

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.196406142018032001

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 February 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

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

State Polytechnic of Bengkalis is a state polytechnic located in Riau Province, Bengkalis Regency. The Bengkalis district government through the Human Development Foundation (YBI) established a university called the State Polytechnic of Bengkalis. The Bengkalis district government and the Bengkalis district parliament to propose upgrading the status of private tertiary institutions (PTS) to state tertiary institutions (PTN) in early 2008. In 2009 the State Polytechnic of Bengkalis proposed upgrading the status of private tertiary institutions to state tertiary institutions to the national education ministry upgrading the status of private tertiary institutions to state tertiary institutions to the ministry of national education through the director general of higher education.

The State Polytechnic of Bengkalis is a higher education institution that produces state university experts (PTN) which was founded in early 2000 in Bengkalis Regency. In 2011 the State Polytechnic of Bengkalis changed its status to become a tertiary institution through Minister of National Education Regulation No. 28 of 2011 concerning the establishment of the organization and work procedures of the State Polytechnic of Bengkalis, on February 9 2011, the State Polytechnic of Bengkalis and the Bengkalis district government made a presentation to the minister for the utilization of state apparatus and bureaucratic reform to facilitate the feasibility of establishing the State Polytechnic of Bengkalis. On July 29, 2011, the polytechnic officially became a state university (PTN) under the name State Polytechnic of Bengkalis through a regulation from the Minister of National Education (Permendiknas). Until finally the official state polytechnic of bengkalis college on December 26, 2011.

In July 2001 the State Polytechnic of Bengkalis accepted its first batch of new students, then in 2006 the Polytechnic added 2 (two) new study programs namely English and informatics engineering. State Polytechnic of Bengkalis has 8

(eight) majors with 18 (eighteen) study programs consisting of 9 (nine) diploma III (D3) including shipping engineering, mechanical engineering, electronics engineering, civil engineering, business administration, informatics engineering, English business, nautical, management of commercial shipping. And 9 (nine) Diploma IV (D4) including shipping architectural engineering technology (TRAP), production and maintenance engineering (TMPP), electrical engineering, road and bridge design engineering (TPJJ), international business administration (ABI), public financial accounting (AKP), software engineering (RPL), information system security (KSI), English for business and professional communication (Bispro).

The International Business Administration Study Program is one of the study programs at the State Polytechnic of Bengkalis. This program studies economics and business. During the learning process, students are introduced to the world of business from a domestic and international scope. Starting from managing letters, administration, secretarial offices, entrepreneurship, export and import, taxation, accounting, payments to management to prepare students ready for work. International business administration study program students must be prepared to take part in apprenticeship both in state-owned companies and in private companies.

State Polytechnic of Bengkalis is a vocational campus that educates students to create competent people in various fields. Polytechnics also have a responsibility to improve human resources, especially to achieve quality students. One effort that can be done is to require final semester students to take Apprenticeship courses. Apprenticeship is a place for student learning to get to know the actual scope of work. Students can search for companies according to their respective fields. When carrying out practical work, students must be able to directly apply the knowledge they have learned and the theory they have learned in the previous semester to the world of work.

In the final semester This apprenticeship is carried out when students are in semester 8 (Eight) or the final semester. Apprenticeship work or better known as apprenticeship can add knowledge and skills to students as well as know the

profession and working atmosphere that are in accordance with the student's study program which will later be applied while working. In the apprenticeship program, especially the international business administration study program in the 8th (Eight) semester, it is carried out for 6 months by choosing the desired company according to one's abilities. The apprenticeship coordinator also provides suggestions and choices of the best apprenticeship places for students. After being discussed, the author finally decided to do apprenticeship at PT. Bank riau kepri syariah (Perseroda) Bengkalis branch.

PT. Bank Riau Kepri Syariah (Perseroda) PT. Bank Riau Kepri Syariah (Perseroda) has 156 office networks consisting of 20 branch offices, 45 sub-branch offices, 58 cash offices and 35 shops, plus 300 ATM machines spread across. The author carries out apprenticeship at one of the Bengkalis branch offices which is located at Pahlawan Street No. 15A Bengkalis.

1.2 Purpose of the Apprenticeship

In activities during apprenticeship, especially International Business Administration Study Programs in the final semester or semester 8 (Eighth) it is carried out for 6 months for State Polytechnic of Bengkalis Students International Business Administration Study Program at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch is as follows:

1. To explain the job description during apprenticeship
2. To Identify the place and time of apprenticeship
3. To explain the apprenticeship procedure system
4. To explain the constraints and apprenticeship solutions

1.3 Significance of the Apprenticeship

The apprenticeship carried out is very beneficial for several parties such as students, companies and the State Polytechnic of Bengkalis :

1. For students

There are several benefits from the implementation of the apprenticeship program obtained by students, namely as follows :

- a. Get a certificate from the company if you have completed the apprenticeship program.
- b. Get pocket money and transportation according to the agreement at the beginning between the student apprenticeship and the company.
- c. Students can develop ideas and suggestions in work relations in order to increase apprenticeship experience.
- d. Students are given the opportunity to apply theoretical and conceptual knowledge in the real world of work.
- e. Students gain apprenticeship experience in scientific theory and practice in accordance with their study program.

2. For companies

The benefits of implementing apprenticeship programs are also obtained by corporate institutions that accept apprenticeship students, namely as follows:

- a. Companies will receive labor assistance from students who do p apprenticeship so that the work becomes a little lighter and easier.
- b. Companies will be more recognized by academics and the world of education.
- c. The State Polytechnic of Bengkalis received feedback from the company regarding students who took part in apprenticeship in their world of work.
- d. State Polytechnic of Bengkalis obtains feedback from the world of work for curriculum development and learning processes.
- e. There is good cooperation between State Polytechnic of Bengkalis and PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch.

3. For the State Polytechnic of Bengkalis
 - a. To find out the academic and apprenticeship abilities that have been learned during the learning process at the State Polytechnic of Bengkalis while carrying out apprenticeship at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch.
 - b. Become a place to improve vocational education programs in an effort to produce the best graduates according to the wishes of the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Bank Riau Kepri Syariah abbreviated (BRKSyariah) is a BUMD syariah banking owned by the Provincial Government of Riau and Riau Islands with its head office in Pekanbaru, Riau, Indonesia. The head office is named Menara Dang Merdu, which is located on Jl. Jend. Sudirman No. 462 Pekanbaru. PT. Bank Riau Kepri was founded in 1961 under the name riau regional development bank (BPDR or BAPERI) with the legal form of a regional company (PD) but according to the decision of the general meeting of shareholders (RUPS) dated June 26 2022, the legal form of a regional company (PD) changed to limited liability company (PT). This bank was previously named Bank Riau Kepri with 2 business units namely conventional and sharia. BRK Syariah has been operating in various areas of Riau, Riau Archipelago, and outside the region, namely Jakarta.



Figure 2.1 Menara Dang Merdu PT. Bank Riau Kepri Syariah

Source : Processed Data, 2023

Menara Dang Merdu which is the head office of the Riau Kepri Bank. In 2004, PT Bank Riau opened PT Bank Riau Kepri Syariah by submitting an application letter to Bank Indonesia on January 29, 2004, then approved by Bank Indonesia on February 27, 2004, then on May 21, 2014 Bank Riau submitted an application for a Bank operational license Riau Syariah and was cleared in June 2004 to start operations.

On July 1, 2004, Riau was divided into two provinces, namely between the Riau Islands and Riau. Then formed a new province, namely the Riau Archipelago Province due to the area size factor and the province was unified by a regional bank, so that what was formerly named PT Pembangunan Daerah Riau (BPDR or BAPERI) became PT Bank Riau Kepri according to the decision of the extraordinary general meeting of shareholders (EGMS) April 26, 2010 the name of PT Bank Pembangunan Daerah Riau was changed to PT. Riau Archipelago Bank. Then in 2022, PT Bank Pembangunan Daerah Riau and Riau Islands succeeded in converting from a conventional general bank to a sharia commercial bank, namely to become PT Bank Pembangunan Daerah Riau and Riau Islands Syariah (Perseroda) or abbreviated as PT Bank Riau Kepri Syariah (BRKS). By upholding sharia principles, BRK Syariah will no longer carry out conventional business activities.

In accordance with the Decree of the Members of the Board of Commissioners of the Financial Services Authority (OJK) Number KEP-93/D.03/2022 dated 04 July 2022, Regarding the Granting of Permits for Changing Business Activities of Conventional Commercial Banks (BUK) to Syariah Commercial Banks (BUS). Bank Riau Kepri started the transition period from August 19, 2022 from a conventional bank to a bank that upholds sharia principles. It is scheduled that this system change will occur on August 22, 2022 on Monday.

Since obtaining permission to change business activities to become an Islamic commercial bank, Bank Riau Kepri Syariah will no longer carry out any conventional activities, except in order to complete the activities of the rights and obligations that existed before. So that everything turns into Sharia-based

activities. On August 25, 2022, Deputy President Ma'ruf Amin inaugurated Bank Riau Kepri Syariah (BRK Syariah), according to him, the successful conversion of Bank Riau Kepri from conventional to syariah banking was a significant achievement in the development of Islamic economics and finance in Indonesia. Any brief explanation on the history of PT. Bank Riau Kepri Syariah (Perseroda) as follows:

1. On April 1, 1966

The Riau Regional Development Bank began with the status of a bank owned by the Riau Regional Government according to Law No. 13 of 1962 concerning Regional Development Banks.

a. 1975

The status of the establishment of the Riau Regional Development Bank is adjusted to the Regional Regulation of the Province of Riau's Level I Region Number 10 of 1975.

b. 1986

The status of the establishment of the Riau Regional Development Bank was adjusted to the Regional Regulation of the Province of Riau's Level I Region Number 18 of 1986.

c. 1992

The status of the establishment of the Riau regional development bank is adjusted to regional regulation no. 14 of 1992 concerning the Riau regional development bank based on law no. 7 of 1992 concerning banking.

2. In June 26, 2002

The Riau regional development bank was approved to change its status from a regional company (PD) to a limited liability company (PT) according to the results of the GMS.

a. May 5, 2003

Approval of the change of PD status to PT by the Minister of Justice and Human Rights with a decision letter number C-09851.HT.01.01 of 2003.

3. June 13, 2003
Changes in legal entity and PD to PT have been approved in the GMS.
4. July 22, 2003
Obtaining the approval of the senior deputy governor of Bank Indonesia No. 5/30/KEP.DGS/2003.
5. July 16, 2008
Islamic banking, which requires the separation of Islamic business units (UUS) in Islamic commercial banks no later than 15 (fifteen years) since the enactment of this law or no later than 2023.
6. April 26, 2010
The name of PT. The riau regional development bank became PT. Riau Kepri regional development bank which is shortened to PT. Bank Riau Kepri.
7. July 22, 2010
Approval from the Minister of Law and Human Rights of the Republic of Indonesia through Decree No. AHU 36484.AH.01.02 Year 2010 regarding company name changes.
8. September 23, 2010
Approval from Bank Indonesia through the Governor of Bank Indonesia Decree No. 12/59/KEP.GBI/2010 Regarding the change of name from BPD riau to BPD riau kepri.
9. January 27, 2016
Inauguration of the head office and main branch of Bank Riau Kepri at the Dang Merdu Tower of Bank Riau Kepri.
10. April 22, 2019
RUPS approved the conversion of Riau Kepri bank to become a sharia commercial bank.
11. May 17, 2019
Formation of the PT. conversion project management team. Bank riau kepri became PT. Bank Riau Kepri Syariah which has been amended several times, the

last change is the SK PT. Riau Kepri Regional Development Bank No. 082/KEPDIR/2021 dated 12 November 2021 regarding the revitalization of the transfer of the function of the project management office of PT. Bank Riau Kepri becomes a syariah commercial bank.

12. May 24, 2022

Amendment to Regional Regulation Number 10 of 2022 concerning Changes in the Form of a Riau Regional Development Legal Entity From a Regional Company to a Riau Regional Bank Limited Liability Company.

13. May 24, 2022

Statement of resolutions of the shareholders' meeting outside the extraordinary general meeting of shareholders of the limited liability company PT. The development of the Riau Archipelago area, abbreviated as PT. Bank Riau Kepri circularly.

14. June 15, 2022

Approval of Amendment to the Articles of Association of Limited Liability Company PT. Riau Regional Development Bank Kepri Syariah Corporation.

15. July 04, 2022

Approval Letter of Members of the Board of Commissioners of the Financial Services Authority (OJK) No. KEP-93/D.03/2022 dated 04 July 2022 concerning Issuance of Business Change Permits for BUK PT. Riau Kepri Regional Development Bank to become BUS PT. Kepri Syariah Regional Development Bank (Perseroda).

16. August 19, 2022

Implementation of conventional system cut-off and data migration process to the Bank Riau Kepri Syariah (Perseroda) system.

17. August 22, 2022

The commencement of the operational activities of PT. Bank Riau Kepri Syariah (Perseroda).

18. August 25, 2022

Inauguration of PT. Bank Riau Kepri Syariah (Perseroda) by the Vice President of the Republic of Indonesia, by Mr. KH. Ma'ruf Amin.



Figure 2.2 : Head Office of PT. Bank Riau Kepri Syariah (Perseroda) Pekanbaru

Source : Processed Data, 2023

PT. Bank Riau Kepri Syariah (Perseroda) PT. Bank Riau Kepri Syariah (Perseroda) has 156 office networks consisting of 20 branch offices, 45 sub-branch offices, 58 cash offices and 35 shops, plus 300 ATM machines spread across The author carries out apprenticeship at one of the Bengkalis branch offices which is located at Pahlawan street No. 15A Bengkalis.

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 people's living standards. PT. Bank Riau Kepri Syariah is an example of regional autonomy in the field of finance or banking and runs its business as a commercial bank. The function of using the Bank Riau Kepri Syariah is:

- a. As a source of financing for regional development
- b. As a driving force for regional development
- c. As a regional cash holder or regional cash depository
- d. As a source of regional income

2.1.1 Logo PT. Bank Riau Kepri Syariah (Perseroda)

1. Logo Bank Riau Kepri (Konvensional)



Figure 2.3 : Logo Bank Riau Kepri (Konvensional)

Source : Processed Data, 2023

Figure 2.3 is the shape of the PT. Bank Riau Kepri logo, as for the color inspiration for the PT. Bank Riau Kepri logo as follows :

- a. Golden yellow : reflects the hope for success, excellence and glory.
- b. Red maroon : express the spirit of work (Active) the spirit of struggle and productivity.
- c. Black : identical to firmness, firm, formal, polite and steady.

2. Logo Bank Riau Kepri Syariah



Figure 2.4 : Logo Bank Riau Kepri Syariah

Source : Processed Data, 2023

The logo of Bank Riau Kepri Syariah after the conference to Islamic banking, as for the meaning of the logo of PT. Bank Riau Kepri Syariah (Perseroda) is:

1. Boat and sail reduced to one
2. The new logo is adapted to Malay characteristics with the philosophy of tanjak/tengolok and a yellow sassy boat
3. The green color is a complement to Malay characteristics and becomes Islamic banking
4. The new tag line after the conference PT. Bank Riau Kepri Syariah is "a blessing for all".

2.2 Vision and Mission

Each company has a vision and mission to realize its goals and act as a driving force for carrying out its respective programs. Likewise at PT. Bank Riau Kepri Syariah, which has made changes to become an Islamic commercial bank, has a new vision and mission, namely:

2.2.1. Vision of PT. Bank Riau Kepri Syariah

Realizing an inclusive, resilient and modern syariah bank that is the main choice of the community that contributes significantly to sustainable regional development.

2.2.2. 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. Developing quality human resources (HR) who are ready to face the transformation in universal sharia values.

2.3 Kind of Business

Business is an activity carried out by individuals or organizations that involves the production, sale, purchase or exchange of goods/services with the

aim of making a profit. The word “Business” can be used depending on the group. There are 3 ways to use the word business, namely:

1. Business entity, namely technical, juridical and economic, seeking profit
2. Certain market sectors, such as the capital market
3. All activities in the community of producers of goods or services.

There are many types of business, such as agricultural business, production business, raw materials, manufacturing materials, construction business, transportation business, communication business, service business, small trade business and finance business. In practical activities carried out this type of business at PT. Bank Riau Kepri Syariah (Perseroda) 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.

PT. Bank Riau Kepri Syariah is a bank that runs its business based on the principles set by law and aims to meet the needs of banking services. In its implementation, PT. Bank Riau Kepri Syariah now provides products and services with a sharia system that customers can choose and use. One of the products provided by PT. Bank Riau Kepri Syariah is a regional development savings product (SIMPEDA) which is a type of saving book in collaboration with regional development banks throughout Indonesia. In addition, the business carried out by PT. Bank Riau Kepri Syariah is also based on law no. 10 of 1998 Chapter II Article 6 Commercial Bank business includes:

1. Raising Funds (Funding) : funds from the public in the form of demand deposits, time deposits, saving and other forms.
2. Lending (lending) : loan distribution and placement with other banks.
3. Bank Activities or Services : remittances, inkaso, bank guarantees, pension payments, telephone, electricity, taxes, and others.

