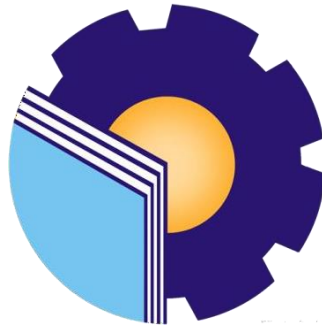


APPRENTICESHIP REPORT
PT. SINAR PUTRA DUMAI

ALVIANA DEWI
NIM. 5404211380



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

APPROVAL SHEET

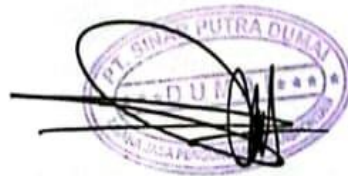
APPRENTICESHIP REPORT PT. SINAR PUTRA DUMAI

Written as one of the requirement to completing for apprenticeship

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Bengkalis, June 14th, 2025

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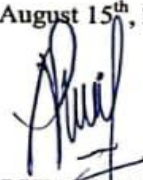
Praise be to God Almighty who has given health and opportunity so that the author can complete the activities and reports of the Practical Work at PT Sinar Putra Dumai (February 3 - June 14, 2025). Thank you to all employees for the warm welcome, as well as all parties who have helped until this report is completed on time. In preparing this Practical Work report, the author realizes that without guidance from various parties this Practical Work report cannot be completed in a certain time, so the author would like to thank all those who have been involved and helped the author. The parties involved include:

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The Author apologizes to all the parties mentioned above if there are errors. The also realizes that in completing this final project there are still many shortcomings, but this is the best that the author can do besides that the author also hopes that this thesis can be useful for many parties in time to come.

Bengkalis, August 15th, 2025



ALVIANA DEWI
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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Universities are institutions of education and human resource development. They have a role and responsibility in developing students into individuals who will play a vital role in the development of Indonesian society in the era of globalization (Timanta, E. P, 2024). If a person has the right skills, they can become a human resource who can provide assistance in terms of knowledge, ethics, attitudes, and other necessary standards. The government continues to try to improve the quality of education due to the advancement of time and technology in the era of globalization.

Internships, more commonly known as Field Work Practice (PKL) or Industrial Work Practice (Prakerin), are a form of professional skills education that systematically and synchronously integrates school programs with company programs. These programs are acquired through direct work experience in the workplace to achieve a level of professional expertise. Internships are expected to create a professional workforce. Students participating in internships are expected to apply the knowledge they gain while also learning about the industrial world (Lisdiantini, N., et al., 2022).

The Bengkalis State Polytechnic also seeks to improve students' abilities by holding training in companies, so that it can realize the Polytechnic's mission to make workforce ready to use and have a well-executed link and match between the world of industry and the world of education. Based on the above, the author as a student of the International Business Administration Study Programme is required to carry out Internship activities for four months. The author has chosen PT. Sinar Putra Dumai as a place to carry out internship work activities. During the implementation of the internship, the author got a place in the Administration Finance Division. As for the implementation of this internship work, it is hoped that it can add insight to the writer about various good and correct task implementation and be able to face the real world of work with the experience that has been gained.

In the world of industry and logistics, warehouse administration plays an important role in supporting smooth operations, especially in terms of recording transactions and managing data. The cashier/admin section is one of the key elements responsible for the accuracy and orderliness of documents, both related to finance and the entry and exit of goods from the warehouse. Therefore, skills in managing transaction documents, recording the movement of goods, and carrying out good administrative archiving are very much needed.

Students of the Business Administration Study Program hope that the Practical Work (KP) activities will be able to make a major contribution to the development of knowledge, mastery of student skills, and be able to form professional and efficient academic human resources, in accordance with the vision and mission to be achieved by the Bengkalis State Polytechnic.

For the Author, the background of participating in the internship activity which was held on February 3, 2025 to June 6, 2025 at PT. Sinar Putra Dumai was to apply the knowledge that had been obtained directly in the world of work, gain work experience in the field of administration and finance, and fulfill one of the graduation requirements in the D4 Study Program - International Business Administration.

1.2 Purpose of the Apprenticeship

Practical Work (KP) is one of the activities for Bengkalis State Polytechnic students to complete their studies. In general, the implementation of Practical Work aims to see the relationship Hard Skills obtained during college with what is carried out at PT. Sinar Putra Dumai warehouse. To achieve the expected results, it is necessary to know the objectives of holding the Practical Work the practice is as follows :

1. To find out the job description at PT. Sinar Putra Dumai in the Cashier/Admin section (Administration Finance).
2. To find out the system and procedure at PT. Sinar Putra Dumai, the Cashier/Admin section (Administration Finance).

3. To find out the the place and time of the Apprenticeship at PT. Sinar Putra Dumai.
4. To find out the kind and description of Practical Work (KP) activities at PT. Sinar Putra Dumai.
5. To find out the obstacle and solution at PT. Sinar Putra Dumai, the Cashier/Admin section (Administration Finance).

1.3 Significance of Apprenticeship

The Apprenticeship carried out is very beneficial for several parties such as students, companies and Bengkalis State Polytechnic.

1. For Students

Internship at PT. Sinar Putra Dumai provides great benefits for students, especially in terms of applying the knowledge they have learned during lectures to the real world of work. Students gain direct experience in handling various warehouse administration and operational activities, such as transaction recording, document management, and data archiving. Thus, internship at PT. Sinar Putra Dumai helps students become more mentally and technically prepared to face the professional world after graduation.

2. For Companies

For companies, internships provide benefits in the form of additional workforce support that can help with daily operational and administrative tasks, especially in the cashier or warehouse administration section. Through internship programs, companies also play an active role in supporting the world of education, especially vocational education, as a form of contribution to improving the quality of human resources in Indonesia.

3. For Bengkalis State Polytechnic

For Bengkalis State Polytechnic, the student internship program at PT. Sinar Putra Dumai is an important means of bridging the theory taught on campus with real practice in the field. Through this activity, the campus can ensure that the curriculum implemented is in accordance with the needs of the industrial world.

Thus, this internship program is a form of mutually beneficial synergy between the world of education and the world of industry.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 History of PT. Sinar Putra Dumai

In 1992-1994 it was agreed to establish a company named PT. Karya Putra Mandiri Belawan by launching a grab bucket with a capacity of 2 tons. Then after 4 years of operation, a subsidiary named PT Sinar Putra Mandiri in 1998-1999 launched the first bulk cargo grab bucket with a capacity of 3.5 tons, then in 2000 launched a 5-ton carriage. In 2001 PT. Karya Putra Mandiri Belawan commemorated 10 years of its establishment, launched the first heavy machinery and launched the first dumbo truck. In 2003, the annual production of grab buckets and hoppers increased to support logistic performance. In 2004 PT. Sinar Putra Mandiri commemorated 10 years of its establishment, and in this year also the establishment of a branch location of PT. Sinar Putra Mandiri outside the province of North Sumatra, and the addition of heavy equipment, namely the PC195 excavator and the PC 200 excavator (Sinar Group Mandiri, 2025).

In 2005 PT. Sinar Putra Dumai established the first warehousing unit and expanded its business in the field of warehousing services. In 2006 PT. Sinar Putra Mandiri added a warehousing unit in Dumai City, Riau Province and also launched the first 3 warehousing units with a storage capacity of 20,000 MT.

In 2014 PT. Sinar Putra Mandiri and PT. Karya Putra Dumai Mandiri commemorated their 10th anniversary and also welcomed new members of the Board of Directors (BOD), and in this year also increased production by 6 tons. In 2015 the founder of SAK in Dumai, Riau, Indonesia. In 2016 increased production of dolomite limestone at PT. SKA. In 2017 the inauguration of the founder as treasurer of the HKBP nomensen Indonesia foundation, and in this year the Board of Directors also served as advisors and secretaries of APBMI Belawan (Indonesian stevedoring association) Dumai (Sinar Group Mandiri, 2025).

In 2018 the establishment of a new office of PT Sinar Putra Dumai located in Bagan Besar, also the addition of PC200 heavy equipment and in this year also the addition of 12 warehouses in the Dumai area, increasing the total space and also a

capacity of 70,000MT. In 2019, the addition of heavy equipment, namely the PC200 excavator and WA380 loader, also this year increased production at PT SKA which produces limestone which was the first to enter, and this year also added the first radio bucket grab controlled remotely. In 2020-2021, the founder of the PT. Sinar Putra Dumai branch office on the west coast of the United States serving the ports of Seattle & Los Angeles.

Sinar Group Mandiri is a company that focuses on providing logistics and related services. Some of the services included in Sinar Group Mandiri include Freight Forwarding, Sea Freight, LCL (Less than Container Load) / FCL (Full Container Load), Break Bulk, Custom Clearance, Warehouse, Trucking, Heavy Machinery, Grab, and Hopper.

