Assignor
Monday January 30, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register to change the wadiah and mudharabah book 6. BRK Mobile Register 	Customer service department

	<ol style="list-style-type: none"> 7. Recap of outgoing ATM cards 8. Archives file 	
Tuesday January 31, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register to change the mudharabah book 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file 	Customer service department
Wednesday January 01, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to change the simpeda book 8. Recap of outgoing ATM cards 9. Archives file 	Customer service department
Thursday January 02, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register to change the mudharabah book 6. BRK Mobile Register 7. Archives file 	Customer service department
Friday January 03, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.5 is the author's fifth week of apprenticeship. This week the author registered the customer's savings book, the same as the previous week's activities.

Table 3.6 Daily Activities February 06, 2023 to February 10, 2023

Day/Date	Activities Description	Task Assignor
Monday February 06, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. ATM card register 4. Register to change the wadiah book 5. BRK Mobile Register 6. Recap the outgoing ATM card 7. Archives file 	Customer service department
Tuesday February 07, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 	Customer service department

	<ol style="list-style-type: none"> 5. Register the CEK book and make a CEK book 6. Recap the outgoing ATM card 7. Archives file 	
<p style="text-align: center;">Wednesday February 08, 2023</p>	<ol style="list-style-type: none"> 1. Wadiah book register 2. Register of youth savings 3. ATM card register 4. Register for the BRK Mobile application 5. Register of outgoing mail 6. Recap the outgoing ATM card 7. Archives file 	Customer service department
<p style="text-align: center;">Thursday February 09, 2023</p>	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file 	Customer service department
<p style="text-align: center;">Friday February 10, 2023</p>	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. Register of mudharabah books 4. ATM card register 5. Register to change the CEK book and create a CEK book 6. Recap the outgoing ATM card 7. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.6 is the author's sixth week of apprenticeship. This week the author registered a customer savings book the same as the previous week's activities, there is also an additional way to register a youth savings book and understand what youth savings are.

Table 3.7 Daily Activities February 13, 2023 to February 17, 2023

Day/Date	Activities Description	Task Assignor
<p style="text-align: center;">Monday February 13, 2023</p>	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to change the wadiah book 8. Recap of outgoing ATM cards 9. Archives file 	Customer service department
<p style="text-align: center;">Tuesday February 14, 2023</p>	<ol style="list-style-type: none"> 1. Wadi'ah book register 2. Register of mudharabah books 3. Register of customer complaints 4. Register for the BRK Mobile application 5. ATM card register 6. Recap the outgoing ATM card 	Customer service department

	7. Archives file	
Wednesday February 15, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file 	Customer service department
Thursday February 16, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. Register for the BRK Mobile application 6. Simpeda book register 7. Recap of outgoing ATM cards 8. Archives file 	Customer service department
Friday February 17, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.7 is the author's seventh week of apprenticeship. This week the author registered the customer's savings book the same as the previous week's activities.

Table 3.8 Daily Activities February 20, 2023 to February 24, 2023

Day/Date	Activities Description	Task Assignor
Monday February 20, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register to change the CHECK book and create a CHECK book 6. Giro register 7. Savings book register is simple 8. Register to change the wadiah book 9. Scan conventional contract agreement (SPAK) 10. Recap of the outgoing ATM card 11. Archives file 	Customer service department
Tuesday February 21, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 	Customer service department

	<ol style="list-style-type: none"> 7. Scan conventional contract agreement (SPAK) 8. Recap of outgoing ATM cards 9. Archives file 	
<p style="text-align: center;">Wednesday February 22, 2023</p>	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 5. Register the CEK book and make a CEK book 6. Scan conventional contract agreement (SPAK) 7. Recap the outgoing ATM card 8. Archives file 	Customer service department
<p style="text-align: center;">Thursday February 23, 2023</p>	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Scan conventional contract agreement (SPAK) 8. Archives file 	Customer service department
<p style="text-align: center;">Friday February 24, 2023</p>	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 5. Register to replace the CEK book and create a CEK book 6. Scan conventional contract agreement (SPAK) 7. Recap the outgoing ATM card 8. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.8 represents the author's eighth week of apprenticeship. This week the author registers the customer's savings book the same as the previous week's activities and there is an addition to scan conventional contract agreements for customers who will be transferred from conventional to syariah.

Table 3.9 Daily Activities February 27, 2023 to March 03, 2023

Day/Date	Activities Description	Task Assignor
<p style="text-align: center;">Monday February 27, 2023</p>	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Register the CEK book and make a CEK book 7. Register to change the wadiah book 8. Archives file 	Customer service department

Tuesday February 28, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. Register of youth savings book 5. ATM card register 6. Register to replace the simpeda book 7. BRK Mobile Register 8. Archives file 	Customer service department
Wednesday March 01, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Customer complaints on BRK Mobile 8. Recap of outgoing ATM cards 9. Archives file 	Customer service department
Thursday March 02, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Archives file 	Customer service department
Friday March 3, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.9 is the author's ninth week of apprenticeship. This week the author registered the same customer savings book as the previous week.

Table 3.10 Daily Activities March 06, 2023 to March 10, 2023

Day/Date	Activities Description	Task Assignor
Monday March 06, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to replace the simpeda book 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 	Customer service department
Tuesday March 07, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 	Customer service department

	<ol style="list-style-type: none"> 5. Register the CEK book and make a CEK book 6. Giro register 7. BRK Mobile customer complaints 8. Register to replace the simpeda book 9. Recap of the outgoing ATM card 10. Signature verification stamp 11. Archives file 	
<p>Wednesday March 08, 2023</p>	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archives file 	Customer service department
<p>Thursday March 09, 2023</p>	<ol style="list-style-type: none"> 1. Register of wadi'ah books 2. Register of mudharabah books 3. Register of customer complaints 4. Register for the BRK Mobile application 5. BRK Mobile customer complaints 6. ATM card register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archives file 	Customer service department
<p>Friday March 10, 2023</p>	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.10 is the author's tenth week of apprenticeship. This week the author registered the customer's savings book the same as the previous week's activities.

Table 3.11 Daily Activities March 13, 2023 to March 17, 2023

Day/Date	Activities Description	Task Assignor
<p>Monday March 13, 2023</p>	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Register of deposits 7. Register for Simpeda and simple books 8. Signature verification stamp 9. Archives file 	Customer service department

Tuesday March 14, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Change of register for mudharabah and youth books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Signature verification stamp 9. Recap of the outgoing ATM card 10. Archives file 	Customer service department
Wednesday March 15, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 	Customer service department
Thursday March 16, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Register the CEK book and make a CEK book 7. Register to change the wadiah book 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 	Customer service department
Friday March 17, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. BRK Mobile customer complaints 6. Register for the BRK Mobile application 7. Simpeda book register 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.11 is the author's eleventh week of apprenticeship. This week the author registered the customer's savings book the same as the previous week's activities.

Table 3.12 Daily Activities March 20, 2023 to March 24, 2023

Day/Date	Activities Description	Task Assignor
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Monday March 20, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 	Customer service department
Tuesday March 21, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. Register of books is simple 5. Register of youth books 6. ATM card register 7. Register for mudharabah books 8. BRK Mobile Register 9. Recap of the outgoing ATM card 10. Signature verification stamp 11. Archives file 	Customer service department
Wednesday March 22, 2023	Silent holy day	-
Thursday March 23, 2023	Holiday with the holy day of silence	-
Friday March 24, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. BRK Mobile Register 5. BRK Mobile customer complaints 6. Register of outgoing mail 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.12 is the author's twelfth week of apprenticeship. This week the author registered the customer's savings book the same as the previous week's activities.

Table 3.13 Daily Activities March 27, 2023 to March 31, 2023

Day/Date	Activities Description	Task Assignor
Monday March 27, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Deposit register 6. Register to replace the CEK book and create a CEK book 7. Register for mudharabah and simpeda books 8. Signature verification stamp 	Customer service department

	9. Archives file	
Tuesday March 28, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Register of customer complaints 3. Wadiah book register 4. ATM card register 5. BRK Mobile customer complaints 6. Register for mudharabah books 7. BRK Mobile Register 8. Signature verification stamp 9. Archives file 	Customer service department
Wednesday March 29, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. Register of educational light books 4. Giro register 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. ATM card register 8. Signature verification stamp 9. Archives file 	Customer service department
Thursday March 30, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. Simple book register 4. BRK Mobile Register 5. ATM card register 6. Register of customer complaints 7. Signature verification stamp 8. Archives file 	Customer service department
Friday March 31, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register for mudharabah books 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Signature verification stamp 8. Archives file 	Customer service department

Source: Processed Data 2023

Table 3.13 is the author's thirteenth week of apprenticeship. This week the author registered the customer's savings book, the same as the activity in the previous week, and there is an additional way to register for Sinar Pendidikan savings and understand what Sinar Pendidikan savings are.