PT. Bank Riau Kepri Syariah also carries out its business activities in sharia or based on sharia principles which in its activities do not provide services

in payment traffic. 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 by Bank Riau Kepri Syariah to its customers are:

- a. MKM financing
- b. Consumer financing
- c. Commercial financing

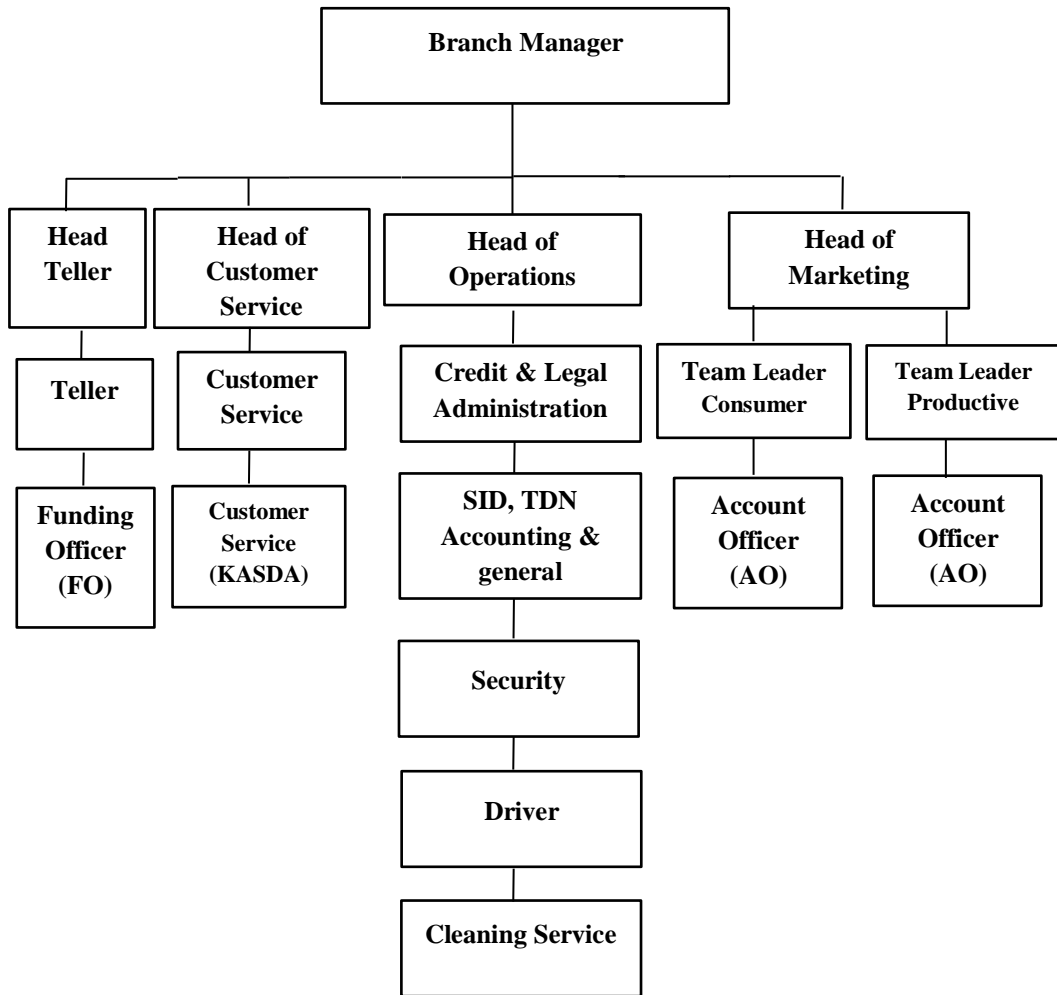
In addition, PT. Bank Riau Kepri Syariah has several products and services provided, including:

1. Savings
 - a. Giro
 - b. Savings
 - c. Planned Savings
 - d. Time Deposit
2. Service
 - a. EDC Merchants
 - b. BRKS Mobile
 - c. BRKS Qris
 - d. Cash Management System
 - e. Remittances
 - f. SMS banking
 - g. Qris Merchant
3. Cards
 - A. Debit Card
 - B. Financing Card
4. Priority

2.4 Structure of Organization

Structure of organization at PT. Bank Riau Kepri Syariah is a type of functional organizational structure, namely the organizational structure based on the function of each component of PT. Bank Riau Kepri Syariah Bengkalis Branch has 4 (Four) leaders, namely:

1. Branch Manager, whose job is to determine the opening and closing of offices and funding objectives, issue policies, formulate business development strategies in accordance with the capabilities and available budget, evaluate and supervise the work of staff and employees and provide reports to the chief executive.
2. The head of the operational section (Pinbag OP), is responsible for all operations of PT. Bank Riau Kepri Syariah Bengkalis Branch in conducting transactions, as well as other activities that take place at the bank. This section also prepares daily and monthly financial reports for branch offices and checks incoming remittances before posting and is responsible for security, night guard, drivers and cleaning services.
3. The head of the customer service department (Pinsi PELNAS) is in charge of being responsible for all work processes carried out by the customer service department, tellers, customer service, filling out and checking every ATM, seeking funds/money and everything related to customers.
4. The head of the marketing department (Team Leader) who has the duty to market bank products or services, find customers, see other business opportunities. By making applications and analyzing every loan application received, being responsible for every loan given and billing if there is arrears in credit payments. The team leader oversees several sections, namely the credit analysis section which analyzes all loan recipients, the account officer section, which is a position in a banking company that is included in the marketing category, its main activity is selling company products or offering all types of credit available at banks and credit collection for certain time (PKWT) or better known as a debt collector is a part of credit by collecting credit.



Branch Manager	1 Employees
Customer Service Division	8 Employees
Teller Division	8 Employees
Fuunding Officer Division	2 Employees
Operations Divisions	16 Employees
Team Leader Division	8 Employees
Team Leader Productiv	5 Employees
Total of Employpess	48 Employees

Table 2.1: Organizational Structure of Bank Riau Kepri Syariah Before the Conference

Source : Processed Data, 2023

Each position in a structure has an organizational structure and has responsibilities in their respective duties to achieve an organizational goal. The following are the duties of each of these positions:

1. Branch Manager

In charge of setting goals and policies, formulating plans and strategies for developing a business in accordance with the capabilities or budget available or planned by PT. Bank Riau Kepri Syariah Bengkalis Branch as well as by supervising and assessing the activities of its staff and employees.

2. Head of Customer Service Department

This section is usually called the front office which deals directly with customers. In the customer service section, the head of the CS section is assisted by several people who occupy each section in serving customers, including:

a. Customer Service

Customer service is a service that serves in providing information and as a duty in serving customers who come to open an account, create a savings account savings book, serve customers who transact remittances such as SKN, make notes for pensioners' salaries. In addition, customer service also provides outreach to customers or prospective customers related to products and bank handling of customer complaints.

b. Customer Service (KASDA)

In customer Service, the KASDA section serves the task of disbursing funds or SP2D, in addition to disbursing SP2D funds, customer service has the task of smooth distribution of APBN funds, such as issuing letters of payment termination certificates (SKPP) and planning fund with drawals.

c. Head Teller

Is the head of the department who can be responsible for supervising and managing incoming and outgoing cash, as well as handling complex customer transactions. The head teller also assists with the smooth

running of the over booking teller who is in charge of receiving and carrying out all kinds of non-cash transactions and is in charge of sending/transferring money to an account in one bank.

d. Teller

Teller are front office officers whose job is to receive deposits, withdrawals and payment orders that have been adjusted to the applicable regulations. Provide explanations to customers who need information about account balances and mutations, bank products. Tellers also do posting before closing the office and control cash out and in every day, serving customer account openings and deposits.

e. Funding Officer

In general, the task of being a funding officer is to find and collect/input as many funds as possible. And looking for customers to promote, market products from the bank, both marketing funds and services. As well as managing good relations with customers, this is the core of the banking business. The funds collected by the funding officer will be played back by the bank in the form of credit to customers. Funding officers also carry out promotions for customers to follow up on products purchased by customers, as well as carry out analysis of customer deposits and savings and always report them regularly.

3. Head of Operations

This operational section has an important role in carrying out the bank's daily operations. By being in charge and maintaining the authority to oversee the credit analysis task and report it to the leader. In this section, operational pinbags are also assisted by several people who handle their respective fields, including:

a. Credit & Legal Administration

In charge of handling and recording all credit transactions and making letters, checking the authenticity of creditor data, inventorying customer data to storing creditor files and tidying up customer collateral data. And the additional tasks that are always carried out are receiving credit from

micro-entrepreneurs and others as well as making other reports that have been distributed and handling or recording all credit transactions.

b. SID, TDN Accounting & General

In this accounting section, it is the section that makes trend balance sheets, carries out daily posting of vouchers which is the duty and authority, makes correction vouchers for bookkeeping errors which is the duty and responsibility, organizes voucher transactions in a safe and orderly manner, monitors all transactions that are in the intermediary general administration, carry out the administration of sending and receiving remittances. Meanwhile, in the general section, it performs the distribution of salaries every month and its attachments, checks inventory items at the end of each month and finances each purchase of goods, makes payment orders, makes SSP for tax payments before the end of the month. Assets and yadibu, make attendance recaps and send them to the head office. Register incoming and outgoing mail, make official travel orders (SPPD), leave employees in carrying out tasks and orders and be responsible to the head of the operational section.

c. Security

The task of the security guard is to be in charge and help direct the customer to take a queue number, inform certain information to the customer. And the security guard also maintains security at PT. Bank Riau Kepri Syariah both from outside and from within in carrying out security and supervising those deemed harmful to the surrounding environment. The additional duties of the security guard at PT. Bank Riau Kepri Syariah is on duty for the night shift to ensure the room is locked so that there are no intruders.

d. Drivers

Driver at PT. Bank Riau Kepri Syariah is in charge of driving official cars and picking up office needs, such as delivering employees who have daily pickets. Usually carry out transportation for leaders and officials

both weekdays and holidays. Always maintain the cleanliness of the official car and control the supply of fuel, oil, radio water and report to the operational leader every time he leaves the office to carry out his duties.

e. Cleaning Service

In charge of carrying out office maintenance and maintenance from areas inside and outside the building of PT. Bank Riau Kepri Syariah Bengkalis Branch. as well as assisting customer service in conducting transactions, informing matters that are considered important for smooth operation so as to create a safe, conducive and comfortable atmosphere.

4. Head of Marketing Department

Has the duty to market bank products or services, find customers, see other business opportunities. By making applications and analyzing every loan application received, being responsible for every loan given and billing if there is arrears in credit payments. Where the leader in the marketing section is assisted by several people who handle in their respective fields such as:

a. Team Leader Consumers

His job is to handle or analyze loan financing. Receive incoming requests from customers, check the completeness of documents from customers, analyze requests from customers who will be financed, look for a debtor system on the Financial Services Authority (OJK) slip, maintain NPL (credit, default/delinquent) in order to achieve goals and contribute to PT growth Bank Riau Kepri Syariah.

b. Productive Team Leader

The task is almost the same as the consumer team leader, but this productive team is more likely to conduct direct site surveys with other teams to analyze directly on the customers concerned at the bank.

c. Account Officer (AO)

Assisting debtors whose payments are due, assisting and motivating NPL (non-performing loan) customers, preparing reports and filing NPL reports.

2.5 The Working Process

In carrying out this apprenticeship, the author was placed in the general and personnel section, the followings are the duties and authorities of the general section as well as additional work in other sections:

1. General division
 - a. Providing a smile and excellent service to all customers and prospective customers
 - b. Providing good service to customers who meet to discuss because an error was made during a deposit or connection with the bank.
 - c. Making a payment order
 - d. Processing remittances (KU) both for the national financial system (SKN), clearing and Real time gross (RTGS).
 - e. Receiving and record registration of incoming letters from the head office, general office and incoming letters from sub-district heads/shops.
 - f. Recapitulation and manage office inventory and monthly office supplies.
 - g. Checking incoming goods for offices and shops.
 - h. Checking machine absences every month for Bank Riau Kepri Syariah employees.
 - i. Providing codes on credit and debit for customers and offices.
 - j. Processing remittance (KU) returns, if an error occurs if it is not checked again.
 - k. Maintain and keep passwords secret in the operational part of the bank's computer system for which they are responsible.
 - l. Ensure that no intermediaries have branched balances.
 - m. Printing balance sheets and profits every day.
 - n. Making a tax deposit that has been taken and report it to the tax office.

- o. Ensuring the availability of office equipment when needed while still referring to the approved budget by seeking cost efficiency for office needs.
 - p. Organizing office inventory borrowing.
 - q. Performing calculations and payments of salaries and overtime as well as meal allowances for employees and apprentices
 - r. Maintain and keep the operating code of the bank's computer system confidential.
 - s. Recapitulation and separate remittance slips for filing and evidence to bank employees.
 - t. Printing a list of daily work activities for operators to be archived at QACA.
 - u. Separation and processing of bookkeeping orders for service offices at the end of each month.
 - v. Checking the financing section by checking the names of customers who are minus at the end of each month.
 - w. Recapitulation transactions every day at the end of work by giving them to the pinbag.
2. Credit & legal administration
- a. Providing a smile and excellent service to all customers and prospective customers
 - b. Doing bookkeeping on multi-purpose credit (KAG) for customers who apply for loans.
 - c. Perform short balance and trend balance printing.
 - d. Calculating and registering billing costs to the finance treasurer
 - e. Performing separation of contracts for customers and the bank
 - f. Checking debits on bookkeeping orders for payroll is posted to the teller, done at the end of each month
 - g. The input of SPAK is in accordance with the account number format and the date the customer made the submission.

- h. Inputting the data of customers who apply for loans on the computer according to the bank's system.
 - i. Archiving SPAK document files for financing customers at the PAG warehouse.
 - j. Printing flagging on customers every month.
 - k. Checking incoming mail for customers from the head office in order to request payment to customers.
 - l. Printing of filing insurance claims on behalf of customers.
3. Customer Service (KASDA)
- a. Providing a smile and direct service to customers and prospective customers.
 - b. Provide explanation and understanding to customers to check and disburse funds.
 - c. Help recap data on SP2D
 - d. Processing and segregating debits for taxes
 - e. Merging SP2D documents with printing debits for tellers to be posted, in order to disburse funds.
 - f. Registering and provide a stamp for proof for legalization.
4. Marketing Department
- a. Doing On the spot (OTS) business and collateral to customers who make loans.
 - b. Checking customer files in accordance with the memorandum from the bank.
 - c. Printing debtor information and checking without the knowledge of the customer (Bank Secrecy), in order to find out if the customer is making a loan elsewhere. This is useful so that customers are not arbitrary to make loans in accordance with the requirements of the bank.
 - d. Printing on financing above the authority of the shop on behalf of the customer concerned
 - e. Printing late customer payment warnings with a Warning Letter (SP 1).

- f. Checking and printing notifications for the customer concerned.
- g. Checking warrants for collateral assessments for customers who wish to apply for a loan (KUR).
- h. Checking collateral analysis forms, financing analysis memorandums, compensation statements (SPGR) and customer biodata for financing applications.

In this report, explains how the company's business processes in achieving goals :

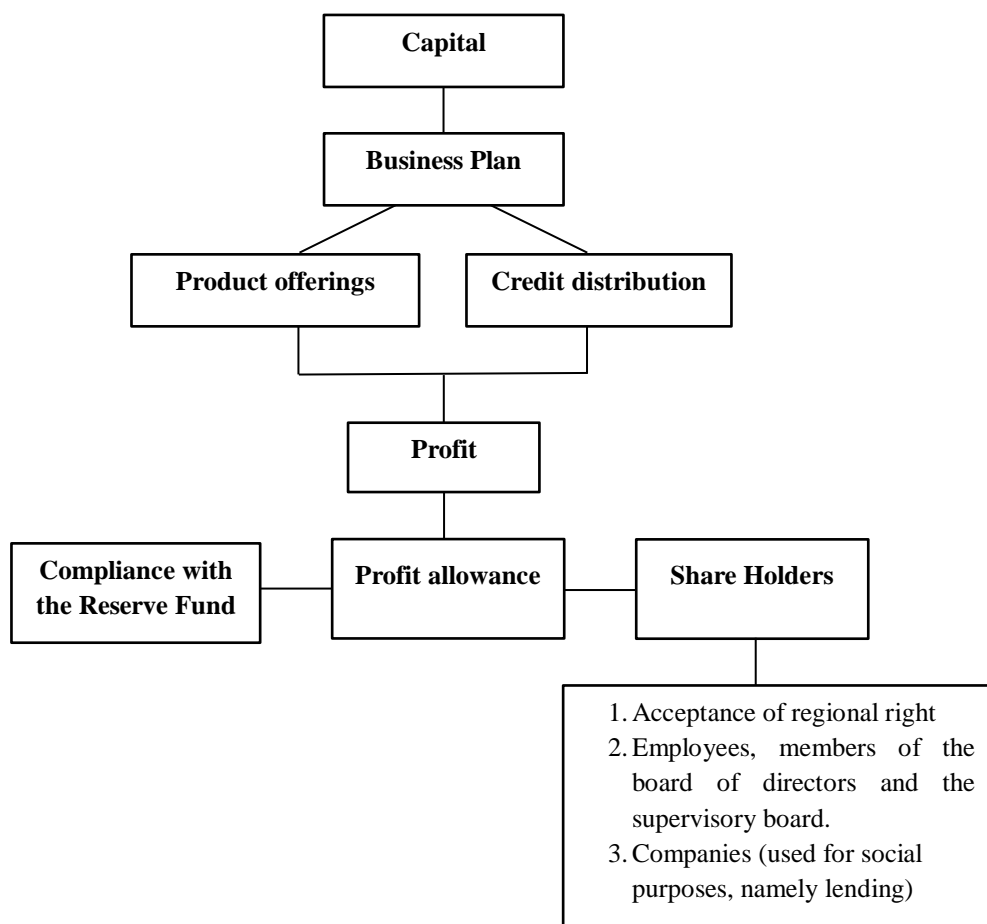


Table 2.2 : Business Processes at PT. Bank Riau Kepri Syariah
Source : Processed Data, 2023

Describe the business process at PT. Bank Riau Kepri Syariah (perseroda) Bengkalis Branch is a regionally owned enterprise (BUMD) which is wholly or most of its capital is owned by the region. Bank Riau Kepri Syariah was established to realize the objectives of BUMD, namely to provide benefits for

regional economic development in general, to provide general benefits in the form of providing quality products and services to fulfill people's lives in accordance with the conditions, characteristics and potential of the local community concerned.

