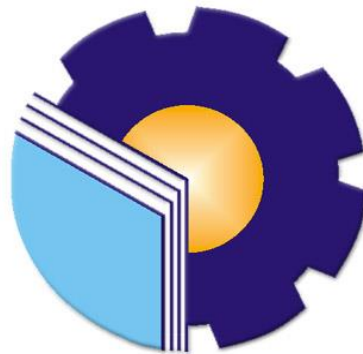


APPRENTICESHIP REPORT
PT. INDAH KIAT PULP & PAPER Tbk - PERAWANG MILL

CUT MU'AZINAH
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APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023

APPROVAL SHEET

**APPRENTICESHIP REPORT
PT. INDAH KIAT PULP & PAPER Tbk- PERAWANG MILL**

Written as one of the requirements for completing the apprenticeship

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Perawang, June 9th, 2023

**Head of Public Relation
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Bengkalis, August 10th, 2023
Writer



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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The industry is part of an economy that produces material goods which are highly mechanized and automatized. Ever since the beginning of industrialization, technological leaps have led to paradigm shifts which today are ex-post named “industrial revolutions”: in the field of mechanization (the so-called 1st industrial revolution), of the intensive use of electrical energy (the so-called 2nd industrial revolution), and of the widespread digitalization (the so-called 3rd industrial revolution) Lasi, Heinir, et al. (2014).

Bengkalis Polytechnic was founded in 2000 by the Bengkalis Regency Government under the auspices of the Yayasan Bangun Insani (YBI). Since accepting the first batch of new students in 2001 until now, it has produced graduates who have worked and spread throughout Indonesia, both in Government and Private Institutions, both National and Multinational Companies.

As of July 29th, 2011, the Bengkalis Polytechnic changed its status to a State University (PTN), through the Minister of National Education Regulation No. 28 of 2011, concerning the Establishment, Organization, and Work Procedure of the Bengkalis State Polytechnic. On December 26th, 2011, the Bengkalis State Polytechnic was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

Bengkalis State Polytechnic is a higher education institution that produces experts from State Universities in Bengkalis Regency with a Diploma 3 education level with an Associate Expert degree and Diploma 4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has several departments, namely: Department of Naval Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Dis-cussion, Commercial and Maritime Administration.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis added 9 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road & Bridge Design Engineering, D3 Nautica, D3 Technical, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 2 Information System Security, and D4 English for Communication and Professionals. Thus, since 2 2000 until now the State Polytechnic of Bengkalis had 8 (eight) majors with 21 (twenty) study programs. The D-IV International Business Administration Study Program was formed by Mrs. Yunelly Asra SE., MM which focuses on learning about the challenges faced in the business world in the international market by accepting the first batch in 2016.

State Polytechnic Bengkalis has a responsibility for improving human resources, especially in achieving the quality of students. To meet and achieve educational goals in higher education, knowledge is needed to apply the knowledge that has been obtained so that students can practice the aspects needed to enter the industrial world. So that with these demands, practical work activities were carried out.

Practical work is the application or practice and implementation of the theories learned in a factual manner where in this activity, students will get things that can be used as a work experience (work simulation) before undergoing actual work activities, and students can also apply the knowledge received from the results of practical work. The implementation of practical work will bring students to a real experience, namely the world of work. The practical work process which is carried out by going directly into the company, will create a description of new thinking because here the theory will be implemented and students will easily understand and learn. So that when students sit at their desks, they will easily adapt. For Diploma III graduate students, this Practical Work is carried out after students complete a minimum of 4 (four) semesters and fully graduate, carried out for 1 month. Meanwhile, for Diploma IV graduate students, Practical Work is carried out after students complete a minimum of 6 (six) semesters

and fully graduate which is carried out for a minimum of 3 months and a maximum of 4 months.

Bengkalis State Polytechnic has collaborated with other agencies and companies in Indonesia and abroad. 3 Based on the above, the author as a student of the e International Business Administration Study Program is required to carry out practical work activities for a minimum of 5 months.

During the implementation of practical work, the author is placed in Public Relations. The author is also very interested in the world of Public Relations and has a dream to work in the Public Relations section of a company after completing his education. The implementation of this practical work really helps the author to learn more about Public Relations.

The implementation of the KP is starting from January 09, 2023, to June 09, 2023. The implementation of the KP is expected to add insight to the author about various good and correct tasks and to be able to face the real world of work with the experience gained.

1.2 Purpose of The Apprenticeship

From the implementation of apprenticeship, several objectives were obtained in this regard. As for the purpose, it is:

1. To find out the job description of the apprenticeship program at PT. Indah Kiat Pulp & Paper
2. To find out the systems and procedures of the apprenticeship Program at PT. Indah Kiat Pulp & Paper
3. To find out a place of the apprenticeship Program at PT Indah Kiat Pulp & Paper
4. To find out the kind and description of the activity of the apprenticeship program at PT. Indah Kiat Pulp & Paper
5. To find out what obstacles and solutions occur during practical work

1.3 Significances of the Apprenticeship

From the implementation of fieldwork practices, several benefits are obtained for the parties involved in this regard. The benefits are:

1.3.1 Significance for the Writer

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

1. Train how to speak and communicate with other people related to human resources
2. Practicing responsibility and discipline in terms of information management and time management in carrying out assigned tasks
3. As a means of applying skills and knowledge gained during lectures which are applied to work in internships.
4. Knowing the real world of work so that they are able to interact and socialize with employees who have experience in the real world of work.

1.3.2 Significance for the Academic

There are several benefits from implementing the job training obtained the academic, which are as follows:

1. As a means to foster good relations between companies and academics so that later they can provide information about the world of work for graduates, especially International Business Administration.
2. Improving student abilities so that they can create quality graduates.
3. As a tool to measure how big the role of educators is in providing lecture material to students in accordance with developments that occur in the world of industrial work

1.3.3 Significance for the Company

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

1. Establishing good relations that can be mutually beneficial between agencies and universities and also Potential Sources of Employees Through job training programs, companies have the opportunity to identify and assess potential prospective employees. Moreover, if the job training student performs well during the training period, the company may consider recruiting him as a full-time employee after completing his apprenticeship.
2. As a means of company contribution to the world of education and Increased Productivity, Job training students who work well can make a real contribution to increasing company productivity, especially in the student apprenticeship section. They bring new ideas, energy, and fresh perspectives that can help in overcoming existing challenges or problems.
3. Help lighten the company's work in the place of work practices that are placed
4. Innovation Opportunities Job training students often come with new knowledge and skills that they got from college. This can open opportunities for companies to adopt innovative ideas and the latest practices they bring

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT. Indah Kiat Pulp & Paper (PT. IKPP) is a company engaged in the integrated pulp and paper industry with Foreign Investment (PMA) status.

PT. IKPP (Indah Kiat Pulp & Paper) Perawang is a leading company in Indonesia in the Pulp and Paper industry. This company is located on Jl. Raya Minas - Perawang Km.26, in Siak City or Regency, one of the important cities in Riau Province. This company was founded in 1976 by an Indonesian company called CV Berkat Indah Agung and assisted by two companies from Taiwan. The company employs around 6,000 employees and has a total production of 1.9 million MT per year.



Figure 2.1 PT Indah Kiat Pulp & Paper Perawang Tbk
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

PT Indah Kiat Pulp & Paper Tbk – Perawang Factory has two main locations, namely the office location and the factory location. The office location is located at Jalan Teuku Umar No. 51 Pekanbaru, while the factory location is on Jalan Raya Minas

Perawang KM 26 Perawang Village, Tualang District, Siak Sri Indrapura Regency, Riau. The small town called Tualang Perawang, better known as Perawang with a population of around 102.306 people, is an industrial city on the banks of the Siak River.

Indah Kiat Pulp & Paper Corporation was first pioneered by Soetopo Jannto (Yap Sui Kei). At that time he led the Blessing Group. In 1975, the Blessing Group, which has many subsidiary companies, invited: Chung Hwa Pulp Corporation, Taiwan, and Yuen Foong Yu Paper Manufacturing and Taiwan. Then they conducted the first survey for a feasibility study with locations for establishment: paper mills in Serpong, Tangerang, West Java, and pulp mills in Central Java, Jambi, Riau, and seven other areas.

In 1976 it took care of permits for land acquisition, and arrangements for investment permits with the status of Foreign Investment (PMA) with the permission of the President on April 11, 1976. On December 7, 1976, the company PT. Indah Kiat Pulp & Paper (IKPP) Tbk Perawang is now officially established with notary Ridwan Soesilo, S.H. The application for the establishment of a factory is made with PMA status, intended to bring in foreign workers, because local workers have not yet mastered papermaking, besides providing incentives for foreign investors to want to enter Indonesia.

Factory planning and feasibility studies continued in 1977 to determine process, technology, and production capacity. After that, the construction of a cultural paper factory (Wood free printing & writing paper) phase I was carried out by installing two lines of paper machines, each with a capacity of 50 tons per day. This factory is located on Jl. Raya Serpong, Tangerang-West Java on the banks of the Cisadane River.

A year later a trial production was carried out at the factory with satisfactory results. On June 1, 1979, commercial production was carried out, as well as the inauguration day for the birth of PT. Indah Kiat Pulp & Paper-Tangerang. The date was chosen, because it coincided with the date of birth of Mr. Soetopo, in addition to

making the logo and motto: "Participate in building the country, educating the nation and preserving the environment".

Then the following year a second survey was carried out in Jambi and Riau Provinces ten times, resulting in phase II of the Tangerang Paper Factory by installing a 3rd line paper machine with a capacity of 50 tons per day. Finally, after considering the location feasibility study data for 1975. In particular, the factory location was in accordance with the source of raw materials, transportation and so on, a follow-up study was carried out in the villages of Pinang Sebatang and Perawang, Tualang District, Siak Regency, Riau Province and on September 5, 1981, was carried out land acquisition and licensing.

In 1982 land clearing and forest leveling were carried out. Forest Concession Rights owned by PT. Indah Kiat Pulp & Paper Tbk Perawang includes harvesting and logging, maintenance, and protection as well as sales of the following:

1. HPH (Forest Logging Rights), logging (Logging) is a forest concession with the aim of utilizing timber (Logs) for sale with the principles and principles of sustainable sustainability.
2. HTI (Industrial Plantation Forest) is the right to manage unproductive forests into productive forests by planting artificial forests of species that have high economic value.
3. Timber Utilization Permit (IPK) is the right to use wood from a forest area that will be converted to another within a maximum period of one year.

Timber utilization permit is the right to use wood from a forest area to be converted into another form within a maximum period of 1 year. Meanwhile, the operation of the line 3 paper machine at the Tangerang paper mill was carried out in addition to preparing the location for the Pulp factory in Pinang Village, Siak Sri Indrapura Regency, Riau Province.

A year later the physical construction of the phase I factory began in Riau Province. Simultaneously a loading and unloading facility was built, in the form of a special port where oceanic ships with a deadweight of more than 6,000 tons can dock,

which is approximately 1.5 km from the factory location on the banks of the river Siak.

In 1994 the mill Pulp Phase III operated commercially and joined together with the mill's Pulp Phase I and II to produce Pulp high quality so that the capacity could be increased from 800 tons to 1,300 tons/day. Then the plant construction was Pulp Phase IV carried out in the next one with a capacity of 1,600 tons/day, where the trial operation is scheduled for the end of 1996, in addition to:

1. Raised two adopted children in Perawang, namely convection, and carpenter.
2. Helped the government again by accepting 24 workers from East Timor.
3. Received ISO 9002 certificate
4. Received an award from the Minister of Women's Role as the best Nakerwan Development Company in Riau.
5. Publish a tips info magazine.
6. Established YPPI Kindergarten and Elementary Schools.

The trial production of the Pulp factory was marked by the inauguration of the factory by the President of the Republic of Indonesia, Mr. Suharto, on May 24, 1984. At that time, the capacity of the bleached pulp mill (Bleached Kraft Pulp) was 75,000 per year, so the need for pulp for the paper mill in Tangerang did not need to be imported again, but is fulfilled by the supply of pulp from Riau Province. This factory is the first wood-based Kelantan Sulphate pulp mill in Indonesia. This year also began the construction of phase II Industrial Plantation Forest (HTI).

This year PT. Indah Kiat Pulp & Paper experienced losses due to the effects of the world recession, and production quality was still unstable, in addition to changes in leadership from Mr. Soetopo Jananto to Mr. Boediono Jananto, his first son. In 1986, Indah Kiat's ownership rights were purchased by the "Sinarmas Group" led by Mr. Eka Cipta Wijaya, with the distribution of shares:

1. PT. Mighty Knight the Great: 67%.
2. Chung Hwa Pulp Corp: 23%.
3. Yuen Fong Paper Manufacturing: 10 %

A year later was the transition period from Mr. Boedianto Jananto to Mr. Teguh Ganda Wijaya, the son of Mr. Eka Cipta Wijaya. This year also Pulp production of 300 tons per day was achieved after modifying production facilities. The existence of this paper mill makes the Perawang paper mill an integrated Pulp and Paper factory.

In 1989, the construction of a phase II pulp mill in Perawang was carried out with a capacity of 500 tons per day. The commercial production of the paper mill I was marked by the inauguration of the President of the Republic of Indonesia, Mr. Soeharto, located in Lokseumawe-Aceh. Then in 1990, the construction of the phase II paper mill in Pinang Sebatang began with the installation of a paper machine with a capacity of 500 tons per day which is one of the largest cultural paper machines in Asia. Phase II pulp mill trial production was carried out. The company sells shares to the public and cooperatives by distributing shares:

1. PT. Puri Nusa Eka Persada: 58.23%
2. Cung Hwa Pulp Corp: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Community: 13.09%

The commercial production of phase II paper mills and phase II pulp mills was carried out in 1991 which was marked by the inauguration of the President of the Republic of Indonesia Mr. Soeharto in Cikampek, West Java. Thus, PT. Indah Kiat Pulp and Paper Corporation is one of Indonesia's pulp and paper producers which is included in the top 150 in the world, followed by the sale of phase II shares to the public and 22 cooperatives carried out with the distribution of shares:

1. PT. Puri Nusa Eka Persada: 54.39%
2. Cung Hwa Pulp Corporation: 19.99%
3. Yuen Fong Yu Paper Manufacturing: 8.69%
4. Society: 16.93%

And the preparation process for the implementation of the foster father-adopted child program was carried out, which was a linkage program for the large industry with small industry by the Ministry of Industry and the regional government of Dati I Riau.

In 1992, preparations for the construction of phase II of the pulp mill began. The inauguration of adopted children is carried out regarding the leather craft industry, leather shoe industry, batik handicrafts, clothing convection, metal casting, traditional Siak weaving, metal stamps, and others.

And a year later, the construction of phase II of the pulp mill began (pulp 8) with a capacity of 1,300 tons per day where production trials were carried out at the end of the year. Besides that, PT. Indah Kiat Pulp & Paper also helped the government by accepting apprentices from Timor-Leste as many as 20 people based on the Department of Manpower Program. In 1994 the phase III pulp mill operated commercially, joining together with pulp mills I & II to produce high-quality pulp so that its capacity could be increased from 800 tons to 1200 tons per day. Then the construction of a phase IV pulp mill was carried out the following year with a capacity of 1600 tons per day, where trial operations are scheduled for the end of the year. 1997 PT. Indah Kiat Pulp & Paper received another Zero Accident award from the President of the Republic of Indonesia and received an ISO 14001 certificate. At that time the company accepted 5 workers from East Timor. In 1998 the construction of paper mill III with a capacity of 1300 tons per day was achieved and the construction of the Training Center building at a cost of 2 billion was started.