At PT Sinar Putra Dumai, there are several services such as Custom Clearance, Warehouse, Trucking, Grab, and Hopper. The purpose of these services is as follows (Sinar Group Mandiri, 2025) :

1. Custom Clearance, It is an administrative and legal process carried out to free imported or exported goods from customs supervision. This process includes document management, payment of duties and taxes, and physical inspection of goods if necessary, so that goods can leave or enter the customs area legally and in accordance with applicable provisions.
2. Warehouse, PT Sinar Putra Dumai provides specialized warehousing services to store fertilizers in a safe and controlled system that meets chemical and non-chemical handling standards. These warehouses are designed to maintain the quality of fertilizers, whether in bulk, packaged, or large sacks, and allow for an orderly and timely distribution process.
3. Trucking, Land transportation services provided by the company using a fleet of trucks that meet fertilizer transportation standards. PT Sinar Putra Dumai ensures that shipments from the port to the warehouse, or from the warehouse to distributors and end consumers, run smoothly, safely, and on time, taking into account the specific characteristics of each type of fertilizer being transported.

4. Grab and Hopper, For bulk fertilizer unloaded directly from the ship, we provide transportation services using heavy equipment in the form of grabs and hoppers. This system speeds up the loading and unloading process at the port and minimizes product loss or damage, so that distribution to warehouses or trucks can be done efficiently.

Sinar Group Mandiri also provides other services such as cleaning services, workshops, and daily services (Dialy). In addition, Sinar Group Mandiri has offices in several locations, including Medan, Kuala Tanjung, Dumai, Bagan Besar, Perawang, Jakarta, and Seattle. Overall, Sinar Group Mandiri offers comprehensive logistics services, from shipping, customs clearance, to warehousing services.

The following is the logo of PT. Sinar Putra Dumai which is located in Jl. Mekar Sari, Dumai :



Figure 2.1 Logo PT. Sinar Putra Dumai
Source : <https://sinargroupmandiri.com>, 2025

2.2 Vision and Mission

2.2.1 Vision of PT. Sinar Putra Dumai

To become the leading and trusted Integrated Logistic Port Solution that prioritize quality of work and customer satisfaction (Sinar Group Mandiri, 2025).

2.2.2 Mission of PT. Sinar Putra Dumai

To become An International Freight Solution that is able to grow services that can give sustainable added value.

2.3 Kind of Business

Based on general understanding, PT. Sinar Putra Dumai is a company engaged in industrial logistics, with a primary focus on warehousing, loading and unloading, and distribution of agricultural industrial goods, especially fertilizers.

The company has a strategic location in Dumai, Riau, which is known as an important industrial area and port for the distribution of agribusiness commodities and exports-imports.

Here is more detailed information about the business run by PT. Sinar Putra Dumai :

1. Industrial Warehousing Services

PT. Sinar Putra Dumai provides large-scale fertilizer storage services in warehouse facilities designed according to chemical industry standards. These warehouses are equipped with ventilation systems, humidity protection, and temperature control to maintain optimal fertilizer quality. The arrangement of goods is carried out systematically to facilitate identification and access in and out of stock.

2. Loading and unloading

This company serves loading and unloading activities of goods from the port via transport trucks. Handling is carried out using heavy equipment such as loaders, excavators, forklifts and cranes depending on the type and shape of fertilizer packaging (bulk or packaging). This process is supervised by experienced workers to ensure safety and efficiency during the transfer of goods.

3. Repacking and Packaging Adjustment

PT. Sinar Putra Dumai also serves the repackaging process of fertilizers, from bulk to sacks or vice versa, according to the request of the owner of the goods. This process includes labeling, reprinting product information, and adjusting the weight of the packaging (eg 50 kg). This service makes it easier for the owner of the goods to adjust the product to market needs.

4. Stock Management and Logistics Administration

PT. Sinar Putra Dumai manages the entire process of recording incoming and outgoing goods systematically and transparently. This service includes daily or periodic stock reporting, physical checking of goods (stock opname), and a digital inventory system that makes it easy for clients such as PT. Permata

Agro Persada to monitor the condition of goods in real-time. This service helps with distribution efficiency and long-term logistics planning.

2.4 Organizational Structure

Organizational structure in a company must exist because it functions as a formal framework that regulates the relationships, authority, and responsibilities between departments and individuals within the company. The organizational structure determines who is responsible for a particular task, thus avoiding overlapping work and clarifying the role of each individual or team. With a clear structure, the company has a chain of command from superiors to subordinates, which makes it easier to make decisions, supervise, and deliver instructions.

The organizational structure in the operation of the warehouse of PT. Sinar Putra Dumai is very important so that the company is more focused in carrying out its respective responsibilities. The following is the organizational structure in PT. Sinar Putra Dumai as follows :

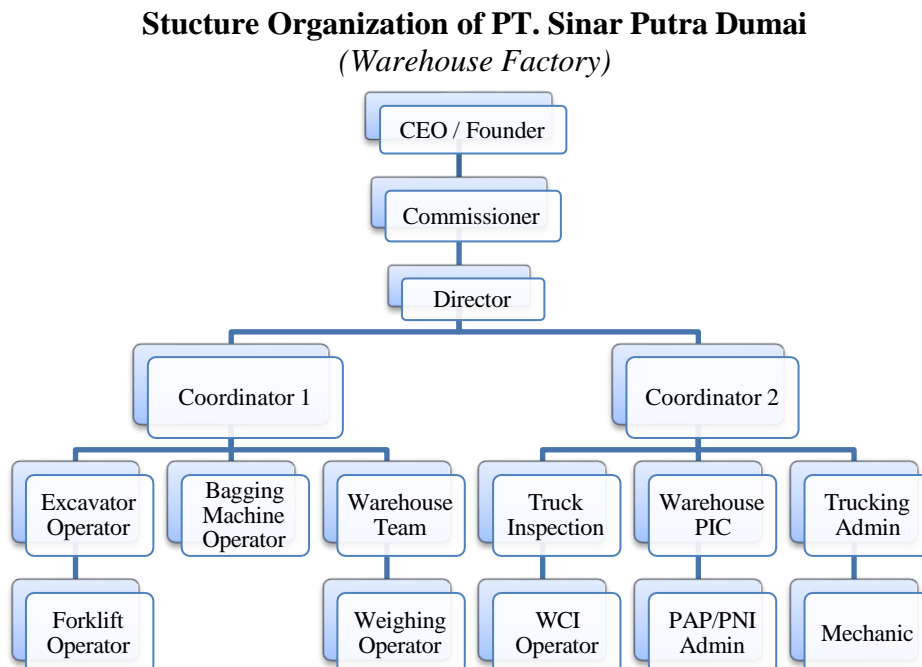


Figure 2.2 Structure Organisation
Source : Processed Data, 2025

2.5 The Working Process

To support operational activities at PT Sinar Putra Dumai, assisted by the admin department. The head office of PT Sinar Putra Dumai is located at Jalan Mekar Sari, Bagan Besar, Dumai. PT Sinar Putra Dumai has positions in accordance with the field they are engaged in. The job descriptions of these positions are as follows (PT. Sinar Putra Mandiri, 2025) :

1. Admin WCI (Weighbridge & Container Inspection)

WCI Admin is responsible for recording and managing the entire process of weighing goods entering and leaving the warehouse area through the weighbridge. This task includes accurately weighing vehicles carrying cargo, both in the form of raw materials and production products, starting from gross weight, empty weight (tare), to net weight. In addition to weighing, WCI Admins also record important information related to these activities, including vehicle registration numbers, driver names, types of goods transported, as well as the time of arrival and departure of vehicles from the weighbridge area. All this data is recorded systematically and used as the basis for operational reports. WCI Admin is also responsible for printing and archiving proof of weighing as an official company document. This document serves as the basis for reporting to management, the logistics team, and third parties if needed. In carrying out its duties, WCI Admin can collaborate with the Truck Inspection team to conduct physical inspections of loads or containers, especially if there are indications of discrepancies between data and actual conditions in the field.

2. Admin PAP/PNI (Receipt and Expenditure of Non-Core Goods/Production)

The PAP/PNI Admin is responsible for recording every flow of goods entering and leaving the warehouse area, whether in the form of raw materials, semi-finished goods, finished goods, or other supporting materials. The main task is to ensure that all goods are recorded correctly and completely, including the quantity, type, date of entry/exit, and the origin or destination of the goods. In addition, the PAP/PNI Admin also prepares daily, weekly, and monthly stock reports that are used as control materials by management. Not only records the main goods, this admin also

handles non-productive or supporting goods, such as production waste, machine parts, and work equipment used in storage and production processes. In carrying out its duties, the PAP/PNI Admin works intensively with the Warehouse PIC and the Warehouse Team to ensure that administrative data matches the physical condition of goods in the field. This is done to prevent stock discrepancies or loss of goods.

