

**APPRENTICESHIP REPORT**

**PT. BENGKALIS KUDA LAUT  
IN PEKANBARU-RIAU  
HUMAN RESOURCES DEVELOPMENT DIVISION**

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**INTERNATIONAL BUSINESS ADMINISTRATION  
BUSINESS ADMINISTRATION DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2023**

## VALIDATION FORM

### APPRENTICESHIP REPORT PT. BENGKALIS KUDA LAUT PEKANBARU-RIAU ADMIN HRD

Written as one the conditions for completing Apprenticeship

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## PREFACE

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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 Author 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.

**Bengkalis, August 15, 2023**

  
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# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Bangun Insani Foundation (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multinational Companies. As of July 29th, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization and Work Procedure of the Bengkalis State Polytechnic. On December 26th, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia (Polbeng.ac.id, April 2017).

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Electrical Engineering, Discussions, Civil Engineering, Maritime, Informatics Engineering and Business Administration. The D-IV International Business Administration Study Program is one of the study programs in the Department of Business Administration formed by Ms. Yunelly Asra SE., MM which focuses on studying the challenges faced in the business world in the international market by accepting the first cohort in 2016 (Polbeng.ac.id, April 2017). This is a program study that The Author took for 4 years

Bengkalis State Polytechnic has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge

that has been obtained in case students can practice the aspects needed to enter the industrial world. Thus with these demands, practical work activities were carried out. Practical work is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities/activities, and students can also apply the knowledge received from the results of practical work.

The practical work process which is carried out by going directly into the company. For Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters and fully graduate which is carried out for a minimum of 4 months and a maximum of 6 months.

The Author chooses PT. Bengkalis Kuda Laut as an internship because they are interested in this company. This company, which is engaged in the business of leasing and selling light vehicles and heavy equipment, has an excellent business strategy thus it was able to survive when it was hit by the Covid 19 outbreak in 2020. While other companies experienced bankruptcy and layoffs on a large scale, this company was able to survive in the Covid 19 era without laying off work, then The Author very interested in joining this company. The implementation of Practical Work is starting from January 12, 2023 to May 11, 2023. The implementation of the KP is expected to add insight to The Author about various good and correct tasks and to be able to face the real world of work with the experience gained.

## **1.2 Purpose of the Apprenticeship**

The purpose of the practical work activities of students of State Polytechnic of Bengkalis, International Business Administration study program are as follows:

1. To describe job descriptions during practical work.
2. To know the place and time of practical work.
3. To find out the obstacles and solutions during practical work.

### **1.3 Significances of the Apprenticeship**

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis.

#### **1. For Students**

There are several benefits from the implementation of practical work programs obtained by students, namely as follows:

- 1) Get a certificate from the company if you have completed the practical work program.
- 2) Students can develop work relationships and add experience to their resumes.
- 3) Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.
- 4) Students gain practical experience in applying theoretical/conceptual science according to their study program.
- 5) Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

#### **2. For Companies**

The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

- 1) The company will receive labor assistance from students who do practical work thus the work becomes a little lighter and easier.
- 2) The company will be recognized by academics and the world of education.

#### **3. For State Polytechnic of Bengkalis**

There are several benefits from implementing the practical work program obtained by the State Polytechnic of Bengkalis, which are as follows:

- 1) There is good cooperation/relationship between the campus and the company where students do practical work.
- 2) State Polytechnic of Bengkalis receives feedback from organizations/companies on the ability of students who take part in practical work in the world of work.

## **CHAPTER 2**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company Profile**

Starting with the business focus on oil and gas and transportation vehicles and heavy equipment, PT. Bengkalis Kuda Laut was established in 2003 led by Mr. Peng Suyoto was the first company to provide vehicles with employees within PT Chevron Pacific Indonesia with utilize a capable Fleet Management System efficient and effective use of vehicles with 3S service "Safety Satisfactory Services" (Safety, Comfort and Accuracy). Now PT. Bengkalis Kuda Laut provides heavy equipment rental services as well light vehicles with or without drivers in various number of national and multinational companies thousands of units scattered throughout the archipelago. With the motto "We Are The Best Solution For You Transportation". BKL came not only as an agent normal, with the support of sophisticated IT devices, can provide concrete solutions to problems your transportation (Peng Suyoto, 2022).

PT. Bengkalis Kuda Laut has two offices in Pekanbaru. The first office is the head office which is located at Jln. H. Imam Munandar No. 67 AA Tangkerang - Pekanbaru - Riau. There are several divisions stationed at the head office, such as the Human Resources Development division, Business Development Administration division, Purchasing division, Stock division, IT division, Legal division and Maintenance division. Limited number of cars on display at the head office due to inadequate land. Thus if a customer comes to the head office to buy a car, head office employees will direct him to go to the car showroom thus the customer can see more car choices.



**Figure 2.1 S3mart Auto Arengka (Car Showroom)**  
*Source: S3mart Auto Facebook*

While the second office is the S3mart Auto Arengka office which is a used car dealer located on Jl. Soekarno - Hatta No.168 which is usually called the car showroom of PT. Bengkalis Kuda Laut. In the car showroom there is an Asset division, a Marketing division, a Finance division, and an Accounting & Tax division.



**Figure 2.2 The Head Office of BKL**  
*Source: The Author Personal Photo*

This company highly upholds the company values that have been formed since the company's inception, while the company values of this company are as follows:

1. Family

It means Asah Asih Asuh, Tolerance, Togetherness, Please Help and Mutual Cooperation, Deliberation for Consensus, Prosperity.

2. Loyalty

Loyalty in PT. Bengkalis Kuda Laut are Discipline and Confident, Caring and Serving, Dedication and Willing to Sacrifice, Responsible and Work Smart, Courageous and Decisive, Self Control.

3. HR Development

Designing and implementing a distinctive HR Development System, Building HR with integrity (Honest, Humble, Consistent, Doing what is taught, Leading by Example, “saying, doing, being”, “mature”), Establishing HR professionals through motivational training and skill improvement, Paying attention to worker and family welfare facilities, Developing career paths

4. Cooperation

Trust, Truthfull, Shared Purpose and Transparent, Open Communication, Goodwill, Encouraging, Pygmalion Principle, Harmonious, Cooperative

5. Kaizen

Kaizen in PT. Bengkalis Kuda Laut are Continuous Improvement (Continuous Improvement), Initiative and Creative for Innovative, Continuous learning, Never give up, Constructive in thinking patterns and patterns of action, Accurate Work Fast and Efficient, Focus on results, Pay attention to processes based on systems and procedures, Critical and analytical.

6. Extraordinary

What it means is extraordinary a workforce that (extraordinarily integrity, extraordinary professional, extraordinarily loyal), a company that (extraordinarily proud of, extraordinarily missed), a comfortable, safe and conducive work atmosphere, Zero Accident, Safety First, Go Green , Achievement exceeds the work target.

## **2.2 Vision and Mission**

Every company must have a vision and mission in order to realize its goals, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT. Bengkalis Kuda Laut:

### **1. Vision**

The vision of PT. Bengkalis Kuda Laut is become a local, international standard transportation service provider company that prioritizes S3: Safety Satisfactory Service (Safety, Convenience, and Punctuality).

### **2. Mission**

Mission is a statement of what the company should do. In an effort to realize the vision and mission, the objectives and reasons why the company was founded were also set. Following is the mission of PT. Bengkalis Kuda Laut:

- a. Putting safety, occupational health and environmental protection as a priority in providing services.
- b. Providing the best services and quality products for safe, efficient and technologically advanced land transportation rentals, which are run by competent and highly motivated professionals.
- c. Creating job opportunities and prioritizing the placement of local workers.

## **2.3 Kind Of Business**

PT. Bengkalis Kuda Laut is a company engaged in the transportation of light vehicles and heavy equipment. The main business activities of PT. Bengkalis Kuda Laut is a rental and sales of light vehicle and heavy equipment transportation. Leasing and sales of light vehicles and heavy equipment have been carried out in several cities, namely Pekanbaru, Jakarta, Tangerang, Surabaya, Aceh, Medan, Batam, Jambi, Padang and Yogyakarta.

