

APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL
SECRETARY
LUBUK GAUNG, DUMAI – RIAU

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Reg. Number: 5504221058



ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU

2025

APPROVAL SHEET
APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL
LUBUK GAUNG, DUMAI – RIAU

Written as one of the requirements for completing Apprenticeship

Melda Luvita Lubis
5504221058

Dumai, November 21st, 2025

Head of HR & GA
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PT. IVO MAS TUNGGAL
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POLITEKNIK NEGERI BENGKALIS
JALAN DAERAH BANGKALAN
KOTA BANGKALAN
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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Melda Luvita Lubis** Reg. Number **5504221058** who has done the apprenticeship at **PT. Ivo Mas Tunggal** started from **July 21st to November 21st, 2025**. This report is to use for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and any all revisions requires by the apprenticeship report examine committee had been made.

Bengkalis, December 9th, 2025

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Every student of the State Polytechnic of Bengkalis, especially in the Language Department, is required to join the apprenticeship program as a way to apply the knowledge learned in class into real practice. Through this report, it is hoped that it will be useful and provide additional knowledge both for myself and for the readers. The deepest gratitude is also extended to all parties who have helped and supported me during the apprenticeship until the completion of this report. On this occasion, the intern would like to convey appreciation to the following parties:

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May Allah bless every act of kindness and sincerity given. I realize that this Apprenticeship Report is not perfect and still needs improvement, so I truly welcome any feedback or suggestions. Hopefully, this report can be a helpful reference for anyone who needs it in the future.

Bengkalis, December 9th, 2025

Best regards,

Melda Luvita Lubis
Reg. Number: 5504221058

TABLE OF CONTENT

APPROVAL SHEET	ii
ACCEPTANCE SHEET.....	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENT	vi
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purposes of the Apprenticeship.....	3
1.3 Significances of the Apprenticeship.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	5
2.1 Company History	5
2.2 Vision and Mission	6
2.2.1 Vision	6
2.2.2 Mission.....	6
2.3 Organization Structure	6
2.4 The Working Process	9
2.5 Document Used for Activity	11
CHAPTER III SCOPE OF THE APPRENTICESHIP	13
3.1 Job Description.....	13
3.2 System and Procedure	15
3.3 Kind and Description of the Activity	20
3.4 Constraint of the Apprenticeship.....	33
CHAPTER IV CONCLUSIONS AND SUGGESTIONS	34
4.1 Conclusion.....	34
4.2 Suggestion	35
REFERENCES.....	36
LIST OF APPENDICES	37