

**APPRENTICESHIP REPORT**  
**PT. PELABUHAN INDONESIA (PERSERO) REGIONAL I**  
**DUMAI BRANCH**

**NOR ALIZA**  
**5404191253**



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

**APPROVAL SHEET**

**JOB TRAINING REPORT**  
**PT. PELABUHAN INDONESIA (PERSERO) REGIONAL I**  
**DUMAI BRANCH**

Written as one of the Requirements for completing of the Job Training

**NOR ALIZA**  
**NIM. 5304191253**

Dumai, May 31<sup>th</sup> 2023

**Deputy Manager of the Dumai Unit**  
PT. Pelindo Maritime Services



**Teguh Tri Handoyo**  
**NIPP. 101758**

**Advisor**  
Study Program International Business  
Administration

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

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



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

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Bengkalis, August 10<sup>th</sup> 2023  
Writer

  
**NORALIZA**  
**5404191253**

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of The Apprenticeship

Job Training is an academic activity that is oriented towards forms of student learning to develop and improve a quality workforce. By participating in Practical Work, it is hoped that students will be able to add knowledge, skills and experience in preparing themselves to enter the real world of work. In addition to fulfilling academic obligations, it is hoped that these activities can become a link between the world of education and the world of work. Job Training is held in a systematic and scheduled manner under the guidance of qualified supervisors. Job Training is one of the requirements that must be met by students to take part in the final activities of undergraduate (S1) and Diploma III (D3) levels.

In early 2000, the Government of Bengkalis Regency established a higher education institution under the name Politeknik Perkapalan Bengkalis through Yayasan Gema Bahari. It offered three study programs, including Ship Electrical System, Ship Construction, and Ship Machinery. During its development, Politeknik Perkapalan Bengkalis changed its name to Politeknik Bengkalis and was under the auspices of Yayasan Bangun Insani (YBI) Bengkalis. It offered five study programs, including Naval Architecture Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, The State Polytechnic of Bengkalis admitted the first batch of students. In 2006, The State Polytechnic of Bengkalis added two study programs, including Business English and Informatics Engineering.

In early 2008, Politeknik Bengkalis requested support from Yayasan Bangun Insani, the Government of Bengkalis Regency, and the Regional House of Representatives of Bengkalis Regency to propose a status upgrade from a Private Higher Education Institution (PTS) to a State Higher Education Institution (PTN). In 2009, Politeknik Bengkalis along with Yayasan Bangun Insani and the Government of Bengkalis Regency proposed the status upgrade to the Ministry of

National Education through the Directorate General of Higher Education. Politeknik Bengkalis along with Yayasan Bangun Insani and the Government of Bengkalis Regency delivered a presentation to the Minister of State Apparatus Empowerment and Bureaucratic Reforms to complete the eligibility to be a state polytechnic on February 9, 2011. Politeknik Bengkalis officially became a State Higher Education Institution under the name Politeknik Negeri Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 regarding the Establishment, Organization and Work Procedure of Politeknik Negeri Bengkalis on July 29, 2011.

Politeknik Negeri Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia on December 26, 2011. In 2013, Politeknik Negeri Bengkalis added two study programs, including D4 Production and Maintenance Mechanical Engineering and Electrical Engineering; and three Study Programs Outside Domicile, including D2 Welding Engineering, D2 Electrical Power Generation System Engineering, and D2 Computer Accounting. In 2014 and 2015, Politeknik Negeri Bengkalis added study programs, including D4 Road and Bridge Design Engineering and D3 (Nautical, Technica, and Shipping Management). In 2016, Politeknik Negeri Bengkalis added three study programs, including D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting.

Business Administration is one of the majors at the State Polytechnic of Bengkalis, in which there are 3 (three) Study Programs namely Digital Business, International Business Administration and Public Finance Accounting. Business Administration is one of the departments at The State Polytechnic of Bengkalis which concentrates on Office Administration and Secretariat with the hope of producing expert and skilled resources in the office sector. To realize this, one of the activity programs created by The State Polytechnic of Bengkalis is Job Training.

Job Training is a series of activities that include understanding scientific concepts that are applied in work according to the profession of the study program. The Job Training study program can add to students' knowledge and

abilities and be able to solve several scientific problems in accordance with the theory that has been studied.

Job Training is carried out for all study programs at The State Polytechnic of Bengkalis and is carried out according to a predetermined time, which aims to implement the theory obtained in lectures into the world of work. The Public Finance Accounting study program also requires carrying out Job Training in accordance with their respective fields.

In addition, the purpose of Job Training is to add insight, experience and skills to students in the field of technology, increase knowledge, train skills and abilities in the economic and social fields through direct involvement in various activities within industrial companies and offices that have been determined and gained industry experience covering the processes and mechanisms of business administration and company management. This Job Training is carried out in the 8th (eighth) semester which is carried out for 4 (four) months until 6 (Six) months.

As a student majoring in Business Administration, writers are required to take part in Job Training in accordance with applicable regulations for four months. The author submits a letter of application for Job Training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch which is addressed at Jalan Sultan Syarif Kasim No.1, Teluk Binjai, Kec. Dumai Timur, City of Dumai, Riau 28826. The author received a good response from PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch. By getting a reply to the acceptance decision letter. PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch accepts writers to carry out Job Training activities at their company from 1 February 2023 to 31 May 2023.

Job Training activities are expected to be able to provide knowledge development, mastery of student skills in handling, overcoming a problem that exists in the company. Therefore, with the existence of Job Training carried out by all final students of the State Polytechnic of Bengkalis, they will be able to produce students who have broad knowledge, abilities and skills so that later they will create a workforce that is ready to use and professional.

## **1.2 Purposes of the Apprenticeship**

To get the expected results, it is necessary to know the purpose and benefits of Job Training. The objectives and benefits of Job Training are as follows:

1. To find out the kinds of job description in the Pelindo Marine Services
2. To find out the systems and work procedures used in the Pelindo Marine Services
3. To find out the place and time of the job training
4. To find out the documents used for activities while doing the job training program in the Pelindo Marine Services
5. To find out the obstacles encountered and solutions

## **1.3 Significaces of the Apprenticeship**

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

### **1.3.1 Significances for the Student**

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

1. As one of the requirements that must be met to obtain an Applied Bachelor degree.
2. To improve and expand skills that shape capabilities as a provision to enter employment, especially in the field of accounting.
3. Train discipline by following all the rules that exist in the company or other agencies.
4. Gain knowledge, insight and experience working in public companies before entering the world of work.
5. Acquiring new things such as thoroughness in work and preparing to become excellent graduates.

### **1.3.2 Significances for State Polytechnic of Bengkalis**

There are several benefits from implementing the job training obtained by the State Polytechnic of Bengkalis, which are as follows:

1. Establish good cooperation between universities and companies.
2. Find out the workforce needs needed by the company.
3. To introduce the Department of Business Administration and the Administration Business International Study Program to the wider community and demonstrate the quality of State Polytechnic of Bengkalis students.

#### 1.3.3 Significances for the Company

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

1. Can help and lighten the tasks of employees
2. Improving relations and cooperation between Higher Education and Companies or Agencies
3. Helping tertiary institutions create professional and quality students.

## **CHAPTER II**

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

#### **2.1 Company History**

Indonesia has a long history as a maritime country. In the past, the maritime kingdoms of the archipelago such as Sriwijaya, Majapahit, the kingdoms in Maluku once held the key to world trade routes through spices. Merchants from Gujarat and China took spices from the Maluku Islands and then sent them via merchant ships to China, the Arabian Peninsula, Europe, to Madagascar.

Small ports in Indonesia have become places of transit and trading centers that bring together traders from various nations, so that they become large trading ports. This is the background for the birth of the Indonesian Port in the era of independence.

Previously, to manage ports in Indonesia, 4 Pelindos were formed which were divided based on different regions. Pelindo I, for example, manages ports in the Provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau and the Riau Islands. Pelindo I was formed based on government regulations No. 56 of 1991, while the name Pelindo I was determined based on Notary Deed No. 1 dated December 1, 1992.

Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, Jakarta, West Java and West Kalimantan. Pelindo II was formed based on government regulations No. 57 of 1991, Pelindo II Persero) was established based on the Deed of Notary Imas Fatimah Bachelor of Law, No. 3, December 1, 1992.

Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, West Nusa Tenggara and East Nusa Tenggara. The formation of Pelindo III was stated in the Notary Deed of Imas Fatimah, Bachelor of Law No. 5 dated 1 December 1992, based on government regulation No. 58 of 1991.

Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo,

North Sulawesi, Maluku, North Maluku, Papua and West Papua . Pelindo IV was formed based on Bachelor of Law No.59 dated October 19, 1991. Meanwhile the deed of formation was the Deed of Notary Imas Fatimah, Bachelor of Law no.7 dated December 1, 1992.

Each Pelindo has branches and subsidiaries to manage its business. Pelindo I, II, III, IV are Non-Listed State-Owned Enterprises Companies whose shares are 100% owned by the Ministry of State-Owned Enterprises as Shareholders of the Republic of Indonesia. Therefore, there is no information on Major Shareholders or Individual Controlling Shares in Pelindo. The Republic of Indonesia, represented by the Ministry of State-Owned Enterprises of the Republic of Indonesia, is the sole owner and sole shareholder.

The merger or integration of the four Pelindos into one Pelindo which was later named PT Pelabuhan Indonesia was based on Government Regulation Number 101 of 2021 concerning the Merger of PT Pelindo I, III and IV (Persero) into PT Pelabuhan Indonesia II (Persero). Pelindo II acts as the holding company (parent company) and the three Pelindos (I,III,IV) act as sub-holdings. The establishment of subholdings that manage business clusters is aimed at increasing Pelindo's service capacity and business efficiency.

Based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia number: S-756/MBU/10/2021 dated 1 October 2021 regarding Approval of names, Amendments to the Articles of Association and Company Logos. So that Pelindo II changed its name to PT Pelabuhan Indonesia or Pelindo.

As part of PT Pelabuhan Indonesia 1, PT Pelindo Regional 1 Dumai Branch is committed to providing efficient, safe and reliable port services to its customers. This includes activities such as cargo loading and unloading, customs clearance, storage and warehousing, and other related services.

In addition to its operational activities, PT Pelindo Regional 1 Dumai Branch also plays a role in supporting the economic development of the Dumai region and the Indonesian economy more broadly. This includes contributing to the growth of industries such as oil palm, timber, rubber, and fisheries plantations



by facilitating the import and export of goods. Overall, PT Pelindo Regional 1 Dumai Branch plays an important role in the transportation and logistics sector in the Dumai region and is committed to supporting the economic development of the region and Indonesia as a whole.

PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch is a company engaged in port services. Dumai Harbor is located at Jalan Datuk Laksamana Dumai, Riau Mainland Indonesia. Dumai Port is also one of the main ports in Riau Province and has an advantageous geographical location, because it is a natural harbor that is protected by several islands, including Rupert Island, Payung Island and Rampang Island so that it has waters that are deep enough and calm from exposure to waves and a bad climate. Enough support all year round.

This Dumai Harbor was originally a stopover place for fishermen then developed into a settlement for farming. During the Japanese colonial period in Indonesia, Dumai was used for landing and where the romusha was domiciled to continue the search for oil sources in Riau which had previously been initiated in 1924 by the Chevron Corporation from the United States, 6 years later the Dutch East Indies government approved Chevron's request to acquire exploitation rights. After Japan left Indonesia, SOCAL (Standart Oil Company of California) continued the search for these oil sources, which later changed its name to CPI (Caltex Pacific Indonesia).

In its activities, Dumai Port serves international domestic ships with various types of ships, both passenger and freight ships. Its strategic location is supported by the Hinterland area in the form of industry, mining and plantations, thus making the status of Dumai Port a public port that is cultivated and open to foreign trade, with the title of class 1 (one) port.

The foundation of Pelindo as an integrated company is a strategic initiative carried out by the government as a stakeholder to create national connectivity, both national and international ports and ports, through a series of strong logistics ecosystems. With better strategic control and supported by strong financial support, Pelindo's business operations have become more coordinated, standardized and efficient, which has proven beneficial, especially for customers.

Currently, Pelindo's integration is divided into 4 sub-holdings, namely: PT Pelindo Multi Terminal, PT Pelindo Logistics Solutions, PT Pelindo Terminal Container, and PT Pelindo Jasa Maritim. Pelindo Container Terminal or TPK has a strategic role in encouraging and equalizing national development through standardization and integrated connections between terminals.

Pelindo Maritime Services is a sub holding of Pelindo Maritime Services which covers the field of ship operational activities from entry to exit, ship services include: mooring services, scouting services, delay services, water services, garbage and waste.



