

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

**SEPNI GUYANTI**  
**5404191238**



**APPLIED BACHELOR DEGREE IN**  
**INTERNATIONAL BUSINESS ADMINISTRATION STUDY**  
**PROGRAM BUSINESS ADMINISTRATION DEPARTMENT**  
**STATE POLYTECHNIC OF BENGKALIS**  
**2022**

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

Written as one of the conditions for completing job training

**SEPNI GUYANTI**  
**5404191238**

Pekanbaru, May 31<sup>st</sup>, 2023

Branch Manager  
PT. Agung Automall Soekarno - Hatta Branch

**PT. AGUNG AUTOMALL**  
**CABANG PEMBARU**

**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 Rafiah, B.Sc., M.Ec.Dev**  
**NIP. 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 Soekarno-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.
6. Mr. Teguh Widodo, S.Sos., M.SM., M.,Rech as the guardian of class VII B of the International Business Administration Study Program.

7. 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.
9. My sister Arisah Nasution, Uba Riana Sari and my brother Aswin Hasan provide support and enthusiasm in completing the thesis on time.
10. 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.
12. 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<sup>th</sup>, 2023

Author



Sepni Guyanti  
5404191238

## TABLE OF CONTENTS

<b>COVER</b> .....	<b>i</b>
<b>VALIDATION FORM</b> .....	<b>ii</b>
<b>ACKNOWLEDGEMENT</b> .....	<b>iii</b>
<b>TABLE OF CONTENTS</b> .....	<b>v</b>
<b>LIST OF FIGURES</b> .....	<b>vii</b>
<b>LIST OF TABLES</b> .....	<b>viii</b>
<b>LIST OF APPENDICES</b> .....	<b>ix</b>
<b>CHAPTER I INTRODUCTION</b> .....	<b>1</b>
1.1 Background of the Apprenticeship .....	1
1.2 Purpose of the Apprenticeship.....	2
1.3 Significances of the Apprenticeship.....	2
1.3.1 Significance for the Polytechnic Student .....	2
1.3.2 Significances for the Companies.....	2
1.3.3 Significance for the State Polytechnic of Bengkalis.....	3
<b>CHAPTER II GENERAL DESCRIPTION OF THE COMPANY</b> .....	<b>4</b>
2.1 Company Profile.....	4
2.1.1 PT. Agung Automall logo .....	6
2.2 Visi and Mission PT. Agung Automall .....	6
2.3 Superiority .....	7
2.4 Corporate Values .....	7
2.5 Organizational Structure of PT. Agung Automall.....	8
<b>CHAPTER III SCOPE OF THE APPRENTICESHIP</b> .....	<b>13</b>
3.1 Job Description.....	13
3.2 Place of Apprenticeship.....	13
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 .....	27

3.4.2 Solution .....	28
<b>CHAPTER IV CONCLUSION AND SUGESTION.....</b>	<b>29</b>
4.1 Conclusion .....	29
4.2 Suggestion .....	30
<b>APPENDICES .....</b>	<b>31</b>

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

# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Currently, the competition in finding a job is very tight due to the large number of graduates from various campuses who to find work while the available jobs are very limited. After graduation, of course, the diploma will be the main guide in finding job. But the reality is that at this time a diploma is not the main guideline for accepting someone to work either in a company or a government agency, but the main guide at this time is a person's experience and skill in work, because grades alone cannot guarantee someone has experience and skills, you will experience many obstacles such as a lack of knowledge on how to put the knowledge into practice in the field, limited time and resource space which resulted in the knowledge is still limited.

Therefore, State polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State polytechnic of Bengkalis implements a apprenticeship program that is required to be followed by all final semester students. The campus requires students to participate in practical work programs. Practical work is a learning process by knowing firsthand how the scope the real world of work is. Each student is required to go directly to the world of work which is their respective field, that each student is expected to be able to directly apply the knowledge previously learned into the world of work. In addition, with practical work students can increase their knowledge, and experience in work which can later be applied in the real world of work.

In this program for International Business Administration students in semester 8 (eight) apprenticeship activities are carried out for approximately 4 (four) month, by choosing their own place to do this program, the apprenticeship. However, before choosing a place to do this program, the apprenticeship coordinator provides several options or options for apprenticeship place to students. Then from some of these options. The author is interested in carrying out

apprenticeship in the business sector, namely PT. AGUNG AUTOMALL SOEKARNO-HATTA BRANCH.

The author chose PT. Agung Automall Soekarno-Hatta Branch because the author is already interested in the business world and wants to learn more deeply about the real business world. PT. AGUNG AUTOMALL is engaged in the sale and purchase of cars, especially Toyota cars and is one of the most successful cars in Indonesia.

## **1.2 Purpose of the Apprenticeship**

The apprenticeship activities of State Polytechnic of Bengkalis students International Business Administration study program have the following objectives:

1. To describe job description during apprenticeship.
2. To know the place and time of apprenticeship.
3. To explain apprenticeship place systems and procedures.
4. To find out the obstacles and solution during apprenticeship.

## **1.3 Significances of the Apprenticeship**

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

1. For students

Students have the opportunity to apply theoretical knowledge and concepts sacquired during lectures into the real world of work.

2. For Companies

There is a collaboration between the world of education and the world of industry/companies that it is known by academics and comparies to get alternative candidates for employees who are known for their quality, dedication, and credibly.

3. For State Polytechnic of Bengkalis

State Polytechnic of Bengkalis get feedback from companies related to curriculum development and learning processes for students who take part in practical Work which can improve the quality of their graduates through practical work experience.

## **CHAPTER II**

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

#### **2.1 Company Profile**

PT Agung Automall is a subsidiary of the Agung Concern group which operates as a Toyota main dealer. Early establishment PT. Agung Automall began with the establishment of Agung Concern on July 20, 1945 in Surabaya, East Java by a married couple, namely Samuel Pandjaitan (late) and Ostina Emanuel Pandjaitand. Agung Concern's initial core business was as an automotive trading company.

The first showroom and workshop was established in 1954 in Surabaya by the couple Samuel and Ostina Emanuel Pandjaitand. In 1992, Agung Concern specifically sold the Toyota unit and changed its name to PT. Agung Automall. On December 28, 1992 a joint agreement was made to transfer Toyota's trading division to PT. Agung Automall. Furthermore the Toyota dealership is fully operated by PT. Agung Automall, and Agung Concern are the holding companies.

PT Agung Automall as Toyota's official main dealer for the Riau, Jambi, Bengkulu, Kepulauan Riau and Bali regions with a total number of permanent employees reaching more than 1.000 people, will continue to provide good service according to Toyota's standards to the community and will continue to work with the community in efforts to carry out development in the operational areas of PT. Agung Automall. PT. Agung Automall has grown to become an importer of motor vehicles, including one of the Toyota brand motorized vehicles.

Along with the development of the automotive world in Indonesia and the experience of selling Toyota brand motorized vehicles. In 1972, Agung Concern was appointed as the main Toyota dealer in the Surabaya and Pekanbaru areas. In 1977 the company relocated its office center from Surabaya to Jakarta, as well as opening a branch in Denpasar and officially becoming a supplier of spare parts for Toyota PT. Agung Automall was founded to fully manage Toyota dealership operation.

Experience in the transportation business makes the company confident to establish Agung rent as a transportation service provider company in Indonesia that serves companies or individuals PT. Agung Automall has now grown to become the main and exclusive dealer for all Toyota product in Riau, Kepulauan Riau, Jambi, Bengkulu, and Bali. The company's outlet network has reached remote area up to level II regions (districts) and has been authorized and meets Toyota standards.

In Indonesia there are many distribution of Toyota products, one of which PT. Agung Automall Pekanbaru branch which is located on jalan Soekarno-Hatta, Pekanbaru. To expand marketing coverage, Toyota Pekanbaru also opened a sales outlet, namely on jalan Dr. Soetomo, SM. Amien, Imam Munandar, Pekanbaru.



**Figure 2.1 PT. Agung Automall Soekarno-Hatta Branch**

Source: Processed Data 2023

The picture above is a branch of PT. Agung Automall which is in Soekarno-Hatta Pekanbaru. One of the showrooms that sells Toyota cars and is the best and most selling branch in the city of Pekanbaru. Open from 08:00 - 16:00 WIB for Monday to Friday for Saturday open from 08:00 - 13:00 WIB. Every purchase of a Toyota unit will be served by a warm-hearted salesperson so that the service provided to customers is the best service.

### 2.1.1 PT.Agung Automall Logo



**Figure 2.2 Logo of PT. Agung Automall**  
*Source: Processed Data, 2023*

The Toyota logo consists of three oval circles which are the symbol and Toyota brand identity. Two circles form the letter "T" which resembles of the first letter of the word "TOYOTA" while a circle becomes frame for another circle. In fact, each circle has a separate meaning other than forming the letter "T". The meaning of the circle is:

1. The first circle represents a Toyota customer.
2. The second circle symbolizes the Toyota agent's commitment to satisfaction customers through genuine Toyota products.
3. The last circle describes the possibility of developing technology and unlimited innovation for all Toyota products.

### 2.2 Vision and Mission of PT. Agung Automall Soekarno-Hatta

A good company must have a company vision and mission so that the company's performance has real goals when the company is running. PT. Agung Automall is:

#### 1. Company Vision

Vision is a distant or goal of a company regarding what must be done to achieve goals of future. The vision of PT. Agung Automall is "To become a global provider of transportation services and products first and foremost."

## 2. Company Mission

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

- a. We provide added value for stakeholders
- b. We build professional human resources.
- c. Producing the best value compact cars.
- d. . Develop and inspire employees to
- e. Achieve world-class performance.

### 2.3 Superiority

Armed with long experience, we have taken many historic steps to achieve success. Carrying the big name Toyota which has the best standards in its class, we have transformed into a strong and skilled automotive company. This is evidenced by the many awards and various certifications that have been achieved.

Another advantage of our company is human resources quality. As a concrete step to build quality human resources, we have built a Learning Center facility in Pekanbaru. This is done as a commitment to create the best service for customer partners.

### 2.4 Corporate Values

PT. Agung Automall has several moral values that must be adhered to and carried out by all employees both within the company and outside the company so that the goals of the company are easy to achieve. company values are as follows:

1. Integrity: Committed to good corporate governance by upholding ethical standards and complying with all laws and regulations that apply to all members of the company as the key to organizational success.



2. Mutual Respect: Principle to always run a business with a sense of responsibility and mutual respect for business partners, employees, the community and the environment.
3. Collaboration: Collaboration with stakeholders costumers, employees, business partners, associations and communities to achieve mutually beneficial goals.
4. Courage: Have the courage to adapt flexibly in facing all cahngging situations by always thanking ahead and being open to new innovative ways.