The chart shows that the company's business cycle or process begins with capital based on regional company capital sources consisting of:

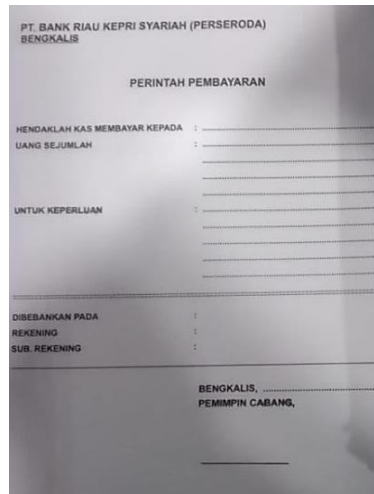
1. Regional Capital Participation: sourced from the revenue budget and regional expenditure revenue budget (APBD) and conversion from loans.
2. Loans: originating from regions or regionally owned enterprises (BUMD)
3. Grants: sourced from the central government, regions, and regional public agencies (BUMD)
4. Other sources of capital: including reserve capitalization, revaluation, profit assets and shares.

Furthermore, after obtaining capital, the company conducts business planning, namely collecting and distributing funds in accordance with PP Article 93 concerning the procurement of goods and services. Then from the results of the business plan, the company earns a profit which is then set aside by 20% to fulfill the reserve fund and the net profit is handed over to the shareholders. Then it is distributed as regional income or rights for members of the board of directors and supervisory board. 5% for employees in accordance with PP article 103 and the rest for companies carrying out social responsibilities such as the need for micro, macro and multi-purpose business development.

2.6 Documents Used for Activities

In carrying out practical work, there are several documents needed to complete the work given. These documents are:

1. Payment Order Form PT. Bank Riau Kepri Syariah



PT. BANK RIAU KEPRI SYARIAH (PERSERODA)
BENGKALIS

PERINTAH PEMBAYARAN

HENDAKLAH KAS MEMBAYAR KEPADA : _____
UANG SEJUMLAH : _____
UNTUK KEPERLUAN : _____

DISEBANKAN PADA : _____
REKENING : _____
SUB. REKENING : _____

BENGKALIS, _____
PEMIMPIN CABANG,

Figure 2.5 Payment Order Form PT. Bank Riau Kepri Syariah

Soure : processed data, 2023

payment orders printed by general staff according to daily expenses. The slip on the payment order is valid proof that the payment order can be forwarded and transferred by the teller if it is signed by the head of PT. Bank Riau Kepri Syariah

2. Letterhead logo of PT. Bank Riau Kepri Syariah

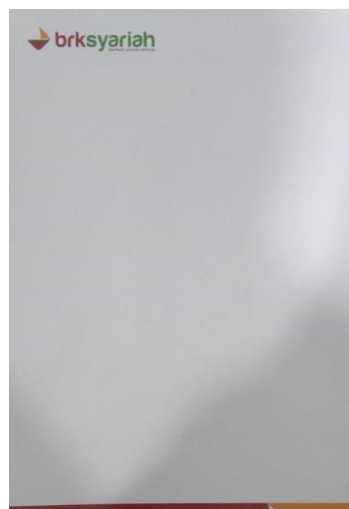


Figure 2.6 Letterhead logo PT. Bank Riau Kepri Syariah

Soure : Processed Data, 2023

In the picture above is the letterhead that is often used by banks to print outgoing letters to the central office and general offices, official memos and business travel orders (SPPD). This letterhead is proof that the letter was issued by PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch.

3. Paper 2 ply PT. Bank Riau Kepri Syariah



Figure 2.7 Paper 2 ply PT. Bank Riau Kepri Syariah

Soure : processed data, 2023

Paper used by bank employees to print balance sheets, contracts, bookkeeping orders and vouchers. This paper consists of 2 sheets of white and pink paper, the white color is usually used for proof of filing and the pink one is used as a voucher.

4. Paper 1 ply PT. Bank Bank Riau Kepri Syariah



Figure 2.8 Paper 1 ply PT. Bank Riau Kepri Syariah

Soure : processed data, 2023

Paper that is commonly used by tellers, customer service and KASDA to print work activities by the bank. and is usually also used to print documents such as receipts, cash receipts, invoices, notes, registration forms, goods orders, sales invoices, travel documents and tax invoices. And so forth. This paper makes it easier for the printing process to print only 1 sheet of paper.

5. Credit Note PT. Bank Riau Kepri Syariah

Figure 2.9 Credit Note PT. Bank Riau Kepri Syariah
Soure : processed data, 2023

A credit note slip is a slip or proof of a transaction that provides a reduction in receivables. This reduction in receivables can be caused if there is an error on the part of the seller, either the product or the goods provided are damaged so that it can reduce the quality of the product itself.

6. Debit Note PT. Bank Riau Kepri Syariah

Figure 2.13 Debit Note PT. Bank Riau Kepri Syariah
Soure : processed data, 2023

The debit note slip is a note as proof that the purchase actually occurred and is valid, so that the buyer can apply for a return of goods or returns of goods sent

incorrectly. It is also commonly called that a memorandum is a document that serves to reduce an appraisal loan.

7. The Money Transfer Forum (KU) of PT. Bank Riau Kepri Syariah

Figure 2.11 : The Money Transfer Forum (KU) PT. Bank Riau Kepri Syariah
 Source : processed data, 2023

Usually also called (KU) which is commonly used by customers to send money to other people. This KU is issued by the bank and is usually printed by the general staff in accordance with the procedures of the head office.

8. Withdrawal Form. PT. Bank Riau Kepri Syariah

Figure 2.12 : Withdrawal Form PT. Bank Riau Kepri Syariah
 Source : processed data, 2023

Or usually referred to as a withdrawal slip, this is used together with a savings book to withdraw the amount of money as well as proof of the customer's signature in order to withdraw the amount of money written down. Where is the

withdrawal slip, the customer only needs to write their name, account number and the amount of money they want to withdraw

9. Deposit Slip PT. Bank Riau Kepri Syariah



Figure 2.13 : Deposit Slip PT. Bank Riau Kepri Syariah
Soure : processed data, 2023

There are several copies of this deposit form or usual deposit slip. Slip signed by the customer or depositor and filled with deposit details by type, such as cash, check, giro. And this slip can be used as a reference if there are differences between bank records and customer records.

10. Register Book





Figure 2.14 : Register Book PT. Bank Riau Kepri Syariah

Soure : processed data, 2023

Register book is a book that is used to record or list the names of incoming letters, handovers and so on. The register book is also useful for making it easier to find documents, for those related to office letters.

2.6.1 Hardware Used

The hardware used is all the physical parts that are on the computer and can be felt by the five senses. As for the hardware devices used by apprentices, namely, Desktop PCs which are a type of PC consisting of separate hardware. any separate devices, among others, CPU, keyboard and mouse. computers are used for office purposes that require stability and long working hours so as to support the writer to carry out activities. then the required hardware. printer, used for printing reports, duplicating incoming mail and others. The following devices are used:

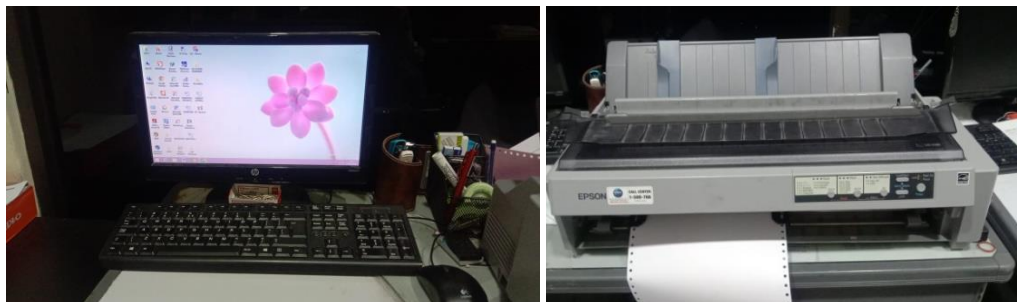




Figure 2.15 : Hardware Used PT. Bank Riau Kepri Syariah
Soure : processed data, 2023

2.6.2 Software Used

Software is a device that is in a computer that is stored digitally to process and store data. As for the software used during the internship, there are:

1. Microsoft Word

Microsoft word is a software or data processing application program in the form of letters or numbers that is used for work related to writing or for typing letters or even reports and so on.



Figure 2.16 : Microsoft Word Program
Soure : processed data, 2023

2. Microsoft Excel

Microsoft Excel is a spreadsheet worksheet application program that is operated by Windows. This program is used by the author to make payment orders, customer name lists and so on.



Figure 2.17 : Microsoft Excel Program

Soure : processed data, 2023

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch, the author is placed in the general section (SID, TDN accounting & general) and to be asked to do some work in the customer service section (KASDA), the financing section and the marketing section are management and checking sections.

In the general section, it carries out maintenance of bank assets, but there is also taking care of bank employee attendance machine data, coordinating the implementation of correspondence and filing coordinators. In this general section the author is given several authorities and responsibilities to carry out the following tasks:

1. Filing documents such as incoming letters to the head office, general office admission letters, sub-district office/branch shop entry letters. And letters from the head office, general office, sub-district office/branch shop.
2. Registering notebooks (bon cash vouchers) and handover notebooks for passbooks.
3. Performing appropriate archiving and checking of balance sheets.
4. Giving code numbers and stamping on outgoing letters.
5. Registering incoming and outgoing mail
6. Coding on power of attorney
7. Providing codes on debit and credit notes for shops
8. Counting and checking on savings book items
9. Checking and documenting audit findings on vouchers
10. Checking proof of transactions and archiving money transfers (KU).

3.2 System and Procedure

Systems and procedures that the author applied during apprenticeship at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch are as follows:

1. Document Archiving: incoming mail to head office, general office and sub-district office. letters out of the head office, general office and outgoing letters from the sub-district office



Figure 3.1 Document Archiving PT.Bank Riau Kepri Syariah
Source : processed data

In figure 3.1. Incoming mail to head office, general office and sub-district office. letters out of the head office, general office and outgoing letters from the sub district office.

- a. When the document comes in, immediately sign the receipt as proff that the letter has been received.
- b. Furthermore,this letter is then handed over to the general staff to be checked and against the subject of the letter.
- c. The letter is then processed in several stages, namely : indexing archive and sorting archive, indexing archive is job that determines on what name or subject or other catch words the letter will be stored in the alphabetical system the catch word is the name of the sender. filing for alphabetic systems, grouping in filing is done alphabetically for numeric

systems grouped based on groups of numbers for the system. for grouping systems based on name, place and system.

- d. Archiving Storage, namely placing documents or archives in accordance with the storage system and equipment used, the storage system will be effective and efficient if it is supported by adequate equipment and supplies.
2. Balance Sheet Filing for Voucher : This step is a preparatory step for printing a balance sheet. where before printing you have to provide 2 ply paper first, then open a special application to print using a password.



Figure 3.2 Balance Sheet Filing for Voucher
Source : proceseed data

- a. Printing and checking is done before printing, checking the balance according to the code listed. Usually the balance in print is 50 sheets.
- b. Archiveing work specifying name or other keyword subject to be stored where in the system. Or even in alphabetical order is the name of the sender.
- c. Filing for alphabetic systems, grouping in sorting is done alphabetically, for numeric systems grouped according to groups of numbers.

3. Numbering and Stamp Outgoing Letters

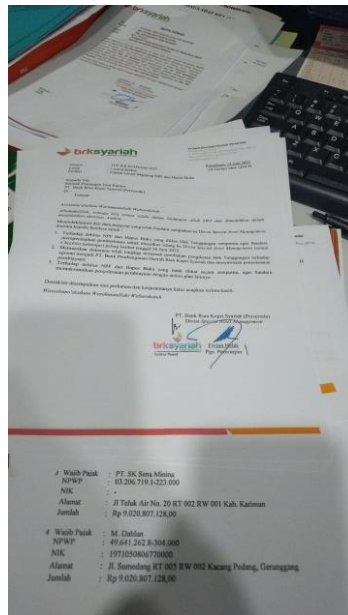


Figure 3.3 Number and Stamp Outgoing Letters

Source : proceeed data

- a. This step is a preparatory step for printing outgoing letters. Where before printing must first provide letterhead.
 - b. After finishing printing, then initialed and signed by the leader. And letters are numbered according to the book number provided
 - c. After completion, the letter is immediately given a stamp so that the letter is declared official by the company
 - d. The last step is submitted by the general staff to be followed up immediately sent to the company you want to continue.
4. Registering incoming mails at Head Office, General Office, Branch Office.



Figure 3.4 Registering of Incoming Mail

Source : proceeed data

- a. When there is an incoming letter immediately sign the receipt as proof that the letter has been received.
 - b. Then the letter is handed over to the general staff to check the subject and content
 - c. The next step, after registering, is given an event stamped agenda which is given the date of receipt of the letter and initialed by the general section
 - d. The final step is the letter is conveyed to the leadership to be followed up regarding the incoming letter.
5. Money Transfer (KU) Archiving

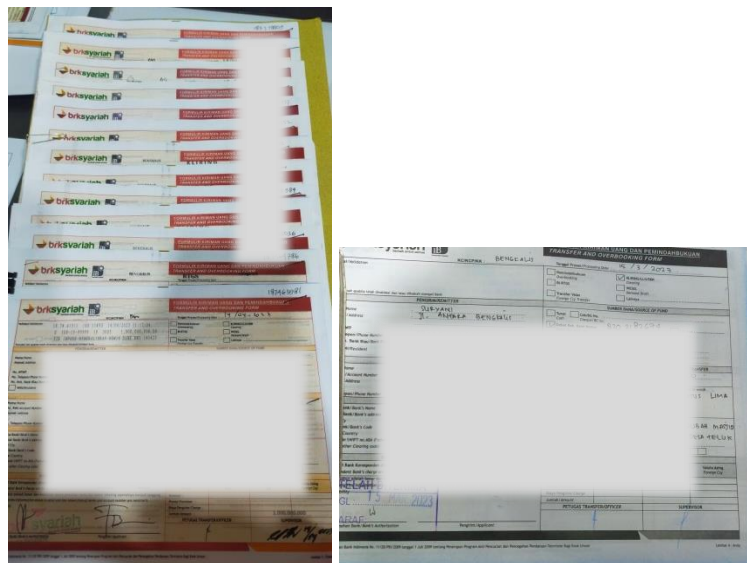


Figure 3.5 Money transfer (KU) archiving
Source : processed data

- a. The customer comes to the bank and will be given directions by the bank security guard to take the customer service queue number. When the KU has been filled in by the customer on the form, the teller immediately checks the correctness of the data and the nominal balance of the money to be sent
- b. The teller immediately submits the KU to the general section to check.