*Figure 2.1 Office of PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch  
Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch*

## **2.2 Vision and Mission**

### **2.2.1 Vision of PT Pelabuhan Indonesia**

The company's vision of PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch is "Becoming a Leader of an Integrated and World Class Maritime Ecosystem". This vision is a statement of the Company's aspiration to become the

main gateway to the global logistics network in Indonesia. This aspiration emerges based on geographical potential, business opportunities and national policies that open opportunities for companies to realize the intended vision.

#### 2.2.2 Mission of PT Pelabuhan Indonesia

The mission of PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch is to create a national maritime ecosystem network through increasing network connectivity and service integration to support Indonesia's economic growth. Providing Reliable & Integrated Port & Maritime Services with Industrial Areas to Support Indonesian & Global Logistics Networks by Maximizing the Economic Benefits of the Malacca Straits .

### 2.3 Kind of Business

PT. Pelabuhan Indonesia (persero) Regional 1 Dumai Branch is a State-Owned Enterprise that manages port operations in the Dumai area of Indonesia. The main focus of the company is to provide efficient, safe and reliable port services to its customers. The scope of activities of PT. Pelabuhan Indonesia (persero) Regional 1 Dumai Branch includes:

#### 2.3.1 Goods Service

Goods or cargo services in the form of loading and unloading services from ships to delivery to the owner of the goods. This cargo service consists of public dock services, special docks, field services, and warehouse services. These services are services that are stipulated by the laws and regulations. In its implementation, this service cooperates with subsidiaries. Pelindo runs integrated services in handling goods services, using the following facilities:

1. Pier: A specially designed building at a port that is used or a place for ships to be moored or docked to carry out loading and unloading activities of goods and ship passengers.
2. Storage Warehouse: A building or enclosed place used to store goods originating from ships or to be loaded onto ships.
3. Stacking Field: An open area within the terminal area that is used to place or stack containers or other goods, which are arranged in a planned

manner, both goods to be loaded onto ships or goods after being unloaded from ships.

4. Receiving/Delivery: The activity of moving goods from the stockpile/stockpiling place in the warehouse/stacking field and handing them over until they are arranged on a vehicle at the warehouse door/stacking field or vice versa.

### 2.3.2 Ship Service

Ship service is a service for ship operations from entering to exiting the port. Ship services include:

1. Services mooring: Services rendered to the ship into dry dock for loading and unloading activities.
2. Guiding services: Services provided for ships going in and out of the dock through the port channel, so that shipping navigation can be carried out safely, orderly, and smoothly for the safety of the ship and the environment.
3. Tug services: Services provided by tugboats to push or tow ships to or from the wharf.
4. Water, garbage and waste services: Services provided for water services, waste management and ship waste.

### 2.3.3 Miscellaneous Services

In addition to actively carrying out port management activities, Pelindo also engages in other relevant fields such as leasing land, buildings, and other supporting facilities needed in port activities. In carrying out port operations and operations, the Company holds Business Partner Cooperation with several business partners from the private sector, such as cooperation with terminal operators, tugboats, and management of other port facilities. Miscellaneous services are services that support activities at the port. Miscellaneous services include:

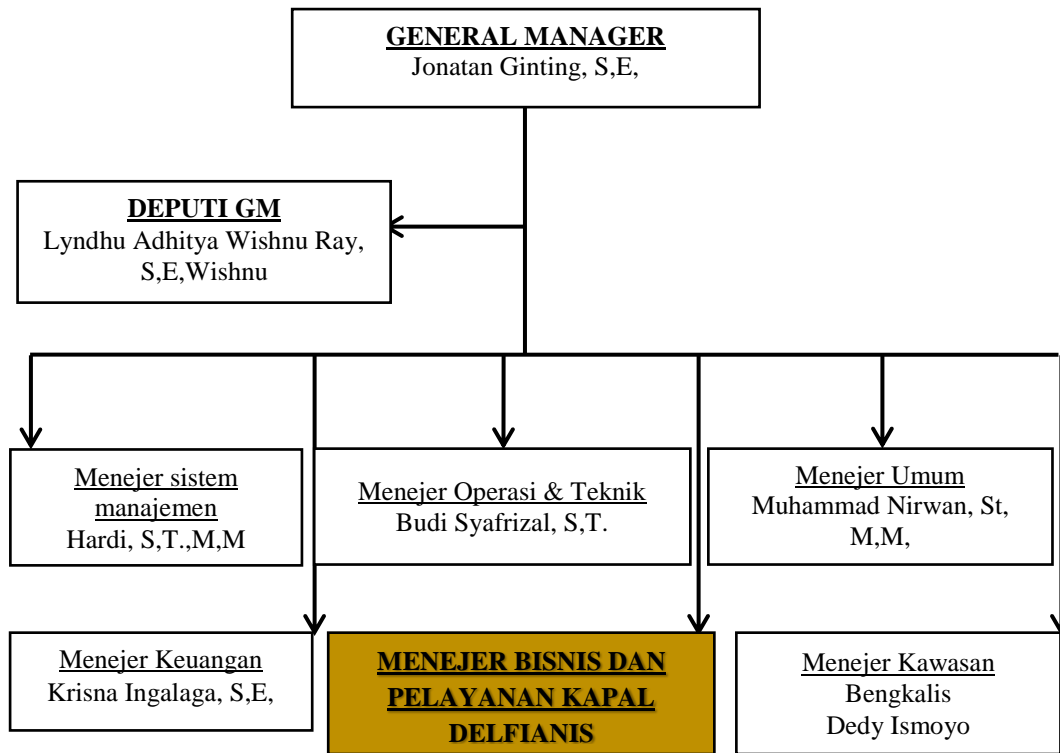
1. Port Pass: Port area entrance fee for individuals and motorized vehicles.
2. Port Equipment Maintenance Services: Services provided, in the form of rental of forklifts, faucets (land, floating and electric), tugboats, motor boats, and fire extinguishers.

3. Land, Building, Water and Electricity Rental Services: This is a rental service for land, buildings, clean water and electricity.

#### **2.4 Organizational Structure of PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch**

Organizational Structure is an arrangement and relationship between each part as well as that which exists in a company or agency in carrying out operational activities to achieve organizational goals. In a good organizational structure, it must explain the relationship between the limits of authority and responsibility to each official or person who has been previously authorized. Thus the various activities within the company are arranged in an orderly manner so that the predetermined business goals can be achieved properly. With this organizational structure, it can also be known the origin of errors or deviations in the activity process.

The organizational structure at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch is prepared in accordance with the provisions and functions, obligations and responsibilities of each section in each field or section occupied. For a clearer understanding of the organizational structure of PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, it can be seen from the following figure:



*Figure 2.2 Organizational Structure of PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch*

The description of the duties and functions of PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch are as follows:

## 2.5 The Working Process

Each of the job position in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the description of each position:

### 1. General Manager

The Dumai branch is a branch within the company's environment led by a General Manager who is under and responsible to Regional Head I for carrying out the duties and functions of the branch. Among others, having the main task of organizing, implementing business and port services as well as business and other services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and the

flow of passengers in accordance with the policies set by the Board of Directors.

2. Deputy General Manager

The Deputy General Manager has the main task of assisting the General Manager in planning, directing, coordinating and controlling the implementation of port activities at the Dumai Branch and carrying out other tasks assigned by the General Manager.

3. Ship Business and Service Division

The Ship Business and Services Division has the main tasks of planning, coordinating, controlling, recommending and reporting the preparation of a work program for anchoring, pilotage, mooring and wharf services as well as planning and controlling marketing activities, handling all customer complaints, implementing Service Level Agreement / Service Level Guarantee as well as handling Customer Relationship Management in ship business and service activities.

4. Finance Division

The Finance Division has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for budget control, accounting, treasury, environmental social responsibility, preparation of financial reports, and verification of notes and book keeping.

5. Operations and Engineering Division

The Operations and Engineering Division has the main tasks of planning, coordinating, controlling, recommending, and reporting on the preparation of work programs for investment and maintenance of port infrastructure, facilities and equipment, technical recommendations related to Building Permits, port master plan monitoring, water services general services, ship water and electricity services as well as planning and controlling operations, passenger terminal services, fitting services, other wharf operations, fire fighting services and the like.

6. General Division

The General Division has the main task of carrying out human resource administrative processes, labor relations, administration and household, as well as law and public relations (PR). The General Division consists of:

7. Management Systems Division

The Management Systems Division has the main tasks of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for quality management systems, risk management, Occupational Safety and Health Management Systems, Environmental Management Systems (EMS), International Ship Port Security Code (ISPS Code), port security, cctv operation, processing of security personnel and implementation of security, Key Information Indicators (KII) as a whole and ensuring suitability and effectiveness in its implementation.

8. Bengkalis area

The Bengkalis area has the main task of organizing, implementing port authorization and services as well as business and other services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and the flow of passengers in accordance with company policy.

**2.6 Document Used For Activity**

Report on activities that have been carried out while carrying out the Practical Work in the General finance section of the Service Division and Ship Guidance at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch which was carried out from Wednesday 01 February 2023 to Wednesday 31 May 2023, for full details can be seen in the description the following:

2.6.1 Checking Port Service Billing Notes

Notes are proof of transactions related to bills that must be paid by service users to service providers. Checking Notes aims to find out the status of Notes that have been paid or not paid and also to find out service users who have paid the amount of the bill to be paid. Service users who work together will get a discount / cashback discount . *Cashback* payments will be paid when





**Figure 2.3 Ship's Keel Bill**

*Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch*

The difference between these paid and non-paid notes when a check is carried out on the system using the SPK number, notes with paid off notes are printed immediately and notes with unpaid notes will not be printed.

After printing the ship note and viewing the bills paid, the final process is to enter the invoice in *Microsoft Excel* in the format provided. The purpose of entering data into *Microsoft Excel* is when the system cannot be accessed or there is a disturbance, then the ship bill can be viewed manually with the data previously entered. The data entered into *Microsoft Excel* is referred to as Ship Movement Service *Traffic* .

#### 2.6.2 Input Ship Visit Service *Traffic* into Ms. Excel

According to the Big Indonesian Dictionary, *Traffic* is defined as traffic, namely the movement of people or goods by road, air or water. In the word *Traffic* is used as a foreign term that is inserted into Indonesian and is often used in the context of transportation and the movement of people or goods. For example, " *traffic* hours" is defined as traffic jams, while "air *traffic* " refers to flight or aircraft traffic and ship *traffic* or in English is called "ship *traffic* " refers to ship traffic in a water area or port.

In PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, Ship Port Services Traffic is a ship service transaction data that contains ship movements starting from the entry of ships into the waters of the Indonesian Port Regional I Dumai Branch, moving into the wharf until the ship leaves as well as income and *costs* - other related costs. All ship movements are called 1 (one) *Call*.

Within PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch there are 3 (three) piers including the following:

1. The Tersus Jetty is a terminal wharf located outside the working environment area and the port interest environmental area. The Special Terminal Pier is in Lubuk Gaung including the following:
  - a. PT Serayokita (ASK)
  - b. PT Semen Padang
  - c. PT Energi Unggul Persada (EUP)
  - d. PT Inti Benua Perkasatama (IBP)
  - e. PT Pacific Indopalm Industri (PII)
  - f. PT Sari Dumai Sejati (SDS)
  - g. PT Oleo Sejahtera Mas (OSM)
  - h. PT Ivomas Tunggal (IVOMAS)
  - i. PT Semesta Alam Permai (SAP)
  - j. PT Kawasan Industri Dumai (KID)
2. Pelindo Public Docks include the following:
  - a. A pier
  - b. B pier
  - c. C Pier
  - d. Beach Pier
3. TUKS Pier, is a terminal for its own interests which is a terminal located within the scope of the company in the scope of work which is useful for supporting all the main activities that exist within the company. Which includes the TUKS dock as follows:
  - a. Pertamina Wharf
  - b. Pertamina Hulu Rokan Wharf (PHR)

c. Patra Niaga Pier

The components contained in the Ship Visiting *Traffic* include Movement, Ship Name, SPK Number (Work Order), Agent Name, Flag, GT ( *Gross Tonnage* ) , LOA ( *Length Over All* ) , DWT ( *Deadweight Tonnage* ) , date of entry. , moving in and out, Tug Unit, Tug and Tug Revenue, and related costs. The following display format for port service *traffic* can be seen from the image below:



**Figure 2.4 Ship port service traffic**  
Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch

Inputting the format of *Traffic* for ship port services This is based on spk (Work Order). SPK for inputting *Traffic* can be seen from the image below:

**PT. Pelabuhan Indonesia (Persero)**  
REGIONAL I DUMAI  
Jl. Sultan Syarif Kasim No. 1 Dumai

TANGGAL 15-05-2023  
K.15P K.1

**PERHITUNGAN PRANOTA JASA KAPAL**  
NOMOR DPJK : 01230502000808

NOMOR PKK : CAN20000002  
KAPAL : CAHEN 8  
CALL SIGN : GRTK075LGA  
BENDERA : 1989 / 2203 / 73.15  
JENIS KAPAL : TONKANG  
KEAGAMAAN : PT. SAMUDERA SARANA KARUNIA  
PRINCIPAL : .

