

**JOB TRAINING COMPANY**

**PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1  
BRANCH OF DUMAI**

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

**2023**

# APPROVAL SHEET

## JOB TRAINING REPORT

### PT. PELABUHAN INDONESIA (PERSERO) REGIONAL 1 BRANCH OF DUMAI

Written as One of the Requirement For Completing of the Job Training

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Dumai, Mei 31<sup>st</sup> 2023

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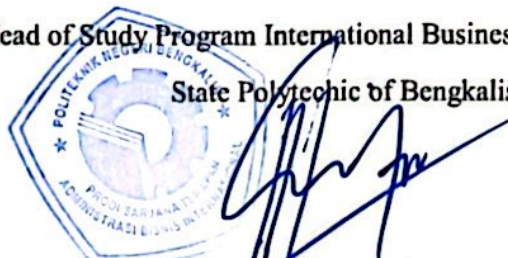
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## PREFACE

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Facing the ongoing era of globalization makes some people forced to think and work hard to support their needs. Competition for jobs today is very tight due to the large number of applicants and the small capacity of jobs that are contested by many people, especially for students who annually produce graduates up to thousands. Although students are seen as young scholars by society, it does not rule out the possibility that students often experience difficulties when entering the world of work.

Seeing the phenomena that occur, every student must prepare well before being declared a graduate in looking for a better job. Therefore, universities are currently competing with each other to improve the quality of the universities themselves, including the quality of their students. It's no longer a secret that often the quality of graduates is only seen from achievements and hard skills. Even though as we know that soft skills also support entering the world of work.

Bengkalis State Polytechnic is a tertiary institution that produces experts from State Universities in Bengkalis Regency with D2 education levels with the title of Young Expert in Education, D3 with the title of Associate Expert and D4 with a Bachelor of Applied Science degree. Bengkalis State Polytechnic has a Study Program consisting of 3 (Three) levels of education, namely D4, D3, and D2. For the D4 Study Program consists of Marine Architecture Engineering Technology, Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Public Financial Accounting, Digital Business, Software Engineering, Information Systems Security and English for Business and Professional Communication. while the D3 Study Program consists of Shipping Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Informatics Engineering, English, Nautical, and Commercial Shipping Management. The D2 Study Program consists

of Welding and Fabrication Engineering, Mechanical Manufacturing Engineering, Computer Network Administration.

Bengkalis State Polytechnic has responsibility for improving human resources, especially in achieving quality students. One of the efforts made is to require students to take part in an internship. According to Noprison (2022) practical work activities are an opportunity to gain work-related experience and apply their knowledge in a professional work environment for students. This practical work can make a significant contribution to the development of students to prepare themselves as well as possible before entering the world of work as well as to the development of competencies at the Bengkalis State Polytechnic.

Based on the above, the Author as a student of the International Business Administration Study Program is required to carry out Job Training activities for four months. The Author has chosen PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai as a place to carry out Job Training activities. During the implementation of Job Training, the Author gets a place in the Operations & Engineering Division and the General Affair Division. The implementation of this Job Training starts from February 1 to May 31, 2023. The implementation of this Job Training is expected to increase the Author's insight into various good and correct task implementations and be able to face the real world of work with the experience he gains.

## **1.2 Purposes of the Apprenticeship**

The purpose of doing an Job Training is as follows:

1. To find out the Job Description in the Operations & Engineering Division and General Affair Division
2. To find out the System and Procedure
3. To find out the Place of the Apprenticeship
4. To find out the Kind and description of the activity

### **1.3 Significances of the Aprentichesip**

The Job Training activities of International Business Administration students of Bengkalis State Polytechnic have the following benefits:

1. Students gain experience in applying theoretical knowledge/concepts obtained during lectures into the real world of work.
2. Provide students with an understanding of discipline, how to communicate, work ethic and so on.
3. Bengkalis State Polytechnic receives feedback from the world of work for curriculum development and learning processes.
4. The company will receive energy assistance from students who do Job Training.

## **CHAPTER II**

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

#### **2.1 Company History**

PT. Pelabuhan Indonesia (Pelindo) is a world-class port offering integrated services between ports in Indonesia based in the largest country with a long history of maritime influence in the world. State-owned company engaged in port services and the largest port operator in Indonesia.

During the Dutch colonial period, the company was named Haven Badrift. Furthermore, after the independence of RI from 1945 to 1950, the company had the status of a Port Office. In 1960 to 1969 the Port office changed to a State-Owned Enterprise with the status of a Port State Company abbreviated as PN Pelabuhan (Port PN). In the period 1969 to 1983 the Port changed to the Port Ruling Agency under the name of the Port Concession Agency abbreviated as BPP. In 1983 based on Government Regulation No. 11 of 1983 the Port Concession Agency was changed to Port Public Company 1 abbreviated as Perumpel 1. Based on Government Regulation No. 56 of 1991, Perumpel 1 changed its status to PT. Persero Pelabuhan Indonesia 1, domiciled and headquartered in Medan.

The Company is domiciled and headquartered at Krakatau Ujung street No. 100 Medan 20241, North Sumatra, Indonesia. Based on Government Regulation No. 64 of 2001, the position, duties, and Authority of the Minister of Finance as a shareholder in a limited liability company are transferred to the Minister of BUMN of the Republic of Indonesia, while Operational Technical Development is in the hands of the Ministry of Transportation of the Republic of Indonesia and is carried out by the Directorate General of Sea Transportation.

Prior to 2008, the Company was engaged in port services, container services, container terminals and depots, shipyard business, land, electricity and water services, fuel filling, consolidation and distribution including animals, port consulting services and customs area business. Since 2008, in order to optimize resources, the Company can carry out other business activities including

transportation services, rental and repair of facilities, ship and equipment maintenance, ship loading and unloading, property outside the main activities of ports, industrial estates, tourism and hospitality facilities, consultant and surveyor services, communication and information, port construction, expeditions, health, supplies, shuttle buses, divers, tally, port fitting and scales.

Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is a branch of PT. Pelabuhan Indonesia I Medan, a company engaged in port services Dumai Port is located at Sultan Syarif Kasim Street No. 1, Teluk Binjai, Dumai Timur District., Dumai City, Riau, Indonesia. Dumai Port was originally a stopover for fishermen then developed into a village for farming. During the Japanese colonial period in Indonesia, Dumai was used for landing and domicile in romusha to continue the livelihood of oil resources in Riau which had previously been pioneered in 1924 by the chevron corporation company from the United States, 6 years later the Dutch East Indies government approved Chevron's request to obtain exploitation rights.

After the Japanese left Indonesia, the livelihood of these oil sources was continued again by SOCAL (Standart Oil Company Of Callifornia) which later changed its name to Caltex Pacific CPL. From year to year the activities of Dumai Port are growing, which was only visited by small merchant ships into an ocean port that became the destination of large ships to carry out loading and unloading activities, import-export trade commodities. Small ports in Indonesia became stopovers and trading centers that brought together traders from various nationalities, thus becoming large commercial ports. This is the background of the birth of the Port of Indonesia in the era of independence.

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

Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java, and West Kalimantan. Pelindo II was established based on PP No.57 of 1991,

Pelindo II Persero) was established based on Notarial Deed of Imas Fatimah SH, No.3, dated December 1, 1992.

Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, NTB and NTT. The establishment of Pelindo III was stated in the Notarial Deed of Imas Fatimah, SH No.5 dated December 1, 1992, based on PP No.58 of 1991.

Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua, and West Papua. Pelindo IV was formed based on PP No.59 dated October 19, 1991. While the deed of formation is Notarial Deed Imas Fatimah, SH no.7 dated December 1, 1992.

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

The merger or integration of the four Pelindo into one Pelindo which was later named PT. Pelabuhan Indonesia is based on Government Regulation Number 101 of 2021 concerning the Merger of PT. Pelindo I, III, and IV (Persero) into PT. Pelabuhan Indonesia II (Persero). Pelindo II acts as the holding company and the Pelindo (I, III, IV) acts as the sub-holding. The establishment of sub-holdings that manage business clusters is aimed at increasing Pelindo's service capacity and business efficiency. Based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia number: S 756 / MBU / 10/2021 dated October 1, 2021 regarding Approval of Name Changes, Changes to the Articles of Association and Company Logo. So that Pelindo II changed its name to PT. Pelabuhan Indonesia (Persero) or Pelindo.

## **2.2 Vision and Mision of PT. Pelabuhan Indonesia (Persero)**

### **2.2.1 Vision**

The vision of PT. Pelabuhan Indonesia (Persero) is to become the leader of an integrated and world-class ecosystem.

### **2.2.2 Mision**

The mission of PT. Pelabuhan Indonesia (Persero) is to realize a national maritime ecosystem network through increasing network connectivity and service integration to support economic growth in Indonesia.

## **2.3 Kind of Business**

The main activities carried out by PT. Pelabuhan Indonesia (Persero) are as follows:

### **1. Goods Service**

Goods or cargo services in the form of loading and unloading services starting from the ship to delivery to the owner of the goods. This cargo service consists of general wharf services, special wharf services, field services, and warehouse services. These services are services stipulated by laws and regulations. In its implementation, this service cooperates with subsidiary companies. Pelindo carries out integrated services in handling goods services, using the following facilities:

- a. Wharf: A specially designed building at a port that is used or a place for ships to be moored or docked to carry out loading and unloading activities for cargo and passenger ships.
- b. Stacking Warehouse: A building or enclosed place used to store goods coming from ships or to be loaded onto ships.
- c. Stacking yard: An open area within the terminal area that is used to place or stack containers or other goods, which are arranged in a planned manner, whether the goods are to be loaded onto ships or the goods after being unloaded from ships.
- d. Receiving/Delivery: The work of moving goods from the stockpile/ stacking place in the warehouse/ stacking yard and handing them over



to the vehicles at the door of the warehouse/ stacking yard or vice versa.

2. Ship Service

Ship service is a service for ship operational activities from entering to leaving the port. Ship services include:

- a. Mooring services: Services provided for ships docked at the wharf to carry out loading and unloading activities.
- b. Scouting services: Services provided for ships going in and out of the port through the port channel, so that shipping navigation can be carried out safely, orderly and smoothly for the safety of the ship and the environment.
- c. Tug services: Services provided by tugboats to push or tow vessels to or from the wharf.
- d. Water, garbage and waste services: Services provided for water services, waste management and ship waste.

