

**APPRENTICESHIP REPORT
ASTON NAGOYA CITY HOTEL
BATAM-KEPULAUAN RIAU**



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BENGKALIS**

2025

ACCEPTANCE SHEET

Hereby declare that we have examined the Internship report on behalf of Dewi Maharani Reg. No 5203221166 who has carried out Internship practices at Aston Nagoya City Hotel Batam from January 20 to May 28, 2025. This report is used as a partial fulfillment of the graduation requirements of the Bengkalis State Polytechnic. This report is complete and satisfactory in all respects, and all revisions required by the Internship report examining committee have been made.

Bengkalis, May 28th 2025

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APPROVAL SHEET
APPRENTICESHIP REPORT
ASTON NAGOYA CITY HOTEL
BATAM-KEPULAUAN RIAU

Written as one of the condition for completing Apprenticeship

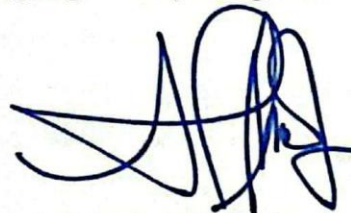
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7. Yacky Cuaca as the Head of Finance Department of Aston Nagoya City Hotel.
8. Zulkifli as a trainer in the purchasing and store department.
10. Leha Andriyani as the Human Resource Manager of Aston Nagoya City Hotel.
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Bengkalis, May 28th 2025

Dewi Maharani

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CHAPTER 1

INTRODUCTION

1.1 Background of Internship

Internship is a job training process, so that students have experience and know about the world of work before they enter, then they will already know and channel the knowledge they gain into the world of work.

The State Polytechnic of Bengkalis is one of the vocational higher education institutions that we believe is located on Bengkalis Island, on street Bathin Alam, Sungai Alam, which was founded in 2000. The State Polytechnic of Bengkalis has 8 departments, namely Naval Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering. Business Administration, Information Engineering, Languages, and Maritime Affairs. Each department has its own competencies that are needed in the world of work. Graduation requirements are final internship and internship reports. Internships are carried out after State Polytechnic of Bengkalis students have completed a minimum of 6 semesters of study. Based on the above, the author conveys, that the author, as a 6th semester language student at the state polytechnic of Bengkalis, did an internship for around four months, the author chose the opportunity to do an internship at the Aston City Hotel, the reason was because she wanted to gain experience working in a hotel.

In this case, learning during lectures is closely related to the field of hospitality. Based on this, the author hopes that the experience gained can be helpful and applied in the world of work later. On January 20 - May 28, 2025 the author did an internship. The author was placed in Finance Department.

1.2 Purpose of Internship

The Purposes of Internship done at Aston Nagoya City Hotel are as Follows:

1. To know kinds of jobs done in Logistic Department of Aston Nagoya City Hotel.

2. To know working procedures used in Logistic Department of Aston Nagoya City Hotel
3. To know documents used in Logistic Department of Aston Nagoya City Hotel.

1.3 Significance of the Internship

This section explains 3 important aspects, namely for internship, State Polytechnic of Bengkalis and companies.

1.3.1 Significance for the Internship

- a. Through this program, interns can learn how to work well, be disciplined and beresponsible.
- b. Through this program, interns can learn things related to the world of work, which canhelp them become professional people.
- c. Through this program, interns can channel the knowledge gained in lectures into theworld of work.

1.3.2 Significance for the State polytechnic of Bengkalis

- a. Internship help Polytechnics to prepare participants to enter the world of work.
- b. Internships also help polytechnics to display good qualities before entering the worldof work. And also help teach and impart knowledge to apprentices.

1.3.3 Significance for the Company

- a. The internship program allows Aston City Hotel to look for someone who can build agood, positive image for the hotel.

CHAPTER II

GENERAL OF THE COMPANY

2.1 Archipelago International Indonesian

Archipelago, founded in 1997, is the largest privately-owned hotel management group in Southeast Asia. It has more than 40,000 rooms and residences in over 200 locations in Southeast Asia, the Caribbean, the Middle East and Oceania. The hotel company has a long history and well-known brands, such as Aston, Aston Collection Hotels, Alana, Huxley, Kamuela, Harper, Quest, Hotel Neo, fave, Nordic, and Powered by ARCHIPELAGO, have a strong reputation.

Archipelago, from its humble beginnings, has expanded throughout Southeast Asia before now spreading to countries around the world such as Australia, the Middle East, and South America.