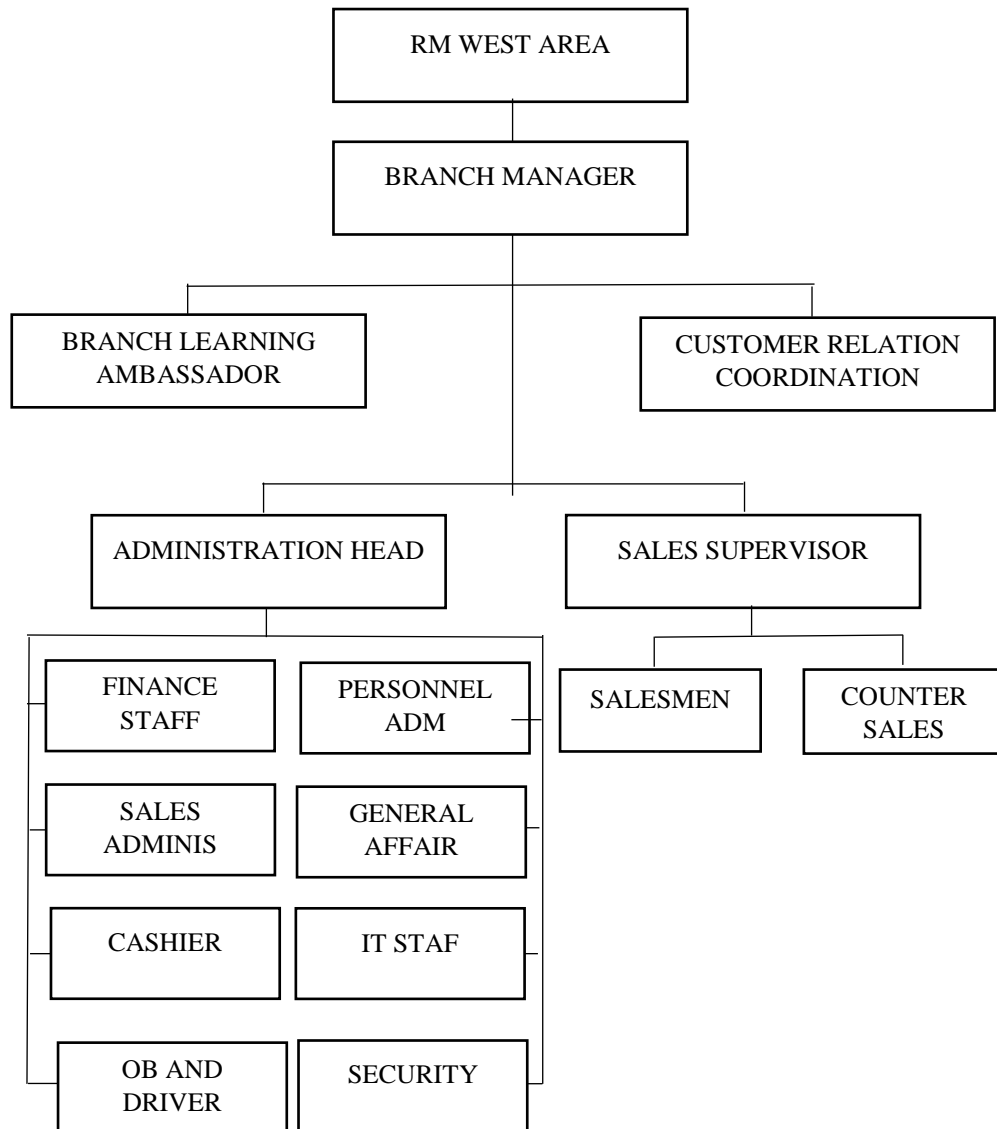
## **2.5 Organizational Structure of PT. Agung Automall Soekarno-Hatta**

The organizational structure describes the responsibilities and authorities each part so that each task given by the leadership can be carried out and accounted for in accordance with the objectives that have been planned and expected by an organization. Organizational structure is needed to support the implementation of organizational goals.

To ensure smooth work, PT. Agung Automall SoekarnoHatta Pekanbaru has a functional line organizational structure and staff who have the duties and authorities of each section that can be carried out effectively and supervised. The company applies a functional line and staff organizational structure because this company has many employees and is a large company.

The organizational structure of PT. Agung Automall is a selection of people who have long experience at PT. Agung Automall and is trusted to add good value and selling points for Toyota in the future and is believed to make PT. Agung Automall is even more successful.

Below is the organizational structure of PT. Agung Automall Soekarno-Hatta branch in 2023 and each section has been assigned and entrusted with carrying out its duties as well as possible so that the vision and mission of PT. Agung Automall Soekarno-Hatta can run and run as expected. Organizational Structure of PT. Agung Toyota Soekarno-Hatta can be seen as follows:



**Figure 2.3 Organizational Structure of PT. Agung Automall Soekarno-Hatta Branch**  
*Source: Processed Data, 2023*

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

1. RM WEST AREA
  - a. Maintain the company's communication lines with their clients and customers.

- b. Responsibility for seeking new business opportunities, providing clients with good consultants, resolving customer complaints, and ensuring client satisfaction.
2. **BRANCH MANAGER**
    - a. Responsible for all operations running in the branch office.
    - b. Carry out strategic planning that has been made by the company.
    - c. Provide direction and evaluate work results to the division.
    - d. Submit branch office performance reports to the head office.
  3. **BRANCH LEARNING AMBASSADOR**
    - a. Understand the vision and mission of the company.
    - b. Represent the brand positively in various forms.
    - c. Participate in event marketing.
    - d. Work with the sales and marketing team to conceptualize campaign strategies.
    - e. Build brand awareness accept word-of-mouth marketing.
  4. **COSTUMER RELATION COORDINATION**
    - a. Manage product warranties, and claim Toyota products from customers.
    - b. Handling direct interactions with prospective customers or customer.
  5. **ADMINISTRATION HEAD**
    - a. Supply and manage all administrative tasks, receive reports an admin unit, cashier, and admin coordinator. Provide reports to the branch manager regarding all administration activities.
    - b. Sign a letter of request for payment by check and make an approval report from the branch manager for expenses the cash.
  6. **SALES SUPERVISOR**
    - a. Compile an annual sales plan review, as well as a marketing strategy to be presented to the head of the branch.
    - b. Coordinate counter sales and sales activities.
    - c. Conduct industry analysis, competitors and SWOT analysis (Strength, Weaknes, Opportunities,Threats).

- d. Prepare a marketing and advertising plan along with details of promotion techniques.
7. FINANCE STAFF
- a. The financial admin has the task of carrying out withdrawal and collection of funds in the form of company receivables
  - b. Make tax reports in accordance with company obligations, receive sales proceeds from car sales and service.
8. SALES ADMIN
- a. The sales admin has the task of taking care of delivery orders for purchasing car units and checking them completeness of consumer data carried out by sales.
9. SALESMEN
- a. Organize canvassing promotions (door to door).
  - b. Provide the latest information to prospective customers directly (face to face).
  - c. Provide prospective customer data as a branch office database.
  - d. Provide or prospective customers who are interested in making transactions for further processing by the admin coordinator.
10. COUNTER SALES
- a. Serving prospective customers who come to the showroom.
  - b. Answer questions asked by prospective customers regarding the products offered.
  - c. Inform the latest products issued by PT. Agung Automall.
  - d. Provide forms and other matters to manage sale and purchase transactions which will be submitted to the admin coordinator for further processing.
11. GENERAL AFFAIR
- a. The general section has the duties and responsibilities of managing employee data.
  - b. Managing company assets.
  - c. Take care of employee payroll.

- d. Take care of corporate taxes.
  - e. Make a list of employee overtime
  - f. Buying all the equipment and supplies needed by the company.
12. IT STAFF
- a. Check and ensure that all computers used by the user can be used.
  - b. Check and ensure all computers are connected to the network.
  - c. Check and ensure that the application used by the user can run as it should.
13. OB AND DRIVER
- a. Cleaning and tidying chairs, tables, computers and other office equipment.
  - b. Clean carpets and floors with a vacuum cleaner.
  - c. Provide drinks for office employees.
  - d. Send and retrieve documents between offices.
  - e. Serving requests for office staff for photocopying/facsimile.
  - f. Purchase and prepare lunches for office workers.
  - g. Clean up employee lunch equipment such as washing dishes and glasses.
  - h. Organize food and beverage equipment for employees.
  - i. Dispose of trash in the workspace and other office areas.
14. SECURITY
- a. Carry out security and order in the environment/workplace which includes aspects of physical security, personnel, information and other technical security.
  - b. Managing and working on something (such as maintaining, caring for).
  - c. Doing or carrying out (commands, regulations, plans).

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Intern job description at PT. Agung Automall Seokarno-Hatt branch on 1 February 2023 to 31 May 2023. The specifications for the work carried out for four (4 months) generally at PT. Agung Automall Seokarno-Hatta branch are as follows:

1. Create Daily Content Design
2. Check customer data and files and Archiving customers files
3. Create Video content for uploading on social media
4. Reconfirm the customers whether the car orders is correct in his name and telephone number
5. Meeting with the creator team regarding the content for each month
6. Make a sales prospect report to the branch manager

#### **3.2 Place Of Apprenticeship**

This work practice activity was carried out at PT. Agung Automall which is located at Jl. Soekarno-Hatta No. 13, Labuh Baru Barat., Kec. Payung Sekaki, Pekanbaru City, Riau 28292. PT. Agung Automall Soekarno-Hatta branch is one of the car showrooms located in the city of Pekanbaru which sells various types of Toyota brand cars. PT Agung Automall not only sells new cars but sells used cars that can also be found there.

The internship activity lasts for 4 months from February to the end of May with two International Business Administration students with the condition that entry hours start at 08:00 - 16:00 WIB for Monday to Friday and especially Saturday from 08:00-13 :00 WIB. The following is a table of activities during the internship at PT. Agung Automall Seokarno-Hatta branch are as follows:

**Table3.1 Daily Activities 01 February 2023 to 04 February 2023**

No.	Date and Time	Description of activities	Assignor
1	Wednesday 01 February 2023	Introduction to employees and staff of office staff	Agri Yoshika
2	Thursday 02 February 2023	Introduction about Agung Toyota Soekarno-Hatta and its Parts	Agri Yoshika
3	Friday 03 February 2023	Learn about how to can communication property	Eka
4	Saturday 04 February 2023	Correctly with costumers explained by branch learning ambassador	Eka

Source: *Processed Data, 2023*

Table 3.1 In the activity agenda for the first week, namely on the first day the writer met the Agung Automall Admin of the Soekarno-Hatta branch at the activity, the writer did an introduction and also interviewed the Agung Automall admin because previously the writer and he had never met before. Furthermore, after making an introduction, he introduced all the employees at the Agung Automall Soekarno-Hatta branch. The next day the writer is placed in the Marketing section, whose activities are as a content creator or promotion at PT. Agung Automall Soekarno-Hattta branch.