Table 3.14 Daily Activities April 03, 2023 to April 07, 2023

Day/Date	Activities Description	Task Assignor
Monday April 03, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Simple book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Signature verification stamp 7. Archives file 	Customer service section

Tuesday April 04, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. BRK Mobile Register 6. Change of youth book register and mudharabah 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files 	Customer service section
Wednesday April 05, 2023	<ol style="list-style-type: none"> 1. Wadiah book register 2. ATM card register 3. Register of customer complaints 4. Register of deposits 5. Register for mudharabah and wadiah books 6. Recap the outgoing ATM card 7. Signature verification stamp 8. Archive files 	Customer service section
Thursday April 06, 2023	<ol style="list-style-type: none"> 1. Wadiah book register 2. Register of mudharabah books 3. Register of customer complaints 4. BRK Mobile Register 5. BRK Mobile customer complaints 6. ATM card register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files 	Customer service department
Friday April 07, 2023	Good Friday	-

Source: Processed Data 2023

Table 3.14 is the author's fourteenth week of apprenticeship. This week the author registered the customer's savings book the same as the previous week's activities.

Table 3.15 Daily Activities April 10, 2023 to April 14, 2023

Day/Date	Activities Description	Task Assignor
Monday April 10, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register for the BRK Mobile application 5. Register of outgoing mail 6. Recap the outgoing ATM card 7. Signature verification stamp 8. Archive files 	Customer service section
Tuesday April 11, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 	Customer service section

	<ol style="list-style-type: none"> 6. Signature verification stamp 7. Archive files 	
<p>Wednesday April 12, 2023</p>	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah and wadiah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Archive files 	Customer service section
<p>Thursday April 13, 2023</p>	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Simple book register 3. ATM card register 4. Register of customer complaints 5. Register of deposits 6. Giro register 7. Recap of outgoing ATM cards 8. Archive files 	Customer service section
<p>Friday April 14, 2023</p>	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Register to change the CHECK book and create a CHECK book 7. Register to change the wadiah book 8. Recap of outgoing ATM cards 9. BRK Mobile Register 10. BRK Mobile customer complaints 11. Archive files 	Customer service section

Source: Processed Data 2023

Table 3.15 is the author's fifteenth week of apprenticeship. This week the author registers the customer's savings book the same as the previous week's activities.

Table 3.16 Daily Activities April 17, 2023 to April 21, 2023

Day/Date	Activities Description	Task Assignor
<p>Monday April 17, 2023</p>	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadi'ah book register 3. Registration of outgoing mail 4. ATM card register 5. Register the CEK book and make a CEK book 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files 	Customer service section
<p>Tuesday April 18, 2023</p>	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 	Customer service section

	<ol style="list-style-type: none"> 3. Wadiah book register 4. ATM card register 5. Register for mudharabah, wadiah and simple books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files 	
Wednesday April 19, 2023	Eid Al-Fitr Holiday	-
Thursday April 20, 2023	Eid Al-Fitr Holiday	-
Friday April 21, 2023	Eid Al-Fitr Holiday	-

Source: Processed Data 2023

Table 3.16 is the author's sixteenth week of apprenticeship. This week the author registered the customer's savings book, the same as the previous week's activities.

Table 3.17 Daily Activities April 24, 2023 to April 28, 2023

Day/Date	Activities Description	Task Assignor
Monday April 24, 2023	Eid Al-Fitr Holiday	-
Tuesday April 25, 2023	Eid Al-Fitr Holiday	-
Wednesday April 26, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register to replace the CEK book and create a CEK book 6. Register for wadiah and mudharabah books 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files 	Customer service section
Thursday April 27, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register to change the wadiah book 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files 	Customer service section
Friday April 28, 2023	<ol style="list-style-type: none"> 1. Wadi'ah book register 2. Register of mudharabah books 3. Register of customer complaints 4. BRK Mobile Register 5. ATM card register 6. Recap the outgoing ATM card 	Customer service section

	7. Signature verification stamp 8. Archive files	
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Source: Processed Data 2023

Table 3.17 is the author's seventeenth week of apprenticeship. This week the author registered the customer's savings book, the same as the previous week's activities.

Table 3.18 Daily Activities May 01, 2023 to May 05, 2023

Day/Date	Activities Description	Task Assignor
Monday May 01, 2023	International Labor Day	-
Tuesday May 02, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Signature verification stamp 7. Archive files	Customer service section
Wednesday May 03, 2023	1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register for mudharabah and wadiah books 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files	Customer service section
Thursday May 04, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah and simple books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files	Customer service section
Friday May 05, 2023	1. Mudharabah book register 2. Wadiah book register 3. BRK Mobile Register 4. ATM card register 5. Register of customer complaints 6. Archives file	Customer service section

Source: Processed Data 2023

Table 3.18 is the author's eighteenth week of apprenticeship. This week the author registered the customer's savings book, the same as the previous week's activities.

Table 3.19 Daily Activities May 08, 2023 to May 12, 2023

Day/Date	Activities Description	Task Assignor
Monday May 08, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Archives file 	Customer service section
Tuesday May 09, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register for mudharabah and wadiah books 5. BRK Mobile Register 6. Recap the outgoing ATM card 7. Signature verification stamp 8. Archives file 	Customer service section
Wednesday May 10, 2023	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. Register of youth books 4. BRK Mobile Register 5. ATM card register 6. Register of customer complaints 7. Signature verification stamp 8. Archives file 	Customer service section
Thursday May 11, 2023	<ol style="list-style-type: none"> 1. PAG file register entries 2. Register of customer collateral handover 3. Separating contract agreements for customers and for the bank 4. Archives file 	Financing admin section
Friday May 12, 2023	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of branch office exit letters 3. Archives file 	Financing admin section

Source: Processed Data 2023

Table 3.19 is the author's nineteenth week of apprenticeship. This week the author registered the customer's savings book the same as in the previous week. And there are tasks given from the financing admin section, one of which is registering the incoming PAG file and being able to understand how the performance is in the financing admin section.

Table 3.20 Daily Activities May 15, 2023 to May 19, 2023

Day/Date	Activities Description	Task Assignor
Monday May 15, 2023	<ol style="list-style-type: none"> 1. PAG file register entry 2. Attach a stamp duty on the loan agreement contract sheet 3. Separating contract agreements for customers and for the bank 	Financing admin section

	4. Put the PK number in the file folder	
Tuesday May 16, 2023	1. Register of customer collateral handover 2. Archives file	Financing admin section
Wednesday May 17, 2023	1. PAG file register entry 2. Register of general outgoing mail 3. Archives file 4. Separating SP2D	Financing admin section
Thursday May 18, 2023	Public Holiday (Jesus Christ)	-
Friday May 19, 2023	1. Register of customer collateral handover 2. PAG file register is entered 3. Archives file	Financing admin section

Source: Processed Data 2023

Table 3.20 is the author's twentieth week of apprenticeship. This week the author registered the PAG file that comes from the Accounting Officer section to the Financing Admin. And there is an addition to separate the SP2D (Warrant for Disbursement of Funds) from the Kasda section.

Table 3.21 Daily Activities May 22, 2023 to May 26, 2023

Day/Date	Activities Description	Task Assignor
Monday May 22, 2023	1. Register a customer savings block 2. Stick a stamp on the PAG agreement sheet 3. Archives file 4. Separating contract agreements for customers and for the bank	Financing admin section
Tuesday May 23, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Archives file 4. Register customer savings blocks	Financing admin section
Wednesday May 24, 2023	1. Separating SP2D 2. Archives file 3. Stick a stamp on the KUR contract agreement sheet	Financing admin and kasda section
Thursday May 25, 2023	1. Separating SP2D 2. Archives file 3. Stick a stamp on the KUR contract agreement sheet	Financing admin and kasda section
Friday May 26, 2023	1. PAG file register entry 2. Stick a stamp on the KUR contract agreement sheet 3. Archives file	Financing admin section

Source: Processed Data 2023

Table 3.21 is the author's twenty-first week of apprenticeship. This week the author registered the PAG file that comes from the Account Officer section to the Financing Admin section, the same as the activities in the previous week.

Table 3.22 Daily Activities May 29, 2023 to June 02, 2023

Day/Date	Activities Description	Task Assignor
Monday May 29, 2023	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of customer collateral handover 3. Stick a stamp on the KUR contract agreement sheet 4. Archives file 	Financing admin section
Tuesday May 30, 2023	<ol style="list-style-type: none"> 1. Separating SP2D 2. Register customer savings blocks 3. Archives file 4. Separation of invoices for the PAG treasurer 	Financing admin section
Wednesday May 31, 2023	Sick Leave	-
Thursday June 01, 2023	Public Holiday (Pancasila day)	-
Friday June 02, 2023	Public Holiday Vesak (Buddha's Anniversary)	-

Source: Processed Data 2023

Table 3.22 is the author's twenty-second week of apprenticeship. This week the author registered the incoming PAG file from the Account Officer section to the Financing Admin section, the same as in the previous week.

