

APPRENTICESHIP REPORT
PT. BANK SYARIAH INDONESIA KCP DURI
HANGTUAH DAN MIXUE BENGKALIS

NUR SAHADAH
5404191221



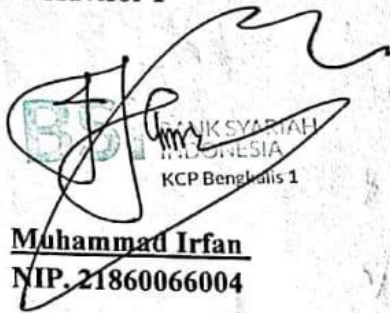
APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2023

APPROVAL SHEET

This apprenticeship report written by Nur Sahadah with Reg. Number 5404191221 who had done apprenticeship at PT. Bank Syariah Indonesia Kcp Duri Hang Tuah 1 from February 1th to May 31th, 2023 by the following advisor:


Bengkalis, May 31th, 2023

Advisor I



Muhammad Irfan
NIP. 21860066004

Advisor II



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

Approved by:

Head of International Bussines Administration Study Program
State Polytechnic of Bengkalis



Wati Junita Raflah, B.Sc., M.Ec, Dev
NIP. 198406142018032001

APPROVAL SHEET

This apprenticeship report written by Nur Sahadah with Reg. Number 5404191221 who had done apprenticeship at Mixue Bengkalis from Juni 09th to Juli 09th, 2023 by the following advisor:

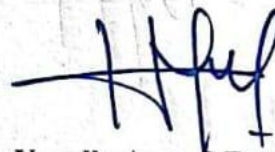
Bengkalis, Juli 09th, 2023

Advisor I



Niko Bimantara
Head Shop

Advisor II



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

Approved by:

Head of International Bussines Administration Study
Program State Polytechnic of Bengkalis



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

ACCEPTENCE SHEET

PRACTICE WORK REPORT (KP)

Written as One of the Requirements to Complete the Partical Work

NUR SAHADAH
5404191221

Bengkalis, August 15th, 2023

Advisor
International Business
Administration



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

Approved by
International Business Administration



Wan Junata Raffles, B.Sc., M.Ec, Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise gratitude submitted to the God who always gives blessing that help me complete and finish this apprenticeship report at PT. Bank Syariah Indonesia KCP Duri Hang Tuah 1 dan Mixue Bengkalis timely.

During the writing process of this report, there were many people involved in giving advice, help, and support. In this occasion, the writer would like to say many thanks to:

1. Mr. Johny Custer, S.T., M.T as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, S.T., M.T as Deputy Director 1 of State Polytechnic of Bengkalis.
3. Mrs. Supriati, M.Si as the Head of Administration Department.
4. Mrs. Wan Junita Raflah, B.Sc.,M.Ec, Dev as Head of International Business Administration Study Program.
5. Mrs. Yunelly Asra, S.E.,M.M as a Practice Work Report (Kp) advisor in the International Business Administration Study Program.
6. Mr. Arie perdanaas Job Training Coordinator
7. All lecturers, especially the Bachelor of Applied International Business Administration Study Program who hve taught during the lecturer.
8. Mr. Muhammad Irfan as a Practice Work Report (Kp) advisor in the PT. Bank Syariah Indonesia KCP Duri Hang Tuah 1
9. All Parties of PT. Bank Syariah Indonesia KCP Duri Hang Tuah 1, want to help, accept and teach me so that I can complete this practical work.
10. Especially for my parents, my father Alm Sumijan and my mother Paijah who have given a lot of sacrifices, support, prayers, time, energy and materials to help and provide convenience during college.
11. Dear my brother Muhammad anshory, Syahrizan, zul And syaikhul

nizam and for my sister Surya Atika And Ella who always gives help and encouragement in completing the Practice Work Report (Kp) on time.

12. All parties who have helped in completing this Practice Work Report (Kp) who did not I can mention on by one.
13. Friends in State Polytechnic of Bengkalis, especially the International Business Administration Study Program, who have provided assistance and cooperation when completing this Practice Work Report (Kp).

Bengkalis, August 15th, 2023

The Writer



Nur Sahadah
5404191221

TABLE OF CONTENT

PATICAL WORK REPORT(KP)

VALIDITY SHEET	ii
ACCEPTANCE SHEET.....	iii
AKNOWLEDGEMENT.....	vii
TABLE OF CONTENT.....	ix
LIST OF FIGURE	xiii
LIST OF TABLE	xiv
LIST OFF APPENDICES	xvi

CHAPTER I INTRODUCTION.....1

1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship.....	3
1.3 Significance of the Apprenticeship.....	3

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY..... 4

2.1 Company Profile Bank BSI.....	4
2.1.1 Vision and Mission.....	5
2.1.1.1 Vision	5
2.1.1.2 Mission.....	5
2.1.2 Kind of Business.....	5
2.1.3 Organization Structure.....	6
2.1.4 The Working Process	9
2.1.5 Produk and Services of Bank Syariah Indonesia.....	11
2.1.6 Document Used for Activity	14
2.2 Company Profile Mixue	18
2.2.1 Vision and Mission.....	19
2.2.1.1 Vision.....	19
2.2.1.2 Mission	19
2.2.2 Kind of Business.....	20