2.1.1 Vision and Mision

There were several visions and missions at the Archipelago

a. Vision

To be widely recognized as the preferred hospitality company for guests, owners and employees wherever we operate.

b. Mision

Exceeding guest expectations in all our hotels, helping our staff develop their careers, while supporting owners in designing, creating, and successfully operating a 'best in class' hotel that they can be proud of.

2.1.2 Executive Committee

executive committee that plays an important role in archipelago company



Figure 2.1 Executive Committee Archipelago

2.1.3 Five Values in Archipelago

There are five values in the archipelago, namely :

a. Integrity

Say what you mean, mean what you say Live your truth whether someone is around to see it or not.

b. Enthusiasm

Love what you do, do what you love Make today worth remembering no matter how plain the day might seem.

c. Excellence

Do it well, and do it better the next time Perfection is not always instantaneous or attainable, but if we consistently chase perfection we can catch excellence.

d. Ownership

Make results not excuses. The moment you take ownership for everything in your life is the moment you can change anything in your life.

e. Compassion

Be kind whenever possible, it's always possible, The greatness of a person is not their wealth, but their ability to affect others around them positively.

2.1.4 Four Pillars in Archipelago

Archipelago's core business values are encapsulated in four pillars :

a. Kaizen

embodies the principle of continuous improvement through small, incremental changes in processes, emphasizing the cumulative impact of daily enhancements.

b. Harmony

underscores the creation of a positive and cooperative work environment, where all employees are treated with dignity, respect, and safeguarded from harassment.

c. Alignment

involves transparent communication about the reasons behind actions, fostering a unified mindset between strategy and culture.

d. Momentum

acknowledges the vital role of energy and the removal of obstacles in generating business momentum, recognizing its power as a key contributor to success in the dynamic business landscape.

With such strong reputation and values, Archipelago has successfully managed various flagship properties in various regions. One of them is Aston Nagoya City Hotel, which reflects the company's service standards and commitment in providing the best stay experience for guests.

2.2 Aston Nagoya City Hotel

Operating since August 5, 2022, Aston Nagoya City Hotel is owned by Archipelago International, one of the largest hotel management groups in Indonesia. The hotel is strategically located in the business and retail district of Nagoya, Batam, within easy reach of Hang Nadim International Airport and the main ferry terminal. Aston Nagoya City Hotel offers 192 contemporary rooms with extensive amenities, including modern technology such as Google Nest and Smart TV, as well as spacious rooms that can accommodate up to 148 people. The hotel also has a restaurant that

serves local and international dishes, making it a great choice for both business and leisure travelers.



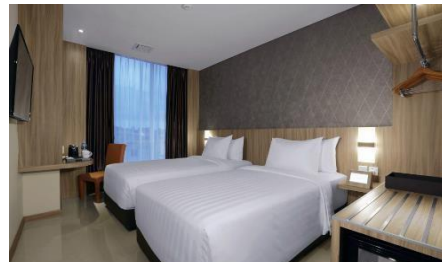
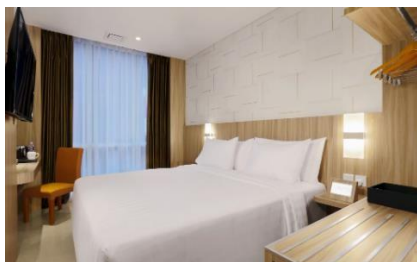
Figure 2.2 Aston Nagoya City Hotel

2.2.1 Facilities Aston Nagoya City Hotel

Aston Nagoya City Hotel offers a range of complete and modern facilities designed to meet the needs of both business and leisure guests. Facilities available at the hotel are as follows :

2.2.2 Rooms and Accommodations

Aston Nagoya City Hotel offers 192 modern rooms with three main types: Superior, Deluxe, and Suite. Each room is equipped with free Wi-Fi, Google Nest, Smart TV, air conditioning, mini bar, safe deposit box, and a fully equipped en suite bathroom.





2.2.3 Food and Beverage

For food and beverage needs, the hotel provides Shiso restaurant which can accommodate up to 120 guests. The restaurant serves a variety of menus ranging from Indonesian, Asian and international cuisines. In addition, room service is available for 24 hours to provide additional convenience for guests.



2.2.4 Meeting rooms and Event space

To support business activities and events, Aston Nagoya City Hotel provides four meeting rooms, namely

1. Edelweis Meeting Room



Size: 313 sqm and Capacity: 180 guests

2. Magnolia Meeting Room



Size: 115 sqm and Capacity: 143 guests

3. Lavender Meeting Room



Size: 100 sqm and Capacity: 125 guests

4. Jasmine Meeting Room



Size: 38 sqm and Capacity: 40 gues

Each of these rooms is equipped with modern audio visual facilities and supported by a professional team for the smooth running of each event.