Table 3.23 Daily Activities June 05, 2023 to June 09, 2023

Day/Date	Activities Description	Task Assignor
Monday June 05, 2023	<ol style="list-style-type: none"> 1. PAG file register entry 2. Stick a stamp on the KUR contract agreement sheet 3. Archives file 4. Separating contract agreements for customers and for the bank 	Financing admin section
Tuesday June 06, 2023	<ol style="list-style-type: none"> 1. Register of customer collateral handover 2. Attach a stamp duty on the PAG contract agreement sheet 3. Attach a stamp duty on the KUR contract agreement sheet 4. Archives file 5. Separating contract agreements for customers and for the bank 	Financing admin section
Wednesday June 07, 2023	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of customer collateral handover 	Financing admin section

	<ol style="list-style-type: none"> 3. Attach a stamp duty on the KUR contract agreement sheet 4. Archives file 5. Separating contract agreements for customers and for the bank 	
<p style="text-align: center;">Thursday June 08, 2023</p>	<ol style="list-style-type: none"> 1. Attach a stamp duty on the PAG contract agreement sheet 2. PAG file register is entered 3. Separating contract agreements for customers and for the bank 4. Archives file 	Financing admin section
<p style="text-align: center;">Friday June 09, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Attach a stamp duty on the KUR agreement sheet 3. Separating contract agreements for customers and for the bank 4. Archives file 5. Separating SP2D 	Financing admin and kasda section

Source: Processed Data 2023

Table 3.23 is the author's twenty-third week of apprenticeship. This week the author registered the PAG file that comes from the Account Officer section to the Financing Admin, the same as the previous week's activities.

Table 3.24 Daily Activities June 12, 2023 to June 16, 2023

Day/Date	Activities Description	Task Assignor
<p style="text-align: center;">Monday June 12, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Archives file 6. Separating contract agreements for customers and for the bank 	Financing admin section
<p style="text-align: center;">Tuesday June 13, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Archives file 6. Separating contract agreements for customers and for the bank 	Financing admin section
<p style="text-align: center;">Wednesday June 14, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Separating SP2D 6. Date stamp on each SP2D 	Financing admin and kasda section

	<ol style="list-style-type: none"> 7. Archives file 8. Separating contract agreements for customers and for the bank 	
<p>Thursday June 15, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the PAG contract agreement sheet 4. Date stamp on each SP2D 5. Archives file 6. Separating contract agreements for customers and for the bank 	Financing admin and kasda section
<p>Friday June 16, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Attach a stamp duty on the PAG contract agreement sheet 3. Archives file 4. Separating contract agreements for customers and for the bank 	Financing admin section

Source: Processed Data 2023

Table 3.24 is a table of the author's twenty-fourth week of apprenticeship. This week the author registered the PAG file that comes from the Account Officer section to the Financing Admin section, the same as the activities in the previous week.

Table 3.25 Daily Activities June 19, 2023 to June 23, 2023

Day/Date	Activities Description	Task Assignor
<p>Monday June 19, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Attach a stamp duty on the KUR contract agreement sheet 3. Attach a stamp duty on the PAG contract agreement sheet 4. Archives file 5. Separating contract agreements for customers and for the bank 	Financing admin section
<p>Tuesday June 20, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Separating SP2D 6. Date stamp on each SP2D 7. Archives file 8. Separating contract agreements for customers and for the bank 	Financing admin and kasda section
<p>Wednesday June 21, 2023</p>	<ol style="list-style-type: none"> 1. PAG file register entry 2. Attach a stamp duty on the PAG contract agreement sheet 3. Separating SP2D 4. Archives file 	Financing admin and kasda section

Thursday June 22, 2023	<ol style="list-style-type: none"> 1. Attach a stamp duty on the KUR contract agreement sheet 2. File archives 	Financing admin section
Friday June 23, 2023	<ol style="list-style-type: none"> 1. PAG file register entry 2. Attach a stamp duty on the PAG agreement sheet 3. Insert the PAG invoice into the envelope 4. Archives file 	Financing admin section

Source: Processed Data 2023

Table 3.25 is the author's twenty-fifth week of apprenticeship. This week the author registered the PAG file that comes from the Account Officer section to the Financing Admin section, the same as the activities in the previous week.

Table 3.26 Daily Activities June 26, 2023 to June 30, 2023

Day/Date	Activities Description	Task Assignor
Monday June 26, 2023	<ol style="list-style-type: none"> 1. PAG register login 2. Attach a stamp duty on the KUR contract agreement sheet 3. Archives file 	Financing admin section
Tuesday June 27, 2023	<ol style="list-style-type: none"> 1. Attach a stamp duty on the KUR contract agreement sheet 2. Archives file 3. Insert the PAG invoice into the envelope 	Financing admin section
Wednesday June 28, 2023	Public Holiday (Eid al-Adha)	-
Thursday June 29, 2023	Public Holiday (Eid al-Adha)	-
Friday June 30, 2023	Public Holiday (Eid al-Adha)	-

Source: Processed Data 2023

Table 3.26 is the author's twenty-sixth week of apprenticeship. This week the author registered the PAG file that comes from the Account Officer section to the Financing Admin section, the same as the previous week's activities. And this is my last week doing practical work with PT. Bank Riau Kepri Syariah.

3.2.1 Description of the Activities Carried Out

An overview of the activities carried out during the implementation of Field Work Practices (KP) at PT. Bank Riau Kepri Syariah Bengkalis Branch on credit and customer service is as follows:

1. Write and record outgoing mail

There is a special book for registration of Outgoing Mail that is used to record outgoing letters at the Head office of Bank Riau Kepri Syariah, outgoing letters are recorded if from the Head office of Riau Kepri Syariah, reply to incoming letters when they have been processed or received using a stamp, receipt and given a date. The required outgoing letter is the letter number and its contents which have been properly revised by the operational office/pelnas.

2. Register 3 (Three) Books Open A New Account

Registering 3 (Three) books is recording in a special book transactions that occur, carried out on the day the transaction occurs. The 3 books include Sinar, Sinar Mudharabah, Sinar Wadiah's book. The purpose of recording these three books is to make it easier to see transactions that occur today.

NO	TANGGAL	NO. REKENING	NAMA NASABAH
202	1/3/23	108.43.00951	Susi Ari-fati
203	1/3/23	108.43.00952	Dini Saizana
204	1/3/23	108.43.00953	M. Zico Husnur
205	2/3/23	108.43.00954	
206		108.43.00955	
207		108.43.00956	
208	2/3/23	108.43.00957	Kamranay

Figure 3.1 Register 3 Book

Source: PT. Bank Riau Kepri Syariah Bengkalis Branch

Figure 3.1 is the registration of the youth savings book. Sinar belia is one of the 3 book registers at Bank Riau Kepri Syariah Bengkalis Branch

3. Register 4 (Four) Books of Credit Department and Account Officer

Registering 4 (four) books is recording in a special book transactions that occur, carried out on the day it takes place, while the 4 books include: PAG, MKM, OTS, IDEB. The purpose of recording these four books is to make it easier to see transactions that occur today.

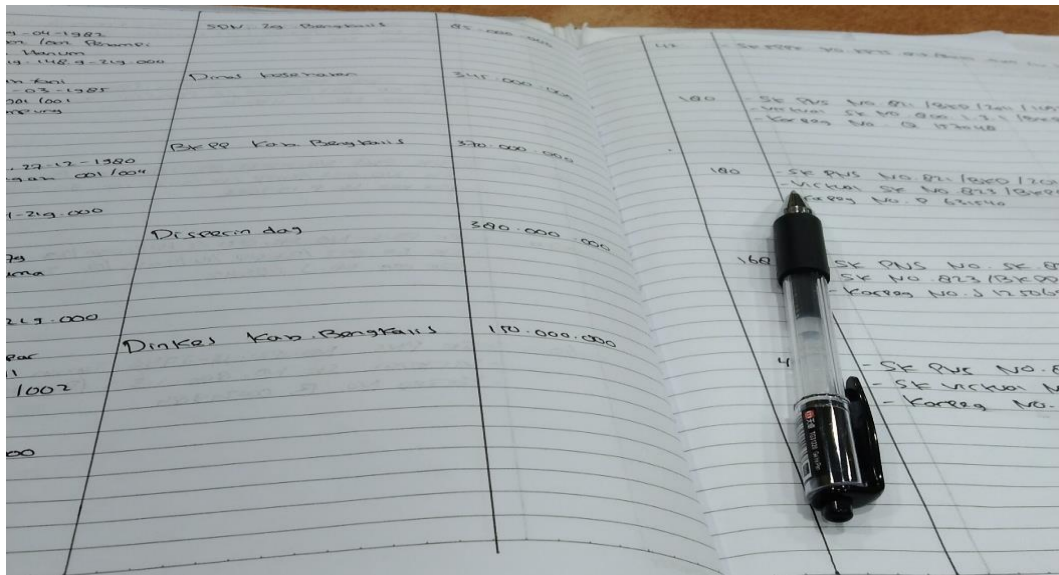


Figure 3.2 Register 4 Book

Source: PT. Bank Riau Kepri Syariah Cabang Bengkalis

4. Register 5 (Lima) Books Customer Service

Registering 5 (five) books is recording in a special book for transactions that occur, carried out on the day it takes place. The 5 books include: BRK Mobile, SMS Banking, ATM, Customer Complaints. The purpose of recording these five books is to make it easier to see transactions that occur today.



Figure 3.3 Register 5 Book

Source: PT. Bank Riau Kepri Syariah Bengkalis Branch

5. Register Simple Book

This simple book is a savings book for new students account numbers, this simple book list is to record in a special book the transactions that occur, carried out on the day they occur. The purpose of keeping this bookkeeping is to make it easier to see transactions that are happening today.