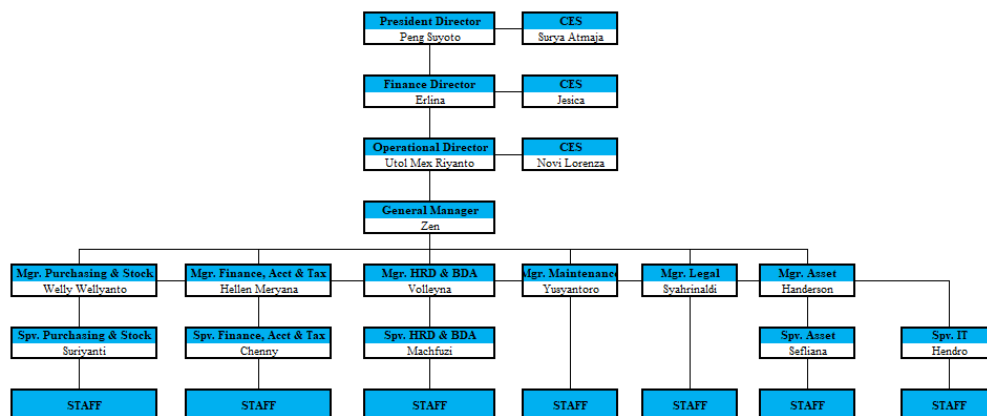
## **2.4 Organization Structure**

The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. PT. Bengkalis



Kuda Laut has 3 (three) leaders, namely the President Director who sets goals and policies, prepares a business development plan in accordance with the capabilities or budget available or planned by PT. Bengkalis Kuda Laut and supervises and assesses the work activities of its staff.

The Director of Operations is responsible for all operations at PT. Bengkalis Kuda Laut, assisting the duties of the president director, formulating strategies in meeting company targets and coordinating financial matters for the company's operational needs, supervising all employees and ensuring they carry out their duties as instructed, making activity reports to be given to the president director. The Director of Finance who is responsible and responsible for the company's performance, sees the company's financial statements, oversees the company's financial statements, develops strategies and increases the company's financial growth, minimizes risks that may harm the company, looks closely at the company's opportunities.



**Figure 2.3 The Organization Structure of PT. Bengkalis Kuda Laut**

*Source: HRD PT. Bengkalis Kuda Laut*

Figure 2.3 above is the organizational structure of PT. Bengkalis Kuda Laut where there are several divisions placed at the head office and some are placed in the car showroom

## **2.5 The Working Process**

In carrying out this practical work activity, The Author is placed in 3 (three) sections, namely the General Affairs and Personnel Section, the Business Development Administration Section, and the Customer Service Section, the following are the duties and authorities of each of these sections:

### **1. Human Resources Development Division**

Granted The Authority and responsibility to perform the following tasks:

- a. Update employee database
- b. Enter new employee data
- c. Resign employees who quit
- b. Print, Copy and Scan HRD documents
- c. Make a Certificate (Internal memo, debt acknowledgment letter, SPD, loan letter, active work letter, resignation letter, summons letter, warning letter, power of attorney, etc.
- d. Entering employee data in the BKL Login System
- e. Calculating salary, leave money, employee overtime, employee THR
- f. Record and calculate employee leave
- g. Prepare HRD documents
- h. List of Pots. Employee / Manager Salary
- i. Check the official travel receipt deposit report
- j. Request signature and stamp of submission letter
- k. Make an Offering Letter
- l. Take care of the package of documents that will be distributed according to the relevant one and ask for a receipt sign
- m. Recap employee absences
- n. Make employees badge
- o. Absence of apprentices
- p. Create a morning briefing theme
- q. Conduct psychological tests on prospective new employees

## 2. Business Development Administration

Given The Authority and responsibility to input the BKL light vehicle management card in the BPTJ Login System.

## 3. Customer Service

Granted The Authority and responsibility to perform the following tasks:

- a. Serve customers who want to buy a car at the head office and direct them to the showroom
- b. Look after the Receptionist and accompany if there are office guests to the destination room

## 2.6 Document Used for activity

In the implementation of practical work, there are several documents needed to complete the work given. The documents are as follows:

### 1. Employee Master Database

No	NIP	BADGE	NAMA	JABATAN	DEPARTEMEN / DIVISI	LOKASI KERJA	TMK
<b>BOARD OF DIRECTOR</b>							
1	08760445	BKL-0001	Peng Suyoto	Direktur Utama	ALL	ALL	18-Aug-99 23
2	99999	BKL-0002	Erlina	Direktur Keuangan	ALL	ALL	18-Aug-99 23
3	9992001	BKL-0003	Utol mex riyanto	Direktur Operasional	ALL	ALL	18-Aug-99 23
4	1012002	BKL-0079	Zen Tanaka	General Manager	ALL	ALL	01-Dec-10 12
<b>CORPORATE SECRETARY EXECUTIVE</b>							
1	1304001	BKL-0129	Selliana Frestika	Supervisor BDA/CES	BDAKES	HO	1-Apr-13 10
2	2101001	BKL-0287	Veronica Efril Lantuti	Secretary	BDAKES	Ssmart Auto	10-May-21 12
3	2202005	BKL-0307	Novi Lorenza	Secretary	BDAKES	HO	23-Feb-22 11
4	2205003	BKL-0313	Surya Atmaja	Secretary	BDAKES	Ssmart Auto	17-May-22 11
<b>HUMAN RESOURCE</b>							
1	107001	BKL-0005	Volleyna	Manager HRD/BDA	HRD & BDA	HO	01-Jul-01 22
2	2101001	BKL-0283	M. Andri Rivani	Supervisor HRD	HRD	HO	4-Jan-21 21
3	0809002	BKL-0027	Suyatno	Driver	HRD	Ssmart Auto	4-Sep-08 14
4	221007	BKL-0138	Didi Anangga	Driver	HRD	Ssmart Auto	14-Nov-22 10

Figure 2.4 Employee Master Database in Excel

Source: Processed Data, 2023

Figure 2.4 is the employee master database, this is all data about employees recorded in excel. This file is stored as a handle before being entered into the BKL Login system. All employees who have just joined or resigned will be recorded in this database. This is to make it easier if there are parties who want to record employee data.

## 2. The Login BKL System

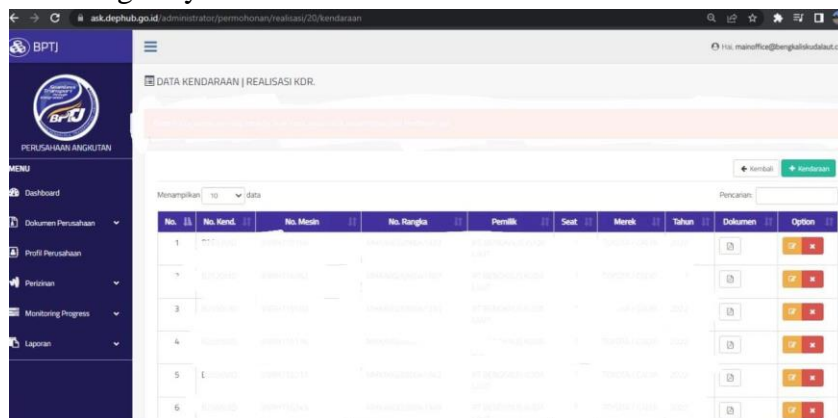


**Figure 2.5 The Login BKL System**

*Source: Processed Data, 2023*

Figure 2.5 is the BKL login system used by the author to input and update employee data into the system. In addition, this system also has many uses, such as inputting employee overtime, making letter numbering, making material requests, making salary payroll, attendance history and others.

## 3. The BPTJ Login System



**Figure 2.6 The BPTJ Login System**

*Source: Processed Data, 2023*

Figure 2.6 is an image of the BPTJ login page that is used to administer the Management Card thus the car for rent can be registered in applications such as Grab, etc.

#### 4. Document Archive



**Figure 2.7 HRD Document Archive Storage**

*Source: Processed Data, 2023*

Figure 2.7 is one of the archives of HRD documents, outgoing and incoming letters, biodata of all employees are compiled and stored in accordance with the information in archive form as shown above.

#### 5. Notification Letter



**Figure 2.8 Notification Letter**

*Source: Processed Data, 2023*

Figure 2.8 is one of the internal memo letters that The Author made as a certain submission letter, besides that The Author also made an employee employment

certificate, debt acknowledgment letter, offering letter, and other certificates according to the needs of the employee.

## 6. Moring Briefing Theme



**Figure 2.9 Morning Briefing Theme**

*Source: Processed Data, 2023*

Figure 2.9 is the topic of the morning briefing which will be delivered every Monday, Wednesday and Friday. Morning briefings are also used as a platform to discuss complaints about work experienced by employees, constraints experienced by employees and to strengthen relations between employees.