PT. Indah Kiat Pulp & Paper is a national private legal entity that is trusted by the government to operate forests and the forest product industry in the form of Forest Logging Rights (HPH) Groups:

1. PT. Arara Abadi, concession area +/- 265,000 Ha.
2. PT. Wira Karya Sakti, concession area +/- 220,000 Ha.
3. PT Mapala Rabda, concession area +/- 155,000 Ha.
4. PT. Dexter Timber Perkasa Indonesia, concession area +/- 51,000 Ha.
5. PT. Murini Timber, concession area +/- 116,000 Ha

Broadly speaking, initially, PT Indah Kiat Pulp & Paper, located in Perawang, produced pulp, which was then sent to a factory located in Perawang. Attack to be reproduced into packaging paper. After that, the production is sent back to the factory

in Tangerang, West Java to be processed into printed and written paper to be immediately marketed to consumers. Indah Kiat main business activities are in the cultural paper industry, pulp, and paper industry. Currently, Indah Kiat produces pulp (pulp), various types of paper products consisting of paper for writing and printing purposes, photocopying paper, industrial paper such as packaging paper which includes containerboard (liner board and corrugated medium), corrugated shipping containers (conversion from containerboard), food packaging, boxboard, and colored paper.

The products made by this company not only meet the domestic market but have penetrated the international market. The company has exported to countries in Asia, North and South America, Australia, Africa, and also Europe. Export destination countries: China, Hong Kong, Taiwan, Southeast Asia, the Middle East, Africa, Europe, and the USA.

2.2 Vision and Mission

Every company must have a vision and mission in order to realize its goals and as a driving force to carry out its respective programs, as well as PT Indah Kiat Pulp and Paper Tbk. The following is the vision and mission of PT Indah Kiat Pulp and Paper Tbk – Perawang Mill:

1. Vision

The vision of PT. Indah Kiat Pulp & Paper Tbk is to become the producer of pulp number one paper in the world with international standards in the 21st century, which is dedicated to providing the best for customers, shareholders, employees, and society.

2. Mission

One of the missions of PT. Indah Kiat Pulp & Paper Tbk as follows:

- a. Increase world market share.
- b. Using the latest technology in new product development and increasing factory efficiency.
- c. Improving human resources through training.

d. Realizing a sustainable business commitment in all operational activities.

2.3 Kind of Business

PT. Indah Kiat Pulp & Paper Tbk is an Indonesia-based company operating in the industry of Pulp and Paper. The main business activities of PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are divided into two segments, namely paper and pulp products and packaging/industrial paper products. For the paper and pulp product segment, the company produces writing and paper photocopying, and general pulp. Meanwhile, the packaging/industrial paper product segment includes Containerboard (line board and corrugating medium, corrugated shipping, containers (Convection from containerboard), Boxboards, food packaging, colored paper, and related chemical by-products. The Company operates production facilities in three locations, namely Perawang in Riau Province, Tangerang in West Java Province, and Serang in Banten Province.

2.4 Organization Structure

The organizational structure is one of the important instruments that must be owned by the company in order to achieve the company's goals. In the activities of a company, be it a commercial or non-commercial company, it is necessary to have a cooperation and coordination line among members in achieving the goals that have been outlined in advance.

The organizational structure should also be easily changed to adapt to the changes that occur without reducing the smooth running of the ongoing activities. A good organizational form will greatly depend on the situation and conditions of each company and also on the goals to be achieved. This is because the organizational form of a company from other companies is different. The form of the organizational structure used by the company will support the goals to be achieved.

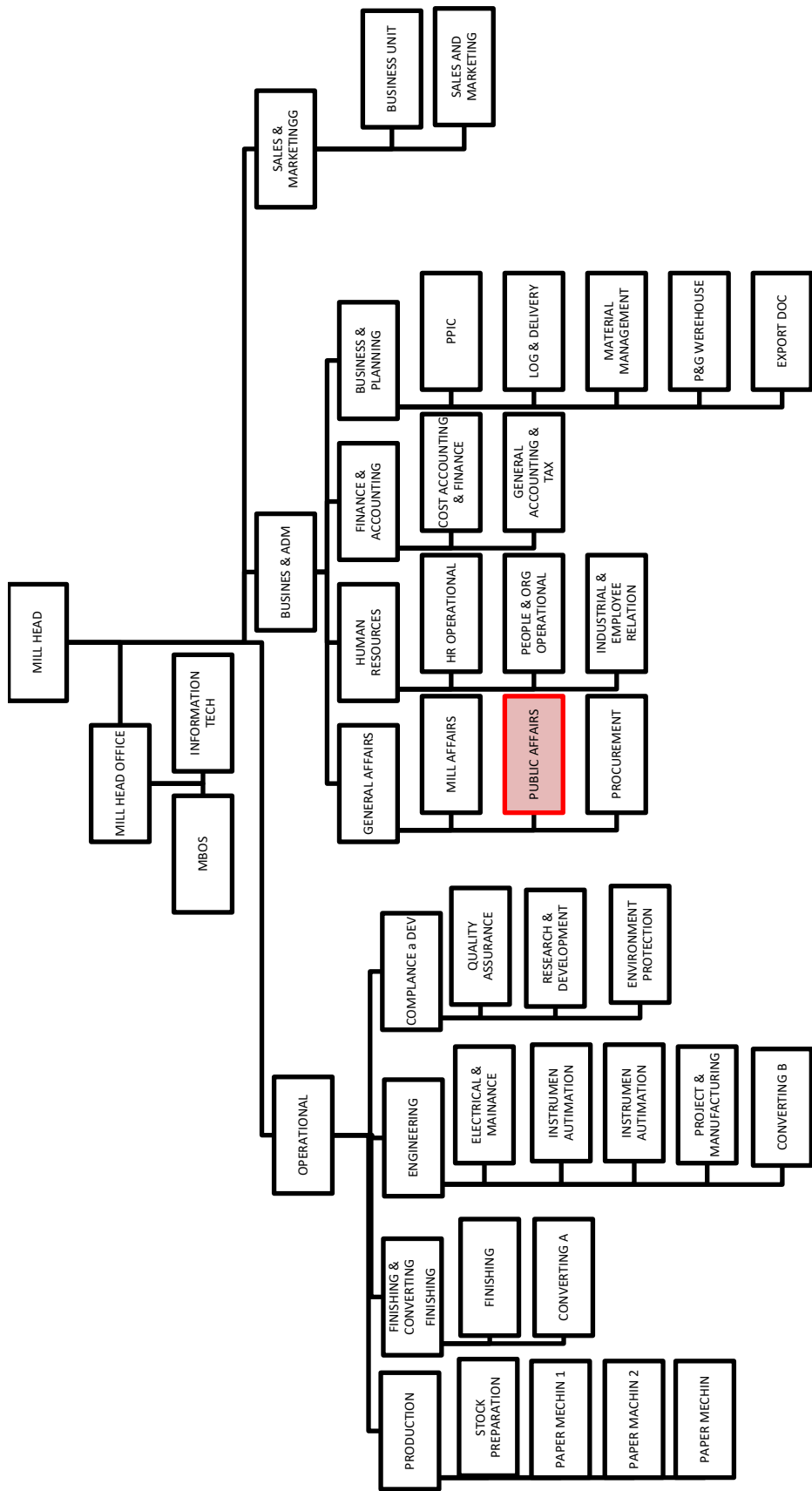


Figure 2.2 The organization structure of PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

In a good organizational structure, it is necessary to explain the relationship between the limits of authority and responsibility to each employee who has been previously authorized. Therefore, various activities within the company must be arranged regularly so that the company's main objectives that have been previously set can be achieved properly.

The organizational structure of PT Indah Kiat Pulp & Paper Tbk is structured in accordance with the provisions of the functions, obligations, and responsibilities of each section in each field. The organizational structure of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill can be seen in Figure 2.2. Below as follows:

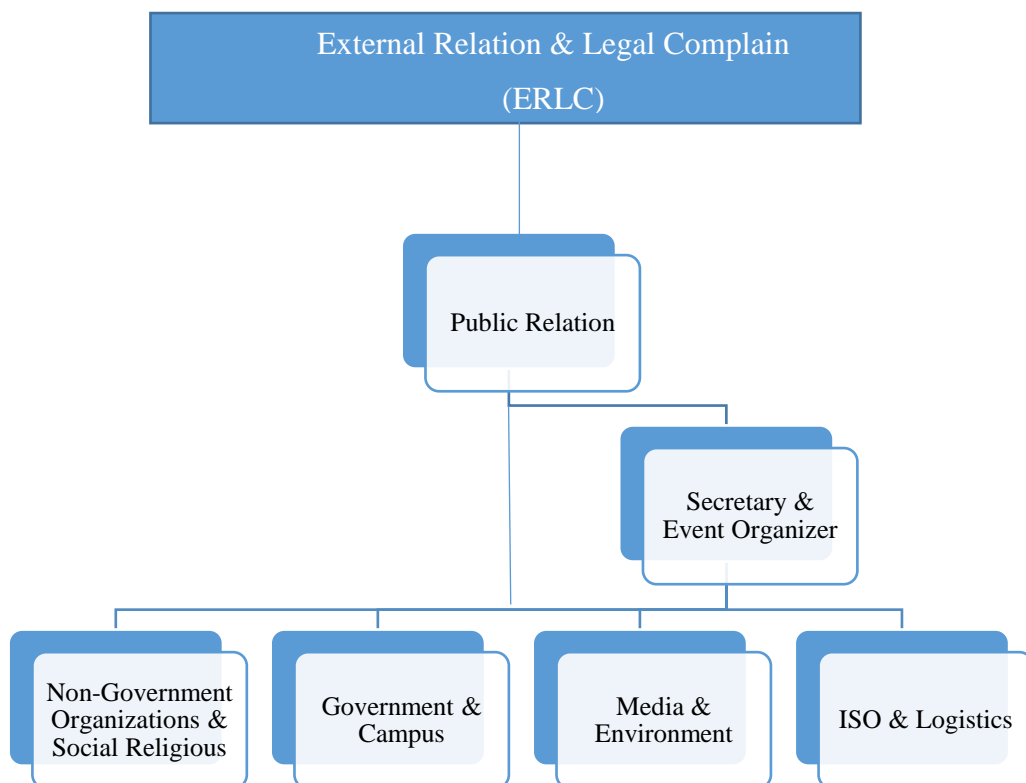


Figure 2.3 The organization structure of PT Indah Kiat Pulp & Paper Tbk
Source: PT Indah Kiat Pulp & Paper Tbk - Perawang Mill

2.5 The Working Process

Public Relations requires ongoing planning to benefit the company's growth. This is based on the belief that the life of the company will depend on public opinion. Therefore, activities in Public Relations must be carried out to form a positive response from the public opinion. The Public Relations relationship that occurs at PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a two-way relationship. On the one hand, its function is to interpret the company for society. While on the other hand activities are Public Relations able to produce information about what is expected by the community towards the company.

The ongoing activities of the company PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill cannot be separated from the influence of the community environment, given that the community is the target market for industry and the environment used by the company to blend in with the community's residence. Therefore, there is an awareness of the importance of paying attention to and involving the community's role in decisions and activities in the industrial and business environment.

To carry out PR activities properly, a process is needed. Bearing in mind, PR activities are not only concerned with the final result, but also the method taken to obtain the final result. The work process of the Division Public Relations can be seen in Figure 2.3 below as follows:

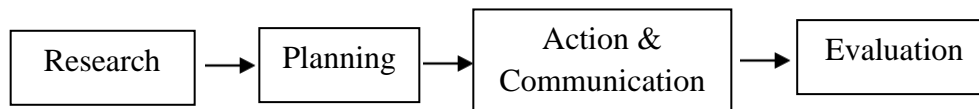


Figure 2.4 The working process of Public Relation Division
Source: PT Indah Kiat Pulp & Paper Tbk-Perawang Mill

1. Research

Public Relations of PT Indah Kiat Pulp & Paper Tbk - Perawang Mill must recognize the symptoms and causes of the problems that occur in society treat company. Therefore, Public Relations needs to be involved in fact-gathering research. Public Relations needs to monitor and read about the understanding,

opinions, attitudes, and behavior of the people who are interested in and affected by the company's actions. "What's happening now?" are the words that describe this stage. Public Relations must be observant in looking at data and facts that are closely related to the work to be done. All information must be obtained as completely as possible. In the stage of defining research, Public Relations must process existing factual data, make comparisons, make judgments, and produce judgments, so that conclusions and accuracy can be obtained from the factual data that has been obtained. The process of is Public Relations not as simple as collecting data and facts, but also must prioritize processing, researching, classifying, and compiling data in such a way as to facilitate problem-solving later. Research in this data search can be done by surveys and polls, interviews, focus group discussions, in-depth interviews, and walking around research.

2. Planning

After the stage of research and data search, Public Relations proceed to the planning stage. In this stage, Public Relations performs the preparation of the problem and makes thoughts to solve the problem and determine the people who will work on the problem later. This planning should not be ignored but must be considered carefully because it will determine the success of the work of Public Relations as a whole. Planning is prepared on the data and facts that have been obtained, not based on the wishes of Public Relations. Based on the formulation of the problem, a planning and decision-making strategy is made to create a work program based on company policies that are also adapted to the interests of the community. The keywords of this stage are, "What should we do and why?"

3. Action and Communication

Communication is often done based on personal assumptions by a practitioner of Public Relations (Staff). As a result, these actions sometimes bring bad results and are not recommended because they will risk the company's image. This stage is skipped to get the answer to the question, "How do we do it and say it". Specific

goals and objectivity must be linked to achieving the actions and communications that will be carried out by practitioners of Public Relations.

Public Relations must be able to communicate the implementation of the program so that it can influence people's attitudes which then encourages them to support the implementation of the program. In addition, Public Relations must also take action and carry out activities as well as possible. This action activity is a communication activity, just like group communication, mass communication, and organizational communication.

4. Evaluation

The way to find out whether the process has been completed or not is to conduct an evaluation of the steps that have been taken. The main purpose of the evaluation is to measure the overall effectiveness of the process. At this stage, Public Relations is required to be thorough and thorough for the accuracy of the data and facts that already exist. However, keep in mind that a middle name in Public Relations is a crisis". Therefore, after completing one problem, it is possible to get new problems again. Thus, this stage is also a reference for future planning. In short, "How did we do?" be used as a reference at this stage.

2.6 Document Used for Activity

In carrying out its operational activities, there are several documents used by PT Indah Kiat Pulp & Paper Tbk – Perawang Mill, especially the Division, Public Relations including the following:

1. Paper Aid Handover Form

The Paper Aid Handover Form, especially folio or the form for handing over paper assistance, especially folio paper and A4 paper, is a form of company concern for the Siak district government and also for the community of village officials and offices in the Perawang Mill area.

Form 1 (Top):

indah kiat PULP AND PAPER DIVISION		PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS	
1	Periode		
2	Jumlah Bantuan	6 box + 3 box	
3	Jenis Kertas	A4 + 3 box	FOLIO + 3 box + 3 box
4	Instansi Penerima	PA Siak, SAT BANTUAN PA, PA, Kepala Siak	
5	Penerima		
6	Tanggal Terima	2 FEBRUARI 2022	
Keterangan:			
Diserahkan Oleh :		Diterima Oleh :	
Public Affair		<i>[Signature]</i>	

Form 2 (Bottom):

indah kiat PULP AND PAPER DIVISION		PUBLIC AFFAIR SECTION SERAH TERIMA BANTUAN KERTAS	
1	Periode		
2	Jumlah Bantuan	1 box	
3	Jenis Kertas	FOLIO	
4	Instansi Penerima	Pemas, Sebanang	
5	Penerima		
6	Tanggal Terima	1 MARCH 2022	
Keterangan:			
Diserahkan Oleh :		Diterima Oleh :	
Public Affair		<i>[Signature]</i>	

Figure 2.5 Paper Aid Handover Form

Source: PT Indah Kiat Pulp & Paper Tbk- Perawang Mill

The company provides free paper to Agencies in Siak Regency for work purposes. Every month, the company issues a maximum of 20 boxes, where 1 box each contains 5 reams of paper which are given to each agency in Siak Regency. Each agency is given the opportunity to receive 1 box of paper for two months. The form is used as proof that the paper has been issued and received by the relevant agency.