**Table 3.2 Daily Activities 6 February 2023 to 11 february 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 06 February 2023	Call follow up costumers from data office data base	Agri Yoshika
2	Tuesday 07 February 2023	Call follow up costumers from data office data base	Agri Yoshika
3	Wednesday 08 February 2023	Call follow up costumers from data office data base	Agri Yoshika
4	Thursday 09 February 2023	Call follow up costumers from data office data base	Agri Yoshika
5	Friday 10 February 2023	Call follow up costumers from data office data base	Agri Yoshika
6	Saturday 11 February 2023	Call follow up costumers from data office data base	Agri Yoshika

Source: *Processed Data, 2023*

Table 3.2 activities in the second week, namely following up costumers on the first day of learning with the Ambassador learning branch before carrying out the follow up. The author learns how to follow up customers properly and politely. The author studies one full day before doing it to the customer after it has been deemed possible, the writer then follows up with the customer with the aim

of re-offering the existing units and programs at Agung Automall so that customers are interested in buying back or exchanging their old unit for a new Toyota again. The data is obtained from the office data base, namely customers who have purchased a Toyota car.

**Table 3.3 Daily Activities 13 February 2023 to 18 february 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 13 February 2023	Call follow up costumers from data office data base	Agri Yoshika
2	Tuesday 14 February 2023	Call follow up costumers from data office data base	Agri Yoshika
3	Wednesday 15 February 2023	Creator product design and caption to costumers	Agri Yoshika
4	Thursday 16 February 2023	Learn communication and tone of with costumers	Agri Yoshika
5	Friday 17 February 2023	Learn communication and tone of with costumers	Agri Yoshika
6	Saturday 18 February 2023	Holliday Isra Mijraj Nabi Muhammad	

*Source: Processed Data, 2023*

In the third week of activities the author learned about how to create daily content which was uploaded on social media both for social media branches and sales employees. The author learns how to create good content so that potential buyers are interested in viewing content uploaded on social media. Not only is the content important, but the content and captions must also be good so that they are in line with the content we post.

**Table 3.4 Daily Activities 20 February 2023 to 25 february 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 20 February 2023	Conducting meetings every Monday with managers	Agri Yoshika
2	Tuesday 21 February 2023	Check costumers data and files	Agri Yoshika
3	Wednesday 22 February 2023	Check costumers files again	Agri Yoshika
4	Thursday 23 February 2023	Archiving costumers files	Agri Yoshika
5	Friday 24 February 2023	Create daily content design	Agri Yoshika
6	Saturday 24 February 2023	Create video content for uploading on social media	Agri Yoshika

*Source: Processed Data, 2023*

In the fourth week of activities, the writer checked customer data and files again, the data that was checked was in the form of personal data and documents



needed to purchase a car, either in cash or on credit. Furthermore, the file is archived as evidence and a sign for the branch to be stored as evidence if it is needed at any time. The author archives according to the month for easy retrieval.

**Table 3.5 Daily Activities 27 February 2023 to 4 March 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 27 February 2023	Conducting meetings every Monday with managers	Agri Yoshika
2	Tuesday 28 February 2023	Fill in user employees, supervisor, and managers	Agri Yoshika
3	Wednesday 01 March 2023	Follow sales from where costumers can get	Agri Yoshika
4	Thursday 02 March 2023	Meaning with the creator team regarding me content for each month	Agri Yoshika
5	Friday 03 March 2023	Create daily content design	Agri Yoshika
6	Saturday 04 March 2023	Create video content for uploading on social marketing	Agri Yoshika

*Source: Processed Data, 2023*

For activities in the fifth week, namely at the beginning of each week, hold a meeting with the manager on Monday morning to evaluate sales and sales developments every week. Sales every month must reach the target, therefore the manager must continue to control the sales of sales for or the following days the author carries out activities as usual, namely creating content to upload on social media.

All content is made to carry out promotions so that buyers are attracted and lots of promos are carried out and prizes are prepared so that potential buyers feel interested and end up buying a Toyota unit.

**Table 3.6 Daily Activities 06 March 2023 to 11 March 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 06 March 2023	Conducting meetings every Monday with branch managers	Agri Yoshika
2	Tuesday 07 March 2023	Fill in user talent employees, Supervisor and manager	Agri Yoshika
3	Wednesday 08 March 2023	Check data and files costumers	Agri Yoshika
4	Thursday 09 March 2023	Fill in the employees sales prospect data	Agri Yoshika
5	Friday 10 March 2023	Create daily content design	Agri Yoshika
6	Saturday 11 March 2023	Create video content for uploading on social marketing	Agri Yoshika

*Source: Processed Data, 2023*

In table 3.6, the activities carried out by the author are as usual at the beginning of the week, they always carry out routine activities every Monday, namely a meeting with the branch manager and continue other daily activities the following day.

**Table 3.7 Daily Activities 13 March 2023 to 18 March 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 13 March 2023	Conducting meetings every Monday with branch managers	Agri Yoshika
2	Tuesday 14 March 2023	Fill in user talent employees, Supervisor and manager	Agri Yoshika
3	Wednesday 15 March 2023	Reconfirms the costumers whether the car orders is correct in his name	Agri Yoshika
4	Thursday 16 March 2023	Permission	To bring a friend treatment
5	Friday 17 March 2023	Create daily content design	Agri Yoshika
6	Saturday 18 March 2023	Create video content for uploading on social marketing	Agri Yoshika

Source: Processed Data, 2023

In table 3.7, the activities are as usual at the beginning of the week, they always carry out routine activities every Monday, namely meeting with the branch manager and continuing other daily activities the following day.

And proceed to fill in the user talents of sales, supervisors and managers. This user talent was created to find out about the development of knowledge about Toyota, both its products and features at Toyota.

**Table 3.8 Daily Activities 20 March 2023 to 25 March 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 20 March 2023	Conducting meetings every Monday with branch managers	Agri Yoshika
2	Tuesday 21 March 2023	Preparation for the event welcoming the holy month	Agri Yoshika
3	Wednesday 22 March 2023	Ramadan fasting holiday	
4	Thursday 23 March 2023		
5	Friday 24 March 2023	Create daily content design	Agri Yoshika
6	Saturday 25 March 2023	Create video content for uploading on social marketing	Agri Yoshika

Source: Processed Data, 2023

The activities in the eighth week coincide with the month of Ramadan. The author makes preparations to welcome the holy month of Ramadan and meetings for what activities will be carried out and continued with other normal days and activities as usual, namely creating daily content and video content for uploading.

**Table 3.9 Daily Activities 27 March 2023 to 1 April 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 27 March 2023	Conducting meetings every Monday with branch managers	Agri Yoshika
2	Tuesday 28 March 2023	Sick	
3	Wednesday 29 March 2023	Archiving costumers files	Agri Yoshika
4	Thursday 30 March 2023	Preparation for opening together with all employess	Agri Yoshika
5	Friday 31 March 2023	Create daily content design	Agri Yoshika
6	Saturday 1 April 2023	Create video content for uploading on social marketing	Agri Yoshika

*Source: Processed Data, 2023*

In Table 3.9 the author carries out activities as usual, namely meeting Monday morning with the branch manager and continuing the following days, namely checking files and making daily content and continuing to make video content.

**Table 3.10 Daily Activities 3 April 2023 to 8 April 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 3 April 2023	Participant in promotional event at Living Word Pekanbaru	Agri Yoshika
2	Tuesday 4 April 2023	Follow up sales from where costumers can get	Agri Yoshika
3	Wednesday 5 April 2023	Meeting with the creator team regarding the content	Agri Yoshika
4	Thursday 6 April 2023	Fill in user talent employees, supervisor, and managers	Agri Yoshika
5	Friday 7 April 2023	Create daily content design	Agri Yoshika
6	Saturday 8 April 2023	Create video content for uploading on social marketing	Agri Yoshika

*Source: Processed Data, 2023*

In Table 3.10 the author carries out activities as usual, namely meeting Monday morning with the branch manager and continuing in the following days, namely checking files and making daily content and continuing to make video content.

**Table 3.11 Daily Activities 10 April 2023 to 15 April 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 10 April 2023	Conducting meeting every Monday with manager	Agri Yoshika
2	Tuesday 11 April 2023	Check costumers data and files	Agri Yoshika
3	Wednesday 12 April 2023	Fill data prospect in the employees sales	Agri Yoshika
4	Thursday 13 April 2023	Archiving costumers files	Agri Yoshika
5	Friday 14 April 2023	Create daily content design	Agri Yoshika
6	Saturday 15 April 2023	Create video content for uploading on social marketing	Agri Yoshika

Source: Processed Data, 2023

In Table 3.11, the author's activities are carried out as usual as in the previous week, namely Monday morning meetings with the branch manager and continued in the following days, namely checking files and making daily content and continuing to make video content.

**Table 3.12 Daily Activities 17 April 2023 to 22 April 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 17 April 2023	Conducting meeting every Monday with manager	Agri Yoshika
2	Tuesday 18 April 2023	Permission	Back hometown
3	Wednesday 19 April 2023	holidays with Eid al-Fitr	
4	Thursday 20 April 2023		
5	Friday 21 April 2023		
6	Saturday 22 April 2023		

Source: Processed Data, 2023

Table 3.12 the twelve week of the internship at PT. Agung Automall Soekarno-Hatta branch, the author's activities are only on Monday morning, namely a meeting with the manager and the next day, I leave with Eid al-Fitr.

**Table 3.13 Daily Activities 24 April 2023 to 29 April 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 24 April 2023	holidays with Eid al-Fitr	
2	Tuesday		

	25 April 2023		
3	Wednesday 26 April 2023		
4	Thursday 27 April 2023	Permission	Still in the Village
5	Friday 28 April 2023	Permission	Still in the Village
6	Saturday 29 April 2023	Permission	Still in the Village

Source: Processed Data, 2023

Table 3.13 the thirty week of the internship at PT. Agung Automall Soekarno-Hatta branch, the writer's activities are still on holiday because the Eid transportation from Medan - Pekanbaru is full of passengers so the writer is late for 3 days.

**Table 3.14 Daily Activities 1 May 2023 to 6 May 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 01 May 2023	national labor day holiday	
2	Tuesday 02 May 2023	Follow up sales from where costumers can get	Agri Yoshika
3	Wednesday 03 May 2023	Meeting with creator team regarding the content	Agri Yoshika
4	Thursday 04 May 2023	Fill in user talent employees, supervisor and manager	Agri Yoshika
5	Friday 05 May 2023	Create daily content design	Agri Yoshika
6	Saturday 06 May 2023	Create video content for uploading on social marketing	Agri Yoshika

Source: Processed Data, 2023

In Table 3.14, the author's activities are carried out as usual as in the previous week, namely Monday morning meetings with the branch manager and continued in the following days, namely checking files and making daily content and continuing to make video content.