## **CHAPTER 3**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

At PT. Bengkalis Kuda Laut, The Author was placed in the Human Resource Development (HRD) section, but The Author has also been asked to help do some work in the Business Development Administration Department. The HRD section is the section which takes care of matters relating to employees. In this HRD section The Author is given several powers and responsibilities to carry out the following assignment:

1. Update employee database
2. Resign employees who quit
3. Print, Copy and Scan HRD documents
4. Make a Certificate (Internal memo, debt acknowledgment letter, SPD, loan letter, active work letter, resignation letter, summons letter, warning letter, power of attorney, etc.
5. Entering employee data in the BKL Login System
6. Calculating salary, leave money, employee overtime, employee THR
7. Record and calculate employee leave
8. Prepare HRD documents
9. List of Pots. Employee / Manager Salary
10. Check the official travel receipt deposit report
11. Request signature and stamp of submission letter
12. Make an Offering Letter
13. Take care of the package of documents that will be distributed according to the relevant one and ask for a receipt sign
14. Recap employee absences
15. Make employees badge
16. Absence of apprentices

17. Create a morning briefing theme
18. Conduct psychological tests on prospective new employees

In the Business Development Administration Department Division, The Author is given authority and responsibilities to input the BKL light vehicle management card in the BPTJ Login System.

### **3.2 System and Procedure**

The systems and procedures used by PT. Bengkalis Kuda Laut are as follows:

#### **3.2.1 System**

The system used by PT. Bengkalis Kuda Laut in its operational activities is an online and offline/manual system process. PT. Bengkalis Kuda Laut is a company engaged in the leasing and selling of light vehicles and heavy equipment located not only in one area, but spread across several areas. Apart from Pekanbaru, PT. Bengkalis Kuda Laut also has several car showrooms located in Jakarta, Jambi and Surabaya. In order for these separate areas to be connected to each other, in its operational activities in terms of sending data, PT. Bengkalis Kuda Laut uses a special application for internet-based companies.

The online system used in data processing at PT. Bengkalis Kuda Laut is a company's personal website that is used to store employee data, input employee salaries, and others. Data processing used by PT. Bengkalis Kuda Laut is generally done using Microsoft Excel. And to provide data information and inter-office communication using online media, especially Whatsapp.

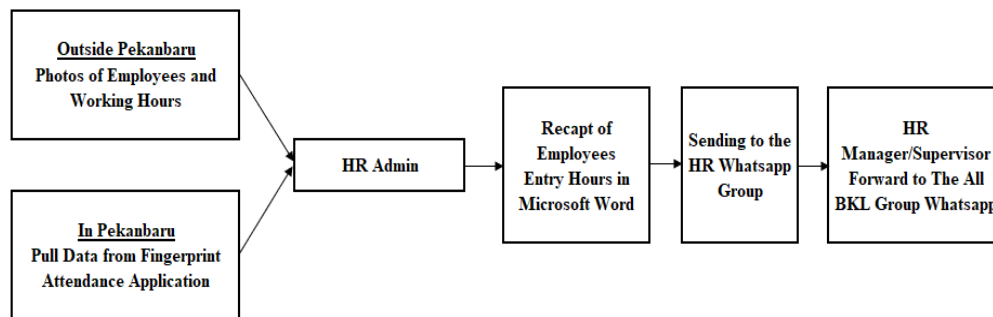
#### **3.2.2 Procedures**

Procedure is a sequence of work involving several people in one or more sections, arranged to ensure equal treatment of transactions that frequently occur. As for the elaboration of the procedures for some of the work carried out while carrying out practical work activities at the Human Resources Development Division of PT. Bengkalis Kuda Laut are as follows:



## 1. Employee Absence

PT. Bengkalis Kuda Laut has several projects and showrooms outside Pekanbaru. The following is the attendance procedure for PT. Bengkalis Kuda Laut:



**Figure 3.1 Employee Absence Flow**

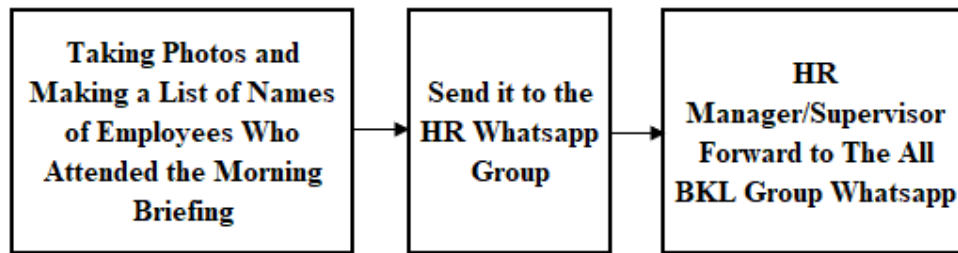
*Source: Processed Data, 2023*

Figure 3.1 is the attendance procedure for PT. Bengkalis Kuda Laut. For employees who are outside the city of Pekanbaru, the supervisor/person in charge of each location will send absences in the form of photos and employee work hours to the HRD admin. Employees who are in Pekanbaru, attendance is done by finger print and then extracted into an Excel file. If the attendance of all employees has been collected, then the HRD admin will recap it into a word file which is then sent to the HRD WhatsApp group and forwarded to all BKL groups.

If there are problems such as employees outside the city of Pekanbaru not sending absences, the admin will contact the employee directly via Whatsapp. And if there is no answer, the HRD admin must report the person concerned to the HRD Supervisor or Manager. Employees who are late and absent without explanation for 3 days a month will be given a verbal warning by the HRD Manager and if it has exceeded 5 times in a month, a written warning letter will be given.

## 2. Morning Briefing Absence

Morning briefings are conducted 3 times a week, namely every Monday, Wednesday and Friday morning.



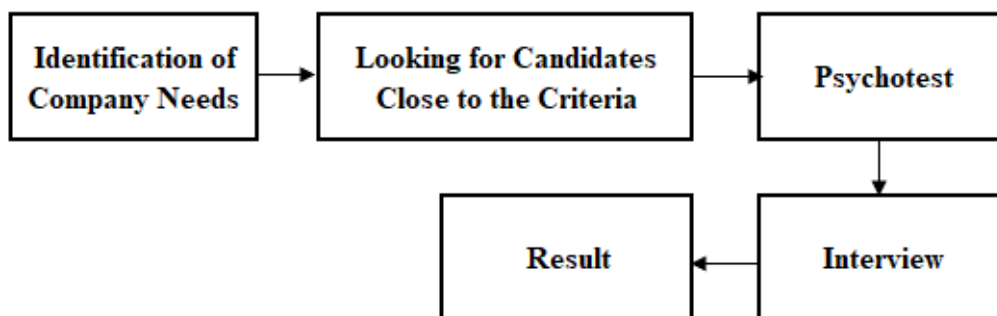
**Figure 3.2 Morning Briefing Absence Flow**

*Source: Processed Data, 2023*

Figure 3.2 above is the procedure of morning briefing absence in PT. Bengkalis Kuda Laut. Attendance is made by the HR Admin during the briefing by making a list of names, PIC, and employees who provide feedback and taking photos of employees participating in the briefing and sending them to the HRD Whatsapp group which will then be forwarded by the manager/supervisor to the all BKL WhatsApp group.

### 3. Recruitment of New Employees

Recruitment of new employees at PT. Bengkalis Kuda Laut is done in several stages. For more details, it can be seen in Figure 3.3 below:



**Figure 3.3 Stage of Recruitment of New Employees**

*Source: Processed Data, 2023*

Figure 3.3 above is the employee recruitment procedure carried out by PT. Bengkalis Kuda Laut. First the manager will notify the admin of the position needed by the company. Then the admin checks the candidate's job applications in the company email. If you meet the qualifications, the admin will contact the candidate to do a psychological test and interview. If the candidate is declared passed, the

admin will input employee data into the BKL system, update the employee database, and create a badge for the candidate.

### 3.3 Place of Apprenticeship

The internship was held at PT. Bengkalis Kuda Laut, which is located on H. Imam Munandar Street Number. 67 AA Tangkerang - Pekanbaru - Riau. With entry requirements from 08.00 to 16.30 WIB for Monday-Friday and 08.00 to 11.30 WIB for Saturday. The internship activity lasts for approximately 4 (four) months, starting from January 12, 2023 to May 11, 2023.

**Table 3.1 Daily Activities of January 12, 2023 to January 14, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Thursday / January 12, 2023	1. Learn about the attendance system 2. Employee leave input and archives 3. Print out job applications	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
2.	Friday / January 13, 2023	1. Employee absence recap 2. Update job application data 3. Update employee leave 4. Attend morning briefings	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
3.	Saturday / January 14, 2023	Check the suitability of attendance in Excel and on Whatsapp	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor

*Source: Processed Data 2023*

Table 3.1 is the first week of The Author practical activities. This week The Author is still in the process of introducing work and studying several activities that will be carried out for 4 months in the HRD division. The Author recapitulates employee absences from finger print to Excel and updates employee leave data in Excel.