- c. When the KU is in the general section, the KU will be posted by the general section and a re-check of the correctness of the customer's balance will be initialized
 - d. The next step is given to the operational pinbag for posting, returned and signed that the KU is ready to be processed by the teller.
 - e. Then the general section gives it back to the teller, and the teller immediately transfers it to the party concerned
 - f. Prepare KU, if there is an error in posting the general staff immediately checks the KU file to find out where the error lies in posting.
6. Official Travel Warrant Register (SPPD)
 - a. This step is a preparatory step for printing an official travel order, where before printing you must first provide letterhead.
 - b. After it has been printed, it is initialed and signed by the leadership
 - c. After completion, the letter is immediately given a numbering code and a stamp so that the letter is declared official
 - d. The last step is conveyed to the general staff so that it can be followed up immediately to be sent to the forwarded company.
 7. Coding on Debit Notes and Credit Notes

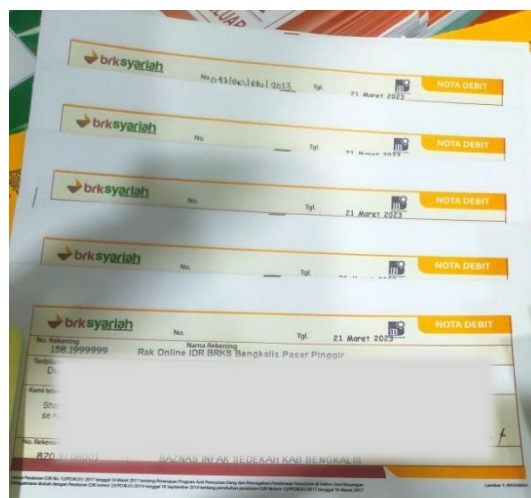


Figure 3.4 Coding on Debit Notes and Credit Notes
 Source : processed data

- a. After being filled in according to the truth of the parties concerned, the debit note and credit note are immediately submitted to the general staff
 - b. The general staff gives the number and code according to the company code or bank code that is already available in the register book.
 - c. The last step is the debit note and credit note submitted to the teller to be sent and processed further.
8. Numbering and Codes for Official Notes
- a. This step is a preparatory step for printing official notes. Where before printing must be on letterhead
 - b. After it has been printed, it is initialed and signed by the leader.
 - c. Letters are numbered and coded with the number in the register book that has been prepared
 - d. After completion, the letter is immediately stamped so that the letter is declared official from the company
 - e. The last step is conveyed to the general staff for immediate follow-up
9. Power of Attorney Registration
- a. Is a preparation for printing a power of attorney where before printing you have to provide letterhead
 - b. After it has been printed, it is initialed and signed by the head of the letter, numbered according to the number in the register book provided
 - c. After completion, the letter is immediately stamped so that it is an official statement
 - d. The last step is submitted to the general staff to be followed up\
10. Calculating the Savings Account Inventory
- a. When the bank passbook comes in from the head office, the receipt is immediately signed as proof that the letter has been received

- b. The general staff immediately calculated the savings book inventory and separated the savings books according to their function and name, namely 1 block of savings books was made containing 50 savings books
- c. The last step is to immediately put it in a special cupboard or gurney. If the customer service requires a passbook, the general staff immediately provides and calculates the number of passbooks issued.

3.3 Place of Apprenticeship

Apprenticeship is carried out after students take semester 8 (Eight). Meanwhile, activities lasted for 6 (Six) months, starting from 02 January 2023 to 30 June 2023 at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch which is located on Pahlawan Street No. 15A Bengkalis Village. District Bengkalis. Regency. Bengkalis, Riau province. With terms and conditions and entry schedule at 07.15 – 17.30 WIB.

The stages of implementing Apprenticeship at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch can be seen in Table 3.1 below:

Table 3.1 Apprenticeship Schedule

The Day	Working Hours	Descriptions
Monday – Thursday	07.15 – 08.00 WIB 08.00 – 12.00 WIB 12.00 – 13.00 WIB 13.00 – 17.30 WIB	Rest
Friday	07.15 – 08.00 WIB 08.00 – 11.30 WIB 11.30 – 13.30 WIB 13.30 – 17.30 WIB	Rest

Source : processed data 2023

Tabel 3.2 Daily Activity of January 02,2023 to January 06,2023' In Week 1

No	Day/Date	Descriptive of activities	Assignor
1	Monday, January 02, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Being introduced given and knowledge of the apprenticeship agreement letter 3. Teaching introduction to the BRKsyariah environment. 4. Registering incoming letters to the head office and general office 5. Checking remittances at the beginning of the month. 6. Archiving file 	General & accounting section
2	Tuesday, January 03, 2023	Permission (due to matter in campus)	-
3	Wednesday, January 04, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Registering of incoming mail at the head office 3. Mail filing in 2022 4. Printing SPPD and official notes 5. Checking proof of transactions in 2022 2. Checking remittances at the beginning of the month. 3. Archiving file 	General & accounting section
4	Thursday, January 05, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving incoming letters, SPPD and official notes 3. Printing collateral for collateral for customers. 4. Checking remittances every day and archived 5. Archiving file 	General & accounting section
5	Friday, January 06, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking slips and documents in the warehouse. 3. Checking incoming goods for the shop 4. Record collateral, SPPD and official notes 2. Checking of remittances and archived 3. Archiving file 	General & accounting section

Source : processed data 2023

In table 3.2 is the first week of practical activities. This week the author is taught how to file documents, register incoming mail at the head office and general office, check remittances at the beginning of the month and provide a code on the letter to be given to the leadership so that the letter is official from the bank.

Tabel 3.3 Daily Activity of January 09,2023 to January13,2023' In Week 2

No	Day/Date	Descriptive of activities	Assignor
1	Monday, January 09, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee attendance machine data 3. Processing customer checking account files 4. Create a work appraisal checklist 5. Registering of incoming mail at the head office and branch offices 6. Archiving file 	General & accounting section
2	Tuesday, January 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Doing employee documentation with the leadership 3. Making a list of employee performance appraisals 4. Giving the code to the sppd 5. Create a request form for missing items 6. Processing customer checking account files 7. Head office outgoing mail register and coding of letters 8. Archiving file 	General & accounting section
3	Wednesday, January 11, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving incoming letters, official memos and leave letters 3. Checking incoming goods in warehouse 4. PAG registering (multipurpose financing) 5. filing of credit installment notes 6. Archiving file 	General & accounting section
4	Thursday, January 12, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archive general office admission letters 3. Processing customer checking account files 4. Head office outgoing mail register and coding of letters 5. Archiving remittances (KU) 6. Archiving file 	General & accounting section
5	Friday, January 13, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office register 3. Create work recapitulation data for the BRKS Logo 4. Recapitulation of the apprentice's entry letter to the head of sei pakning 5. Inventory file archiving 6. Archiving remittances (KU) 7. Archiving file 	General & accounting section

Source : processed data 2023

In table 3.3 is the second week of apprenticeship. This week the author does the same activities as the first week. this week the author checks employee

absences, makes a list of employee work assessments and other tasks. after being studied, the author to immediately continue the work that has been taught.

Tabel 3.4 Daily Activity of January 16,2023 to January 20,2023' In Week 3

No	Day/Date	Descriptive of activities	Assignor
1	Monday, January 16, 2023	1. Morning Briefing 2. Registering SPPD, leave letters and employee sick letters 3. Assignment of official note coding 4. Recapitulate money transfers (ku) from customers 5. Checking incoming goods in warehouse 6. Filing of votes in the general office 7. Archiving file	General & accounting section
2	Tuesday, January 17, 2023	1. Morning Briefing 2. Head office register 3. Process (ku) from customers for qaca filing 4. Separation of informed consent 5. Document recap (SPAK) with account number 6. Archiving file	General & accounting section
3	Wednesday, January 18, 2023	1. Morning Briefing 2. Perform individual work target (SKI) scanners for employees from all branches and cash offices 3. Registering for a loan application 4. Daily report filing 5. Filing official notes and power of attorney 6. Archiving file	General & accounting section
4	Thursday, January 19, 2023	1. Morning briefing 2. Do the numbering on the PAG 3. PAG registering 4. Record collateral, SPPD, employee leave letters 5. Incoming goods check 6. Archiving file	General & accounting section
5	Friday, January 20, 2023	1. Morning Briefing 2. Trend balance sheet filing and inventory 3. Making employee performance appraisals 4. Create an inventory list by year 5. Coding on the debit note 6. Separate remittance sheets (KU) to be archived and to be used as vouchers 7. Archiving file	General & accounting section

Source : processed data 2023

In table 3.4 is the third week of the apprenticeship. This week the author does the same activities as the first week. this week the author has additional information about the register and recapitulation of customer data that makes

submissions, scans data on all employees of branch offices and auxiliary offices. then after completion the author continues the work that has been studied.

Tabel 3.5 Daily Activity of January 24,2023 to January 27,2023' In Week 4

No	Day/Date	Descriptive of activities	Assignor
1	Monday, January 23, 2023	Public Holiday (Lunar New Year)	-
2	Tuesday, January 24, 2023	1. Morning Briefing 2. Recapitulation of security and police absences 3. Prepare a trial balance sequentially according to date, day and year 4. Filing of power of attorney and yadibu documents 5. Archiving file	General & accounting section
3	Wednesday, January 25, 2023	1. Morning Briefing 2. Filing of power of attorney and yadibu documents 3. Printing a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archiving file	General & accounting section
4	Thursday, January 26, 2023	1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Coding the debit notes and official notes 5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archiving file	General & accounting section
5	Friday, January 27, 2023	1. Morning Briefing 2. Archiving documents for incoming letters to the head office, letters to the general office and sub-district offices 3. Making a power of attorney number and official memorandum 4. PAG registering 5. SPAK collection to the computer with the account numbering format 6. Bill filing 7. Archiving file	General & accounting section Credit & legal administration

Source : processed data 2023

In table 3.5 is the fourth week of the apprenticeship. This week the author does the same activities as the previous week. this week the author has additional new work such as compiling a balance sheet according to the name and date, then the author is given the job of separating files of remittances that are used as vouchers. after that it was given by the QACA section.

Tabel 3.6 Daily Activity of January 30,2023 to February 03,2023' In Week 5

No	Day/Date	Descriptive of activities	Assignor
1	Monday, January 30, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving documents for incoming letters to the head office, letters to the general office and sub-district offices 3. Completing customer documents that are lacking for financing applications 4. Registering PAG 5. SPAK scanner to archive in the folder 6. Archiving file 	General & accounting section
2	Tuesday, January 31, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 4. SPAK data input and flagging 5. Minus customer name checking 6. Archiving file 	Credit & legal administration
3	Wednesday, February 01, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing of power of attorney and yadibu documents 3. Printing a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archiving file 	General & accounting section
4	Thursday, February 02, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Coding the debit notes and official notes 5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archiving file 	General & accounting section
5	Friday, February 03, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving incoming letters, SPPD and official notes 3. Printing collateral for collateral for customers. 4. Checking remittances every day and archived 5. Segregation of remittances for vouchers and filing 6. Archiving file 	General & accounting section

Source : processed data 2023

In table 3.6 represents the fifth week of the apprenticeship. This week the author does the same activities as the previous week. but this week there are additions. Completing customer documents that are lacking for financing applications, checking customer names that are lacking, and printing collateral for customer collateral.

Tabel 3.7 Daily Activity of February 06,2023 to February 10,2023' In Week 6

No	Day/Date	Descriptive of activities	Assignor
1	Monday, February 06, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Prize collection for priority customers 6. Count incoming goods 7. Archiving file 	General & accounting section
2	Tuesday, February 07, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Inputting customer names that lack requirements 5. Inputting mosque CSR data 6. Archiving file 	General & accounting section
3	Wednesday, February 08, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 7. Recapitulation of bank employee machine absences 4. Count incoming goods 5. Archiving file 	General & accounting section
4	Thursday, February 09, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Coding the debit notes and official notes 5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archiving file 	General & accounting section
5	Friday, February 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Help fill out the dossier 4. Archiving incoming letters and invitations 5. Segregation of remittances for vouchers and filing 6. Archiving file 	General & accounting section

Source : processed data 2023

Table 3.7 represents the sixth week of the apprenticeship. This week the author does the same activities as the previous week. but this week there is an addition Checking goods in the warehouse, preparing gifts for customers, then inputting csr data then continuing the work that has been studied.

Tabel 3.8 Daily Activity of February 13,2023 to February 17,2023' In Week 7

No	Day/Date	Descriptive of activities	Assignor
1	Monday, February 13, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Do documentation after the survey 4. Registering sppd, leave letters and employee sick letters 5. Prize collection for priority customers 6. PAG registering 7. Archiving file 	General & accounting section
2	Tuesday, February 14, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Do the numbering on the PAG 4. PAG registering 5. Inputting mosque CSR data 6. Archiving file 	General & accounting section
3	Wednesday, February 15, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 4. Checking goods and documents in the warehouse 5. Segregation of remittances for vouchers and filing 6. Archiving file 	General & accounting section
4	Thursday, February 16, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Public office mail register 3. Coding the debit notes and official notes 4. Registering incoming mail from capem 5. Filing of power of attorney and yadibu documents 6. Archiving file 	General & accounting section
5	Friday, February 17, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Separate remittance sheets (KU) to be archived and to be used as vouchers 4. Head office register 5. Filing bills, employee leave 6. Registering new employee members 7. Archiving file 	General & accounting section

Source : processed data 2023

Table 3.8 represents the seventh week of the apprenticeship. This week the author does the same activities as the previous week. but this week there is additional numbering for SPPD, PAG, recording new employees entering and implementing the funding proposal, including: CSR funding assistance related to mosque building renovations and assistance in purchasing building equipment and materials.

Tabel 3.9 Daily Activity of February 20,2023 to February 24,2023' In Week 8

No	Day/Date	Descriptive of activities	Assignor
1	Monday, February 20, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Prize collection for priority customers 6. Count incoming goods 7. Archiving file 	General & accounting section
2	Tuesday, February 21, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Filing incoming letters to the head office and branch offices 5. Archiving file 	General & accounting section
3	Wednesday, February 22, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 4. Filing of power of attorney and yadibu documents 5. Archiving file 	General & accounting section
4	Thursday, February 23, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail registering 4. Coding the debit notes and official notes 5. Archiving file 	General & accounting section
5	Friday, February 24, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving remittances (KU) 4. PAG registering (multipurpose financing) 5. Archiving file 	General & accounting section

Source : processed data 2023

In table 3.9 is the eighth week of apprenticeship. this week the writer does the same activity as the previous week. this week the writer did documentation, recapitulated security guards and police absences, after that did the work that had been studied.

Tabel 3.10 Daily Activity of February 27,2023 to March 03,2023' In Week 9

No	Day/Date	Descriptive of activities	Assignor
1	Monday, February 27, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Recapitulation of bank employee machine absences 	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
		4. Absence recapitulation for police 5. Archiving remittances (KU) 6. Archiving file	
2	Tuesday, February 28, 2023	1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting mosque CSR data 4. Head office registering 5. Filing bills, employee leave 6. Registering new employee members 7. Archiving file	General & accounting section
3	Wednesday, March 01, 2023	1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 4. Registering incoming mail from head office 5. Filing of power of attorney and yadibu documents 6. Archiving file	General & accounting section
4	Thursday, March 02, 2023	1. Morning briefing 2. Public office mail register 3. Coding the debit notes and official notes 4. Help fill out the dossier 5. Filing of power of attorney and yadibu documents 6. Archiving file	General & accounting section
5	Friday, March 03, 2023	1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving incoming letters and invitations 4. Checking goods and documents in the warehouse 5. Separating KU to be made a voucher 6. Conduct a survey around the branch office 7. Registering incoming mail from head office 8. Archiving file	General & accounting section

Source : processed data 2023

Table 3.10 is the ninth week of the apprenticeship. This week the author does the same activities as the previous week. this week the author collects data on new bank employee candidates, to recap the prospective employee's cover letter.

Tabel 3.11 Daily Activity of March 06,2023 to March 10,2023' In Week 10

No	Day/Date	Descriptive of activities	Assignor
1	Monday, March 06, 2023	1. Morning Briefing 2. Do documentation after the survey 3. Registering SPPD, leave letters and employee sick letters 4. Assignment of official note code 5. Recapitulate money transfers (KU) from customers 6. Count incoming goods 7. Archiving file	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
2	Tuesday, March 07, 2023	1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting mosque CSR data 4. SPAK scanners 5. SPAK data input and flagging 6. Archiving file	General & accounting section
3	Wednesday, March 08, 2023	1. Morning briefing 2. Conduct a survey around the branch office 3. Checking employee machine attendance data 4. PAG registering (Multipurpose Financing) 5. Archiving file	General & accounting section
4	Thursday, March 09, 2023	1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail registering 4. PAG registering (Multipurpose Financing) 5. Scanner SPAK 6. Archiving file	General & accounting section
5	Friday, March 10, 2023	1. Morning Briefing 2. Checking employee machine attendance data 3. Help fill out the dossier 4. Archiving incoming letters and invitations 5. PAG registering (multipurpose financing) 6. Archiving Remittances (KU) 7. Archiving file	General & accounting section

Source : processed data 2023

Table 3.11 shows the tenth week of the apprenticeship. This week the author does the same activities as the previous week. the tenth week the author inputs SPAK data, registers PAG and does the work as usual. after finishing doing the work then archive the document.

