

APPRENTICESHIP REPORT

**PT. BANK RIAU KEPRI SYARIAH (PERSERODA)
BENGKALIS BRANCH**



By :

**VIKY OCTAVIYONA
5404191211**

**INTERNATIONAL BUSSINES ADMINITRATION
BACHELORS DEGREE
BUSINESS ADMINISTRATION DEPERTEMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS-RIAU
2023**

APPROVAL SHEET

PT. BANK RIAU KEPRI SYARIAH (PERSERODA)
BENGKALIS BRANCH

Written as one of the requirements for completing the apprenticeship

VIKY OCTAVIYONA
5404191211

Bengkalis, June 30th 2023

Branch Manager
PT. Bank Riau Kepri Syariah
(Perseroda) Bengkalis Branch



brk syariah
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 Juwita Rahmah, B.Sc., M.Ec.Dev
NIP.198406142018032001

ACKNOWLEDGEMENT

Praise and gratitude to the presence of ALLAH SWT for all His gifts and so that the writer can complete practical work and have completed practical work at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch.

The author also thanks all employees of PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch which is very kind, friendly and accepts writers as one of its members. In completing this apprenticeship, the author has been assisted a lot by the bank. Therefore, the author would like to express his deepest gratitude to:

1. Mr. Jhony Custer ST., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada S.T.,M.T as vice Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST.,M.Si as the Head of Business Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec.Dev as the head of the International Business Administration Study Program.
5. Mr. Badraini as Pgs Branch Manager of PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch
6. Mr. Edi Irawan as Operational Pinbag of PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch.
7. Mr. Wan Khairul Amri and Mr. Muhammad Hasby as Supervisor who has guided this Apprenticeship Report of PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch.
8. Ms. Yanisha Dwi Astari, S.S., M.Hum, as Advisor of the apprenticeship Report.
9. Mr. Adrian Irnanda Pratama, S.Sos., M.BA as The Guardian Lecturer of Class A of the International Business Administration Study Program.

10. Especially for my parents, my father Suyono and my mother Mirnawati who have prayed endlessly for me, support, and motivation that helped me to be enthusiastic during college to realize my goals.
11. My big family, thank you grandpa Sulaiman and grandma Linarti, dear uncle Dedi Irawan and Deni Saputra. Dear daughter-in-law Syamsidar and Wan Yuliana, don't forget the second grandson of Muhammad Irwansyah. Thank you all for giving me endless pocket money so that I am enthusiastic about going to college, may Allah repay all of your kindness.
12. Friends in arms of the State Polytechnic of Bengkalis, especially the International Business Administration Study Program, thank you for the support, motivation and cooperation during the completion of this thesis.

The author realizes that the preparation of this apprenticeship report is still far from perfect, both in terms of preparation, language and writing. Therefore the author highly expects criticism and beneficial suggestions to become a reference for author in the future. Hopefully, this apprenticeship is useful for both authors and readers.

Bengkalis, June 30th 2023



Viky Octaviyona
NIM. 540191211

TABLE OF CONTENTS

COVER TITLE	
APPRENTICESHIP REPORT.....	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	v
LIST OF FIGURE.....	vii
LIST OF TABLES	viii
LIST OF APPENDICES.....	x
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purpose of the Apprenticeship	3
1.3 Significance of the Apprenticeship	4
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	6
2.1 Company History	6
2.1.1 Logo PT. Bank Riau Kepri Syariah (Perseroda).....	12
2.2 Vision and Mission	13
2.3 Kind of Business	13
2.4 Structure of Organization.....	15
2.5 The Working Process	22
2.6 Documents used for Activities	27
2.6.1 Hardware Used.....	32
2.6.2 Software Used	33
CHAPTER III SCOPE OF THE APPRENTICESHIP	35
3.1 Job Description.....	35
3.2 System and Procedure	36
3.2 Place of Apprenticeship	42
3.4 Obstacles and Solutions	66
2.4.1 Obstacles	66

2.4.2 Solutions.....	67
CHAPTER IV CONCLUSIONS AND SUGGESTIONS.....	68
4.1 Conclusions	68
4.2 Sugestions	70
REFERENCES.....	72
APPENDICES	73