**Table 3.2 Daily Activities of January 16, 2023 to January 21, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / January 16, 2023	1. Employee absence recap 2. Update employee leave	Spv. HRD	1. Receptionist on 1st floor

		<ol style="list-style-type: none"> <li>3. Check the suitability of attendance in Excel and on Whatsapp</li> <li>4. Attend morning briefings</li> </ol>		<ol style="list-style-type: none"> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Tuesday / January 17, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Update employee leave</li> <li>3. Check the suitability of attendance in Excel and on Whatsapp</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Wednesday / January 18, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Excell input is absent to the BKL system</li> <li>3. Update job application data</li> <li>4. Create internal memo</li> <li>5. Attend morning briefings</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Thursday / January 19, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Update employee leave</li> <li>3. Input and print out the psychological test results of prospective employees</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> </ol>
5.	Friday / January 20, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Input and print out the psychological test results of prospective employees</li> <li>3. Print out a certificate</li> <li>4. Calling prospective employees to carry out tests and preparation of test documents</li> <li>5. Attend morning briefings</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> <li>3. In the BKL Mess field</li> </ol>
6.	Saturday / January 21, 2020	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Input and print out the psychological test results of prospective employees</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> </ol>

Source: Processed Data 2023

Table 3.2 Second week of January author. This week The Author is entrusted with handling employee absences every day and calling prospective employees who apply for jobs at BKL to do a psychological test.

**Table 3.3 Daily Activities of January 23, 2023 to January 28, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / January 23, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Calling prospective employees to carry out tests, input and print out the psychological test results of prospective employees</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>

		<ol style="list-style-type: none"> <li>3. Update employee recruitment data in Excel</li> <li>4. Handover of uniforms for HRD stock</li> <li>5. Recap driver overtime to Excell (OT. BSP)</li> <li>6. Attend morning briefings</li> </ol>		
2.	Tuesday / January 24, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Recap driver overtime to Excell (OT. BSP &amp; SPD.BSP)</li> <li>3. Input driver overtime into the BKL system</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> </ol>
3.	Wednesday / January 25, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Input driver incentives into Excell</li> <li>3. Make parklaring</li> <li>4. Update employee recruitment data in Excel</li> <li>5. Attend morning briefings</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Thursday / January 26, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Calling prospective employees to carry out tests, input and print out the psychological test results of prospective employees</li> <li>3. Handover of uniforms for HRD stock</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> </ol>
5.	Friday / January 27, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Check the operational cost report</li> <li>3. Create an absence timesheet</li> <li>4. Attend morning briefings</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> <li>3. In the BKL Mess field</li> </ol>
6.	Saturday / January 28, 2020	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Update employee leave</li> <li>3. Contact the TIKI office to collect BKL documents that will be sent using TIKI</li> <li>4. Create an absence timesheet</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1<sup>st</sup> floor</li> <li>2. HR desk on the 2<sup>nd</sup> floor</li> </ol>

Source: Processed Data 2023

Table 3.3 represents The Author third week in January. This week The Author is given a new jobdesk, namely inputting driver overtime into the BKL system and also managing the delivery of office documents via TIKI.

**Table 3.4 Daily Activities of January 30, 2023 to January 31, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / January 30, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Record the size of the clothes of new apprentices</li> <li>3. Create an absence timesheet</li> <li>4. Update employee recruitment data in Excel</li> <li>5. Attend morning briefings</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Tuesday / January 31, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Create an absence timesheet</li> <li>3. Recap the number of employees who are late in one period</li> <li>4. Attend the kick off meeting</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. Showroom S3mart Auto</li> </ol>

Source: *Processed Data 2023*

Table 3.4 is the fourth week of January, namely The Author records the size of clothes for apprentices who have just entered BKL and then gives them to the stock division to get these clothes. The Author also records the number of employees who are late for one period starting from December 21 to January 22. If the employee is late for 3 days, the HRD Manager will give a verbal warning and if it is more than 3 times, a written warning will be given. On January 31, The Author for the first time came to the S3mart Auto showroom office in order to attend the company's kick off meeting. The company's kick off meeting is held once a year which will discuss the company's progress and also provide rewards to outstanding employees in terms of sales of light vehicles and heavy equipment.

**Table 3.5 Daily Activities of February 01, 2023 to February 04, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Wednesday / February 01, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Update employees database in Excell</li> <li>4. Create an absence timesheet</li> <li>5. Print out the internship attendance sheet and give it to the person concerned</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> <li>4. In the BKL Mess field</li> </ol>

2.	Thursday / February 02,2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Scan Offering Letter</li> <li>3. Update employee recruitment data in Excel</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Friday / February 03, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Calling prospective employees to carry out tests, input and print out the psychological test results of prospective employees</li> <li>3. Look after the Receptionist</li> <li>4. Attend morning briefings</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Saturday / February 04, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>

Source: Processed Data 2023

Table 3.5 for the first week of February, this week The Author makes absences for employees who attend morning briefings which are done manually without finger print and then sent to the HRD group via Whatsapp. The Author is also assigned to look after the Receptionist because the employee who was looking after the previous Receptionist has resigned.

**Table 3.6 Daily Activities of February 06, 2023 to February 11, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / February 06, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Check the operational cost report</li> <li>3. Attend morning briefings and making morning briefing absences</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Tuesday / February 07, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Make timesheet absences</li> <li>3. Check the operational cost report</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Wednesday / February 08, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Make a draft tender letter</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>

		4. Receive TIKI documents for the HRD division		3. In the BKL Mess field
4.	Thursday / February 09, 2023	1. Employee absence recap 2. Check the operational cost report 3. Receive TIKI documents for the HRD division 4. Print out the application form and PAPI answer sheet	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
5.	Friday / February 10, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Check the operational cost report 4. Records apprentices who go on to probation	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
6.	Saturday / February 11, 2023	1. Employee absence recap 2. Look after the Receptionist	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor

Source: Processed Data 2023

Table 3.6 for the second week of February, this week The Author carries out general activities that have been carried out before.

**Table 3.7 Daily Activities of February 15, 2023 to February 18, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Wednesday / February 15, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Contact the TIKI office to collect BKL documents that will be sent using TIKI 4. Look after the Receptionist	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
2.	Thursday / February 16, 2023	1. Employee absence recap 2. Recap the photo of the TPI car according to the license plate 3. Make a TIKI recap in January 4. Write HRD Spv messages and impressions during Singapore cruise trips on HVS paper	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor



3.	Friday / February 17, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Conduct a psychological test for prospective new employees</li> <li>4. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Saturday / February 18, 2023	<b>DAY OFF (ISRA MIRAJ)</b>		

Source: Processed Data 2023

Table 3.7 The third week of February, this week The Author carries out general activities that have been carried out before and makes a recap of TIKI shipments carried out in January, then the recap is sent to the finance division in the showroom for payment.

**Table 3.8 Daily Activities of February 20, 2023 to February 25, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / February 20, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Recap the photo of the TPI car according to the license plate</li> <li>4. Preparation of employee psychological test</li> <li>5. Contact the TIKI office to collect BKL documents that will be sent using TIKI</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Tuesday / February 21, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Contact the TIKI office to collect BKL documents that will be sent using TIKI</li> <li>3. Recap the photo of the TPI car according to the license plate</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Wednesday / February 22, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Recap the photo of the TPI car according to the license plate</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>

		4. Look after the Receptionist		
4.	Thursday / February 23, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Recap the photo of the TPI car according to the license plate</li> <li>3. Confirmation of TIKI delivery that has not been received by the Jakarta team</li> <li>4. Confirm the results of the interview with the person concerned</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
5.	Friday / February 24, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Recap the photo of the TPI car according to the license plate</li> <li>4. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
6.	Saturday / February 25, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Recap the photo of the TPI car according to the license plate</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>

Source: Processed Data 2023

Table 3.7 The third week of February, this week The Author does more photo recap of TPI cars according to their license plates, this data is used to make Management Cards. Data that has been recapitulated will be input into the BPTJ system.

**Table 3.9 Daily Activities of February 27, 2023 to February 28, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / February 27, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Confirmation of TIKI delivery that has not been received by the Jakarta team</li> <li>4. Recap the photo of the TPI car according to the license plate</li> <li>5. Collect apprentice employee absence sheets</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>

2.	Tuesday / February 28, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Recap the photo of the TPI car according to the license plate</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
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Source: Processed Data 2023

Table 3.9 The fourth week of February, this week The Author carries out general activities that have been done before. However, this week The Author collected apprentice employee attendance sheets which will be used to calculate the number of working days to issue incentives according to their working days and are calculated manually without inputting them to the system. Spv will make an internal memo on intern employee incentives and then send it to the showroom finance section to be distributed to each apprentice employee's account.

**Table 3.10 Daily Activities of March 01, 2023 to March 04, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Wednesday / March 01, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Recap the photo of the TPI car according to the license plate</li> <li>4. Provide attendance sheets to apprentices</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Thursday / March 02, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Recap the photo of the TPI car according to the license plate</li> <li>3. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Friday / March 03, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Recording the names of employees to take part in breaking the fast together at Excell</li> <li>4. Create employee badge</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Saturday / March 04, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> <li>3. Receive incoming goods for the stock division</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>

Source: Processed Data 2023

Table 3.10 for the first week of March, this week The Author carries out general activities that have been carried out before.