6. Archive Customer Deposit File and Customer Savings File

Files of customer deposits that have been signed by the head of the branch will then be archived based on the due date and the customer's signature. If the contract/formular has not been signed by the customer, it is archived alphabetically and files signed by the customer are archived based on the due date. Files of customer deposits will be archived according to the place and account number of the deposit. This data archive can be stored in a safe place and easy to find if the audit team from the head office requests customer data that has been around for a long time. Archiving deposits are also stored in a safe that is easy to lock so that the files stored are not damaged and dirty.



Figure 3.4 Archived Customer Deposit File and Customer Savings File

Source: PT. Bank Riau Kepri Syariah Bengkalis Branch

In Figure 3.4 above, before archiving customer files, the files are neatly arranged according to date, month and year.



Figure 3.5 Archived Customer Deposit File and Customer Savings File

Source: PT. Bank Riau Kepri Syariah Bengkulu Branch

In Figure 3.5 above, after tidying up the customer files, they will be punched using a hole punch as shown in Figure 3.5, the files are tidied into an archive folder that matches the name of the file.

7. Separate the PAG and KUR Contracts

When the PAG and KUR agreements have been signed by the customer and signed by the head of the branch, the agreement is divided into 2 (two) parts, one part that is pink in color will be given to the customer as the handle and the other part that is white is for the bank.

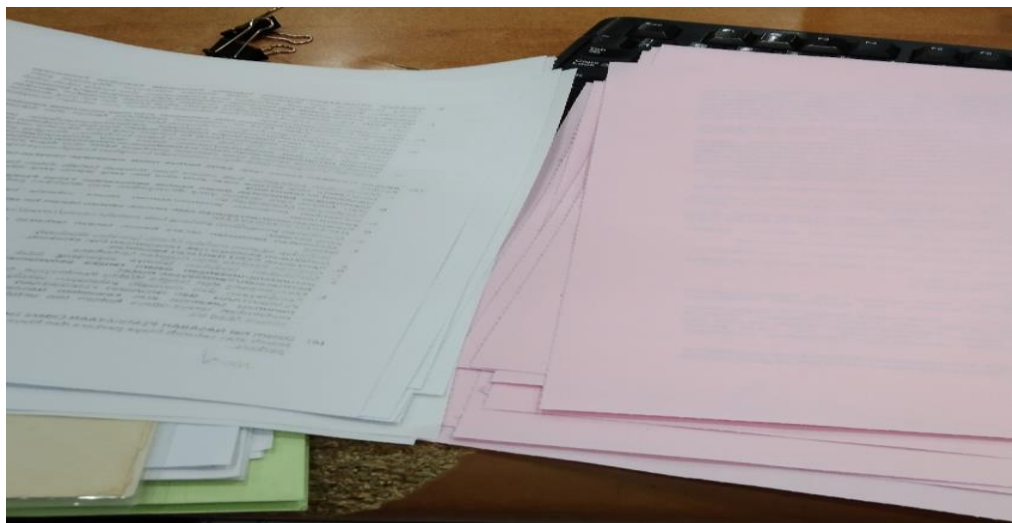


Figure 3.6 Separating the PAG and KUR Contracts

Source: PT. Bank Riau Kepri Syariah Bengkulu Baranch

8. Outgoing ATM Card Recap

Recapping outgoing ATM cards is recapping on a computer in excel, done in the afternoon when transactions with customers have been closed. The purpose of doing this recording is to make it easier to see how many ATM cards have come out today.



Figure 3.7 Outgoing ATM Card Recap
Source: PT. Bank Riau Kepri Syariah Bengkalis Branch

9. Print Check Books

Printing a checkbook is providing the customer's checking account number and the serial number contained in the checkbook. The purpose of printing is to make it easier for tellers to withdraw cash for this type of checking account.



Figure 3.8 Print a CHECK book
Source: PT. Bank Riau Kepri Syariah Bengkalis Branch

3.3 Systems and Procedures

The systems and procedures that the author's used while working at PT. Bank Riau Kepri Syariah Bengkalis Branch is as following:

1. Registration and filing of outgoing mail

Outgoing letters are made by each department, if the writer is in the customer service section then the writer is the author, every time you make a letter you must record it in the agenda book that has been provided by writing the date of the outgoing letter, the letter number, the name of the company addressed and the subject matter, after that it is marked handled by the new pinsi can be signed by the head of the branch.

2. Provide excellent service to customers and prospective customers. In this activity, the author also interacts with customers who come when other employees are resting or not in the room. The author asks customers what they can help with, and tells customers to wait if they are looking for someone.

In the customer service section, the writer has the following authorities and responsibilities:

1. Savings Account Opening Form

The author is given the task of giving the stamp of approval and branch stamp on the formular.

2. Form for making an ATM card

The formula for making an ATM card (Automated Teller Machine) for customers who want to use a Bank Riau Kepri ATM card must fill out the formula first. As with the account opening formula, the ATM card application stamp is given a branch stamp and a verification stamp by the author.

3. Put a sharia brand stamp on the savings book

4. Put a stamp on the checkbook

5. Register and archive

Every time a customer wants to open a savings book, it must be registered, then archived in the gungyu provided.

6. List of books

The expected target is to make it easier to find out whether there are customer transactions needed and to see transactions that occurred on that day.

7. Archiving customer files

The expected goal is to facilitate retrieval of customer files and for students to know how to file documents properly and accurately in carrying out work.

3.4 Obstacles and Solutions

3.4.1 Obstacles

The obstacle that the author encountered while doing an apprenticeship at PT. Bank Riau Kepri Syariah Bengkalis Branch:

1. The first difficulty was when searching for last year's customer data in a special warehouse for customer file archives that were old and irregular according to layout, according to date and year. Complaints arose from employees regarding filing issues if there is an error in filing such as entering the wrong due date for withdrawing customer deposits, which would have a negative impact because customer withdrawals would take quite a long time when the due date has arrived.
2. When filling in the data, there are several customers who do not complete the data. With self-identity, thus making the work postponed first.
3. There was work error by the previous officer and inaccuracy in storing incoming/outgoing files, so that when searching for files it would take quite a long time.

3.4.2 Solutions

Some of the obstacles that the author has faced during his apprenticeship can be overcome in the following way:

1. Bank Riau Kepri Syariah Bengkalis Branch immediately provides a place to store customer files or data that have been in the past year, such as a cupboard or special room for customer files with a neat and orderly layout according to the date and year. Be careful when filing, concentration must be maximum and be careful so that there are no errors in filing and no complaints from bank employees.
2. For customer data that is not accompanied by a complete file, the author asks the employee in charge of handling filing and information issues. What action should be taken if you encounter a problem like this, so that the author can continue his work.
3. For the obstacles encountered, there must be one to be initiative to record the outgoing files and save the files again after completion, it is necessary to save the files back in their place.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

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

1. The author is given assignments in 2 (two) fields, namely the Customer service section which is taught to be able to serve customers, register and archive files, the Financing Admin section which is also taught to file, register, make credit agreements, statement letters and make notes.
2. In the implementation of this apprenticeship. The author did an apprenticeship in one of the Regional Owned Enterprises in Riau, namely PT. Bank Riau Kepri Syariah Bengkalis Branch which lasts for 6 (six) months starting from 02 January 2023 to 30 June 2023.
3. Obstacles that the author encountered during his apprenticeship at PT. Bank Riau Kepri Syariah Bengkalis Branch was the first difficulty when searching for last year's customer data in the old and irregular customer file archive warehouse according to layout, date and year. And the solution is that the Bengkalis branch of the Riau Kepri Syariah bank immediately provides a place to put files or customer data that were a year ago, such as a cupboard or a special room for customer files with a neat and orderly layout according to the date and year.

4.2 Suggestions

After carrying out practical work at PT. Bank Riau Kepri Syariah Bengkalis Branch. The author provides several suggestions and input for various parties, namely for the author himself, for students or younger siblings who will carry out practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Author

Suggestions for author to be more thorough and concentrate in writing. Make it a habit to read first before writing, and carry out tasks in accordance with the directions or orders given by the employee concerned.

2. Student

The author also provides suggestions that may be useful for students who will carry out apprenticeship activities for the next period, namely prioritizing occupational safety and health, making the best use of time in doing work according to the ability to think before acting, always be patient and obedient and must learn to manage everything assigned work.

3. Company

After the author carried out apprenticeship activities at PT. Bank Riau Kepri Syariah Bengkalis Branch. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to apprentice students so they can be supervised, guided and taught the steps.

4. State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of Bengkalis to hold this apprenticeship can be used as evaluation material and should be given to students before carrying out the apprenticeship in accordance with the field or course material according to the apprenticeship company. And the person concerned will accompany students who will do practical work on the first day of entry and pick them back when students have finished doing apprenticeship.

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APPENDICES

Appendix 1: Apprenticeship Completion Letter

SURAT KETERANGAN
200/BKS/VII/2023

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : Linda Juriyanti
NIM : 5404191199
Universitas : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
Tempat/ Tgl. Lahir : Sungai Siput/23 Juli 2023
Alamat : Jl. Jend. Sudirman Dusun Sukadamai Rt. 05/Rw. 03
Desa Sungai Siput, Kec. Bengkalis, Kab. Bengkalis

Telah melakukan Kerja Praktek pada perusahaan kami, PT. Bank Riau Kepri Syariah Cabang Bengkalis sejak tanggal 02 Januari 2023 sampai dengan 30 Juni 2023 sebagai tenaga Kerja Praktek (KP). Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini diberikan kepada yang bersangkutan untuk dapat dipergunakan dengan sebaik-baiknya.