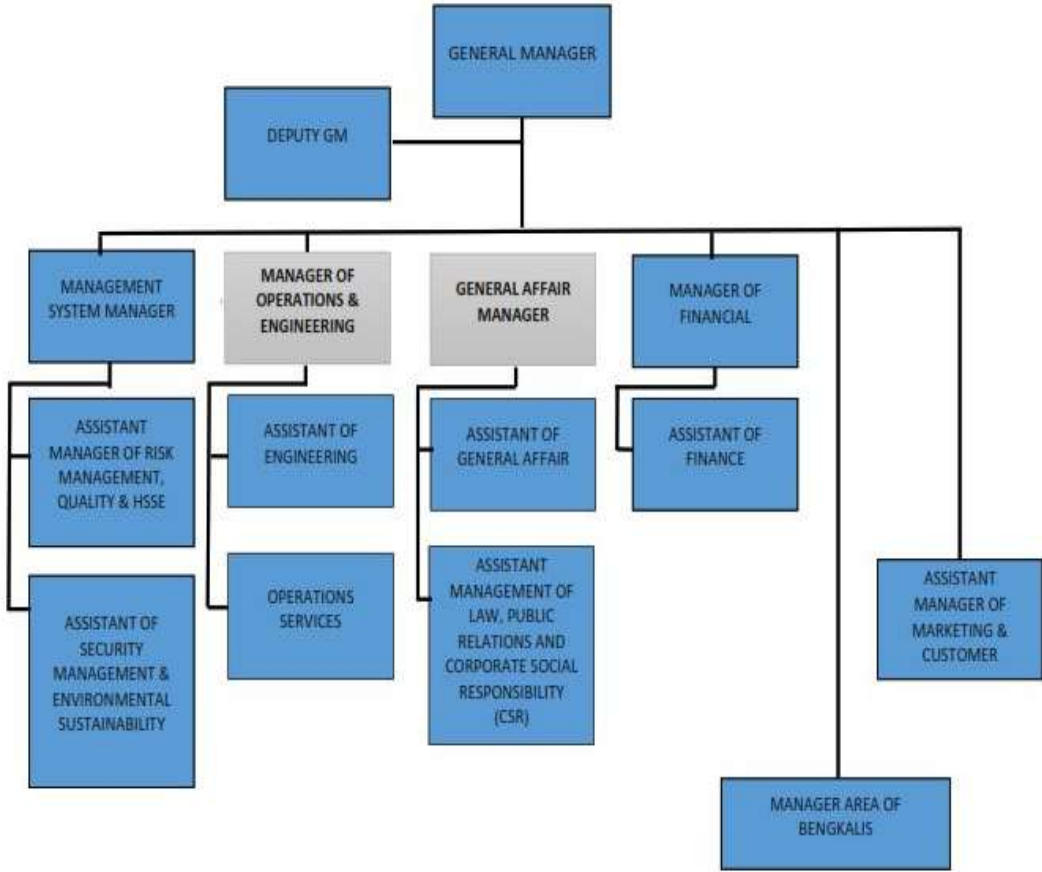
3. Miscellaneous Services

Apart from actively carrying out port management activities, Pelindo is also engaged in other relevant fields such as leasing land, buildings and other supporting facilities needed for port activities. In carrying out port operation and concession activities, the Company entered into Business Partner Cooperation with several business partners from the private sector, such as terminal operator cooperation, tugboats, and management of other port facilities. Miscellaneous services are services that support activities at the port. Various services include:

- a. Harbor Pass: Entrance fee to the port area for individuals and motorized vehicles.
- b. Port Equipment Maintenance Services: Services provided, in the form of rental of forklifts, cranes (land, floating and electric), tugboats, motor boats, and fire extinguishers
- c. Land, building, water and electricity rental services: This is a rental service for land, buildings, clean water and electricity.

**2.4 Organization Structure**

During the internship, the Author was placed in the operation & engineering division and the General Affair division. Organizational structure of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai are as follows:



**Figure 2.1 Organizational Structure of PT. Pelindo (Persero) Regional 1 Branch of Dumai**  
*Source: Processed Data 2023*

**2.5 The Working Process**

The organizational structure of PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is prepared based on the provisions of the functions, obligations and responsibilities of each division. Each position has its own duties, Authorities and responsibilities. The division of duties and positions of each is as follows:

1. General Manager

The General Manager has the task of being the highest leader in the company who sets the main steps in implementing the company's policies and objectives, approves and signs important letters related to the company, is responsible for all company operational activities and the continuity of company activities.

2. Deputy General Manager

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

3. General Affair Manager

Human Resources Manager has the main task of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for Human Resources (HR) planning and development activities, personnel administration, labor relations, administration and household as well as law and public relations. The General Affair Division consists of:

- a. Assistant General Affair has the main task of implementing, supervising and evaluating HR planning and development activities, personnel administration and labor relations.
- b. Assistant Management of Law, Publik Relations and Corporate Social Responsibility (CSR) has the main task of implementing, supervising, and evaluating activities and reviewing legal issues, relations with agencies and the community, document storage, protection of corporate interests and implementation of corporate image improvement. In addition, it also implements, supervises and evaluates financial administration activities of coaching funds, fostering small businesses and cooperatives, assessing and evaluating the feasibility of prospective fostered partners and preparing financial statements for partnerships and community development in PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.

4. Manager of System Management

The management system has the task of planning, Coordinate, control, recommend and report on the preparation of work programs for quality management systems, risk management, occupational health and safety management systems, environmental management systems, International Ship Port Security Code (ISPS Code), port security, Key Performance Indicators (KPI) as a whole and ensure conformity and effectiveness in their implementation. The Management Systems Division consists of:

- a. Assistant Manager of Risk Management, Quality & Healthy, Safety, Security Environmental (HSSE).

Assistant Manager of Risk Management, Quality & HSSE has the main task of planning, supervising, coordinating, controlling, recommending, and reporting on the preparation of activity work programs on risk, quality and HSSE for employees and labor.

- b. Assistant Manager of Security Management & Environmental Sustainability.

Assistant Manager of Security Management & Environmental Sustainability has the main task of planning, monitoring, supervising to ensure safety and formulating, compiling and managing technical policies in the field of structuring and implementing preventive instruments in the protection of environmental management.

5. Manager Financial

The finance division has the task of planning, coordinating, controlling, recommending and reporting on the depreciation of work programs for budget control, accounting, treasury, partnership and community development activities, preparing financial reports and verifying notes and payments. The Finance Division consists of:

- a. Assistant Manager of Finance

Assistant Manager of Finance has the main task of implementing, supervising and evaluating the activities of preparing and controlling the company's work plan and budget, accounting cycle, examining

supporting evidence of transactions, administration and proposal for the elimination of fixed assets, administration and reporting of taxation and Non-Tax State Revenue as well as archiving evidence of bookkeeping and preparing financial statements as well as implementing, supervising and evaluating financial traffic activities and current accounts, administration of accounts receivable, advances, deposits, uper, receipts Depository of securities and bank cash expenditures as well as verification of notes and oaths.

6. Manager of Operations and Engineering

The Engineering Division has the task of planning, coordinating, controlling, recommending, and reporting on the preparation of work programs for investment activities and maintenance of port infrastructure, facilities and equipment, operation and maintenance of loading and unloading equipment. The Engineering Division consists of:

a. Assistant Manager of Engineering

Assistant Manager of Engineering has the main task of implementing, supervising and evaluating the results of investment work activities, maintaining port infrastructure, monitoring port master plans and environmental Management as well as preparing technical recommendations for the issuance of IMB.

b. Operations Services

Operations Services has the main task of implementing, supervising and evaluating investment work activities, maintenance of facilities and infrastructure, port equipment and installations as well as electricity services, ship water services and also general.

7. Assistant Manager of Marketing & Customer Services

Assistant Manager of Marketing & Customer Services has the main task in implementing, coordinating, formulating, and controlling, recommending and reporting on marketing and customer service in all areas of the dock area.

8. Manager Area of Bengkalis

Manager Area of Bengkalis has the main task of organizing, carrying out business and port services as well as other businesses and services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and passenger flows in accordance with company policy.

## 2.6 Document Used For Activity

In the implementation of Job Training, there are several documents needed to complete the work provided. These documents are as follows:

1. Clean water request form for industrial and official needs

This clean water request form is useful as official evidence if there is a company/official house that needs clean water. This form contains the date, the number of requests needed, the number of realizations, the name of the company/official house that requires and there are several signatures that request and receive. This form will later be re-recorded using Microsoft Excel. The clean water request form can be seen in figure 2.2 below:

**Figure 2.2 Clean Water Request Form**

*Source: Processed Data 2023*

2. List of passenger

This document contains several names of passengers with their destinations. This document is arranged by departure date and arrival date. This document will later be re-recorded using Microsoft excel. The passenger list document can be seen in Figure 2.3 below:



Figure 2.3 List of Passenger  
Source: Processed Data 2023

3. Medical letters of employees and retired employees

Medical letter of retired employees and employees who work at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is useful for obtaining hospital fees or medical expenses from the hospital concerned. Medical letters of employees and retired employees can be seen in figure 2.4 below:



**Figure 2.4 Medical Letters of Employees**

*Source: Processed Data 2023*

4. Partnership and community development program data collection  
 This Partnership and community development program document is a data collection of employees who apply for loans to set up various businesses. This data contains name, nickname, address, payment date, last payment date, reschedule date, paid off date, and paid off status date. This data will later be double-checked by looking at the Partnership and community development program information system link. The documents used can be seen in Figure 2.5 below:



**Figure 2.5 Data Partnership And Community Development Program**

*Source: Processed Data 2023*



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

In this chapter, the Author will describe activities or tasks during Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai for four months which will be held from Monday 1 February to Wednesday 31 May 2023 in the Regional Section of the Operations & Engineering Division and General Affair Division. The implementation of Job Training starts at 08.00-12.00 WIB and 13.00-17.00 WIB. Weekdays start from Monday to Friday.

1. Some of the work done by the Author while doing Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai in the Operations & Engineering Division from February to March include:
  - a. Compiling a list of passengers based on the date of departure and date of arrival.
  - b. Tidying up the Proof of entry card for the Dumai port work environment area based on the sequence number.
  - c. Recording of work orders in the expedition book
  - d. Letter numbering
  - e. Document archiving
  - f. Input data on the clean water request form for official needs using Microsoft Excel.
  - g. Double-check the clean water request form for industrial needs.
2. Job Training carried out in the General Affair Division starting from April-May includes:
  - a. Create and record things needed during work visits during Ramadan using Microsoft Excel.
  - b. Make medical letters for employees and retired employees.
  - c. Letter Numbering
  - d. Sort car wash receipts and official car fuel filling bonds by date.

- e. Recap of incoming invitation letters, medical letters and other important letters in January, February, and March using Microsoft Excel.
- f. Document archiving.
- g. Make a letter of management of retired employee files
- h. Help prepare takjil for pelindo sharing.
- i. Distributing takjil to the community during Ramadan.
- j. Make a purchase note for office supplies.
- k. Scan the receipt and make a receipt for the event held in March 2023.
- l. Create a payment receipt for Chinese New Year 2023 congratulations online ads.
- m. Re-input Partnerships And Community Development Program/PKBL data (based on payment date, last paid date, reschedule date, paid date, and paid status date).