Table 3.12 Daily Activity of March 13,2023 to March 17,2023' In Week 11

No	Day/Date	Descriptive of activities	Assignor
1	Monday, March 13, 2023	1. Morning Briefing 2. Do the numbering on the page 3. PAG registering 4. Record collateral, sppd, employee leave letters 5. Checking employee machine attendance data 6. Recapitulation of bank employee machine absences 7. Absence recapitulation 8. Archiving file	General & accounting section
2	Tuesday, March 14, 2023	1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting CSR data 4. Public office mail registering 5. Segregation of remittances for vouchers and filing 6. Archiving file	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
3	Wednesday, March 15, 2023	1. Morning Briefing 2. Head office registering 3. Recapitulation of the apprentice's entry letter to the head of sei pakning 4. Public office mail registering 5. Archiving file	General & accounting section
4	Thursday, March 16, 2023	1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Coding the debit notes and official notes 4. Registering incoming mail from capem 5. Filing of power of attorney and yadibu documents 6. Archiving file	General & accounting section
5	Friday, March 17, 2023	1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving incoming letters and invitations 4. Archiving remittances (KU) 5. Archiving file	General & accounting section

Source : processed data 2023

In table 3.12 is the eleventh week during the apprenticeship. This week the author carries out the same activities as usual for registering entry letters to the general office, incoming letters are registered first and then initialed by superiors who will be followed up. usually incoming letters from public offices and shops are also very important and must be registered immediately so that notifications are delivered. after completion then perform file archiving.

Tabel 3.13 Daily Activity of March 20,2023 to March 24,2023' In Week 12

No	Day/Date	Descriptive of activities	Assignor
1	Monday, March 20, 2023	1. morning Briefing 2. Checking employee attendance machine data 3. Processing customer checking account files 4. Create a work appraisal checklist 5. Registering of incoming mail at the head office and branch offices 6. Inputting CSR data 7. Archiving file	General & accounting section
2	Tuesday, March 21, 2023	1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police 4. PAG registering (multipurpose financing) 5. Checking employee machine attendance data 6. Archiving file	General & accounting section
3	Wednesday,	Public Holiday (Nyepi)	-

No	Day/Date	Descriptive of activities	Assignor
	March 22, 2023		
4	Thursday, March 23, 2023	Public Holiday (Nyepi)	-
5	Friday, March 24, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Coding the debit notes and official notes 4. Help fill out the dossier 5. Cheking warehouse 6. Archiving file 	General & accounting section

Source : processed data 2023

In table 3.13 is the twelfth week during the apprenticeship. this week the author routinely checks the warehouse because there are goods coming in and calculates the lack of inventory, codes the notes on debt, and records the absences of all employees.

Tabel 3.14 Daily Activity of March 27,2023 to March 31,2023' In Week 13

No	Day/Date	Descriptive of activities	Assignor
1	Monday, March 27, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. PAG registering (Multipurpose Financing) 4. SPAK scanners 5. SPAK data input and flagging 6. Archiving file 	General & accounting section
2	Tuesday, March 28, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting mosque csr data 4. Archiving remittances (KU) 5. SPAK scanners 6. Archiving file 	General & accounting section
3	Wednesday , March 29, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Conduct a survey around the branch office 3. Help fill out the dossier 4. Checking goods and documents in the warehouse 5. Public office mail register 6. Coding on power of attorney and official note 7. Archiving file 	General & accounting section
4	Thursday, March 30, 2023	<ol style="list-style-type: none"> 1. Morning Biefing 2. Checking goods and documents in the warehouse 3. Public office mails registering 4. Coding the debit notes and official notes 	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
		5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archiving file	
5	Friday, March 31, 2023	1. Morning Briefing 2. Checking employee machine attendance data 3. Record collateral, SPPD, employee leave letters 4. Inventory data recapitulation 5. Archiving remittances (KU) 6. Archiving file	General & accounting section

Source : processed data 2023

In table 3.14 is the thirteenth week during the apprenticeship. This week the author performs additional tasks by recapitulating updated inventory data, scanning the SPAK which then transfers the files to the computer, and as usual registers incoming letters and then gets initialed by the leadership, after everything is ready then archives the files.

Tabel 3.15 Daily Activity of April 03,2023 to April 07,2023' In Week 14

No	Day/Date	Descriptive of activities	Assignor
1	Monday, April 03, 2023	1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Prize collection for priority customers 6. Archiving file	General & accounting section
2	Tuesday, April 04, 2023	1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Filing incoming letters to the head office and branch offices 5. Public office mail registering 6. Archiving file	General & accounting section
3	Wednesday, April 05, 2023	1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving incoming letters and invitations 4. Separate remittance sheets (KU) to be archived and to be used as vouchers 5. Coding on power of attorney and official note 6. Archiving file	General & accounting section
4	Thursday, April 06, 2023	1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail registering 4. Coding the debit notes and official notes 5. Registering incoming mail from CAPEM 6. Inventory and balance sheet filing 7. Archiving file	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
5	Friday, April 07, 2023	Public holiday (Isa Almasih)	-

Source : processed data 2023

In table 3.15 is the fourteenth week of the apprenticeship. work done the same as the previous week. this week there is the addition of the task of assigning codes to power of attorney, official notes, and separating money transfers to be used as vouchers. then archive the files that have been submitted by the leadership.

Tabel 3.16 Daily Activity of April 10,2023 to April 14,2023' In Week 15

No	Day/Date	Descriptive of activities	Assignor
1	Monday, April 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Inventory and balance sheet filing 6. Archiving file 	General & accounting section
2	Tuesday, April 11, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police 4. Filing incoming letters to the head office and branch offices 5. Inputting customer names that lack requirements 6. Archiving file 	General & accounting section
3	Wednesday, April 12, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting CSR data 3. Conduct a survey around the branch office 4. Public office mail registering 5. Registering incoming mail from CAPEM 6. Coding debit notes 7. Archiving file 	General & accounting section
4	Thursday, April 13, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail registering 4. Coding the debit notes and official notes 5. Registering incoming mail from CAPEM 6. Filing of power of attorney and yadibu documents 7. Archiving file 	General & accounting section
5	Friday, April 14, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office register 3. Creating work recapitulation data for the brks logo 4. Recapitulation of the apprentice's entry letter to the 	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
		head of sei pakning 5. Inventory file archiving 6. Archiving remittances (KU) 7. Archiving file	

Source : processed data 2023

Table 3.16 is the fifteenth week of the apprenticeship. work done the same as the previous week. this week the author does the work that is usually done by recording data, registering incoming letters, and inputting data.

Tabel 3.17 Daily Activity of April 17,2023 to April 21,2023' In Week 16

No	Day/Date	Descriptive of activities	Assignor
1	Monday, April 17, 2023	1. Morning Briefing 2. Registering SPPD, leave letters and employee sick letters 3. Assignment of official note code 4. Recapitulation money transfers (KU) from customers 5. Check incoming goods in warehouse 6. Filing of votes in the general office 7. Archiving file	General & accounting section
2	Tuesday, April 18, 2023	1. Morning Briefing 2. Head office registering 3. Recapitulation letter 4. Archiving remittances (KU) 5. Segregation of data on remittances 6. Filing of votes in the general office 7. Archiving file	General & accounting section
3	Wednesday, April 19, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-
4	Thursday, April 20, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-
5	Friday, April 21, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-

Source : processed data 2023

In table 3.17 is the sixteenth week of the apprenticeship. the work done is the same as the fifteenth week. this week the author does the work that is usually

done by recording data, filing remittances (KU), registering letters, and checking warehouses, after finishing then doing file archiving because the following week is a holiday.

Tabel 3.18 Daily Activity of April 24,2023 to April 28,2023' In Week 17

No	Day/Date	Descriptive of activities	Assignor
1	Monday, April 24, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-
2	Tuesday, April 25, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-
3	Wednesday, April 26, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office registering 3. Recapitulation of the apprentice's entry letter to the head of sei pakning 4. Segregation of data on remittances 5. Archiving file 	General & accounting section
4	Thursday, April 27, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Archiving incoming letters, official memos and leave letters 3. Checking employee machine attendance data 4. PAG registering (Multipurpose Financing) 5. Processing job application data on job applicants 6. Archiving file 	General & accounting section
5	Friday, April 28, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Processing Customer Checking Account Files 3. Inventory File Archiving 4. Archiving remittances (KU) 5. Sorting (KU) be used as vouchers 6. Archiving file 	General & accounting section

Source : processed data 2023

Table 3.18 represents the seventeenth week of the apprenticeship. the work being done is the same as the previous week, this week the writer does the work that is usually done with registration of PAG collateral, checking employee machine absence data whose absences are carried out every day and then checked. after that did some mail archiving.

Tabel 3.19 Daily Activity of May 01,2023 to May 05,2023' In Week 18

No	Day/Date	Descriptive of activities	Assignor
1	Monday, May 01, 2023	International labor Day	-
2	Tuesday, May 02, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing of power of attorney and yadibu documents 3. Printing a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archiving file 	General & accounting section
3	Wednesday, May 03, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 4. SPAK data input and flagging 5. Minus customer name checking 6. Checking customer names that are lacking 7. Archiving file 	General & accounting section
4	Thursday, May 04, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Printing a trend balance 3. Archiving incoming letters, official memos and leave letters 4. Checking employee machine attendance data 5. PAG registering (Multipurpose Financing) 6. Checking customer names that are lacking 7. Archiving file 	General & accounting section
5	Friday, May 05, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of the apprentice's entry letter to the head of sei pakning 3. Archiving remittances (KU) 4. PAG registering 5. SPAK scanners 6. Archiving file 	General & accounting section

Source : processed data 2023

Table 3.19 represents the eighteen weeks of apprenticeship. work done the same as the previous week. as usual registering incoming mail, checking customer names that are lacking where customers submit applications with balances not entering the bank account.

Tabel 3.20 Daily Activity of May 08,2023 to May 12,2023' In Week 19

No	Day/Date	Descriptive of activities	Assignor
1	Monday, May 08, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. SPAK scanners 3. Do the numbering on the PAG 4. PAG registering 5. Record collateral, SPPD, employee leave letters 6. Incoming goods check 7. Archiving file 	General & accounting section
2	Tuesday, May 09, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Separate remittance sheets (KU) to be archived and to be used as vouchers 4. Inputting CSR data 5. Conduct a survey around the branch office 6. Archiving file 	General & accounting section
3	Wednesday, May 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. SPAK scanners 3. SPAK data input and flagging 4. Inputting CSR data 5. Official note registering 6. Archiving file 	General & accounting section
4	Thursday, May 11, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Do documentation after the survey 3. Checking incoming goods in warehouse 4. Prize collection for priority customers 5. Archiving file 	General & accounting section
5	Friday, May 12, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. PAG registering (Multipurpose Financing) 3. Archiving remittances (KU) 4. SPAK Scanners 5. Recapitulation of the apprentice's entry letter to the head of sei pakning 6. Checking goods and documents in the warehouse 7. Archiving file 	General & accounting section

Source : processed data 2023

Table 3.20 represents the nineteenth week of the apprenticeship. As for the additional work being done is preparing gifts for customers, where these prizes are given to customers such as priority customers, then assigning numbers to PAG collateral.

Tabel 3.21 Daily Activity of May 15,2023 to May 19,2023' In Week 20

No	Day/Date	Descriptive of activities	Assignor
1	Monday, May 15,	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office registering 3. Recapitulation of the apprentice's entry letter to the 	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
	2023	head of sei pakning 4. Checking goods and documents in the warehouse 5. Public office mail registering 6. Segregation of Remittances for vouchers and filing 7. Archiving file	
2	Tuesday, May 16, 2023	1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Filing incoming letters to the head office and branch offices 5. Inputting customer names that lack requirements 6. Process (KU) from customers for QACA filing 7. Archiving file	General & accounting section
3	Wednesday, May 17, 2023	1. Morning Briefing 2. Head office register 3. Checking goods and documents in the warehouse 4. Checking employee machine attendance data 5. Process (KU) from customers for QACA filing 6. Archiving file	General & accounting section
4	Thursday, May 18, 2023	Public Holiday (Jesus christ)	-
5	Friday, May 19, 2023	1. Morning Briefing 2. Trend balance sheet filing and inventory 3. Make employee performance appraisals 4. Archiving remittances (KU) 5. Public office mail registering 6. Inputting customer names that lack requirements 7. Archives file	General & accounting section

Source : processed data 2023

Table 3.21 shows the twentieth week of the apprenticeship. as for additional work such as inputting the names of customers who apply for loans with less conditions, and then the bank confirms the data to the customer to provide the lacking documents. after finishing as usual the writer did the next job.

Tabel 3.22 Daily Activity of May 22,2023 to May 26,2023' In Week 21

No	Day/Date	Descriptive of activities	Assignor
1	Monday, May 22, 2023	1. Morning briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Inputting customer names that lack requirements 5. Archiving remittances (KU) 6. Archiving file	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
2	Tuesday, May 23, 2023	<ol style="list-style-type: none"> 1. Morning briefings 2. Filing of power of attorney and yadibu documents 3. Printing a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archiving file 	General & accounting section
3	Wednesday, May 24, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 4. SPAK data input and flagging 5. Minus customer name checking 6. Archives file 	General & accounting section
4	Thursday, May 25, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Printing a trend balance 3. Archiving incoming letters, official memos and leave letters 4. Checking employee machine attendance data 5. PAG registering (multipurpose financing) 6. Archiving file 	General & accounting section
5	Friday, May 26, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Recapitulation of the apprentice's entry letter to the head of sei pakning 3. Archiving remittances (KU) 7. Checking employee machine attendance data 4. PAG registering (multipurpose financing) 5. Archiving file 	General & accounting section

Source : processed data 2023

Table 3.22 is the twenty-first week of the apprenticeship. As for work carried out as usual, recap of police and security guard absences, routine warehouse checks to see if there is a shortage of office supplies, such as ATK, slips, bundles, and others. if the inventory is lacking, the writer usually collects data and then reports to the general section for follow-up.

Tabel 3.23 Daily Activity of May 29,2023 to June 02,2023' In Week 22

No	Day/Date	Descriptive of activities	Assignor
1	Monday, May 29, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Do the numbering on the PAG 3. PAG registering 4. Record collateral, SPPD, employee leave letters 5. Checking employee machine attendance data 6. Incoming goods checking 7. Absence recapitulation for police and security 	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
		8. Archiving file	
2	Tuesday, May 30, 2023	1. Morning briefing 2. Checking employee machine attendance data 3. Inputting mosque data 4. Do documentation after the survey 5. Check incoming goods in warehouse 6. Archiving remittances (KU) 7. Archiving file	General & accounting section
3	Wednesday, May 31, 2023	1. Morning briefing 2. PAG registering (multipurpose financing) 3. SPAK scanners 4. SPAK data input and flagging 5. Checking goods and documents in the warehouse 6. inputting mosque CSR data 7. Archiving file	General & accounting section
4	Thursday, June 01, 2023	Public Holiday (Pancasila)	-
5	Friday, June 02, 2023	Public Holiday (Vesak)	-

Source : processed data 2023

Table 3.23 is the twenty-second week of the apprenticeship. As for the work carried out as usual, registering incoming mail, checking employee machine absences, checking warehouses and after everything is finished, archiving files according to their places.

Tabel 3.24 Daily Activity of June 05,2023 to June 09,2023' In Week 23

No	Day/Date	Descriptive of activities	Assignor
1	Monday, June 05, 2023	1. Morning briefing 2. Head office registering 3. Recapitulation of the apprentice's entry letter to the head of sei pakning 4. Checking goods and documents in the warehouse 5. Absence recapitulation for police and security 6. Recapitulation of bank employee machine absences 7. segregation of Remittances for vouchers and filing 8. Archiving file	General & accounting section
2	Tuesday, June 06, 2023	1. Morning briefings 2. Process (KU) from customers for QACA filing 3. Separation of informed consent 4. Segregation of remittances for vouchers and filing 5. Archiving file	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
3	Wednesday, June 07, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Checking goods and documents in the warehouse 3. Checking employee machine attendance data 4. PAG registering (multipurpose financing) 5. SPAK collection to the computer with the account numbering format 6. Archiving file 	General & accounting section
4	Thursday, June 08, 2023	<ol style="list-style-type: none"> 1. Morning briefings 2. Archiving incoming letters, official memos and leave letters 3. PAG registering (Multipurpose Financing) 4. Archiving remittances (KU) 5. Archiving file 	General & accounting section
5	Friday, June 09, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Record collateral, sppd, employee leave letters 3. Incoming goods check 4. Archiving remittances (KU) 5. Archiving file 	General & accounting section

Source : processed data 2023

Table 3.24 is the twenty-third week of the apprenticeship. As for the work carried out as usual, registering incoming letters and additional work, registering incoming letters from the shop office with a summary of the entrance letters for internships, then registering them and then initialing them and giving the head of operations to the leadership to follow up, then after finishing the letter is scanned and scanned sent by the capem office.

Tabel 3.25 Daily Activity of June 12,2023 to June 16,2023' In Week 24

No	Day/Date	Descriptive of activities	Assignor
1	Monday, June 12, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Inputting customer names that lack requirements 5. Archiving remittances (KU) 6. Archiving file 	General & accounting section
2	Tuesday, June 13, 2023	<ol style="list-style-type: none"> 1. Morning briefings 2. Filing of power of attorney and yadibu documents 3. Inventory data recapitulation 4. Public office mail register 5. Segregation of remittances for vouchers and filing 6. Archiving file 	General & accounting section
3	Wednesday, June 14,	<ol style="list-style-type: none"> 1. Morning briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 	General & accounting

No	Day/Date	Descriptive of activities	Assignor
	2023	4. Minus customer name checking 5. Archiving file	section
4	Thursday, June 15, 2023	1. Morning briefings 2. Printing a trend balance 3. Archiving incoming letters, official memos and leave letters 4. Checking employee machine attendance data 5. PAG registering (multipurpose financing) 6. Archiving file	General & accounting section
5	Friday, June 16, 2023	1. morning briefing 2. Recapitulation of the apprentice's entry letter to the head of sei pakning 3. Archiving file remittances (KU) 4. Archiving incoming letters, official memos and leave letters 5. Checking employee machine attendance data 6. PAG registering (multipurpose financing) 7. Archiving file	General & accounting section

Source : processed data 2023

Table 3.25 is the twenty-fourth week of the apprenticeship. As for the work carried out like the previous week, recording incoming letters, separating remittances (KU) to be used as vouchers, numbering letters and after completing archiving according to the place.

