#### APPRENTICESHIP REPORT

#### PT. AGUNG AUTOMALL SOEKARNO-HATTA BRANCH

## <u>SEPNI GUYANTI</u> 5404191238



# APPLIED BACHELOR DEGREE IN INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS

### APPRENTICESHIP REPORT PT. AGUNG AUTOMALL SOEKARNO - HATTA BRANCH

Written as one of the conditions for completing job training

#### SEPNI GUYANTI 5404191238

Pekanbaru, May 31st, 2023

Branch Manager
PT. Agung Automall Soekarno - Hatta Branch

T. AGUNG AUTOMALL

Vera Farnila, S.E., M.M

Advisor

Yunelly Asra, S.E., M.M NIP. 197507012012122001

Approved by,

Head of International Business Administration

Study Program

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

. 198406142018032001

#### KNOWLEDGEMENT

Praise and gratitude for the blessings and gifts of God Almighty who has given health and opportunity to the writer so that he can complete field work activities and practical work reports carried out at PT. Agung Automall Soekarno-Hatta branch properly and on time, starting from February 1 to May 31, 2023. The author also wants to convey to all employees of PT. Agung Automall, the Seokarno-Hatta branch, which was very kind, friendly and welcomed the writer to join and have the opportunity to become a family member at PT. Agung Automall Soekarno-Hatta branch. In preparing this Field Work Practice report, the author realizes that without guidance from various parties this Field Work Practice report cannot be completed within a certain time, so the author would like to thank all those who have been involved and helped the author. Related parties include:In the completion of this thesis, the author has been helped by many parties. Therefore, the author would like to thank:

- 1. Mr. Johny Custer, S.T., M.T as the Director of the Bengkalis State of Polytechnic.
- 2. Mr. Armada, S.T., M.T. as Deputy Director 1 of Bengkalis State of Polytechnic.
- 3. Mrs. Supriati, M.Si as the Head of the Business Administration Department.
- 4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as the Head of the International Business Administration Study Program.
- 5. Yunelly Asra, S.E., M.M is the best supervisor who provides direction and guidance to researchers starting from the Proposal Seminar, Thesis Session until the completion of this thesis.
- Mr. Teguh Widodo, S.Sos., M.SM., M.,Rech as the guardian of class VII
   B of the International Business Administration Study Program.

 All lecturers, especially the Applied International Business Administration Study Program, who have taught during their time as lecturers at the Bengkalis State Polytechnic.

8. Especially the two people who I love very much, Mr. Gudang Nasution, Mrs. Nur Hasanah, who never gave support, prayers, time, energy, and sacrifice in helping ease and smoothness during lectures to achieve the desired goals.

 My sister Arisah Nasution, Uba Riana Sari and my brother Aswin Hasan provide support and enthusiasm in completing the thesis on time.

 To the pedestrian team, Ummi Hanipah and Putri Tampubolon who always provide suggestions and input for the completion of this thesis.

11. Friends in arms at the Bengkalis State Polytechnic, especially the International Business Administration Study Program'19B who have provided assistance and cooperation during the completion of this thesis.

 All parties concerned have helped in completing my thesis which I cannot mention one by one.

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

That is all and thank you.

Bengkalis, July th, 2023

Author

Sepni Guyanti 5404191238

## TABLE OF CONTENTS

COVER	<b></b>	i
VALIDA	ATION FORM	ii
ACKNO	OWLDGEMENT	iii
TABLE	OF CONTENTS	v
LIST OF	F FIGURES	vii
LIST OF	F TABLES	vii
LIST OF	F APPENDICES	ix
CHAPTI	ER I INTRODUCTION	1
1.1	Background of the Apprenticeship	1
1.2	Purpose of the Apprenticeship	2
1.3	Siginificances of the Apprenticeship	2
	1.3.1 Siginificance for the Polytechnic Student	2
	1.3.2 Siginificances for the Companies	2
	1.3.3 Siginificance for the State Polytechnic of Bengkalis.	3
CHAPTI	ER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1	7 · 7	
	2.1.1 PT. Agung Automall logo	6
2.2	8 8 mm	
2.3		
2.4	Corporate Values	7
2.5	Organizational Structure of PT. Agung Automall	8
CHAPTI	ER III SCOPE OF THE APPRENTICESHIP	13
3.1	Job Description	13
3.2	Place of Apprenticeship	13
3.3	3 Systems and Procedures	22
	3.3.1 Systems	22
	3.3.2 Procedures	23
3.4	Obstacles and Solution of Apprenticeship	27
	3.4.1 Obstacles	2.7