Bengkalis, 10 Juli 2023
PT. Bank Riau Kepri Syariah
Cabang Bengkalis


Cabang Bengkalis

Khairunnisa

Internship Supervisor

Appendix 2: Company Appraisal Sheet

**EVALUATION RESULTS FROM JOB TRAINING
COMPANY APPRAISAL
PT. BANK RIAU KEPRI SYARIAH BENGKALIS BRANCH**

Name : Linda Juriyanti
 Student's Identity No : 5404191199
 Study Program : D-4 International Business Administration
 College : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Discipline	20%	80
2	Responsibility	25%	85
3	Adjustment/Adaptation	10%	80
4	Work Result	30%	85
5	Behavior in General	15%	90
	Total (1+2+3+4+5)	100%	430

Explanation:

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

Note:

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Bengkalis, July 10th 2023


 Cabang Bengkalis
 Khairunnisa

NIK: 020722

Appendix 3: List of Attendance

No. : **1**

NAMA : *LINDA JURİYANTI*

BAGIAN : *CUSTOMER SERVICE*

BULAN : *JANUARI*

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²
	<i>1</i>			

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1							
2	<i>07.00</i>	<i>12.00</i>	<i>13.00</i>	<i>18.00</i>			
3	<i>1</i>	<i>2</i>	<i>1</i>	<i>N</i>			
4	<i>07.00</i>	<i>12.00</i>	<i>13.00</i>	<i>18.00</i>			
5	<i>07.00</i>	<i>12.00</i>	<i>13.00</i>	<i>17.18</i>			
6	<i>07.10</i>	<i>11.30</i>	<i>13.30</i>	<i>18.00</i>			
7	<i>S</i>	<i>A</i>	<i>B</i>	<i>T</i>	<i>U</i>		
8	<i>M</i>	<i>1</i>	<i>N</i>	<i>G</i>	<i>G</i>	<i>U</i>	
9	<i>07.00</i>	<i>12.00</i>	<i>13.00</i>	<i>18.29</i>			
10	<i>07.10</i>	<i>12.00</i>	<i>13.00</i>	<i>17.22</i>			
11	<i>07.09</i>	<i>12.00</i>	<i>13.00</i>	<i>16.55</i>			
12	<i>07.00</i>	<i>12.00</i>	<i>13.00</i>	<i>17.20</i>			
13	<i>07.00</i>	<i>12.30</i>	<i>13.30</i>	<i>17.20</i>			
14	<i>S</i>	<i>A</i>	<i>B</i>	<i>T</i>	<i>U</i>		
15	<i>M</i>	<i>1</i>	<i>N</i>	<i>G</i>	<i>G</i>	<i>U</i>	

KOJIKO
929

No. : **1**
 NAMA : LINDA JURİYANTI
 BAGIAN : CUSTOMER SERVICE
 BULAN : JANUARI

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²
	1			

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1							
2	07.00	12.00	13.00	18.00			
3	1	2	1	N			
4	07.00	12.00	13.00	18.00			
5	07.00	12.00	13.00	17.18			
6	07.10	11.30	13.30	18.00			
7	S	A	B	T	U		
8	M	1	N	G	G	U	
9	07.00	12.00	13.00	18.29			
10	07.10	12.00	13.00	17.22			
11	07.09	12.00	13.00	16.55			
12	07.00	12.00	13.00	17.20			
13	07.00	12.30	13.30	17.20			
14	S	A	B	T	U		
15	M	1	N	G	G	U	

KOJIKO
929

No. : **1**
 NAMA : Linda Juriyanti
 BAGIAN : Customer Service (cs)
 BULAN : Februari

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	07.10	12.00	13.00	17.36			
2	07.05	12.00	13.00	17.20			
3	07.05	11.30	13.30	18.06			
4	S	A	B	T	U		
5	M	I	N	G	G	U	
6	07.10	12.00	13.00	17.45			
7	07.05	12.00	13.00	17.32			
8	07.10	12.00	13.00	18.35			
9	07.12	12.00	13.00	18.25			
10	07.15	11.30	13.30	18.21			
11	09.10	12.35					
12	M	I	N	G	G	U	
13	07.10	12.00	13.00	18.28			
14	07.15	12.00	13.00	18.00			
15	07.10	12.00	13.00	17.35			

KOJIKO
929

No. : **2**
 NAMA : Linda Juriyanti.....
 BAGIAN : Customer Service (CS)
 BULAN : Februari.....

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.10	12.00	13.00	17.50			
17	07.00	11.30	13.30	17.30			
18	S	A	B	T	U		
19	M	I	N	G	G	U	
20	07.05	12.00	13.00	18.00			
21	07.10	12.00	13.00	17.57			
22	07.05	12.00	13.00	17.45			
23	07.10	12.00	13.00	17.45			
24	07.10	11.30	13.30	16.00			
25	S	A	B	T	U		
26	M	I	N	G	G	U	
27	07.05	12.00	13.00	18.00			
28	07.10	12.00	13.00	18.00			
29							
30							
31							

KOJIKO
929

No. : **1**
 NAMA : Linda...Meli...Yanti.....
 BAGIAN : Customer Service (CS)
 BULAN : Maret.....

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	07.15	12.00	13.00	18.00			
2	07.05	12.00	13.00	17.50			
3	07.10	11.30	13.30	17.50			
4	S	A	B	T	U		
5	M	I	N	G	G	U	
6	07.05	12.00	13.00	18.00			
7	07.15	12.00	13.00	17.50			
8	07.10	12.00	13.00	17.50			
9	07.15	12.00	13.00	17.00			
10	07.05	11.30	13.30	17.30			
11	S	A	B	T	U		
12	M	I	N	G	G	U	
13	07.15	12.00	13.00	17.30			
14	07.10	12.00	13.00	17.45			
15	07.10	12.00	13.00	17.30			

KOJIKO
929

No. :

2

NAMA : Linda Juri Yanti

BAGIAN : Customer Service (CS)

BULAN : Maret

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.05	12.00	13.00	18.45			
17	07.10	11.30	13.30	17.30			
18	S	A	B	T	U		
19	M	I	N	G	G	U	
20	07.05	12.00	13.00	17.30			
21	07.20	12.00	13.00	17.20			
22	L	I	B	U	R		
23	L	I	B	U	R		
24	07.30	11.30	13.30	17.00			
25	S	A	B	T	U		
26	M	I	N	G	G	U	
27	07.30	-	-	17.15			
28	07.30	-	-	17.20			
29	07.30	-	-	16.52			
30	07.30	-	-	16.30			
31	07.30	-	-	17.00			

KOJIKO
929

No. : **1**
 NAMA : Linda Juriyanti
 BAGIAN : Customer Service (CS)
 BULAN : April

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	S	A	B	T	U		
2	M	I	N	G	G	U	
3	7.30	-	-	17.20			
4	07.20	-	-	17.20			
5	07.30	-	-	17.00			
6	07.30	-	-	17.00			
7	L	I	B	U	R		
8	S	A	B	T	U		
9	M	I	N	G	G	U	
10	07.30	-	-	18.00			
11	07.30	-	-	17.00			
12	07.30	-	-	17.00			
13	07.30	-	-	17.00			
14	07.30	-	-	17.00			
15	S	A	B	T	U		

KOJIKO
929

No. : **2**
 NAMA : Linda Juriyanti
 BAGIAN : Customer Service (CS)
 BULAN : April

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	M	I	N	G	G	U	
17	07.30	-	-	16.30			
18	07.30	-	-	17.00			
19	L	I	B	U	R		
20	L	I	B	U	R		
21	L	I	B	U	R		
22	S	A	B	T	U		
23	M	I	N	G	G	U	
24	L	I	B	U	R		
25	L	I	B	U	R		
26	07.20	12.00	13.00	17.00			
27	07.20	12.00	13.00	17.30			
28	07.20	11.30	13.30	17.50			
29	S	A	B	T	U		
30	M	I	N	G	G	U	
31							

KOJIKO
929

No. : **1**
 NAMA : Linda Juriyanti
 BAGIAN : Customer Service
 BULAN : May

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	L	.1	B	U	R		
2	07.20	12.00	13.00	17.30			
3	07.20	12.00	13.00	17.30			
4	07.30	12.00	13.00	17.30			
5	07.30	11.30	13.30	17.30			
6	S	A	B	T	U		
7	M	I	N	G	G	U	
8	07.20	12.00	13.00	18.00			
9	07.20	12.00	13.00	18.00			
10	07.30	12.00	13.00	19.30			
11	07.20	12.00	13.00	17.30			
12	07.15	11.30	13.30	17.00			
13	S	A	B	T	U		
14	M	I	N	G	G	U	
15	07.20	12.00	13.00	17.30			

KOJIKO
929

No. : **2**
 NAMA : LINDA JURİYANTI
 BAGIAN : ADMIN
 BULAN : MAY

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.20	12.00	13.00	17.30			
17	07.20	12.00	13.00	17.15			
18	L	I	B	U	R		
19	07.15	11.30	13.30	17.00			
20	S	A	B	T	U		
21	M	I	N	G	G	U	
22	07.20	12.00	13.00				
23	07.20	12.00	13.00	17.30			
24	07.20	12.00	13.00	17.45			
25	07.20	12.00	13.00	17.20			
26	07.30	11.30	13.30	17.30			
27	S	A	B	T	U		
28	M	I	N	G	G	U	
29	07.20	12.00	13.00	18.00			
30	07.20	12.00	13.00	17.30			
31							

KOJIKO
929

No. : **1**
 NAMA : Linda Juciantoni.....
 BAGIAN : Admin.....
 BULAN : June.....