**Table 3.15 Daily Activities 08 May 2023 to 13 May 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 08 May 2023	Conducting meeting every Monday with manager	Agri Yoshika
2	Tuesday 09 May 2023	Check costumers data and files	Agri Yoshika
3	Wednesday 10 May 2023	Fill data prospect in the employees sales	Agri Yoshika
4	Thursday 11 May 2023	Fill in the employees sales prospect data	Agri Yoshika
5	Friday	Create daily content design	Agri Yoshika

	12 May2023		
6	Saturday 15 April 2023	Create video content for uploading on social marketing	Agri Yoshika

Source: *Processed Data, 2023*

In Table 3.15 the author's activities are carried out as usual as in the previous week, namely Monday morning meetings with branch heads, and continued in the following days, namely checking files and creating daily content, and continuing to create video content.

**Table 3.16 Daily Activities 17 May 2023 to 21 May 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 17 May 2023	Conducting meeting every Monday with manager	Agri Yoshika
2	Tuesday 18 May 2023	Reconfirm the costumers whether the car orders is correct in this name	Agri Yoshika
3	Wednesday 19 May 2023	Fill in the employees sales prospect data	Agri Yoshika
4	Thursday 19 May 2023	The Ascension of Jesus Christ	
5	Friday 20 May2023	Create daily content design	Agri Yoshika
6	Saturday 21 April 2023	Create video content for uploading on social marketing	Agri Yoshika

Source: *Processed Data, 2023*

In Table 3.16 the author's activities are carried out as usual as in the previous week, namely Monday morning meetings with branch heads, and continued in the following days, namely checking files and creating daily content, and continuing to create video content.

**Table 3.17 Daily Activities 22 May 2023 to 27 May 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 22 May 2023	Conducting meeting every Monday with manager	Agri Yoshika
2	Tuesday 23 May 2023	Fill in the employees sales prospect data	Agri Yoshika
3	Wednesday 24 May 2023	Archiving costumers file	Agri Yoshika
4	Thursday 25 May 2023	Fill in the employees sales prospect data	Agri Yoshika
5	Friday 26 May2023	Create daily content design	Agri Yoshika
6	Saturday 27April 2023	Create video content for uploading on social marketing	Agri Yoshika

Source: *Processed Data, 2023*

In Table 3.17 the author's activities are carried out as usual as in the previous week, namely Monday morning meetings with branch heads, and continued in the following days, namely checking files and creating daily content, and continuing to create video content.

**Table 3.18 Daily Activities 29 May 2023 to 31 May 2023**

No.	Date and Time	Description of activities	Assignor
1	Monday 29 May 2023	Follow up costumers who get gifs for buying car	Agri Yoshika
2	Tuesday 30 May 2023	Follow up costumers who get gifs for buying car	Agri Yoshika
3	Wednesday 31 May 2023	Follow up costumers who get gifs for buying car	Agri Yoshika

*Source: Processed Data, 2023*

Table 3.18 is the author's last activity after doing an internship for 4 months. In the last week, the author conducted a follow-up activity for a customer who received a gift for purchasing a Toyota car.

### **3.3 System and Procedures**

#### **3.3.1 System**

In a company requires a system to support company activities in other words this system is a series of procedures that are interrelated and equally form a function that aims to achieve a company goal. This system is very important for the company because the system can help the company achieve its goals.

The Toyota Production System is a way of producing vehicles which is often referred to as the "Lean Manufacturing" or "Just-in-Time (JIT)" system which is now known and studied throughout the world.

This production control system is made based on continuous improvement with the aim of producing vehicles according to customer orders quickly and efficiently in order to produce vehicles as quickly as possible. TPS was formed based on two concepts, which is defined as automation with a human touch, such as when a problem occurs the equipment will stop to prevent product defects; as well as the concept of "Just-in-Time" where each process only produces the things

needed for the next process. Based on these two concepts, TPS can quickly and efficiently produce vehicles one by one that can meet customer needs.

TPS and its cost reduction approach are both a source of competitive strength and an advantage for Toyota. For this reason, we continue to hone these strengths as a whole for the continuity of Toyota's business going forward. Through TPS, we are constantly developing our human resources to make ever-better cars that are valued by customers.

### 3.3.2 Procedures

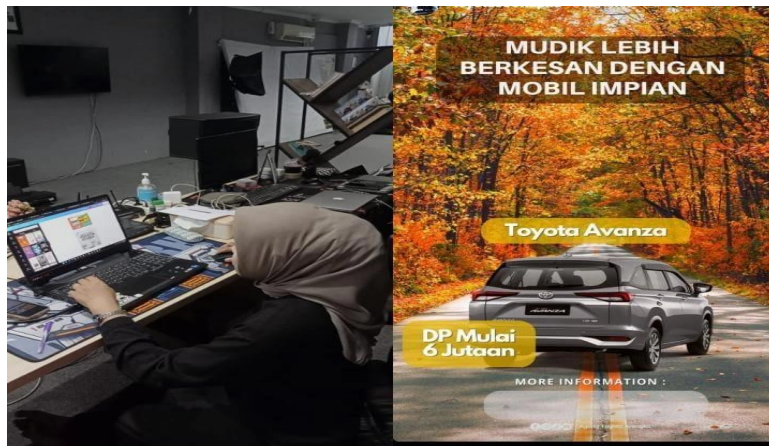
In the company there are so many activities or activities carried out by both employees and leaders. To carry out these activities a procedure is needed so that everything that is carried out is uniform or in line with the standards set by the company. Procedure is a sequence of activities or work that involves several people in a section or more to carry out a job according to a predetermined procedure.

At PT. Agung Automall has many procedures that can be seen by the authors, but the majority of writers carry out procedures in the marketing procedures section. The following is the procedure for the author's activities carried out at PT. Agung Automall Soekarno-Hatta branch when carrying out a four-month internship in the Marketing section, as follows:

1. Create daily content design

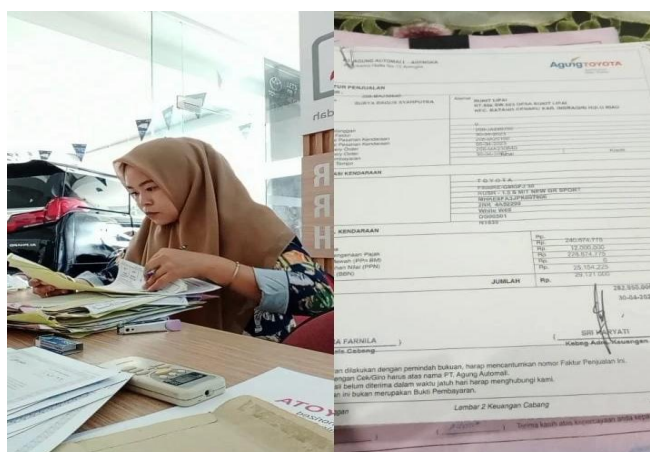
The activity of creating daily content designs is carried out to create designs to be uploaded on daily social media, both for branch social media and for uploading on sales social media. The daily content that is created is designed from the Canva application and is designed according to what we want and what we need. This content is a media for promotions that contain content about Toyota cars, be it programs, units that are ready, and other Toyota promos. This daily content is created to attract customers to purchase Toyota units. This content is made as attractive as possible so that potential customers who see it can be interested so that sales of Toyota units continue to increase.





**Figure 3.1 Daily content creation documentation**  
*Source: PT.Agung Automall Soekarno-Hatta Branch*

2. Check file customer and archiving customers  
 Customers who purchase Toyota cars are required to fill in the necessary files and complete any requirements needed, whether purchasing in cash or on credit. After the customer has provided the file and completed the requirements, the next task is the author's task, which is to check again whether the file is in accordance with the form filled out. Then the file will be archived and stored for future use if needed again. Complete customer files that are in accordance with the requirements requested will be separated from incomplete customer files and will be asked for completeness from the customer through the sales person concerned.



**Figure 3.2 Check file and Archiving files costumers documentation**  
*Source: PT.Agung Automall Soekarno-Hatta Branch*

3. Create video content for uploading social media.

Making video content by the marketing department for uploading on Instagram and Tik Tok social media as part of the promotion and introducing products from Toyota is not only about Toyota but there is also excitement in its nature to entertain loyal Toyota customers.



**Figure 3.3 Create video content documentation**  
*Source: PT.Agung Automall Soekarno-Hatta Branch*

4. Reconfirm the customers whether the car orders is correct in his name and telephone number.

Re-confirmation to the customer whether the car order is correct with the name and telephone number of this system is carried out so that there are no errors in the vehicle registration certificate issued and if there are things that you want to convey and ask again, there is a clear Cell Phone number. This information will be stored in the office database as customer data that has already made a purchase and will be contacted again at any time if needed again. The author reconfirms to the customer whether the numbers and data are correct as already in the system filled in by the sales. Each unit ordered is correct or not, if everything is correct and according to what is filled in in the system, it will be marked that the data has been confirmed. If you cannot be contacted, you will be contacted at another time.



**Figure 3.4 Reconfirm the customers documentation**  
 Source: PT.Agung Automall Soekarno-Hatta Branch

5. Meeting with the creator team regarding the content for each month  
 Conduct meetings with marketing members or content creator members of PT. Agung Automall Soekarno-Hatta branch to discuss content for one month. Content that is currently viral and trending so that the content created is not boring and can entertain customers.



**Figure 3.5 Meeting with content creator documentation**  
 Source: PT.Agung Automall Soekarno-Hatta Branch

6. Make sales prospect report to the branch manager

Making reports on sales prospects to the Branch Manager. This activity is carried out to make reports to the manager every day. This sales project is obtained from sales, each sale must report its own sales prospects so that the manager knows the sales plan or how many sales get SPK (vehicle order letters). The goal is that the manager can direct sales from sales so that monthly sales can reach the target set It has been determined how many units must be sold for each month.

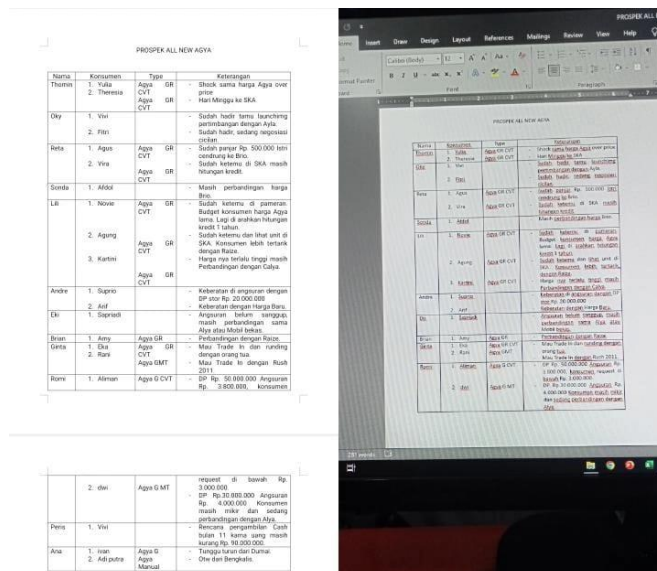


Figure 3.6 Sales Prospect documentation  
Source: PT. Agung Automall Soekarno-Hatta Branch

3.4 Obstacles and Solution

3.4.1 Obstacles

When carrying out an internship for four months at PT. At Agung Automall, the Soekarno-Hatta branch, there were several obstacles the author faced when carrying out an internship in the marketing department, namely as follows:

1. At the time of making the video, it was sometimes constrained by the weather because most of the videos made by content creators were outdoors.
2. The next obstacle is the network when editing and uploading videos. This problem occurs sometimes when the network doesn't support it due to

certain factors, especially when the wifi network lights go out and the cellular network turns off. As a result, the author cannot edit the video before it is uploaded.