	3.4.2 Solution	28
CHAPTE	R IV CONCLUSION AND SUGESTION	29
4.1	Conclusion	29
4.2	Suggestion	30
APPEND	ICES	31

## LIST OF FIGURES

Figure 2.1	PT. Agung Automall Soekarno-Hatta Branch	5
Figure 2.2	PT. Agung Automall Logo	6
Figure 2.3	Organizational Structure of PT. Agung Automall	9
Figure 3.1	Daily Content Creation Documentation	24
Figure 3.2	Check file and Archiving files Costumers Documentation	25
Figure 3.3	Create Video Content Documentation	25
Figure 3.4	Rekonfirm the Costumers Documentation	26
Figure 3.5	Meeting with content creator Documentation	26
Figure 3.6	Sales Prospect Documentation	27

## LIST OF TABLE

Table	3.1	Agenda of Activities of the Week 1 (February 1 $^{th}$ to 4 $^{th}$ , 2023)14
Table	3.2	Agenda of Activities of the Week 2 (February $6^{\text{th}}\text{to}11^{\text{th}},2023)14$
Table	3.3	Agenda of Activities of the Week 3 (February $13^{th}$ to $18^{th}$ , $2023$ )15
Table	3.4	Agenda of Activities of the Week 4 (February $20^{\text{th}}$ to $25^{\text{th}}$ , $2023$ )15
Table	3.5	Agenda of Activities of the Week 5 (February $27^{th}$ to $4^{th}$ , $2023$ )16
Table	3.6	Agenda of Activities of the Week 6 (March $6^{th}$ to $11^{th},2023$ )16
Table	3.7	Agenda of Activities of the Week 7 (March $13^{\text{th}}$ to $18^{\text{th}}$ , $2023$ )17
Table	3.8	Agenda of Activities of the Week 8 (March $20^{\text{th}}$ to $25^{\text{th}}$ , $2023$ )17
Table	3.9	Agenda of Activities of the Week 9 (March 27th to 1st, 2023)18
Table	3.10	Agenda of Activities of the Week 10 (April $3^{rd}to8^{th},2023)$ 18
Table	3.11	Agenda of Activities of the Week 11 (April $10^{th}$ to $15^{th}$ , $2023$ )19
Table	3.12	Agenda of Activities of the Week 12 (April $17^{th}$ to $22^{nd}$ , $2023$ )19
Table	3.13	Agenda of Activities of the Week 13 (April $24^{th}$ to $29^{th}$ , $2023$ )19
Table	3.14	Agenda of Activities of the Week 14 (May $1^{st}$ to $6^{th}$ , 2023)20
Table	3.15	Agenda of Activities of the Week 15 (May $8^{th}$ to $13^{th}$ , $2023$ )20
Table	3.16	Agenda of Activities of the Week 16 (May $15^{th}$ to $20^{th}$ , $2023$ )21
Table	3.17	Agenda of Activities of the Week 17 (May $22^{nd}$ to $27^{th}$ , $2023$ )21
Table	3.18	Agenda of Activities of the Week 18 (May 29th to 31rd, 2023)22

## LIST OF APPENDICES

Appendices 1: Apprenticeship Acceptance Letter	30
Appendices 2: Apprenticeship Statement Letter	31
Appendices 3: Apprenticeship Certificate	32
Appendices 4: List of Attendance	33
Appendices 5: Daily Activities	34