NOMOR REGISTRASI : 232001001918  
PELABUHAN MAAT : IKAB - KABEL  
PELABUHAN ASAL : IDUMI - DUMAI, SUMATRA  
PELABUHAN TUJUAN : EDUKI - JAKARTA, JAWA  
PELABUHAN TUJUAN AKHIR : IKAB - KABEL  
TBA : 0605/2023 06.00  
BERANGKAT : 1305/2023 06.20  
KDN :

#	NO SPK (NO PRK)	LOKASI / BERKAWAN (NAMA TUGAS/BOAT)	PENETAPAN (DT)	REALISASI			PANDU	TARIF			JUMLAH IDR	
				Pesudi Muka	Mula Berangkat	Selesai Pesudi		Tetap	Var	%		
1	000M-SPK-230 5.00233	MAJUK / LAUT ke AREA LABUH PINDOH SUP PELINDO	0905/2023 18.00	0905/2023 06.00	0905/2023 08.00	0905/2023 11.00	PANDU DUMAYI DUMAI	173.388	78.15	5	15.871	
	CHM120000002	CHRISTIN MUDA 1	154									
2	000M-SPK-230 5.00234	PENDAH / AREA LABUH PINDOH SUP PELINDO ke DERAGA 8P	1105/2023 01.00	1105/2023 07.30	1105/2023 07.30	1105/2023 08.30	BUNJAMBI NANGGULAN	173.388	78.15	75	238.064	
	CHM120000002	CHRISTIN MUDA 1	154									
3	000M-SPK-230 5.00275	PENDAH / DERAGA 8P ke AREA LABUH PINDOH SUP PELINDO	1305/2023 12.00	1305/2023 13.50	1305/2023 13.50	1305/2023 15.00	PIRAN ANCI YAHU	173.388	78.15	75	238.064	
	CHM120000002	CHRISTIN MUDA 1	154									
4	000M-SPK-230 5.00274	KELUAR / AREA LABUH PINDOH SUP PELINDO ke LAUT	1305/2023 23.00	1305/2023 01.00	1305/2023 01.00	1305/2023 06.10	PANDU DUMAYI DUMAI	173.388	78.15	5	15.871	
	CHM120000002	CHRISTIN MUDA 1	154									
								TOTAL JASA PANDU				507.870

#	NO SPK	GERAKAN / IKAB	KAPAL TUNDA	EFEKTIF	MOR DERAB	PEMULIAHAN (JAM)	KETERANGAN	TARIF			JUMLAH IDR	
								TETAP	VARIABEL	%		
1	000M-SPK-230 5.00233	PENDAH / AREA LABUH PINDOH SUP PELINDO ke DERAGA 8P	TR. MAKRO CENTRAL	1105/2023 01.00 SD 1105/2023 04.30	80	4	NORMAL	1,008,488	3.35	100	4,304,127	
2	000M-SPK-230 5.00275	PENDAH / DERAGA 8P ke AREA LABUH PINDOH SUP PELINDO	TR. MAKRO CENTRAL	1305/2023 11.30 SD 1305/2023 12.30	80	3	NORMAL	1,008,488	3.35	100	3,228,065	
								TOTAL JASA TUNDA				7,532,222

Figure 2.5 System Work Order (SPK).

Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch

This work order is usually written manually by the pilot in charge of the ship, after the ship has been guided, a ship charter will be issued.

**PT. Pelabuhan Indonesia (Persero)**  
Regional I Cabang Dumai

BUKTI PEMAKAIAN JASA PANDU / TUNDA / KEPIL  
PILOT / TUG BOAT / MOORING CERTIFICATE

No. 000636

Nama Kapal / Vessel's name: *TC CAHEN 8*  
Bendera / Flag: *INDONESIA*  
G.R.T.: *L.6809*  
Nama Nakhoda / Master's name: *KURNADANI*  
Nama Agensi / Agency name: *SSK*  
Tanggal berangkat / Departure date: *09-05-2023*  
Tanggal tiba / Arrival date: *11 MARE 2023*  
Berkawanan / Draught: *DM*  
Posisi / Position: *DM*

Tanggal dan jam berangkat diambang luar / Date and time of ship anchored outer bar: *09-05-2023* / *08.00*

Mencatatkan bahwa gerakan kapal / Date and time of ship move: *M.A.S.I.K* / *K.S.I.H.S.T* / *Banda Harbour*

Isi telah dipandu oleh / She has been duty piloted by: *PANDU LAUT - SEA PILOT* / *PANDU BANDAR - HARBOUR PILOT*  
Pergerakan Kapal dari / Like Movements from - to: *14-19* / *1400 - 1800*

Jam sandu naik / kapal / The time Pilot onboard: *0600* / *02.30*  
Jam berangkat / kapal / The time ship starts: *0605* / *02.35*  
Jam diambang / buoy 23 / Time abeam buoy 23: *11.10* / *04.30*  
Selesai dipandu / Pilotage finished: *11.20* / *07.35*  
Pandu turun / Pilot got off: *09-05-2023* / *11 MARE 2023*

Isi telah menggunakan Unit Kepil / She duty employed Mooring / Unit: *11 MARE 2023*

Selesai melepas / menggunakan Kapal / During the Mooring / Removing of the ship: *09.05* / *11 MARE 2023*  
Jam / last contact / First time on: *09.05* / *11 MARE 2023*  
Jam / last contact / last time off: *09.05* / *11 MARE 2023*

Isi telah menggunakan Kapal Tunda / She has used the Tug Boat:

Nama / Name	Berkawanan Tenaga / Engine Power	PK / HP	Jam / Time	Sampai / Up to
<i>M. Central</i>			<i>02.30</i>	<i>09.35</i>

MENGETAHUI / R. MANAGER PELAYANAN KAPAL, SARANG DAN PPSA / P. MANAGER PELAYANAN PEMANDUAN

Pada tanggal / On date: *11 MARE 2023*  
Nakhoda: *K.S.I.H.S.T*

Figure 2.6 Manual Work Order (SPK).

Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch

### 2.6.3 Input Operational Performance Traffic into Ms. Excel

Traffic is the result of measurable work achieved by the port in carrying out ship services ( Service Time) , goods (productivity) and utilization of facilities and equipment within a certain time period and unit.

NO	NAMA KAPAL				PELAYARAN			BONGKAR		KOMODITI			TIBA (LAUT)			TIBA (LABUH)			
	GT				BENDERA			MUAT		KEMASANI			PENETAPAN POB			PERMINTAAN POB			
	LDA				JENIS KAPAL			PENYALURAN		GANG			PANDU NAIK			PERMINTAAN SANDAR			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
1	TK CLEON II	TB CANTKA 8	1435	6181	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	19/02/23 5:30	19/02/23 5:30	19/02/23 5:30	19/02/23 10:30	21/02/23 10:20	21/02/23	
2	TK CLEON II	TB CANTKA 8	1435	6181	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	29/02/23 15:00	29/02/23 15:00	29/02/23 15:00	29/02/23 19:50	14/03/23 15:35	14/03/23	
3	TK CAPEN II	TB CHRISTIN MUDA I	1888	7335	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	9/02/23 7:30	9/02/23 7:30	9/02/23 7:30	9/02/23 13:40	13/02/23 13:40	13/02/23	
4	TK LAUTAN 502	TB SAMUDRA TRITA	115	25.20	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	18/02/23 11:05	18/02/23 11:05	18/02/23 11:05	18/02/23 13:05	18/02/23 17:45	18/02/23	
5	TK PPKR 8A	TB PPKR 8	1568	6187	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	23/02/23 16:20	23/02/23 16:20	23/02/23 16:20	23/02/23 21:00	3/03/23 16:20	3/03/23	
6	TK CHESTER II	TB CLAUDIA I	2550	8432	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	15/02/23 8:00	15/02/23 8:00	15/02/23 8:00	15/02/23 12:55	20/02/23 17:40	20/02/23	
7	MT VENICE VICTORY		2924	8338	INTERNASIONAL	NORWAY	TANKER			CPO	CC	0	28/02/23 20:40	28/02/23 20:40	28/02/23 20:40	30/02/23 17:05	30/02/23	30/02/23	
8	AU ARES		5361	1155	NASIONAL	INDONESIA	TANKER			CPO	CC	0	14/02/23 20:40	14/02/23 20:40	14/02/23 20:40	14/02/23 10:25	14/02/23 10:25	14/02/23	
9	TK CLEON II	TB CANTKA 8	1435	6181	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	14/02/23 4:00	14/02/23 4:00	14/02/23 4:00	14/02/23 9:30	14/02/23 16:00	14/02/23	
10	MT VINDSOR		11360	14618	INTERNASIONAL	PANAMA	TANKER			CPO	CC	0	14/02/23 20:45	14/02/23 20:45	14/02/23 20:45	14/02/23 22:35	14/02/23 22:35	14/02/23	
11	MT THALE VICTORY		28342	10330	INTERNASIONAL	NORWAY	TANKER			CPO	CC	0	17/02/23 19:25	17/02/23 19:25	17/02/23 19:25	18/02/23 0:05	18/02/23 11:20	18/02/23	
12	MT AUTAUROS		11351	14783	INTERNASIONAL	PANAMA	TANKER			CPO	CC	0	27/02/23 15:10	27/02/23 15:10	27/02/23 15:10	27/02/23 18:40	15/03/23 22:00	15/03/23	
13	TK CLEON II	TB CANAYA I	1377	6181	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	24/02/23 1:00	24/02/23 1:00	24/02/23 1:00	24/02/23 6:00	25/02/23 17:30	25/02/23	
14	AU ARES		5368	1155	NASIONAL	INDONESIA	TANKER			CPO	CC	0	27/02/23 12:00	27/02/23 12:00	27/02/23 12:00	27/02/23 16:20	30/02/23 22:00	30/02/23	
15	TK CHERRY II	TB CHERRY I	1355	6730	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	12/02/23 8:50	12/02/23 8:50	12/02/23 8:50	12/02/23 13:20	13/02/23 23:20	13/02/23	
16	MT SLOTT PERSEVERANCE		2536	17670	INTERNASIONAL	CAYMAN ISLAND	TANKER			CPO	CC	0	25/02/23 19:20	25/02/23 19:20	25/02/23 19:20	25/02/23 23:20	28/02/23 10:15	28/02/23	
17	TK CHESTER II		2550	8432	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	18/02/23 2:00	18/02/23 2:00	18/02/23 2:00	18/02/23 7:00	24/02/23 12:25	24/02/23	
18	MT SPIRIT		20033	17438	INTERNASIONAL	VIETNAM	TANKER			CPO	CC	0	30/02/23 16:40	30/02/23 16:40	30/02/23 16:40	30/02/23 20:25	30/02/23 20:25	30/02/23	
19	TK DEVII II	TB DEVII I	171	2235	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	12/02/23 9:30	12/02/23 9:30	12/02/23 9:30	12/02/23 11:25	12/02/23 16:00	12/02/23	
20	TK CECILIA II	TB CECILIA I	1638	6182	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	24/02/23 9:20	24/02/23 9:20	24/02/23 9:20	24/02/23 19:25	7/03/23 17:50	7/03/23	
21	TK CANAYA II	TB CLEON I	3772	8856	NASIONAL	INDONESIA	TONGKANG			CPO	CC	0	28/02/23 12:00	28/02/23 12:00	28/02/23 12:00	28/02/23 17:25	29/02/23 13:10	29/02/23	
22										CPO	CC	0							
23										CPO	CC	0							
24										CPO	CC	0							

Figure 2.7 Traffic Performance ship port services  
Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch

Inputting Traffic The performance of ship port services aims to find out monitoring of traffic or ship trips implemented by the port or a shipping fleet management in order to avoid things that are not desirable.

### 2.6.4 Inputting operational car fuel consumption financial reports and recording operational car fuel bills

Financial statements are records of a company's financial information in an accounting period that can be used to describe the company's performance. One of them is the cash flow statement. The cash flow statement is a report that provides information on cash inflows and outflows in a company caused by operating, investing and financing activities.