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagl		Slang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	L	I	B	U	R		
2	L	I	B	U	R		
3	S	A	B	T	U		
4	M	I	N	G	G	U	
5	07.30	12.00	13.00	17.00			
6	07.30	12.00	13.00	17.00			
7	07.30	12.00	13.00	17.45			
8	07.30	12.00	13.00	17.30			
9	07.20	11.30	13.30	20.00			
10	S	A	B	T	U		
11	M	I	N	G	G	U	
12	07.20	12.00	13.00	17.00			
13	07.20	12.00	13.00	17.30			
14	07.25	12.00	13.00	18.22			
15	07.20	12.00	13.00	17.00			

KOJIKO
929

No. : **2**
 NAMA : LINDA JURİYANTI
 BAGIAN : ADMIN
 BULAN : JUNE

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²



Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.25	11.30	13.30	17.30			
17	S	A	B	T	U		
18	M	I	N	G	G	U	
19	07.25	12.00	13.00	17.30			
20	07.25	12.00	13.00	17.00			
21	07.20	12.00	13.00	17.30			
22	07.20	12.00	13.00	17.30			
23	07.20	11.30	13.30	17.00			
24	S	A	B	T	U		
25	M	I	N	G	G	U	
26	07.20	12.00	13.00	18.00			
27	07.30	12.00	13.00	18.00			
28	C	U	T	I			
29	L	I	B	U	R		
30	C	U	T	I			
31							

KOJIKO
929

Appendix 4: Daily Activities


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
 Week : 1
 Day : Monday – Friday
 Date : January 02 – January 06, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday January 02, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 5. Register the CEK book and make a CEK book 6. Recap the outgoing ATM card 7. Archives file 	Khairunnisa	
Tuesday January 03, 2023	Permission	-	-
Wednesday January 04, 2023	<ol style="list-style-type: none"> 1. Wadiah book register 2. Mudarabah book register 3. Register of customer complaints 4. Register for the BRK Mobile application 5. ATM card register 6. Recap the outgoing ATM card 7. Archives file 	Khairunnisa	
Thursday January 05, 2023	<ol style="list-style-type: none"> 1. Mudarabah book register 2. Wadiah book register 3. ATM card register 4. Register for the BRK Mobile application 5. Register of outgoing mail 6. Recap the outgoing ATM card 7. Archives file 		
Friday January 06, 2023	<ol style="list-style-type: none"> 1. Mudarabah book register 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. Register for the BRK Mobile application 6. Simpeda book register 7. Recap of outgoing ATM cards 8. Archives file 		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
 Week : 2
 Day : Monday – Friday
 Date : January 09 – January 13, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday January 09, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to change the wadiah book 8. Recap of outgoing ATM cards 9. Archives file 	Khairunnisa	
Tuesday January 10, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file 		
Wednesday January 11, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. Simpeda book register 4. Giro register 5. BRK Mobile Register 6. ATM card register 7. Recap of outgoing ATM cards 8. Archives file 		
Thursday January 12, 2023	<ol style="list-style-type: none"> 1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register to replace the CEK book and create a CEK book 5. Recap the outgoing ATM card 6. Archives file 		
Friday January 13, 2023	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register of change of mudharabah book 6. BRK Mobile Register 7. Archives file 		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
 Week : 3
 Day : Monday – Friday
 Date : January 16 – January 20, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday January 16, 2023	1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register of change of mudharabah book 6. BRK Mobile Register 7. Archives file	Khairunnisa	
Tuesday January 17, 2023	1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register of deposits 6. Register of change of mudharabah book 7. Archives file		
Wednesday January 18, 2023	1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro Register 6. Register the CEK book and create a CEK book 7. Register to change the wadiah book 8. Archive files		
Thursday January 19, 2023	1. Mudharabah book register 2. Wadiah book register 3. Giro register 4. BRK Mobile Register 5. Register of customer complaints 6. ATM card register 7. Archives file		
Friday January 20, 2023	1. Mudharabah book register 2. Wadiah book register 3. BRK Mobile Register 4. ATM card register 5. Register of customer complaints 6. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
 Week : 4
 Day : Monday – Friday
 Date : January 23 – January 27, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday January 23, 2023	Lunar New Year holidays	-	-
Tuesday January 24, 2023	1. Mudharabah book register 2. Wadiah book register 3. Register of customer complaints 4. Register for the BRK Mobile application 5. ATM card register 6. Recap the outgoing ATM card 7. Archives file	Khairunnisa	
Wednesday January 25, 2023	1. Mudharabah book register 2. Wadiah book register 3. Simpeda book register 4. Register of deposits 5. BRK Mobile Register 6. ATM card register 7. Recap of outgoing ATM cards 8. Archives file		
Thursday January 26, 2023	1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register of change of mudharabah book 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file		
Friday January 27, 2023	1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
 Week : 5
 Day : Monday – Friday
 Date : January 30 – February 03, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday January 30, 2023	1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register to change the wadiah and mudharabah book 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file	Khairunnisa	
Tuesday January 31, 2023	1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register to change the mudharabah book 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file		
Wednesday January 01, 2023	1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to change the simpeda book 8. Recap of outgoing ATM cards 9. Archives file		
Thursday January 02, 2023	1. Register of customer complaints 2. Mudharabah book register 3. Wadiah book register 4. ATM card register 5. Register to change the mudharabah book 6. BRK Mobile Register 7. Archives file		
Friday January 03, 2023	1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2
 Week : 6
 Day : Monday – Friday
 Date : February 06 – February 10, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday February 06, 2023	1. Register of customer complaints 2. Mudharabah book register 3. ATM card register 4. Register to change the wadiah book 5. BRK Mobile Register 6. Recap the outgoing ATM card 7. Archives file	Khairunnisa	
Tuesday February 07, 2023	1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 5. Register the CEK book and make a CEK book 6. Recap the outgoing ATM card 7. Archives file		
Wednesday February 08, 2023	1. Wadiah book register 2. Register of youth savings 3. ATM card register 4. Register for the BRK Mobile application 5. Register of outgoing mail 6. Recap the outgoing ATM card 7. Archives file		
Thursday February 09, 2023	1. Mudharabah book register 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file		
Friday February 10, 2023	1. Mudharabah book register 2. Wadiah book register 3. Register of mudharabah books 4. ATM card register 5. Register to change the CEK book and create a CEK book 6. Recap the outgoing ATM card 7. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2
 Week : 7
 Day : Monday – Friday
 Date : February 13 – February 17, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday February 13, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to change the wadiah book 8. Recap of outgoing ATM cards 9. Archives file	Khairunnisa	
Tuesday February 14, 2023	1. Wadiah book register 2. Register of mudharabah books 3. Register of customer complaints 4. Register for the BRK Mobile application 5. ATM card register 6. Recap the outgoing ATM card 7. Archives file		
Wednesday February 15, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file		
Thursday February 16, 2023	1. Register of mudharabah books 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. Register for the BRK Mobile application 6. Simpeda book register 7. Recap of outgoing ATM cards 8. Archives file		
Friday February 17, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2
 Week : 8
 Day : Monday – Friday
 Date : February 20 – February 24, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday February 20, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register to change the CHECK book and create a CHECK book 6. Giro register 7. Savings book register is simple 8. Register to change the wadiah book 9. Recap of the outgoing ATM card 10. Archives file	Khairunnisa	
Tuesday February 21, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Archives file		
Wednesday February 22, 2023	1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 5. Register the CEK book and make a CEK book 6. Recap the outgoing ATM card 7. Archives file		
Thursday February 23, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Archives file		
Friday February 24, 2023	1. Mudharabah book register 2. Wadi'ah book register 3. Register of outgoing mail 4. ATM card register 5. Register to replace the CEK book and create a CEK book 6. Recap the outgoing ATM card 7. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING


Month : 2
 Week : 9
 Day : Monday – Friday
 Date : February 27 – February 03, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday February 27, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Register the CEK book and make a CEK book 7. Register to change the wadiah book 8. Archives file	Khairunnisa	
Tuesday February 28, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. Register of youth savings book 5. ATM card register 6. Register to replace the simpeda book 7. BRK Mobile Register 8. Archives file		
Wednesday March 01, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Customer complaints on BRK Mobile 8. Recap of outgoing ATM cards 9. Archives file		
Thursday March 02, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Archives file		
Friday March 3, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Archives file		