2.2.5 Support Services and Facilities

Other supporting services include a 24-hour front desk, laundry service, daily housekeeping, concierge, luggage storage and free self parking. The hotel also provides an airport shuttle service with an additional charge.

2.3 Kind of Business

Aston Nagoya City Hotel is a three-star hotel located in the business and leisure sector of the hospitality industry. The hotel is strategically located in the center of business and commerce in Nagoya, Batam, making it a great place for those working in business or traveling. Aston Nagoya City Hotel offers a range of facilities, including meeting or function rooms, a restaurant with an extensive menu, and contemporary dining services. In addition, the hotel embodies the idea of a “one stop destination”, where guests can enjoy comfortable accommodation, easy access to the city, and extensive facilities for a variety of needs, from business and leisure travel to special occasions. True to this principle, Aston Nagoya City Hotel meets the needs of business travelers and tourists looking for affordable and practical lodging in Batam.

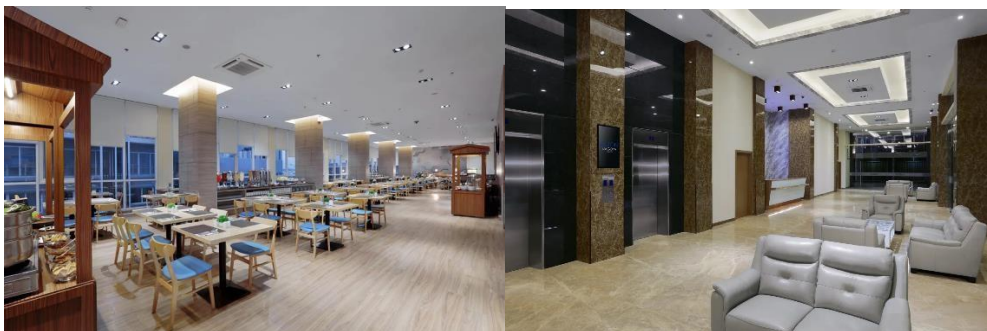




Figure 2.3 Products Offered

2.4 Organizational Structure

Organizational structure is an arrangement used to define tasks, positions and relationships within an organization in a company.

The author completed 4 months of practical work at Aston Nagoya City Hotel as an intern. from 20 January to 28 Mei 2025. Internships are carried out in the Finance Department. The organizational structure of Aston Nagoya city hotel can be seen below:

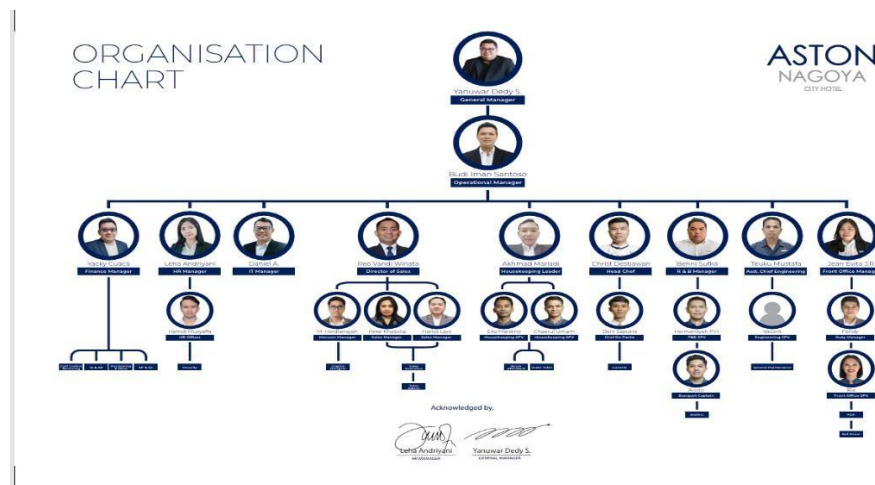


Figure 2.4 Structure Organizational Company

From the organizational structure above, the hotel has 9 departments led by the general manager and operations manager, each department has different tasks. the duties and responsibilities of each organizational structure are as follows:

1. A & G

Admin & General is the main division of the hotel that manages administration and top management, ensuring all hotel operations run smoothly under the leadership of the General Manager and associated administration team.

2. Front Office

Serving check-in/out, reservation, complaint handling, and guest information center.

3. Housekeeping

Maintain the cleanliness of rooms and public areas, and ensure the availability of room amenities.

4. Food & Beverage Service

Responsible for serving and serving food and drinks to guest.

5. Food & Beverage Product

F&B products are one of the departments in a hotel that is responsible for processing food from raw to ready-to-eat.