Tabel 3.26 Daily Activity of June 19,2023 to June 23,2023' In Week 25

No	Day/Date	Descriptive of activities	Assignor
1	Monday, June 19, 2023	1. Morning briefing 2. Do the numbering on the PAG 3. PAG registering 4. Record collateral, SPPD, employee leave letters 5. Checking employee machine attendance data 6. Incoming goods check 7. Absence recapitulation for police and security 8. Archiving file	General & accounting section
2	Tuesday, June 20, 2023	1. Morning briefing 2. Checking employee machine attendance data 3. Inputting mosque CSR data 4. Checking employee machine attendance data 5. Archiving file	General & accounting section
3	Wednesday, June 21, 2023	1. Morning Briefing 2. PAG registering (multipurpose financing) 3. SPAK scanners 4. SPAK data input and flagging 5. Checking goods and documents in the warehouse 6. Inputting mosque CSR data	General & accounting section

No	Day/Date	Descriptive of activities	Assignor
		7. Archiving file	
4	Thursday, June 22, 2023	1. Morning briefings 2. Do documentation after the survey 3. Check incoming goods in warehouse 4. Archiving remittances (KU) 5. Archiving file	General & accounting section
5	Friday, June 23, 2023	1. Morning briefing 2. Checking goods and documents in the warehouse 3. Archiving remittances (KU) 4. PAG registering (multipurpose financing) 5. Archiving file	General & accounting section

Source : processed data 2023

Table 3.25 is the twenty-fifth week of the apprenticeship. As for the work being carried out like the twenty-fourth week, such as separating remittances (KU) to be made into vouchers where in the general section printing uses double ply paper then separating the white paper for filing and the pink paper is made one with (KU) which original to be used as a voucher, after initialing it is then signed by the head of the operational section and then given by the QACA section.

Tabel 3.27 Daily Activity of June 26,2023 to June 30,2023'In Week 26

No	Day/Date	Descriptive of activities	Assignor
1	Monday, June 26, 2023	1. Morning briefing 2. Head office registering 3. Recapitulation of the apprentice's entry letter to the head of CAPEM 4. Checking goods and documents in the warehouse 5. Absence recapitulation for security 6. Recapitulation of bank employee machine absences 7. Segregation of Remittances for vouchers and filing 8. Archiving file	General & accounting section
2	Tuesday, June 27, 2023	1. Morning briefings 2. Process (KU) from customers for QACA filing 3. Separation of informed consent 4. Official note registering 5. Segregation of Remittances for vouchers and filing 6. PAG registering (multipurpose financing) 7. Job applicant summary 8. Archiving file	General & accounting section
3	Wednesday, June 28, 2023	Public Holiday (Eid Al-Adha 1444 H)	-

No	Day/Date	Descriptive of activities	Assignor
4	Thursday, June 29, 2023	Public Holiday (Eid Al-Adha 1444 H)	-
5	Friday, June 30, 2023	Public Holiday (Eid Al-Adha 1444 H)	-

Source : processed data 2023

Table 3.27 is the last twenty-sixth week of the apprenticeship. As for the additional work that was done was to record all the data applying for a job at the bank for interviews, registration of incoming letters, registration of customer PAG, and warehouse checks. when finished archiving files as usual.

3.4 Obstacles and Solutions

While carrying out activities at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch. Of course the author had faced obstacles and things that hindered the implementation of certainly. The challenges and obstacles faced are:

1. Difficulty in finding documents and data that had been archived because of last year's documents.
2. The limitations of the general section's warehouse space, the section's room which was quite full of files and documents due to the large number of items so that when you want to retrieve archival documents it becomes difficult.

3.5 Solutions

As for the solutions from acquaintances encountered during apprenticeship at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch:

1. The office needs to make a place for filing according to the year, in order to make it easier to retrieve documents.
2. Office space needs repair and must have a warehouse for archiving general documents. so as not to mix with the room.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

After carrying out an apprenticeship at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis Branch. Hence the writer can draw the following conclusions:

1. Apprenticeship at Bank Riau Kepri Syariah Bengkalis Branch is carried out for 6 (Six) months starting from January 02, 2023 to June 30, 2023. apprenticeship 5 days a week from Monday to Friday, to additional Saturdays, namely overtime.
2. In carrying out this Apprenticeship, the writer is employed in the general and personnel room. Namely in the SID, TDN Accounting, reporting & general sections.
 - a. Taught on correspondence from incoming and outgoing mail branch offices, auxiliary offices and shops. As well as outgoing letters from the head office and general offices.
 - b. Registering letters to filing letters from general offices, head offices and letters from branch offices, sub-branches (CAPEM) and kedai.
 - c. Then in this apprenticeship the author also understands how systems and procedures apply as in general employees. Starting from registration, giving code numbers, checking slips for tellers and CS.
 - d. Re-checking the balance of customer remittances to be posted to the teller, to enter to check through an application and password according to the identity of the general staff so that if an error occurs it can be resolved and followed up by the general staff, requires concentration and must be thorough so that when re-checking there are no errors in nominal post or company.
 - e. Making stamps on money transfers and correspondence must be studied first, read and examined carefully so that mistakes do not occur and are not reversed when stamped, and if an error occurs

when stamping or upside down, the staff in the general section must reprint it again.

- f. Checking every day at the filing warehouse for letters and checking the slip warehouse to count incoming goods such as debit slips, credit slips, duplicate deposit slips, duplicate deposit slips, 3 duplicate deposit slips, 6 duplicate deposit slips, withdrawal slips, remittance slips, tax slips, bill slips cash receipts, cash voucher slips, and so on. Checks are carried out in the morning and evening in the goods lacking or adding incoming goods.
- g. In the financing and disbursement section the customers come to sign the contract and hand over the agreed evidence, then the customer gives a stamp duty. So, that the customer is bound by the agreement that has been made, if the financing section makes a mistake, then the pag agreement letter must be reprinted. And the terms of submission of customers will be archived as long as the customer is counted during the loan.
- h. The customer is required to enter into a contract with the bank to make, comply with and carry out the contract with the conditions set by the bank. The customer hereby must comply with and be bound by the conditions that have been set in force at the bank.
- i. Kasda division to conduct data recap on sp2d for several weeks to conduct fundraising in villages, service offices, CV and PT. By registering at SP2D then processing data on credit and segregation for taxes. Merge debits with letters of disbursement of funds in accordance with the procedures at bank riau kepri syariah.
- j. Data collection on incoming proposals to be registered and then sorting the funding proposals and general proposals. Then in this practical work, you have to sort and combine proposals that have been verified by the bank.
- k. Input on the contract (SPAK) in the input format on the account number with the customer's initial submission number. Then do it

according to the procedure set by the bank by filing it according to the format that has been made.

3. Obstacles that occurred to the writer who got during Apprenticeship for 6 months at PT. Bank Riau Kepri Syariah (Perseroda) Bengkalis branch.
 - a. In the first month the author was still adapting to the work environment so there was still a feeling of awkwardness in communicating with other employees. However, not a few weeks later, he was able to adjust to the office environment.
 - c. Constraints that often occur when filling in prospective customer data because the data provided by the customer is incomplete.
 - d. Many tasks are done at the same time. Not even so that he participated in the overtime picket to help other employees because there are only 2 students doing apprenticeship. Then during the break time which is so fast and must be on time, especially when going to the office must be on time because there is already a schedule from the bank.

4.2 Suggestions

1. For Author

Suggestions for authors to prepare themselves by mastering the lessons that will be applied in the company, get used to thinking realistically and logically before acting, and carrying out tasks according to the directions or orders given by the employee concerned.

2. For students

Provide suggestions that may be useful for students who will do apprenticeship in the next period. Namely, prioritizing occupational safety and health, making the best use of time by doing work according to ability, thinking before acting, always being patient and obedient and having to learn to manage all the work that has been assigned.

3. For companies

After doing apprenticeship at PT. Bank Riau Kepri Syariah (perseroda) bengkalis branch, there are some suggestions for a better company,

namely: when the company gives assignments that have great responsibility and high risk to students to be supervised, guided and taught the steps. And the break time is more flexible because it makes employees and interns rush.

4. For the State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of Bengkalis College in holding this apprenticeship can be used as evaluation material in the future, and it should be given to students before apprenticeship in accordance with the field or course material in accordance with apprenticeship company. Concerned with apprenticeship students who will accompany students who do apprenticeship on the first day of admission and pick them up again when students have finished doing apprenticeship.

REFERENCES

- Bank Riau Kepri Syariah Profile (2022). Visi dan Misi Bank Riau Kepri Syariah: https://www.brksyariah.co.id/brkweb_syariah/perusahaan/detail/tentang_kami/87 Accessed on 2023.
- Jaringan Kantor Bank Riau Kepri Syariah (2022). <https://bintankab.go.id/berita/detail/33/Kantor+Cabang+Pembantu+PT.+Bank+Riau+Kepri+Hadir+di+Km.+16+Bintan>. Accessed Februari 11, 2020
- Logo Bank Riau Kepri Syariah (2022). <https://gokepri.com/makna-di-balik-logo-baru-bank-riau-kepri-syariah/>. Accessed Agustus, 2022
- PT. Bank Riau Kepri Syariah Profile (2022). Available from: https://id.wikipedia.org/wiki/BRK_Syariah. Accessed on March 30, 2022.

APPENDICES

Appendix 1

Approval Letter for Apprenticeship by PT. Bank Riau Kepri Syariah (Perseroda)
Bengkalis Branch



PT Bank Riau Kepri Syariah (Perseroda)
Menara Dling Mendu
Jl. Jend. Sudirman No. 462 Pekanbaru, Riau, 28119
Telp. (0761) 47070, Fax (0761) 42389
www.brksyariah.co.id

Nomor : 629/KS.01/MSDI/2022
Lampiran : I (satu) lembar
Hal : Persetujuan Magang

Pekanbaru, 28 Desember 2022
4 Jumadil akhir/ 1444 H

Kepada Yth.
Pemimpin BRK Syariah
di -

Tempat

Assalamuallaikum 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.
Wassalamuallaikum Warahmatullahi Wabarokatuh.

AGENDA	
NO :	275
TGL :	29/12/2022

PT Bank Riau Kepri Syariah
Divisi Manajemen SDI

Muhammad Allan
Pemimpin

Appendix 2

Internship Completion Letter

SURAT KETERANGAN
201/BKS/VII/2023

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : Viky Octaviyona
NIM : 5404191211
Universitas : Politeknik Negeri Bengkalis
Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
Tempat/ Tgl. Lahir : Bantan Air/16 Agustus 2001
Alamat : Jl. Jend. Sudirman Rt. 01/Rw. 04 Desa Bantan Air,
Kec. Bantan, 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



Wan Khairul Amri
Internship Supervisor

Appendix 3

Company Appraisal Sheet

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

Name : Viky Octaviyona
Student's Identity No : 5404191211
Study Program : D-4 International Business Administration
College : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentage	Score
1	Discipline	20%	89
2	Responsibility	25%	88
3	Adjustment/Adaptation	10%	86
4	Work Result	30%	80
5	Behavior in General	15%	89
	Total (1+2+3+4+5)	100%	150

Explanation:

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

Note:

.....
.....
.....
.....
.....

Bengkalis, July 10th 2023


Bengkalis Wan Khairul Amri
NIK: 011972

Appendix 4

Apprenticeship Attendance list for 6 Months

No. : 1. **1**
 NAMA : VIKY OCTAVIANA
 BAGIAN : umum
 BULAN : JANUARI 2023

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	18.15			
3	1	2	1	N			
4	07.00	12.00	13.00	18.15			
5	07.00	12.00	13.00	17.55			
6	07.00	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	18.42			
10	07.00	12.00	13.00	17.30			
11	07.00	12.00	13.00	18.25			
12	07.00	12.00	13.00	16.30			
13	07.00	11.30	13.30	17.20			
14	S	A	B	T	U		
15	M	1	N	G	G	U	

KOJIKO
929

No. : 1. **2**
 NAMA : VIKY OCTAVIANA
 BAGIAN : umum
 BULAN : JANUARI 2023

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.00	12.00	13.00	17.55			
17	07.00	12.00	13.00	17.55			
18	07.00	12.00	13.00	17.00			
19	07.00	12.00	13.00	17.20			
20	07.00	11.30	13.30	17.00			
21	S	A	B	T	U		
22	M	1	N	G	G	U	
23	L	1	B	U	R		
24	07.00	12.00	13.00	18.30			
25	07.00	12.00	13.00	17.20			
26	07.00	12.00	13.00	17.00			
27	07.00	12.00	11.30	17.25			
28	S	A	B	T	U		
29	M	1	N	G	G	U	
30	07.00	12.00	13.00	18.10			
31	07.00	12.00	13.00	17.10			

KOJIKO
929

No. : 2 **1**
 NAMA : VIKY OCTAVIYONA
 BAGIAN : Umum
 BULAN : FEBRUARI 2023

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	07.00	12.00	13.00	18.00			
2	07.00	12.00	13.00	17.15			
3	07.00	11.30	13.30	18.00			
4	S	A	B	T	U		
5	M	I	N	G	G	U	
6	07.00	12.00	13.00	18.15			
7	07.00	12.00	13.00	17.30			
8	07.00	12.00	13.00	18.00			
9	07.00	12.00	13.00	18.05			
10	07.00	11.30	13.30	18.15			
11	09.10	13.25					
12	M	I	N	G	G	U	
13	07.00	12.00	13.00	17.45			
14	07.00	12.00	13.00	17.50			
15	07.00	12.00	13.00	18.00			

KOJIKO
929

No. : 2 **2**
 NAMA : VIKY OCTAVIYONA
 BAGIAN : Umum
 BULAN : FEBRUARI 2023

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.00	12.00	13.00	18.00			
17	07.00	11.30	13.30	17.35			
18	S	A	B	T	U		
19	M	I	N	G	G	U	
20	07.00	12.00	13.00	18.00			
21	07.00	12.00	13.00	17.00			
22	07.00	12.00	13.00	17.25			
23	07.00	12.00	13.00	17.55			
24	07.00	11.30	13.30	17.55			
25	S	A	B	T	U		
26	M	I	N	G	G	U	
27	07.00	12.00	13.00	18.15			
28	07.00	12.00	13.00	18.00			
29							
30							
31							

KOJIKO
929

No. : 3 **1**
 NAMA : VIKY OCTAVIYONCA
 BAGIAN : UMUM
 BULAN : MARCH 2023

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	07.00	12.00	13.00	16.45			
2	07.00	12.00	13.00	17.00			
3	07.00	11.30	13.30	17.00			
4	S	A	B	T	U		
5	M	I	N	G	G	U	
6	07.00	12.00	13.00	17.25			
7	07.00	12.00	13.00	16.45			
8	07.00	12.00	13.00	17.30			
9	07.00	12.00	13.00	17.25			
10	07.00	11.30	13.30	17.15			
11	S	A	B	T	U		
12	M	I	N	G	G	U	
13	07.00	12.00	13.00	17.20			
14	07.00	12.00	13.00	17.15			
15	07.00	12.00	13.00	17.35			

KOJIKO
929

No. : **2**
 NAMA : VIKY OCTAVIYONCA
 BAGIAN : UMUM
 BULAN : MARCH 2023

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.00	12.00	13.00	17.45			
17	07.00	11.30	13.30	17.30			
18	S	A	B	T	U		
19	M	I	N	G	G	U	
20	07.00	12.00	13.00	17.20			
21	07.30	12.00	13.00	17.30			
22	N	Y	E	P	I		
23	N	Y	E	P	I		
24	07.30	11.30	13.30	17.30			
25	S	A	B	T	U		
26	M	I	N	G	G	U	
27	07.30	-	-	-			
28	07.30	-	-	16.30			
29	07.30	-	-	17.30			
30	07.30	-	-	16.30			
31	07.30	-	-	16.30			

KOJIKO
929

No. : 4 **1**
 NAMA : VIKY OCTAVIYONA
 BAGIAN : umum
 BULAN : APRIL 2023

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	07.30	-	-	16.30			
4	07.30	-	-	16.45			
5	07.30	-	-	17.00			
6	07.30	-	-	16.45			
7	L	i	b	u	r		
8	S	a	b	t	u		
9	m	i	n	g	g	u	
10	07.30	-	-	17.30			
11	07.30	-	-	17.00			
12	07.30	-	-	17.00			
13	07.30	-	-	17.15			
14	07.30	-	-	17.15			
15	S	a	b	t	u		