3. Admin Trucking

Trucking Admin is responsible for handling all administration related to the transportation or delivery process of goods using trucks. This Admin creates and records important documents such as delivery notes, loading notes, and lists of vehicles that deliver goods to and from the warehouse location. The data recorded includes the driver's identity, vehicle number, type of load, destination, and departure and arrival times. In addition, Trucking Admin also coordinates directly with drivers, scale operators, and expedition parties to ensure that all deliveries run on time and according to procedure. This admin also has a role in monitoring and evaluating fleet performance and handling technical or administrative obstacles related to the delivery process. With this task, trucking admin is key in maintaining the smooth running of the company's distribution chain.

2.6 Document Used for Activity

Related to the implementation of internship activities, there are several administrative documents that must be fulfilled to support the smooth completion of the task. The following are the documents in question :

1. Bon Tally (Delivery Order)

Bon Tally is an official document used as proof of recording and verifying the number and type of goods entering or leaving the warehouse. This document functions as a stock control tool and is the basis for reporting in logistics activities, especially in the loading and unloading process of goods such as palm oil fertilizer, as can be seen in the image below :

PT. SINAR PUTRA DUMAI

0279

SURAT PERINTAH MUAT

NO : _____

KEPADA CHECKER : _____ DI GUDANG

BERDASARKAN : _____ PARTI : _____ TON/MULTR

SPESIFIKASI BARANG : _____ NO. : _____ PARTI : _____ TON/MULTR

HARAP SOR LAKSANAKAN PEMUATAN :

JENIS BARANG : _____

JUMLAH MENURUT SP : _____ COLLY : _____ TON/MULTR

PENJUK BARANG / EMKL : _____

PENIMBANGAN BARANG : _____ TIDAK / DI TIMBANG : _____ %

NOMOR KENDARAAN : _____

TUJUAN : _____

KEPALA GUDANG : _____

DI SAKSIKAN OLEH

SUPER : _____ CHECKER : _____

TIER	COLLY	TIER	COLLY	KETERANGAN
1		11		
2		12		
3		13		
4		14		
5		15		
6		16		
7		17		
8		18		
9		19		
10		20		

JUMLAH : _____ COLLY : _____ TON/MULTR

Figure 2.3 Bon Tally
Source : Data Documentation, 2025

2. Loading Order

Loading Order is an official document issued by the operational or logistics department of PT. Permata Agro Persada which functions as an authorization or written instruction to carry out the activity of loading goods into a means of transport such as a truck according to the type, quantity, and shipping destination that has been determined, as can be seen in the image below :

PT. PERMATA AGRO PERSADA

No. 219555

SURAT PENGANTAR BARANG

Kepada Yth : _____ Pengangkutan : _____

Di : _____ No. Polisi : _____

No. DO : _____ Nama Supir : _____

No. Kontrak : _____ Partai : _____

Nama Barang	Colli	@	Banyaknya
			Kebun
			Brutto _____ Kg
			Tara _____ Kg
			Netto _____ Kg

Locis No. : _____

Tanggal Keluar : _____ Tanggal terima : _____

J a m : _____ J a m : _____

Supir : _____ Penerima : _____

PT. PERMATA AGRO PERSADA

Figure 2.4 Loading Order
Source : Data Documentation, 2025

3. Warehouse Tally Report Form

The Warehouse Tally Report Form has a very important function in warehouse operations, including in companies such as PT. Sinar Putra Dumai, especially if the company is engaged in logistics, distribution, or industry that

requires accurate stock management. This form is used to record every activity of goods coming in (inbound) and out (outbound) from the warehouse. With this form, checking activities can be carried out systematically (for example through the tally method of 2 checkers), reducing recording errors.

Figure 2.5 Warehouse Tally Report Form
Source : Data Documentation, 2025

The attendance form for the preparing meeting in the PT. Sinar Putra Dumai warehouse environment has several important uses, especially in supporting the smooth operation of the warehouse and team coordination. It is written evidence of who attended the preparation meeting (for example before large loading and unloading activities, stock audits, inspections, or receipt of large goods).

PT. PERMATA AGRO PERSADA	
DELIVERY ORDER 2120007370	
Kepada Yth: Gudang SPD JL. MEKAR SARI RT. 002 KEL. BAGAN BESAR KEC. BUKIT KAPUR DUMAI # RIAU	PT. TH INDO PLANTATIONS PO No. 1052026527 Franco / CIF DERMAHA PULAU
Dengan hormat, Menunjuk kepada D/O No. PAP tanggal 09/05/2025, maka kepada pembawa D/O ini AMMONIUM CHLORIDE sebanyak 2.500.540 KG (R8011 P40) akan diantar di bendera barang ini dalam keadaan baik dan cukup. Atas perhatiannya kami ucapkan terima kasih.	
Diberikan di Jakarta Tanggal 09.05.2025  PT. PERMATA AGRO PERSADA	
NB : 1. Segala kekurangan atau kerusakan barang yang keluar dari gudang menjadi tanggungan pembawa barang. 2. Segala risiko atas kehilangan D/O tidak ditanggung. 3. D/O ini berlaku sampai tanggal : 09.05.2025 4. D/O No. 11200063004 serial 4.691.400, MO-09-12-20241 - Durai 5. STEMPEL KARTUNG BERTULISAN "KRN PLT" WARNA MERAH - KAPAL TB OCEAN VENTURER	

Figure 2.8 Shipping Document
 Source : Data Documentation, 2025

CHAPTER III

SCOPE OF APPRENTICESHIP

3.1 Job Description

The internship will be held for 4 months, starting on February 3 and ending on June 14, 2025 at PT. Sinar Putra Dumai Warehouse. During this period, the tasks carried out include :

1. Writing Delivery Order (DO) is one of the official documents issued by the company as an instruction for the delivery of goods from the warehouse to the recipient or customer.
2. Writing NO Locis at PT Sinar Putra Dumai is a special numbering system used to mark or identify security seals on trucks carrying goods, especially during the shipping or distribution process.
3. Writing Employee and Daily Casual Lunch Coupons is one of the administrative activities carried out to organize and distribute lunch consumption to daily employees at PT Sinar Putra Dumai.
4. Company Thanksgiving Committee being part of the Company Thanksgiving Committee at PT Sinar Putra Dumai is directly involved as an internal company committee responsible for the implementation of the company's Thanksgiving activities held as a form of gratitude for the company's
5. Document Filing are carried out systematically, both hardcopy and digital, so that they are easy to find again when needed.
6. Printing / Photocopying Document Archives. The activity of printing or relying on photocopies for archival documents that have previously been stored, either in physical or digital form.
7. Writing meal vouchers and stamping them to validate employee meal vouchers.
8. Serving Expense Payment in the operational context of PT Sinar Putra Dumai refers to the process of paying loading fees to truck drivers who bring goods into or out of the company.

9. Compiling Daily Warehouse Report Recaps means the activity of collecting, compiling, and summarizing the daily warehouse report completely and systematically.
10. Recap Employee Meals and Daily Labor Wages means recapping or summarizing data on employee meal consumption and daily labor wages in one work week.
11. Sorting Cash Out Documents. This activity categorizes and organizes cash expenditure documents neatly and systematically based on certain criteria, such as date, transaction type, or proof number.
12. Preparation for THR Distribution of Holiday Allowances (THR) to the community around the company's environment, as a form of corporate social responsibility (CSR) and an effort to maintain good relations with residents.
13. Filing Solar Time Sheet. The activity of archiving or storing the recording sheet of diesel fuel usage neatly and systematically.

3.2 System and Procedure

3.2.1 The Working System

The applicable systems and procedures at PT. Sinar Putra Dumai, based on standard practices in the Fertilizer Logistics and Warehousing industry, as well as the company's role as a Logistics Service Provider for goods owners such as PT. Permata Agro Persada, PT. BGR Indonesia, and others.

To facilitate employees in carrying out their duties, PT Sinar Putra Dumai in Bagan Besar, uses an internet-based system to facilitate online work, both using applications and manual systems. The online system includes sending various types of documents that have been scanned and sent via email to the intended party, such as in the operational area of Sinar Putra Mandiri, Medan and business partners such as PT. Permata Agro Persada, PT. ANDHIKA and others.

3.2.2 The Working Procedure


The procedures at PT. Sinar Putra Dumai can be seen in the explanation below

:

1. Writing Delivery Order (DO)

Delivery Order (DO) writing is one of the official documents issued by the company as an instruction for the delivery of goods from the warehouse to the recipient or customer. At PT Sinar Putra Dumai, writing and issuing Delivery Orders is an important part of the warehousing system because it functions as a controller of goods in and out, as well as a supporting document for stock records and logistics reports.