Below is the input of the company's cash outflow financial statements for the use of fuel (fuel oil) for the company's operational cars, which can be seen in the image below:

**PEMAKAIAN BAHAN BAKAR MINYAK KENDARAAN OPERASIONAL KEPANDUAN  
BULAN MEI 2023  
(MOBIL DUMAI PLAT : BM 1303 JT)**

NO	Tanggal	Plat No	Jam	Shift	Pompa	Trans	Volume	Harga	Kilometer Awal	Kilometer Akhir	Kilometer Terpakai	Jumlah Uang	Kilometer/Litre	Pengemudi	Keterangan
1	5/2/2023	BM 1303 JT	20:31:21	2	7	900554	15.00	Rp 10.000	22230	22475	245	Rp 150.000	16.60	HENDRI	PERTALITE
2	5/2/2023	BM 1303 JT	8:28:44	1	7	901787	25.00	Rp 10.000	22475	22532	57	Rp 250.000	2.12	DION	PERTALITE
3	5/4/2023	BM 1303 JT	8:40:00	1	7	900554	30.00	Rp 10.000	22532	22807	275	Rp 300.000	3.17	ARIF PEN	PERTALITE
4	5/6/2023	BM 1303 JT	8:23:18	1	4	92895	27.50	Rp 10.000	22807	23076	269	Rp 275.000	3.76	HENDRI	PERTALITE
5	5/8/2023	BM 1303 JT	10:15:06	1	7	926412	22.50	Rp 10.000	23076	23324	248	Rp 225.000	11.02	DION	PERTALITE
6	5/10/2023	BM 1303 JT	11:03:10	1	7	934748	22.00	Rp 10.000	23324	23521	197	Rp 220.000	8.04	ARIF PEN	PERTALITE
7	5/10/2023	BM 1303 JT	23:34:48	3	7	941591	20.00	Rp 10.000	23521	23653	132	Rp 200.000	8.40	HENDRI	PERTALITE
8	5/12/2023	BM 1303 JT	22:16:27	3	7	945149	15.00	Rp 10.000	23653	23807	154	Rp 150.000	3.20	HENDRI	PERTALITE
9	5/14/2023	BM 1303 JT	10:50:31	1	7	950720	25.00	Rp 10.000	23807	23996	189	Rp 250.000	7.56	DION	PERTALITE
10	5/14/2023	BM 1303 JT	5:10:11	2	3	3704760	20.50	Rp 10.000	23996	24236	240	Rp 205.000	6.43	FASAL	PERTALITE

**Figure 2.8 Input fuel consumption for operational cars**  
*Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch*

A summary of operational car fuel consumption is carried out to make it easier to calculate operational costs.

**DUMAI  
BM 1303 JT**

TANGGAL	JAM	SHIFT	POMPA	TRANS	VOLUME	HARGA	TOTAL HARGA
I 01 s/d 10 MEI 2023							
5/1/2023	20:31:21	2	7	900554	15.00	Rp 10.000	Rp 150.000
5/2/2023	8:28:44	1	7	901787	25.00	Rp 10.000	Rp 250.000
5/4/2023	8:40:00	1	7	910054	30.00	Rp 10.000	Rp 300.000
5/6/2023	8:23:18	1	4	1289125	27.50	Rp 10.000	Rp 275.000
5/8/2023	10:15:06	1	7	926412	22.50	Rp 10.000	Rp 225.000
5/10/2023	11:03:10	1	7	934748	22.00	Rp 10.000	Rp 220.000
						<b>142.00</b>	<b>Rp 1.420.000</b>
II 11 s/d 20 MEI 2023							
5/11/2023	23:34:48	3	7	941591	20.00	Rp 10.000	Rp 200.000
5/12/2023	22:16:27	3	7	945149	15.00	Rp 10.000	Rp 150.000
5/14/2023	10:50:31	1	7	950720	25.00	Rp 10.000	Rp 250.000

**Figure 2.9 Recap of operational car fuel consumption**  
*Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch*

2.6.5 Inputting the revenue of pilot and tug services for ships into Ms. Excel

Revenue in general can be said to be income that arises in carrying out the usual activities of an entity and is known by different names such as sales, fees, interest, dividends and royalties. Service revenue is income derived from the sale of services provided by the company and the value of all services produced by a business entity in a certain period.

### 2.6.6 Inputting coastal work order into Ms. Excel

The Coastal Area is a transitional area between land and sea which is a meeting area between land and sea, where the sea part is still influenced by land activities such as sedimentation and fresh water flow and the land part is still affected by ocean activity such as tides, sea winds and seepage. salt water.

The purpose of inputting the Scout Warrant is to recap the data into *Microsoft Excel* so that you can see the data more clearly every month and also become a company archive.

PT PELABUHAN INDONESIA (PERSERO)  
CABANG DUMAI

No. 001750

**SURAT PERINTAH PANDU**  
PILOT ORDER

Diberikan kepada sdr : ADBERT Tanggal : 01 APRIL 20 22 Jam \_\_\_\_\_  
Order to the Pilot Date Time

Untuk memandu kapal : W. H. SUTAR ALAS Dari : FB Ke DPT  
To Pilot The Vessel From To

Dwt \_\_\_\_\_ Draft Fd \_\_\_\_\_ Panjang kapal \_\_\_\_\_ M

Tug Boat: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Dumai, 01 APRIL 20 22  
AN. MENEJER PELAYANAN KAPAL, BARANG DAN PPSA  
ASISTEN MENEJER PELAYANAN PEMANDUAN

TEKUN TU

PERHATIAN : Semua hambatan-hambatan pertimbangan-pertimbangan baik rencana pelaksanaan dan hasil pemanduan serta catatan penting lainnya supaya dicatat dibalik lembaran ini dan dapat dicek kembali sebagai laporan pemanduan.

NOTE : Diharap agar dicek kembali Draft dari kapal tersebut.

PESISIR VIA KPL BALTIC

**Figure 2.10 Pilot Orders (SPP)**

Source: PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This chapter describes and explains the tasks carried out while carrying out Job Training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch for 4 (four) months which were carried out from Wednesday 01 February 2023 to Wednesday 31 May 2023 Division of Realization and Administration of Ship Guidance Services Division.

The fields of work carried out during the Job Training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch include the following:

1. Checking Port Service Billing Notes into Microsoft Excel
2. Input Ship Visit Service *Traffic into Ms. Excel*
3. Input Operational Performance *Traffic into Ms. Excel*
4. Inputting operational car fuel consumption financial reports and recording operational car fuel bills
5. Entering the revenue of the pilot service of the ship service into Ms. Excel
6. Inputting coastal work order into Ms. Excel
7. Followed an official trip with the ship pilot service division employees to Pekanbaru
8. Participated in a fun futsal event held by PT Pelabuhan Indonesia (Persero) Regional I, Dumai Branch, Ship Guidance Service Division for agents working with Pelindo.
9. Scan files such as *traffic recaps that will* be sent to ksop and other important documents for company records.
10. Make letters including statement letters, agreement letters and warning letters.



## **3.2 System and Procedure**

### **3.2.1 System**

To make it easier for employees to perform their tasks, companies use internet-based systems. Every computer in one division is connected to other divisions in all business units in PT. Pelabuhan Indonesia (Persero) Regional I Dumai Branch. But not all work is done online, there are some jobs that are done offline and manually, from some of the work do more withway online compared to offline.

### **3.2.2 Procedure**

Practical work procedures that have been carried out in PT. Pelindo Multi Terminal Branch Dumai which starts on Wednesday 01 February 2023 to Wednesday 31 May 2023 Division of Realization and Administration of Ship Guidance Services Division.

The documents produced during the completion of tasks carried out during Job Training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch in the Ship Business and Service Section are as follows:

1. Inputting Port Service Billing Notes into Microsoft Excel  
The data or documents generated from inputting Port Service Bills into Microsoft Excel are documents of notes paid off and not yet paid off so that *the cashback* is paid immediately.
2. Input Ship Visit Service *Traffic into Ms. Excel*  
As for the data or documents generated from inputting Ship Visit Service *Traffic into Ms. Excel* is a *traffic document* that includes all data up to the calculation of guide and delay services. This document is also useful for reporting to ksop (Kesyahbandaran and Port Authority Office).
3. Input Operational Performance *Traffic into Ms. Excel*  
The data or documents generated from Inputting Operational Performance *Traffic* into Ms. Excel is an operational performance file that includes the hours the ship enters until the ship leaves.
4. Inputting operational car fuel consumption financial reports and recording operational car fuel bills

The data or documents generated from inputting financial reports on the use of operational car fuel and recording operational car fuel bills are a clear summary of the company's cash disbursements and cash inflows for operations.

5. Entering the revenue of the pilot service of the ship service into Ms. Excel  
As for the data or documents generated from inputting revenue from ship pilot services into Ms. Excel is a clear summary of the pilot's movements each month and the calculation of their services.
6. Inputting coastal work order into Ms. Excel  
As for the data or documents produced, input the coastal work order into Ms. Excel is a clear summary of command prompts that work according to orders.

### 3.3 Place and Time of the Apprenticeship

#### 3.3.1 Place of the Apprenticeship

This job training was carried out at PT. Pelabuhan Indonesia 1 (Persero) Branch Dumai, Jl. Sultan Syarif Kasim No: 1, Tlk. Binjai, East Dumai, Dumai City, Riau. The head office and administrative affairs are located at Jl. Pasoso No1, Tanjung Priok, Jakarta Utara, Indonesia

#### 3.3.2 Time of the Apprenticeship

The implementation of the Job Training is carried out for 4 months. Starting from 01 February to 31 may 2023.

*Table 3.1 Practice Work Schedule*

No	Day	Working Hours	Company
1	Monday to Friday	08:00 to 17:00	PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch
2	Saturday and Sunday	Holiday	Holiday

*Source Process Data, 2023*

### 3.4 Kind and Description of the Activity

Report on activities that have been carried out during the implementation of Job Training in the Realization and Administration Section of the Ship Guiding Service Division at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch for 4 (four) months starting from Wednesday 01 February 2023 to Wednesday 31 May 2023 in full can be seen from the table as follow:

**Table 3.1 1st (First) Week Job Training Activity Report 01 February 2023 to 03 February 2023**

No	Date and time	Activity	Place of execution
1	Wednesday, 01 February 2023	<ul style="list-style-type: none"> <li>- Self introduction</li> <li>- Introduction with all students who carry out Job Training</li> <li>- Introduction to the profile of PT Pelabuhan Indonesia (Persero) Regional I, Dumai Branch, starting from the history of the company to the most <i>updated information</i>.</li> </ul>	Ship service and pilotage business division
2	Thursday, 02 February 2023	<ul style="list-style-type: none"> <li>- Distribution of positions and rooms for Job Training</li> <li>- Introduction to work procedures in the finance section.</li> </ul>	Ship service and pilotage business division
3	Friday, 03 February 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Visited all divisions in PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch.</li> <li>- Participating k3 competition between employees</li> </ul>	Ship service and pilotage business division

Source: Processed Data 2023

The following shows the Job Training report for week 1 (one) this week for three days, only introducing yourself and recognizing the divisions within PT. Pelabuhan Indonesia (persero) Regional 1 Dumai Branch.

**Table 3.2 Week 2 (Two) Job Training Activity Report February 06 2023 to 10 February 2023**

No	Date and time	Activity	Place of execution
1	Monday, 06 February 2023	<ul style="list-style-type: none"> <li>- Self-introduction of each division with the division manager and his subordinates.</li> <li>- Determination of Job Training supervisor</li> <li>- Explanation of the duties of each division</li> </ul>	Ship service and pilotage business division
2	Tuesday, 07 February 2023	- Checking Port Service Invoices using the Vasa Pelindo application (Ship Services)	Ship service and pilotage business division
3	Wednesday, 08 February 2023	- Entering PDF data into Excel Mejlopen Movement	Ship service and pilotage business division

		<ul style="list-style-type: none"> <li>- MT/MC Vessel Data Checking through the Vasa Pelindo application (Ship Services)</li> <li>- Checking Port Service Invoices using the Vasa Pelindo application (Ship Services)</li> </ul>	division
4	Thursday, 09 February 2023	<ul style="list-style-type: none"> <li>- Checking Port Service Invoices using the Vasa Pelindo application (Ship Services)</li> <li>- Separation of notes paid off / not paid off.</li> <li>- Print a Paid Port Service Invoice</li> </ul>	Ship service and pilotage business division
5	Friday, 10 February 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Recapitulation of fuel usage data for Scouting Operational Vehicles for January 2023</li> </ul>	Ship service and pilotage business division

Source: Processed Data 2023

The following is the Job Training report for week 2 (two) this week, students are still given easy jobs and have not been taught the company's work system, on Friday they take part in morning exercises for the first time.