2. Input incoming letters and incoming proposals

Jobs related to inputting incoming letters and incoming proposals can be referred to as administrative work or work as administrative assistant. The main task in this work is to collect, sort, and input data from incoming letters and proposals received into the appropriate system. One of them is receiving incoming letters and proposals from various sources, such as post, e-mail, or fax, sorting incoming mail based on the type and purpose of sending it, making notes on incoming mail agenda sheets, and assisting in compiling reports based on collected incoming letter data and proposals.

Apart from that, this job can also involve good communication skills, because later you will need to interact with various related parties, either by phone, email or in person.

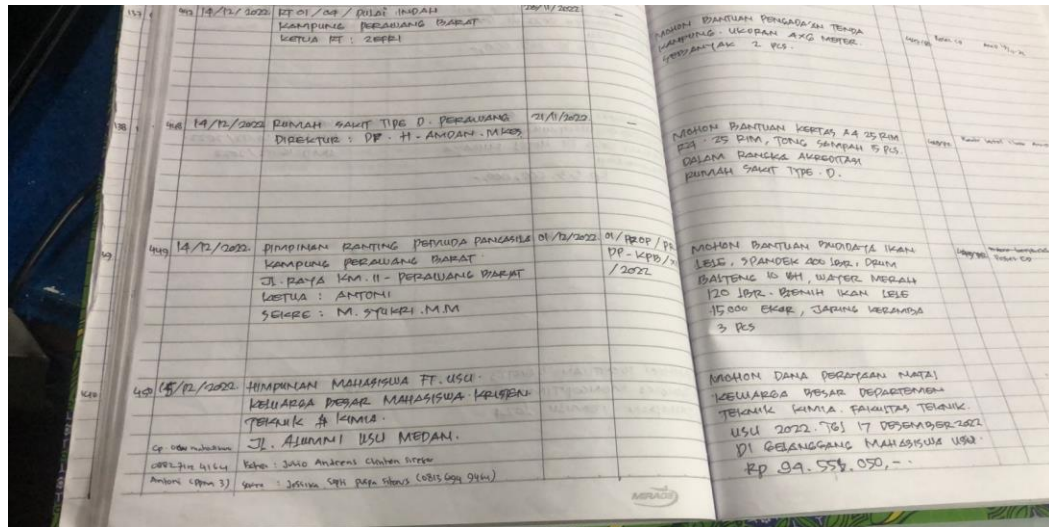


Figure 2.6 Input incoming letters and incoming proposals

Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

3. Disposition sheet for incoming proposals and social assistance

A disposition sheet or verification sheet is a document sheet for recording actions or instructions that must be taken in relation to a letter or document received, the disposition sheet includes information in the form of date, letter number, subject, recipient's name, and columns indicating the actions to be taken, such as giving up, handing over to a certain party, or withdrawing with further action.

LEMBAR VERIFIKASI & EVALUASI
BANTUAN SOSIAL 125/1K

1. Validasi data

Lembaga pemohon : *Ukha kelompok rumah
 tukang furnitur & mebel* Penanggung jawab : *Rahmat Rukman*

Td. Terima surat : *05 menit 19
 15-00-06*

Asal surat : Pemerintah Media Polisi / Tentara LSM
 DPR / DPRD Pendidikan Lingkungan Distrik

Jenis kegiatan : *Makan Lantunan Bahan Bakar Kayu Bekas tdk Furnitur &
 mebel*

Bentuk permohonan : Dana = Rp. Material = *Kayu Bekas*
 Bus / mobil = Lain-lain =

Tanggal pelaksanaan : *segera*

Tempat kegiatan : Propinsi Riau Pemko Pekanbaru Propinsi diluar Riau
 Kabupaten Siak Kabupaten diluar Riau Sekitar perusahaan

Bantuan sebelumnya :

Catatan / Keterangan : *lakukan Visit ke Workshop & memastikan keberadaan barang*

2. Rekomendasi Tim Verifikasi : Tim Verifikasi :
Maksimal dalam Kelengkapan Binaan *[Signature]*

3. Persetujuan Pimpinan

Figure 2.7 Disposition Sheet for Incoming Proposals and Social Assistance
 Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

The company will provide material assistance if the verification sheet and evaluation of social assistance have been evaluated and surveyed by the PR team whether the applicant is eligible to receive the assistance requested.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Descriptions

The practical work program was carried out at PT. Indah Kiat Pulp & Paper Tbk - Perawang Mill for approximately six months starting from 09 January 2023 to 09 June 2023. During the apprenticeship process we were placed in a different unit, some friends were placed in the IR, Operations Port, and also Public Relations of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill.

At the beginning of the practical work program, we will undergo an orientation session that aims to introduce us to the company culture, organizational structure, company values, and the rules and procedures that apply at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill.

Assignment of departments, during the practical work program, we will be placed in one of the departments in the company according to our area of expertise. Such as production, marketing, engineering, logistics, port operations, public relations, industrial relations, or other departments relevant to the Pulp & Paper industry.

In the IR section, you will be involved in activities related to the relationship between companies and employees. You will likely be involved in labor management, labor agreement negotiations, dispute resolution, and labor relations management.

In Port Operation, you will be involved in port operations related to the shipping and receiving of pulp and paper products. We will learn about the logistics process, stock management, and coordination with related parties in terms of shipping goods.

In the Public Relations section, we will be involved in activities related to company communication with the public, and problems that occur external to the company, starting from environmental issues and labor issues. We also learn from and are involved in preparing promotional materials, managing social media, organizing corporate events, and media relations.

There are several tasks during the job training in the Public Relations Section at PT. Indah Kiat Pulp & Paper Tbk – Perawang Mill are as follows:

1. Receive incoming letters and incoming proposals
Receiving incoming proposals is the activity of receiving proposals sent by agencies or organizations that apply for assistance to companies.
2. Conducting Gatherings or Meetings
Conducting gatherings or meetings is to strengthen cooperation with an agency, institution, organization, and others. One of them is discussing current issues, updating project developments, and aligning common visions and goals.
3. Fill Out the Paper Assistance Handover Forms
The company provides free paper for agencies in Siak Regency to use in business matters. The form is proof that the paper has been issued and received by the relevant agency
4. Event Organizer
The company also has an event organizer to take care of several activities such as industry visits, iftar events together, and other activities.
5. Become a volunteer for the Sinarmas Buddhist Tzu Chi Foundation
The Buddha Tzu Chi Sinarmas Foundation is a charitable organization provided by the company PT. Indah Kiat Pulp & Paper in order to provide humanitarian assistance to local communities and also help in the form of education.

3.2 Systems and Procedures

3.2.1 System

Companies need a system to support the company's activities in other words the system is a series of procedures that are interrelated and together form a function that aims to achieve a company goal.

The system used by PT Indah Kiat Pulp & Paper Tbk - Perawang Mill in its operational activities is the system processed online and offline/manually. PT Indah

Kiat Pulp & Paper Tbk – Perawang Mill is a company engaged in the paper and pulp industry where the main raw materials are acacia and eucalyptus wood produced by PT Arara Abadi in HTI (Industrial Plantation Forest) whose location is not only in one area but spread over several areas of Riau Province. Apart from Perawang, PT Indah Kiat Pulp & Paper Tbk is also located in Tangerang, West Java, and Banten Province, especially the Serang area. In order for these separate areas to be connected to each other, in their operational activities, and in terms of sending data, PT Indah Kiat Pulp & Paper Tbk - Perawang Mill uses a special internet-based company application.

As online media, namely lotus notes. In the form of manual media, it can be seen from inputting and processing data using WPS Office.

3.2.2 Procedures

A company in carrying out its activities requires procedures so that everything is done consistently and in accordance with the standards set by the company. Procedures are work sequences that involve several people in one or more departments, which are arranged in such a way as to ensure that transactions that occur frequently are handled effectively and efficiently.

Consistency Procedures help create consistency in the implementation of company tasks and activities. By having clear procedures, everyone in the company can follow the same steps in getting their work done. This helps ensure that each task is performed in a consistent manner and produces a uniform output.

Efficiency Good procedures can increase the company's operational efficiency. Having structured and organized steps, and procedures help eliminate confusion or irregularities in carrying out tasks. This minimizes errors, reduces wasted time, and increases productivity.

Standard Quality Procedures also allow companies to set quality standards that must be adhered to in each activity. By detailing the steps to be followed, the procedure

ensures that each job is carried out to meet the set standards. This helps maintain the quality of the product or service provided by the company.

The description of the procedures carried out while carrying out practical work activities (KP) in the division of Public Relations at PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is as follows:

1. Receive incoming letters and incoming proposals

One of the CSR from PT. Indah Kiat Pulp and Paper is to participate in several activities carried out by local organizations, institutions, or institutions. Namely receiving several proposals with different objectives such as submitting proposals to request assistance for used materials, funds for activities, borrowing halls, and others. The steps in accepting an incoming proposal can be seen in Figure 3.1 as follows:

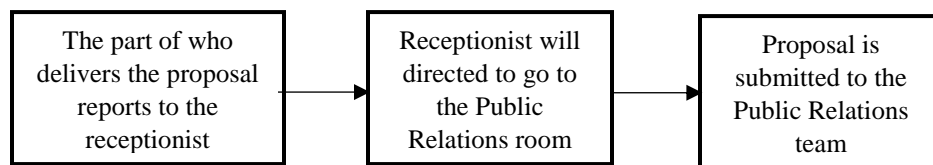


Figure 3.1 Flowchart of Accepting Incoming Proposals

Source: Processed Data 2023

Based on the flowchart above, the first step in receiving an incoming proposal is, for the party sending the proposal to report the name of the organization or agency, then tell the receptionist what the purpose is. After that, the receptionist will direct the person who delivered the proposal to the public relations room. After that, the person submits his proposal to the public relations team, and the proposal has been accepted and will be processed or assessed by the team concerned whether the proposal is worthy or not for assistance.

2. Conducting Gathering or Meetings

PT Indah Kiat Pulp & Paper Tbk – Perawang Mill is a large company in the Pulp & Paper industry and has collaborated with several agencies and institutions. Therefore it is important for companies to hold meetings or friendly relations

with several agencies or institutions for the development and progress of the company. These meetings and gatherings aim to strengthen relations with related agencies and institutions, as well as to enhance the development and progress of the company as a whole. Several parties are usually involved in this meeting, among others.

Vocational Education PT Indah Kiat Pulp & Paper Tbk - Perawang Mill is in contact with vocational education institutions such as vocational schools and polytechnics. They can cooperate on the development of training and education programmers, as well as provide internship opportunities and collaborative research.

Local Governments the Company also maintains relationships with local governments where they operate. They can discuss various local activities the company is involved in, such as tree planting, environmental activities, or social programs. This meeting aims to strengthen partnerships with local governments and jointly contribute to the development and welfare of the community around the company.

Industry Association PT Indah Kiat Pulp & Paper Tbk - Perawang Mill can also be involved in meetings with industry associations in the pulp and paper sector. This meeting can discuss issues related to industrial policy, technological innovation, and sector challenges. Through collaboration with industry associations, companies can share knowledge and experience with similar companies, and strengthen their position in the industry.

The step in conducting a gathering or meeting can be seen in Figure 3.2 as follows:

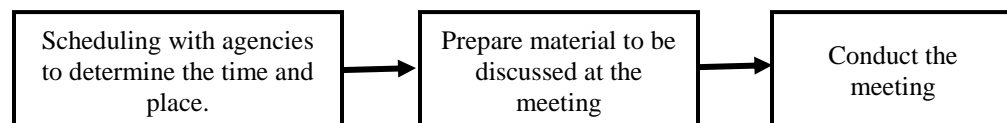


Figure 3.2 Flowchart of Conducting Gatherings or Meetings

Source: Processed Data 2023

Based on the flowchart above, the first step in conducting a gathering or meeting is starting from Scheduling to determine the time and place. Usually this scheduling is done by sending a letter, if this meeting is held by another agency, they usually enter a letter first. However, often several agencies or institutions make scheduling via telephone and email. Then the Head of Public Relations prepared materials for the meeting. Then do the meeting, but usually before the meeting do follow-up by telephone. Documentation of conducting Gatherings or Meetings can be seen in Figure 3.3 as follow:



Figure 3.3 Documentation of Conducting Gatherings or Meetings

Source: Processed Data 2023

3. Fill Out the Paper Assistance Handover Forms

The Paper Assistance Handover Form, especially Folio or A4 paper, is a manifestation of the company's concern for the Siak Regency government agency. The company provides free paper for agencies in Siak Regency to use in business matters. The several steps in filling out the Paper Aid Handover Form can be seen in Figure 3.4 as follows:

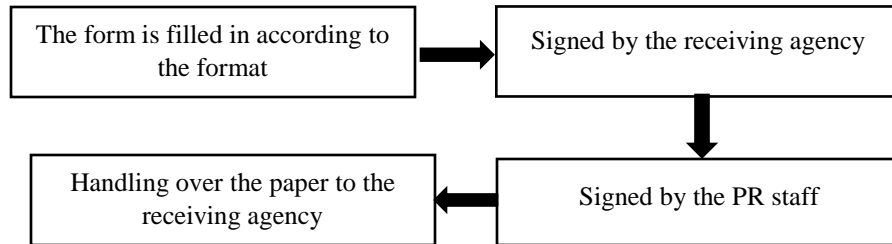


Figure 3.4 Flowchart of Fill Out the Paper Assistance Handover Forms

Source: Processed Data 2023

Based on the flowchart above, the first step in filling out the Paper Aid Handover form is the form provided by the Public Relations Staff, filled in according to the existing format as the date the paper was issued, the receiving agency, and the number of papers issued. Then, the form is signed by the representative of the receiving agency and the Public Relations Staff as proof of submission. After that, the paper is given to the representative of the receiving agency.

4. Event Organizer

The company also has an event organizer who is responsible for managing various activities such as industrial visits, joint iftar events, cooking oil, and basic food bazaars under the auspices of the Sinarmas Eka Tjipta Foundation and other activities. Event organizers, better known as EOs, will help improve the quality and smoothness of your series of events. Supported by a team that is experienced in handling various types of events. In a more specific scope, being an Event Organizer means that we are responsible for everything that happens behind the scenes. Some of these responsibilities include:

- a. Event planning: You will design and plan all aspects of the event, including location selection, event theme, timing, and other logistical needs.
- b. Coordination of vendors and suppliers: You will communicate with the vendors and suppliers involved in the event, such as food providers, audiovisual equipment, decorations, and so on. You will arrange contracts, negotiate prices, and ensure that all requirements are met.
- c. Implementation of the event: You will manage all the technical details of the event, including selecting and preparing the venue, preparing the

schedule, coordinating with the implementation team, and managing all operational aspects.

- d. Budget management: You will manage the event budget, ensure expenses stay within set limits, and seek creative solutions to optimize the use of funds.
- e. Team management: You will lead a team of event organizers, coordinate their work, and ensure effective collaboration between team members.
- f. Event supervision: You will monitor the overall course of the event, ensure all preparations and execution run smoothly, and address any issues that may arise during the event.
- g. Evaluation and feedback: After the event is over, you will evaluate the success of the event, receive feedback from attendees and clients, and record lessons that can be applied for future improvements.