## **3.2 System and Procedure**

### **3.2.1 Working System**

PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai partly uses an internet-based system. However, not all jobs are done online, there are some jobs that are done offline and online. During the internship, more Authors are assigned with offline work.

### **3.2.2 Procedure System**

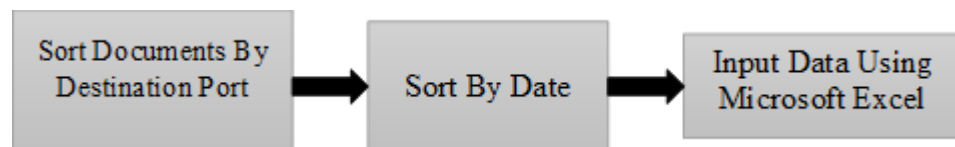
Apprenticeship procedures that have been carried out at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai starts from February 1 to May 31, 2023 in the Operations & Engineering Division as follows:

#### **3.2.2.1 Operation & Engineering Division**

The work procedures carried out in the Operations & Engineering Division are as follows:

1. Compiling a list of passengers based on the date of departure and date of arrival.

The passenger's document contains the passenger's biodata. Documents are arranged by departure date and arrival date. This document will later be recapped, and re-inputted using Microsoft excel. The flowchart of document preparation can be seen in figure 3.1 as follows:

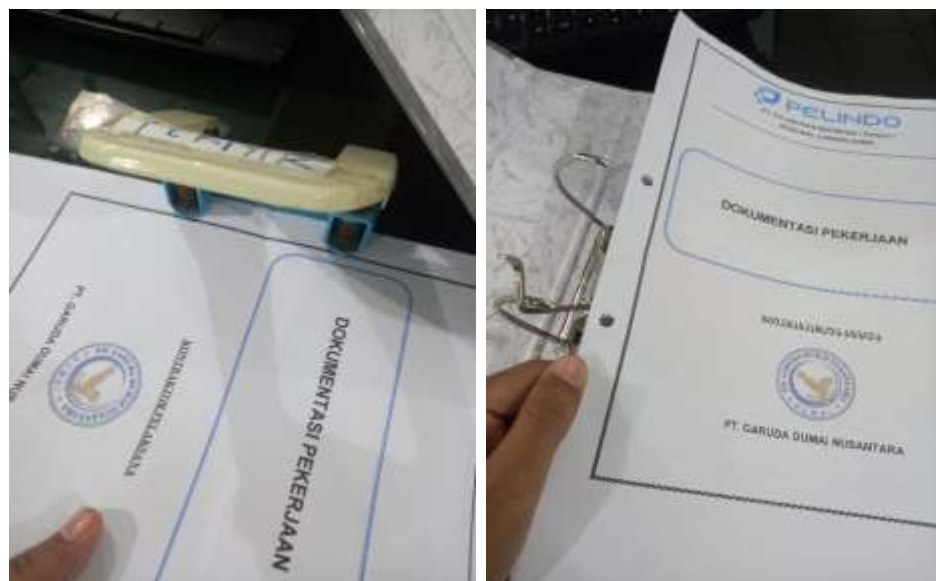


**Figure 3.1 Passenger Document**  
*Source: Processed Data 2023*

The explanation of the Flowchart on the passenger document is as follows:

- a. Compiling documents by port
  - b. After sorting, sort by departure date and arrival date
  - c. Then the document is recapped, using Microsoft excel
2. Document archiving and document scanning

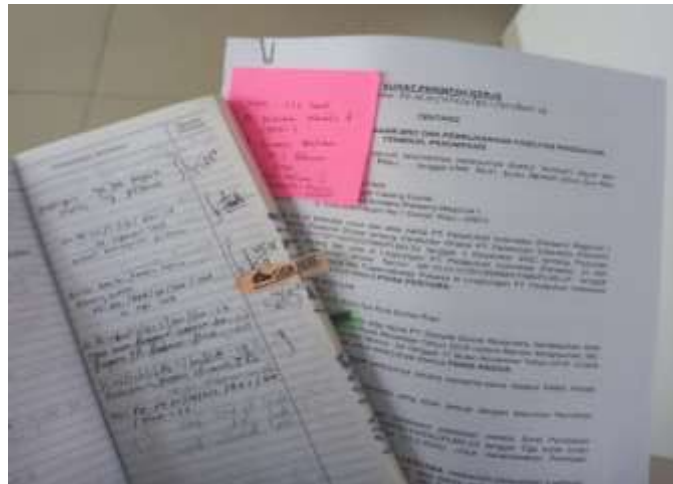
Archiving is the process of storing and managing archival documents according to a specific filing system. Good and correct archive arrangement will facilitate rediscovery, so that when archives are needed in decision making, they can be found immediately.



**Figure 3.2 Document archiving**  
*Source: Processed Data 2023*

3. Recording of work orders in the expedition book

Recording is done by recording the subject of the letter, letter number and date of the letter in the expedition book. This is very useful to ensure the safety of the letters to the intended place. Expedition books or letter books are used to record the delivery of letters to other parties.



**Figure 3.3 Expedition Book**  
*Source: Processed Data 2023*

4. Input clean water form data

Input clean water request form data for official needs based on date, location needed and how much volume is needed. Input of clean water request form data can be seen in figure 3.4 below:



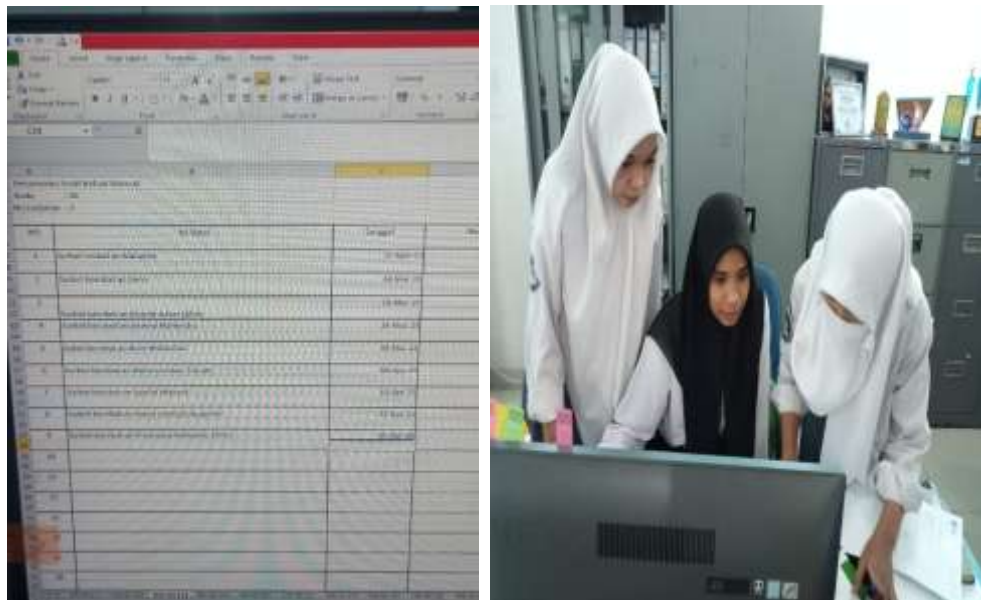
**Figure 3.4 Input Data**  
*Source: Processed Data 2023*

### 3.2.2.2 General Affair Division

The work procedures carried out in the General Affair Division are as follows:

#### 1. Letter Numbering

Letter numbering or arrangement of letter numbers based on letter code, letter continuation number, letter sequence number, place of manufacture name and year of letter manufacture which aims to facilitate in determining the type of letter and facilitate storage or filing. Before getting the letter number, the Author inputs data first in a document that is already available in Microsoft Excel. The input of the letter number can be seen in figure 3.5 below:



**Figure 3.5 Letter Numbering**  
*Source: Processed Data 2023*

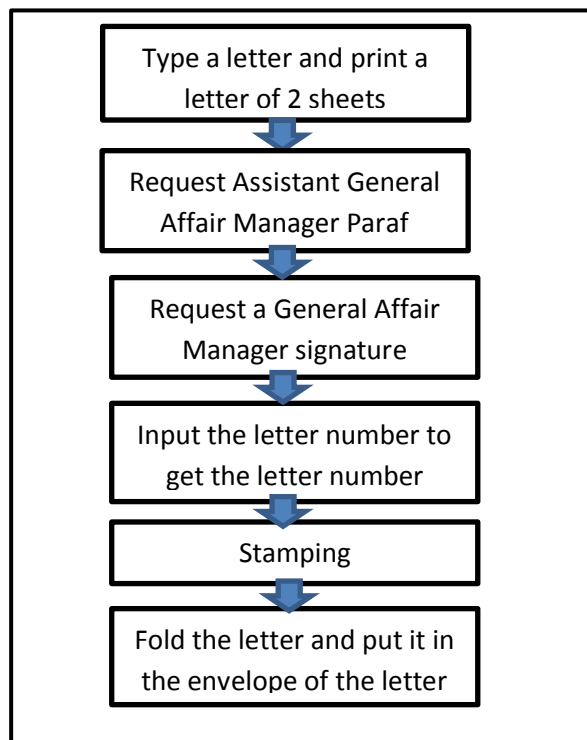
#### 2. Stamping important documents

Stamping a letter or document is useful as a sign of endorsement and reinforces decisions that are useful for important corporate purposes. The stamp on the document/letter can be seen in figure 3.6 below:



**Figure 3.6 Stamping**  
*Source: Processed Data 2023*

3. Making Medical Letters for Employees and Retired Employees  
Making this medical letter is useful as proof that all costs incurred for the treatment concerned and his family will be borne by the company. The flowchart for making medical letters for employees and retired employees can be seen in figure 3.7 As follows:



**Figure 3.7 flowchart for making medical letters for employees**  
*Source: Processed Data 2023*

The explanation of the Flowchart on the medical letter is as follows:

- a. Letter typing only changes the date of the letter and the year of the letter because the letter format already exists. After that, print 2 (two) sheets.



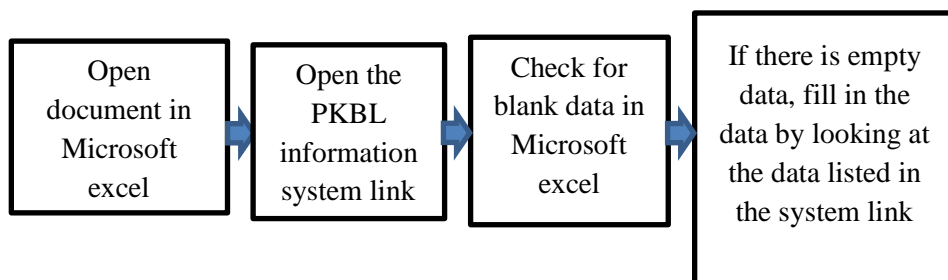
**Figure 3.8 Typing letters**  
*Source: Processed Data 2023*

- b. Ask the assistant general manager for a paragraph before asking the general manager for a signature. Initial here only 1 (one) sheet.
- c. Request the signature of the general manager
- d. Then input the number in the manual outgoing letter numbering document in Microsoft excel according to the letter code by filling in the letter content table and the date of making the letter.
- e. After receiving the letter number, then a stamp is given as a sign of endorsement.
- f. When arranging outgoing letters, the main sheet that is parafed without a stamp is then archived using the filing cabinet as proof that the letter has been issued.