3. And the last obstacle is the sudden work from the boss so that the making of the video is delayed, because of this work the creative team cannot make videos. If there is other work then the team members will be lacking so content will be difficult to create if the team members are lacking.

#### 3.4.2 Solution

From the obstacles faced by the author to make a solution to the obstacles faced. The solutions made by the author are as follows:

1. The solution made to weather constraints is to replace other contents. If it's raining outside, the authors replace it by creating indoor content first or vice versa, the content creators will adjust according to conditions.
2. For the second solution, namely network constraints, the creator team will create a backup network, both data quota and Wifi.
3. And the last solution is that if there is sudden work, the team makes a video the day before the upload day on social media. This is done to prevent sudden work that must be completed.

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

After doing an internship at PT. Agung Automall Soekarno-Hatta branch has a lot of experience and knowledge that can be learned during the four-month internship.

1. During the implementation of the internship activities, there are several activities carried out by the author on a daily basis, namely:
  - a. Create Daily Content Design
  - b. Check customer data and files and Archiving customers files
  - c. Create Video content for uploading on social media
  - d. Reconfirm the customers whether the car orders is correct in his name and telephone number
  - e. Meeting with the creator team regarding the content for each month
  - f. Make a sales prospect report to the branch manager
2. The practical work program was carried out by the author at PT. Agung Automall Soekarno-Hatta branch and lasts for four months from 1 February 2023 to 31 May 2023 which carries out activities in the marketing section.
3. Work system and procedures in the Marketing department use online systems, application system and manual system. All of these systems make it easier to do the of the Marketing department.
4. During the practical activities the author experienced several problems and solutions for PT. Agung Automall Soekarno-Hatta Branch At the time of making a video, it was sometimes hampered by the weather because most videos were made by content creators who were outdoors, the network when editing and uploading videos. This problem occurs sometimes when the network doesn't support it due to certain factors, especially when the wifi network lights go out and the cellular network turns off. As a result, the author cannot edit the video before it is uploaded. And the last obstacle is

the sudden work from the boss so that the making of the video is delayed, because of this work the creative team cannot make videos. If there is other work then the team members will be lacking so content will be difficult to create if the team members are lacking.

#### **4.2 Suggestion**

In addition to the conclusions the author also provides some suggestions during the practical work program, namely as follows:

1. In order to support the work to run smoother and faster, the office should provide computers and other tools for apprentices.
2. In order for the content to be made even better and more creative, a special room should be provided for creating video content.
3. Suggestions from the author to avoid the obstacles that have been faced should be added to members of the marketing team so that the obstacles they face can be handled properly.
4. If you are late in uploading content or videos, it's best not to be too late because this time is the time to rest. Finally, content or videos that make few people see it because the next day it will be overwritten by other people's content.
5. The author suggests for students who do internships at PT. Agung Automall Soekarno-Hatta branch should be the employee or person in charge should be more educated and direct apprentices regarding the work that has been given. So that the work carried out runs as expected.
6. In a company, every job that is done is very big responsibility, especially for the company, if there is a mistake, it can have fatal consequences for the company. Therefore, every work that has been made by students should be corrected first, if there are errors so that they can be corrected again by students.



# APPENDICES

## Appendix 1 : Apprenticeship Acceptance Letter

  
Authorized  
Main Dealer

Nomor : HRD-208/EXT/0017/1/2023  
Lampiran : 1 ( Satu Berkas )  
Hal : Balasan

Pekanbaru, 03 Januari 2023

Kepada Yth,  
POLITEKNIK NEGERI BENGKALIS  
Di  
Bengkalis, Riau

Dengan Hormat,

Sehubungan Surat permohonan kerja praktek (KP), berikut kami informasikan bahwa mahasiswa Politeknik Negeri Bengkalis, yang tersebut dibawah ini:

No	Nama	NIM	Prodi
1	Lina Khairani	5404191239	D4 Administrasi Bisnis Intenasional
2	Sepni Guyanti	5404192238	D4 Administrasi Bisnis Intenasional

Telah kami setuju untuk melaksanakan Kerja Praktek di PT. Agung Automall Cabang Soekarno Hatta pada bulan Februari s/d Juli 2023.

Demikian surat keterangan ini dibuat untuk diketahui dan dipergunakan seperlunya.

Agung Toyota  
Cabang Soekarno Hatta

  
PT. AGUNG AUTOMALL  
CABANG SOEKARNO HATTA  
Rima Novia  
PA

PT Agung Automall  
Jl. Soekarno Hatta No. 13 Arengka, Pekanbaru  
Telp: 0812 3333 3333  
www.agungtoyota.co.id  
A Member of Agung Concern



## Appendix 2 : Apprenticeship Statement Letter



### SURAT KETERANGAN No : ADH-208/EXT/0703/V/2023

Yang bertanda tangan di bawah ini :

Nama : Sri Haryati  
Jabatan : Administration Head  
Alamat : Jl. Soekarno Hatta No.13 Pekanbaru

Dengan ini menerangkan bahwa :

Nama : Sepni Guyanti  
NIM : 5404192238  
Prodi : D4 Administrasi Bisnis Internasional  
Asal Institusi : Politeknik Negeri Bengkalis

Telah selesai melaksanakan Kerja Praktek di PT. Agung Automall Cabang Soekarno Hatta dengan Baik. Kerja Praktek tersebut dilaksanakan selama empat bulan, terhitung sejak 01 Februari 2023 - 31 Mei 2023.

Demikian surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

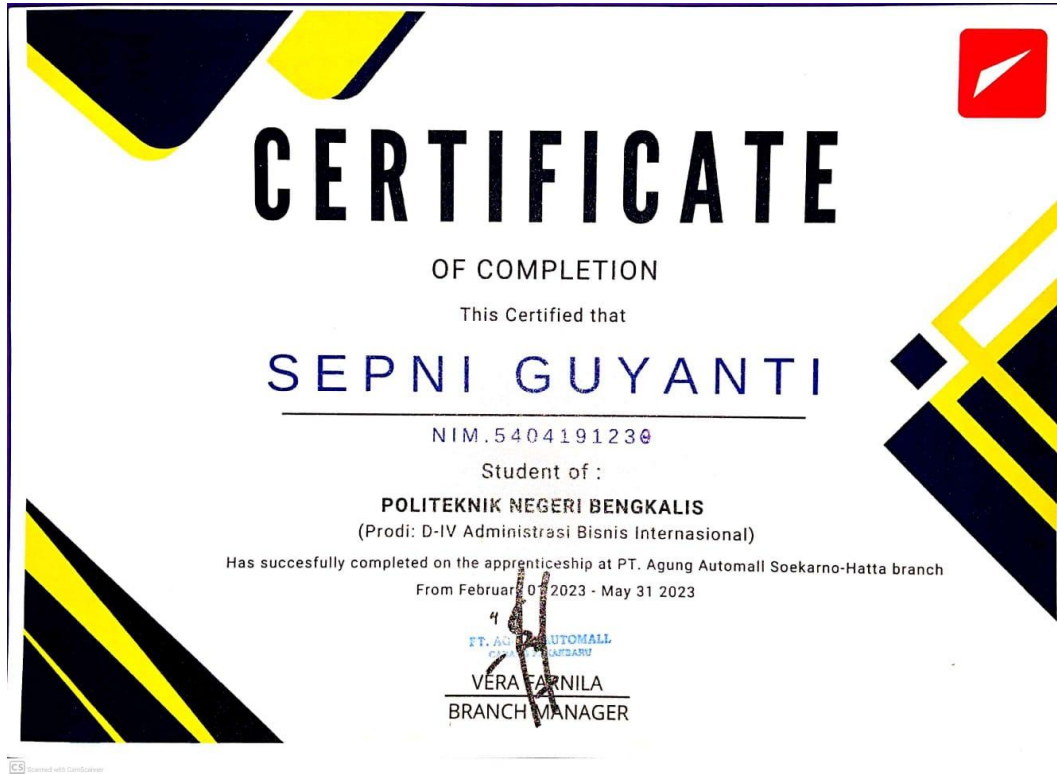
Pekanbaru, 31 Mei 2023

Hormat Kami,  
PT. AGUNG AUTOMALL

  
PT. AGUNG AUTOMALL  
Sri Haryati  
Administration Head

PT Agung Automall  
Jl. Soekarno Hatta No. 13 Arengka, Pekanbaru  
T+62761 587342  
www.agungtoyota.co.id  
A Member of Agung Concern

Appendix 3 : Apprenticeship Certificate



Appendix 4 : List of Attendance

ABSENSI MAGANG MAHASISWA







PT. AGUNG TOYOTA

Nama : Sepni Guyanti

Sekolah/Lembaga : Politeknik Negeri Bengkalis

Jurusan/Prodi : Administrasi Niaga/D-IV Administrasi Bisnis Internasional

NO.	HARI/TANGGAL	PARAF		KETERANGAN
		MAHASISWA	PENGAWAS	
1.	Rabu, 1 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- Introduction to employees and staff of office staff
2.	Kamis, 2 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- Introduction about Agung Toyota and its parts.
3.	Jumat, 3 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- Learn about how to communication properly and
4.	Sabtu, 4 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	correctly with costumers explained by branch learning
5.	Senin, 6 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base.
6.	Selasa, 7 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base
7.	Rabu, 8 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base
8.	Kamis, 9 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base
9.	Jumat, 10 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base
10.	Sabtu, 11 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base
11.	Senin, 13 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base.
12.	Selasa, 14 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- call follow up costumers from office data base.
13.	Rabu, 15 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- create product designs and captions to costumers.
14.	Kamis, 16 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- learn communication and tone of voice with CS.
15.	Jumat, 17 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- learn communication and tone of voice with CS.
16.	Sabtu, 18 Februari 2023	<i>[Signature]</i>	Libur	(Isra' mi'raj Nabi Muhammad)
17.	Senin, 20 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- conducting meetings every Monday with manager
18.	Selasa, 21 Februari 2023	<i>[Signature]</i>	<i>[Signature]</i>	- <del>check</del> check costumers data and files

19.	Rabu, 22 Februari 2023		Orini	- check costumers files again
20.	Kamis, 23 Februari 2023		Orini	- Archiving costumers files
21.	Jum'at, 24 Februari 2023		Orini	- <del>costumers</del> create daily content design-
22.	Sabtu, 25 Februari 2023		Orini	- create video content for uploading on social media
23.	Senin, 27 Februari 2023		Orini	- conducting meeting every biweekly with branch managers
24.	Senin 28 Februari 2023		Orini	- fill in user employees supervisors, managers.
25.				
26.				
27.				
28.				
29.				
30.				
31.				