Table 3.1 The Working Procedure Writing Delivery Order (DO)


No.	Working Prosedure	Device	Output	Place
1.	Buyer Submits Item Request ↓ Request Verified ↓ Warehouse Staff Create DO documents	Delivery Order File		Administration Finance Staff

Source : Processed Data, 2025

2. Writing NO Locis

Writing Locis Number (NO LOCIS) at PT Sinar Putra Dumai is a special numbering system used to mark or identify security seals on trucks carrying goods, especially during the shipping or distribution process.

Table 3.2 The Working Procedure Writing No Locis

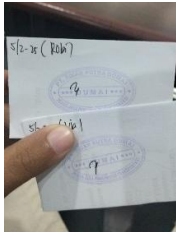
No.	Working Prosedure	Device	Output	Place
1.	Warehouse staff write the Locis number on the letter ↓ Security guards put seals on the truck doors.	Road Letter		Administration Finance Staff

Source : Processed Data, 2025

3. Writing Daily Employee Lunch Coupons

Writing daily employee lunch coupons is one of the administrative activities carried out to organize and distribute lunch consumption to daily employees at PT Sinar Putra Dumai.

Table 3.3 The Working Procedure Writing Daily Employee Lunch Coupons


No.	Working Prosedure	Device	Output	Place
1.	Employee Data Entry ↓ Coupon Recording ↓ Coupons distributed	Coupon paper		Administration Finance Staff

Source : Processed Data, 2025

4. Company Thanksgiving Committee

Being part of the Company Thanksgiving Committee at PT Sinar Putra Dumai is directly involved as an internal company committee responsible for the implementation of the company's Thanksgiving activities held as a form of gratitude for the company's achievements for 20 years due to the achieved production targets and the company's birthday.

Table 3.4 The Working Procedure Company Thanksgiving Committee

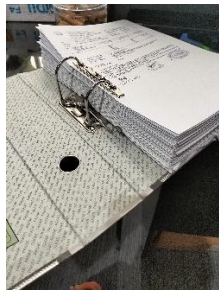
No.	Working Prosedure	Device	Output	Place
1.	Manage the event budget ↓ Share the task ↓ Supervising the event	Manage the event		Administration Finance Staff

Source : Processed Data, 2025

5. Document Filing

Archiving or document organization activities are carried out systematically, both hardcopy and digital, so that they are easy to find again when needed. At PT Sinar Putra Dumai, this activity is an important part of company administration that aims to maintain order, data security, and support the smooth running of daily operations.

Table 3.5 The Working Procedure Document Filing


No.	Working Prosedure	Device	Output	Place
1.	Document Grouping ↓ Labeling ↓ Storage in Folder	Document Arcip		Administration Finance Staff

Source : Processed Data, 2025

6. Printing / Photocopying of Document Archives

The activity of printing or relying on photocopies for archival documents that have previously been stored, either in physical or digital form. This activity is usually carried out as part of the administrative process in the company, such as making copies of documents for operational or reporting purposes.

Table 3.6 The Working Procedure Printing / Photocopying of Document Archives


No.	Working Prosedure	Device	Output	Place
1.	Document identification ↓ Customize copy count ↓ Print/Photocopying	Invoice or purchase/sales invoice		Administration Finance Staff

Source : Processed Data, 2025

7. Writing meal vouchers and stamping

Stamping meal coupons is the activity of giving an official stamp (stamp) to employee lunch coupons, as a sign of validation or attestation that the coupon is valid and can be used to exchange consumption (lunch) on a certain day.

Table 3.7 The Working Procedure Food Stamp


No.	Working Prosedure	Device	Output	Place
1.	Prepare coupons ↓ Administrative staff stamp	Coupons		Administration Finance Staff

Source : Processed Data, 2025

8. Serving Expense Payment

Serving Expense Payment in the operational context of PT Sinar Putra Dumai refers to the process of paying loading fees to truck drivers who bring goods into or out of the company. This fee is usually given in lieu of road money, unloading money, or additional costs related to the transportation of goods carried out by the driver.

Table 3.8 The Working Procedure Serving Expense Payment

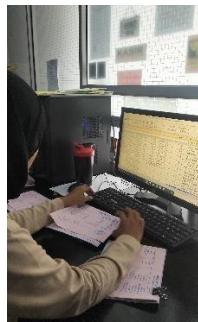
No.	Working Prosedure	Device	Output	Place
1.	Driver comes to office ↓ Finance match data ↓ Serving fee paid ↓ Driver signs receipt	Freight charges for loading / unloading		Administration Finance Staff

Source : Processed Data, 2025

9. Compile Daily Warehouse Report Recap

Compile Daily Warehouse Report Recap means the activity of collecting, compiling, and summarizing the daily warehouse report completely and systematically. This activity aims to recap all activities that occur in the warehouse in one working day, so that stock data and flow of goods can be monitored accurately.

Table 3.9 The Working Procedure Compile Daily Warehouse Report Recap


No.	Working Prosedure	Device	Output	Place
1.	Collecting data ↓ Input data into report format ↓ Calculating stock balance	Microsoft Excel		Administration Finance Staff

Source : Processed Data, 2025

10. Recap Employee Meals and Daily Labor Wages

Recap Employee Meals and Daily Labor Wages means recapping or summarizing data on employee meal consumption and daily labor wages in one work week. This activity is usually carried out by the administration department as part of managing the welfare of daily employees in companies such as PT Sinar Putra Dumai.

Table 3.10 The Working Procedure Recap Employee Meals and Daily Labor Wages


No.	Working Prosedure	Device	Output	Place
1.	Retrieve employee attendance data ↓ Matching number of employees ↓ Compile a recap in a table	Retrieve employee attendance data		Administration Finance Staff

Source : Processed Data, 2025

11. Sorting Cash Expenditure Documents

This activity categorizes and organizes cash expenditure documents neatly and systematically based on certain criteria, such as date, transaction type, or proof number. This activity is carried out to facilitate the process of recording, reporting, and archiving company finances. At PT Sinar Putra Dumai, this activity is usually carried out by the finance or administration department as part of daily and monthly cash flow management.

Table 3.11 The Working Procedure Cash Expenditure Documents

No.	Working Prosedure	Device	Output	Place
1.	Collect all cash expenditure documents ↓ Arrange the order neatly ↓ Labeling or dividing	Proof of cash payment		Administration Finance Staff


Source : Processed Data, 2025

12. Preparation for THR Distribution

Preparatory activities for the distribution of Holiday Allowances (THR) to the community around the company's environment, as a form of corporate social responsibility (CSR) and an effort to maintain good relations with residents. The THR that was distributed was in the form of a bottle of syrup and a

greeting letter, as a symbol of togetherness and care ahead of holidays, such as Eid al-Fitr.

Table 3.12 The Working Procedure Preparation for THR Distribution

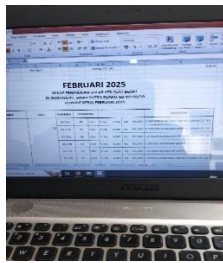
No.	Working Prosedure	Device	Output	Place
1.	Collect all cash expenditure documents ↓ Arrange the order neatly ↓ Labeling or dividing	Inventory of Goods		Administration Finance Staff

Source : Processed Data, 2025

13. Filing Solar Time Sheet

The activity of archiving or storing the recording sheet of diesel fuel usage neatly and systematically. This time sheet contains data on the use of diesel fuel daily or per period by operational vehicles or heavy equipment. This activity is usually carried out by the administration, logistics or operations department.

Table 3.13 The Working Procedure Filing Solar Time Sheet

No.	Working Prosedure	Device	Output	Place
1.	Solar time sheet filled ↓ Documents checked ↓ Organized by date ↓ Time sheet data is inputted	Microsoft Excel		Administration Finance Staff

Source : Processed Data, 2025

3.3 Place of Apprenticeship

The internship was carried out when students were in semester VIII, while the internship activities lasted for 4 (four) months, namely from February 3, 2025 to June 14, 2025 at PT. Sinar Putra Dumai Jl. Mekar Sari, Bagan Besar, Dumai

City, Riau 28826, Indonesia. During the internship, the author was placed in the Admin/Cashier section of PT. Sinar Putra Dumai. The internship schedule at PT. Sinar Putra Dumai is as follows :

Table 3.14 Apprenticeship Schedule

No	Day	Working Hours	Rest
1.	Monday to Saturday	07.00 WIB – 17.00 WIB	12.00 WIB – 13.00 WIB
2.	Sunday	Holiday	Holiday

Source : Processed Data, 2025

3.4 Kind and Description of the Activity

Description of work carried out during the internship from February 3 to June 14, 2025 at PT. Sinar Putra Dumai in the Admin/Cashier section Details of activities can be seen in the following table :

Table 3.15 Work Agenda Report First Week, February 3th - February 8th, 2025

No	Day/Date	Activities	Location
1.	Monday, February 3, 2025	a. Introduction of PT. SPD b. Writing Delivery Order c. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, February 4, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, February 5, 2025	a. Writing Delivery Order b. Photocopy File c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, February 6, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, February 7, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, February 8, 2025	a. Writing Delivery Order b. Photocopy File c. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from February 10, 2025 to February 15, 2025 can be seen in the table below as follows :