**Table 3.3 3rd (Three) Week Job Training Activity Report February 13 2023 to 17 February 2023**

No	Date and time	Activity	Place of execution
1	Monday, 13 February 2023	- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Ship service and pilotage business division
2	Tuesday, 14 February 2023	- Activities to meet a Service User in Pekanbaru.	Pekanbaru
3	Wednesday, 15 February 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>	Ship service and pilotage business division
4	Thursday, 16 February 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>	Ship service and pilotage business division
5	Friday, 17 February 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>	Ship service and pilotage business division

Source: Processed Data 2023

The following shows the Job Training Report in week 3 (Three) where on Tuesday he takes part in an official trip to Pekanbaru to work with business partners as one of the efforts to get more cooperation with business partners.

**Table 3.4 Report on Week 4 (Four) Job Training Activities February 20 2023 to 24 February 2023**

No	Date and time	Activity	Place of execution
1	Monday, February 20, 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel	Ship service and pilotage business division
2	Tuesday, 21 February 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel - Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Ship service and pilotage business division
3	Wednesday, 22 February 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel - Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Ship service and pilotage business division
4	Thursday, 23 February 2023	- Sick	Ship service and pilotage business division
5	Friday, 24 February 2023	- Morning exercise - Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Ship service and pilotage business division

Source: Processed Data 2023

The following shows the Job Training Report for the week 4 (four) of this week, on Thursday the author did not come to carry out job training as usual due to illness.

**Table 3.5 Week 5 (Five) Job Training Activity Report 27 February 2023 to 03 March 2023**

No	Date and time	Activity	Place of execution
1	Monday, February 27, 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel - Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Ship service and pilotage business division
2	Tuesday, 28 February 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel	Ship service and pilotage business division
3	Wednesday, March 01, 2023	- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Ship service and pilotage business division
4	Thursday, 02 March 2023	- Checking Paid/Unpaid Ship Notes at Inco Pelindo - Print Ship Notes that have been Paid	Ship service and pilotage business division

5	Friday, March 03, 2023	- Morning exercise - Participated in a Phinisi seminar at The Zuri Hotel	The Zuri Hotel
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Source: Processed Data 2023

The following is the Job Training report for week 5 (fifth) where this week the author attended a marine service seminar on Friday held at The Zuri hotel which lasted for one day which was attended by a number of employees.

**Table 3.6 6th (Six) Week Job Training Activity Report 06 March 2023 to 12 March 2023**

No	Date and time	Activity	Place of execution
1	Monday, March 06, 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel - Inputting ship movement data into Ms. Excel	Ship service and pilotage business division
2	Tuesday, March 07, 2023	- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Ship service and pilotage business division
3	Wednesday, March 08, 2023	- Inputting scout movement into Ms. Excel - Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel - Inputting ship movement data into Ms. Excel	Ship service and pilotage business division
4	Thursday, 09 March 2023	- Inputting coastal SPK into Ms. Excel - Recap operational car fuel bills - Preparation for the Marine Customer FutsalFun event (Gift Wrap and Winner's <i>Souvenir</i> )	Ship service and pilotage business division
5	Friday, March 10, 2023	- The committee at the Marine Customer FutsalFun event	Popaye Futsal
6	Saturday, March 11, 2023	- The committee at the Marine Customer FutsalFun event	Popaye Futsal
7	Sunday, March 12, 2023	- The committee at the Marine Customer FutsalFun event	Popaye Futsal

Source: Processed Data 2023

The following is the Job Training report for week 6 (six) where this week author participated as a committee in the futsal tournament which was held for four days at popaye futsal, this tournament was held by pelindo which aims to strengthen cooperation between customers to continue working together.

**Table 3.7 7th (Seventh) Week Job Training Activity Report 13 March 2023 to 17 March 2023**

No	Date and time	Activity	Place of execution
1	Monday, March 13, 2023	- The committee at the Marine Customer FutsalFun event	Popaye Futsal
2	Tuesday, March 14, 2023	- Recapitulation of the SPK of the Pakning river coast in February	Ship service and pilotage business

		into Ms. Excel	division
3	Wednesday, March 15, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel	Ship service and pilotage business division
4	Thursday, March 16, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel	Ship service and pilotage business division
5	Friday, March 17, 2023	- Checking Port Service Invoices using the Pelindo <i>PHINISI application</i> (Ship Services) - Print invoices that are paid off	Ship service and pilotage business division

Source: Processed Data 2023

The following is the Job Training report on week 7 (seven) where this week the author is still participating as a committee in the futsal tournament which is held for four days which takes place at popaye futsal, this week Monday is the peak day for holding the futsal tournament as well as distributing prizes for futsal tournament winners.

**Table 3.8 Report on Week 8 (Eight) Job Training Activities March 20 2023 to March 24 2023**

No	Date and time	Activity	Place of execution
1	Monday, March 20, 2023	- Delivering the minutes of the event to the finance department of the Indonesian port branch office, regional I, dumai branch - Ask the general manager to sign the ratification of the minutes.	Ship service and pilotage business division
2	Tuesday, March 21, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i>	Ship service and pilotage business division
3	Wednesday, March 22, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel	Ship service and pilotage business division
4	Thursday, March 23, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel	Ship service and pilotage business division
5	Friday, March 24, 2023	- Checking Port Service Invoices using the Pelindo <i>PHINISI application</i> (Ship Services) - Print invoices that are paid off	Ship service and pilotage business division

Source: Processed Data 2023

The following is the Job Training report on week 8 (eighth) where this week the author has started to be taught how to work using company access.

**Table 3.9 Report on 9th (Nineth) Week of Job Training Activities March 27 2023 to March 31 2023**

No	Date and time	Activity	Place of execution
1	Monday, March 27, 2023	<ul style="list-style-type: none"> <li>- Entering the revenue of the pilot service of the ship service into Ms. Excel</li> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> <li>- Reporting the SPT of Pelindo employees</li> </ul>	Ship service and pilotage business division
2	Tuesday, March 28, 2023	<ul style="list-style-type: none"> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>	Ship service and pilotage business division
3	Wednesday, March 29, 2023	<ul style="list-style-type: none"> <li>- Recapitulation of SPK Pakning river coast in March into Ms. Excel</li> <li>- Recap operational car fuel bills</li> </ul>	Ship service and pilotage business division
4	Thursday, March 30, 2023	<ul style="list-style-type: none"> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>	Ship service and pilotage business division
5	Friday, March 31, 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Recapitulation of SPK Pakning river coast in March into Ms. Excel</li> <li>- Recap operational car fuel bills</li> </ul>	Ship service and pilotage business division

Source: Processed Data 2023

The following is the Job Training report for week 9 (nine) where this week the author has started doing daily tasks like several other employees.

**Table 3.10 10th (Ten) Week Job Training Activity Report April 03 2023 to April 07 2023**

No	Date and time	Activity	Place of execution
1	Monday, April 3, 2023	<ul style="list-style-type: none"> <li>- Fill in the letter number and date according to the order number issued</li> <li>- Ask for a signature of approval from the manager</li> </ul>	Pelindo Marine Services
2	Tuesday, April 4, 2023	<ul style="list-style-type: none"> <li>- Creating the latest organizational structure for PT Pelindo Jasa Maritim Area I</li> </ul>	Pelindo Marine Services
3	Wednesday, April 05, 2023	<ul style="list-style-type: none"> <li>- Creating operational performance traffic using the pelindo <i>PHINISI</i> system</li> <li>- Recapitulate the data needed to make a BPJS Employment card</li> <li>- Make a summary of Pelindo employee leave</li> </ul>	Pelindo Marine Services
4	Thursday, April 06, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINISI</i></li> </ul>	Pelindo Marine Services



		<i>system</i>	
5	Friday, April 07, 2023	Holiday (Red Date)	Holiday (Red Date)

Source: Processed Data 2023

The following is the Week 10 (ten) job training practice Work report on Friday, which did not come in as usual due to the death of Jesus Christ, and on the date 1 (one) Ship service and pilotage business division from a division become the Dumai region to a sub holding, namely PT. maritime services. Writers who are currently carrying out job training move from the division according to the placement from the first time.

**Table 3.11 Report on Job Training Activities Week 11 (Eleven) April 10 2023 to April 14 2023**

No	Date and time	Activity	Place of execution
1	Monday, April 10, 2023	<ul style="list-style-type: none"> <li>- Make internal company letters regarding problems with the <i>PHINISI system</i></li> <li>- Making Minutes of Mt Global Top ship docking in DP 5</li> </ul>	Pelindo Marine Services
2	Tuesday, April 11, 2023	<ul style="list-style-type: none"> <li>- Make a Radio Operator Warning Letter</li> <li>- Recap the absences of Pelindo employees in Microsoft Excel</li> <li>- Checking notes paid off / not paid off</li> </ul>	Pelindo Marine Services
3	Wednesday, April 12, 2023	<ul style="list-style-type: none"> <li>- Make reports on Pelindo employee incentives and reports on employee meal allowances</li> <li>- Recapitulation of Pelindo employee salary deductions</li> <li>- Make a financial report on the use of fuel for car vehicles</li> </ul>	Pelindo Marine Services
4	Thursday, April 13, 2023	<ul style="list-style-type: none"> <li>- Make a fingerprint attendance warning letter that is not executed properly</li> <li>- Record the absences of Pelindo employees</li> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>	Pelindo Marine Services
5	Friday, April 14, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>	Pelindo Marine Services

Source: Processed Data 2023

The following shows the Job Training report for the 11th (eleventh) week, this week there are no outdoor activities or anything else, just normal daily activities.

**Table 3.12 12th (Twelve) Week Job Training Activity Report April 17 2023 to April 21 2023**

No	Date and time	Activity	Place of execution
1	Monday, April 17, 2023	- Print a paid ship note - Monthly financial report archive	Pelindo Marine Services
2	Tuesday, April 18, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i>	Pelindo Marine Services
3	Wednesday, April 19, 2023	Eid Al-Fitr holiday	Eid Al-Fitr holiday
4	Thursday, April 20, 2023	Eid Al-Fitr holiday	Eid Al-Fitr holiday
5	Friday, April 21, 2023	Eid Al-Fitr holiday	Eid Al-Fitr holiday

Source: Processed Data 2023

The following shows the Job Training report in the 12th (twelfth) week starting Wednesday the author has started Eid al-Fitr leave according to the bumn calendar.

**Table 3.13 13th (Thirteenth) Week Job Training Activity Report April 24 2023 to April 28 2023**

No	Date and time	Activity	Place of execution
1	Monday, April 24, 2023	Eid Al-Fitr holiday	Eid Al-Fitr holiday
2	Tuesday, April 25, 2023	Eid Al-Fitr holiday	Eid Al-Fitr holiday
3	Wednesday, April 26, 2023	- Print a paid ship note - Monthly financial report archive	Pelindo Marine Services
4	Thursday, April 27, 2023	- Recapitulation of SPK Pakning river coast in March into Ms. Excel - Recap operational car fuel bills	Pelindo Marine Services
5	Friday, April 28, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel	Pelindo Marine Services

Source: Processed Data 2023

The following shows the Job Training report for the 13th (thirteenth) week, which is still on Eid Al-Fitr leave for a few days and returns on Thursday and Friday to continue job training.

**Table 3.14 14th (Fourteenth) Week Job Training Activity Report May 01 2023 to May 05 2023**

No	Date and time	Activity	Place of execution
1	Monday, 01 May 2023	Holiday (Red Date)	Holiday (Red Date)
2	Tuesday, 02 May 2023	- Inputting scout movement into Ms. Excel - Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel - Inputting ship movement data into Ms. Excel	Pelindo Marine Services
3	Wednesday, 03 May	- Input Ship Visit Traffic into Ms.	Pelindo Marine

	2023	Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel	Services
4	Thursday, 04 May 2023	- Make reports on Pelindo employee incentives and reports on employee meal allowances - Recapitulation of Pelindo employee salary deductions - Make a financial report on the use of fuel for car vehicles	Pelindo Marine Services
5	Friday, 05 May 2023	- Recapitulation of Ship Service Financial Report Archives from January – April 2023 - Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel	Pelindo Marine Services

Source: Processed Data 2023

The following shows the Job Training report for the 14th (fourteenth) week on Monday a holiday due to International Labor Day and on Tuesday the job training continues as usual.