PEKANBARU,

DIKETAHUI:

  
Siswa Magang

  
PT. AGUNG AUTOMALL  
CAMPUS PEKANBARU  
Branch Manager

**ABSENSI MAGANG MAHASISWA**

**PT. AGUNG TOYOTA**














**Nama** : Sepni Guyanti

**Sekolah/Lembaga** : Politeknik Negeri Bengkalis

**Jurusan/Prodi** : Administrasi Niaga/D-IV Administrasi Bisnis Internasional

NO.	HARI/TANGGAL	PARAF		KETERANGAN
		MAHASISWA	PENGAWAS	
1.	Rabu, 1 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- Follow sales from where costumers can get.
2.	Kamis, 2 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- meeting with the creator team regarding the content for each month
3.	Jumat, 3 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- create daily content design
4.	Sabtu, 4 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- create video content for uploading on social media
5.	Senin, 6 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- Conducting meetings every Monday with BM
6.	Selasa, 7 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- fill in user talent employees, supervisor, managers.
7.	Rabu, 8 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- check data and files costumers.
8.	Kamis, 9 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- fill in the employee sales prospect data
9.	Jumat, 10 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- create daily content design
10.	Sabtu, 11 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- create video content for uploading on social media
11.	Senin, 13 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- conducting meetings every Monday with BM.
12.	Selasa, 14 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- fill in the employee sales prospect data
13.	Rabu, 15 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- confirm the costumers whether the car orders correct in his name
14.	Kamis, 16 Maret 2023	<i>Sepni</i>	for mission	- permission to bring a friend for treatment.
15.	Jumat, 17 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- create daily content design
16.	Sabtu, 18 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- create video content for uploading on social media
17.	Senin, 20 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- conducting meetings every Monday with BM
18.	Selasa, 21 Maret 2023	<i>Sepni</i>	<i>Doni</i>	- preparation for the event welcoming the holy month.



19.	Rabu, 22 Maret 2023		Libour	Langgal Adrah (Ramadhan)
20.	Kamis, 23 Maret 2023		Libour	Langgal Adrah (Ramadhan)
21.	Jum'at, 24 Maret 2023		Omni	create daily content design
22.	Sabtu, 25 Maret 2023		Omni	create video content for uploading on social media
23.	Senin, 27 Maret 2023		Omni	conducting meetings along road with BM
24.	Selasa, 28 Maret 2023		Sick	-
25.	Rabu, 29 Maret 2023		Omni	Archiving customer files
26.	Kamis, 30 Maret 2023		Omni	preparation for opening together with all employees
27.	Jum'at, 31 Maret 2023		Omni	create daily content design
28.			Omni	
29.			Omni	
30.			Omni	
31.				

PEKANBARU,

DIKETAHUI:

  
Siswa Magang

  
PT. AGUS AUTOMALL  
CAMPUS PEKANBARU  
Branch Manager

**ABSENSI MAGANG MAHASISWA**

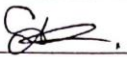
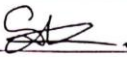



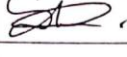
**PT. AGUNG TOYOTA**

**Nama** : Sepni Guyanti

**Sekolah/Lembaga** : Politeknik Negeri Bengkalis

**Jurusan/Prodi** : Administrasi Niaga/D-IV Administrasi Bisnis Internasional

NO.	HARI/TANGGAL	PARAF		KETERANGAN
		MAHASISWA	PENGAWAS	
1.	Sabtu, 1 April 2023			- create video content for uploading social media
2.	Senin 2 April 2023			- Participate in promotional event at living world mall
3.	Selasa 4 Rabu, 5 April 2023			- follow up sales team when customer can get
4.	Kamis 5 Jumat, 4 April 2023			- meeting with the leader team regarding the content for each month
5.	Jum. Kamis Sabtu, 6 April 2023			- fill in list about employee supervisor and managers
6.	Senin, 10 April 2023			- conducting meetings every monday with BM
7.	Selasa 11 April 2023			- check customer data and files
8.	Rabu 12 April 2023			- fill data prospect in the employee sales prospect data
9.	Kamis 13 April 2023			- Archiving customer files
10.	Jumat 14 April 2023			- create posain content
11.	Sabtu 15 April 2023			- create video content for uploading social media
12.	Senin 17 April 2023			- conducting meetings every monday with BM
13.	Selasa 18 April 2023		permissioun	back to hometown
14.	Rabu 19 April 2023		cuci	tidak pergi
15.	Kamis 20 April 2023		cuci	tidak pergi
16.	Jumat 21 April 2023		cuci	tidak pergi
17.	Sabtu 22 April 2023		cuci	tidak pergi
18.	Senin 24 April 2023		cuci	tidak pergi

19.	Senin 25 April 2023		cuti bersama	lelu Fitri
20.	Rabu 26 April 2023		cuti bersama	lelu Fitri
21.	Kamis 27 April 2023		permission	still in the village
22.	Jumat 28 April 2023		permission	still in the village
23.	Sabtu 29 April 2023		permission	still in the village
24.	<del>Sabtu 30 April 2023</del>			
25.				
26.				
27.				
28.				
29.				
30.				
31.				

PEKANBARU,

DIKETAHUI:



Siswa Magang

PT. AGUNG AUTOMALL  
CABANG PEKANBARU



Branch Manager



**ABSENSI MAGANG MAHASISWA**


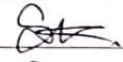
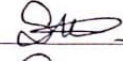
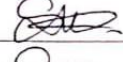
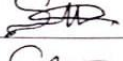
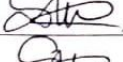
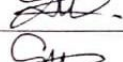
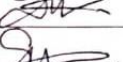
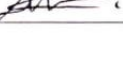
**PT. AGUNG TOYOTA**

**Nama : Sepni Guyanti**

**Sekolah/Lembaga : Politeknik Negeri Bengkalis**

**Jurusan/Prodi : Administrani Niaga/D-IV Administrasi Bisnis Internasional**

NO.	HARI/TANGGAL	PARAF		KETERANGAN
		MAHASISWA	PENGAWAS	
1.	Senin, 1 Mei 2023		cuti	Libur libur
2.	Selasa, 2 Mei 2023			Follow up Sales from what costumers can get
3.	Rabu, 3 Mei 2023			meeting with the creator team regarding bna content
4.	Kamis, 4 Mei 2023			Fill in user talent employees. Supervisor, manager
5.	Jumal, 5 Mei 2023			create Daily content Design
6.	Sabtu, 6 Mei 2023			create video content for uploading on social media
7.	Senin, 8 Mei 2023			conducting meetings every Monday with BM
8.	Selasa, 9 Mei 2023			check costumers data and file
9.	Rabu, 10 Mei 2023			Fill in the employee sales prospect data
10.	Kamis, 11 Mei 2023			Fill in the employee sales prospect data
11.	Jumal, 12 Mei 2023			create Daily content Design
12.	Sabtu, 13 Mei 2023			create content video for uploading on social media
13.	Senin, 15 Mei 2023			conducting meetings every Monday with BM
14.	Selasa, 16 Mei 2023			Reconfirm the costumers whether the car dealer is correct in his name
15.	Rabu, 17 Mei 2023			Fill in the employee sales prospect data.
16.	Kamis, 18 Mei 2023		cuti	Konfirmasi data di map
17.	Jumal, 19 Mei 2023			create Daily content Design
18.	Sabtu, 20 Mei 2023			create video content for uploading on social media

19.	Senin, 22 Mei 2023		Agung	- conducting meetings every monday with Boss.
20.	Selasa, 23 Mei 2023		Agung	- Fill in the complete Sales project data
21.	Rabu, 24 Mei 2023		Agung	- Archiving customer file
22.	Kamis, 25 Mei 2023		Agung	- Fill in the data complete Sales project data
23.	Jumat, 26 Mei 2023		Agung	- create daily content posting
24.	Sabtu, 27 Mei 2023		Agung	- create video content for uploading on social media
25.	Senin, 29 Mei 2023		Agung	- Follow up customers who see GIFs for buying car.
26.	Selasa, 30 Mei 2023		Agung	- Follow up pelanggan yang sudah dapat gift.
27.	Rabu, 31 Mei 2023		Agung	- Follow up customers who see GIFs for buying car.
28.				
29.				
30.				
31.				

PEKANBARU,

DIKETAHUI:



Siswa Magang



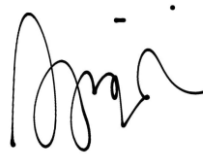
**HT. AGUNG AUTOMALL**  
CABANG PEKANBARU


Branch Manager

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Wednesday – Saturday

DATE : February 1<sup>st</sup>- February 4<sup>th</sup>, 2023

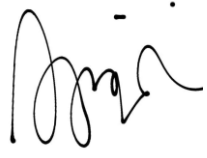
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Wednesday, February 1 <sup>st</sup> , 2023	Introduction to employees and staff of office staff	Agri Yoshika	
2	Thursday, February 2 <sup>nd</sup> , 2023	Introduction about Agung Toyota Soekarno-Hatta and its Parts		
3	Friday, February 3 <sup>rd</sup> , 2023	Learn about how to can communication property		
4	Saturday, February 4 <sup>th</sup> , 2023	Correctly with costumers explained by branch learning ambassador		
		Notes by Industrial Coach		

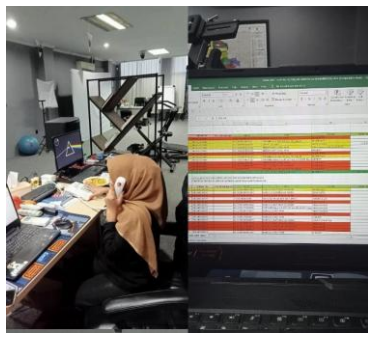
No	WORKING	EXPLANATION
		<p>The author learns to create daily content with the Branch Learning Ambassador in the marketing department. This content was created to be used as promotional content both for sales and uploaded on the social media of PT. Agung Automall Soekarno-Hatta branch. Social media used as a promotional tool are Facebook, Watsaap, and Instagram.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : February 6<sup>th</sup>- February 11<sup>th</sup>, 2023