Figure 3.5 Documentation of Even Organizer cooking oil bazaar

Source: Processed Data 2023

By being responsible for everything behind the scenes, the Event Organizer plays a vital role in creating a successful, smooth, and satisfying event experience for all parties involved.

5. Become a volunteer for the Sinarmas Buddhist Tzu Chi Foundation

PT Indah Kiat Pulp & Paper, which is part of the Sinarmas Group, supports the social activities of the Buddha Tzu Chi Sinarmas Foundation. The Buddhist Tzu Chi Foundation is a non-profit organization founded in Taiwan in 1966 by Master Cheng Yen. The purpose of this foundation is to spread love and humanity and provide assistance to those in need.

The social activities sponsored by the Buddha Tzu Chi Sinarmas Foundation under the auspices of PT Indah Kiat Pulp & Paper cover various fields, one of which is humanitarian assistance, education, health, and the environment. One of the activities that Tzu Chi Sinarmas has provided is providing assistance to victims of natural disasters, providing educational scholarships to underprivileged children, organizing food programs for hungry people, or holding environmental campaigns to raise awareness about the importance of protecting nature.

PT Indah Kiat Pulp & Paper's support for this charity activity shows the company's commitment to participating in social activities and providing benefits to the communities around their operational areas. The Sinarmas Group in general is also known for its commitment to social and environmental responsibility through various charity programs and sustainability activities carried out in various sectors.



Figure 3.6 Documentation of volunteer Sinarmas Buddhist Tzu Chi Foundation
Source: Processed Data 2023

3.3 Place of Apprenticeship

Job Training activities carried out at PT. Indah Kiat Pulp and Paper Tbk – Perawang Mill Factory located on Jl. Raya Minas Perawang KM. 26, Pinang Sebatang Village, Tualang District, Siak Sri Indrapura Regency, Riau Province. During practical work, the author was placed in the Public Relations Section. The following are company provisions regarding the schedule or time for carrying out practical work as follows:

Table 3.1. The Working schedule of PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

No	Day	Working Hours	Break
1	Monday to Thursday	07.00 - 17.00 WIB	11.00 - 13.00 WIB
2	Friday	07.00 - 17.00 WIB	11.30 - 13.30 WIB
3	Saturday to Sunday	Holiday	Holiday

Source: PT Indah Kiat Pulp & Paper Tbk – Perawang Mill

3.4 Kind and Description of The Activity

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill we conducted industry visits from several campuses and also high schools in the Division of Public Relations from January 09, 2023, to January 13, 2023, can be seen in the table below as follows:

The activities carried out during practical work can be seen in the following table:

Table 3.2 Daily activities of January 9th, 2023 to January 13th, 2023

No	Date and time	Activities	Place
1	Monday, 09 January 2023	<ul style="list-style-type: none"> • Check-in • Registration for admission to the chaos • Acquaintance with parties' Public Relations 	<ul style="list-style-type: none"> • Mess Bunut • Public Relation
2	Tuesday, 10 January 2023	<ul style="list-style-type: none"> • Visit to SMKN 8 Pekanbaru • Visit to SMKN 2 Pekanbaru • Attended the inauguration of all existing CSR companies 	<ul style="list-style-type: none"> • SMKN 8 Pekanbaru • SMKN 2 Pekanbaru • Convention center in Pekanbaru, Riau
3	Wednesday, 11 January 2023	<ul style="list-style-type: none"> • Clean room internship • Introduction to profiles PT. IKPP Tbk • Discussion and assignment of job training 	<ul style="list-style-type: none"> • Public Relation • Public Relation
4	Thursday, 12 January 2023	<ul style="list-style-type: none"> • Create a Jobdesc given • Visit PT. ARARA unit Research & Development 	<ul style="list-style-type: none"> • Public Relation • PT ARARA (R&D)
5	Friday, 13 January 2023	<ul style="list-style-type: none"> • Conduct safety Training Induction • Complete the guest report book and incoming mail 	<ul style="list-style-type: none"> • Public Relation • Public Relation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from January 16, 2023, to January 20, 2023, can be seen in the table below as follows:

Table 3.3 Daily activities of January 16th, 2023 to January 20th, 2023

No	Date and time	Activities	Place
1	Monday, 16 January 2023	<ul style="list-style-type: none"> • Create jobdesc Vocational Program • Registration for admission to the chaos 	<ul style="list-style-type: none"> • Public Relation
2	Tuesday, 17 January 2023	<ul style="list-style-type: none"> • Create jobdesc Vocational Program 	<ul style="list-style-type: none"> • Public Relation
3	Wednesday, 18 January 2023	<ul style="list-style-type: none"> • Creat to job descriptions • Visit to UNILAK Pekanbaru 	<ul style="list-style-type: none"> • Public Relation • Campus UNILAK Pekanbaru
4	Thursday, 19 January 2023	<ul style="list-style-type: none"> • Create a given Jobdesc • Fill in the guest report book and incoming mail 	<ul style="list-style-type: none"> • Public Relation • Public Relation
5	Friday, 20 January 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail • Visit with UGM Professors the IKPP factory 	<ul style="list-style-type: none"> • Public Relation • IKPP Factory

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations In the second week we visited several schools there from January 23, 2023, to January 27, 2023, can be seen in the table below as follows:

Table 3.3 Daily activities of January 23th, 2023 to January 27th, 2023

No	Date and time	Activities	Place
1	Monday, 23 January 2023	<ul style="list-style-type: none"> • Make data recap of internship Students at IKPP 	<ul style="list-style-type: none"> • Public Relation
2	Tuesday, 24 January 2023	<ul style="list-style-type: none"> • Visit the Green Office and attend meetings with apprentice teachers in machine factories 	<ul style="list-style-type: none"> • Machine Factory and Green Office
3	Wednesday, 25 January 2023	<ul style="list-style-type: none"> • Participated in shooting about IKPP with a guest from Jakarta • Visit PT ARARA 	<ul style="list-style-type: none"> • IKPP Factory • PT ARARA
4	Thursday, 26 January 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail • Visit to Green Office together UMRI Padang 	<ul style="list-style-type: none"> • Public Relation • Green Office
5	Friday, 27 January 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail 	<ul style="list-style-type: none"> • Public Relation

		<ul style="list-style-type: none"> • Making Presentations on land permits and news of events 	<ul style="list-style-type: none"> • Public Relation
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Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from January 30, 2023, to February 03, 2023, can be seen in the table below as follows:

Table 3.4 Daily activities of January 30th, 2023 to February 03th, 2023

No	Date and time	Activities	Place
1	Monday, 30 January 2023	<ul style="list-style-type: none"> • Visit to Riau PORDASI event where the groundbreaking of the international horse race is laid • Accompany the leadership meeting with the regent of Kuansing 	<ul style="list-style-type: none"> • Pekanbaru
2	Tuesday, 31 January 2023	<ul style="list-style-type: none"> • Attended a meeting with the Director of IKPP and the government DPRD Siak 	<ul style="list-style-type: none"> • Room Meeting Eucalyptus
3	Wednesday, 01 February 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail 	<ul style="list-style-type: none"> • Public Relation
4	Thursday, 02 February 2023	<ul style="list-style-type: none"> • Make a recap of job Application Letters • Receive incoming letters and request for assistance 	<ul style="list-style-type: none"> • Public Relation
5	Friday, 03 February 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail • Fill out the disposition sheet for incoming proposals 	<ul style="list-style-type: none"> • Public Relation • Public Relation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations visit to several place from February 06, 2023, to February 10, 2023, can be seen in the table below as follows:

Table 3.5 Daily activities of February 06th, 2023 to February 10th, 2023

No	Date and time	Activities	Place
1	Monday, 06 February 2023	<ul style="list-style-type: none"> • Receive incoming letters and disposition sheets 	<ul style="list-style-type: none"> • Public Relation
2	Tuesday, 07 February 2023	<ul style="list-style-type: none"> • Receive incoming letters and disposition sheets 	<ul style="list-style-type: none"> • Public Relation

		<ul style="list-style-type: none"> • Visit the factory with ANDALAS students 	
3	Wednesday, 08 February 2023	<ul style="list-style-type: none"> • Visit the factory with ANDALAS students • Receive and record incoming letters and disposition sheets 	<ul style="list-style-type: none"> • Factory • Public Relation
4	Thursday, 09 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> • Public Relation
5	Friday, 10 February 2023	<ul style="list-style-type: none"> • Making Recapitulation of rejected and assisted proposals 	<ul style="list-style-type: none"> • Public Relation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from February 13, 2023, to February 17, 2023, can be seen in the table below as follows:

Table 3.6 Daily activities of February 13th, 2023 to February 17th, 2023

No	Date and time	Activities	Place
1	Monday, 13 February 2023	<ul style="list-style-type: none"> • Make a recapitulation of rejected and assisted proposals 	<ul style="list-style-type: none"> • Public Relation
2	Tuesday, 14 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> • Public Relation
3	Wednesday, 15 February 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets • Participating in shooting and security simulations with forestry and Sinarmas APP 	<ul style="list-style-type: none"> • Public Relation • Forestry security field
4	Thursday, 16 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets • Accompany the co-leaders of SMKN2 Pekanbaru, establish friendships about education and apprenticeships 	<ul style="list-style-type: none"> • Public Relation • Machine Building
5	Friday, 17 February 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> • Public Relation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations this week volunteer at the Sinarmas Tzu Chi

app activity from February 20, 2023, to February 24, 2023, can be seen in the table below as follows:

Table 3.7 Daily activities of February 20th, 2023 to February 24th, 2023

No	Date and time	Activities	Place
1	Monday, 20 February 2023	<ul style="list-style-type: none"> Buy goods for Tzu Chi, for the company needs to grocery stores 	<ul style="list-style-type: none"> Pekanbaru
2	Tuesday, 21 February 2023	<ul style="list-style-type: none"> Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> Public Relation
3	Wednesday, 22 February 2023	<ul style="list-style-type: none"> Receive and record incoming letters and disposition sheets Packing of goods, and ATK for Sinarmas Tzu Chi App activities 	<ul style="list-style-type: none"> Public Relation Smart Home (IKPP Cooperative)
4	Thursday, 23 February 2023	<ul style="list-style-type: none"> Packing of goods, and ATK for Sinarmas Tzi Chi App activities 	<ul style="list-style-type: none"> Smart Home (IKPP Cooperative)
5	Friday, 24 February 2023	<ul style="list-style-type: none"> Conduct counseling on Let's learn smart, for kindergarten, elementary, junior high school, and vocational school children with the Tzu Chi App Sinarmas foundation and distribution of learning gifts Meet with Shi Xiong yasayan App Sinarmas Jakarta 	<ul style="list-style-type: none"> TK-SD-SMP-SMK YPPI Perawang Acasia meeting rooms

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from February 27, 2023, to March 03, 2023, can be seen in the table below as follows:

Table 3.8 Daily activities of February 27th, 2023 to March 03th, 2023

No	Date and time	Activities	Place
1	Monday, 27 February 2023	<ul style="list-style-type: none"> Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> Pekanbaru
2	Tuesday, 28 February 2023	<ul style="list-style-type: none"> Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> Public Relation
3	Wednesday, 01 March 2023	<ul style="list-style-type: none"> Receive and record incoming letters and disposition sheets 	<ul style="list-style-type: none"> Public Relation
4	Thursday, 02 March 2023	<ul style="list-style-type: none"> Receive and record incoming letters and disposition sheets 	<ul style="list-style-type: none"> Public Relation
5	Friday, 03 March 2023	<ul style="list-style-type: none"> Delivering files to the accounting unit for document entry 	<ul style="list-style-type: none"> Green Office

		<ul style="list-style-type: none"> Meeting with Ms Meta discussing about Tzu Chi activities 	<ul style="list-style-type: none"> Green Office
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Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations this week I had a meeting with the head of the Indah Kiat Human Resource Development division from March 06, 2023, to March 10, 2023, can be seen in the table below as follows:

Table 3.9 Daily activities of March 06th, 2023 to March 03th, 2023

No	Date and time	Activities	Place
1	Monday, 06 March 2023	<ul style="list-style-type: none"> Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> Pekanbaru
2	Tuesday, 07 March 2023	<ul style="list-style-type: none"> Receive and record proposals, incoming letters and make disposition sheets 	<ul style="list-style-type: none"> Public Relation
3	Wednesday, 08 March 2023	<ul style="list-style-type: none"> Receive and record incoming letters and disposition sheets Making archives of proposal data and incoming letters according to the year 	<ul style="list-style-type: none"> Public Relation Public Relation
4	Thursday, 09 March 2023	<ul style="list-style-type: none"> Receive and record incoming letters and disposition sheets 	<ul style="list-style-type: none"> Public Relation
5	Friday, 10 March 2023	<ul style="list-style-type: none"> Delivering files to the accounting unit for document entry Meeting with Ms Meta discussing about Tzu Chi activities 	<ul style="list-style-type: none"> Green Office Green Office

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations this week there are several different jobs that I do, inputting student names to schools, volunteering to teach at Tzu Chi activities from January 27, 2023, to February 03, 2023, can be seen in the table below as follows:

Table 3.10 Daily activities of March 13th, 2023 to March 17th, 2023

No	Date and time	Activities	Place
1	Monday, 13 March 2023	<ul style="list-style-type: none"> Accompanying the leaders of Industrial Visits with Bung Hatta univ students Inputting student data into YPPI schools 	<ul style="list-style-type: none"> Green Office YPPI School

2	Tuesday, 14 March 2023	<ul style="list-style-type: none"> • Inputting student data into YPPI schools • Delivering files to the green office 	<ul style="list-style-type: none"> • Public Relation • YPPI School Foundation
3	Wednesday, 15 March 2023	<ul style="list-style-type: none"> • Inputting proposal data and disposition sheets • Meetings and training for Tzu Chi activities at school, let's study smart • Visit to the University of Riau Pekanbaru 	<ul style="list-style-type: none"> • Public Relation • Green Office • Pekanbaru
4	Thursday, 16 March 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets 	<ul style="list-style-type: none"> • Public Relation
5	Friday, 17 March 2023	<ul style="list-style-type: none"> • Delivering files to the accounting unit for document entry • Participated in Zhu Chi Let's Learn Smart activities at YPPI Elementary School 	<ul style="list-style-type: none"> • Public Relation • YPPI Elementary School

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations on the third day we did not enter because of the holiday together from March 20, 2023, to March 23, 2023, can be seen in the table below as follows:

Table 3.11 Daily activities of March 20th, 2023 to March 23th, 2023

No	Date and time	Activities	Place
1	Monday, 20 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Input data on YPPI students and volunteers for Tzu Chi Asia Pulp and Paper Sinarmas activities 	<ul style="list-style-type: none"> • Public Relation • Public Relation
2	Tuesday, 21 March 2023	<ul style="list-style-type: none"> • Delivering files to accounting and student data and Tzu Chi YPPI volunteers 	<ul style="list-style-type: none"> • Green Office
3	Wednesday, 22 March 2023	<ul style="list-style-type: none"> • holiday commemorating "Nyepi" day 	<ul style="list-style-type: none"> • Holiday
4	Thursday, 22 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Handing over Tzu Chi help for orphans and priests • Delivering files to PT ARARA Public Relations and shipping goods 	<ul style="list-style-type: none"> • Public Relation • Tzu Chi • PT. ARARA

5	Friday, 23 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Delivering files to the accounting unit for document entry 	<ul style="list-style-type: none"> • Public Relation • Green Office
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Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations, this week Relations this week we do activities Visit the Quality Assurance Building, learn the science of communication Delivering files to the Accounting section for input from 26 March 2023, 2023, to 31 March 2023, 2023, can be seen in the table below as follows:

Table 3.12 Daily activities of March 27th, 2023 to March 31th, 2023

No	Date and time	Activities	Place
1	Monday, 27 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters 	<ul style="list-style-type: none"> • Public Relation
2	Tuesday, 28 March 2023	<ul style="list-style-type: none"> • Delivering files to PT. ARARA • Input incoming proposal data and recap letters 	<ul style="list-style-type: none"> • PT. ARARA • Public Relation
3	Wednesday, 29 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Visit the Quality Assurance Building, learn the science of communication • Delivering files to the Accounting section for input 	<ul style="list-style-type: none"> • Public Relation • Quality Assurance Building • Green Office
4	Thursday, 30 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Input payment data and deliver files to General Assets • Deliver files to PT. ARARA 	<ul style="list-style-type: none"> • Public Relation • General Assets • PT. ARARA
5	Friday, 31 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and scan of the proposal data for acceptance of the memorandum of assistance 	<ul style="list-style-type: none"> • Public Relation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations, this week we go to work on Saturday and Sunday because we are doing a cheap cooking oil bazaar held by Sinarmas from April 03, 2023, to April 09, 2023, can be seen in the table below as follows:

Table 3.13 Daily activities of April 03th, 2023 to April 09th, 2023

No	Date and time	Activities	Place
1	Monday, 03 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Submitting Al-Quran assistance to the Siak district head • Survey the location of office goods 	<ul style="list-style-type: none"> • Public Relation • Perawang Mill
2	Tuesday, 04 April 2023	<ul style="list-style-type: none"> • Delivering files to Accounting • Input incoming proposal data and recap letters 	<ul style="list-style-type: none"> • Green Office • Public Relation
3	Wednesday, 05 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Check the location of Scrap items • Making printed coupons for the Oil Bazaar 	<ul style="list-style-type: none"> • Public Relation • Steel Wire • Stationary & Offset Packaging
4	Thursday, 06 April 2023	<ul style="list-style-type: none"> • Visit to PT. Ivo Mas Pekanbaru, • Visit to Government Office and the Department of Industry and Trade • Distributing cooking oil bazaar coupons 	<ul style="list-style-type: none"> • Pekanbaru • Government Office • Pekanbaru
5	Friday, 07 April 2023	<ul style="list-style-type: none"> • Ascension holiday of Isa Al-Masih 	<ul style="list-style-type: none"> • Holiday
6	Saturday, 08 April 2023	<ul style="list-style-type: none"> • Location survey and shopping for cheap cooking oil bazaar events 	<ul style="list-style-type: none"> • Sports complex in Pekanbaru
7	Sunday, 09 April 2023	<ul style="list-style-type: none"> • Cheap Ramadan cooking oil bazaar event with Sinarmas App, Eka Chipta Foundation 	<ul style="list-style-type: none"> • Sports complex in Pekanbaru

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations this week we are doing a cheap cooking oil bazaar held by Sinarmas in perawang and also held iftar activities with the Siak district government and the Indah Tips company, from April 10, 2023, to April 14, 2023, can be seen in the table below as follows:

Table 3.14 Daily activities of April 10th, 2023 to April 14th, 2023

No	Date and time	Activities	Place
1	Monday, 10 April 2023	<ul style="list-style-type: none"> • Survey of Cheap Ramadan Cooking Oils for the procurement of bazaars in Perawang 	<ul style="list-style-type: none"> • Pekanbaru
2	Tuesday, 11 April 2023	<ul style="list-style-type: none"> • Implementation of the Cheap Ramadan Cooking Oil Bazaar by PT Indah Kiat Perawang 	<ul style="list-style-type: none"> • 26k Boarding football field

3	Wednesday, 12 April 2023	<ul style="list-style-type: none"> • Purchase of assistance for orphans and survey locations for distribution of assistance • Going wholesale to purchase goods needed by Tzu Chi 	<ul style="list-style-type: none"> • Pekanbaru • Lotte Mart
4	Thursday, 13 April 2023	<ul style="list-style-type: none"> • Procurement of goods for breaking the fast with PT. Indah Kiat Pulp & Paper Perawang, Siak Regency Government, and alumni ties University of Riau and Al-Qur'an Waqf 	<ul style="list-style-type: none"> • Pekanbaru
5	Friday, 14 April 2023	<ul style="list-style-type: none"> • Prepare preparations for shared books • Iftar joint activity with PT. Indah Kiat Pulp & Paper Perawang, Siak Regency Government, and alumni ties University of Riau 	<ul style="list-style-type: none"> • Bunut Mess Hall

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations This week, Friday and Saturday we are off with Eid al-Fitr, from April 17, 2023, to April 21, 2023, can be seen in the table below as follows:

Table 3.15 Daily activities of April 17th, 2023 to April 21th, 2023

No	Date and time	Activities	Place
1	Monday, 17 April 2023	<ul style="list-style-type: none"> • Donation activities for orphans with the Sinarmas Buddha Tzu Chi Foundation • Recap data incoming and outgoing letters 	<ul style="list-style-type: none"> • Smart House • Public Relation
2	Tuesday, 18 April 2023	<ul style="list-style-type: none"> • Procurement of goods for Iftar activities and compensation for orphans and Dhuafa Tzu Chi 	<ul style="list-style-type: none"> • Pekanbaru
3	Wednesday, 19 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters 	<ul style="list-style-type: none"> • Public Relation
4	Thursday, 20 April 2023	<ul style="list-style-type: none"> • Eid al-Fitr holiday permit 	<ul style="list-style-type: none"> • Holiday
5	Friday, 21 April 2023	<ul style="list-style-type: none"> • Eid al-Fitr holiday permit 	<ul style="list-style-type: none"> • Holiday

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations, Monday to Wednesday we don't go in because

of the Eid al-Fitr holiday, from April 24, 2023 to April 28, 2023, can be seen in the table below as follows:

Table 3.16 Daily activities of April 24th, 2023 to April 28th, 2023

No	Date and time	Activities	Place
1	Monday, 24 April 2023	• Eid al-Fitr holiday permit	• Holiday
2	Tuesday, 25 April 2023	• Eid al-Fitr holiday permit	• Holiday
3	Wednesday, 26 April 2023	• Eid al-Fitr holiday permit	• Holiday
4	Thursday, 27 April 2023	• Receive incoming proposals and recap incoming letters	• Public Relation
5	Friday, 28 April 2023	• Receive incoming proposals and recap incoming letters	• Public Relation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations this week we activities about Becoming a guest speaker at an MSMEs seminar "improving product quality and marketing in the digital marketing era" from 01 May 2023 to 05 May 2023, can be seen in the table below as follows:

Table 3.17 Daily activities of May 01th, 2023 to May 05th, 2023

No	Date and time	Activities	Place
1	Monday, 01 May 2023	• Holiday	• Holiday
2	Tuesday, 02 May 2023	• Receive incoming proposals and incoming letters • Deliver Term of Payment files to accounting and scan Term of Payment	• Public Relation • Green Office
3	Wednesday, 03 May 2023	• Deliver TP files to accounting and scan Term of Payment data • Deliver company documents to PT. ARARA • Taking packages for office needs	• Green Office (Accounting) • PT. ARARA • Shipping
4	Thursday, 04 May 2023	• Filling in the administration of incoming letters and proposals • Becoming a guest speaker at an MSMEs seminar "improving product quality and marketing in the digital marketing era"	• Pekanbaru • Maredan Village

5	Friday, 05 May 2023	<ul style="list-style-type: none"> • Fill in the administration of incoming proposal reports and incoming letters • Participating in the Tzu Chi Sinarmas activity of casting bamboo piggy banks 	<ul style="list-style-type: none"> • Public Relation • Vocational high school YPPI
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Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from 08 May 2023 to 12 May 2023, can be seen in the table below as follows:

Table 3.18 Daily activities of May 08th, 2023 to May 12th, 2023

No	Date and time	Activities	Place
1	Monday, 08 May 2023	<ul style="list-style-type: none"> • Input incoming letters and incoming proposals • Make data for releasing goods Permit to enter the mill and make PBK (Exit Goods Pass) 	<ul style="list-style-type: none"> • Public Relation • Public Relation
2	Tuesday, 09 May 2023	<ul style="list-style-type: none"> • Inputting incoming letters and incoming proposals, scanning proposals that have been disposed of, and making mill entry permits 	<ul style="list-style-type: none"> • Public Relation
3	Wednesday, 10 May 2023	<ul style="list-style-type: none"> • Make a special report and cooking oil bazaar • Check the remaining cooking oil and distribute it to the IKPP Cooperative 	<ul style="list-style-type: none"> • Public Relation • 26k Boarding football field
4	Thursday, 11 May 2023	<ul style="list-style-type: none"> • Filling in the administrative recap of incoming proposals and incoming letters, Delivering Term of Payment and Scan files to the Accounting unit 	<ul style="list-style-type: none"> • Public Relation
5	Friday, 12 May 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Tzu Chi activities teach children with the theme Let's Learn Smart 	<ul style="list-style-type: none"> • Public Relation • Green Office Accounting

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from 15 May 2023 to 18 May 2023, can be seen in the table below as follows:

Table 3.19 Daily activities of May 15th, 2023 to May 19th, 2023

No	Date and time	Activities	Place
1	Monday, 15 May 2023	<ul style="list-style-type: none"> • Make a report on the Ramadhan Cooking Oil Bazaar • Input incoming and outgoing letters 	<ul style="list-style-type: none"> • Public Relation
2	Tuesday, 16 May 2023	<ul style="list-style-type: none"> • Input incoming letters and proposals and record apprentice handover sheets • Delivering proposal documents to PT. ARARA Public Relations 	<ul style="list-style-type: none"> • Public Relation • PT. ARARA
3	Wednesday, 17 May 2023	<ul style="list-style-type: none"> • Input incoming letters and proposals • Shop for office supplies for guests • Make a letter of entry permit Mill letter and Pass goods out 	<ul style="list-style-type: none"> • Public Relation • Retail Store • Public Relation
4	Thursday, 18 May 2023	<ul style="list-style-type: none"> • Holidays of Jesus Christ 	<ul style="list-style-type: none"> • Holiday
5	Friday, 19 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Delivering advance Application files to Accounting • Archiving Payment files and proposals 	<ul style="list-style-type: none"> • Public Relation • Green Office (Accounting) • Public Relation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from 22 May 2023 to 26 May 2023, can be seen in the table below as follows:

Table 3.20 Daily activities of May 22th, 2023 to May 26th, 2023

No	Date and time	Activities	Place
1	Monday, 22 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Making a special report on the Indonesian Buddhist Tzu Chi Foundation 	<ul style="list-style-type: none"> • Public Relation
2	Tuesday, 23 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Deliver documents to accounting and PT. ARARA 	<ul style="list-style-type: none"> • Public Relation • PT. ARARA and Green Office
3	Wednesday, 24 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Visits to companies from POLBENG to make DII Fast Reg advertisements • Create Product Logos in Canva 	<ul style="list-style-type: none"> • Public Relation • Mechanical Engineering Building • Public Relation
4	Thursday, 25 May 2023	<ul style="list-style-type: none"> • Deliver used to Accounting and Scan Term of Payment files 	<ul style="list-style-type: none"> • Green Office (accounting)

		<ul style="list-style-type: none"> Delivering incoming proposal documents to PT. ARARA 	<ul style="list-style-type: none"> PT. ARARA
5	Friday, 26 May 2023	<ul style="list-style-type: none"> Record and make a summary of incoming proposals and incoming letters Deliver used to Accounting and Scan TP files Delivering incoming proposal documents to PT. ARARA Tzu Chi activities teach children with the theme Let's Learn Smart (Neighborhood Environment) 	<ul style="list-style-type: none"> Public Relation Green Office (accounting) PT. ARARA Elementary school Indonesian Education and Teaching Foundation

Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from 29 May 2023 to 02 June 2023, can be seen in the table below as follows:

Table 3.21 Daily activities of May 29th, 2023 to May 05th, 2023

No	Date and time	Activities	Place
1	Monday, 29 May 2023	<ul style="list-style-type: none"> Record and record proposals and incoming letters into the incoming mail agenda book Making a Tzu Chi Special Report Deliver used to Accounting and to PT. ARARA 	<ul style="list-style-type: none"> Public Relation Public Relation PT. ARARA
2	Tuesday, 30 May 2023	<ul style="list-style-type: none"> Record and record proposals and incoming letters Into the incoming mail agenda book Industrial visit with SMKN4 Pekanbaru 	<ul style="list-style-type: none"> Public Relation Factory PT. Indah Kiat Pulp & Paper
3	Wednesday, 31 May 2023	<ul style="list-style-type: none"> Record and record proposals and incoming letters into the incoming mail agenda book Purchase procurement of goods for guests Industrial visit with Bung Hatta University Padang (Industrial & Mechanical Engineering) 	<ul style="list-style-type: none"> Public Relation Retail Shop Factory PT. Indah Kiat Pulp & Paper Shipping
4	Thursday, 01 June 2023	<ul style="list-style-type: none"> Pancasila Day holiday 	<ul style="list-style-type: none"> Holiday
5	Friday, 02 June 2023	<ul style="list-style-type: none"> Deliver used to Accounting and Scan Term of Payment files (business travel reports) 	<ul style="list-style-type: none"> Green Office (accounting) Vocational high school YPPI

		<ul style="list-style-type: none"> Record and record proposals and incoming letters into the incoming mail agenda book 	
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Source Processed Data 2023

The agenda of activities or work that has been carried out by the author during the implementation of the Job training at PT Indah Kiat Pulp & Paper Tbk Perawang Mill in the Division of Public Relations from June 05th, 2023 to June 09th, 2023, can be seen in the table below as follows:

Table 3.22 Daily activities of June 05th, 2023 to June 09th, 2023

No	Date and time	Activities	Place
1	Monday, 05 June 2023	<ul style="list-style-type: none"> Record and record proposals and incoming letters into the incoming mail agenda book Making a Tzu Chi Special Report Deliver used to Accounting and to PT. ARARA (Job Training) 	<ul style="list-style-type: none"> Public Relation PT. ARARA
2	Tuesday, 06 Juni 2023	<ul style="list-style-type: none"> Record and record proposals and incoming letters into the incoming mail agenda book Deliver Proposal files Meetings with POLBENG and Operation Port unit 	<ul style="list-style-type: none"> Public Relation PT. ARARA Unit Operational Port
3	Wednesday, 07 Juni 2023	<ul style="list-style-type: none"> Record and record proposals and incoming letters into the incoming mail agenda book Drop documents into Drop Box Spoke incoming mail agenda Presentation of Case Study reports 	<ul style="list-style-type: none"> Public Relation Unit Accounting Public Relation
4	Thursday, 08 Juni 2023	<ul style="list-style-type: none"> Escort students to the location of the Mess Check for remaining Cooking oil Delivering Term of Payment document files to the Accounting Unit Input incoming letters and incoming proposals 	<ul style="list-style-type: none"> Mess 26k Accounting Public Relationg
5	Friday, 09 Juni 2023	<ul style="list-style-type: none"> Preparation of documents for return Farewell and handover of mementoes for the leadership 	<ul style="list-style-type: none"> Public Relation Public Relaton

Source Processed Data 2023

3.5 Obstacles Encountered and Solutions

3.5.1 Obstacles Encountered during of The Apprenticeship

The obstacles encountered during the completion of tasks carried out during job training at PT Indah Kiat Pulp & Paper Perawang are as follows:

1. In the company PT. Indah Kiat Pulp & Paper here limits the use of internet access for employees, so that employees who work in public relations can only access Outlook and also have limitations in using office facilities.
2. Limited access to obtain data for a particular job, because the data provided is unclear and incomplete, making it difficult to make reports or work-related matters.
3. In the field of Public Relations, they still use a manual correspondence system, and there are also deficiencies in administrative processes that are not regular and have not been applied to applications that can be used.