**Table 3.15 15th (Fifteenth) Week Job Training Activity Report May 08 2023 to May 12 2023**

No	Date and time	Activity	Place of execution
1	Monday, 08 May 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Creating operational performance traffic using the pelindo <i>PHINNISI</i> system	Pelindo Marine Services
2	Tuesday, 09 May 2023	- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch - Inputting Operational Performance into Ms. Excel - Inputting ship movement data into Ms. Excel	Pelindo Marine Services
3	Wednesday, May 10, 2023	- Inputting ship movement data into Ms. Excel	Pelindo Marine Services
4	Thursday, 11 May 2023	- Print a paid ship note - Monthly financial report archive	Pelindo Marine Services
5	Friday, 12 May 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Creating operational performance traffic using the pelindo <i>PHINNISI</i> system	Pelindo Marine Services

Source: Processed Data 2023

The following shows the Job Training report on the 15th (fifteenth) week of activities, usually daily work.

**Table 3.16 16th (Sixteenth) Week Job Training Activity Report May 15 2023 to May 19 2023**

No	Date and time	Activity	Place of execution
1	Monday, 15 May 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINISI</i> system</li> </ul>	Pelindo Marine Services
2	Tuesday, May 16, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINISI</i> system</li> </ul>	Pelindo Marine Services
3	Wednesday, 17 May 2023	<ul style="list-style-type: none"> <li>- Make a fingerprint attendance warning letter that is not executed properly</li> <li>- Record the absences of Pelindo employees</li> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>	Pelindo Marine Services
4	Thursday, 18 May 2023	Holiday	Holiday
5	Friday, 19 May 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINISI</i> system</li> </ul>	Pelindo Marine Services

Source: Processed Data 2023

The following shows the Job Training report on the 16th (sixteenth) week of activities, usually daily work but on Thursday the ascension of Jesus Christ is off.

**Table 3.17 17th (Seventeenth) Week Job Training Activity Report May 22 2023 to May 26 2023**

No	Date and time	Activity	Place of execution
1	Monday, 22 May 2023	<ul style="list-style-type: none"> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>	Pelindo Marine Services
2	Tuesday, 23 May 2023	<ul style="list-style-type: none"> <li>- Inputting scout movement into Ms. Excel</li> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>	Pelindo Marine Services
3	Wednesday, May 24, 2023	<ul style="list-style-type: none"> <li>- Make a Radio Operator Warning Letter</li> <li>- Recap the absences of Pelindo employees in Microsoft Excel</li> </ul>	Pelindo Marine Services

		- Checking notes paid off / not paid off	
4	Thursday, 25 May 2023	- Checking Paid/Unpaid Ship Notes at Inco Pelindo - Print Ship Notes that have been Paid	Pelindo Marine Services
5	Friday, May 26, 2023	- Completing and recapitulating ship guide requirements data for submitting official housing leases - Make receipts for the annual rent of the guide house	Pelindo Marine Services

Source: Processed Data 2023

The following shows the Job Training report on the 17th (Seventeenth) week of daily work activities as usual.

**Table 3.18 18th (Eighteenth) Week Job Training Activity Report May 28 2023 to May 31 2023**

No	Date and time	Activity	Place of execution
1	Sunday, May 28, 2023	- Farewell ceremony for a retired employee (plenary)	Captain Elwin Beach
2	Monday, 29 May 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Creating operational performance traffic using the pelindo <i>PHINNISI</i> system	Pelindo Marine Services
3	Tuesday, 30 May 2023	- Completing and recapitulating ship guide requirements data for submitting official housing leases - Make receipts for the annual rent of the guide house	Pelindo Marine Services
4	Wednesday, May 31, 2023	- Checking Paid/Unpaid Ship Notes at Inco Pelindo - Print Ship Notes that have been Paid - Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Creating operational performance traffic using the pelindo <i>PHINNISI</i> system	Pelindo Marine Services

Source: Processed Data 2023

The following shows the Job Training report in the 18th (eighteenth) week or the last week of practical work where on Sundays a farewell event for retired employees is held at Captain Elmin Beach, Dumai and as the last contribution activity for job training on PT. Pelabuhan Indonesia (persero) Regional 1 Dumai Branch.

### **3.5 Obstacles and Solutions of Apprenticeship**

#### **3.5.1 Obstacles During of The Job Training**

The obstacles encountered during the completion of tasks carried out during job training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch in the Ship Business and Service Section are as follows:

1. The network available at the ship service and pilotage office is not good because the completion of work in the office is constrained because the current system already uses an entirely online system.
2. There are several jobs that have not been studied, such as in the ship service and pilotage business division, such as how to calculate ship service calculations and so on.
3. The problem faced by the author is that in April one of the ship service and pilotage business divisions moved from a division in the Dumai area to become a sub holding, namely PT maritime services. Writers who are carrying out job training move from the division according to the placement from the first time so the author does not get an validity sheet at PT Pelabuhan Indonesia (Persero) Regional 1 dumai branch replaced with PT Pelindo marine service

#### **3.5.2 Solutions During of The Job Training**

Some of the obstacles encountered during the job training can be overcome in the following way:

1. Using a private network that is connected to a computer device can help access all activities related to the online system.
2. In the future to add courses related to ship services which are also commonly found in the world of work.
3. The solution taken by the author is to make a description of the daily work to explain why the divisions are different.

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

In carrying out Job Training activities at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, especially in the Realization and Administration Section of the Ship Guidance Service Division, the author gained a lot of real knowledge in applying the knowledge gained in lectures, so that it can be practiced optimally and optimally when carry out job training. Job Training is a means for students to get to know the real world of work as well as get to know the environment and working conditions that students will face after graduating from college.

Based on the description of the Job Trainingreport, it can be concluded that there are several theories and practices that have been taught in lectures that can be applied during Practical Work. The following is a summary of the work done during the Practical Work:

1. The specifications of the work carried out during the Job Training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch are making ship visit service *traffic* , operational performance traffic , inputting financial reports on operational vehicle fuel consumption, inputting SPK reports, checking paid/unpaid service invoice notes, print invoices for services that have been paid and archive notes that have been inputted.
2. Job Training Activities are carried out at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch. This activity was carried out for 4 (four) months from 01 February 2023 to 31 May 2023.
3. The expected target while carrying out work at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, especially in the General Finance section of the Ship Service and Guidance Division, is that the author understands well and knows traffic reports on ship visiting services, traffic reports on operational performance, knowing notes paid *off / not* yet paid

off through the Vasa Pelindo application, reports on the fuel usage of operational vehicles, prepares warning letters and recaps and archives previously inputted notes.

4. The software used while doing work at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, especially in the General Finance section of the Ship Guidance and Service Division, is *Microsoft Word, Microsoft Excel, Phinnisi Pelindo, Vasa Pelindo, Inco Pelindo*. The hardware is a computer, laptop, printer and *scan tool*.
5. Obstacles faced while doing work at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, especially in the General Finance section of the Service Division and Ship Guidance, the network was not good at completing work with the online system which was hampered.
6. The solution taken when carrying out work at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, especially in the General Finance section of the Ship Guidance and Service Division, in overcoming these obstacles is to use a private network that can help work with the online system.

#### **4.2 Suggestion**

After carrying out Job Training at PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch, there are several suggestions from the author personally, namely as follows:

1. When carrying out Job Training at these companies, students must better recognize and adapt to the characteristics of each employee in the company because at first they are usually busy with their respective office jobs so that we personally as interns are required to be more active and take the initiative to ask questions. the mentor or coordinator where we carry out the Job Training as well as our opportunity to introduce ourselves and adapt .
2. Considering that company data is an important confidential asset, so that unwanted errors do not occur, it is better Entering the data requires accuracy and deep understanding implement it. Therefore, follow the



guidelines that have been taught and do the internship with focus and thoroughness .

## REFERENCES

- PT. Pelabuhan Indonesia (Persero), 2021. “*Company Profile*”.  
<https://www.pelindo.co.id/page/sejarah-pelindo>. Accessed on Juny 10<sup>th</sup> 14.14 AM
- PT. Pelabuhan Indonesia (Persero), 2021. “*Vision and Mision*”. <https://www.pelindo.co.id/page/visi-misi>. Accessed on Juny 10<sup>th</sup> 14.20 AM

## Lampiran.1 Job Training Application Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET, DAN TEKNOLOGI  
**POLITEKNIK NEGERI BENGKALIS**

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711  
Telepon: (+62766) 24566, Fax: (+62766) 800 1000  
Laman: <http://www.polbeng.ac.id>, E-mail: [polbeng@polbeng.ac.id](mailto:polbeng@polbeng.ac.id)

Nomor : 5724/PL31/TU/2022

28 November 2022

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Pelindo Dumai  
di  
Dumai

Dengan hormat,

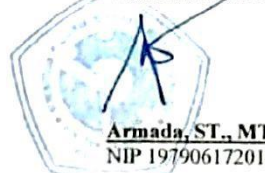
Sehubungan akan dilaksanakannya Kerja Praktek untuk Mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan dan keterampilan Mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di Perusahaan yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan Februari - Juli 2023, adapun nama mahasiswa sebagai berikut:

No	Nama	NIM	Prodi
1	Erlinda Suryati	5404191243	D4 Administrasi Bisnis Internasional
2	Sri Wulan Russiti Dewi R	5404191234	D4 Administrasi Bisnis Internasional
3	Ayu Farah Shaindah	5404191241	D4 Administrasi Bisnis Internasional
4	Noraliza	5404191253	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,  
Wakil Direktur I



**Armada, ST., MT**  
NIP 197906172014041001

Contact Person:  
Adrian Irnanda Pratama, S.Sos., M.BA (082384323018)

## Lampiran.2 Reply Letter for Application for Practical Work



Dumai, 13 Desember 2022

Nomor : HM.03.05/13/12/1/B5.1/B5/DUM-22  
Lampiran : 1  
Perihal : Permohonan Kerja Praktek (KP)

Kepada Yth. Direktur Politeknik Negeri Bengkalis

Menunjuk surat dari Direktur Politeknik Negeri Bengkalis Nomor : 5724/PL31/TU/2022 tanggal 28 November 2022 perihal Permohonan Kerja Praktek (KP).

Sehubungan hal tersebut diatas, disampaikan bahwa pada prinsipnya kami menyetujui mahasiswa Saudara untuk melakukan Kerja Praktek di perusahaan kami terhitung mulai 01 Februari s.d 31 Juli 2023 atas nama sebagai berikut :

NO	NAMA MAHASISWA/I	NIM	JURUSAN
1	ERLINDA SURYATI	5404191243	D4 Administrasi Bisnis Internasional
2	SRI WULAN RUSSITI DEWI R	5404191234	D4 Administrasi Bisnis Internasional
3	AYU FARAH SHAINDAH	5404191241	D4 Administrasi Bisnis Internasional
4	NORALIZA	5404191253	D4 Administrasi Bisnis Internasional

Untuk pelaksanaan dimaksud kepada Mahasiswa/i saudara agar memperhatikan hal-hal sebagai berikut :

1. Sebelum memulai Kerja Praktek wajib melapor kepada Asisten Menejer Umum pada Divisi Umum Cabang Pelabuhan Dumai.
2. Mentaati semua peraturan yang berlaku dan Protokol Kesehatan di Perusahaan dan wajib memahaminya.
3. Menyerahkan Surat Keterangan Rapid Tes bebas Covid-19 dan Surat Keterangan Sudah Vaksin (Min. Dosis kedua).
4. Melengkapi Fotocopy Asuransi Jiwa / BPJS Kesehatan.
5. Menyerahkan surat pernyataan bermaterai dari Kampus apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggung jawab.
6. Perusahaan kami tidak menyediakan fasilitas seperti uang makan, tempat tinggal, transport, asuransi dan lain-lainnya.


Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

**REGIONAL 1 DUMAI**  
**MANAGER UMUM**



**MUHAMMAD NIRWAN MM**  
**NIP. 100993**

### Lampiran.3 Certificate of Completion of Practical Work



**SURAT KETERANGAN**  
NO : KP.40 /1/14/ DMI/REG1-23.TU

General Manager Pelindo Regional I Cabang Dumai menerangkan bahwa :

**N a m a** : NORALIZA

**Mahasiswi** : Jurusan Administrasi Niaga

**NIM** : 5404191253

**Program Study** : Administrasi Bisnis Internasional


Berdasarkan :

1. Surat dari Direktur Politeknik Negeri Bengkalis Nomor : 5724/PL31/TU/2022 tanggal 28 November 2022 perihal Permohonan Kerja Praktik (KP);
2. Surat General Manager Regional 1 Cabang Dumai Nomor : HM.03.05/13/12/1/B5.1/B5/DUM-22 tanggal 13 Desember 2022 perihal Permohonan Kerja Praktik (KP).