**Figure 3.9 Mail Filing**  
*Source: Processed Data 2023*

- g. Finally, fold the stamped letter to put it in the envelope.
4. Partnership and community development program/PKBL data collection  
 Partnership and community development program/PKBL is a manifestation of the company's responsibility as one of the BUMN that always actively participates in supporting community empowerment activities Here the Author does the work, namely inputting blank data on the form (payment date, last payment date, rescheduling date, payment date, payment status date) so that it matches the data on the Information System link for the Partnership and Community Development Program/PKBL. The chart for the flow of data for the partnership and community development program can be seen in Figure 3.10 as follows:



**Figure 3.10 Partnership and Community Development Program Data Collection**  
*Source: Processed Data 2023*



The explanation of the Flowchart in Partnership and Community Development Program/PKBL data collection is as follows:

- a. Open branch of dumai document in microsoft excel



**Figure 3.11 Branch of Dumai document**  
*Source: Processed Data 2023*

- b. Open the information system link and login using the username and password.



**Figure 3.12 Information System link**  
*Source: Processed Data 2023*

- c. Then, check the blank data in Microsoft excel.

- d. If there is blank data in Microsoft excel, fill in the data by looking at the data listed in the PKBL information system link.
- e. Then, input the data back into Microsoft Excel.

### 3.3 Place and time of Apprenticeship

#### 3.3.1 Internship Place

In carrying out practical work, the Author carries them out in state-owned companies, namely PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai located on Sultan Syarif Kasim Street, No. 1, Teluk Binjai, Dumai Timur Subdistrict, Dumai City, Riau. The Author is placed in the Operations & Engineering Division and General Affair Division.

#### 3.3.2 Internship Time

The implementation of Job Training is carried out for 4 months. From February 01 to May 31, 2023. The Job Training schedule can be seen in table 3.1 below:

**Table 3.1 Job Training Schedule**

No.	Day	Working hours	Company
1.	Monday to Friday	08:00 - 17:00	PT. Pelindo (Persero) Regional 1 Branch of Dumai
2.	Saturday and Sunday	Holiday	Holiday

Source: *Processed Data 2023*

### 3.4 Kind and Description of Activity

To find out more clearly about the description of activities carried out during Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai in the Operations & Engineering Division and General Affair Division can be seen in the following table.

**Table 3.2 Job Training Report Week 1 ( February 1-3, 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
February 1 <sup>st</sup> 2023	Introduction and explanation of the rules in the office.	Operation and Engineering
February 2 <sup>nd</sup> 2023	Compiling a list of passengers based on the date of departure and date of arrival.	Operation and Engineering
February 3 <sup>rd</sup> 2023	- Calisthenics	Operation and Engineering

	<ul style="list-style-type: none"> <li>- Participating in k3/Occupational Health and Safety competition between employees.</li> <li>- Compiling a list of passengers based on the date of departure and date of arrival.</li> </ul>	
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Source: Processed Data 2023

In the First week, the Author entered on Wednesday because it coincided with the beginning of February. On the first day the Author were given briefing and introduction to the regulations at the internship place, after that on the second and third days the Author Compiling a list of passengers based on the date of departure and date of arrival and followed the Occupational Health and Safety competition between employees program.

**Table 3.3 Job Training Report Week 2 ( February 6-10, 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
February 6 <sup>th</sup> 2023	Compiling a list of passengers based on the date of departure and date of arrival.	Operation and Engineering
February 7 <sup>th</sup> 2023	Compiling a list of passengers based on the date of departure and date of arrival.	Operation and Engineering
February 8 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Scan the Minutes of Job Handover.</li> <li>- Make documentation and attendance of port cleaning maintenance work</li> </ul>	Operation and Engineering
February 9 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Request general part letter number and letter number manually.</li> <li>- Arrange entry cards for the port work environment based on Number.</li> </ul>	Operation and Engineering
February 10 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Calisthenics</li> <li>- Compiling a list of passengers based on the date of departure and date of arrival.</li> <li>- Arrange entry cards for the port work environment based on Number.</li> </ul>	Operation and Engineering

Source: Processed Data 2023

In the Second week, the Author also still did the same job, namely Compiling a list of passengers based on the date of departure and date of arrival, helping typing and making work documentation, stacking entrance cards, making letter numbers and helping photocopy and scan various documents.

**Table 3.4 Job Training Report Week 3 ( February 13-17, 2023)**

<b>DATE</b>	<b>DESCRIPTIONS OF ACTIVITIES</b>	<b>DIVISION</b>
February 13 <sup>th</sup> 2023	Scan of work handover documents and work documentation.	Operation and Engineering
February 14 <sup>th</sup> 2023	Compiling a list of passengers based on the date of departure and date of arrival.	Operation and Engineering
February 15 <sup>th</sup> 2023	Sending letters to various PT. for Focus Group Discussion (FGD) activities.	Operation and Engineering
February 16 <sup>th</sup> 2023	- Make a statement of work and ask for the signature of the General Manager. - Archiving of Minutes of Job Handover	Operation and Engineering
February 17 <sup>th</sup> 2023	- Calisthenics - Port Facility Work Document Archiving	Operation and Engineering

Source: Processed Data 2023

In the Third week, The Author follows the delivery of letters to various companies in the city of Dumai, Compiling a list of passengers based on the date of departure and date of arrival and archived documents about facilities.

**Table 3.5 Job Training Report Week 4 ( February 20-24, 2023)**

<b>DATE</b>	<b>DESCRIPTIONS OF ACTIVITIES</b>	<b>DIVISION</b>
February 20 <sup>th</sup> 2023	- Record in the expedition book and give the number on the minutes of work handover. - Ask for the general manager's signature and stamp.	Operation and Engineering
February 21 <sup>st</sup> 2023	- Helping to prepare PKK events or empowering family welfare. - Scan the minutes of job handover at PT. Pelindo (Persero) Regional 1 Branch of Dumai.	Operation and Engineering
February 22 <sup>nd</sup> 2023	- Copy of receipt proof of return of goods. - Assisting the General Affair Division in preparing for the Pelindo Teaching event. - Scan Accountability advance payment	Operation and Engineering
February 23 <sup>rd</sup> 2023	Participated in the Occupational Health Safety Management System (SMK3) seminar for internal and external parties.	Operation and Engineering
February 24 <sup>th</sup> 2023	- Calisthenics - Checking the suitability of the clean water request form for industrial needs. - Photocopy of Work Plan and technical requirements.	Operation and Engineering

Source: Processed Data 2023

In the fourth week, the Author learned to record the number of letters and the subject matter of the letter in the expedition book, following the Occupational

Health Safety Management System (SMK3) seminar. SMK3 seminar is a seminar on Occupational Health Safety Management System intended for internal and external parties in maintaining safety at work, checking the suitability of clean water request forms for industrial needs and several other jobs.

**Table 3.6 Job Training Report Week 5 (February 27 -March 3, 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
February 27 <sup>th</sup> 2023	- Participated in Isra' Miraj activities with Pelindo employees. - Input data from the clean water request form for official purposes.	Operation and Engineering
February 28 <sup>th</sup> 2023	- Input data from the clean water request form for official purposes - Scan the work handover work order file	Operation and Engineering
March 1 <sup>st</sup> 2023	Input data from the clean water request form for official purposes	Operation and Engineering
March 2 <sup>nd</sup> 2023	- Assist in preparing for the implementation exercise of the ISPS code 2023. - Re-check the clean water bill for office needs.	Operation and Engineering
March 3 <sup>rd</sup> 2023	- Calisthenics - Participate in blood donor day activities - Re-check clean water bills for industrial needs.	Operation and Engineering

Source: Processed Data 2023

In the Fifth week, The Author participates in several activities such as the Isra' Miraj activity, which is an activity to commemorate an important event for Muslims, activities for implementing exercise the International Ship Port Security (ISPS) code 2023, participating in blood donation day activities. On the next day, the Author did the work, namely Re-check clean water bills for industrial needs.

**Table 3.7 Job Training Report Week 6 (March 6-10 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
March 6 <sup>th</sup> 2023	- Increase the copy of the letter from PT. Prima Dumai Indobulking. Request the General Manager's signature and provide a logo stamp.	Operation and Engineering
March 7 <sup>th</sup> 2023	Check the suitability of the clean water form for industrial needs with the data that has been input.	Operation and Engineering
March 8 <sup>th</sup> 2023	Check the suitability of the clean water form for industrial needs with the data that has been input.	Operation and Engineering

March 9 <sup>th</sup> 2023	Input data from the clean water request form for official purposes.	Operation and Engineering
March 10 <sup>th</sup> 2023	- Calisthenics - Input data from the clean water request form for official purposes.	Operation and Engineering

Source: Processed Data 2023

In the Sixth week, the Author is still doing the same work, namely checking the suitability of the clean water form needed by the agency with the data that has been inputted and inputting the clean water request form data needed by the agency.

**Table 3.8 Job Training Report Week 7 (March 13-17 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
March 13 <sup>th</sup> 2023	Check the suitability of the clean water form for industrial needs with the data that has been input	Operation and Engineering
March 14 <sup>th</sup> 2023	Archive of documentation files for cleanliness maintenance around the port.	Operation and Engineering
March 15 <sup>th</sup> 2023	Archive of port facility maintenance documents.	Operation and Engineering
March 16 <sup>th</sup> 2023	Multiple copies of the goods receipt.	Operation and Engineering
March 17 <sup>th</sup> 2023	- Calisthenics - Requesting the General Manager's signature regarding the implementation of convex normalization activities within PT. Pelindo (Persero) Regional 1 Branch of Dumai.	Operation and Engineering

Source: Processed Data 2023

In the Seventh week, the Author was still told to check the suitability of the clean water form needed by the Department with the data that had been inputted and archive several documents maintaining port facilities.