3.5.2 Solutions During the Apprenticeship

The solutions for the obstacles that the author get while doing the job training, we hope that on the next period are:

1. If restrictions on internet access are still needed, the company may consider adjusting its policies so that employees in the Public Relations department can have wider access and according to their job needs. And If the problem lies in security, the company can consider using a VPN (Virtual Private Network) for employees in the public relations department.
2. Using information systems, implement information systems that allow easy, complete and structured data access. This system can help organize data and make it easier to find the necessary.
3. Information. Using the Digital Correspondence System, Replace the manual mailing system with a digital mailing system. This will help improve efficiency and ease data accessibility. Create an integrated administrative system that covers all processes in Public Relations. This will simplify data management and improve information accuracy.

CHAPTER 4

CONCLUSION AND SUGGESTION

4.1 Conclusion

In carrying out Field Work Practice activities at PT Indah Kiat Pulp & Paper Perawang Mill, especially in the Public Relations Section, the author has gained various valuable experiences that strengthen the understanding and application of the knowledge gained during lectures. This experience allows the writer to apply knowledge in an optimal and effective way while undergoing job training. Field Work Practice is a place for students to understand the real world of work, as well as get to know the environment and working conditions that will be faced after they finish their studies on campus.

Based on the description of the Job Training report, 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. Indah Kiat Pulp and Paper Tbk - Perawang Mill There are several types of work during the practical work program, namely, Conducting Gatherings or Meetings, Receive incoming letters and incoming proposals, Fill Out the Paper Assistance Handover Forms, Event Organizer, and Become a volunteer for the Sinarmas Buddhist Tzu Chi Foundation
2. The practical work program was carried out at PT. Indah Kiat Pulp and Paper Tbk - Perawang Mill in Public Relations. The program is carried out for 5 (months) starting from January 09st 2023 to June 09th 2023.
3. Work systems and procedures in the public relations department use online systems, application systems and manual systems. All of these systems make it easier to do the work of the public relations section.

4. During the implementation of practical work, there were several obstacles, namely the Limitations in using office facilities, because office facilities have been authorized by the center and Limitations in obtaining data for a given job, because the data provided is unclear and incomplete and in the field of Public Relations, they still use a manual correspondence system, and there are also deficiencies in administrative processes that are not regular and have not been applied to applications that can be used.
5. The solutions for the obstacles that the author get while doing the job training, Using the Digital Correspondence System, Replace the manual mailing system with a digital mailing system. This will help improve efficiency and ease data accessibility. Create an integrated administrative system that covers all processes in Public Relations. This will simplify data management and improve information accuracy.

5.1 Suggestion

After carrying out Job Training at PT Indah Kiat Pulp & Paper Perawang Mill, there are several suggestions from the author personally, namely as follows:

1. To support the smoothness and efficiency of work implementation, it is recommended that computer facilities be provided for students who are undergoing practical work. Apart from that, it is also important to provide internet network access, considering that a lot of work is currently being done online. The availability of these facilities will help students carry out their assignments more effectively and productively, and ensure that they can adapt to an increasingly digital work environment.
2. Internet network access must be provided because every job today tends to rely on online connectivity for various important activities, such as communicating with colleagues and superiors, accessing information sources, collaborating on team projects, and monitoring the latest developments in related industries. The

availability of stable and reliable internet access will ensure that students who are undergoing practical work can carry out their assignments efficiently and keep abreast of technological developments that continue to develop in today's world of work.

REFERENCES

Andriyani, R. (2022). PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill Tualang Wood Working and Employee Cooperative.

Suhendra, S. (2022). PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill Accepting Incoming Proposals and Event Organizer.

Andriyani, R. (2022). PT. Indah Kiat Pulp & Paper Tbk-Perawang Mill Tualang Wood Working and Employee Cooperative.

LIST OF APPENDICES

Appendix 1: Apprenticeship 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
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Nomor : 5708/PL31/TU/2022
Hal : Permohonan Kerja Praktek (KP)

05 Desember 2022

**Yth. Pimpinan PT. Indah Kiat Pulp and Paper
di
Perawang**

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	Haziratul Sabila	5404191205	D4 Administrasi Bisnis Internasional
2	Firman Syahputra	5404191210	D4 Administrasi Bisnis Internasional
3	Zalida	5404191254	D4 Administrasi Bisnis Internasional
4	Juanda Ardiansyah	5404191193	D4 Administrasi Bisnis Internasional
5	Shinta Karunia	5404191203	D4 Administrasi Bisnis Internasional
6	Nurliandari	5404191196	D4 Administrasi Bisnis Internasional
7	Cut Mu'azinah	5404191208	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.


Adrian Irnanda Pratama, ST., MT
NIP. 197906172014041001

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

Appendix 2: Apprenticeship Reply Letter

**indah kiat**
pulp and paper products

No : 016 /PA - IKPP/XII / 2022
Perihal : Jawaban Permohonan KP

Pinang Sebatang, 14 Desember 2022

Kepada Yth,
Bapak Armada, ST, MT
Wakil Direktur 1 Politeknik
Negeri Bengkalis (POLBENG)
Di Jalan Bathin Alam, Sungai Alam,
Bengkalis

Dengan hormat.
Menanggapi surat no. 5708/PL31/TU/2022, Perihal Permohonan Kuliah Kerja
Praktek, bersama ini kami ucapkan terimakasih.

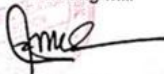
Sehubungan dengan hal diatas, dengan ini kami sampaikan bahwa PT. Indah
Kiat Pulp and Paper Tbk., Perawang dapat mengabulkan permohonan
tersebut untuk atas nama

1. Nama : Cut Mu'azinah
NIM : 5404191208
2. Nama : Nurliandari
NIM : 5404191196
3. Nama : Shinta Karunia
NIM : 5404191203
4. Nama : Juanda Ardiansyah
NIM : 5404191193
5. Nama : Haziratul Sabila
NIM : 5404191205
6. Nama : Firman Syahputra
NIM : 5404191210
7. Nama : Zalida
NIM : 5404191254

Adapun kerja praktek dilaksanakan pada 9 Januari 2023 sampai dengan Juli
2023

Demikian disampaikan atas perhatiannya diucapkan terimakasih.

Hormat kami,
PT. Indah Kiat Pulp & Paper Tbk
Perawang Mill


Armadi
Public Affair

Tembusan :
Disampaikan kepada Yang Terhormat,
1. ybs

PT. Indah Kiat Pulp & Paper Tbk
Head Office : Wisma INDAH KIAT, Jl. Raya Serpong Km.8, Tangerang, Banten 15310, Jakarta - Indonesia
Telp : (62-21) 53120001 - 03 (hunting), Fax : (62-21) 53120366, 53120045, 53120324-25
Liaison Office : Jl. Teuku Umar No.51, P.O.Box 1135, Pekanbaru 28141, Riau - Indonesia
Telp : (82-761) 888888

Appendix 3: Apprenticeship Statement Letter



SURAT KETERANGAN 001/SKV-IKPP/VII/2023

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Indah Kiat Pulp & Paper Tbk, menerangkan bahwa:

Nama : Cut Mu'azinah
NIM/NIS : 5404191208
Jurusan/Prodi : Administrasi Bisnis Internasional
Asal Perguruan Tinggi : Politenik Negeri Bengkalis
Waktu : 09 Januari 2023 - 09 Juni 2023

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 09 Januari 2023 - 09 Juni 2023 di PT. Indah Kiat Pulp & Paper Tbk.
Demikian Surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Perawang, 11 Juli 2023
Hormat Kami,
PT. Indah Kiat Pulp & Paper Tbk


Armadi, SE.,ME
Public Affair

PT. Indah Kiat Pulp & Paper Tbk.

Office : Sinarmas Land Plaza Menara II, 7th Floor, Jl. M.H. Thamrin No. 51, Jakarta 10350, Indonesia - P.O Box 4295 JKT 10001
Telp. (021) 3929266-69 (hunting), Fax : (021) 3920276,3929278
Mill Site : Jl. Raya Minas - Perawang Km 26, Kec. Tuatung, Kab. Siak 28772, Riau - Indonesia
Telp. : (62-761) 91088,91030 (Hunting), Fax : (62-761) 91373,91376

Appendix 4: Apprenticeship Assessment Sheet

**EVALUATION RESULTS FROM JOB TRAINING
COMPANY APPRAISAL
PT. INDAH KIAT PULP AND PAPER Tbk PERAWANG MILL**

Name : Cut Mu'azinah
 Student's Identity No. : 5404191208
 Study Program : D-IV International Business Administration
 Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	90
2.	Responsibility	25%	96
3.	Adjustment/Adaptation	10%	94
4.	Work Result	30%	91
5.	Behavior in General	15%	94
Total (1+2+3+4+5)		100%	93

Explanation:

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

Notes:

Uraian lebih detail / comment & Rubrics Hasil

.....

.....

.....

Perawang, July 11th, 2023



Armadi, S.E., M.E
 Head of Public Relation

Appendix 5 : List of Attendance

LIST PRESENT OF THE JOB TRAINING PT INDAH KIAT PULP & PAPER Tbk COMPANY

Name : Cut Mu'azinah
 Student Identify Number : 5404191208
 Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Mon, January 9 th ,2023	07:00	11.30	13.00	17.00	
2	Tue, January 10 th ,2023	07:00	11.30	13.00	17.00	
3	Wed, January 11 th ,2023	07:00	11.30	13.00	17.00	
4	Thu, January 12 th ,2023	07:00	11.30	13.00	17.00	
5	Fri, January 13 th ,2023	07:00	11.30	13.00	17.00	
6	Mon, January 16 th ,2023	07:00	11.30	13.00	17.00	
7	Tue, January 17 th ,2023	07:00	11.30	13.00	17.00	
8	Wed, January 18 th ,2023	07:00	11.30	13.00	17.00	
9	Thu, January 19 th ,2023	07:00	11.30	13.00	17.00	
10	Fri, January 20 th ,2023	07:00	11.30	13.00	17.00	
11	Mon, January 23 th ,2023	07:00	11.30	13.00	17.00	
12	Tue, January 24 th ,2023	07:00	11.30	13.00	17.00	
13	Wed, January 25 th ,2023	07:00	11.30	13.00	17.00	
14	Thu, January 26 th ,2023	07:00	11.30	13.00	17.00	
15	Fri, January 27 th ,2023	07:00	11.30	13.00	17.00	
16	Mon, January 30 th ,2023	07:00	11.30	13.00	17.00	
17	Tue, January 31 st ,2023	07:00	11.30	13.00	17.00	

Perawang, January 31st. 2023

Head of Public Relations

ARMADI, SE., ME
 SAP.1013966

**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Cut Mu'azinah
Student Identify Number : 5404191208
Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Wed, February 1 st ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
2	Thu, February 2 nd ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
3	Fri, February 3 rd ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
4	Mon, February 6 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
5	Tue, February 7 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
6	Wed, February 8 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
7	Thu, February 9 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
8	Fri, February y 10 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
9	Mon, February 13 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
10	Tue, February 14 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
11	Wed, February 15 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
12	Thu, February 16 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
13	Fri, February y 17 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
14	Mon, February 20 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
15	Tue, February 21 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
16	Wed, February 22 nd ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
17	Thu, February 23 rd ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>

**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Cut Mu'azinah
 Student Identify Number : 5404191208
 Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Wed, March 1 st , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
2	Thu, March 2 nd , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
3	Fri, March 3 rd , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
4	Mon, March 6 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
5	Tue, March 7 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
6	Wed, March 8 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
7	Thu, March 9 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
8	Fri, March 10 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
9	Mon, March 13 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
10	Tue, March 14 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
11	Wed, March 15 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
12	Thu, March 16 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
13	Fri, March 17 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
14	Mon, March 20 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
15	Tue, March 21 st , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>

No	Date	Morning		Afternoon		Signature	
		in	out	in	out		
16	Wed, March 22 nd , 2023	National Holiday					<i>[Signature]</i>
17	Thu, March 23 rd , 2023	07:00	11.30	13.00	17.00		<i>[Signature]</i>
18	Fri, March 24 th , 2023	07:00	11.30	13.00	17.00		<i>[Signature]</i>
19	Mon, March 27 th , 2023	07:00	11.30	13.00	17.00		<i>[Signature]</i>
20	Tue, March 28 th , 2023	07:00	11.30	13.00	17.00		<i>[Signature]</i>
21	Wed, March 29 th , 2023	07:00	11.30	13.00	17.00		<i>[Signature]</i>
22	Thu, March 30 th , 2023	07:00	11.30	13.00	17.00		<i>[Signature]</i>
23	Fri, March 31 st , 2023	07:00	11.30	13.00	17.00		<i>[Signature]</i>

Perawang, March 31st. 2023

Head of Public Relations

[Signature]

ARMADI, SE., ME
SAP. 1013966

**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Cut Mu'azinah
Student Identify Number : 5404191208
Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Mon, April 3 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
2	Tue, April 4 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
3	Wed, April 5 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
4	Thu, April 6 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
5	Fri, April 7 th ,2023	National Holiday				
6	Mon, April 10 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
7	Tue, April 11 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
8	Wed, April 12 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
9	Thu, April 13 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
10	Fri, April 14 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
11	Mon, April 17 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
12	Tue, April 18 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
13	Wed, April 19 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
14	Thu, April 20 th ,2023	Permitted				
15	Fri, April 21 th ,2023	Permitted				
16	Mon, April 24 th ,2023	Permitted				
17	Fri, April 25 th ,2023	Permitted				
18	Mon, April 26 th ,2023	Permitted				

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
19	Thu, April 27 th , 2023	07:00	11.30	13.00	17.00	<i>Handwritten Signature</i>
20	Fri, April 28 th , 2023	07:00	11.30	13.00	17.00	<i>Handwritten Signature</i>

Perawang, April 28st. 2023

Head of Public Relations

Handwritten Signature

ARMADI, SE., ME
SAP. 1013966

**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Cut Mu'azinah

Student Identify Number : 5404191208

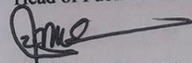
Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Mon, May 1 st ,2023	National Holiday				
2	Tue, May 2 nd ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
3	Wed, May 3 rd ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
4	Thu, May 4 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
5	Fri, May 5 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
6	Mon, May 8 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
7	Tue, May 9 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
8	Wed, May 10 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
9	Thu, May 11 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
10	Fri, May 12 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
11	Mon, May 15 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
12	Tue, May 16 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
13	Wed, May 17 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
14	Thu, May 18 th ,2023	National Holiday				
15	Fri, May 19 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
16	Mon, May 22nd,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
17	Tue, May 23rd,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
18	Wed, May 24 th ,2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>

No	Date	Morning		Afternoon		Signature
		in	Out	in	out	
19	Thu, May 25 th ,2023	National Holiday				
20	Fri, May 26 th ,2023	07:00	11.30	13.00	17.00	<i>M. Armadi</i>
21	Fri, May 26 th ,2023	07:00	11.30	13.00	17.00	<i>M. Armadi</i>
22	Mon, May 29 th ,2023	07:00	11.30	13.00	17.00	<i>M. Armadi</i>
23	Tue, May 30 th ,2023	07:00	11.30	13.00	17.00	<i>M. Armadi</i>
24	Wed, May 31 th ,2023	07:00	11.30	13.00	17.00	<i>M. Armadi</i>