KOJIKO
929

No. : 4 **2**
 NAMA : VIKY OCTAVIYONA
 BAGIAN : umum
 BULAN : APRIL 2023

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							
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	07.00	10.00	13.00	17.20			
27	07.00	12.00	13.00	17.25			
28	07.00	11.30	13.30	17.30			
29	S	a	b	t	u		
30	m	i	n	g	g	u	
31							

KOJIKO
929

No. : 5 1

NAMA : VIKY OCTAVIYONA

BAGIAN : umum

BULAN : Mei 2023

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	C	U	T	I			
2	07.00	12.00	13.00	17.10			
3	07.00	12.00	13.00	17.15			
4	07.00	12.00	13.00	17.15			
5	07.00	11.30	13.30	17.20			
6	S	a	b	t	U		
7	m	i	n	g	g	U	
8	07.00	12.00	13.00	17.35			
9	07.00	12.00	13.00	18.15			
10	07.00	12.00	13.00	17.50			
11	07.00	12.00	13.00	18.00			
12	07.00	11.30	13.30	18.00			
13	S	a	b	t	U		
14	m	i	n	g	g	U	
15	07.00	12.00	13.00	17.30			

KOJIKO
929

No. : 5 2

NAMA : VIKY OCTAVIYONA

BAGIAN : umum

BULAN : Mei 2023

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.00	12.00	13.00	17.55			
17	07.00	12.00	13.00	17.30			
18	L	I	b	u	R		
19	07.00	11.30	13.30				
20	S	a	b	t	U		
21	m	i	n	g	g	U	
22	07.00	12.00	13.00	17.45			
23	07.00	12.00	13.00	17.45			
24	07.00	12.00	13.00	17.55			
25	07.00	12.00	13.00	17.30			
26	07.00	11.30	13.30	17.05			
27	S	a	b	t	U		
28	m	i	n	g	g	U	
29	07.00	12.00	13.00	17.00			
30	07.00	12.00	13.00	17.30			
31	07.00	12.00	13.00	17.45			

KOJIKO
929

No. : 6 **1**
 NAMA : VIKY OCTAVIYONA
 BAGIAN : umum
 BULAN : June

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1	L	1	B	U	R		
2	L	1	B	U	R		
3	S	A	B	T	U		
4	m	1	N	G	G	U	
5							
6	07.00	12.00	13.00	17.45			
7	07.00	12.00	13.00	17.30			
8	07.00	12.00	13.00	17.35			
9	07.00	11.30	13.30	20.45			
10	S	A	B	T	U		
11	m	1	N	G	G	U	
12	07.00	12.00	13.00	17.45			
13	07.00	12.00	13.00	17.15			
14	07.00	12.00	13.00	17.45			
15	07.00	12.00	13.00	17.00			

KOJIKO
929

No. : 6 **2**
 NAMA : VIKY OCTAVIYONA
 BAGIAN : umum
 BULAN : June

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
16	07.30	11.30	13.30	17.45			
17	S	A	B	T	U		
18	m	1	N	G	G	U	
19	07.00	13.00	12.00	17.15			
20	07.00	13.00	12.00	17.45			
21	07.00	13.00	12.00	17.50			
22	07.00	13.00	13.00	17.25			
23	07.00	11.30	13.30	17.20			
24	S	A	B	T	U		
25	m	1	N	G	G	U	
26	07.00	12.00	13.00	18.00			
27	07.00	12.00	13.00	18.00			
28	C	U	T	I			
29	L	1	B	U	R		
30	C	U	T	I			
31							

KOJIKO
929

Appendix 5

Briefing on the acceptance of new apprentices



Giving Token To Supervisors



Appendix 6

Event Documentation

1. 57th Bank Anniversary Celebration



2. Documentation of Eid al-Fitr at the employee's house



3. Branch Manager Birthday Celebration



4. Documentation of provision of groceries to orphans



5. Documentation of customers making disbursements



6. Handover Of CSR Assistance



7. Following a field survey to the customer's business



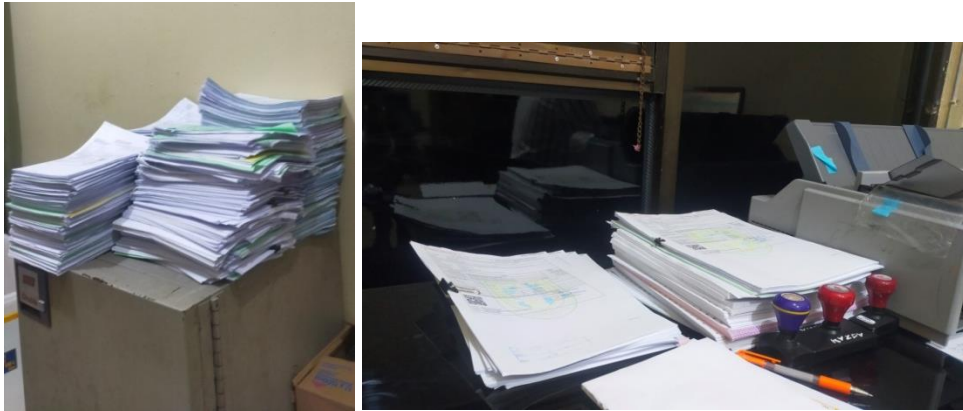
8. Signing of the employment contract agreement



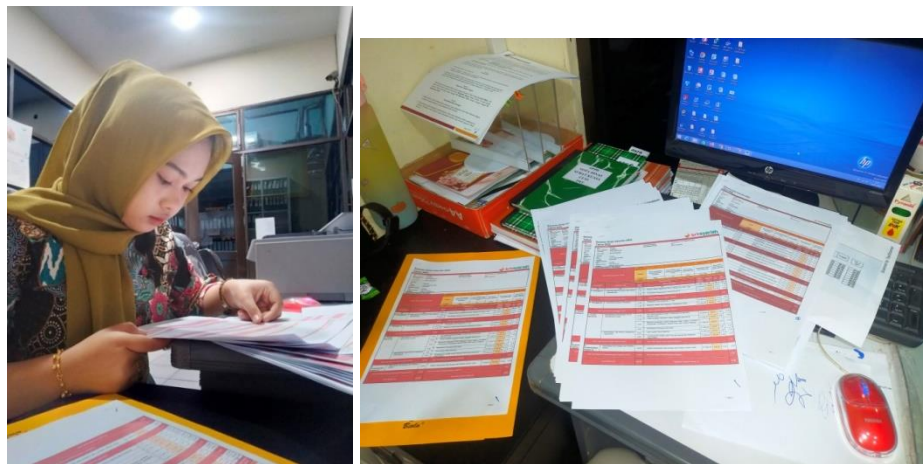
Appendix 7

Activity Documentation

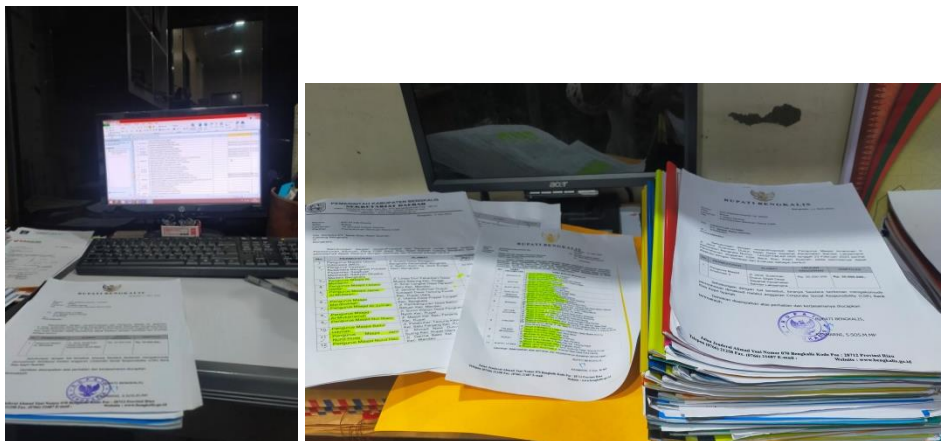
1. Data Input of Fund Disbursement Order (SP2D)



2. Checking Individual Work Goals (SKI)



3. CSR Proposal Data Input



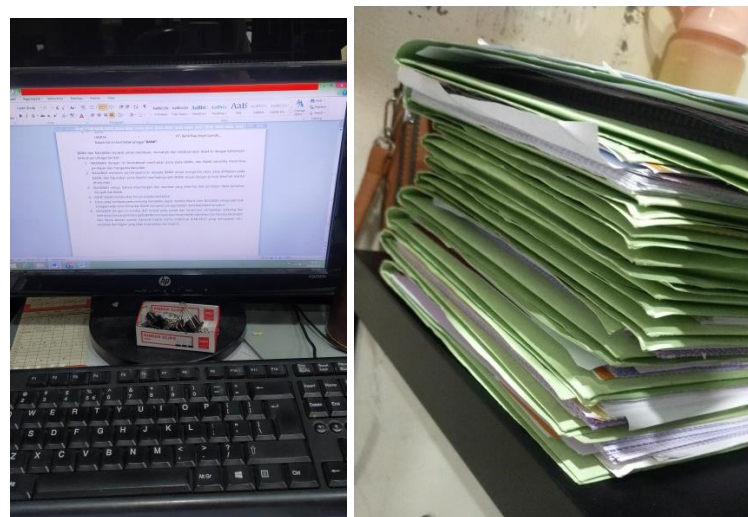
4. Making Employee Absences



5. Document Archiving



6. PAG Data Entry




Appendix 8

Daily Activity


DAILY ACTIVITIES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, January 02, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Being introduced given and knowledge of the apprenticeship agreement letter 3. Teaching introduction to the BRKsyariah environment. 4. Filing incoming letters to the head office and general office 5. Checking remittances at the beginning of the month. 6. Archives file 	General & accounting section	
Tuesday, January 03, 2023	Permission	-	
Wednesday, January 04, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Registering of incoming mail at the head office 3. Mail filing in 2022 4. Printing SPPD and official notes 5. Checking proof of transactions in 2022 6. Checking remittances at the beginning of the month. 7. Archives file 	General & accounting section	
Thursday, January 05, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving incoming letters, SPPD and official notes 3. Printing collateral for collateral for customers. 4. Checking remittances every day and archived 5. Archives file 	General & accounting section	
Friday, January 06, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking slips and documents in the warehouse. 3. Checking incoming goods for the shop 4. Record collateral, SPPD and official notes 5. Checking of remittances and archived 6. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, January 09, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee attendance machine data 3. Processing customer checking account files 4. Create a work appraisal checklist 5. Register of incoming mail at the head office and branch offices 6. Archives file 	General & accounting section	
Tuesday, January 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Doing employee documentation with the leadership 3. Making a list of employee performance appraisals 4. Giving the code to the sppd 5. Create a request form for missing items 6. Processing customer checking account files 7. Head office outgoing mail register and coding of letters 8. Archives file 	General & accounting section	
Wednesday, January 11, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving incoming letters, official memos and leave letters 3. Checking incoming goods in warehouse 4. PAG registering (multipurpose financing) 5. filing of credit installment notes 6. Archives file 	General & accounting section	
Thursday, January 12, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archive general office admission letters 3. Processing customer checking account files 4. Head office outgoing mail register and coding of letters 5. Archiving remittances (KU) 6. Archives file 	General & accounting section	
Friday, January 13, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office register 3. Create work recapitulation data for the BRKS Logo 4. Recapitulation of the apprentice's entry letter to the head of sei pakning 5. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of activities	Assignor	Signature
Monday, January 16, 2023	1. Morning Briefing 2. Registering SPPD, leave letters and employee sick letters 3. Assignment of official note code 4. Recapitulate money transfers (ku) from customers 5. Check incoming goods in warehouse 6. Filing of votes in the general office 7. Archives file	General & accounting section	
Tuesday, January 17, 2023	1. Morning Briefing 2. Head office register 3. Process (ku) from customers for QACA filing 4. Separation of informed consent 5. Document recap (SPAK) with account number 6. Archives file	General & accounting section	
Wednesday, January 18, 2023	1. Morning Briefing 2. Perform individual work target (SKJ) scanners for employees from all branches and cash offices 3. Registering for a loan application 4. Daily report filing 5. Filing official notes and power of attorney 6. Archives file	General & accounting section	
Thursday, January 19, 2023	1. Morning briefing 2. Do the numbering on the PAG 3. PAG registering 4. Record collateral, SPPD, employee leave letters 5. Incoming goods check 6. Archives file	General & accounting section	
Friday, January 20, 2023	1. Morning Briefing 2. Trend balance sheet filing and inventory 3. Making employee performance appraisals 4. Create an inventory list by year 5. Coding on the debit note 6. Separate remittance sheets (KU) to be archived and to be used as vouchers 7. Archives file	General & accounting section	

DAILY ACTIVITES OF THE JOB TRAINING

Month : 1 / January
 Week : 4
 Day : Monday – Friday
 Date : January 24-27, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, January 23, 2023	Lunar New Year Holiday	-	
Tuesday, January 24, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of security and police absences 3. Prepare a trial balance sequentially according to date, day and year 4. Filing of power of attorney and yadibu documents 5. Archives file 	General & accounting section	
Wednesday, January 25, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing of power of attorney and yadibu documents 3. Print a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archives file 	General & accounting section	
Thursday, January 26, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Code the debit notes and official notes 5. Registering incoming mail from CAPEM 6. Filing of power of attorney and yadibu documents 7. Archives file 	General & accounting section	
Friday, January 27, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving documents for incoming letters to the head office, letters to the general office and sub-district offices 3. Making a power of attorney number and official memorandum 4. PAG registering 5. SPAK collection to the computer with the account number format 6. Archives file 	General & accounting section Credit & legal administration	


DAILY ACTIVITES OF THE JOB TRAINING

Month : 1-2 / January-february
 Week : 5
 Day : Monday – Friday
 Date : january 30- february 03, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, january 30, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving documents for incoming letters to the head office, letters to the general office and sub-district offices 3. Completing customer documents that are lacking for financing applications 4. Registering PAG 5. SPAK scanner to archive in the folder 6. Archives file 	General & accounting section	<i>Ami</i>
Tuesday, january 31, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 4. SPAK data input and flagging 5. Minus customer name checking 6. Archives file 	Credit & legal administration	
Wednesday, february 01, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing of power of attorney and yadibu documents 3. Printing a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archives file 	General & accounting section	
Thursday, february 02, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Code the debit notes and official notes 5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archives file 	General & accounting section	
Friday, february 03, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving incoming letters, SPPD and official notes 3. Printing collateral for collateral for customers. 4. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, february 06, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Prize collection for priority customers 6. Count incoming goods 7. Archives file 	General & accounting section	
Tuesday, february 07, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Inputting customer names that lack requirements 5. Inputting mosque CSR data 6. Archives file 	General & accounting section	
Wednesday, february 08, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 4. Recapitulation of bank employee machine absences 5. Count incoming goods 6. Archives file 	General & accounting section	
Thursday, february 09, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Code the debit notes and official notes 5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archives file 	General & accounting section	
Friday, february 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving incoming letters and invitations 4. Segregation of remittances for vouchers and filing 5. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of activities	Assignor	Signature
Monday, February 13, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Do documentation after the survey 4. Registering sppd, leave letters and employee sick letters 5. Prize collection for priority customers 6. PAG registering 7. Archives file 	General & accounting section	
Tuesday, February 14, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Do the numbering on the PAG 4. PAG registering 5. Inputting mosque CSR data 6. Archives file 	General & accounting section	
Wednesday, February 15, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 4. Checking goods and documents in the warehouse 5. Segregation of remittances for vouchers and filing 6. Archives file 	General & accounting section	
Thursday, February 16, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Public office mail register 3. Code the debit notes and official notes 4. Registering incoming mail from capem 5. Filing of power of attorney and yadibu documents 6. Archives file 	General & accounting section	
Friday, February 17, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Separate remittance sheets (KU) to be archived and to be used as vouchers 4. Head office register 5. Filing bills, employee leave 6. Registering new employee members 7. Archives file 	General & accounting section	

DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, February 20, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Prize collection for priority customers 6. Count incoming goods 7. Archives file 	General & accounting section	
Tuesday, February 21, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Filing incoming letters to the head office and branch offices 5. Registering incoming mail from CAPEM 6. Archives file 	General & accounting section	
Wednesday, February 22, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 4. Filing of power of attorney and yadibu documents 5. Archives file 	General & accounting section	
Thursday, February 23, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail registering 4. Code the debit notes and official notes 5. Archives file 	General & accounting section	
Friday, February 24, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving remittances (KU) 4. PAG registering (multipurpose financing) 5. Registering incoming mail from CAPEM 6. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