**Table 3.9 Job Training Report Week 8 (March 20-24 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
March 20 <sup>th</sup> 2023	- Write the expedition when the document has been signed and received - Bookmark documents for easy signing	Operation and Engineering
March 21 <sup>st</sup> 2023	Make details of the budget for the procurement of port pass card printing machines for PT. Pelindo (Persero) Regional 1 Branch of Dumai.	Operation and Engineering
March 22 <sup>nd</sup> 2023	Commemorating Saka New Year 1945 (Nyepi)	Operation and Engineering
March 23 <sup>rd</sup> 2023	Compiling a list of passengers based on the date of departure and date of arrival.	Operation and Engineering
March 24 <sup>th</sup> 2023	- Calisthenics	Operation and Engineering

	- Compiling a list of passengers based on the date of departure and date of arrival.	
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Source: Processed Data 2023

In the Eighth week, Monday to Tuesday, the Author records the letter in the Expedition Book and makes a budget for the procurement of printing presses. On Wednesday, we leave together as a commemoration of the national holiday of Hindus in Indonesia. Then re-enter on Thursday and Friday to carry out the task of compiling a list of passengers based on the date of departure and date of arrival.

**Table 3.10 Job Training Report Week 9 (March 27-31 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
March 27 <sup>th</sup> 2023	- Provide the address to which the mailing envelope will be sen. - Enter the outgoing mail number.	Operation and Engineering
March 28 <sup>th</sup> 2023	- Make a work schedule for operational employees of the Branch of Dumai Operations and Engineering Division in 2023. - Include the Pelindo logo in the budget plan recapitulation.	Operation and Engineering
March 29 <sup>th</sup> 2023	Archives of facility maintenance documentation.	Operation and Engineering
March 30 <sup>th</sup> 2023	Archive documentation of cleanliness around the port area.	Operation and Engineering
March 31 <sup>st</sup> 2023	- Calisthenics - Ask for the general manager's signature for a detailed file of the budget for the procurement of port fitting materials in 2023.	Operation and Engineering

Source: Processed Data 2023

In the ninth week, the Author prepares a letter to be sent via TIKI. TIKI is a leading shipping service company in Indonesia. then the Author does numbering, making work schedules for operational employees, and archiving.

**Table 3.11 Job Training Report Week 10 (April 3-7 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
April 3 <sup>rd</sup> 2023	Input data on things needed during work visits in the month of Ramadhan.	General Affair
April 4 <sup>th</sup> 2023	Sort and Scan Service car wash bills by date.	General Affair
April 5 <sup>th</sup> 2023	- Preparation of medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Letter Numbering	General Affair

April 6 <sup>th</sup> 2023	Recapitulate data collection on invitation letters, medical letters and other important letters from January, February and March.	General Affair
April 7 <sup>th</sup> 2023	Commemorate the death of Isa Almasih	General Affair

Source: Processed Data 2023

In the Tenth week, on Monday to Thursday the Author does the job, namely inputting data on things needed during work visits, sorting car wash bills, making medical certificates for employees, recapitulating data collection on invitation letters, health letters and other important letters in January, February to March. Then on Friday we take leave together to commemorate the day of the death of Isa almasih.

**Table 3.12 Job Training Report Week 11 (April 10-14 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
April 10 <sup>th</sup> 2023	Sort and scan official car fuel filling bills.	General Affair
April 11 <sup>th</sup> 2023	- Make a letter of management of Employee Retirement Files (Pension SK) for PT. Pelindo (Persero) Regional 1 Branch Dumai. - Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Input letter numbering and number the letters.	General Affair
April 12 <sup>th</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Input letter numbering and number the letters.	General Affair
April 13 <sup>th</sup> 2023	Helping to prepare the work visit activities of the directors of PT. Pelindo (Persero) Regional 1 Branch of Dumai.	General Affair
April 14 <sup>th</sup> 2023	- Calisthenics - Entering pictures into Microsoft word as proof of facility maintenance documentation.	General Affair

Source: Processed Data 2023

In the Eleventh week, the Author sorted fuel filling receipts, made a letter of management of employee retirement files, made employee medical letters, numbering and helped prepare for the directors work visit to PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai.



**Table 3.13 Job Training Report Week 12 (April 17-21 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
April 17 <sup>th</sup> 2023	- Prepare the Pelindo Takjil sharing menu - Sharing takjil	General Affair
April 18 <sup>th</sup> 2023	- Make a letter of management of Employees Retirement Files (Pension SK) for PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Prepare the Pelindo Takjil sharing menu	General Affair
April 19 <sup>th</sup> 2023	Eid al-Fitr	General Affair
April 20 <sup>th</sup> 2023	Eid al-Fitr	General Affair
April 21 <sup>st</sup> 2023	Eid al-Fitr	General Affair

Source: Processed Data 2023

In the twelfth week, Monday and Tuesday to be exact, the Author helps prepare the distribution of takjil, distributes takjil to the people of Dumai City and makes employee retirement files. This week the Author is only in for 2 days because on Wednesday the Author is on leave together to welcome Eid al-Fitr. Joint leave takes place from Wednesday 19 April to Tuesday 25 April 2023.

**Table 3.14 Job Training Report Week 13 (April 24-28 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
April 24 <sup>th</sup> 2023	Eid al-Fitr	General Affair
April 25 <sup>th</sup> 2023	Eid al-Fitr	General Affair
April 26 <sup>th</sup> 2023	Permission (sick)	General Affair
April 27 <sup>th</sup> 2023	- Scan the review sheet of PT. Pelindo Daya Sejahtera - Scan of Minutes of Handover (BAST)	General Affair
April 28 <sup>th</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Input letter numbering and number the letters.	General Affair

Source: Processed Data 2023

In the Thirteenth week, to be precise on Wednesday April 26 2023 the Author was unable to attend due to illness and returned on Thursday April 27 2023 by doing the work of making employee medical letters and numbering documents.

**Table 3.15 Job Training Report Week 14 (May 1-5 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
Mei 1 <sup>st</sup> 2023	International Labor Day	General Affair
Mei 2 <sup>nd</sup> 2023	- Make a memorandum of purchase of office supplies - Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.	General Affair
Mei 3 <sup>rd</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Input letter numbering and number the letters.	General Affair
Mei 4 <sup>th</sup> 2023	Sort and Scan Service car wash bills.	General Affair
Mei 5 <sup>th</sup> 2023	- Calisthenics - Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Make a letter of medical treatment for retired employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.	General Affair

Source: Processed Data 2023

In the Fourteenth week, on Monday, the collective leave commemorates International Labor Day. Then Tuesday came back as usual, the Author made a memorandum for purchasing office supplies, made letters for medical treatment for employees and retired employees, numbered the letters and sorted the official car wash bills.

**Table 3.16 Job Training Report Week 15 (May 8-12 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
Mei 8 <sup>th</sup> 2023	- Tidying up the letter archive according to the letter number. - Removing the old logo of PT. Pelindo (Persero) Regional 1 Branch of Dumai.	General Affair
Mei 9 <sup>th</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.	General Affair
Mei 10 <sup>th</sup> 2023	- Make an online advertising payment receipt for Chinese New Year greetings in 2023 then scan it. - Archiving incoming invitation letters, medical letters and other important letters according to the letter code.	General Affair
Mei 11 <sup>th</sup> 2023	- Sort and Scan BBM Bon in pdf form then upload it using Google Drive.	General Affair
Mei 12 <sup>th</sup> 2023	- Calisthenics	General Affair

	- Make a letter of medical treatment for retired employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.	
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Source: Processed Data 2023

In the Fifteenth week, the Author helped tidy up the archives of internal and external letters, dispose of old logos in each facility, make employee medical letters, make online advertising payment receipts and file incoming mail.

**Table 3.17 Job Training Report Week 16 (May 15-19 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
Mei 15 <sup>th</sup> 2023	- Scan details of the estimated budget for Coklit Pandu's honorarium with KSOP Dumai in December 2022. - Making minutes of handover of ownership of the official residence and hermitage land being sold.	General Affair
Mei 16 <sup>th</sup> 2023	- Scan details of the budget for the request for payment of air conditioner (AC) relocation to the Dumai port passenger terminal. - Scan the details of the routine sports budget for golf, table tennis, badminton and court tennis in February and March 2023.	General Affair
Mei 17 <sup>th</sup> 2023	Permission (sick)	General Affair
Mei 18 <sup>th</sup> 2023	Commemorates the ascension of Isa almasih	General Affair
Mei 19 <sup>th</sup> 2023	- Tidying up employee retirement document files alphabetically - Make medical certificates for retired employees.	General Affair

Source: Processed Data 2023

In the Sixteenth week, On Monday and Tuesday, the Author typed the minutes of the handover of official housing ownership and scanned various documents. Then on Wednesday the Author was unable to attend due to illness. on Thursday they leave together to commemorate the Ascension Day of Jesus Christ and re-enter on Friday by doing the work of tidying up the pensioner's personal data documents, and making letters for retired employee medical treatment.

**Table 3.18 Job Training Report Week 17 (May 22-26 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
Mei 22 <sup>nd</sup> 2023	- Make a letter of medical treatment for retired employees. - Inputting the letter number and numbering the letter.	General Affair
Mei 23 <sup>rd</sup> 2023	- Archiving incoming invitation letters, medical letters and other important letters according to the letter code. - Put a stamp on the minutes of handover.	General Affair
Mei 24 <sup>th</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).	General Affair
Mei 25 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).	General Affair
Mei 26 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).	General Affair

Source: Processed Data 2023

In the Seventeenth week, the Author makes letters for retirement medical treatment, numbering letters, filing incoming and outgoing letters, stamps, and on Wednesday there is the addition of a new job, namely inputting data on partnership and community development programs based on payment date, last payment date, rescheduling date, paid off date, last paid date.

**Table 3.19 Job Training Report Week 18 (May 29-31 , 2023)**

DATE	DESCRIPTIONS OF ACTIVITIES	DIVISION
Mei 29 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).	General Affair
Mei 30 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).	General Affair
Mei 31 <sup>st</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).	General Affair

Source: Processed Data 2023

In the Eighteenth week, the Author still did the same work, namely inputting partnership and community development program data based on payment date, last payment date, rescheduling date, settlement date and last payment date for a week because there was a lot of data that had to be filled in.

### **3.5 Obstacle and Solutions of the Apprenticeship**

#### **3.5.1 Obstacle of the Apprenticeship**

As long as the Authors do practical work, the Authors try to complete the work to the maximum and on time. But in practice there are obstacles experienced by the Author in completing these activities. Obstacles experienced by the Author during the implementation of Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is a Author who has difficulty filing letters because most of the letters with different codes are combined in the same place without paper separators.

#### **3.5.2 Solutions of the Apprenticeship**

Some of the obstacles faced by the Author during the internship. The solutions carried out to overcome obstacles during the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is the Author who took the initiative to tidy up archival documents by sorting and giving separation paper named letter code to make it easier to archive.

## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 CONCLUSION**

From the explanation in the previous chapter, an overview of activities during Job Training at PT. Pelindo (Persero) Regional 1 Branch of Dumai, the Author will provide conclusions based on the results of the discussion of the chapter, including:

1. Description of work carried out by the Author during his apprenticeship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai. Here the Author is placed in 2 (two) places, namely the Operations & Engineering section and the General Division Section.
  - a. Some of the work carried out by the Author in the Operations & Engineering Division from February to March is Compiling the passenger list by departure date and arrival date, Tidying up the card Proof of entry to the Dumai port work environment based on sequence number, recording work orders in the expedition book, numbering letters, archiving documents, Inputting clean water request form data for official needs using Microsoft Excel, Double-check the clean water request form for industrial needs.
  - b. Some of the work done by the Author in the General Affair Division from April-May is to make and record things needed in work visits during Ramadhan using Microsoft excel, Make medical letters for employees and retired employees, Letter Numbering, sort car wash receipts and official car fuel filling bonds by date, Recap of incoming invitation letters, medical letters and other important letters in January, February, and March using Microsoft Excel, filing letters, Making letters of management of retired employee files, Making memorandums of purchase of office supplies, Making online advertising payment receipts for Chinese New Year 2023

congratulations and Re-entering PKBL data (based on payment date, last paid date, reschedule date, paid date, and paid status Date.

2. Systems and work procedures during the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai partly uses an internet-based system. However, not all work is done online, some work is done offline and manually. During the apprenticeship, the Author was assigned more offline work.
3. The place where the apprenticeship is held at a BUMN company, namely PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai which is located on Sultan Syarif Kasim Street, No. 1, Teluk Binjai, Dumai Timur subdistrict, Dumai City, Riau. The Author is placed in the Operations & Engineering Division and the General Division.
4. As long as the Authors do practical work, the Authors try to complete the work to the maximum and on time. But in practice there are obstacles experienced by the Author in completing these activities. Obstacles experienced by the Author during the implementation of Job Training at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is a Author who has difficulty filing letters. The Author is a bit confused because most of the letters with different codes are combined in the same place without paper separators.
5. Some of the obstacles faced by the Author during the internship. The solutions carried out to overcome obstacles during the internship at PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai is the Author who took the initiative to tidy up archival documents by sorting and giving separation paper named letter code to make it easier to archive.

#### **4.2 SUGGESTION**

After doing Job Training or internship, the Author provides advice as input to PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai to be even better in the future. Here's the advice given:

1. The Suggestions for students are expected to be able to balance between Hard Skills and Soft Skills because they are very important when entering the world of work later. The Author also hopes that students can master all the courses given during lectures because that covers a lot in companies. In addition, it is hoped that in the future the Department of Business Administration, especially the International Business Administration Study Program, will organize archiving courses, determine letter codes and determine the order of numbering letters because during the internship the Author did a lot of archiving and letter numbering.
2. The suggestion for the Politeknik Negeri Bengkalis is to strengthen cooperation with companies. Suggestions for Politeknik Negeri Bengkalis to strengthen cooperation with companies. The holding of this Field Work Practice activity can further strengthen the relationship between the Bengkalis State Polytechnic campus and PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai. This makes it easier for Bengkalis State Polytechnic students to be able to carry out internships at this company.
3. The Suggestion for the company, thank you for accepting us to be able to carry out Job Training activities smoothly and well. The Author hopes to provide more assignments that are in accordance with the student's major so that they can gain more professional work experience. The Author also hopes that the company can provide assignments by conducting prior guidance to students. Especially before the task was carried out. This is done so that later every child who does Field Work Practices can get much better results.



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## Appendices 1: Job Training Application Letter



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

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

Nomor : 5724/PL.31/TU/2022  
Hal : Permohonan Kerja Praktek (KP)

28 November 2022

Yth. Pimpinan PT. Pelindo Dumai  
di  
Dumai

Dengan hormat,

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

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

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

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

An. Direktur,  
Wakil Direktur I



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

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

## Appendices 2: Reply Letter for Job Training



Dumai, 13 Desember 2022

Nomor : HM.03.05/13/12/1/B5.1/B5/DUM-22

Lampiran : 1

Perihal : Permohonan Kerja Praktek (KP)

Kepada Yth, Direktur Politeknik Negeri Bengkalis

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

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

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

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

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


Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

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



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

### Appendices 3: Certificate of Completion of Job Training



**SURAT KETERANGAN**  
NO : KP.40 /1/11/ DM/REG1-23.TU

General Manager Pelindo Regional I Cabang Dumai mensrangkan bahwa :


Nama : ERLINDA SURYATI  
Mahasiswa : Jurusan Administrasi Niaga  
NIM : 5404191243  
Program Study : Administrasi Bisnis Internasional

Berdasarkan


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

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

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperfunya.

Dumai, 2 Juni 2023  
REGIONAL 1 CABANG DUMAI  
an. GENERAL MANAGER  
MENEJER UMUM  
  
M. NISWAN  
NIPP. 100993

Regional I Cabang Dumai  
J. Sultan Syarif Kasim No. 1, Dumai - 28913  
T +82 765 314659 E [dumai@pelindo.co.id](mailto:dumai@pelindo.co.id)

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

### Appendices 4: Job Training Absence

LIST PRESENT OF THE JOB TRAINING  
IN RESPECT OF THE RESERVE 2 BRANCHES OF THE RIF

Name: / /  
Date: / /

TRAINING			Signed By The Supervisor	
No	Day	Date		
1	Wednesday	28/05/2023	A	
2	Thursday	29/05/2023	A	A
3	Friday	30/05/2023	A	A
4	Monday	01/06/2023	A	A
5	Tuesday	02/06/2023	A	A
6	Wednesday	03/06/2023	A	A
7	Thursday	04/06/2023	A	A
8	Friday	05/06/2023	A	A
9	Monday	08/06/2023	A	A
10	Tuesday	09/06/2023	A	A
11	Wednesday	10/06/2023	A	A
12	Thursday	11/06/2023	A	A
13	Friday	12/06/2023	A	A
14	Monday	15/06/2023	A	A
15	Tuesday	16/06/2023	A	A
16	Wednesday	17/06/2023	A	A
17	Thursday	18/06/2023	A	A
18	Friday	19/06/2023	A	A
19	Monday	22/06/2023	A	A
20	Tuesday	23/06/2023	A	A
21	Wednesday	24/06/2023	A	A
22	Thursday	25/06/2023	A	A
23	Friday	26/06/2023	A	A
24	Monday	29/06/2023	A	A
25	Tuesday	30/06/2023	A	A

TRAINING			Signed By The Supervisor	
No	Day	Date		
26	Wednesday	04/07/2023	A	A
27	Thursday	05/07/2023	A	A
28	Friday	06/07/2023	A	A
29	Monday	09/07/2023	A	A
30	Tuesday	10/07/2023	A	A
31	Wednesday	11/07/2023	A	A
32	Thursday	12/07/2023	A	A
33	Friday	13/07/2023	A	A
34	Monday	16/07/2023	A	A
35	Tuesday	17/07/2023	A	A
36	Wednesday	18/07/2023	A	A
37	Thursday	19/07/2023	A	A
38	Friday	20/07/2023	A	A
39	Monday	23/07/2023	A	A
40	Tuesday	24/07/2023	A	A
41	Wednesday	25/07/2023	A	A
42	Thursday	26/07/2023	A	A
43	Friday	27/07/2023	A	A
44	Monday	30/07/2023	A	A
45	Tuesday	31/07/2023	A	A

46	Wednesday	03/08/2023	A	
47	Thursday	04/08/2023	A	A
48	Friday	05/08/2023	A	A
49	Monday	08/08/2023	A	A
50	Tuesday	09/08/2023	A	A
51	Wednesday	10/08/2023	A	A
52	Thursday	11/08/2023	A	A
53	Friday	12/08/2023	A	A
54	Monday	15/08/2023	A	A
55	Tuesday	16/08/2023	A	A
56	Wednesday	17/08/2023	A	A
57	Thursday	18/08/2023	A	A
58	Friday	19/08/2023	A	A
59	Monday	22/08/2023	A	A
60	Tuesday	23/08/2023	A	A
61	Wednesday	24/08/2023	A	A
62	Thursday	25/08/2023	A	A
63	Friday	26/08/2023	A	A
64	Monday	29/08/2023	A	A
65	Tuesday	30/08/2023	A	A
66	Wednesday	31/08/2023	A	A

67	Thursday	01/09/2023	A	A
68	Friday	02/09/2023	A	A
69	Monday	04/09/2023	A	A
70	Tuesday	05/09/2023	A	A
71	Wednesday	06/09/2023	A	A
72	Thursday	07/09/2023	A	A
73	Friday	08/09/2023	A	A
74	Monday	11/09/2023	A	A
75	Tuesday	12/09/2023	A	A
76	Wednesday	13/09/2023	A	A
77	Thursday	14/09/2023	A	A
78	Friday	15/09/2023	A	A
79	Monday	18/09/2023	A	A
80	Tuesday	19/09/2023	A	A
81	Wednesday	20/09/2023	A	A
82	Thursday	21/09/2023	A	A
83	Friday	22/09/2023	A	A
84	Monday	25/09/2023	A	A

Signed: / / 2023  
 Name: / /  
 No. / /

## Appendices 5: Job Training Assessment Sheet

**PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK  
PT. PELINDO (PERSERO) REGIONAL 1 CABANG  
DUMAI**

Nama : Erfinda Suryati  
NIM : 54040191243  
Program Studi : Administrasi Bisnis Internasional  
Kampus : Politeknik Negeri Bengkalis

No.	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	80
2.	Tanggung-jawab	25%	84
3.	Penyesuaian diri	10%	73
4.	Hasil Kerja	30%	80
5.	Perilaku secara umum	15%	80
Total Jumlah ( 1+2+3+4+5 )		100%	80

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

Catatan :

Dumai, 31 Mei 2023  
An. General Manager  
Menejer Umum

  
**M. NIRWAN, ST, M.M**  
NIPP. 100993

## Appendices 6: Revision Sheet

**REVISION SHEET**  
**STUDENT PRACTICE PRACTICE GUIDANCE**  
**INTERNATIONAL BUSINESS ADMINISTRATION D-IV STUDY PROGRAM**  
**STATE POLYTECHNIC BENGKALIS**

Name : Erlinda Suryati  
Student's Identity No. : 5404191243  
Apprenticeship Place : PT. Pelabuhan Indonesia (Persero) Regional 1 Branch of Dumai  
Advisor : Wan Junita Rafiah, B.Sc., M.Ec.Dev.