Perawang, May 31st. 2023

Head of Public Relations



ARMADI, SE., ME
SAP. 1013966

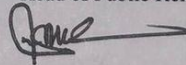
**LIST PRESENT OF THE JOB TRAINING
PT INDAH KIAT PULP & PAPER Tbk COMPANY**

Name : Cut Mu'azinah
Student Identify Number : 5404191208
Sec/Dept : PR / Public Relations

No	Date	Morning		Afternoon		Signature
		In	Out	In	out	
1	Thu, June 1 st , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
2	Fri, June 2 nd , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
3	Mon, June 5 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
4	Tue, June 6 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
5	Wed, June 7 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
6	Thu, June 8 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>
7	Fri, June 9 th , 2023	07:00	11.30	13.00	17.00	<i>Mu'azinah</i>

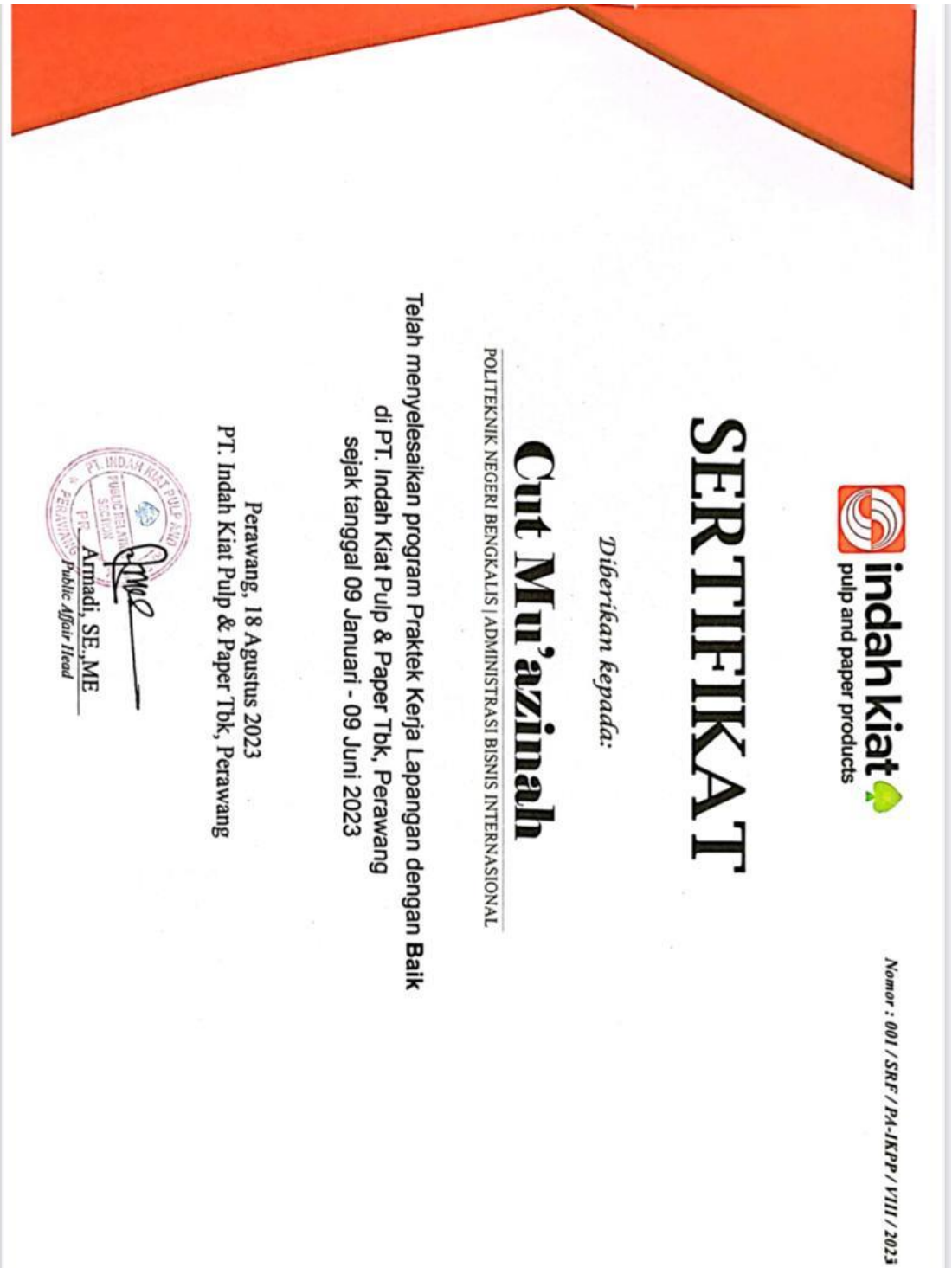
Perawang, June 9st. 2023

Head of Public Relations



ARMADI, SE., ME
SAP. 1013966

Appendix 6 : Certificate




Appendix 7: Daily Activity

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 09 January 2023 - 13 January 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 09 January 2023	<ul style="list-style-type: none"> • Check-in • Registration for admission to the chaos • Acquaintance with parties' Public Relations 	Iрмаi Sastri Arsih	
Tuesday, 10 January 2023	<ul style="list-style-type: none"> • Visit to SMKN Pekanbaru • Visit to SMKN 2 Pekanbaru • Attended the inauguration of all existing CSR companies 		
Wednesday, 11 January 2023	<ul style="list-style-type: none"> • Clean room internship • Introduction to profiles PT. IKPP Tbk • Discussion and assignment of job training 		
Thursday, 12 January 2023	<ul style="list-style-type: none"> • Create a Jobdesc given • Visit PT. ARARA unit Research & Development 		
Friday, 13 January 2023	<ul style="list-style-type: none"> • Conduct safety Training Induction • Complete the guest report book and incoming mail 		
Industry Advisory Note			





NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 16 January 2023 - 20 January 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 16 January 2023	<ul style="list-style-type: none"> • Create jobdesc Vocational Program • Registration for admission to the chaos 	Iрмаi Sastri Arsih	
Tuesday, 17 January 2023	<ul style="list-style-type: none"> • Create jobdesc Vocational Program 		
Wednesday, 18 January 2023	<ul style="list-style-type: none"> • Creat to job descriptions • Visit to UNILAK Pekanbaru 		
Thursday, 19 January 2023	<ul style="list-style-type: none"> • Create a given Jobdesc • Fill in the guest report book and incoming mail 		
Friday, 20 January 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail • Visit with UGM Professors the IKPP factory 		
Industry Advisory Note			






NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 23 January 2023 - 27 January 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 23 January 2023	<ul style="list-style-type: none"> • Make data recap of internship Students at IKPP 	Iрмаi Sastri Arsih	
Tuesday, 24 January 2023	<ul style="list-style-type: none"> • Visit the Green Office and attend meetings with apprentice teachers in machine factories 		
Wednesday, 25 January 2023	<ul style="list-style-type: none"> • Participated in shooting about IKPP with a guest from Jakarta • Visit PT ARARA 		
Thursday, 26 January 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail • Visit to Green Office together UMRI Padang 		
Friday, 27 January 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail • Making Presentations on land permits and news of events 		
Industry Advisory Note			




NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 30 January 2023 - 03 February 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 30 January 2023	<ul style="list-style-type: none"> • Visit to Riau PORDASI event where the groundbreaking of the international horse race is laid • Accompany the leadership meeting with the regent of Kuansing 	Iрмаi Sastri Arsih	
Tuesday, 31 January 2023	<ul style="list-style-type: none"> • Attended a meeting with the Director of IKPP and the government DPRD Siak 		
Wednesday, 01 February 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail 		
Thursday, 02 February 2023	<ul style="list-style-type: none"> • Make a recap of job Application Letters • Receive incoming letters and request for assistance 		
Friday, 03 February 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail • Fill out the disposition sheet for incoming proposals 		
Industry Advisory Note			


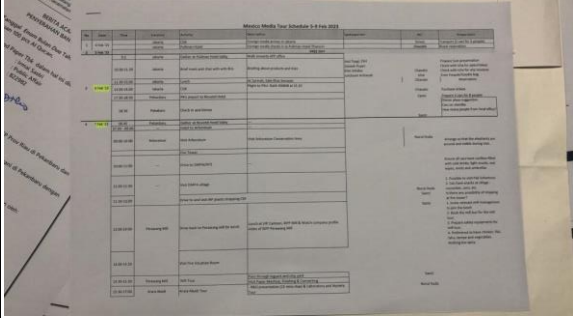

NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 06 February 2023 - 10 February 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 06 February 2023	<ul style="list-style-type: none"> • Receive incoming letters and disposition sheets 	Iрмаi Sastri Arsih	
Tuesday, 07 February 2023	<ul style="list-style-type: none"> • Receive incoming letters and disposition sheets • Visit the factory with ANDALAS students 		
Wednesday, 08 February 2023	<ul style="list-style-type: none"> • Visit the factory with ANDALAS students • Receive and record incoming letters and disposition sheets 		
Thursday, 09 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 		
Friday, 10 February 2023	<ul style="list-style-type: none"> • Making Recapitulation of rejected and assisted proposals 		
Industry Advisory Note			




NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 13 February 2023 - 17 February 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 13 February 2023	<ul style="list-style-type: none"> • Make a recapitulation of rejected and assisted proposals 	Iрмаi Sastri Arsih	
Tuesday, 14 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 		
Wednesday, 15 February 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets • Participating in shooting and security simulations with forestry and Sinarmas APP 		
Thursday, 16 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets • Accompany the co-leaders of SMKN2 Pekanbaru, establish friendships about education and apprenticeships 		
Friday, 17 February 2023	<ul style="list-style-type: none"> • Fill in the guest report book and incoming mail Receive and record proposals, incoming letters and make disposition sheets 		
Industry Advisory Note			

NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 20 February 2023 - 24 February 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 20 February 2023	<ul style="list-style-type: none"> • Buy goods for Tzu Chi, for the company needs to grocery stores 	Iрмаi Sastri Arsih	
Tuesday, 21 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 		
Wednesday, 22 February 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets • Packing of goods, and ATK for Sinarmas Tzu Chi App activities 		
Thursday, 23 February 2023	<ul style="list-style-type: none"> • Packing of goods, and ATK for Sinarmas Tzi Chi App activities 		
Friday, 24 February 2023	<ul style="list-style-type: none"> • Conduct counseling on Let's learn smart, for kindergarten, elementary, junior high school, and vocational school children with the Tzu Chi App Sinarmas foundation and distribution of learning gifts • Meet with Shi Xiong yasayan App Sinarmas Jakarta 		
Industry Advisory Note			


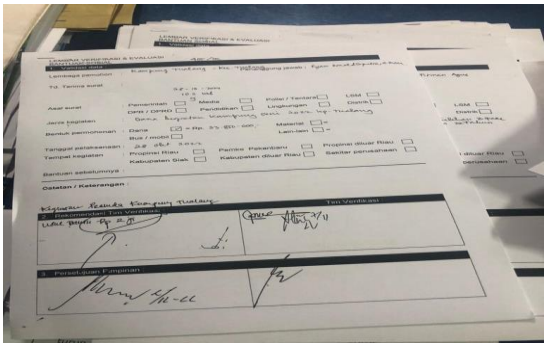
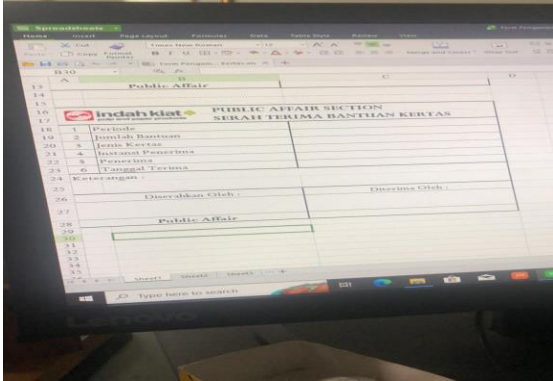
NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 27 February 2023 - 03 March 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 27 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 	Iрмаi Sastri Arsih	
Tuesday, 28 February 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 		
Wednesday, 01 March 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets 		
Thursday, 02 March 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets 		
Friday, 03 March 2023	<ul style="list-style-type: none"> • Delivering files to the accounting unit for document entry • Meeting with Ms Meta discussing about Tzu Chi activities 		
Industry Advisory Note			

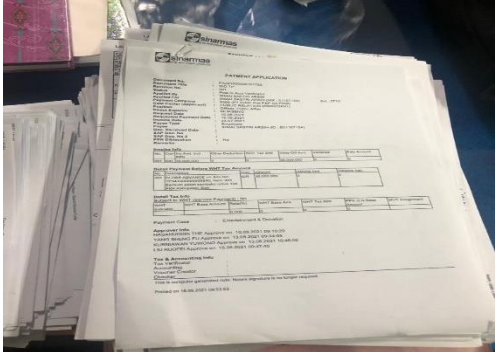

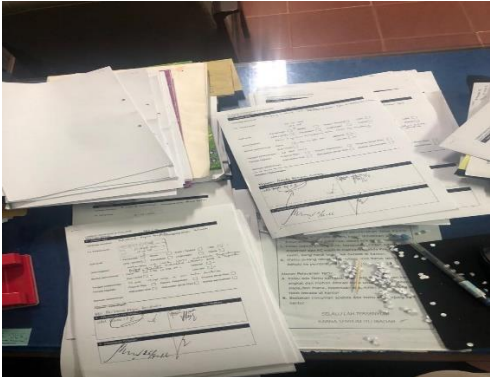
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 06 March 2023 - 10 March 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 06 March 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 	Iрмаi Sastri Arsih	
Tuesday, 07 March 2023	<ul style="list-style-type: none"> • Receive and record proposals, incoming letters and make disposition sheets 		
Wednesday, 08 March 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets • Making archives of proposal data and incoming letters according to the year 		
Thursday, 09 March 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets 		
Friday, 10 March 2023	<ul style="list-style-type: none"> • Delivering files to the accounting unit for document entry • Meeting with Ms Meta discussing about Tzu Chi activities 		
Industry Advisory Note			



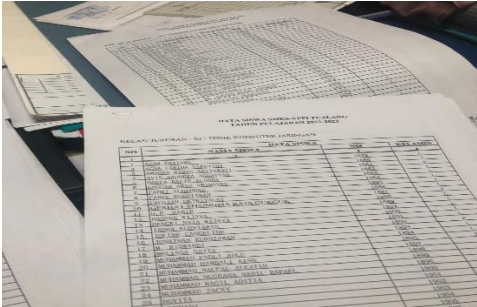
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 13 March 2023 - 17 March 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 13 March 2023	<ul style="list-style-type: none"> • Accompanying the leaders of Industrial Visits with Bung Hatta univ students • Inputting student data into YPPI schools 	Iрмаi Sastri Arsih	
Tuesday, 14 March 2023	<ul style="list-style-type: none"> • Inputting student data into YPPI schools • Delivering files to the green office 		
Wednesday, 15 March 2023	<ul style="list-style-type: none"> • Inputting proposal data and disposition sheets • Meetings and training for Tzu Chi activities at school, let's study smart • Visit to the University of Riau Pekanbaru 		
Thursday, 16 March 2023	<ul style="list-style-type: none"> • Receive and record incoming letters and disposition sheets 		
Friday, 17 March 2023	<ul style="list-style-type: none"> • Delivering files to the accounting unit for document entry • Participated in Zhu Chi Let's Learn Smart activities at YPPI Elementary School 		
Industry Advisory Note			