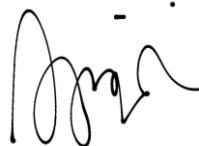
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 6 <sup>th</sup> , 2023	Call follow up costumers from data office data base	Agri Yoshika	
2	Tuesday, February 7 <sup>th</sup> , 2023	Call follow up costumers from data office data base		
3	Wednesday, February 8 <sup>th</sup> , 2023	Call follow up costumers from data office data base		
4	Thursday, February 9 <sup>th</sup> , 2023	Call follow up costumers from data office data base		
5	Friday, February 10 <sup>th</sup> , 2023	Call follow up costumers from data office data base		
6	Saturday, February 11 <sup>th</sup> , 2023	Call follow up costumers from data office data base		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		Follow up costumers are carried out to re-offer products and programs from the office to customers who have already purchased a Toyota car. This data is taken from the office data base which is filled in by sales in the system. Follow up is done to offer whether the customer is interested in adding units or exchanging units.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

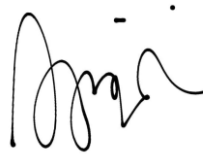
DATE : February 13<sup>th</sup>- February 18<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 13 <sup>th</sup> , 2023	Call follow up costumers from data office data base	Agri Yoshika	
2	Tuesday, February 14 <sup>th</sup> , 2023	Call follow up costumers from data office data base		
3	Wednesday, February 15 <sup>th</sup> , 2023	Creator product design and caption to costumers		
4	Thursday, February 16 <sup>th</sup> , 2023	Learn communication and tone of with costumers		
5	Friday, February 17 <sup>th</sup> , 2023	Learn communication and tone of with costumers		
6	Saturday, February 18 <sup>th</sup> , 2023	Holliday Isra Mijraj Nabi Muhammad		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Content creation must match the theme created, not only for uploading but also for promotion to customers. The content created must be as good and interesting as possible so that potential customers are interested in what is being promoted, both sales and office social media admins. Captions must be appropriate and the words chosen must be able to influence customers and ultimately make purchases.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Thursday  
DATE : February 20<sup>th</sup>- February 23<sup>rd</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 20 <sup>th</sup> , 2023	Conducting meetings every Monday with managers	Agri Yoshika	
2	Tuesday, February 21 <sup>st</sup> , 2023	Check costumers data and files		
3	Wednesday, February 22 <sup>nd</sup> , 2023	Check costumers files again		
4	Thursday, February 23 <sup>rd</sup> , 2023	Archiving costumers files		
		Notes by Industrial Coach		

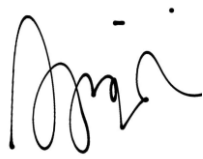
No	WORKING	EXPLANATION
		<p>Checking customer files and data is an activity that must be carried out because it is an important asset for the company. Customers who make purchases either by cash or credit must complete the requirements both data and files. After the data and files have been checked whether they are appropriate, the next step is to archive the files so that they can be used again at any time if needed again.</p>




## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Friday – Saturday

DATE : February 24<sup>th</sup>- February 25<sup>th</sup>, 2023

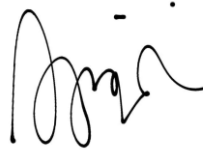
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Friday, February 24 <sup>th</sup> , 2023	Create daily content design	Agri Yoshika	
2	Saturday, February 25 <sup>th</sup> , 2023	Create video content for uploading on social media		
		Notes by Industrial Coach		


No	WORKING	EXPLANATION
		<p>Content creation must match the theme created, not only for uploading but also for promotion to customers. The content created must be as good and interesting as possible so that potential customers are interested in what is being promoted, both sales and office social media admins. Captions must be appropriate and the words chosen must be able to influence customers and ultimately make purchases.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : February 27<sup>th</sup>- March 4<sup>th</sup>, 2023


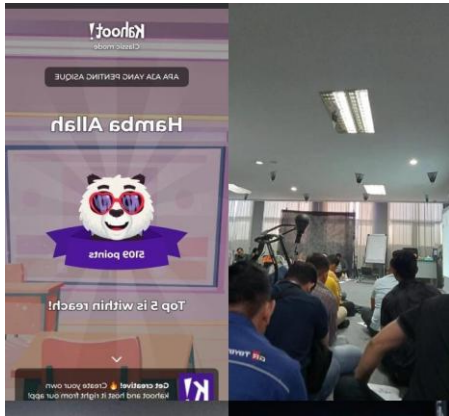
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, February 27 <sup>th</sup> , 2023	Conducting meetings every Monday with managers	Agri Yoshika	
2	Tuesday, February 28 <sup>th</sup> , 2023	Fill in user employees, supervisor, and managers		
3	Wednesday, March 1 <sup>st</sup> , 2023	Follow sales from where costumers can get		
4	Thursday, March 2 <sup>nd</sup> , 2023	Meaning with the creator team regarding me content for each month		
5	Friday, March 3 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, March 4 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>The video creation by the creator team contains random videos ranging from education about Toyota cars, brief reviews of both units and other features. Not only that, the video content that is created can also entertain customers on office social media containing funny videos, both on tick-tock, Facebook and Instagram. This video also contains promotional videos and is entertaining in nature which is made through videos.</p>



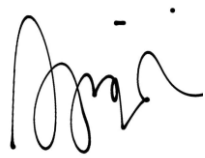
## DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday  
DATE : March 6<sup>th</sup> 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 6 <sup>th</sup> , 2023	Conducting meetings every Monday with branch managers	Agri Yoshika	
		Notes by Industrial Coach		
No	WORKING		EXPLANATION	
			<p>Meetings every Monday morning with Branch managers and sales to find out sales prospects from sales are routine activities that are carried out every week. Not only that, every meeting is held a quiz to increase knowledge about Toyota cars, every salesperson, 3 people with the highest score will be given a prize.</p>	

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Tuesday – Saturday  
DATE : March 7<sup>th</sup>- March 11<sup>th</sup>, 2023

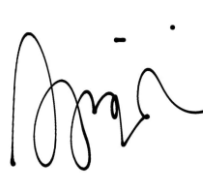
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Tuesday, March 7 <sup>th</sup> , 2023	Fill in user talent employees, Supervisor and manager	Agri Yoshika	
2	Wednesday, March 8 <sup>th</sup> , 2023	Check data and files costumers		
3	Thursday, March 9 <sup>th</sup> , 2023	Fill in the employees sales prospect data		
4	Friday, March 10 <sup>th</sup> , 2023	Create daily content design		
5	Saturday, March 11 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

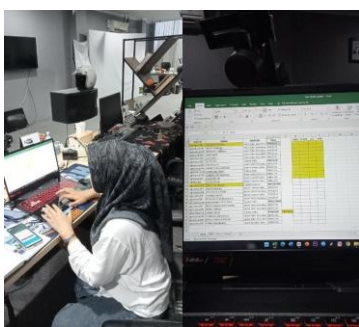
No	WORKING	EXPLANATION
		The video creation by the creator team contains random videos ranging from education about Toyota cars, brief reviews of both units and other features. Not only that, the video content that is created can also entertain customers on office social media containing funny videos, both on tick-tock, Facebook and Instagram. This video also contains promotional videos and is entertaining in nature which is made through videos.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

DATE : March 13<sup>th</sup>- March 18<sup>th</sup>, 2023

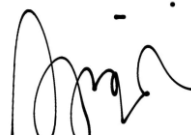
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 13 <sup>th</sup> , 2023	Conducting meetings every Monday with branch managers	Agri Yoshika	
2	Tuesday, March 14 <sup>th</sup> , 2023	Fill in user talent employees, Supervisor and manager		
3	Wednesday, March 15 <sup>th</sup> , 2023	Reconfirms the costumers whether the car orders is correct in his name		
4	Thursday, March 16 <sup>th</sup> , 2023	Permission		
5	Friday, March 17 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, March 18 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

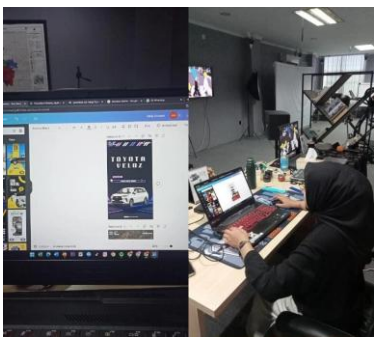
No	WORKING	EXPLANATION
		Filling in user talent employees and sales of this activity is from the center for all branches of PT. Agung Automall to test the understanding and knowledge of sales and employees regarding newly launched or old units. Not all sales participate in this activity, but especially sales that have entered the branch system or are permanent employees.

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Saturday

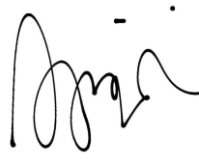
DATE : March 20<sup>th</sup>- March 25<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 20 <sup>th</sup> , 2023	Conducting meetings every Monday with branch managers	Agri Yoshika	
2	Tuesday, March 21 <sup>st</sup> , 2023	Preparation for the event welcoming the holy month		
3	Wednesday, March 22 <sup>nd</sup> , 2023	Ramadan fasting holiday		
4	Thursday, March 23 <sup>rd</sup> , 2023	Ramadan fasting holiday		
5	Friday, March 24 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, March 25 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Content creation must match the theme created, not only for uploading but also for promotion to customers. The content created must be as good and interesting as possible so that potential customers are interested in what is being promoted, both sales and office social media admins. Captions must be appropriate and the words chosen must be able to influence customers and ultimately make purchases.

