

APPRENTICESHIP REPORT
PT. KUALA LUMPUR KEPONG (KLK) DUMAI

ENDANG YULIANTI
5404191213



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESSADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023**

APPROVAL SHEET

PT. KUALA LUMPUR KEPONG (KLK) DUMAI (IMPORT DIVISION)

Written as one of the conditions for completing Apprenticeship

ENDANG YULIANTI
5404191213

Dumai, July 5th, 2023

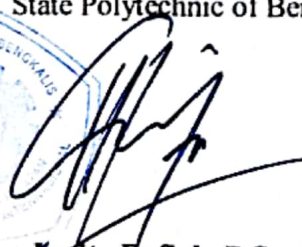

Senior Bonded Zone
PT. KLK Dumai

Advisor


PT. KLK DUMAI
Excellence in Geochemicals
Lizisokhi Sarumaha, ST., MM
NIP. 1309100053


Adrian Irnanda Pratama, S. Sos., M.B.A
NIP. 198911172019031012

Apprived by,
Head of International Business Administration Study Program
State Polytechnic of Bengkalis



Wan Junita Raflah, B.Sc., M.Ec, Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

Assalamu'alaikum Warahmatullahi Wabarakatuh

By saying Alhamdulillah all the praise and gratitude the author of the presence Allah SWT, because of the blessings of his mercy and guidance so that the author can complete practical work activities and have completed the practical work report that the writer did at PT. KLK Dumai is on time, from 06 February to 05 July 2023.

In compiling this internship report, the author realizes that without guidance from various parties, this practical work report cannot be completed within a certain time, so the authors thank all parties who have been involved and helped the author. Related parties include :

1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as the Vice Director I of State Polytechnic of Bengkalis.
3. Mrs. Supriati, S.ST., M.Si as the Head of the Department of Business Administration.
4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of Department of International Business Administration Study Program.
5. Mr. Adrian Irnanda Pratama, S.Sos., M.B.A as a advisor job training report in the International Business Administration Study Program.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as the Apprenticeship Coordinator.
7. Mr. Yogi Rinanda as Head of Department HR/GA at PT. KLK Dumai which has given permission to carry out field work practice activities;
8. Mr. Lukman Zuhanda as Head of Logistics Department at PT. KLK Dumai which has provided the opportunity for the author to join and become a member in the logistics section.

9. Mr. Lizisokhi Sarumaha as a mentor at PT. KLK Dumai which has provided a lot of guidance and experience to the author during carrying out field work activities.
10. To all employees at PT. KLK Dumai, especially logistics employees who cannot be mentioned one by one, who always give confidence to the author to do the work during the kp period.
11. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.
12. Especially for my parents, Mr. Sukardi and Mrs. Sunarti who have given a lot of sacrifice, support, prayer, affection, attention, enthusiasm, time, energy and material to help and provide convenience during lectures to realize the author's dream. Dear my sister who always give help an encouragement in completing the practical work report
13. To my best friends Shinta Karunia, Hadi Putra and Neneng who have provided encouragement and inspiration in completing this practical work report. Thank you for memories we lived, for laughter we had every day, and for the incredible solidarity, that becomes more meaningful.

The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader. Wassalamu'alaikum Warahmatullahi Wabarakatuh.

Bengkalis, August 5th 2023

Author,

Endang Yulianti
5404191213

TABLE OF CONTENTS

COVER	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENTS	v
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significances of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	6
2.1 Company Profile	6
2.2 Vision and Mission of PT. KLK Dumai	8
2.2.1 Vision of PT. KLK Dumai	9
2.2.2 Mission of PT. KLK Dumai	9
2.3 Kind of Business	9
2.4 Organization Structure	11
2.5 The Working Process	13
2.6 Document used for Activity	15
CHAPTER III SCOPE OF THE APPRENTICESHIP	22
3.1 Job Description	22
3.2 Place of Apprenticeship	25
3.3 Systems and Procedures	25
3.3.1 Systems	25