DAILY ACTIVITIES OF THE JOB TRAINING


Month : 3
 Week : 10
 Day : Monday – Friday
 Date : March 06 – March 10, 2023


Day/Date	Activities Description	Task Assignor	Signature
Monday March 06, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. Register to replace the simpeda book 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file	Khairunnisa	
Tuesday March 07, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register the CEK book and make a CEK book 6. Giro register 7. BRK Mobile customer complaints 8. Register to replace the simpeda book 9. Recap of the outgoing ATM card 10. Signature verification stamp 11. Archives file		
Wednesday March 08, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Signature verification stamp		

<p>Thursday March 09, 2023</p>	<p>9. Archives file</p> <ol style="list-style-type: none"> 1. Register of wadi'ah books 2. Register of mudharabah books 3. Register of customer complaints 4. Register for the BRK Mobile application 5. BRK Mobile customer complaints 6. ATM card register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archives file 	<p>Khairunnisa</p>	
<p>Friday March 10, 2023</p>	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Register of mudharabah books 3. Wadi'ah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 		

DAILY ACTIVITIES OF THE JOB TRAINING



Month : 3
 Week : 11
 Day : Monday – Friday
 Date : March 13 – March 17, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday March 13, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Register of deposits 7. Register for Simpeda and simple books 8. Signature verification stamp 9. Archives file	Khairunnisa	
Tuesday March 14, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Change of register for mudharabah and youth books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Signature verification stamp 9. Recap of the outgoing ATM card 10. Archives file		
Wednesday March 15, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file		

<p>Thursday March 16, 2023</p>	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Giro register 6. Register the CEK book and make a CEK book 7. Register to change the wadiah book 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 	<p>Khairunnisa</p>	
<p>Friday March 17, 2023</p>	<ol style="list-style-type: none"> 1. Register of mudharabah books 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. BRK Mobile customer complaints 6. Register for the BRK Mobile application 7. Simpeda book register 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file 		


DAILY ACTIVITIES OF THE JOB TRAINING


Month : 3
 Week : 12
 Day : Monday – Friday
 Date : March 20 - March 24, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday March 20, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Signature verification stamp 10. Archives file		
Tuesday March 21, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. Register of books is simple 5. Register of youth books 6. ATM card register 7. Register for mudharabah books 8. BRK Mobile Register 9. Recap of the outgoing ATM card 10. Signature verification stamp 11. Archives file	Khairunnisa	
Wednesday March 22, 2023	Silent holy day	-	-
Thursday March 23, 2023	Holiday with the holy day of silence	-	-
Friday March 24, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. BRK Mobile Register 5. BRK Mobile customer complaints 6. Register of outgoing mail 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archives file	Khairunnisa	

DAILY ACTIVITIES OF THE JOB TRAINING


Month : 3
 Week : 13
 Day : Monday – Friday
 Date : March 27 - March 31, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday March 27, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Deposit register 6. Register to replace the CEK book and create a CEK book 7. Register for mudharabah and simpeda books 8. Signature verification stamp 9. Archives file	Khairunnisa	
Tuesday March 28, 2023	1. Register of mudharabah books 2. Register of customer complaints 3. Wadiah book register 4. ATM card register 5. BRK Mobile customer complaints 6. Register for mudharabah books 7. BRK Mobile Register 8. Signature verification stamp 9. Archives file		
Wednesday March 29, 2023	1. Register of mudharabah books 2. Wadiah book register 3. Register of educational light books 4. Giro register 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. ATM card register 8. Signature verification stamp 9. Archives file		
Thursday March 30, 2023	1. Register of mudharabah books 2. Wadiah book register 3. Simple book register		

	<ol style="list-style-type: none"> 4. BRK Mobile Register 5. ATM card register 6. Register of customer complaints 7. Signature verification stamp 8. Archives file 		
<p>Friday March 31, 2023</p>	<ol style="list-style-type: none"> 1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register for mudharabah books 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Signature verification stamp 8. Archives file 	Khairunnisa	


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4
 Week : 14
 Day : Monday – Friday
 Date : April 03 - April 07, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday April 03, 2023	1. Register of mudharabah books 2. Simple book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Signature verification stamp 7. Archives file	Khairunnisa	
Tuesday April 04, 2023	1. Register of mudharabah books 2. Wadiah book register 3. Register of customer complaints 4. ATM card register 5. BRK Mobile Register 6. Change of youth book register and mudharabah 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files		
Wednesday April 05, 2023	1. Wadiah book register 2. ATM card register 3. Register of customer complaints 4. Register of deposits 5. Register for mudharabah and wadiah books 6. Recap the outgoing ATM card 7. Signature verification stamp 8. Archive files		
Thursday April 06, 2023	1. Wadiah book register 2. Register of mudharabah books 3. Register of customer complaints 4. BRK Mobile Register 5. BRK Mobile customer complaints 6. ATM card register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files		
Friday April 07, 2023	Good Friday		

DAILY ACTIVITIES OF THE JOB TRAINING


Month : 4
 Week : 15
 Day : Monday – Friday
 Date : April 10 - April 14, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday April 10, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register for the BRK Mobile application 5. Register of outgoing mail 6. Recap the outgoing ATM card 7. Signature verification stamp 8. Archive files	Khairunnisa	
Tuesday April 11, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Signature verification stamp 7. Archive files		
Wednesday April 12, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah and wadiah books 6. BRK Mobile Register 7. BRK Mobile customer complaints 8. Recap of outgoing ATM cards 9. Archive files		
Thursday April 13, 2023	1. Register of mudharabah books 2. Simple book register 3. ATM card register 4. Register of customer complaints 5. Register of deposits 6. Giro register 7. Recap of outgoing ATM cards 8. Archive files		
Friday April 14, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register		

	<ol style="list-style-type: none">4. Register of customer complaints5. Giro register6. Register to change the CHECK book and create a CHECK book7. Register to change the wadiah book8. Recap of outgoing ATM cards9. BRK Mobile Register10. BRK Mobile customer complaints11. Archive files		
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DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4
 Week : 16
 Day : Monday – Friday
 Date : April 17 - April 21, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday April 17, 2023	1. Mudharabah book register 2. Wadi'ah book register 3. Registration of outgoing mail 4. ATM card register 5. Register the CEK book and make a CEK book 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files	Khairunnisa	
Tuesday April 18, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah, wadiah and simple books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files		
Wednesday April 19, 2023	Eid Al-Fitr Holiday	-	-
Thursday April 20, 2023	Eid Al-Fitr Holiday	-	-
Friday April 21, 2023	Eid Al-Fitr Holiday	-	-


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4
 Week : 17
 Day : Monday – Friday
 Date : April 24 - April 28, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday April 24, 2023	Eid Al-Fitr Holiday	-	-
Tuesday April 25, 2023	Eid Al-Fitr Holiday	-	-
Wednesday April 26, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Register to replace the CEK book and create a CEK book 6. Register for wadiah and mudharabah books 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files	Khairunnisa	
Thursday April 27, 2023	1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register to change the wadiah book 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files		
Friday April 28, 2023	1. Wadi'ah book register 2. Register of mudharabah books 3. Register of customer complaints 4. BRK Mobile Register 5. ATM card register 6. Recap the outgoing ATM card 7. Signature verification stamp 8. Archive files		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 5
 Week : 18
 Day : Monday – Friday
 Date : May 01 - May 05, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday May 01, 2023	International Labor Day	-	-
Tuesday May 02, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. Recap the outgoing ATM card 6. Signature verification stamp 7. Archive files	Khairunnisa	
Wednesday May 03, 2023	1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register for mudharabah and wadiah books 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files		
Thursday May 04, 2023	1. Register of customer complaints 2. Register of mudharabah books 3. Wadiah book register 4. ATM card register 5. Register for mudharabah and simple books 6. BRK Mobile Register 7. Recap of outgoing ATM cards 8. Signature verification stamp 9. Archive files		
Friday May 05, 2023	1. Mudharabah book register 2. Wadiah book register 3. BRK Mobile Register 4. ATM card register 5. Register of customer complaints 6. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 5
 Week : 19
 Day : Monday – Friday
 Date : May 08 - May 12, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday May 08, 2023	1. Register of mudharabah books 2. Wadiah book register 3. ATM card register 4. Register of customer complaints 5. BRK Mobile Register 6. BRK Mobile customer complaints 7. Recap of outgoing ATM cards 8. Archives file	Khairunnisa	
Tuesday May 09, 2023	1. Register of customer complaints 2. Wadiah book register 3. ATM card register 4. Register for mudharabah and wadiah books 5. BRK Mobile Register 6. Recap the outgoing ATM card 7. Signature verification stamp 8. Archives file		
Wednesday May 10, 2023	1. Register of mudharabah books 2. Wadiah book register 3. Register of youth books 4. BRK Mobile Register 5. ATM card register 6. Register of customer complaints 7. Signature verification stamp 8. Archives file		
Thursday May 11, 2023	1. PAG file register entries 2. Register of customer collateral handover 3. Separating contract agreements for customers and for the bank 4. Archives file		
Friday May 12, 2023	1. PAG file register entry 2. Register of branch office exit letters 3. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 5
 Week : 20
 Day : Monday – Friday
 Date : May 15 - May 19, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday May 15, 2023	1. PAG file register entry 2. Attach a stamp duty on the loan agreement contract sheet 3. Separating contract agreements for customers and for the bank 4. Put the PK number in the file folder	Khairunnisa	
Tuesday May 16, 2023	1. Register of customer collateral handover 2. Archives file		
Wednesday May 17, 2023	1. PAG file register entry 2. Register of general outgoing mail 3. Archives file 4. Separating SP2D		
Thursday May 18, 2023	1. Register a customer savings block 2. Attach a stamp duty on the loan agreement contract sheet 3. Separating contract agreements for customers and for the bank 4. Archives file		
Friday May 19, 2023	1. Register of customer collateral handover 2. PAG file register is entered 3. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 5
 Week : 21
 Day : Monday – Friday
 Date : May 22 - May 26, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday May 22, 2023	1. Register a customer savings block 2. Stick a stamp on the PAG agreement sheet 3. Archives file 4. Separating contract agreements for customers and for the bank	Khairunnisa	
Tuesday May 23, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Archives file 4. Register customer savings blocks		
Wednesday May 24, 2023	1. Separating SP2D 2. Archives file 3. Stick a stamp on the KUR contract agreement sheet		
Thursday May 25, 2023	1. Separating SP2D 2. Archives file 3. Stick a stamp on the KUR contract agreement sheet		
Friday May 26, 2023	1. PAG file register entry 2. Stick a stamp on the KUR contract agreement sheet 3. Archives file		