No	Date and time	Revision	Advisor Initials
1	26 Juli 2023	→ Perbaiki Background → TATA TULIS	
2	14 Juli 2023	→ Perbaiki Struktur PT → TATA TULIS	
3	15 Juli 2023	→ Perbaiki BAB 4 → Penomoran	
4	25 Juli 2023	→ Perbaiki Obstacle & SOLUTIONS	
5	01 Agustus 2023	→ Perbaiki BAB 4 → Perbaiki SUGGESTION	
6	02 Agustus 2023	all	

Bengkalis, August 2023

Advisor



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






## Appendices 7: Daily Activities

### DAILY ACTIVITIES OF THE JOB TRAINING

**DAY** : Wednesday - Friday

**DATE** : February 1<sup>st</sup> 2023 – February 3<sup>rd</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 1 <sup>st</sup> 2023	Introduction and explanation of the rules in the office.	Wawan Kurniawan	
February 2 <sup>nd</sup> 2023	Sort the passenger list by departure date and arrival date.		
February 3 <sup>rd</sup> 2023	<ul style="list-style-type: none"> <li>- Calisthenics</li> <li>- Participating in K3 competition between employees.</li> <li>- Sort the passenger list by departure date and arrival date.</li> </ul>		
	<b>Note By Industrial Choach:</b>		


No.	Working	Expalanation
1.	 	<p>Sort the passenger list by departure date and arrival date.</p> <p>List of names of port passengers after being arranged based on the earliest date</p>




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY : Monday-Friday**

**DATE : February 6<sup>th</sup> 2023 – February 10<sup>th</sup> 2023**

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 6 <sup>th</sup> 2023	Sort the passenger list by departure date and arrival date.	Wawan Kurniawan	
February 7 <sup>th</sup> 2023	Sort the passenger list by departure date and arrival date.		
February 8 <sup>th</sup> 2023	- Scan the Minutes of Job Handover. - Make documentation and attendance of port cleaning maintenance Works		
February 9 <sup>th</sup> 2023	- Request general part letter number and letter number manually. - Arrange entry cards for the port work environment based on Number.		
February 10 <sup>th</sup> 2023	- Calisthenics - Sort the passenger list by departure date and arrival date. - Arrange entry cards for the port work environment based on Number.		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalanation
1.		Sort the passenger list by departure date and arrival date.

2.



Arrangement of passenger lists that are ready to be inputted into Microsoft Excel.

3.





Arrange entry cards for the port work environment based on Number.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : February 13<sup>th</sup> 2023 – February 17<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 15 <sup>th</sup> 2023	Scan of work handover documents and work documentation.	Wawan Kurniawan	
February 14 <sup>th</sup> 2023	Sort the passenger list by departure date and arrival date.		
February 15 <sup>th</sup> 2023	Sending letters to various PT for Focus Group Discussion activities.		
February 16 <sup>th</sup> 2023	- Make a statement of work and ask for the signature of the General Manager. - Archiving of Minutes of Job Handover		
February 17 <sup>th</sup> 2023	- Calisthenics - Port Facility Work Document Archiving		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalation
1.		Sort the passenger list by departure date and arrival date.

2.



Sending letters to various PT for Focus Group Discussion activities.

3.




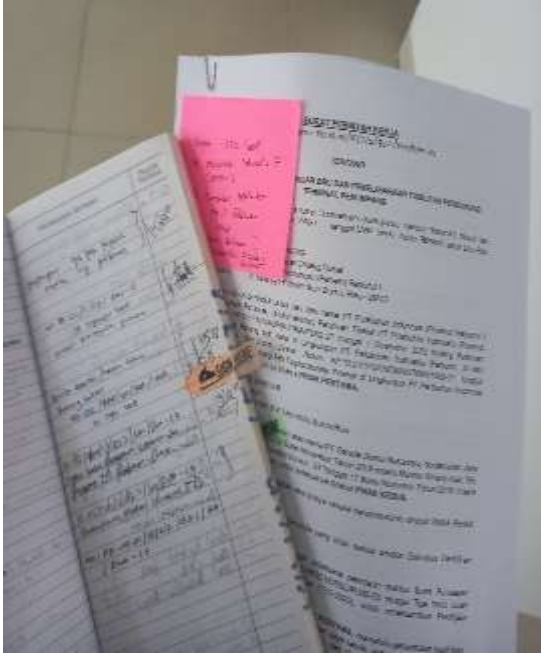

Archiving of Minutes of Job Handover

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : February 20<sup>th</sup> 2023 – February 24<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 20 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Record in the expedition book and give the number on the minutes of work handover.</li> <li>- Ask for the general manager signature and stamp.</li> </ul>	Wawan Kurniawan	
February 21 <sup>st</sup> 2023	<ul style="list-style-type: none"> <li>- Helping to prepare for the PKK mother event.</li> <li>- Scan the minutes of job handover at PT. Pelindo (Persero) Regional 1 Branch of Dumai.</li> </ul>		
February 22 <sup>nd</sup> 2023	<ul style="list-style-type: none"> <li>- Copy of receipt proof of return of goods.</li> <li>- Assisting the general division in preparing for the Pelindo Teaching event.</li> <li>- Scan Accountability advance payment</li> </ul>		
February 23 <sup>rd</sup> 2023	Participated in the Occupational Safety Management System (SMK3) seminar for internal and external parties.		
February 24 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Calisthenics</li> <li>- Checking the suitability of the clean water request form for industrial needs.</li> <li>- Photocopy of Work Plan and technical requirements.</li> </ul>		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalation
1.		<p>Record in the expedition book and give the number on the minutes of work handover.</p>
2.		<p>Helping to prepare for the PKK mother event.</p>

3.



Assisting the general division in preparing for the Pelindo Teaching event.

4.




Participated in the Occupational Safety Management System (SMK3) seminar for internal and external parties.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

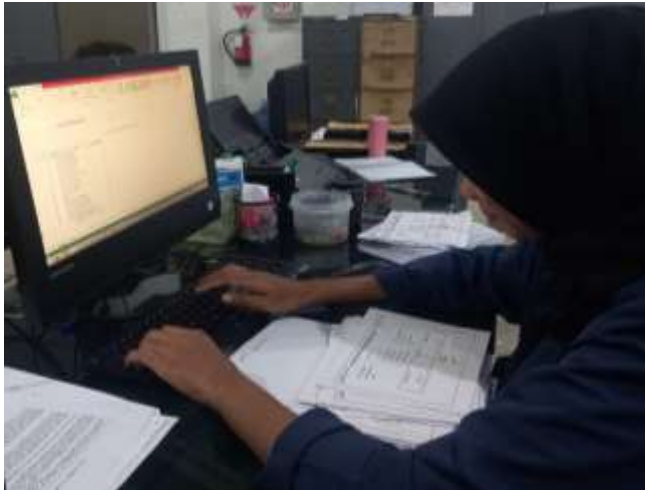
**DATE** : February 27<sup>th</sup> 2023 – March 3<sup>rd</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
February 27 <sup>th</sup> 2023	- Participated in Isra' Miraj activities with Pelindo employees. - Input data from the clean water request form for official purposes.	Wawan Kurniawan	
February 28 <sup>th</sup> 2023	- Input data from the clean water request form for official purposes - Scan the work handover work order file		
March 1 <sup>st</sup> 2023	Input data from the clean water request form for official purposes		
March 2 <sup>nd</sup> 2023	- Assist in preparing for the implementation of the 2023 ISPS code exercise. - Re-check the clean water bill for office needs.		
March 3 <sup>rd</sup> 2023	- Calisthenics - Participate in blood donor day activities in the context of the national K3 month in 2023. - Re-check clean water bills for industrial needs.		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalanation
1.		Participated in Isra' Miraj activities with Pelindo employees.



2.



Input data from the clean water request form for official purposes.

3.



Participate in blood donor day activities in the context of the national K3 month in 2023.

4.



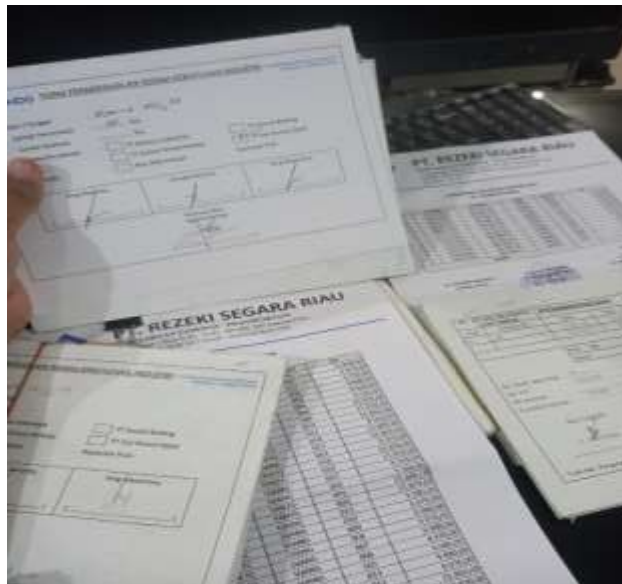
Re-check clean water bills for industrial needs.

5.



Assist in preparing for the implementation of the 2023 ISPS code exercise.

6.





Re-check clean water bills for industrial needs.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : March 6<sup>th</sup> 2023 – March 10<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 6 <sup>th</sup> 2023	- Increase the copy of the letter from PT. Prima Dumai Indobulking. - Request the General Manager's signature and provide a logo stamp.	Wawan Kurniawan	
March 7 <sup>th</sup> 2023	Check the suitability of the clean water form for industrial needs with the data that has been input.		
March 8 <sup>th</sup> 2023	Check the suitability of the clean water form for industrial needs with the data that has been input.		
March 9 <sup>th</sup> 2023	Input data from the clean water request form for official purposes.		
March 10 <sup>th</sup> 2023	- Calisthenics - Input data from the clean water request form for official purposes.		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalanation
1.		Check the suitability of the clean water form for industrial needs with the data that has been input.

2.




Input data from the clean water request form for official purposes.



**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : March 13<sup>th</sup> 2023 – March 17<sup>th</sup> 2023


DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 13 <sup>th</sup> 2023	Check the suitability of the clean water form for industrial needs with the data that has been input	Wawan Kurniawan	
March 14 <sup>th</sup> 2023	Archive of documentation files for cleanliness maintenance around the port.		
March 15 <sup>th</sup> 2023	Archive of port facility maintenance documents.		
March 16 <sup>th</sup> 2023	Multiple copies of the goods receipt		
March 17 <sup>th</sup> 2023	- Calisthenics - Requesting the General Manager's signature regarding the implementation of convex normalization activities within PT. Pelindo (Persero) Regional 1 Branch of Dumai.		
	<b>Note By Industrial Choach:</b>		


No.	Working	Expalanation

**DAILY ACTIVITES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : March 20<sup>th</sup> 2023 – March 24<sup>th</sup> 2023


DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 20 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Write the expedition when the document has been signed and received</li> <li>- Bookmark documents for easy signing</li> </ul>	Wawan Kurniawan	
March 21 <sup>st</sup> 2023	Make details of the budget for the procurement of port pass card printing machines for PT. Pelindo Persero) Regional 1 Branch of Dumai.		
March 22 <sup>nd</sup> 2023	Commemorating Saka New Year 1945 (Nyepi)		
March 23 <sup>rd</sup> 2023	Sort the passenger list by departure date and arrival date.		
March 24 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Calisthenics</li> <li>- Sort the passenger list by departure date and arrival date.</li> </ul>		
<b>Note By Industrial Choach:</b>			


No.	Working	Expalanation
1.		Write the expedition when the document has been signed and received

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : March 27<sup>th</sup> 2023 – March 31<sup>st</sup> 2023


DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
March 27 <sup>th</sup> 2023	- Provide the address to which the mailing envelope will be sen. - Enter the outgoing mail number.	Wawan Kurniawan	
March 28 <sup>th</sup> 2023	- Make a work schedule for operational employees of the Dumai Branch Operations and Engineering Division in 2023. - Include the Pelindo logo in the budget plan recapitulation.		
March 29 <sup>th</sup> 2023	Archives of facility maintenance documentation.		
March 30 <sup>th</sup> 2023	Archive documentation of cleanliness around the port area.		
March 31 <sup>st</sup> 2023	- Calisthenics - Ask for the general manager's signature for a detailed file of the budget for the procurement of port fitting materials in 2023.		
	<b>Note By Industrial Choach:</b>		


No.	Working	Expalanation
1.		Provide the address to which the mailing envelope will be sen.