3.3.2 Procedures	25
3.3.3 Daily Report	31
3.4 Obstacles and Solution	44
3.4.1 Obstacles	44
3.4.2 Solutions	44
CHAPTER IV CONCLUSION AND SUGGESTION	46
4.1 Conclusion	46
4.2 Suggestion	47
REFERENCES	49
APPENDICES	50

LIST OF FIGURES

Figure 2.1 PT. KLK Dumai	6
Figure 2.2 KLK Oleo Logo	8
Figure 2.3 KLK Logo	8
Figure 2.4 Organizational Structure of PT. KLK Dumai	11
Figure 2.5 Flowchart The working process of CPKO.....	13
Figure 2.6 The reception process of CPKO	13
Figure 2.7 CPKO (Crude Palm Kernel Oil) weighing	14
Figure 2.8 CPKO (Crude Palm Kernel Oil) testing in the Laboratory.....	14
Figure 2.9 CPKO (Crude Palm Kernel Oil) Hoarding	15
Figure 2.10 Purchase Order	16
Figure 2.11 Delivery Order	17
Figure 2.12 Bill of Leading	18
Figure 2.13 Invoice	19
Figure 2.14 Commercial Invoice.....	20
Figure 2.15 Packing List	21
Figure 3.1 Flowchart Preparation of documents BC2.3 Notification of Imported Goods.....	26
Figure 3.2 Flowchart The reception process of CPKO	27
Figure 3.3 Flowchart The reception process of Sparepart	28
Figure 3.4 Flowchart Process of photocopying documents	29
Figure 3.5 Flowchart Process of edit CPKO document	30

LIST OF TABLE

Table 3.1 The Working Schedule of PT. Kuala Lumpur Kepong (KLK) Dumai..	25
Table 3.2 Daily Activities of February 06, 2023 to February 11, 2023	31
Table 3.3 Daily Activities of February 13, 2023 to February 18, 2023	32
Table 3.4 Daily Activities of February 20, 2023 to February 25, 2023	32
Table 3.5 Daily Activities of February 27, 2023 to March 04, 2023	33
Table 3.6 Daily Activities of March 06, 2023 to March, 11 2023	33
Table 3.7 Daily Activities of March 13, 2023 to March, 18 2023	34
Table 3.8 Daily Activities of March 20, 2023 to March, 25 2023	34
Table 3.9 Daily Activities of March 27, 2023 to April, 01 2023	35
Table 3.10 Daily Activities of April 03, 2023 to April, 08 2023	35
Table 3.11 Daily Activities of April 10, 2023 to April, 15 2023	36
Table 3.12 Daily Activities of April 17, 2023 to April, 22 2023	36
Table 3.13 Daily Activities of April 24, 2023 to April, 29 2023	37
Table 3.14 Daily Activities of May 01, 2023 to May, 06 2023	37
Table 3.15 Daily Activities of May 08, 2023 to May, 13 2023	38
Table 3.16 Daily Activities of May 15, 2023 to May, 20 2023	39
Table 3.17 Daily Activities of May 22, 2023 to May, 27 2023	39
Table 3.18 Daily Activities of May 29, 2023 to June, 03 2023	40
Table 3.19 Daily Activities of June 05, 2023 to June, 10 2023	40
Table 3.20 Daily Activities of June 12, 2023 to June, 17 2023	41
Table 3.21 Daily Activities of June 19, 2023 to June, 24 2023	41
Table 3.22 Daily Activities of June 26, 2023 to July, 01 2023	42
Table 3.23 Daily Activities of July 03, 2023 to July, 05 2023.....	43

LIST OF APPENDICES

Appendix 1 : Figure of Job Description	50
Appendix 2 : Application Letter for Apprenticeship	54
Appendix 3 : Application Reply Letter	55
Appendix 4 : Company Statement Letter	56
Appendix 5 : Company Appraisal Sheet	57
Appendix 6 : List of Attendance	58
Appendix 7 : Apprenticeship Certificate	61
Appendix 8 : Weekly Activities on the Apprenticeship	62