Table 3.16 Work Agenda Report Second Week, February 10th – February 15th, 2025

No	Day/Date	Activities	Location
1.	Monday, February 10, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, February 11, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, February 12, 2025	a. Writing Delivery Order b. Photocopy file c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, February 13, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, February 14, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, February 15, 2025	a. Drafting Daily Report b. Compilation of Letters c. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from February 17, 2025 to February 22, 2025 can be seen in the table below as follows :

Table 3.17 Work Agenda Report Third Week, February 17th – February 22th, 2025

No	Day/Date	Activities	Location
1.	Monday, February 17, 2025	a. Writing Delivery Order	PT. Sinar Putra Dumai Office
2.	Tuesday, February 18, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, February 19, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, February 20, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, February 21, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, February 22, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from February 24, 2025, to March 01, 2025 can be seen in the table below as follow :

Table 3.18 Work Agenda Report Fourth Week, February 24th – March 01th, 2025

No	Day/Date	Activities	Location
1.	Monday, February 24, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, February 25, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, February 26, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, February 27, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, February 28, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, March 1, 2025	Holiday	-

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai at the Admin/Cashier unit from March 3, 2025 to March 8, 2025, can be seen in the table below as follows :

Table 3.19 Work Agenda Report Fifth Week, March 3th – March 8th, 2025

No	Day/Date	Activities	Location
1.	Monday, March 3, 2025	a. Writing Delivery Order b. Photocopy file c. Compilation of Letters d. Drafting Daily Report e. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, March 4, 2025	a. Writing Delivery Order b. Drafting Daily Report	PT. Sinar Putra Dumai Office
3.	Wednesday, March 5, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Compilation of Letters	PT. Sinar Putra Dumai Office
4.	Thursday, March 6, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office

5.	Friday, March 7, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Photocopy file d. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, March 8, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Compilation of Letters	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from March 10, 2025 to March 15, 2025, can be seen in the table below as follows :

Table 3.20 Work Agenda Report Sixth Week, March 10th – March 15th, 2025

No	Day/Date	Activities	Location
1.	Monday, March 10, 2025	a. Writing Delivery Order b. Input Data Recapture Solar c. Drafting Daily Report d. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, March 11, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, March 12, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, March 13, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, March 14, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, March 15, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from March 17, 2025 to March 22, 2025 can be seen in the table below as follows :

Table 3.21 Work Agenda Report Seventh Week, March 17th – March 22th, 2025

No	Day/Date	Activities	Location
1.	Monday, March 17, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, March 18, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, March 19, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, March 20, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, March 21, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, March 22, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from March 24, 2025 to March 29, 2025 can be seen in the table below as follows :

Table 3.22 Work Agenda Report Eighth Week, March 24th – March 29th, 2025

No	Day/Date	Activities	Location
1.	Monday, March 24, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, March 25, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, March 26, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, March 27, 2025	Photocopy File	PT. Sinar Putra Dumai Office
5.	Friday, March 28, 2025	Nyepi's day holiday	-
6.	Saturday, March 29, 2025	Nyepi's day holiday	-

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from March 31, 2025 to April 5, 2025 can be seen in the table below as follows :

Table 3.23 Work Agenda Report Ninth Week, March 31th – April 5th, 2025

No	Day/Date	Activities	Location
1.	Monday, March 31, 2025	Eid al-Fitr Holidays	-
2.	Tuesday, April 1, 2025	Eid al-Fitr Holidays	-
3.	Wednesday, April 2, 2025	Eid al-Fitr Holidays	-
4.	Thursday, April 3, 2025	Eid al-Fitr Holidays	-
5.	Friday, April 4, 2025	Eid al-Fitr Holidays	-
6.	Saturday, April 5, 2025	Eid al-Fitr Holidays	-

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai at the Admin/Cashier unit from April 7, 2025 to April 12, 2025 can be seen in the table below as follows :

Table 3.24 Work Agenda Report Tenth Week, April 7th – April 12th, 2025

No	Day/Date	Activities	Location
1.	Monday, April 7, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, April 8, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, April 9, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, April 10, 2025	Accident leave	-

5.	Friday, April 11, 2025	Accident leave	-
6.	Saturday, April 12, 2025	Accident leave	-

Source : *Processed Data, 2025*

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai at the Admin/Cashier unit from April 14, 2025 to April 19, 2025 can be seen in the table below as follows :

Table 3.25 Work Agenda Report Eleventh Week, April 14th – April 19th, 2025

No	Day/Date	Activities	Location
1.	Monday, April 14, 2025	Accident leave	-
2.	Tuesday, April 15, 2025	Accident leave	-
3.	Wednesday, April 16, 2025	Accident leave	-
4.	Thursday, April 17, 2025	Accident leave	-
5.	Friday, April 18, 2025	Accident leave	-
6.	Saturday, April 19, 2025	Accident leave	-

Source : *Processed Data, 2025*

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai in the Admin/Cashier unit from April 21, 2025 to April 26, 2025 can be seen in the table below as follows :

Table 3.26 Work Agenda Report Twelfth Week, April 21th – April 26th, 2025

No	Day/Date	Activities	Location
1.	Monday, April 21, 2025	Accident leave	-
2.	Tuesday, April 22, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, April 23, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, April 24, 2025	a. Writing Delivery Order b. Filtration Filing c. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, April 25, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, April 26, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai at the Admin/Cashier unit from April 28, 2025 to May 3, 2025 can be seen in the table below as follows :

Table 3.27 Work Agenda Report Thirteenth Week, April 28th – May 3th, 2025

No	Day/Date	Activities	Location
1.	Monday, April 28, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, April 29, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, April 30, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, May 01, 2025	International Workers' Day	-
5.	Friday, May 02, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, May 03, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from May 5, 2025 to May 10, 2025 can be seen in the table below as follows :

Table 3.28 Work Agenda Report Fourteenth Week, May 5th – May 10th, 2025

No	Day/Date	Activities	Location
1.	Monday, May 05, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, May 06, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, May 07, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, May 08, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, May 09, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, May 10, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai at the Admin/Cashier unit from May 12, 2025 to May 17, 2025 can be seen in the table below as follows :

Table 3.29 Work Agenda Report Fifteenth Week, May 12th – May 17th, 2025

No	Day/Date	Activities	Location
1.	Monday, May 12, 2025	Waisak Day	-
2.	Tuesday, May 13, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, May 14, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, May 15, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, May 16, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office

6.	Saturday, May 17, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
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Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai at the Admin/Cashier unit from May 19, 2025 to May 24, 2025 can be seen in the table below as follows :

Table 3.30 Work Agenda Report Sixteenth Week, May 19th – May 24th, 2025

No	Day/Date	Activities	Location
1.	Monday, May 19, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, May 20, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, May 21, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, May 22, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, May 23, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, May 24, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of practical work at PT. Sinar Putra Dumai at the Admin/Cashier unit from May 26, 2025 to May 31, 2025 can be seen in the table below as follows :

Table 3.31 Work Agenda Report Seventeenth Week, May 26th – May 31th, 2025

No	Day/Date	Activities	Location
1.	Monday, May 26, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, May 27, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, May 28, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, May 29, 2025	The Ascension of Jesus Christ	-
5.	Friday, May 30, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, May 31, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from June 2, 2025 to June 7, 2025 can be seen in the table below as follows :

Table 3.32 Work Agenda Report Eighteenth Week, June 2th – June 7th, 2025

No	Day/Date	Activities	Location
1.	Monday, June 2, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, June 3, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, June 4, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, June 5, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, June 6, 2025	Eid al-Adha	-
6.	Saturday, June 7, 2025	Eid al-Adha	-

Source : Processed Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Sinar Putra Dumai at the Admin/Cashier unit from June 9, 2025 to June 14, 2025 can be seen in the table below as follows :

Table 3.33 Work Agenda Report Eighteenth Week, June 9th – June 14th, 2025

No	Day/Date	Activities	Location
1.	Monday, June 9, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
2.	Tuesday, June 10, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
3.	Wednesday, June 11, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
4.	Thursday, June 12, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
5.	Friday, June 13, 2025	a. Writing Delivery Order b. Writing NO Locis	PT. Sinar Putra Dumai Office
6.	Saturday, June 14, 2025	a. Writing Delivery Order b. Writing NO Locis c. Farewell	PT. Sinar Putra Dumai Office

Source : Processed Data, 2025

3.5 Obstacle and Solution of the Apprenticeship

One of the challenges faced during the internship in the finance and administration department was transaction recording errors or human error, such as entering the wrong amount, date, or account code. These errors can cause financial data discrepancies and disrupt the reporting process. To overcome this, each transaction needs to be double-checked before being saved, aided by the use of a daily checklist to ensure that all steps are recorded according to procedure. At the beginning of the internship, supervisors also conduct double-checks to minimize errors while fostering attention to detail in work.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