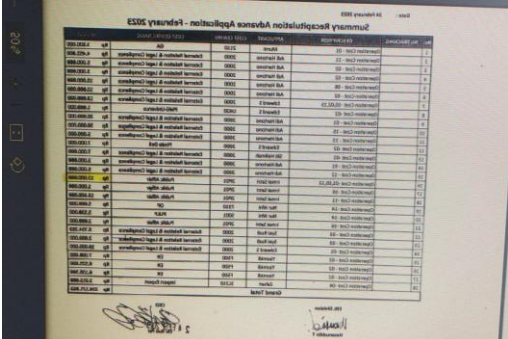

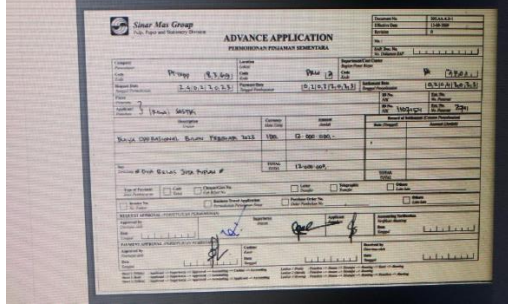

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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 20 March 2023 - 23 March 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 20 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Input data on YPPI students and volunteers for Tzu Chi Asia Pulp and Paper Sinarmas activities 	Iрмаi Sastri Arsih	
Tuesday, 21 March 2023	<ul style="list-style-type: none"> • Delivering files to accounting and student data and Tzu Chi YPPI volunteers 		
Wednesday, 22 March 2023	<ul style="list-style-type: none"> • holiday commemorating "Nyepi" day 		
Thursday, 22 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Handing over Tzu Chi help for orphans and priests • Delivering files to PT ARARA Public Relations and shipping goods 		
Friday, 23 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Delivering files to the accounting unit for document entry 		
Industry Advisory Note			


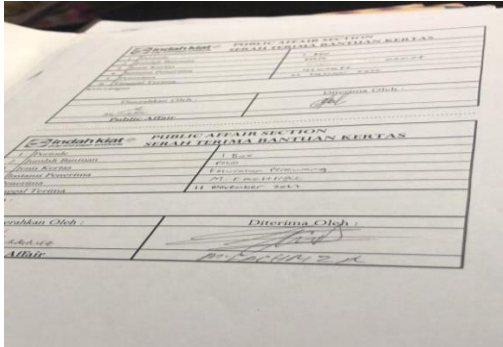

NO	WORKING	EXPLANATION
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4.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 27 March 2023 - 31 March 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 27 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters 	Iрмаi Sastri Arsih	
Tuesday, 28 March 2023	<ul style="list-style-type: none"> • Delivering files to PT. ARARA • Input incoming proposal data and recap letters 		
Wednesday, 29 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Visit the Quality Assurance Building, learn the science of communication • Delivering files to the Accounting section for input 		
Thursday, 30 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap letters • Input payment data and deliver files to General Assets • Deliver files to PT. ARARA 		
Friday, 31 March 2023	<ul style="list-style-type: none"> • Receive incoming proposals and scan of the proposal data for acceptance of the memorandum of assistance 		
Industry Advisory Note			

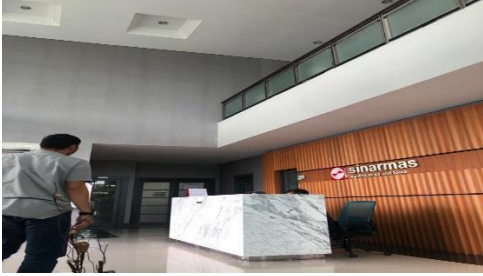

NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Sunday

Date : 03 April 2023 - 09 April 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 03 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Submitting Al-Quran assistance to the Siak district head • Survey the location of office goods 	Iрмаi Sastri Arsih	
Tuesday, 04 April 2023	<ul style="list-style-type: none"> • Delivering files to Accounting • Input incoming proposal data and recap letters 		
Wednesday, 05 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Check the location of Scrap items • Making printed coupons for the Oil Bazaar 		
Thursday, 06 April 2023	<ul style="list-style-type: none"> • Visit to PT. Ivo Mas Pekanbaru, • Visit to Government Office and the Department of Industry and Trade • Distributing cooking oil bazaar coupons 		
Friday, 07 April 2023	<ul style="list-style-type: none"> • Ascension holiday of Isa Al-Masih 		
Saturday, 08 April 2023	<ul style="list-style-type: none"> • Location survey and shopping for cheap cooking oil bazaar events 		
Sunday, 09 April 2023	<ul style="list-style-type: none"> • Cheap Ramadan cooking oil bazaar event with Sinarmas App, Eka Chipta Foundation 		
Industry Advisory Note			





NO	WORKING	EXPLANATION
1.		
		
		
		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 10 April 2023 - 14 April 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 10 April 2023	<ul style="list-style-type: none"> • Survey of Cheap Ramadan Cooking Oils for the procurement of bazaars in Perawang 	Iрмаi Sastri Arsih	
Tuesday, 11 April 2023	<ul style="list-style-type: none"> • Implementation of the Cheap Ramadan Cooking Oil Bazaar by PT Indah Kiat Perawang 		
Wednesday, 12 April 2023	<ul style="list-style-type: none"> • Purchase of assistance for orphans and survey locations for distribution of assistance • Going wholesale to purchase goods needed by Tzu Chi 		
Thursday, 13 April 2023	<ul style="list-style-type: none"> • Procurement of goods for breaking the fast with PT. Indah Kiat Pulp & Paper Perawang, Siak Regency Government, and alumni ties University of Riau and Al-Qur'an Waqf 		
Friday, 14 April 2023	<ul style="list-style-type: none"> • Prepare preparations for shared books • Iftar joint activity with PT. Indah Kiat Pulp & Paper Perawang, Siak Regency Government, and alumni ties University of Riau 		
Industry Advisory Note			

NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 17 April 2023 - 21 April 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 17 April 2023	<ul style="list-style-type: none"> • Donation activities for orphans with the Sinarmas Buddha Tzu Chi Foundation • Recap data incoming and outgoing letters 	Iрмаi Sastri Arsih	
Tuesday, 18 April 2023	<ul style="list-style-type: none"> • Procurement of goods for Iftar activities and compensation for orphans and Dhuafa Tzu Chi 		
Wednesday, 19 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters 		
Thursday, 20 April 2023	<ul style="list-style-type: none"> • Eid al-Fitr holiday permit 		
Friday, 21 April 2023	<ul style="list-style-type: none"> • Eid al-Fitr holiday permit 		
Industry Advisory Note			

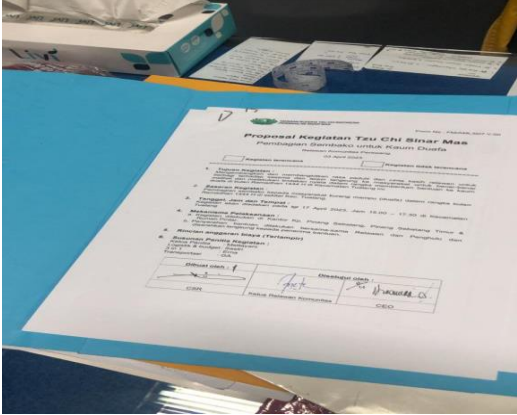
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 24 April 2023 - 28 April 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 24 April 2023	<ul style="list-style-type: none"> • Eid al-Fitr holiday permit 	Iрмаi Sastri Arsih	
Tuesday, 25 April 2023	<ul style="list-style-type: none"> • Eid al-Fitr holiday permit 		
Wednesday, 26 April 2023	<ul style="list-style-type: none"> • Eid al-Fitr holiday permit 		
Thursday, 27 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters 		
Friday, 28 April 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters 		
Industry Advisory Note			



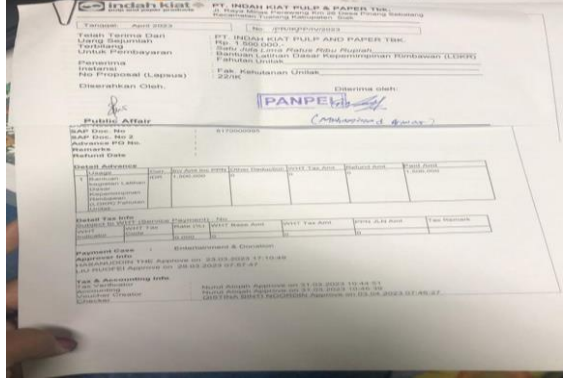
NO	WORKING	EXPLANATION
1.		

**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 01 May 2023 - 05 May 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 01 May 2023	<ul style="list-style-type: none"> • Holiday 	Iрмаi Sastri Arsih	
Tuesday, 02 May 2023	<ul style="list-style-type: none"> • Receive incoming proposals and incoming letters • Deliver Term of Payment files to accounting and scan Term of Payment 		
Wednesday, 03 May 2023	<ul style="list-style-type: none"> • Deliver TP files to accounting and scan Term of Payment data • Deliver company documents to PT. ARARA • Taking packages for office needs 		
Thursday, 04 May 2023	<ul style="list-style-type: none"> • Filling in the administration of incoming letters and proposals • Becoming a guest speaker at an MSMEs seminar "improving product quality and marketing in the digital marketing era" 		
Friday, 05 May 2023	<ul style="list-style-type: none"> • Fill in the administration of incoming proposal reports and incoming letters • Participating in the Tzu Chi Sinarmas activity of casting bamboo piggy banks 		
Industry Advisory Note			

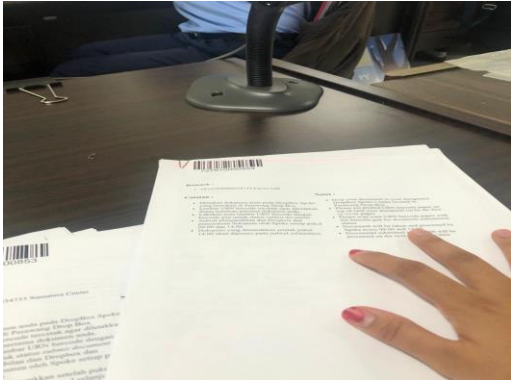



NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 08 May 2023 - 12 May 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 08 May 2023	<ul style="list-style-type: none"> • Input incoming letters and incoming proposals • Make data for releasing goods Permit to enter the mill and make PBK (Exit Goods Pass) 	Iрмаi Sastri Arsih	
Tuesday, 09 May 2023	<ul style="list-style-type: none"> • Inputting incoming letters and incoming proposals, scanning proposals that have been disposed of, and making mill entry permits 		
Wednesday, 10 May 2023	<ul style="list-style-type: none"> • Make a special report and cooking oil bazaar • Check the remaining cooking oil and distribute it to the IKPP Cooperative 		
Thursday, 11 May 2023	<ul style="list-style-type: none"> • Filling in the administrative recap of incoming proposals and incoming letters, Delivering Term of Payment and Scan files to the Accounting unit 		
Friday, 12 May 2023	<ul style="list-style-type: none"> • Receive incoming proposals and recap incoming letters • Tzu Chi activities teach children with the theme Let's Learn Smart 		
Industry Advisory Note			

NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 15 May 2023 - 19 May 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 15 May 2023	<ul style="list-style-type: none"> • Make a report on the Ramadhan Cooking Oil Bazaar • Input incoming and outgoing letters 	Iрмаi Sastri Arsih	
Tuesday, 16 May 2023	<ul style="list-style-type: none"> • Input incoming letters and proposals and record apprentice handover sheets • Delivering proposal documents to PT. ARARA Public Relations 		
Wednesday, 17 May 2023	<ul style="list-style-type: none"> • Input incoming letters and proposals • Shop for office supplies for guests • Make a letter of entry permit Mill letter and Pass goods out 		
Thursday, 18 May 2023	<ul style="list-style-type: none"> • Holidays of Jesus Christ 		
Friday, 19 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Delivering advance Application files to Accounting • Archiving Payment files and proposals 		
Industry Advisory Note			




NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 22 May 2023 - 26 May 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 22 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Making a special report on the Indonesian Buddhist Tzu Chi Foundation 	Iрмаi Sastri Arsih	
Tuesday, 23 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Deliver documents to accounting and PT. ARARA 		
Wednesday, 24 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Visits to companies from POLBENG to make DII Fast Reg advertisements • Create Product Logos in Canva 		
Thursday, 25 May 2023	<ul style="list-style-type: none"> • Deliver used to Accounting and Scan Term of Payment files • Delivering incoming proposal documents to PT. ARARA 		
Friday, 26 May 2023	<ul style="list-style-type: none"> • Record and make a summary of incoming proposals and incoming letters • Deliver used to Accounting and Scan TP files • Delivering incoming proposal documents to PT. ARARA • Tzu Chi activities teach children with the theme Let's Learn Smart (Neighborhood Environment) 		
Industry Advisory Note			

NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 29 May 2023 - 02 May 2023


DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 29 May 2023	<ul style="list-style-type: none"> • Record and record proposals and incoming letters into the incoming mail agenda book • Making a Tzu Chi Special Report • Deliver used to Accounting and to PT. ARARA 	Iрмаi Sastri Arsih	
Tuesday, 30 May 2023	<ul style="list-style-type: none"> • Record and record proposals and incoming letters • Into the incoming mail agenda book • Industrial visit with SMKN4 Pekanbaru 		
Wednesday, 31 May 2023	<ul style="list-style-type: none"> • Record and record proposals and incoming letters into the incoming mail agenda book • Purchase procurement of goods for guests • Industrial visit with Bung Hatta University Padang (Industrial & Mechanical Engineering) 		
Thursday, 01 June 2023	<ul style="list-style-type: none"> • Pancasila Day holiday 		
Friday, 02 June 2023	<ul style="list-style-type: none"> • Deliver used to Accounting and Scan Term of Payment files (business travel reports) • Record and record proposals and incoming letters into the incoming mail agenda book 		
Industry Advisory Note			




NO	WORKING	EXPLANATION
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**DAILY ACTIVITIES OF
THE JOB TRAINING**

Day : Monday – Friday

Date : 05 June 2023 - 09 June 2023

DATE	ACTIVITIES	TASK ASSIGNOR	SIGNATURE
Monday, 05 June 2023	<ul style="list-style-type: none"> • Record and record proposals and incoming letters into the incoming mail agenda book • Making a Tzu Chi Special Report • Deliver used to Accounting and to PT. ARARA (Job Training) 	Iрмаi Sastri Arsih	
Tuesday, 06 June 2023	<ul style="list-style-type: none"> • Record and record proposals and incoming letters into the incoming mail agenda book • Deliver Proposal files • Meetings with POLBENG and Operation Port unit 		
Wednesday, 07 June 2023	<ul style="list-style-type: none"> • Record and record proposals and incoming letters into the incoming mail agenda book • Drop documents into Drop Box Spoke incoming mail agenda • Presentation of Case Study reports 		
Thursday, 08 June 2023	<ul style="list-style-type: none"> • Escort students to the location of the Mess • Check for remaining Cooking oil • Delivering Term of Payment document files to the Accounting Unit • Input incoming letters and incoming proposals 		
Friday, 09 June 2023	<ul style="list-style-type: none"> • Preparation of documents for return • Farewell and handover of mementoes for the leadership 		
Industry Advisory Note			

NO	WORKING	EXPLANATION
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4.	 A woman wearing a black hijab is seated at a desk, looking at a document. The desk is cluttered with various papers and folders. In the background, there is a framed picture of an industrial facility with tall chimneys and a small potted plant on the desk.	
5.	 Three people are standing in a meeting room. On the left, a woman in a blue hijab is smiling. In the center, a man in a grey shirt and dark vest is holding a black folder with the name 'YACUIN' visible on it. On the right, a woman in a black hijab is looking towards the man. In the background, there is a whiteboard with some writing and an air conditioner on the wall.	