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 5
 Week : 22
 Day : Monday – Friday
 Date : May 29 – June 02, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday May 29, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Stick a stamp on the KUR contract agreement sheet 4. Archives file	Khairunnisa	
Tuesday May 30, 2023	1. Separating SP2D 2. Register customer savings blocks 3. Archives file 4. Separation of invoices for the PAG treasurer		
Wednesday May 31, 2023	Sick Leave	-	-
Thursday June 01, 2023	Pancasila's birthday	-	-
Friday June 01, 2023	Vesak Leave	-	-


DAILY ACTIVITIES OF THE JOB TRAINING


Month : 6
 Week : 23
 Day : Monday – Friday
 Date : June 05 – June 09, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday May 05, 2023	1. PAG file register entry 2. Stick a stamp on the KUR contract agreement sheet 3. Archives file 4. Separating contract agreements for customers and for the bank	Khairunnisa	
Tuesday May 06, 2023	1. Register of customer collateral handover 2. Attach a stamp duty on the PAG contract agreement sheet 3. Attach a stamp duty on the KUR contract agreement sheet 4. Archives file 5. Separating contract agreements for customers and for the bank		
Wednesday May 07, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Archives file 5. Separating contract agreements for customers and for the bank		
Thursday June 08, 2023	1. Attach a stamp duty on the PAG contract agreement sheet 2. PAG file register is entered 3. Separating contract agreements for customers and for the bank 4. Archives file		
Friday June 09, 2023	1. PAG file register entry 2. Attach a stamp duty on the KUR agreement sheet 3. Separating contract agreements for customers and for the bank 4. Archives file 5. Separating SP2D		

DAILY ACTIVITIES OF THE JOB TRAINING


Month : 6
 Week : 24
 Day : Monday – Friday
 Date : June 12 – June 16, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday June 12, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Archives file 6. Separating contract agreements for customers and for the bank	Khairunnisa	
Tuesday June 13, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Archives file 6. Separating contract agreements for customers and for the bank		
Wednesday June 14, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Separating SP2D 6. Date stamp on each SP2D 7. Archives file 8. Separating contract agreements for customers and for the bank		
Thursday June 15, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the PAG contract agreement sheet 4. Date stamp on each SP2D 5. Archives file		

	6. Separating contract agreements for customers and for the bank		
Friday June 16, 2023	<ol style="list-style-type: none"> 1. PAG file register entry 2. Attach a stamp duty on the PAG contract agreement sheet 3. Archives file 4. Separating contract agreements for customers and for the bank 	Khairunnisa	


DAILY ACTIVITIES OF THE JOB TRAINING

Month : 6
 Week : 25
 Day : Monday – Friday
 Date : June 19 – June 23, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday June 19, 2023	1. PAG file register entry 2. Attach a stamp duty on the KUR contract agreement sheet 3. Attach a stamp duty on the PAG contract agreement sheet 4. Archives file 5. Separating contract agreements for customers and for the bank	Khairunnisa	
Tuesday June 20, 2023	1. PAG file register entry 2. Register of customer collateral handover 3. Attach a stamp duty on the KUR contract agreement sheet 4. Attach a stamp duty on the PAG contract agreement sheet 5. Separating SP2D 6. Date stamp on each SP2D 7. Archives file 8. Separating contract agreements for customers and for the bank		
Wednesday June 21, 2023	1. PAG file register entry 2. Attach a stamp duty on the PAG contract agreement sheet 3. Separating SP2D 4. Archives file		
Thursday June 22, 2023	1. Attach a stamp duty on the KUR contract agreement sheet 2. File archives		
Friday June 23, 2023	1. PAG file register entry 2. Attach a stamp duty on the PAG agreement sheet 3. Insert the PAG invoice into the envelope 4. Archives file		

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 6
 Week : 26
 Day : Monday – Friday
 Date : June 26 – June 30, 2023

Day/Date	Activities Description	Task Assignor	Signature
Monday June 26, 2023	1. PAG register login 2. Attach a stamp duty on the KUR contract agreement sheet 3. Archives file	Khairunnisa	
Tuesday June 27, 2023	1. Attach a stamp duty on the KUR contract agreement sheet 2. Archives file 3. Insert the PAG invoice into the envelope		
Wednesday June 28, 2023	Eid al-Adha holiday	-	-
Thursday June 29, 2023	Eid al-Adha	-	-
Friday June 30, 2023	Eid al-Adha holiday	-	-

Appendix 5: Apprenticeship Acceptance Letter



PT Bank Riau Kepri Syariah (Persero)
Meraka Dang Merdu
Jl. Jend. Sudirman No. 462 Pekanbaru, Riau 28116
Telp. (0761) 47070, Fax (0761) 42389
www.brksyariah.co.id

Nomor : 62P/KS.01/MSDI/2022
Lampiran : 1 (satu) lembar
Hal : Persetujuan Magang

Pekanbaru, 28 Desember 2022
4 Jumadil akhir 1444 H

Kepada Yth.
Pemimpin BRK Syariah
di -

Tempat

Assalamualaikum Warahmatullahi Wabarokatuh,

Alhamdulillah, salam dan do'a semoga kita selalu dalam lindungan Allah SWT dan dimudahkan dalam menjalankan aktivitas. Aamiin.

Sehubungan dengan permohonan magang dari unit Kantor BRK Syariah dan Universitas dapat disampaikan bahwa:

1. Peserta magang di unit Kantor BRK Syariah dapat disetujui dengan daftar nama, bagian dan Job Desk terlampir.
2. Peserta magang adalah pihak-pihak terafiliasi, sehingga harus dapat menjaga kerahasiaan Bank.
3. Kepada peserta magang diwajibkan melengkapi dan menandatangani Surat Pernyataan bersedia menjaga nama baik dan kerahasiaan PT. Bank Riau Kepri Syariah (form terlampir) dan dikirimkan kembali pada kesempatan pertama ke Divisi Manajemen SDI PT. Bank Riau Kepri Syariah.
4. Unit Kantor diwajibkan memberikan informasi kepada peserta magang tentang tata tertib dan peraturan magang di PT. Bank Riau Kepri Syariah terutama tentang menjaga hubungan yang patut dan wajar antara Pegawai PT. Bank Riau Kepri Syariah dengan peserta magang guna menghindari hal-hal yang tidak diinginkan.
5. Peserta magang harus diberikan pekerjaan khusus atau dilibatkan dalam project/rutinitas harian membantu percepatan penyelesaian Sistem Pengalihan Akad Konversi (SPAK) selama periode magang di unit kantor sepanjang tidak terkait dengan rahasia Bank dan melaporkan progress pekerjaan tersebut kepada Divisi Manajemen SDI setelah magang selesai.
6. Kepada peserta magang diwajibkan mendapatkan nasabah tabungan baru sebagai berikut:
 - Jangka waktu magang \leq 3 bulan : minimal 5 nasabah tabungan
 - Jangka waktu magang $>$ 3 bulan : minimal 10 nasabah tabungan.
7. Agar unit kantor membuat laporan ke Divisi Manajemen SDI setelah pelaksanaan magang selesai.

Demikian disampaikan, atas perhatiannya diucapkan terimakasih.

Wassalamualaikum Warahmatullahi Wabarokatuh.

AGENDA	
NO :	275
TGL :	29/12/2022

PT Bank Riau Kepri Syariah
Divisi Manajemen SDI

Kantor Pusat
Muhammad Altan
Pemimpin

Appendix 6: Briefing for Newly Registered Apprenticeship



Appendix 7: Exchanging the Tokens From Apprenticeship to the Company



Appendix 8: Events

Birthday Celebration of the Branch Manager of PT. Bank Riau Kepri Syariah
Bengkalis Branch



To the House of the Head of the Branch Manager and Employees of PT. Bank Riau
Kepri Syariah Bengkalis Branch in commemoration of Eid Al-Fitr



Visiting the homes of priority customers of PT. Bank Riau Kepri Syariah Bengkulu Branch in commemoration of Chinese New Year