**Table 3.11 Daily Activities of March 06, 2023 to March 11, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / March 06, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Tuesday / March 07, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> <li>3. Input the TPI unit file into the BPTJ system</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Wednesday / March 08, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Input the TPI unit file into the BPTJ system</li> <li>4. Update database system</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Thursday / March 09, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Contact the TIKI office to collect BKL documents that will be sent using TIKI</li> <li>3. Input the TPI unit file into the BPTJ system</li> <li>4. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
5.	Friday / March 10, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Input the TPI unit file into the BPTJ system</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
6.	Saturday / March 11, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Update database system</li> <li>3. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>

Source: Processed Data 2023

Table 3.11 For the second week of March, this week The Author carries out the general activities that have been done before. And The Author has started inputting the TPI unit files into the BPTJ system.

**Table 3.12 Daily Activities of March 13, 2023 to March 18, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / March 13, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Input the TPI unit file into the BPTJ system</li> <li>4. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Tuesday / March 14, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> <li>3. Input the TPI unit file into the BPTJ system</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Wednesday / March 15, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Thursday / March 16, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
5.	Friday / March 17, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Record employee menu choices for the child reception of one of the BKL managers</li> <li>4. Input the TPI unit file into the BPTJ system</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
6.	Saturday / March 18, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Input the TPI unit file into the BPTJ system</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>

Source: Processed Data 2023

Table 3.12 for the third week of March, this week The Author carries out general activities that have been carried out before.

**Table 3.13 Daily Activities of March 20, 2023 to March 25, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / March 20, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Input the TPI unit file into the BPTJ system</li> <li>4. Contact the TIKI office to collect BKL documents that will be sent using TIKI</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
2.	Tuesday / March 21, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Recap TPI car registration</li> <li>3. Photocopy of vehicle invoice</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Wednesday / March 22, 2023	<b>DAY OFF HARI RAYA NYEPI</b>		
4.	Thursday / March 23, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Psychological test for prospective new employees</li> <li>3. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
5.	Friday / March 24, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Contact the TIKI office to collect BKL documents that will be sent using TIKI</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
6.	Saturday / March 25, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> <li>3. Receive incoming goods for the stock division</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>

Source: Processed Data 2023

Table 3.13 for the fourth week of March, this week The Author carries out general activities that have been carried out before.

**Table 3.14 Daily Activities of March 27, 2023 to March 31, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / March 27, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Psychological test for prospective new employees</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>

		4. Input the TPI unit file into the BPTJ system		
2.	Tuesday / March 28, 2023	1. Employee absence recap 2. Receive incoming goods for the stock division 3. TIKI delivery project confirmation	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
3.	Wednesday / March 29, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Copy of BDA contract 4. Making door prize coupons for breaking the fast with all employees	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
4.	Thursday / March 30, 2023	1. Employee absence recap 2. Arranging Storage HRD 3. Collect apprentice employee absences	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
5.	Friday / March 31, 2023	1. Employee absence recap 2. Contact the TIKI office to collect BKL documents that will be sent using TIKI 3. Recap Driver SIM for BSP project insurance claims	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field

Source: Processed Data 2023

Table 3.14 the fifth week of March, this week The Author carries out the general activities that have been done before. The Author also made a door prize coupon in preparation for the joint breaking event on April 4 2023, and also recapitulated the driver's license for BSP unit car insurance claims because the rental contract period had expired.

**Table 3.15 Daily Activities of April 01, 2023 to April 08, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Saturday / April 01, 2023	1. Employee absence recap 2. Provide attendance sheets to apprentices 3. Look after the Receptionist	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
2.	Monday / April 03, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Contact the TIKI office to collect BKL documents	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field

		that will be sent using TIKI 4. Look after the Receptionist		
3.	Tuesday / April 04, 2023	1. Employee absence recap 2. Look after the Receptionist 3. Participate in breaking the fast with all employees 4. Handle employee absences breaking the fast together	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. The Bono hotel Pekanbaru
4.	Wednesday / April 05, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Make and distribute HRD jobdesk sheets 4. Make an Internal Memo of intern employee incentives	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
5.	Thursday / April 06, 2023	1. Employee absence recap 2. Contact the TIKI office to collect BKL documents that will be sent using TIKI 3. Pay cleaning money to cleaners	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
6.	Friday / April 07, 2023	<b>DAY OFF WAFAT ISA ALMASIH</b>		
7.	Saturday / April 08, 2023	1. Employee absence recap 2. Look after the Receptionist	Spv. HRD	Receptionist on 1st floor

Source: Processed Data 2023

Table 3.15 the first week of April, this week The Author carries out general activities that have been done before. And on April 4 2023 The Author attended an iftar event with all BKL groups which was held at the Bono Hotel Pekanbaru.

**Table 3.16 Daily Activities of April 10, 2023 to April 15, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / April 10, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Contact the TIKI office to collect BKL documents that will be sent using TIKI 4. Make a TPI car SRUT report	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field



2.	Tuesday / April 11, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Input the TPI unit file into the BPTJ system</li> <li>3. Look after the Receptionist</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
3.	Wednesday / April 12, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Psychological test for prospective new employees</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
4.	Thursday / April 13, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> <li>3. Make a Specific Time Work Agreement (PKWT) for the BSP project</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> </ol>
5.	Friday / April 14, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Make a summary of receipts for BKL uniforms</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>
6.	Saturday / April 15, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Look after the Receptionist</li> <li>3. Make a Specific Time Work Agreement (PKWT) for the BSP project</li> </ol>	Spv. HRD	Receptionist on 1st floor

Source: Processed Data 2023

Table 3.16 the second week of April, this week The Author carries out general activities that have been done before. However, The Author was given a new assignment, namely to make a Specific Time Work Agreement (PKWT) for the Ramba project, this is a written contract for light vehicle rental at BSP.

**Table 3.17 Daily Activities of April 17, 2023 to April 22, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / April 17, 2023	<ol style="list-style-type: none"> <li>1. Employee absence recap</li> <li>2. Attend morning briefings and making morning briefing absences</li> <li>3. Make a Specific Time Work Agreement (PKWT) for the BSP project</li> </ol>	Spv. HRD	<ol style="list-style-type: none"> <li>1. Receptionist on 1st floor</li> <li>2. HR desk on the 2nd floor</li> <li>3. In the BKL Mess field</li> </ol>

		4. Update employee leave database		
2.	Tuesday / April 18, 2023	1. Employee absence recap 2. Update employee leave database	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
3.	Wednesday / April 19, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Make a recap of takjil receipts for the Jakarta team (BSD & Aero) 4. Period update and employee leave allowance	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
4.	Thursday / April 20, 2023 – Saturday / April 22, 2023	<b>DAY OFF EID HOLIDAYS</b>		

Source: Processed Data 2023

Table 3.17 the third week of April, this week The Author carries out general activities that have been carried out before. However, The Author makes more employee leave recaps because it is approaching the Eid season, and employees who are Muslim will take their leave. Each employee has the right to leave 12 times a year.

**Table 3.18 Daily Activities of April 24, 2023 to April 29, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / April 24, 2023 – Tuesday / April 25, 2023	<b>DAY OFF EID HOLIDAYS</b>		
2.	Wednesday / April 26, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Period update and employee leave allowance	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
3.	Thursday / April 27, 2023	1. Employee absence recap 2. Period update and employee leave allowance 3. Receive document for the HRD division	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
4.	Friday / April 28, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences	Spv. HRD	1. Receptionist on 1st floor

		3. Create an operational cost form for takjil		2. HR desk on the 2nd floor 3. In the BKL Mess field
5.	Saturday / April 29, 2023	1. Employee absence recap 2. Input the TPI unit file into the BPTJ system 3. BSP contract scan	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor

Source: Processed Data 2023

Table 3.18 the fourth week of April, this week The Author carries out general activities that have been carried out before.