At the end of this report, the author will present a conclusion that summarizes the experience during the internship at PT. Sinar Putra Dumai Warehouse, as follows :

1. During the four-month internship at PT Sinar Putra Dumai Warehouse, the author played a role in various administrative and operational activities, including the preparation of documents (Delivery Order, NO Locis, meal coupons), filing and printing documents, managing operational cost payments, recapitulating warehouse reports and employee consumption, to involvement in internal company activities such as thanksgiving committees and preparation for THR distribution as part of the corporate social responsibility (CSR) program. All of these activities are carried out in an orderly and structured manner to support the smooth administration and operations of the company.
2. Work systems and procedures in the Cashier/Admin section of PT Sinar Putra Dumai have been running in a structured manner by combining manual methods and internet-based systems. The implementation of an online system facilitates the process of sending documents, accelerates the implementation of administration, and improves coordination with business partners. Thus, financial administration activities and logistics operations can take place more efficiently, integrated, and support the smooth operation of the company.
3. The internship was carried out in the VIII semester for four months, starting from February 3, 2025 to June 14, 2025, at PT Sinar Putra Dumai, Jl. Mekar Sari, Bagan Besar, Dumai City, Riau 28826, Indonesia. During this period, the author was placed in the Admin/Cashier section to carry out various administrative and financial tasks in accordance with the responsibilities assigned.

4. During the internship at PT. Sinar Putra Dumai, the author handled various administrative and operational tasks, including document preparation, filing, payment processing, report recapitulation, and participation in internal activities and CSR programs, all carried out in an orderly and structured manner to support the company's administration, finance, and operations.
5. Obstacles in the form of transaction recording errors in the finance and administration department can be minimized through double checking before data storage, the use of daily checklists, and direct supervision at the beginning of the internship period. These measures proved effective in preventing financial data discrepancies while improving accuracy and discipline at work.

4.2 Suggestion

Suggestions that can be given are for the company to consistently implement double-checking procedures for each transaction recording, accompanied by the use of daily checklists to ensure that all stages have been carried out in accordance with applicable procedures. In addition, regular supervision, especially for new employees or apprentices, needs to be maintained to minimize the occurrence of errors and form conscientious and disciplined work habits.

REFERENCES

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APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter



PT. SINAR PUTRA DUMAI

USAHA JASA PENGURUSAN TRANSPORTASI

Kantor : Jl. Kamboja Gg. Melati No. 122
Telp. (0765) 7007422 - 33201 - 36605 Fax. (0765) 36605
D U M A I

Dumai, 30 Januari 2025

No. : 04/SK/SPD-DMI/I/2025
Hal : Tindak Lanjut Perizinan Kerja
Praktek (KP)

Kepada Yth :
Wakil Direktur III
Di -
Tempat

Menindaklanjuti surat dari Politeknik Negeri Bengkalis Nomor : 6006/PL31/TU/2024 Tanggal 19 November 2024 Hal Pernohonan Kerja Praktek, maka dengan ini kami memberi izin kepada :

NO	NAMA	NIM	PRODI
1.	ROBI'YATUL MA'RUP	5404211356	D4 ADMINISTRASI BISNIS INTERNASIONAL
2.	ALVIANA DEWI	5404211380	D4 ADMINISTRASI BISNIS INTERNASIONAL

Untuk melakukan Kerja Praktek (KP) di PT. Sinar Putra Dumai Jl. Mekar Sari Bagan Besar Dumai terhitung mulai Tanggal 03 Februari s/d 06 Juni 2025 dan wajib mengikuti peraturan yang berlaku di PT. Sinar Putra Dumai.

Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.

Hormat kami,
PT. Sinar Putra Dumai


Naoms - Sukmanara, WIB
Direktur

Appendix 2 : Internship Period Extension Letter



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 2672/PL31/TU/2025
Hal : Permohonan Perpanjangan Kerja Praktek (KP)

26 Mei 2025

Yth. Pimpinan PT. Sinar Putra Dumai
Jl. Mekar Sari, Bagan Besar, Kec. Bukit Kapur, Kota Dumai, Riau 28826

Dengan hormat,

Dengan ini kami mengajukan Surat Permohonan Perpanjangan Masa Magang yang semula dijadwalkan dari tanggal 03 Februari 2025 sampai 06 Juni 2025, menjadi 03 Februari 2025 sampai 14 Juni 2025. Perpanjangan ini kami ajukan dikarenakan Mahasiswa/i kami mengalami kecelakaan pada saat magang berlangsung, sehingga terdapat keterlambatan dalam penyelesaian tugas magang. Kami berharap perpanjangan ini dapat memberikan kesempatan untuk menyelesaikan seluruh kegiatan magang sesuai ketentuan yang berlaku, adapun nama Mahasiswa/i kami sebagai berikut :

No	Nama	Nim	Prodi
1	Robiyatul Ma'rup	5404211356	D4 Administrasi Bisnis Internasional
2	Alviana Dewi	5404211380	D4 Administrasi Bisnis Internasional

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

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

An. Direktur,
Wakil Direktur III

Marhadi Sastra, S.T., M.Sc.
NIP. 198903142015041001

Contact Person:

M. Alkadri Perdana, B.IT, M.Sc (0812 7648 4321)

Appendix 3 : Daily Activity







DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : Ind

Week : Ind

Day : Monday – Saturday

Date : February 3th – 8th, 2025


Day/Date	Activities	Assignor	Signature
Monday, February 3, 2025	a. Introduction of PT. SPD b. Writing Delivery Order c. Writing NO Locis	Nurhasanah	
Tuesday, February 4, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Wednesday, February 5, 2025	a. Writing Delivery Order b. Photocopy File c. Writing NO Locis	Nurhasanah	
Thursday, February 6, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Friday, February 7, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Saturday, February 8, 2025	a. Writing Delivery Order b. Photocopy File c. Writing NO Locis	Nurhasanah	

No	Working	Explanation
		Ensure that all accompanying documents are recorded completely and accurately according to the quantity of goods received as a basis for administrative records and goods receipt reports.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**







Month : 1nd
 Week : 2nd
 Day : Monday – Saturday
 Date : February 10th – 15th, 2025


Day/Date	Activities	Assignor	Signature
Monday, February 10, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Tuesday, February 11, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Wednesday, February 12, 2025	a. Writing Delivery Order b. Photocopy file c. Writing NO Locis	Nurhasanah	
Thursday, February 13, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Friday, February 14, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Saturday, February 15, 2025	a. Drafting Daily Report b. Compilation of Letters c. Writing NO Locis	Nurhasanah	

No	Working	Explanation
		Performing activities to store, manage, and organize letters so that they are easily accessible. Filing is done to facilitate document management and speed up the search for letters when needed by the company.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**



Month : 1nd
 Week : 3 nd
 Day : Monday – Saturday
 Date : February 17 th – 22 th , 2025


Day/Date	Activities	Assignor	Signature
Monday, February 17, 2025	Writing Delivery Order	Nurhasanah	
Tuesday, February 18, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Wednesday, February 19, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Thursday, February 20, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Friday, February 21, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Saturday, February 22, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	

No	Working	Explanation
		Replying to emails from PT. Indika is done as a form of confirmation of operational information, such as delivery schedules, supporting documents, and others.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**







Month : 1st
 Week : 4th
 Day : Monday – Saturday
 Date : February 24th – March 1st , 2025

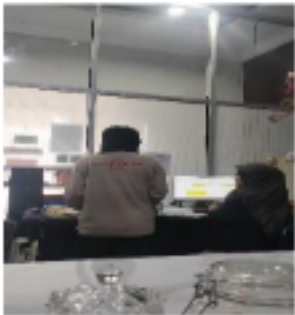
Day/Date	Activities	Assignor	Signature
Monday, February 24, 2025	a. Writing Delivery Order Writing NO Locis	Nurhasanah	
Tuesday, February 25, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Wednesday, February 26, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Thursday, February 27, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Friday, February 28, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Saturday, March 1, 2025	Holiday	Nurhasanah	

No	Working	Explanation
		Separate the original letter from the photocopy. The original letter of credit is given to the driver as an official document accompanying the goods during the delivery process. Meanwhile, the photocopy is kept by PT. Sinar Putra Dumai as proof of transaction and administrative archive for recording and reporting purposes.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 2nd
 Week : 1 nd
 Day : Monday – Saturday
 Date : March 3th – 8 th , 2025

Day/Date	Activities	Assignor	Signature
Monday, March 3, 2025	a. Writing Delivery Order b. Photocopy file c. Compilation of Letters d. Drafting Daily Report e. Writing NO Locis	Nurhasanah	
Tuesday, March 4, 2025	a. Writing Delivery Order b. Drafting Daily Report	Nurhasanah	
Wednesday, March 5, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Compilation of Letters	Nurhasanah	
Thursday, March 6, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Friday, March 7, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Photocopy file d. Writing NO Locis	Nurhasanah	
Saturday, March 8, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Compilation of Letters	Nurhasanah	

No	Working	Explanation
		Serving drivers who wish to pay after their fertilizer has been bagged and loaded into their vehicles.