Bahwa yang bersangkutan telah melaksanakan Magang/ Kerja Praktek di PT. Pelabuhan Indonesia (Persero) Regional I Cabang Dumai terhitung mulai tanggal 1 Februari s.d 31 Mei 2023, dan yang bersangkutan mempunyai dedikasi (Klasifikasi Nilai) Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.


Dumai, 2 Juni 2023  
**REGIONAL 1 CABANG DUMAI**  
an. GENERAL MANAGER  
MENEJER UMUM



**M. NIRWAN**  
NIPP. 100993

Regional 1 Cabang Dumai  
Jl. Sultan Syarif Kasim No. 1 Dumai - 28813  
T +62 765 31469 | E dumai@pelindo.co.id

[www.pelindo.co.id](http://www.pelindo.co.id)



## Lampiran.4 Job Training Assessment Sheet

### Lampiran.4 Lembar Penilaian Kerja Praktik

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTIK**  
PT PELABUHAN INDONESIA (PERSERO) REGIONAL I CABANG DUMAI  
BAGIAN KEUANGAN UMUM DEVISI PELAYANAN DAN PEMANDUAN  
KAPAL

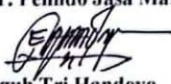
Nama : Nor Aliza  
NIM : 5304191253  
Asal Perguruan Tinggi : Politeknik Negeri Bengkalis  
Program Studi : D-IV Administrasi Bisnis Internasional

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	85
2.	Responsibility	25%	80
3.	Adjustment/Adaptation	10%	85
4.	Work Result	30%	85
5.	Behavior in General	15%	85
	Total ( 1+2+3+4+5 )	100%	

Keterangan :  
Nilai : Kriteria  
81 – 100 : Istimewa  
71 – 80 : Baik Sekali  
66 – 70 : Baik  
61 – 65 : Cukup Baik  
56 – 60 : Baik

Catatan:

Dumai, 31 Mei 2023  
Deputi Manager Unit Dumai  
PT. Pelindo Jasa Maritim

  
**Teguh Tri Handoyo**  
NIPP. 101758

## Lampiran.5 Job Training Attendance List

**LIST PRESENT OF THE JOB TRAINING  
PT PELABUHAN INDONESIA (PERSERO) REGIONAL I DUMAI BRANCH  
PERIOD 01 FEBRUARY to 31 MAY 2023**

**Name** : Nor Aliza  
**NIM** : 5404191253

No	Day	Date	Signed by the supervisor
1	Wednesday	01 February 2023	<i>Del.</i>
2	Thursday	02 February 2023	<i>Del.</i>
3	Friday	03 February 2023	<i>Del.</i>
4	Monday	06 February 2023	<i>Del.</i>
5	Tuesday	07 February 2023	<i>Del.</i>
6	Wednesday	08 February 2023	<i>Del.</i>
7	Thursday	09 February 2023	<i>Del.</i>
8	Friday	10 February 2023	<i>Del.</i>
9	Monday	13 February 2023	<i>Del.</i>
10	Tuesday	14 February 2023	<i>Del.</i>
11	Wednesday	15 February 2023	<i>Del.</i>
12	Thursday	16 February 2023	<i>Del.</i>
13	Friday	17 February 2023	<i>Del.</i>
14	Monday	20 February 2023	<i>Del.</i>

15	Tuesday	21 February 2023	Del.
16	Wednesday	22 February 2023	Del.
17	Thursday	23 February 2023	Sick Del.
18	Friday	24 February 2023	Del.
19	Monday	27 February 2023	Del.
20	Tuesday	28 February 2023	Del.
21	Wednesday	01 March 2023	Del. Del.
22	Thursday	02 March 2023	Del.
23	Friday	03 March 2023	Del.
24	Monday	06 March 2023	Del.
25	Tuesday	07 March 2023	Del.
26	Wednesday	08 March 2023	Del.
27	Thursday	09 March 2023	Del.
28	Friday	10 March 2023	Del.
29	Monday	13 March 2023	Del.
30	Tuesday	14 March 2023	Del.
31	Wednesday	15 March 2023	Del.
32	Thursday	16 March 2023	Del.
33	Friday	17 March 2023	Del.
34	Monday	20 March 2023	Del.


35	Tuesday	21 March 2023	Del.
36	Wednesday	22 March 2023	Del.
37	Thursday	23 March 2023	Del.
38	Friday	24 March 2023	Del.
39	Monday	27 March 2023	Del.
40	Tuesday	28 March 2023	Del.
41	Wednesday	29 March 2023	Del.
42	Thursday	30 March 2023	Del.
43	Friday	31 March 2023	Del.
44	Monday	03 April 2023	Del.
45	Tuesday	04 April 2023	Del.
46	Wednesday	05 April 2023	Del.
47	Thursday	06 April 2023	Del.
48	Friday	07 April 2023	Holiday
49	Monday	10 April 2023	Del.
50	Tuesday	11 April 2023	Del.
51	Wednesday	12 April 2023	Del.
52	Thursday	13 April 2023	Del.
53	Friday	14 April 2023	Del.
54	Monday	17 April 2023	Del.



55	Tuesday	18 April 2023	<i>D.L.</i>
56	Wednesday	19 April 2023	Holiday
57	Thursday	20 April 2023	Holiday
58	Friday	21 April 2023	Holiday
59	Monday	24 April 2023	Holiday
60	Tuesday	25 April 2023	Holiday
61	Wednesday	26 April 2023	<i>D.L.</i>
62	Thursday	27 April 2023	<i>D.L.</i>
63	Friday	28 April 2023	<i>D.L.</i>
64	Monday	01 May 2023	Holiday
65	Tuesday	02 May 2023	<i>D.L.</i>
66	Wednesday	03 May 2023	<i>D.L.</i>
67	Thursday	04 May 2023	<i>D.L.</i>
68	Friday	05 May 2023	<i>D.L.</i>
69	Monday	08 May 2023	<i>D.L.</i>
70	Tuesday	09 May 2023	<i>D.L.</i>
71	Wednesday	10 May 2023	<i>D.L.</i>
72	Thursday	11 May 2023	<i>D.L.</i>
73	Friday	12 May 2023	<i>D.L.</i>
74	Monday	15 May 2023	<i>D.L.</i>


75	Tuesday	16 May 2023	Dul.
76	Wednesday	17 May 2023	Dul.
77	Thursday	18 May 2023	Dul.
78	Friday	19 May 2023	Dul.
79	Monday	22 May 2023	Dul.
80	Tuesday	23 May 2023	Dul.
81	Wednesday	24 May 2023	Dul.
82	Thursday	25 May 2023	Dul.
83	Friday	26 May 2023	Dul.
84	Monday	29 May 2023	Dul.
85	Tuesday	30 May 2023	Dul.
86	Wednesday	31 May 2023	Dul.



Dumai, 31 May 2023  
Senior Officer Operasional & Penunjang  
Area Manager Sumatra 2  
PT. Pelindo Maritime Services

  
**Dimas Hendarta**  
NIPP 104912

## DAILY ACTIVITIES


**Date : 01 February 2023 to 03 February 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Wednesday, 01 February 2023	<ul style="list-style-type: none"> <li>- Introduction with all students who carry out Job Training</li> <li>- Introduction to the profile of PT Pelabuhan Indonesia (Persero) Regional I, Dumai Branch, starting from the history of the company to the most <i>updated information</i>.</li> </ul>	Dimas Hendarta	
Thursday, 02 February 2023	<ul style="list-style-type: none"> <li>- Distribution of positions and rooms for Job Training</li> <li>- Introduction to work procedures in the finance section.</li> </ul>		
Friday, 03 February 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Visited all divisions in PT Pelabuhan Indonesia (Persero) Regional I Dumai Branch.</li> <li>- Participating k3 competition between employees</li> </ul>		
Industry Advisory Notes			

No	PICTURE	INFORMATION
	 	<p>In the first week the writer is required to introduce himself to the ship service business division, and on Friday for the first time he takes part in an activity held by Pelindo, namely K3.</p>

## DAILY ACTIVITIES


**Date : February 06 2023 to 10 February 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 06 February 2023	<ul style="list-style-type: none"> <li>- Self-introduction of each division with the division manager and his subordinates.</li> <li>- Determination of Job Training supervisor</li> <li>- Explanation of the duties of each division</li> </ul>	Dimas Hendarta	
Tuesday, 07 February 2023	<ul style="list-style-type: none"> <li>- Checking Port Service Invoices using the Vasa Pelindo application (Ship Services)</li> </ul>		
Wednesday, 08 February 2023	<ul style="list-style-type: none"> <li>- Entering PDF data into Excel Mejlopen Movement</li> <li>- MT/MC Vessel Data Checking through the Vasa Pelindo application (Ship Services)</li> <li>- Checking Port Service Invoices using the Vasa Pelindo application (Ship Services)</li> </ul>		
Thursday, 09 February 2023	<ul style="list-style-type: none"> <li>- Checking Port Service Invoices using the Vasa Pelindo application (Ship Services)</li> <li>- Separation of notes paid off / not paid off.</li> <li>- Print a Paid Port Service Invoice</li> </ul>		
Friday, 10 February 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Recapitulation of fuel usage data for Scouting Operational Vehicles for January 2023</li> </ul>		
Industry Advisory Notes			

No	PICTURE	INFORMATION
	 	<p>In the second week the writer has started to get a job from the supervisor and on Friday the daily exercise is carried out at the pelindo dumai branch.</p>

## DAILY ACTIVITIES


**Date : February 13 2023 to 17 February 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 13 February 2023	- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch	Dimas Hendarta	
Tuesday, 14 February 2023	- Activities to meet a Service User in Pekanbaru.		
Wednesday, 15 February 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel		
Thursday, 16 February 2023	- Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel		
Friday, 17 February 2023	- Morning exercise - Input Ship Visit Traffic into Ms. Excel - Inputting Operational Performance into Ms. Excel		
Industry Advisory Notes			


No	PICTURE	INFORMATION

## DAILY ACTIVITIES

**Date : 20 February 2023 to 24 February 2023**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, February 20, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>	Dimas Hendarta	
Tuesday, 21 February 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>		
Wednesday, 22 February 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>		
Thursday, 23 February 2023	<ul style="list-style-type: none"> <li>- Sick</li> </ul>		
Friday, 24 February 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>		
Industry Advisory Notes			



<b>No</b>	<b>PICTURE</b>	<b>INFORMATION</b>
		Weekly activities that are carried out continuously are morning exercises on Fridays.

## DAILY ACTIVITIES


**Date : 27 February 2023 to 03 March 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, February 27, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>	Dimas Hendarta	
Tuesday, 28 February 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>		
Wednesday, March 01, 2023	<ul style="list-style-type: none"> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>		
Thursday, 02 March 2023	<ul style="list-style-type: none"> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>		
Friday, March 03, 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Participated in a Phinisi seminar at The Zuri Hotel</li> </ul>		
Industry Advisory Notes			

No	PICTURE	INFORMATION
		<p>On Friday the writer attended a seminar on Pelindo which was held at the Zuri hotel, the activity lasted for one day.</p>

## DAILY ACTIVITIES


**Date : 06 March 2023 to 12 March 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, March 06, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>	Dimas Hendarta	
Tuesday, March 07, 2023	<ul style="list-style-type: none"> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>		
Wednesday, March 08, 2023	<ul style="list-style-type: none"> <li>- Inputting scout movement into Ms. Excel</li> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>		
Thursday, 09 March 2023	<ul style="list-style-type: none"> <li>- Inputting coastal SPK into Ms. Excel</li> <li>- Recap operational car fuel bills</li> <li>- Preparation for the Marine Customer FutsalFun event (Gift Wrap and Winner's <i>Souvenir</i> )</li> </ul>		
Friday, March 10, 2023	<ul style="list-style-type: none"> <li>- The committee at the Marine Customer FutsalFun event</li> </ul>		
Saturday, March 11, 2023	<ul style="list-style-type: none"> <li>- The committee at the Marine Customer FutsalFun event</li> </ul>		
Sunday, March 12, 2023	<ul style="list-style-type: none"> <li>- The committee at the Marine Customer FutsalFun event</li> </ul>		
Industry Advisory Notes			

No	PICTURE	INFORMATION
	 	<p>In this week's job training activities, the author contributed to the futsal tournament activities held by Pelindo for customers of the Dumai Branch of Pelindo. This activity was held at Popayee Field.</p>