2.2.3	Organizatio Structure.....	20
2.2.4	The Working Process.....	21
2.2.5	Produk Mixue	22
2.2.6	Tools Used for Activity	23
CHAPTER III SCOPE OF THE APPRENTICESHIP		27
3.1	Job Description PT. Bank Syariah Indonesia	27
3.2	Job Description Mixue	28
3.3	System and Procedures PT. Bank Syariah Indonesia	29
3.4	System and Procedures Mixue	38
3.5	Place and Time of Apprenticeship.....	39
3.5.1	Place of Apprenticeship PT. Bank Syariah Indonesia	39
3.5.2	Place of Apprenticeship Mixue	39
3.5.3	Time of Apprenticeship PT. Bank Syariah Indonesia	39
3.5.4	Time of Apprenticeship Mixue	40
3.6	Kind and Description of the Activity at PT. Bank Syariah Indonesia...	40
3.7	Kind and Description of the Mixue	53
3.8	Obstacle and Solution	57
3.8.1	Obstacle	57
3.8.2	Solution.....	58
CHAPTER IV CONCLUSION AND SUGGESTION		60
4.1	Conclusion.....	60
4.2	Suggestion	61
REFERENCES.....		62
APPENDICES		63

LIST OF FIGURES

Figure 2.1	Logo of Bank Syariah Indonesia	4
Figure 2.2	Organization Structure Bank Syariah Indonesia.....	6
Figure 2.3	Signature Sample Card	15
Figure 2.4	Application for account Opening Product and Individual Funds	15
Figure 2.5	BI Checking Form	16
Figure 2.6	Micro KUR Files	16
Figure 2.7	Financing Review Form Fulfillment of Financing Restructuring Requirements	17
Figure 2.8	IB Micro Financing Application Form.....	18
Figure 2.9	Logo Mixue	19
Figure 2.10	Organization Structure Mixue Bengkalis	20
Figure 2.11	Boba Cooker	23
Figure 2.12	Electric Stove.....	24
Figure 2.13	Electric dispenser.....	24
Figure 2.14	Termos Tea	25
Figure 2.15	Ice Cream Machine.....	25
Figure 2.16	Topping Place	26
Figure 2.17	Sill Michine	26
Figure 3.1	Result of BI Checking Request Form.....	30
Figure 3.2	Result of IB Microfinance Application Form.....	31
Figure 3.3	Document Requirements for Applying for a People's Business Credit loan (KUR).....	32
Figure 3.4	Duplicated Document Results	33
Figure 3.5	Display of Cash Deposit Form, and Proof of Depot.....	34
Figure 3.6	Display of Online Account Open Form and Reservation Code	35
Figure 3.7	ATM Handover Book Create and Issue PIN	36
Figure 3.8	Account Opening Documents, Signature Sample Cards, and Stamps	36
Figure 3.9	Account Opening Schedule	37
Figure 3.10	Link Customer Survey(CSS)	38

LIST OF TABLES

Table 3.1	Practic Work Schedule at PT Bank Syariah Indonesia	40
Table 3.2	Practic Work Schedule at Mixue.....	40
Table 3.3	Daily Activities of February 01 st , 2023 to February 3 rd , 2023	40
Table 3.4	Daily Activities of February 06 th , 2023 to February 10 th , 2023	40
Table 3.5	Daily Activities of February 13 th , 2023 to February 18 th , 2023	41
Table 3.6	Daily Activities of february 20 th , 2023 to February 24 th , 2023.....	43
Table 3.7	Daily Activities of February 27 th , 2023 to March 3 rd , 2023.....	43
Table 3.8	Daily Activities of March 06 th , 2023 to March 10 th , 2023	44
Table 3.9	Daily Activities of March 13 th , 2023 to March 17 th , 2023.....	45
Table 3.10	Daily Activities of March 20 th , 2023 to March 24 th , 2023.....	46
Table 3.11	Daily Activities of March 27 th , 2023 to March 31 th , 2023.....	46
Table 3.12	Daily Activities of April 3 th , 2023 to April 7 th , 2023.....	47
Table 3.13	Daily Activities of April 10 th , 2023 to April 14 th , 2023.....	48
Table 3.14	Daily Activities of April 17 th , 2023 to May 21 th , 2023.....	48
Table 3.15	Daily Activities of April 24 th , 2023 to April 28 th , 2023.....	49
Table 3.16	Daily Activities of May 2 nd , 2023 to May 5 th , 2023.....	50
Table 3.17	Daily Activities of May 8 th , 2023 to May 12 th , 2023	50
Table 3.18	Daily Activities of May 15 th , 2023 to May 19 th , 2023	51
Table 3.19	Daily Activities of May 22 th , 2023 to May 26 th , 2023.....	52
Table 3.20	Daily Activities of May 29 th , 2023 to May 31 th , 2023	52
Table 3.21	Daily Activities of June 09 th , 2023 to June 11 th , 2023	53
Table 3.22	Daily Activities of June 12 th , 2023 to June 18 th , 2023	53
Table 3.23	Daily Activities of June 19 th , 2023 to June 25 th , 2023	54
Table 3.24	Daily Activities of June 26 th , 2023 to June 30 th , 2023	55
Table 3.25	Daily Activities of July 1 st , 2023 to July 2 rd , 2023.....	56
Table 3.26	Daily Activities of July 4 th , 2023 to July 9 th , 2023	56

LIST OF APPENDICES

Appendix 1 Apprenticeship Acceptance Letter	81
Appendix 2 List of Attendance and Daily Activity	89
Appendix 3 Galery	97