**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 2nd

Week : 2 nd

Day : Monday – Saturday

Date : March 10th – 15 th , 2025

Day/Date	Activities	Assignor	Signature
Monday, March 10, 2025	a. Writing Delivery Order b. Input Data Recapture Solar c. Drafting Daily Report Writing NO Locis	Nurhasanah	
Tuesday, March 11, 2025	a. Writing Delivery Order b. Drafting Daily Report d. Writing NO Locis	Nurhasanah	
Wednesday, March 12, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Thursday, March 13, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Friday, March 14, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Saturday, March 8, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Compilation of Letters	Nurhasanah	

No	Working	Explanation
		This daily report is compiled using Excel, allowing managers or supervisors to monitor the progress and daily performance of work or projects. The SPD warehouse stores items such as fertilizer, waste, and other materials. With this daily report, regular evaluations of projects or work can be conducted.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 2nd

Week : 3 nd

Day : Monday – Saturday





Date : March 17th – 22 th , 2025

Day/Date	Activities	Assignor	Signature
Monday, March 17, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Tuesday, March 18, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Wednesday, March 19, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Thursday, March 20, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Friday, March 21, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Saturday, March 22, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	

No	Working	Explanation
		This daily report is compiled using Excel, allowing managers or supervisors to monitor the progress and daily performance of work or projects. The SPD warehouse stores items such as fertilizer, waste, and other materials. With this daily report, regular evaluations of projects or work can be conducted.

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 2nd
 Week : 4 nd
 Day : Monday – Saturday
 Date : March 24th – 29 th , 2025

Day/Date	Activities	Assignor	Signature
Monday, March 24, 2025	a. Writing Delivery Order Writing NO Locis	Nurhasanah	
Tuesday, March 25, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Wednesday, March 26, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Thursday, March 27, 2025	Photocopy File	Nurhasanah	
Friday, March 28, 2025	Nyepi's day holiday	Nurhasanah	
Saturday, March 29, 2025	Nyepi's day holiday	Nurhasanah	

No	Working	Explanation
		<p>The inclusion of the Locis number on the driver's delivery note is intended to ensure security and prevent illegal access to the truck or goods, especially valuable goods, with locking carried out by the company.</p>


**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 3rd

Week : 1st







Day : Monday – Saturday


Date : March 31st – April 5th, 2025

Day/Date	Activities	Assignor	Signature
Monday, March 31, 2025	Eid al-Fitr Holidays	Nurhasanah	
Tuesday, April 1, 2025	Eid al-Fitr Holidays	Nurhasanah	
Wednesday, April 2, 2025	Eid al-Fitr Holidays	Nurhasanah	
Thursday, April 3, 2025	Eid al-Fitr Holidays	Nurhasanah	
Friday, April 4, 2025	Eid al-Fitr Holidays	Nurhasanah	
Saturday, April 5, 2025	Eid al-Fitr Holidays	Nurhasanah	

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**







Month : 3rd
 Week : 2nd
 Day : Monday – Saturday
 Date : April 7th – 12th, 2025

Day/Date	Activities	Assignor	Signature
Monday, April 7, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Tuesday, April 8, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Wednesday, April 9, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Thursday, April 10, 2025	Accident leave	Nurhasanah	
Friday, April 11, 2025	Accident leave	Nurhasanah	
Saturday, April 12, 2025	Accident leave	Nurhasanah	

No	Working	Explanation
		Ensuring consistency between the delivery note and the physical condition of the goods received or shipped.







**DAILY ACTIVITIES
OF THE APPRENTICESHIP**


Month : 3rd
 Week : 3rd
 Day : Monday – Saturday
 Date : April 14th – 19th, 2025

Day/Date	Activities	Assignor	Signature
Monday, April 14, 2025	Accident leave	Nurhasanah	
Tuesday, April 15, 2025	Accident leave	Nurhasanah	
Wednesday, April 16, 2025	Accident leave	Nurhasanah	
Thursday, April 17, 2025	Accident leave	Nurhasanah	
Friday, April 18, 2025	Accident leave	Nurhasanah	
Saturday, April 19, 2025	Accident leave	Nurhasanah	

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**







Month : 3rd
 Week : 4th
 Day : Monday – Saturday
 Date : April 21st – 26th, 2025


Day/Date	Activities	Assignor	Signature
Monday, April 21, 2025	Accident leave	Nurhasanah	
Tuesday, April 22, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Wednesday, April 23, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Thursday, April 24, 2025	a. Writing Delivery Order b. Filtration Filing c. Writing NO Locis	Nurhasanah	
Friday, April 25, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Saturday, April 26, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	

No	Working	Explanation
		<p>Ensure that all accompanying documents are recorded completely and accurately according to the quantity of goods received as a basis for administrative records and goods receipt reports.</p>

**DAILY ACTIVITIES
OF THE APPRENTICESHIP**

Month : 3rd nd
Week : 5th nd
Day : Monday – Saturday
Date : April 28th – May 3rd, 2025

Day/Date	Activities	Assignor	Signature
Monday, April 28, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Tuesday, April 29, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Wednesday, April 30, 2025	a. Writing Delivery Order b. Writing NO Locis	Nurhasanah	
Thursday, May 01, 2025	International Workers' Day	Nurhasanah	
Friday, May 02, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	
Saturday, May 03, 2025	a. Writing Delivery Order b. Drafting Daily Report c. Writing NO Locis	Nurhasanah	

No	Working	Explanation
		<p>The distribution of THR to the community around PT. Sinar Putra Dumai is a company activity to distribute Holiday Allowances as a form of social care and good relations with the surrounding environment. This activity aims to help meet the needs of the community ahead of the holiday as well as strengthen the relationship between the company and local residents.</p>

Appendix 4 : Certificate PT. Sinar Putra Dumai



Appendix 5 : List Of Attendance

**ABSENSI MAHASISWA PRAKTEK KERJA LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNASIONAL
PADA PT. SINAR PUTRA DUMAI
TAHUN 2025**

INSTRUKTUR : Nur Hasanah
DOSEN PEMBIMBING : Nageeta Tara Rosa, M.B.A
TEMPAT PKL : PT. Sinar Putra Dumai, Bagan Besar
BULAN : Februari

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL						
			3	4	5	6	7	8	9
1.	Robiyatu Ma'ruf	5404211356	P.	P.	P.	P.	P.	P.	
2.	Alviana Dewi	5404211380	P.	P.	P.	P.	P.	P.	
PARAF INSTRUKTUR			P.	P.	P.	P.	P.	P.	

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL						
			10	11	12	13	14	15	16
1.	Robiyatu Ma'ruf	5404211356	P.	P.	P.	P.	P.	P.	
2.	Alviana Dewi	5404211380	P.	P.	P.	P.	P.	P.	
PARAF INSTRUKTUR			P.	P.	P.	P.	P.	P.	

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL						
			17	18	19	20	21	22	23
1.	Robiyatu Ma'ruf	5404211356	P.	P.	P.	P.	P.	P.	
2.	Alviana Dewi	5404211380	P.	P.	P.	P.	P.	P.	
PARAF INSTRUKTUR			P.	P.	P.	P.	P.	P.	

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL						
			24	25	26	27	28		
1.	Robiyatu Ma'ruf	5404211356	P.	P.	P.	P.	P.		
2.	Alviana Dewi	5404211380	P.	P.	P.	P.	P.		
PARAF INSTRUKTUR			P.	P.	P.	P.	P.		