6. Finance/Accounting

financial administration, reporting, billing, and cost control.

7. Human Resources

Manage recruitment, training, employee development, and personnel administration.

8. Sales & Marketing

promotions, room sales, business partnerships, and corporate account management.

9. Engineering/Maintenance

Maintain and repair hotel facilities to keep them in top condition.

CHAPTER III

SCOPE OF THE INTERSHIP

3.1 Job Description

This chapter describes some of the activities carried out during practical work carried out in 6 months from January 20 to May 28, 2025 at aston nagoya city hotel. During the practical work at the aston nagoya city hotel, the author was placed in the finance department.

During the implementation of Practical work a lot of opportunities were given to do the work that was the task of the aston hotel in the finance department. As well as a lot of new knowledge and experiences that can be taken in the world of work, especially in the field of administration. To make it clearer and easier to report the activities that have been carried out, there are several weekly activity descriptions, so that each job done can be reported clearly and in detail.

In finance there are several more sections, to facilitate this reporting the activities are divided based on the main sections in the finance department as follows :

During the Internship the author was involved in the store management process, the tasks performed by the storekeeper were as follows :

- 1) Maintaining neatness and organization of goods in the storage room for easy access.
- 2) Performing stock checks on schedule and update bincard records
- 3) Managing the receipt, storage, and entry and release of goods to relevant departments.
- 4) Creating inventory reports and let the purchasing division know when supplies are running low.
- 5) Receiving goods from vendors
- 6) Checking the completeness of the goods according to the purchase order, stample and sign invoices then report

- 7) Creating a list of company invoices
- 8) Organizing bank postings in
- 9) Preparing income audit report

3.2 System and Procedure

During the internship at Aston Nagoya City Hotel, the author was placed in the Finance Department and was actively involved in the store management process. The procedures and systems implemented in this department are structured to ensure the efficient handling of financial and inventory-related tasks. The following outlines the main procedures and systems observed and practiced

3.2.1 System Used

The Finance Department utilizes a systematic approach to manage both inventory and financial records. This includes:

- a. Regular updating of inventory records (bincards and inventory reports) to maintain accurate stock information.
- b. Coordination with the purchasing division for procurement based on inventory reports and stock levels.
- c. Use of standardized forms and documentation (such as invoices, purchase orders, and audit reports) to ensure consistency and traceability in all transactions.
- d. Implementation of a reporting system that allows for the timely submission and review of financial documents, supporting effective decision-making and compliance with company policies.

3.2.2 Procedure

during the internship following procedure according to the division :

A. Store Management Procedures

- a. Maintaining neatness and organization of goods in the storage room to ensure easy access and efficient retrieval of items.

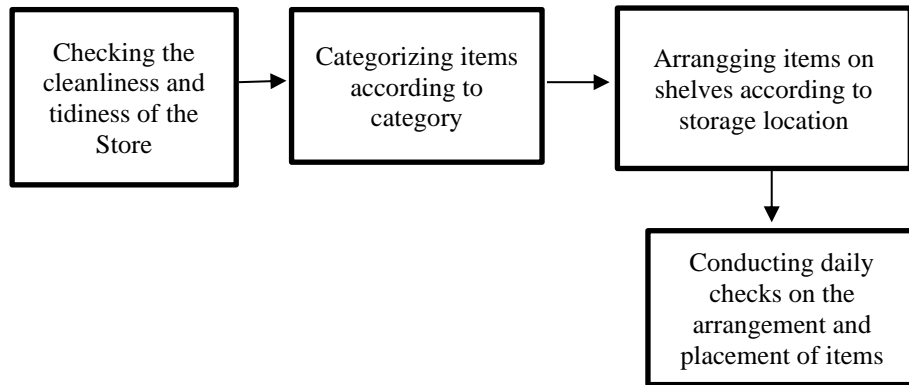


Figure 3.1 Working Procedure of Management Store



Figure 3.2 Management Store

- b. Performing scheduled stock checks and update bincard records to monitor stock levels and prevent discrepancies.

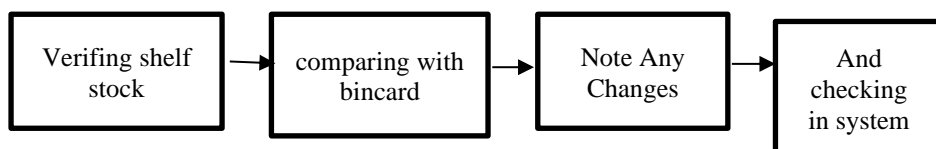


Figure 3.3 Working Procedure of Stock Check



Figure 3.4 Stock Check

- c. Managing the receipt, storage, entry, and release of goods to relevant departments, ensuring all items are properly documented and accounted for.