## DAILY ACTIVITIES OF THE JOB TRAINING

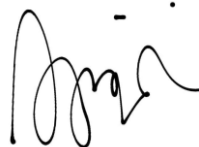
DAY : Monday – Saturday  
DATE : March 27<sup>th</sup>- April 1<sup>st</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, March 27 <sup>th</sup> , 2023	Conducting meetings every Monday with branch managers	Agri Yoshika	
2	Tuesday, March 28 <sup>th</sup> , 2023	Sick		
3	Wednesday, March 29 <sup>th</sup> , 2023	Archiving costumers files		
4	Thursday, March 30 <sup>th</sup> , 2023	Preparation for opening together with all employees		
5	Friday, March 31 <sup>st</sup> , 2023	Create daily content design		
6	Saturday, April 1 <sup>st</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>The activities of the month of Ramadan every Friday are carried out by Toyota to share with the environment in the Showroom area. This sharing is a fund that is sincerely quoted from all employees and the food that is distributed is MSMEs around the showroom area.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

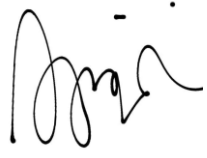
DAY : Monday – Saturday  
DATE : April 3<sup>rd</sup>- April 8<sup>th</sup>, 2023

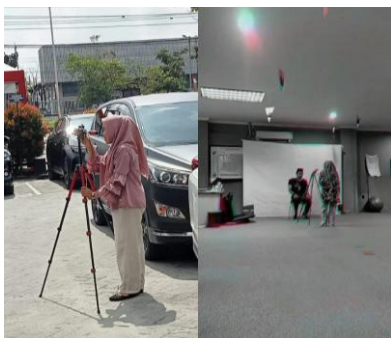
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 3 <sup>rd</sup> , 2023	Participant in promotional event at Living Word Pekanbaru	Agri Yoshika	
2	Tuesday, April 4 <sup>th</sup> , 2023	Follow up sales from where costumers can get		
3	Wednesday, April 5 <sup>th</sup> , 2023	Meeting with the creator team regarding the content		
4	Thursday, April 6 <sup>th</sup> , 2023	Fill in user talent employees, supervisor, and managers		
5	Friday, April 7 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, April 8 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Toyota launching unit exhibition at Living Word- Pekanbaru. Is a direct promotional activity to customers, the sales will carry out promotions and product offers to Mall visitors. This exhibition is held so that customers can see Toyota units more clearly.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

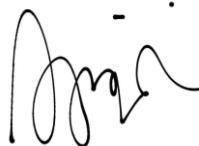
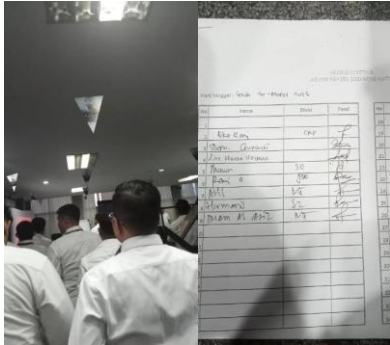
DAY : Monday – Saturday  
DATE : April 10<sup>th</sup>- April 15<sup>th</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 10 <sup>th</sup> , 2023	Conducting meeting every Monday with manager	Agri Yoshika	
2	Tuesday, April 11 <sup>th</sup> , 2023	Check costumers data and files		
3	Wednesday, April 12 <sup>th</sup> , 2023	Fill data prospect in the employees sales		
4	Thursday, April 13 <sup>th</sup> , 2023	Archiving costumers files		
5	Friday, April 14 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, April 15 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		The video creation by the creator team contains random videos ranging from education about Toyota cars, brief reviews of both units and other features. Not only that, the video content that is created can also entertain customers on office social media containing funny videos, both on tick-tock, Facebook and Instagram. This video also contains promotional videos and is entertaining in nature which is made through videos.

## DAILY ACTIVITIES OF THE JOB TRAINING

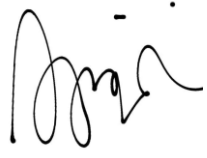
DAY : Monday – Saturday  
DATE : April 17<sup>th</sup>- April 22<sup>nd</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 17 <sup>th</sup> , 2023	Conducting meeting every Monday with manager	Agri Yoshika	
2	Tuesday, April 18 <sup>th</sup> , 2023	Permission		
3	Wednesday, April 19 <sup>th</sup> , 2023	holidays with Eid al-Fitr		
4	Thursday, April 20 <sup>th</sup> , 2023			
5	Friday, April 21 <sup>th</sup> , 2023			
6	Saturday, April 22 <sup>th</sup> , 2023			
		Notes by Industrial Coach		
No	WORKING		EXPLANATION	
			<p>Meetings every Monday morning with Branch managers and sales to find out sales prospects from sales are routine activities that are carried out every week. Not only that, every meeting is held a quiz to increase knowledge about Toyota cars, every salesperson, 3 people with the highest score will be given a prize.</p>	



## DAILY ACTIVITIES OF THE JOB TRAINING

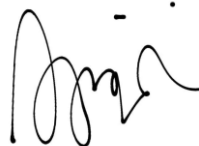
DAY : Monday – Saturday  
DATE : April 24<sup>th</sup>- April 29<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 24 <sup>th</sup> , 2023	holidays with Eid al-Fitr	Agri Yoshika	
2	Tuesday, April 25 <sup>th</sup> , 2023			
3	Wednesday, April 26 <sup>th</sup> , 2023			
4	Thursday, April 27 <sup>th</sup> , 2023	Permission		
5	Friday, April 28 <sup>th</sup> , 2023			
6	Saturday, April 29 <sup>th</sup> , 2023			
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>After the Eid al-Fitr holiday, all employees perform halal bihalal to apologize to each other for forgiveness from fellow employees and superiors.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

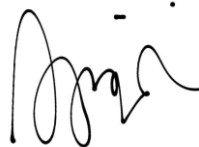
DAY : Monday – Saturday  
DATE : May 01<sup>th</sup>- May 06<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 01 <sup>th</sup> , 2023	National labor day holiday	Agri Yoshika	
2	Tuesday, April 02 <sup>th</sup> , 2023	Follow up sales from where costumers can get		
3	Wednesday, April 03 <sup>th</sup> , 2023	Meeting with creator team regarding the content		
4	Thursday, April 04 <sup>th</sup> , 2023	Fill in user talent employees, supervisor and manager		
5	Friday, April 05 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, April 06 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Filling in user talent employees and sales of this activity is from the center for all branches of PT. Agung Automall to test the understanding and knowledge of sales and employees regarding newly launched or old units. Not all sales participate in this activity, but especially sales that have entered the branch system or are permanent employees.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

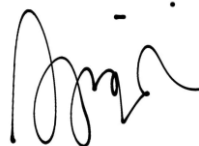
DAY : Monday – Saturday  
DATE : May 08<sup>th</sup>- May 13<sup>th</sup>, 2023

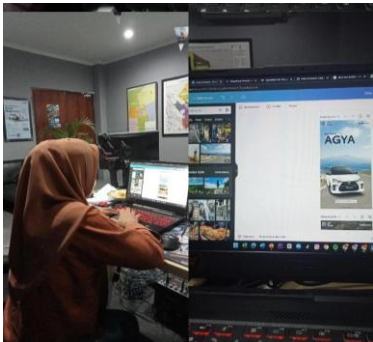
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 08 <sup>th</sup> , 2023	Conducting meeting every Monday with manager	Agri Yoshika	
2	Tuesday, May 09 <sup>th</sup> , 2023	Check costumers data and files		
3	Wednesday, May 10 <sup>th</sup> , 2023	Fill data prospect in the employees sales		
4	Thursday, May 11 <sup>th</sup> , 2023	Archiving costumers files		
5	Friday, May 12 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, May 13 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Checking customer files and data is an activity that must be carried out because it is an important asset for the company. Customers who make purchases either by cash or credit must complete the requirements both data and files. After the data and files have been checked whether they are appropriate, the next step is to archive the files so that they can be used again at any time if needed again.

## DAILY ACTIVITIES OF THE JOB TRAINING

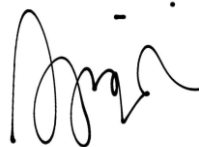
DAY : Monday – Saturday  
DATE : May 15<sup>th</sup>- May 21<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 15 <sup>th</sup> , 2023	Conducting meeting every Monday with manager	Agri Yoshika	
2	Tuesday, May 16 <sup>th</sup> , 2023	Reconfirm the costumers whether the car orders is correct in this name		
3	Wednesday, May 17 <sup>th</sup> , 2023	Fill in the employees sales prospect data		
4	Thursday, May 18 <sup>th</sup> , 2023	The Ascension of Jesus Christ		
5	Friday, May 19 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, May 21 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		Content creation must match the theme created, not only for uploading but also for promotion to customers. The content created must be as good and interesting as possible so that potential customers are interested in what is being promoted, both sales and office social media admins. Captions must be appropriate and the words chosen must be able to influence customers and ultimately make purchase.

## DAILY ACTIVITIES OF THE JOB TRAINING

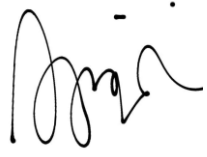
DAY : Monday – Saturday  
DATE : May 23<sup>th</sup>- May 15<sup>th</sup>, 2023


No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 23 <sup>th</sup> , 2023	Conducting meeting every Monday with manager	Agri Yoshika	
2	Tuesday, May 24 <sup>th</sup> , 2023	Fill in the employees sales prospect data		
3	Wednesday, May 25 <sup>th</sup> , 2023	Archiving costumers file		
4	Thursday, May 26 <sup>th</sup> , 2023	Fill in the employees sales prospect data		
5	Friday, May 27 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, May 28 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Checking customer files and data is an activity that must be carried out because it is an important asset for the company. Customers who make purchases either by cash or credit must complete the requirements both data and files. After the data and files have been checked whether they are appropriate, the next step is to archive the files so that they can be used again at any time if needed again.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING


DAY : Monday – Saturday  
DATE : May 29<sup>th</sup>- May 31<sup>th</sup>, 2023

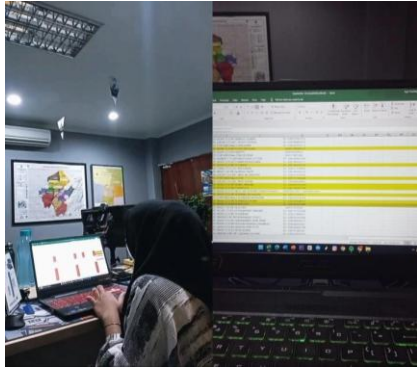
No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, April 23 <sup>th</sup> , 2023	Conducting meeting every Monday with manager	Agri Yoshika	
2	Tuesday, April 24 <sup>th</sup> , 2023	Fill in the employees sales prospect data		
3	Wednesday, April 25 <sup>th</sup> , 2023	Archiving costumers file		
4	Thursday, April 26 <sup>th</sup> , 2023	Fill in the employees sales prospect data		
5	Friday, April 27 <sup>th</sup> , 2023	Create daily content design		
6	Saturday, April 28 <sup>th</sup> , 2023	Create video content for uploading on social marketing		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Make a sales prospect report to the branch manager. Every day the prospects that will be carried out by sales are reported to the manager so that the manager can control and assist the sales in selling Toyota units so that branch sales reach the target. Prospect data is obtained from the sales and collected and then reported to the manager.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

DAY : Monday – Thursday  
DATE : February 20<sup>th</sup>- February 23<sup>rd</sup>, 2023

No.	Date and Time	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1	Monday, May 29 <sup>th</sup> , 2023	Follow up costumers who get gifs for buying car	Agri Yoshika	
2	Tuesday, May 30 <sup>st</sup> , 2023	Follow up costumers who get gifs for buying car		
3	Wednesday, May 31 <sup>nd</sup> , 2023	Follow up costumers who get gifs for buying car		
		Notes by Industrial Coach		

No	WORKING	EXPLANATION
		<p>Follow up customers who get gifts from the company because they have purchased Toyota cars and are gifts for customers. This follow up is done to reconfirm when to pick up the gift and at what time. If you cannot be contacted, you will be contacted at another time.</p>