**DAILY ACTIVITES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : April 3<sup>rd</sup> 2023 – April 7<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 3 <sup>rd</sup> 2023	Input data on things needed during work visits in the month of Ramadan.	Wawan Kurniawan	
April 4 <sup>th</sup> 2023	Sort and Scan Service car wash bills by date.		
April 5 <sup>th</sup> 2023	- Preparation of medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Letter Numbering		
April 6 <sup>th</sup> 2023	Recapitulate data collection on invitation letters, medical letters and other important letters from January, February and March.		
April 7 <sup>th</sup> 2023	<b>Commemorate the death of Isa Almasih</b>		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalanation
1.		Enter the mail data to get the mail number



2.


The image shows a screenshot of a Microsoft Excel spreadsheet. The spreadsheet has a header row with three columns: 'No', 'Jumlah', and 'Tanggal'. Below the header, there are several rows of data. The first row contains the number '1' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The second row contains '2' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The third row contains '3' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The fourth row contains '4' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The fifth row contains '5' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The sixth row contains '6' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The seventh row contains '7' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The eighth row contains '8' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The ninth row contains '9' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The tenth row contains '10' in the 'No' column, 'Terdapat Lembar an. 24/10/2011' in the 'Jumlah' column, and '24/10/11' in the 'Tanggal' column. The spreadsheet also shows a menu bar at the top with options like 'File', 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', and 'View'. The status bar at the bottom shows 'Microsoft Excel - [Book1.xlsx] - [Sheet1]'. The spreadsheet is titled 'Rencana Kerja Kerja Perencanaan' and has a subtitle 'Rencana Kerja Kerja Perencanaan'.


No	Jumlah	Tanggal
1	Terdapat Lembar an. 24/10/2011	24/10/11
2	Terdapat Lembar an. 24/10/2011	24/10/11
3	Terdapat Lembar an. 24/10/2011	24/10/11
4	Terdapat Lembar an. 24/10/2011	24/10/11
5	Terdapat Lembar an. 24/10/2011	24/10/11
6	Terdapat Lembar an. 24/10/2011	24/10/11
7	Terdapat Lembar an. 24/10/2011	24/10/11
8	Terdapat Lembar an. 24/10/2011	24/10/11
9	Terdapat Lembar an. 24/10/2011	24/10/11
10	Terdapat Lembar an. 24/10/2011	24/10/11

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : April 10<sup>th</sup> 2023 – April 14<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 10 <sup>th</sup> 2023	Sort and scan official car fuel filling bills.	Wawan Kurniawan	
April 11 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Make a letter of management of Employee Retirement Files (Pension SK) for PT. Pelindo (Persero) Regional 1 Branch Dumai.</li> <li>- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.</li> <li>- Input letter numbering and number the letters.</li> </ul>		
April 12 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.</li> <li>- Input letter numbering and number the letters.</li> </ul>		
April 13 <sup>th</sup> 2023	Helping to prepare the work visit activities of the directors of PT. Pelindo (Persero) Regional 1 Branch of Dumai.		
April 14 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Calisthenics</li> <li>- Entering pictures into Microsoft word as proof of facility maintenance documentation.</li> </ul>		
<b>Note By Industrial Choach:</b>			

No.	Working	Expalation
1.		Make a letter of management of Employee Retirement Files (Pension SK) for PT. Pelindo (Persero) Regional 1 Branch Dumai.

2.



Make a letter of management of Employee Retirement Files (Pension SK) for PT. Pelindo (Persero) Regional 1 Branch Dumai.

3.



Preparation of medical certificates for employees of PT. Pelindo (Persero) Regional 1 Dumai Branch.




Helping to prepare the work visit activities of the directors of PT. Pelindo (Persero) Regional 1 Branch of Dumai.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : April 17<sup>th</sup> 2023 – April 21<sup>st</sup> 2023


DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 17 <sup>th</sup> 2023	- Prepare the Pelindo Takjil sharing menu - Sharing takjil	Wawan Kurniawan	
April 18 <sup>th</sup> 2023	- Make a letter of management of Employee Retirement Files (Pension SK) for PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Prepare the Pelindo Takjil sharing menu		
April 19 <sup>th</sup> 2023	Eid al-Fitr		
April 20 <sup>th</sup> 2023	Eid al-Fitr		
April 21 <sup>st</sup> 2023	Eid al-Fitr		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalanation
1.		Prepare the Pelindo Takjil sharing menu
2.		Sharing takjil to the community

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : April 24<sup>th</sup> 2023 – April 28<sup>th</sup> 2023


DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
April 24 <sup>th</sup> 2023	Eid al-Fitr	Wawan Kurniawan	
April 25 <sup>th</sup> 2023	Eid al-Fitr		
April 26 <sup>th</sup> 2023	Permission (sick)		
April 27 <sup>th</sup> 2023	- Scan the review sheet of PT. Pelindo Daya Sejahtera - Scan of Minutes of Handover (BAST)		
April 28 <sup>th</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Input letter numbering and number the letters.		
	<b>Note By Industrial Choach:</b>		


No.	Working	Expalanation

**DAILY ACTIVITES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : May 1<sup>st</sup> 2023 – May 5<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 1 <sup>st</sup> 2023	<b>International Labor Day</b>	Wawan Kurniawan	
May 2 <sup>nd</sup> 2023	- Make a memorandum of purchase of office supplies - Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.		
May 3 <sup>rd</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Input letter numbering and number the letters.		
May 4 <sup>th</sup> 2023	Sort and Scan Service car wash bills.		
May 5 <sup>th</sup> 2023	- Calisthenics - Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - Make a letter of medical treatment for retired employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.		
	<b>Note By Industrial Choach:</b>		


No.	Working	Expalation
1.		Make a memorandum of purchase of office supplies




**DAILY ACTIVITES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : May 8<sup>th</sup> 2023 – May 12<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 8 <sup>th</sup> 2023	- Tidying up the letter archive according to the letter number.	Wawan Kurniawan	
May 9 <sup>th</sup> 2023	- Removing the old logo of PT. Pelindo (Persero) Regional 1 Branch of Dumai.		
May 10 <sup>th</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.		
May 11 <sup>th</sup> 2023	- Make an online advertising payment receipt for Chinese New Year greetings in 2023 then scan it. - Archiving incoming invitation letters, medical letters and other important letters according to the letter code.		
May 12 <sup>th</sup> 2023	- Calisthenics - Make a letter of medical treatment for retired employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai.		
<b>Note By Industrial Choach:</b>			

No.	Working	Expalanation
1.		Tidying up the letter archive according to the letter number.



2.



Removing the old logo of PT. Pelindo (Persero) Regional 1 Branch of Dumai.

3.





Make an online advertising payment receipt for Chinese New Year greetings in 2023 then scan it.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : May 15<sup>th</sup> 2023 – May 19<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 15 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Scan details of the estimated budget for Coklit Pandu's honorarium with KSOP Dumai in December 2022.</li> <li>- Making minutes of handover of ownership of the official residence and hermitage land being sold.</li> </ul>	Wawan Kurniawan	
May 16 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Scan details of the budget for the request for payment of air conditioner (AC) relocation to the Dumai port passenger terminal.</li> <li>- Scan the details of the routine sports budget for golf, table tennis, badminton and court tennis in February and March 2023.</li> </ul>		
May 17 <sup>th</sup> 2023	Permission (sick)		
May 18 <sup>th</sup> 2023	Commemorates the ascension of Isa almasih		
May 19 <sup>th</sup> 2023	<ul style="list-style-type: none"> <li>- Tidying up employee retirement document files alphabetically</li> <li>- Make medical certificates for retired employees.</li> </ul>		
<b>Note By Industrial Choach:</b>			


No.	Working	Expalanation
1.		Tidying up employee retirement document files alphabetically




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**DAY** : Monday-Friday

**DATE** : May 22<sup>nd</sup> 2023 – May 26<sup>th</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 22 <sup>nd</sup> 2023	- Make a letter of medical treatment for retired employees. - Inputting the letter number and numbering the letter.	Wawan Kurniawan	
May 23 <sup>rd</sup> 2023	- Archiving incoming invitation letters, medical letters and other important letters according to the letter code. - Put a stamp on the minutes of handover.		
May 24 <sup>th</sup> 2023	- Making medical certificates for employees of PT. Pelindo (Persero) Regional 1 Branch of Dumai. - PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).		
May 25 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).		
May 26 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).		
	<b>Note By Industrial Choach:</b>		

No.	Working	Expalanation
1.		Make a letter of medical treatment for retired employees

2.



Archiving incoming invitation letters, medical letters and other important letters according to the letter code.

4.



Put a stamp on the minutes of handover.

5.



PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).







**DAILY ACTIVITES  
OF THE JOB TRAINING**

**DAY** : Monday-Wednesday

**DATE** : May 29<sup>th</sup> 2023 – May 31<sup>st</sup> 2023

DATE	DESCRIPTIONS OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
May 29 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).	Wawan Kurniawan	
May 30 <sup>th</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).		
May 31 <sup>st</sup> 2023	PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).		
<b>Note By Industrial Choach:</b>			

No.	Working	Expalanation
1.		PKBL Data Collection Input (based on payment date, last payment date, rescheduling date, paid off date, paid status date).





## Appendices 8: Activities Followed During The Internship

1. Participate in occupational health and safety events (February 3<sup>rd</sup>,2023)



2. Exercise in the morning



3. Participate in the socialization of the occupational health and safety management System/ SMK3 (February 23<sup>rd</sup>,2023)



4. Visit of coordinator of practical work and wadir 3 Bengkalis State Polytechnic to Pelindo (Persero) Regional 1 Branch of Dumai