Month : 2-3 / February- March
 Week : 9
 Day : Monday – Friday
 Date : February 27- march 03, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, February 27, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. Recapitulation of bank employee machine absences 4. Absence recapitulation for police 5. Archiving remittances (KU) 6. Archives file 	General & accounting section	
Tuesday, February 28, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting mosque CSR data 4. Head office registering 5. Filing bills, employee leave 6. Registering new employee members 7. Archives file 	General & accounting section	
Wednesday, March 01, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting mosque CSR data 3. Conduct a survey around the branch office 4. Registering incoming mail from head office 5. Filing of power of attorney and yadibu documents 6. Archives file 	General & accounting section	
Thursday, March 02, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Public office mail register 3. Code the debit notes and official notes 4. Help fill out the dossier 5. Filing of power of attorney and yadibu documents 6. Archives file 	General & accounting section	
Friday, March 03, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Checking goods and documents in the warehouse 4. Conduct a survey around the branch office 5. Registering incoming mail from head office 6. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, March 06, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Do documentation after the survey 3. Registering SPPD, leave letters and employee sick letters 4. Assignment of official note code 5. Recapitulate money transfers (KU) from customers 6. Count incoming goods 7. Archives file 	General & accounting section	
Tuesday, March 07, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting mosque CSR data 4. SPAK scanners 5. SPAK data input and flagging 6. Archives file 	General & accounting section	
Wednesday, March 08, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Conduct a survey around the branch office 3. Checking employee machine attendance data 4. PAG registering (Multipurpose Financing) 5. Archives file 	General & accounting section	
Thursday, March 09, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail registering 4. PAG registering (Multipurpose Financing) 5. Scanner SPAK 6. Archives file 	General & accounting section	
Friday, March 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Help fill out the dossier 4. Archiving incoming letters and invitations 5. PAG registering (multipurpose financing) 6. Archiving Remittances (KU) 7. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, March 13, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Do the numbering on the page 3. PAG registering 4. Record collateral, sppd, employee leave letters 5. Checking employee machine attendance data 6. Recapitulation of bank employee machine absences 7. Absence recapitulation 8. Archives file 	General & accounting section	
Tuesday, March 14, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting CSR data 4. Public office mail registering 5. Segregation of remittances for vouchers and filing 6. Archives file 	General & accounting section	
Wednesday, March 15, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office registering 3. Recapitulation of the apprentice's entry letter to the head of sei pakning 4. Public office mail registering 5. Archives file 	General & accounting section	
Thursday, March 16, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Code the debit notes and official notes 4. Registering incoming mail from capem 5. Filing of power of attorney and yadibu documents 6. Archives file 	General & accounting section	
Friday, March 17, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving incoming letters and invitations 4. Archiving remittances (KU) 5. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, March 20, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee attendance machine data 3. Processing customer checking account files 4. Create a work appraisal checklist 5. Registering of incoming mail at the head office and branch offices 6. Inputting CSR data 7. Archives file 	General & accounting section	
Tuesday, March 21, 2023	<ol style="list-style-type: none"> 1. Recapitulation of bank employee machine absences 2. Absence recapitulation for police 3. PAG registering (multipurpose financing) 4. Cheking warehouse 5. Archives file 	General & accounting section	
Wednesday, March 22, 2023	Public Holiday (Nyepi)	-	
Thursday, March 23, 2023	Public Holiday (Nyepi)	-	
Friday, March 24, 2023	<ol style="list-style-type: none"> 1. Checking employee machine attendance data 2. Code the debit notes and official notes 3. Help fill out the dossier 4. Cheking warehouse 5. Archives file 	General & accounting section	


DAILY ACTIVITIES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, March 27, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Filing incoming letters to the head office and branch offices 3. PAG registering (Multipurpose Financing) 4. SPAK scanners 5. SPAK data input and flagging 6. Archives file 	General & accounting section	
Tuesday, March 28, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Inputting customer names that lack requirements 3. Inputting mosque csr data 4. Archiving remittances (KU) 5. SPAK scanners 6. Archives file 	General & accounting section	
Wednesday, March 29, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Conduct a survey around the branch office 3. Help fill out the dossier 4. Checking goods and documents in the warehouse 5. Public office mail register 6. Coding on power of attorney and official note 7. Archives file 	General & accounting section	
Thursday, March 30, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Code the debit notes and official notes 5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archives file 	General & accounting section	
Friday, March 31, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Record collateral, SPPD, employee leave letters 4. Inventory data recapitulation 5. Archiving remittances (KU) 6. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, April 03, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Prize collection for priority customers 6. Archives file 	General & accounting section	
Tuesday, April 04, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Filing incoming letters to the head office and branch offices 5. Separate remittance sheets (KU) to be archived and to be used as vouchers 6. Archives file 	General & accounting section	
Wednesday, April 05, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Archiving incoming letters and invitations 4. Separate remittance sheets (KU) to be archived and to be used as vouchers 5. Coding on power of attorney and official note 6. Archives file 	General & accounting section	
Thursday, April 06, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail register 4. Code the debit notes and official notes 5. Register incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Inventory and balance sheet filing 8. Archives file 	General & accounting section	
Friday, April 07, 2023	Public Holiday (Isa Almasih)	-	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of activities	Assignor	Signature
Monday, April 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of bank employee machine absences 3. Do documentation after the survey 4. Check incoming goods in warehouse 5. Inventory and balance sheet filing 6. Archives file 	General & accounting section	
Tuesday, April 11, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police 4. Filing incoming letters to the head office and branch offices 5. Inputting customer names that lack requirements 6. Archives file 	General & accounting section	
Wednesday, April 12, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Inputting CSR data 3. Conduct a survey around the branch office 4. Public office mail registering 5. Registering incoming mail from Capem 6. Code debit notes 7. Archives file 	General & accounting section	
Thursday, April 13, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking goods and documents in the warehouse 3. Public office mail registering 4. Code the debit notes and official notes 5. Registering incoming mail from capem 6. Filing of power of attorney and yadibu documents 7. Archives file 	General & accounting section	
Friday, April 14, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office register 3. Create work recapitulation data for the brks logo 4. Recapitulation of the apprentice's entry letter to the head of sei pakning 5. Inventory file archiving 6. Archiving remittances (KU) 7. Archives file 	General & accounting section	

DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, April 17, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Registering SPPD, leave letters and employee sick letters 3. Assignment of official note code 4. Recapitulate money transfers (KU) from customers 5. Check incoming goods in warehouse 6. Filing of votes in the general office 7. Archives file 	General & accounting section	
Tuesday, April 18, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office registering 3. Recapitulation letter 4. Archiving remittances (KU) 5. Segregation of data on remittances 6. Filing of votes in the general office 7. Archives file 	General & accounting section	
Wednesday, April 19, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-	
Thursday, April 20, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-	
Friday, April 21, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, April 24, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-	Am
Tuesday, April 25, 2023	Public Holiday (Eid Al-Fitr 1444 H)	-	
Wednesday, April 26, 2023	1. Morning Briefing 2. Head office registering 3. Recapitulation of the apprentice's entry letter to the head of sei pakning 4. Segregation of data on remittances 5. Archives file	General & accounting section	
Thursday, April 27, 2023	1. Morning Briefings 2. Archiving incoming letters, official memos and leave letters 3. Checking employee machine attendance data 4. PAG registering (Multipurpose Financing) 5. Processing job application data on job applicants 6. Archives file	General & accounting section	
Friday, April 28, 2023	1. Morning Briefing 2. Processing Customer Checking Account Files 3. Inventory File Archiving 4. Archiving remittances (KU) 5. Sorting (KU) be used as vouchers 6. Archives file	General & accounting section	

DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of activities	Assignor	Signature
Monday, May 01, 2023	International labor Day	-	
Tuesday, May 02, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Filing of power of attorney and yadibu documents 3. Print a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archives file 	General & accounting section	
Wednesday, May 03, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 4. SPAK data input and flagging 5. Minus customer name checking 6. Checking customer names that are lacking 7. Archives file 	General & accounting section	
Thursday, May 04, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Print a trend balance 3. Archiving incoming letters, official memos and leave letters 4. Checking employee machine attendance data 5. Checking customer names that are lacking 6. Archives file 	General & accounting section	
Friday, May 05, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Recapitulation of the apprentice's entry letter to the head of sei pakning 3. Archiving remittances (KU) 4. PAG registering 5. SPAK scanners 6. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, May 08, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. SPAK scanners 3. Do the numbering on the PAG 4. PAG registering 5. Record collateral, SPPD, employee leave letters 6. Incoming goods check 7. Archives file 	General & accounting section	
Tuesday, May 09, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Checking employee machine attendance data 3. Separate remittance sheets (KU) to be archived and to be used as vouchers 4. Inputting CSR data 5. Conduct a survey around the branch office 6. Archives file 	General & accounting section	
Wednesday, May 10, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. SPAK scanners 3. SPAK data input and flagging 4. Inputting CSR data 5. Official note registering 6. Archives file 	General & accounting section	
Thursday, May 11, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Do documentation after the survey 3. Check incoming goods in warehouse 4. Prize collection for priority customers 5. Archives file 	General & accounting section	
Friday, May 12, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. PAG registering (Multipurpose Financing) 3. Archiving remittances (KU) 4. SPAK Scanners 5. Recapitulation of the apprentice's entry letter to the head of sei pakning 6. Checking goods and documents in the warehouse 7. Archives file. 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, May 15, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office register 3. Checking goods and documents in the warehouse 4. Public office mail register 5. Segregation of Remittances for vouchers and filing 6. Archives file 	General & accounting section	
Tuesday, May 16, 2023	<ol style="list-style-type: none"> 1. Morning Briefings 2. Recapitulation of bank employee machine absences 3. Filing incoming letters to the head office and branch offices 4. Inputting customer names that lack requirements 5. Process (KU) from customers for QACA filing 6. Archives file 	General & accounting section	
Wednesda y, May 17, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Head office register 3. Checking goods and documents in the warehouse 4. Checking employee machine attendance data 5. Process (KU) from customers for QACA filing 6. Archives file 	General & accounting section	
Thursday, May 18, 2023	Public Holiday (Jesus christ)	-	
Friday, May 19, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. Trend balance sheet filing and inventory 3. Make employee performance appraisals 4. Archiving remittances (KU) 5. Public office mail registering 6. Inputting customer names that lack requirements 7. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

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

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, May 22, 2023	1. Morning briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security 4. Inputting customer names that lack requirements 5. Archiving remittances (KU) 6. Archives file	General & accounting section	
Tuesday, May 23, 2023	1. Morning briefings 2. Filing of power of attorney and yadibu documents 3. Print a trend balance 4. Inventory data recapitulation 5. Checking goods and documents in the warehouse 6. Public office mail register 7. Segregation of remittances for vouchers and filing 8. Archives file	General & accounting section	
Wednesday, May 24, 2023	1. Morning briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 4. SPAK data input and flagging 5. Minus customer name checking 6. Archives file	General & accounting section	
Thursday, May 25, 2023	1. Morning Briefings 2. Print a trend balance 3. Archiving incoming letters, official memos and leave letters 4. Checking employee machine attendance data 5. PAG registering (multipurpose financing) 6. Archives file	General & accounting section	
Friday, May 26, 2023	1. Morning briefing 2. Recapitulation of the apprentice's entry letter to the head of sei pakning 3. Archiving remittances (KU) 4. Checking employee machine attendance data 5. Archives file	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

Month : 5-6 /May- june
 Week : 22
 Day : Monday – Friday
 Date : May 29 – june 02, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, May 29, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Do the numbering on the PAG 3. PAG registering 4. Record collateral, SPPD, employee leave letters 5. Checking employee machine attendance data 6. Incoming goods check 7. Absence recapitulation for police and security 8. Archives file 	General & accounting section	
Tuesday, May 30, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Checking employee machine attendance data 3. Inputting mosque data 4. Do documentation after the survey 5. Check incoming goods in warehouse 6. Archiving remittances (KU) 7. Archives file 	General & accounting section	
Wednesday, May 31, 2023	<ol style="list-style-type: none"> 1. morning briefing 2. PAG registering (multipurpose financing) 3. SPAK scanners 4. SPAK data input and flagging 5. Checking goods and documents in the warehouse 6. inputting mosque CSR data 7. Archives file 	General & accounting section	
Thursday, June 01, 2023	Public Holiday (Pancasila)	-	
Friday, June 02, 2023	Public Holiday (Vesak)	-	


DAILY ACTIVITES OF THE JOB TRAINING

Month : 6/june
 Week : 23
 Day : Monday – Friday
 Date : june 05-09, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, June 05, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Head office register 3. Recapitulation of the apprentice's entry letter to the head of sei pakning 4. Checking goods and documents in the warehouse 5. Absence recapitulation for police and security 6. Recapitulation of bank employee machine absences 7. segregation of Remittances for vouchers and filing 8. Archives file 	General & accounting section	
Tuesday, June 06, 2023	<ol style="list-style-type: none"> 1. Morning briefings 2. Process (KU) from customers for QACA filing 3. Separation of informed consent 4. Segregation of remittances for vouchers and filing 5. Archives file 	General & accounting section	
Wednesday, June 07, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Checking goods and documents in the warehouse 3. Checking employee machine attendance data 4. PAG registering (multipurpose financing) 5. SPAK collection to the computer with the account number format 6. Archives file 	General & accounting section	
Thursday, June 08, 2023	<ol style="list-style-type: none"> 1. Morning briefings 2. Archiving incoming letters, official memos and leave letters 3. PAG registering (Multipurpose Financing) 4. Archiving remittances (KU) 5. Archives file 	General & accounting section	
Friday, June 09, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Record collateral, sppd, employee leave letters 3. Incoming goods check 4. Archiving remittances (KU) 5. Archives file 	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

Month : 6/june
 Week : 24
 Day : Monday – Friday
 Date : june 12-16, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, June 12, 2023	1. Morning briefing 2. Recapitulation of bank employee machine absences 3. Absence recapitulation for police and security requirements 4. Inputting customer names that lack requirements 5. Archiving remittances (KU) 6. Archives file	General & accounting section	
Tuesday, June 13, 2023	1. Morning briefings 2. Filing of power of attorney and yadibu documents 3. Inventory data recapitulation 4. Public office mail register 5. Segregation of remittances for vouchers and filing 6. Archives file	General & accounting section	
Wednesday, June 14, 2023	1. Morning briefing 2. Archiving contract receipts on PAG 3. SPAK scanners 4. Minus customer name checking 5. Archives file	General & accounting section	
Thursday, June 15, 2023	1. Morning briefings 2. Print a trend balance 3. Archiving incoming letters, official memos and leave letters 4. Checking employee machine attendance data 5. PAG register (multipurpose financing) 6. Archives file	General & accounting section	
Friday, June 16, 2023	1. morning briefing 2. Recapitulation of the apprentice's entry letter to the head of sei pakning 3. archiving remittances (KU) 4. Archiving incoming letters, official memos and leave letters 5. Checking employee machine attendance data 6. PAG registering (multipurpose financing) 7. Archives file	General & accounting section	


DAILY ACTIVITES OF THE JOB TRAINING

Month : 6/june
 Week : 25
 Day : Monday – Friday
 Date : june 19-23, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, June 19, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Do the numbering on the PAG 3. PAG registering 4. Record collateral, SPPD, employee leave letters 5. Checking employee machine attendance data 6. Incoming goods check 7. Absence recapitulation for police and security 8. Archives file 	General & accounting section	
Tuesday, June 20, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Checking employee machine attendance data 3. Inputting mosque csr data 4. Checking employee machine attendance data 5. Archives file 	General & accounting section	
Wednesday, June 21, 2023	<ol style="list-style-type: none"> 1. Morning Briefing 2. PAG registering (multipurpose financing) 3. SPAK scanners 4. SPAK data input and flagging 5. Checking goods and documents in the warehouse 6. Inputting mosque CSR data 7. Archives file 	General & accounting section	
Thursday, June 22, 2023	<ol style="list-style-type: none"> 1. Morning briefings 2. Do documentation after the survey 3. Check incoming goods in warehouse 4. Archiving remittances (KU) 5. Archives file 	General & accounting section	
Friday, June 23, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Checking goods and documents in the warehouse 3. Archiving remittances (KU) 4. PAG registering (multipurpose financing) 5. Archives file 	General & accounting section	

DAILY ACTIVITES OF THE JOB TRAINING

Month : 6/june
 Week : 26
 Day : Monday – Friday
 Date : june 26-30, 2023

Day/Date	Descriptive of Activities	Assignor	Signature
Monday, June 26, 2023	<ol style="list-style-type: none"> 1. Morning briefing 2. Head office register 3. Recapitulation of the apprentice's entry letter to the head of CAPEM 4. Checking goods and documents in the warehouse 5. Absence recapitulation for security 6. Recapitulation of bank employee machine absences 7. Segregation of Remittances for vouchers and filing 8. Archives file 	General & accounting section	
Tuesday, June 27, 2023	<ol style="list-style-type: none"> 1. Morning briefings 2. Process (KU) from customers for QACA filing 3. Separation of informed consent 4. Official note registering 5. Segregation of Remittances for vouchers and filing 6. PAG registering (multipurpose financing) 7. Archives file 	General & accounting section	
Wednesday, June 28, 2023	Public Holiday (Eid Al-Adha 1444 H)	-	
Thursday, June 29, 2023	Public Holiday (Eid Al-Adha 1444 H)	-	
Friday, June 30, 2023	Public Holiday (Eid Al-Adha 1444 H)	-	