**Table 3.19 Daily Activities of May 01, 2023 to May 06, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / May 01, 2023	<b>DAY OFF LABOR DAY</b>		
2.	Tuesday / May 02, 2023	1. Employee absence recap 2. Period update and employee leave allowance 3. Daily report scan 4. Look after the Receptionist	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
3.	Wednesday / May 03, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Period update and employee leave allowance 4. Make a Material Request (MR) recap of the BDA division	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
4.	Thursday / May 04, 2023	1. Employee absence recap 2. Print out, scan and photocopy of the Specific Time Work Agreement (PKWT) for the BSP project 3. Look after the Receptionist	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor
5.	Friday / May 05, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Contact the TIKI office to collect BKL documents that will be sent using TIKI	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field

		4. Make a Specific Time Work Agreement (PKWT) and Addendum for the BSP project		
6.	Saturday / May 06, 2023	1. Employee absence recap 2. Make a Specific Time Work Agreement (PKWT) and Addendum for the BSP project	Spv. HRD	Receptionist on 1st floor

Source: Processed Data 2023

Table 3.19 the first week of May, this week The Author carries out general activities that have been done before. However, The Author mostly makes Specific Time Work Agreements (PKWT) for BSP projects because this is an urgent thing to do.

**Table 3.20 Daily Activities of May 08, 2023 to May 11, 2023**

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday / May 08, 2023	1. Employee absence recap 2. Attend morning briefings and making morning briefing absences 3. Make a Specific Time Work Agreement (PKWT) and Addendum for the BSP project	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor 3. In the BKL Mess field
2.	Tuesday / May 09, 2023 - Wednesday / May 10, 2023	<b>DAY OFF SICK</b>		
4.	Thursday / May 11, 2023	1. Employee absence recap 2. Print out, scan and photocopy of the Specific Time Work Agreement (PKWT) for the BSP project 3. Input the TPI unit file into the BPTJ system	Spv. HRD	1. Receptionist on 1st floor 2. HR desk on the 2nd floor

Source: Processed Data 2023

Table 3.20 is the last week of The Author field work practice, this week The Author helped make a Management Card and a Specific Time Work Agreement (PKWT). On the last day of the internship, The Author and PT. Bengkalis Kuda Laut farewell with a little banquet. The author was also given souvenirs from the HRD Division in the form of drinking bottles and photo displays.

### **3.4 Obstacles and Solution**

Obstacles that The Author encountered during internship at PT. Bengkalis Kuda Laut was a table that was insufficient, then several times The Author moved positions to other tables. Second, it is sometimes difficult for the office network to connect to a computer and it is difficult for the writer to send absences to the HRD WhatsApp group or to input data into the system and other jobs that require an internet connection. Third, there is no Whatsapp for the HRD division to take attendance and The Author use personal Whatsapp. got a new desk because one of the employees was transferred to Jakarta, reported to the internet technology section if the internet network had problems, and gave one to facilitate employee absences such as a special cellphone for attendance. Fourth, there is a lack of awareness for employee attendance, especially if employees cannot attend work, they are always late in giving news and The Author can be late sending absences to the HRD Whatsapp group.

The solution to overcome this problem, The Author was given a fixed desk because one of the employees was transferred to the Jakarta team. Regarding the internet network, The Author must report more quickly to the internet technology division for network connection errors, sometimes The Author also uses internet network hotspots from personal cellphones. Writing gives suggestions to Spv. HRD to facilitate cellphones specifically for employee attendance. Lastly, for employees who are absent late and have no news, The Author immediately reports employees who are difficult to contact thus they can be directly contacted by the HRD supervisor.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing practical work at PT. Bengkalis Kuda Laut - Pekanbaru, the following conclusions can be drawn:

1. There are several types of work that are usually carried out during practical work programs, namely:
  - a. Employee absence
  - b. Morning briefing absence
  - c. Recruitment of new employees
2. The practical work program was carried out at PT. Bengkalis Kuda Laut - Pekanbaru in Human Resources Development Division. The program is carried out for 4 (months) starting from January 12<sup>th</sup> 2023 to May 11<sup>th</sup> 2023.
3. During the implementation of practical work, there were several obstacles, namely the personal desk, network and facilities in employee attendance, employees are absent late and there is no news. The solution is to get a new desk because one of the employees was transferred to Jakarta, immediately report internet problems to the internet technology division, provide suggestions for facilitating employee absences such as a special cellphone for absences, and immediately report to the HRD supervisor if an employee is absent late and there is no news.

#### **4.2 Suggestion**

After doing practical work at PT. Bengkalis Kuda Laut, there are several suggestions, that is:

1. To support the smooth running of work, computer facilities should be provided for students doing practical work. This is the author recommends because at

PT. Bengkalis Kuda Laut does not provide private desks for intern students, then The Author often move places and change computers. This causes the assignment document that the writer is working on to be irregular and must be copied to the cellphone thus it is easy to work on the document if you later switch computers again.

2. To support online-based work, it is recommended to provide internet network access. Sometimes the internet network at PT. Bengkalis Kuda Laut has constraints thus sometimes the author has to use the author's personal hotspot. An unstable network can cause work delays because most work is done using the internet, such as sending attendance and opening the BKL system for employee databases.
3. To support maximum work results, when companies give assignments that have great responsibility and high risk to apprentice students, they must be supervised, guided and taught the steps.

## REFERENCES

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## APPENDICES

### Appendix 1: Apprenticeship Acceptance Letter

 **PT. BENGKALIS KUDA LAUT**  
LIGHT VEHICLES AND HEAVY EQUIPMENT RENTAL

● **BRANCH OFFICE :**  
Jl. H. Imam Munandar No. 67 AA Tangkerang  
Tel. (0761) 862842 (Hunting)  
Fax. (0761) 33128  
Pekanbaru - Riau - Indonesia  
Email: mainoffice@bengkaliskudalaut.com

Pekanbaru, 12 Desember 2022  
Reff.: 0240/BKL-SKU-KNTR-HRD/XII/2022

Kepada Yth.:  
POLITEKNIK NEGERI BENGKALIS  
Jl. Bathin Alam, Sungai Alam, Bengkalis  
Up.: Bapak Guswandi, ST.,MT

Perihal : Penerimaan Kerja Praktek (KP)

Dengan hormat,

Merujuk surat No 5835/PL31/TU/2022, mengenai Permohonan Kerja Parektek (KP) , atas nama Mahasiswi :

1. Feby Sisca : NIP 5404191218
2. Kartika Alfira : NIP 5404191215

Maka perusahaan kami, menerima Penerimaan Kerja Praktek untuk mahasiswi tersebut, dan kami mengharapkan mahasiswi tersebut sudah bisa bergabung dengan PT. Bengkalis Kuda Laut pada awal January 2023.

Demikian yang dapat kami sampaikan, atas perhatian dan kerjasamanya, kami mengucapkan terima kasih.

Hormat kami,  
PT. Bengkalis Kuda Laut



Vollevna  
Manager HRD

## Appendix 2: Apprenticeship Certificate



### Appendix 3: List of Attendance



#### ABSENSI SISWA MAGANG

17

NAMA SISWA/I : KARTIKA ALFIRA  
 SEKOLAH/LEMBAGA : POLITEKNIK ABSRI BENGKALIS

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	SISWA/I	PENGAWAS	
1	Kamis	12/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	Buang sistem absensi, input cuti karyawan, update data keamanan kerja
2	Jumat	13/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, update data keamanan kerja, update
3	Sabtu	14/01/2023	08.00	-	11.30	<i>Kartika</i>	l	Mengedit kesesuaian absen di WA & Excel
4	Senin	16/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen karyawan, update cuti, lanjutan pengeditan absen
5	Selasa	17/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen karyawan, update cuti, lanjutan pengeditan
6	Rabu	18/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	Absen, input absen ke sistem, update keamanan kerja, IT
7	Kamis	19/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, input HBTI, update cuti karyawan
8	Jumat	20/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, PAPI, Print SK, persiapan berkas pibateri
9	Sabtu	21/01/2023	08.00	-	11.30	<i>Kartika</i>	l	Absen, PAPI & HBTI, melakukan pibateri karyawan baru
10	Senin	23/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, PAPI & HBTI, update rekruitmen, IT baru, input di BIP
11	Selasa	24/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, input di BIP dari SP, BIP, update cuti absen karyawan
12	Rabu	25/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, input informasi data rekruitmen, update keamanan kerja
13	Kamis	26/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, menyiapkan berkas print, pibateri absen, PAPI & HBTI, IT baru
14	Jumat	27/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, upload absen, print PAPI, kuesioner absen
15	Sabtu	28/01/2023	08.00	<del>12.00</del>	11.30	<i>Kartika</i>	l	absen, update cuti, Taci, timesheet absen, mengupload berkas
16	Senin	30/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, data absen baru, timesheet absen, update rekruitmen
17	Selasa	31/01/2023	08.00	12.00	16.30	<i>Kartika</i>	l	absen, timesheet absen, rekap kampanye
18								
19								
20								
21								
22								
23								
24								
25								
26								

PEKANBARU, 31/01/2023

DIKETAHUI:

*Kartika*  
 KARTIKA ALFIRA  
 Siswa Magang

*Andri*  
 Andri  
 Pengawas Magang

Manager HRD



### ABSENSI SISWA MAGANG

NAMA SISWA/I : KARTIKA ALFIRA  
SEKOLAH/LEMBAGA : POLITEKNIK NEGERI BENGKALIS

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	SISWA/I	PENGAWAS	
1	RABU	01-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, update database, time sheet, print out absen
2	KAMIS	02-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, scan dl, update rekrutmen karyawan
3	JUMAT	03-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, psikotest calon karyawan, jaga receptionist
4	SABTU	04-02-23	08.00	-	11.30	<i>Kartika</i>	l	Absen karyawan, jaga receptionist
5	SENIN	06-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, cek BO
6	SELASA	07-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Rekap absen karyawan, absen MB, cek BO (Biaya operasional)
7	RABU	08-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, draf surat tender, terima paket TIKI
8	KAMIS	09-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, FC form aplikasi di PAPI, cek BO, terima paket TIKI
9	JUMAT	10-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, cek BO, data anak magang ke percobaan
10	SABTU	11-02-23	08.00	-	11.30	<i>Kartika</i>	l	Rekap absen karyawan, jaga receptionist
11	SENIN	13-02-23	-	-	-	-	-	Tidak hadir karena sakit
12	SELASA	14-02-23	-	-	-	-	-	Tidak hadir karena sakit
13	RABU	15-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, mengirim TIKI, jaga receptionist
14	KAMIS	16-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, menyusun foto mobil TPI, rekap TIKI, meruli pesan Dikam
15	JUMAT	17-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, psikotest karyawan baru, jaga receptionist
16	SABTU	18-02-23	-	-	-	-	-	LIBUR ISRA MIKRAJ
17	SENIN	20-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, menyusun foto mobil TPI, penapan pitbort, kirim TIKI
18	SELASA	21-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, kirim TIKI, konfirmasi project kaster & pribadi TIKI, menyusun foto mobil TPI
19	RABU	22-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, jaga receptionist, menyusun foto mobil TPI
20	KAMIS	23-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Rekap absen, konfirmasi hasil wawancara, konfirmasi TIKI, menyusun foto mobil TPI
21	JUMAT	24-02-23	08.00	12.00	14.30	<i>Kartika</i>	l	Absen karyawan, absen MB, menyusun foto mobil TPI, jaga receptionist
22	SABTU	25-02-23	08.00	-	11.30	<i>Kartika</i>	l	Rekap absen, menyusun foto mobil TPI
23	SENIN	27-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, absen MB, konfirmasi TIKI, menyusun foto mobil TPI (cambur lah ttes)
24	SELASA	28-02-23	08.00	12.00	16.30	<i>Kartika</i>	l	Absen karyawan, mengumpulkan absensi magang karyawan
25								
26								

PEKANBARU, 28 / 02 / 2023

DIKETAHUI:

*Kartika*  
KARTIKA ALFIRA  
Siswa Magang

*Andri*  
Pengawas Magang

21 HK  
Manager HRD



### ABSENSI KARYAWAN MAGANG

NAMA : KARTIKA ALFIRA

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	RABU	01-03-23	08.00	12.00	16.30	<i>Kartika</i>		Rekap absen, absen MB, memfusiun foto mabli TPI, absen magang
2	KAMIS	02-03-23	08.00	12.00	16.30	<i>Kartika</i>		Rekap absen, memfusiun foto mabli TPI, jaga receptionist
3	JUMAT	03-03-23	08.00	11.30	16.30	<i>Kartika</i>		Absen MB, rekap absen, rekap nama buka puasa, membuat badge
4	SABTU	04-03-23	08.00	-	11.30	<i>Kartika</i>		Rekap absen, jaga receptionist, terima barang (stock)
5	SENIN	06-03-23	08.00	-	12.00	<i>Kartika</i>		Absen MB, rekap absen, jaga receptionist MB: 121A SETENGAH HARI
6	SELASA	07-03-23	08.00	12.00	16.30	<i>Kartika</i>		Rekap absen, jaga receptionist, input KP
7	RABU	08-03-23	08.00	12.00	16.30	<i>Kartika</i>		Absen MB, rekap absen, update database, input KP
8	KAMIS	09-03-23	08.00	12.00	16.30	<i>Kartika</i>		Rekap absen, input KP, pengiriman tiki, jaga receptionist
9	JUMAT	10-03-23	08.00	11.30	16.30	<i>Kartika</i>		Absen MB, rekap absen, input KP
10	SABTU	11-03-23	08.00	-	11.30	<i>Kartika</i>		Rekap absen, jaga receptionist, update database
11	SENIN	13-03-23	08.00	12.00	16.30	<i>Kartika</i>		Absen MB, rekap absen, jaga receptionist, input KP
12	SELASA	14-03-23	08.00	12.00	16.30	<i>Kartika</i>		Rekap absen, jaga receptionist, input KP, kempres fsc KP
13	RABU	15-03-23	08.00	12.00	16.30	<i>Kartika</i>		Absen MB, rekap absen, jaga receptionist
14	KAMIS	16-03-23	08.00	12.00	16.30	<i>Kartika</i>		Rekap absen, jaga receptionist, kempres fsc KP
15	JUMAT	17-03-23	08.00	11.30	16.30	<i>Kartika</i>		Absen MB, rekap absen, mendata pilihan menu makanan, sanitasi, KP
16	SABTU	18-03-23	08.00	-	11.30	<i>Kartika</i>		Rekap absen team project, input KP
17	SENIN	20-03-23	08.00	12.00	16.30	<i>Kartika</i>		Absen MB, rekap absen, input KP, pengiriman tiki
18	SELASA	21-03-23	08.00	12.00	16.30	<i>Kartika</i>		Rekap absen, rekap STNK mabli TPI, fc faktur kendaraan
19	RABU	22-03-23	08.00	12.00	16.30	-	-	LIBUR NYEPI
20	KAMIS	23-03-23	08.00	12.00	16.00	<i>Kartika</i>		Rekap absen, psikoest calon karyawan, jaga receptionist
21	JUMAT	24-03-23	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, rekap absen, pengiriman tiki
22	SABTU	25-03-23	08.00	-	11.30	<i>Kartika</i>		Rekap absen, jaga receptionist, terima barang (stock)
23	SENIN	27-03-23	08.00	12.00	16.00	<i>Kartika</i>		absen MB, rekap absen, bantu pak-berat input pabri intake, psikoest, KP
24	SELASA	28-03-23	08.00	12.00	16.00	<i>Kartika</i>		Rekap absen, kontinuiti proyek pengiriman tiki, terima barang (stock)
25	RABU	29-03-23	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, rekap absen, fc kontinuiti membuat kupon doorprize
26	KAMIS	30-03-23	08.00	12.00	16.00	<i>Kartika</i>		Rekap absen, memfusiun storage HRD, form absen magang
27	JUMAT	31-03-23	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, bantu rekap sim, pengiriman tiki

PEKANBARU, 31 / 03/2023

Hx: 26.

DIKETAHUI:

*Kartika*  
**KARTIKA ALFIRA**  
 Magang

*[Signature]*  
 Pengawas Magang

*[Signature]*  
 Manager HRD



### ABSENSI KARYAWAN MAGANG

NAMA : KARTIKA ALFIRA

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	Sabtu	01-09-2023	08.00	-	11.30	<i>Kartika</i>		Absen karyawan, absen magang, jaga receptionist
2	Senin	03-09-2023	08.00	12.00	16.00	<i>Kartika</i>		absen MB, absen karyawan, kirim undangan, pengiriman tpi
3	Selasa	04-09-2023	08.00	12.00	16.00	<i>Kartika</i>		absen karyawan, kirim undangan, absen buktibet, jaga receptionist
4	Rabu	05-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, Absen karyawan, jobdesk HRD, mengetik insentif gaji
5	Kamis	06-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen karyawan, pengiriman TIKL, uang kebersihan
6	Jumat	07-09-2023	-	-	-	-	-	WAFAT ISA ALMASIH
7	Sabtu	08-09-2023	08.00	-	11.30	<i>Kartika</i>		Absen karyawan, jaga bagian receptionist
8	Senin	10-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, Pengiriman TIKL, scan mobil TPI
9	Selasa	11-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen karyawan, input KP, jaga receptionist
10	Rabu	12-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, absen karyawan, psikoest karyawan
11	Kamis	13-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen karyawan, mengetik PKWT, jaga receptionist
12	Jumat	14-09-2023	08.00	-	12.00	<i>Kartika</i>		Absen MB, absen karyawan, rekap tanda terima
13	Sabtu	15-09-2023	08.00	-	11.30	<i>Kartika</i>		Absen karyawan, psur ramba, jaga receptionist
14	Senin	17-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, absen karyawan, psur ramba, periode cuti karyawan
15	Selasa	18-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen karyawan, periode cuti karyawan
16	Rabu	19-09-2023	08.00	12.00	16.00	<i>Kartika</i>		Absen MB, absen karyawan, kuitansi rokok, periode cuti
17	Kamis - Selasa	20-09-2023 25-09-2023	-	-	-	-	-	LIBUR LEBARAN
18	Rabu	26-09-2023	08.00	12.00	16.30	<i>Kartika</i>		Absen MB, periode cuti karyawan, absen karyawan
19	Kamis	27-09-2023	08.00	12.00	16.30	<i>Kartika</i>		Absen karyawan, periode cuti, terima dokumen
20	Jumat	28-09-2023	08.00	12.00	16.30	<i>Kartika</i>		Absen MB, absen karyawan, scan kontrak kerja, membuat BO takjir
21	Sabtu	29-09-2023	08.00	-	11.30	<i>Kartika</i>		Absen karyawan, input KP, scan kontrak
22								
23								
24								
25								
26								19, HIK