## DAILY ACTIVITIES


**Date : 13 March 2023 to 17 March 2023**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, March 13, 2023	- The committee at the Marine Customer Futsal Fun event	Dimas Hendarta	
Tuesday, March 14, 2023	- Recapitulation of the SPK of the Pakning river coast in February into Ms. Excel		
Wednesday, March 15, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel		
Thursday, March 16, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Inputting Operational Performance into Ms. Excel		
Friday, March 17, 2023	- Checking Port Service Invoices using the Pelindo <i>PHINISI application</i> (Ship Services) - Print invoices that are paid off		
Industry Advisory Notes			

No	PICTURE	INFORMATION

## DAILY ACTIVITIES


**Date : March 20 2023 to March 24 2023**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, March 20, 2023	<ul style="list-style-type: none"> <li>- Delivering the minutes of the event to the finance department of the Indonesian port branch office, regional I, dumai branch</li> <li>- Ask the general manager to sign the ratification of the minutes.</li> </ul>	Dimas Hendarta	
Tuesday, March 21, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> </ul>		
Wednesday, March 22, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>		
Thursday, March 23, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>		
Friday, March 24, 2023	<ul style="list-style-type: none"> <li>- Checking Port Service Invoices using the Pelindo <i>PHINISI application</i> (Ship Services)</li> <li>- Print invoices that are paid off</li> </ul>		
Industry Advisory Notes			

No	PICTURE	INFORMATION
		<p>Activities this week as usual by doing daily activities as usual.</p>

## DAILY ACTIVITIES

**Date : March 27 2023 to March 31 2023**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, March 27, 2023	<ul style="list-style-type: none"> <li>- Entering the revenue of the pilot service of the ship service into Ms. Excel</li> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> <li>- Reporting the SPT of Pelindo employees</li> </ul>	Dimas Hendarta	
Tuesday, March 28, 2023	<ul style="list-style-type: none"> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> </ul>		
Wednesday, March 29, 2023	<ul style="list-style-type: none"> <li>- Recapitulation of SPK Pakning river coast in March into Ms. Excel</li> <li>- Recap operational car fuel bills</li> </ul>		
Thursday, March 30, 2023	<ul style="list-style-type: none"> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>		
Friday, March 31, 2023	<ul style="list-style-type: none"> <li>- Morning exercise</li> <li>- Recapitulation of SPK Pakning river coast in March into Ms. Excel</li> <li>- Recap operational car fuel bills</li> </ul>		
Industry Advisory Notes			


No	PICTURE	INFORMATION
		<p>This week's activities as usual by doing routine gymnastics activities on Friday.</p>



## DAILY ACTIVITIES


**Date : April 03 2023 to April 07 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, April 3, 2023	<ul style="list-style-type: none"> <li>- Fill in the letter number and date according to the order number issued</li> <li>- Ask for a signature of approval from the manager</li> </ul>	Dimas Hendarta	
Tuesday, April 4, 2023	<ul style="list-style-type: none"> <li>- Creating the latest organizational structure for PT Pelindo Jasa Maritim Area I</li> </ul>		
Wednesday, April 05, 2023	<ul style="list-style-type: none"> <li>- Creating operational performance traffic using the pelindo <i>PHINISI</i> system</li> <li>- Recapitulate the data needed to make a BPJS Employment card</li> <li>- Make a summary of Pelindo employee leave</li> </ul>		
Thursday, April 06, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINISI</i> system</li> </ul>		
Friday, April 07, 2023	Holiday (Red Date)		
Industry Advisory Notes			

<b>No</b>	<b>PICTURE</b>	<b>INFORMATION</b>
		<p>In April, the Dumai branch of Pelindo received a division change from initially still being a Dumai branch to a subholding which became Pelindo Jasa Maritim.</p>

## DAILY ACTIVITIES


**Date : April 10 2023 to April 14 2023**

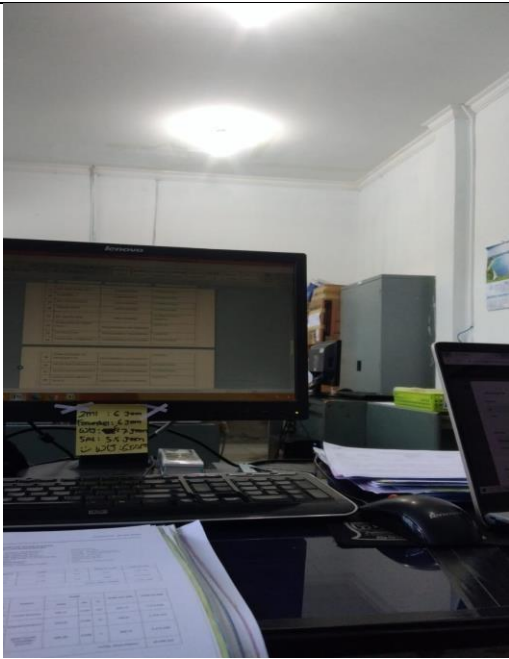
DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, April 10, 2023	<ul style="list-style-type: none"> <li>- Make internal company letters regarding problems with the <i>PHINISI system</i></li> <li>- Making Minutes of Mt Global Top ship docking in DP 5</li> </ul>	Dimas Hendarta	
Tuesday, April 11, 2023	<ul style="list-style-type: none"> <li>- Make a Radio Operator Warning Letter</li> <li>- Recap the absences of Pelindo employees in Microsoft Excel</li> <li>- Checking notes paid off / not paid off</li> </ul>		
Wednesday, April 12, 2023	<ul style="list-style-type: none"> <li>- Make reports on Pelindo employee incentives and reports on employee meal allowances</li> <li>- Recapitulation of Pelindo employee salary deductions</li> <li>- Make a financial report on the use of fuel for car vehicles</li> </ul>		
Thursday, April 13, 2023	<ul style="list-style-type: none"> <li>- Make a fingerprint attendance warning letter that is not executed properly</li> <li>- Record the absences of Pelindo employees</li> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>		
Friday, April 14, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>		
Industry Advisory Notes			

No	PICTURE	INFORMATION

## DAILY ACTIVITIES


**Date : April 17 2023 to April 21 2023**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, April 17, 2023	- Print a paid ship note - Monthly financial report archive	Dimas Hendarta	
Tuesday, April 18, 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i>		
Wednesday, April 19, 2023	Eid Al-Fitr holiday		
Thursday, April 20, 2023	Eid Al-Fitr holiday		
Friday, April 21, 2023	Eid Al-Fitr holiday		
Industry Advisory Notes			

No	PICTURE	INFORMATION
		<p>This week the activities carried out by the writer were not so many because they only entered for two days, a few days later the writer had a national Eid holiday which caused not much work to be given by the supervisor.</p>

## DAILY ACTIVITIES


**Date : April 24 2023 to April 28 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, April 24, 2023	Eid Al-Fitr holiday	Dimas Hendarta	
Tuesday, April 25, 2023	Eid Al-Fitr holiday		
Wednesday, April 26, 2023	<ul style="list-style-type: none"> <li>- Print a paid ship note</li> <li>- Monthly financial report archive</li> </ul>		
Thursday, April 27, 2023	<ul style="list-style-type: none"> <li>- Recapitulation of SPK Pakning river coast in March into Ms. Excel</li> <li>- Recap operational car fuel bills</li> </ul>		
Friday, April 28, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>		
Industry Advisory Notes			


<b>No</b>	<b>PICTURE</b>	<b>INFORMATION</b>
		<p>This week, Monday and Tuesday, we are still on Eid Al-Fitr holiday activities and continued on Wednesday and so on, we have carried out our usual job training routine.</p>

## DAILY ACTIVITIES

**Date : May 01 2023 to May 05 2023**


DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 01 May 2023	Holiday (Red Date)	Dimas Hendarta	
Tuesday, 02 May 2023	<ul style="list-style-type: none"> <li>- Inputting scout movement into Ms. Excel</li> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>		
Wednesday, 03 May 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>		
Thursday, 04 May 2023	<ul style="list-style-type: none"> <li>- Make reports on Pelindo employee incentives and reports on employee meal allowances</li> <li>- Recapitulation of Pelindo employee salary deductions</li> <li>- Make a financial report on the use of fuel for car vehicles</li> </ul>		
Friday, 05 May 2023	<ul style="list-style-type: none"> <li>- Recapitulation of Ship Service Financial Report Archives from January – April 2023</li> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Inputting Operational Performance into Ms. Excel</li> </ul>		
Industry Advisory Notes			



<b>No</b>	<b>PICTURE</b>	<b>INFORMATION</b>
		<p>Monday this week is a holiday with International Labor day, further daily activities will remain as usual.</p>

## DAILY ACTIVITIES


**Date : May 08 2023 to May 12 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 08 May 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINISI system</i></li> </ul>	Dimas Hendarta	
Tuesday, 09 May 2023	<ul style="list-style-type: none"> <li>- Inputting financial reports on Vehicle Fuel Consumption at the Dumai Branch</li> <li>- Inputting Operational Performance into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>		
Wednesday, May 10, 2023	<ul style="list-style-type: none"> <li>- Inputting ship movement data into Ms. Excel</li> </ul>		
Thursday, 11 May 2023	<ul style="list-style-type: none"> <li>- Print a paid ship note</li> <li>- Monthly financial report archive</li> </ul>		
Friday, 12 May 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINISI system</i></li> </ul>		
Industry Advisory Notes			

<b>No</b>	<b>PICTURE</b>	<b>INFORMATION</b>
		<p>On Wednesday, one of Pelindo Jasa Marine's employees had a birthday which was celebrated by other employees.</p>

## DAILY ACTIVITIES


**Date : May 15 2023 to May 19 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 15 May 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINNISI system</i></li> </ul>	Dimas Hendarta	
Tuesday, May 16, 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINNISI system</i></li> </ul>		
Wednesday, 17 May 2023	<ul style="list-style-type: none"> <li>- Make a fingerprint attendance warning letter that is not executed properly</li> <li>- Record the absences of Pelindo employees</li> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>		
Thursday, 18 May 2023	Holiday		
Friday, 19 May 2023	<ul style="list-style-type: none"> <li>- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i></li> <li>- Creating operational performance traffic using the pelindo <i>PHINNISI system</i></li> </ul>		
Industry Advisory Notes			

No	PICTURE	INFORMATION
		Weekly activities that are routinely carried out are weekly gymnastics.

## DAILY ACTIVITIES


**Date : May 22 2023 to May 26 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 22 May 2023	<ul style="list-style-type: none"> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>	Dimas Hendarta	
Tuesday, 23 May 2023	<ul style="list-style-type: none"> <li>- Inputting scout movement into Ms. Excel</li> <li>- Input Ship Visit Traffic into Ms. Excel</li> <li>- Inputting ship movement data into Ms. Excel</li> </ul>		
Wednesday, May 24, 2023	<ul style="list-style-type: none"> <li>- Make a Radio Operator Warning Letter</li> <li>- Recap the absences of Pelindo employees in Microsoft Excel</li> <li>- Checking notes paid off / not paid off</li> </ul>		
Thursday, 25 May 2023	<ul style="list-style-type: none"> <li>- Checking Paid/Unpaid Ship Notes at Inco Pelindo</li> <li>- Print Ship Notes that have been Paid</li> </ul>		
Friday, May 26, 2023	<ul style="list-style-type: none"> <li>- Completing and recapitulating ship guide requirements data for submitting official housing leases</li> <li>- Make receipts for the annual rent of the guide house</li> </ul>		
Industry Advisory Notes			



No	PICTURE	INFORMATION
	 	<p>The activities of the week before the last week were not too busy and the campus, namely the vice director of student affairs and the job training coordinator, visited the PT Pelabuhan Indonesia Dumai branch.</p>

## DAILY ACTIVITIES

**Date : May 28 2023 to May 31 2023**

DATE	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Sunday, May 28, 2023	- Farewell ceremony for a retired employee (plenary)	Dimas Hendarta	
Monday, 29 May 2023	- Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Creating operational performance traffic using the pelindo <i>PHINNISI system</i>		
Tuesday, 30 May 2023	- Completing and recapitulating ship guide requirements data for submitting official housing leases - Make receipts for the annual rent of the guide house		
Wednesday, May 31, 2023	- Checking Paid/Unpaid Ship Notes at Inco Pelindo - Print Ship Notes that have been Paid - Input Ship Visit Traffic into Ms. Excel uses a new system, namely <i>PHINNISI</i> - Creating operational performance traffic using the pelindo <i>PHINNISI system</i>		
Industry Advisory Notes			



No	PICTURE	INFORMATION
	 	<p>The last week during the job training was the farewell ceremony for the apprentice and one of the employees who took part in the release from work which was held at Captain Elwin Beach.</p>