Keterangan :
A : Tanpa Keterangan
I : Izin
S : Sakit
Libur

DUMAI, 28 FEBRUARI 2025
Instruktur,


Nur Hasanah

**ABSENSI MAHASISWA PRAKTEK KERJA LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNASIONAL
PADA PT. SINAR PUTRA DUMAI
TAHUN 2025**

INSTRUKTUR : Nur Hasanah
DOSEN PEMBIMBING : Nageeta Tara Rosa, M.B.A
TEMPAT PKL : PT. Sinar Putra Dumai, Bagan Besar
BULAN : Maret

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
							1	2
1.	Robiyatu Ma'rup	5404211356						i
2.	Alviana Dewi	5404211380						i
PARAF INSTRUKTUR								

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			3	4	5	6	7	8
1.	Robiyatu Ma'rup	5404211356	P.	P.	P.	P.	P.	P.
2.	Alviana Dewi	5404211380	P.	P.	P.	P.	P.	P.
PARAF INSTRUKTUR								

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			10	11	12	13	14	15
1.	Robiyatu Ma'rup	5404211356	P.	P.	P.	P.	P.	P.
2.	Alviana Dewi	5404211380	P.	P.	P.	P.	P.	P.
PARAF INSTRUKTUR								


NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			17	18	19	20	21	22
1.	Robiyatu Ma'rup	5404211356	P.	P.	P.	P.	P.	P.
2.	Alviana Dewi	5404211380	P.	P.	P.	P.	P.	P.
PARAF INSTRUKTUR								

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			24	25	26	27	28	29
1.	Robiyatu Ma'rup	5404211356	P.	P.	P.	P.		
2.	Alviana Dewi	5404211380	P.	P.	P.	P.		
PARAF INSTRUKTUR								

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			31					
1.	Robiyatu Ma'rup	5404211356						
2.	Alviana Dewi	5404211380						
PARAF INSTRUKTUR								

Keterangan :
A : Tanpa Keterangan
I : Izin
S : Sakit
Libur

DUMAI, 27 Maret 2025

Instruktur,

Nur Hasanah

ABSENSI MAHASISWA PRAKTEK KERJA LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNASIONAL
PADA PT. SINAR PUTRA DUMAI
TAHUN 2025

INSTRUKTUR : Nur Hasanah
DOSEN PEMBIMBING : Nageeta Tara Rosa, M.B.A
TEMPAT PKL : PT. Sinar Putra Dumai, Bagan Besar
BULAN : April

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			1	2	3	4	5	6
1.	Robiyatu Ma'rup	5404211356						
2.	Alviana Dewi	5404211380						
PARAF INSTRUKTUR								

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			7	8	9	10	11	12
1.	Robiyatu Ma'rup	5404211356	R.	R.	R.	S	S	S
2.	Alviana Dewi	5404211380	A	A	A	S	S	S
PARAF INSTRUKTUR			f	f	f	f	f	f

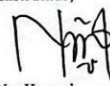
NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			14	15	16	17	18	19
1.	Robiyatu Ma'rup	5404211356	S	S	S	S		S
2.	Alviana Dewi	5404211380	S	S	S	S		S
PARAF INSTRUKTUR			f	f	f	f		f

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			21	22	23	24	25	26
1.	Robiyatu Ma'rup	5404211356	S	S	S	S	R.	R.
2.	Alviana Dewi	5404211380	S	A	A	A	A	A
PARAF INSTRUKTUR			f	f	f	f	f	f

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			28	29	30			
1.	Robiyatu Ma'rup	5404211356	R.	R.	R.			
2.	Alviana Dewi	5404211380	A	A	A			
PARAF INSTRUKTUR			f	f	f			

Keterangan :
A : Tanpa Keterangan
I : Izin
S : Sakit
Libur

DUMAI, 30 APRIL 2025
Instruktur,


Nur Hasanah

ABSENSI MAHASISWA PRAKTEK KERJA LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNASIONAL
PADA PT. SINAR PUTRA DUMAI
TAHUN 2025

INSTRUKTUR : Nur Hasanah
DOSEN PEMBIMBING : Nageeta Tara Rosa, M.B.A
TEMPAT PKL : PT. Sinar Putra Dumai, Bagan Besar
BULAN : Mei

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL			
			1	2	3	4
1.	Robiyatu Ma'rup	5404211356		Pl.	Pl.	
2.	Alviana Dewi	5404211380		Pl.	Pl.	
PARAF INSTRUKTUR				Pl.	Pl.	

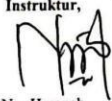
NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL						
			5	6	7	8	9	10	11
1.	Robiyatu Ma'rup	5404211356	Pl.	Pl.	Pl.	Pl.	Pl.	Pl.	
2.	Alviana Dewi	5404211380	Pl.	Pl.	Pl.	Pl.	Pl.	Pl.	
PARAF INSTRUKTUR			Pl.	Pl.	Pl.	Pl.	Pl.	Pl.	

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL					
			12	13	14	15	16	17
1.	Robiyatu Ma'rup	5404211356		Pl.	Pl.	Pl.	Pl.	Pl.
2.	Alviana Dewi	5404211380		Pl.	Pl.	Pl.	Pl.	Pl.
PARAF INSTRUKTUR				Pl.	Pl.	Pl.	Pl.	Pl.

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL						
			19	20	21	22	23	24	25
1.	Robiyatu Ma'rup	5404211356	Pl.	Pl.	Pl.	Pl.	Pl.	Pl.	
2.	Alviana Dewi	5404211380	Pl.	Pl.	Pl.	Pl.	Pl.	Pl.	
PARAF INSTRUKTUR			Pl.	Pl.	Pl.	Pl.	Pl.	Pl.	

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL						
			26	27	28	29	30	31	1
1.	Robiyatu Ma'rup	5404211356	Pl.	Pl.	Pl.		Pl.	Pl.	
2.	Alviana Dewi	5404211380	Pl.	Pl.	Pl.		Pl.	Pl.	
PARAF INSTRUKTUR			Pl.	Pl.	Pl.		Pl.	Pl.	

Keterangan :
A : Tanpa Keterangan
I : Izin
S : Sakit
Libur

DUMAI, 31 Mei 2025
Instruktur,

Nur Hasanah

ABSENSI MAHASISWA PRAKTEK KERJA LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNASIONAL
PADA PT. SINAR PUTRA DUMAI
TAHUN 2025

INSTRUKTUR : Nur Hasanah
DOSEN PEMBIMBING : Nageeta Tara Rosa, M.B.A
TEMPAT PKL : PT. Sinar Putra Dumai, Bagan Besar
BULAN : Juni

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL							
			2	3	4	5	6	7	8	
1.	Robiyatu Ma'rup	5404211356	A.	A.	A.	A.		I		
2.	Alviana Dewi	5404211380	A.	A.	A.	A.		I		
PARAF INSTRUKTUR										

NO	NAMA	NIM	TANGGAL/PARAF MAHASISWA PKL							
			9	10	11	12	13	14	15	
1.	Robiyatu Ma'rup	5404211356	A.	A.	A.	A.	A.	A.		
2.	Alviana Dewi	5404211380	A.	A.	A.	A.	A.	A.		
PARAF INSTRUKTUR										

Keterangan :
A : Tanpa Keterangan
I : Izin
S : Sakit
Libur

DUMAI,
Instruktur,
14 Juni 2025

Nur Hasanah

Appendix 6 : Company Appraisal Sheet

HASIL EVALUASI PELATIHAN KERJA PENILAIAN PERUSAHAAN PT. SINAR PUTRA DUMAI

Nama : Alviana Dewi
Nomor Identitas Mahasiswa : 5404211380
Program Studi : D4- Administrasi Bisnis Internasional
Kampus : Politeknik Negeri Bengkalis

No	Aspek Penilaian	Persentase	Skor
1.	Disiplin	20 %	90
2.	Tanggung Jawab	25 %	85
3.	Penyesuaian Adaptasi	10 %	90
4.	Hasil Kerja	30 %	95
5.	Perilaku Secara Umum	15 %	90
Jumlah (1+2+3+4+5)		100 %	

Penjelasan :

Skor : Kriteria
81 - 100 : Keunggulan
71 - 80 : Sangat Bagus
66 - 70 : Bagus
61 - 65 : Cukup Baik
56 - 60 : Cukup

Catatan :

Alviana Dewi selama menjalankan pelatihan kerja di gudang PT. Sinar Putra Dumai selalu hadir tepat waktu dan mengikuti jadwal dengan baik, memiliki etika kerja yang baik dan mampu berkomunikasi dengan baik serta mampu mengeluarkan tugas/laporan dg baik.

Bengkalis, 14 Juni 2025



Junius. A Hasibuan
KORLAP






**Appendix 7 : Documentation of the Handover of Plaques to the Employee
team of PT. Sinar Putra Dumai**



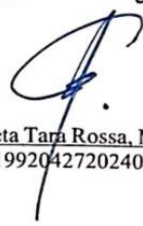
Appendix 8 : Consultant Sheet

CONSULTATION SHEET APPRENTICESHIP REPORT INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

Name : Alviana Dewi
Student's Identity No : 5404211380
Apprenticeship Place : PT. Sinar Putra Dumai
Advisor : Nageeta Tara Rossa, M.B.A

No.	Date and Time	Revision	Signature
1.	25 Juni 2025	1. Improve the writing 2. Enter source 3. Fix tabel in Job description chapter	
2.	04 July 2025	1. add sources in chapter 11 2. Fix the typo in the bibliography	
3.	17 July 2025	1. Each point is given an explanation 2. Correct word the still use Indonesian	
4.	16 July 2025	1. Correct spacing in tables 2. Enter the correct website in the image source	
5.	30 July 2025	Accepted	

Bengkalis,
Advisor


Nageeta Tara Rossa, M.B.A
NIP. 199204272024062001