LIST OF FIGURES

Figure 2.1 Menara Dang Merdu PT. Bank Riau Kepri Syariah	6
Figure 2.2 Head Office PT. Bank Riau Kepri Syariah.....	11
Figure 2.3 Logo Bank Riau Kepri	12
Figure 2.4 Logo Bank Riau Kepri Syariah	12
Figure 2.5 Payment Order from PT. Bank Riau Kepri Syariah	27
Figure 2.6 Letterhead Logo PT. Bank Riau Kepri Syariah.....	27
Figure 2.7 Paper 2 Ply PT. Bank Riau Kepri Syariah.....	28
Figure 2.8 Paper 1 Ply PT. Bank Riau Kepri Syariah.....	28
Figure 2.9 Credit Note PT. Bank Riau Kepri Syariah.....	29
Figure 2.10 Debit Note PT. Bank Riau Kepri Syariah.....	29
Figure 2.11 The Money Transfer form PT. Bank Riau Kepri Syariah	30
Figure 2.12 Wirthdrawal From PT. Bank Riau Kepri Syariah	30
Figure 2.13 Deposit Slip PT. Bank Riau Kepri Syariah	31
Figure 3.14 Register Book PT. Bank Riau Kepri Syariah	32
Figure 3.15 Hardware used PT. Bank Riau Kepri Syariah	32
Figure 3.16 Microsoft Word Program.....	33
Figure 3.17 Microsof Excel Program	34

LIST OF TABLES

Table 2.1 Organizational Structure of PT. Bank Riau Kepri Syariah.....	17
Table 2.2 Business Processes at PT. Bank Riau Kepri Syariah.....	25
Table 3.1 Apprenticeship Schedule	42
Table 3.2 Daily Activity of January 02,2023 to January 06,2023'	43
Tabel 3.3 Daily Activity of January 09,2023 to January13,2023'.....	44
Tabel 3.4 Daily Activity of January 16,2023 to January 20,2023'	45
Tabel 3.5 Daily Activity of January 24,2023 to January 27,2023'	46
Tabel 3.6 Daily Activity of january 30,2023 to February 03,2023'	47
Tabel 3.7 Daily Activity of February 06,2023 to February 10,2023'	48
Tabel 3.8 Daily Activity of February 13,2023 to February 17,2023'	49
Tabel 3.9 Daily Activity of February 20,2023 to Febuary 24,2023'	50
Tabel 3.10 Daily Activity of February 27,2023 to March 03,2023'	50
Tabel 3.11 Daily Activity of March 06,2023 to March 10,2023'	51
Tabel 3.12 Daily Activity of March 13,2023 to March 17,2023'	52
Tabel 3.13 Daily Activity of March 20,2023 to March 24,2023'	53
Tabel 3.14 Daily Activity of March 27,2023 to March 31,2023'	54
Tabel 3.15 Daily Activity of April 03,2023 to April 07,2023'	55
Tabel 3.16 Daily Activity of April 10,2023 to April 14,2023'	56
Tabel 3.17 Daily Activity of April 17,2023 to April 21,2023'	57
Tabel 3.18 Daily Activity of April 24,2023 to April 28,2023'	57
Tabel 3.19 Daily Activity of May 01,2023 to May 05,2023'	58
Tabel 3.20 Daily Activity of May 08,2023 to May 12,2023'	59
Tabel 3.21 Daily Activity of May 15,2023 to May 19,2023'	60
Tabel 3.22 Daily Activity of May 22,2023 to May 26,2023'	61
Tabel 3.23 Daily Activity of May 29,2023 to June 02,2023'	62
Tabel 3.24 Daily Activity of June 05,2023 to June 09,2023'	63
Tabel 3.25 Daily Activity of June 12,2023 to June 16,2023'	64
Tabel 3.26 Daily Activity of June 19,2023 to June 23,2023'	65

Tabel 3.27 Daily Activity of June 26,2023 to June 30,2023'.....	65
---	----

LIST OF APPENDICES

Appendix 1 Approval Letter for Apprenticeship	73
Appendix 2 Internship Completion Letter	74
Appendix 3 Company Appraisal Sheet	75
Appendix 4 Apprenticeship Attendance List for 6 Months	76
Appendix 5 Briefing on the Acceptance of New Apprentices.....	82
Appendix 6 Event Documentation	83
Appendix 7 Activity Documentation	86
Appendix 8 Daily Activity	88