PEKANBARU, 30 / 09 / 2023

DIKETAHUI:

*Kartika*  
KARTIKA ALFIRA  
Magang

Pengawas Magang

*Man*  
Manager HRD



ABSENSI KARYAWAN MAGANG

NAMA : KARTIKA ALFIRA

NO	HARI	TANGGAL	JAM			PARAF		KETERANGAN
			MASUK	ISTIRAHAT	PULANG	MAGANG	PENGAWAS	
1	Selasa	02-05-2023	08:00	12:00	16:30	<i>Kartika</i>	<i>[Signature]</i>	absen karyawan, periode cuti, work diary report, jaga receptionist
2	Rabu	03-05-2023	08:00	12:00	16:30	<i>Kartika</i>	<i>[Signature]</i>	absen magang, absen karyawan, periode cuti, rtkp BC BDA, jaga receptionist
3	Kamis	04-05-2023	08:00	12:00	16:30	<i>Kartika</i>	<i>[Signature]</i>	Absen karyawan, skan pswt, & pswt, jaga receptionist
4	Jumat	05-05-2023	08:00	11:30	16:30	<i>Kartika</i>	<i>[Signature]</i>	Absen magang, absen karyawan, pengurusan rtkp, pswt & addendum
5	Sabtu	06-05-2023	08:00	-	11:30	<i>Kartika</i>	<i>[Signature]</i>	pswt dan addendum
6	Senin	08-05-2023	08:00	12:00	16:30	<i>Kartika</i>	<i>[Signature]</i>	pswt dan addendum
7	Selasa	09-05-2023	08:00	12:00	16:30	<i>Kartika</i>	<i>[Signature]</i>	SAKIT
8	Rabu	10-05-2023	08:00	12:00	16:30	<i>Kartika</i>	<i>[Signature]</i>	SAKIT
9	Kamis	11-05-2023	08:00	12:00	16:30	<i>Kartika</i>	<i>[Signature]</i>	pswt & addendum, KP
10								
11		7HK						
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PEKANBARU, 11/05/2023

DIKETAHUI:

*Kartika*  
KARTIKA ALFIRA  
Magang

*[Signature]*  
MARTINI  
Pengawas Magang

*[Signature]*  
Vallema  
Manager HRD

## Appendix 4 : Company Appraisal Sheet



**PT. BENGKALIS KUDA LAUT**

**LIGHT VEHICLES AND HEAVY EQUIPMENT RENTAL**

● **BRANCH OFFICE :**

Jl. H. Imam Munandar No. 67 AA Tengkerang  
Tel. (0761) 862842 (Hunting)  
Fax. (0761) 33128  
Pekanbaru - Riau - Indonesia  
Email : mainoffice@bengkaliskudalaut.com

### FORMULIR PENILAIAN PRAKTEK KERJA LAPANGAN

Nama	Kartika Alfira
NIM	5404191215
Jurusan / Program Studi	Administrasi Niaga / D-IV Administrasi Bisnis Internasional
Perguruan Tinggi	Politeknik Negeri Bengkalis
Periode Magang	12 Januari – 11 Mei 2023
Nama Perusahaan	PT. Bengkalis Kuda Laut
Divisi	Admin HRD
Alamat Perusahaan	Jl. Imam Munandar No.67, Tengkerang Utara, Kec. Bukit Raya, Kota Pekanbaru, Riau 28126
Pembimbing Magang	Machfuzi S.H

No	Unsur Penilaian	Nilai	
		Angka	Huruf
<b>Kedisiplinan</b>			
1	Ketepatan waktu / disiplin	95	A
2	Sikap kerja / prosedur kerja	92	A
3	Tanggung jawab terhadap tugas	97	A
4	Kehadiran / absensi	98	A
<b>Prestasi Kerja</b>			
5	Kemampuan kerja	85	A
6	Keterampilan kerja	89	A
7	Kualitas hasil kerja	95	A
<b>Kemampuan Beradaptasi</b>			
8	Kemampuan berkomunikasi	85	A
9	Kerjasama	95	A
10	Kerajinan / inisiatif	95	A
<b>Lain-lain</b>			
11	Memiliki rasa percaya diri	79	B
12	Mematuhi aturan dan tata tertib magang	90	A
13	Penampilan / kerapian	85	A
<b>Nilai Rata-rata</b>		<b>91</b>	<b>A</b>

**Ketentuan Penilaian:** 80 s/d 100: Nilai A, 68 s/d 79: Nilai B dan 56 s/d 67: Nilai C.

Pembimbing Magang,

  
**Machfuzi S.H**  
Supervisor HRD

Pekanbaru, 11 Mei 2023

Diketahui oleh,

  
**Vollevna, S.E**  
Manager HRD

MAIN OFFICE : Jl. Yos Sudarso Telp. (0766) 22439 Bengkalis - Riau - Indonesia

BRANCH OFFICE : Rukan Gading Bukit Indah RC 7 Jl. Bukit Gading Raya Blok RC 7 RT/RW. 009/018 Kel. Kelapa Gading Barat  
Kec. Kelapa Gading Kota Administrasi Jakarta Utara



**Appendix 5: Photo of The Author with employees of PT. Bengkalis Kuda Laut**



Figure 1 Photo with Operational Director  
Sources: *The Author Personal Photo (2023)*



Figure 2 Photo with HR Manager  
Sources: *The Author Personal Photo (2023)*



Figure 3 Photo with HR Supervisor  
Sources: *The Author Personal Photo (2023)*



Figure 4 Photo with Helper BKL  
Sources: *The Author Personal Photo (2023)*



Figure 5 Photo with HR Division and BDA Division  
*Sources: The Author Personal Photo (2023)*



Figure 6 Photo with Head Office Employees of PT. Bengkalis Kuda Laut during a Farewell Event to End the Apprenticeship  
*Sources: The Author Personal Photo (2023)*



Figure 7 Photo with All BKL Group in the Company's Kick Off Meeting Event  
*Sources: The Author Personal Photo (2023)*



Figure 8 The Author Photos during the work  
Sources: *The Author Personal Photo (2023)*



Figure 9 The Author Followed the Morning Briefing  
Sources: *The Author Personal Photo (2023)*



Figure 10 Photo of All Apprentice Employees with Mr. Peng Suyoto and Mrs. Erlina at the Breaking Event with All Group BKL  
Sources: *The Author Personal Photo (2023)*



Figure 11 Photo of HR Division with Mrs. Volleyna at the Breaking Event with All Group BKL  
*Sources: The Author Personal Photo (2023)*



Figure 12 Photo of the Author Assigned to Maintain Attendance during the Breaking Event with the All BKL Group  
*Sources: The Author Personal Photo (2023)*



Figure 13 Group photo of the HRD and BDA Divisions at the Breaking Fasting Event  
*Sources: The Author Personal Photo (2023)*



Figure 14 Photo with All BKL Group during Eid al-Fitr at Mr. Yusyantoro's house as Maintenance Manager  
*Sources: The Author Personal Photo (2023)*



Figure 15 Photo of Keepsake from the HRD Division  
*Sources: The Author Personal Photo (2023)*

## WRITER BIOGRAPHY



Kartika Alfira was born in Sungai Alam on April 22, 2001. She is the second of three children. Has one older sister and one younger brother. Her father's name is Nasrin, and her mother's name is Effirina. In 2007, the writer studied at SD Negeri 43 Sungai Alam and graduated in 2013. The writer continued her education at SMP Negeri 12 Bengkalis and graduated in 2016. The writer then continued her education again at SMA Negeri 2 Bengkalis and graduated in 2019.

Following that, The Author continued her D-4 education at Bengkalis State Polytechnic, where she majored in Business Administration and studied International Business Administration. In October-December 2022, The Author carried out a final project entitled "Business Development of Product Sugarcane Water (Sugarcane Water) in Sungai Alam Village, Bengkalis Regency."