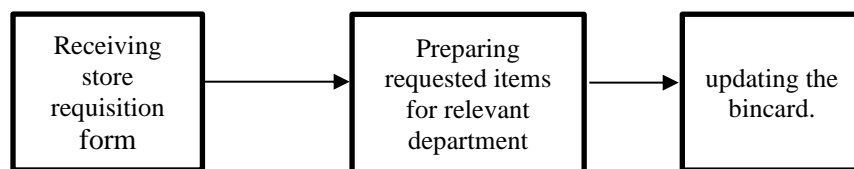


Figure 3.5 Working Procedure of Store Requisition

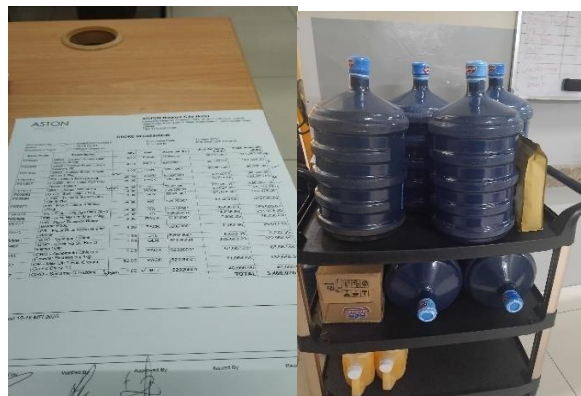
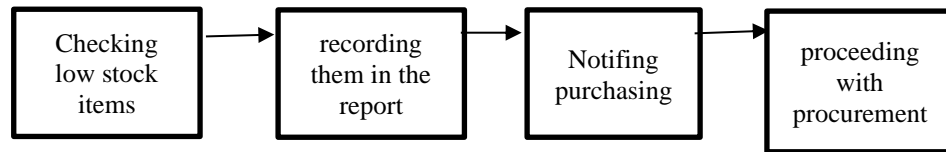


Figure 3.6 Store Requisition

- d. Creating inventory reports and inform the purchasing division when supplies are running low, supporting timely procurement and avoiding shortages.



- e. Receiving goods from vendors, check the completeness and condition of the goods against the purchase order, and ensure all items meet the required standards before acceptance.

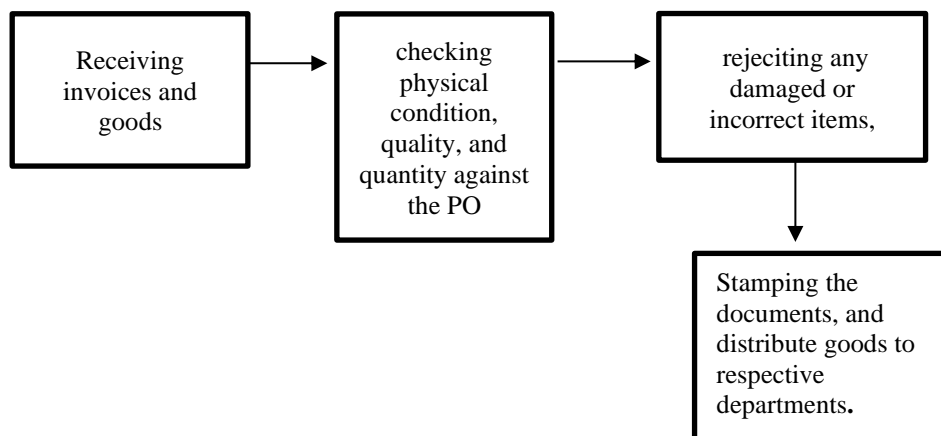




Figure 3.10 Checking Goods of Vendor and Stamp

B. Financial Administration Procedures

- a. Creating a list of company invoices to track payables and receivables accurately.

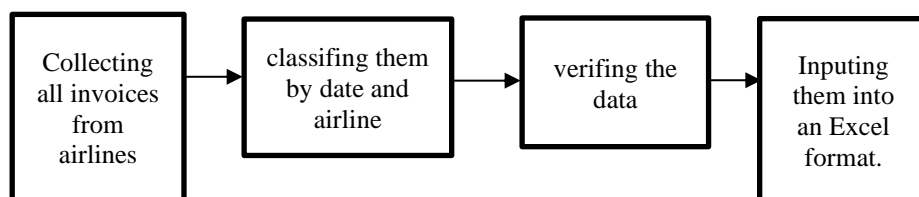


Figure 3.11 Working Procedure of Company Invoices

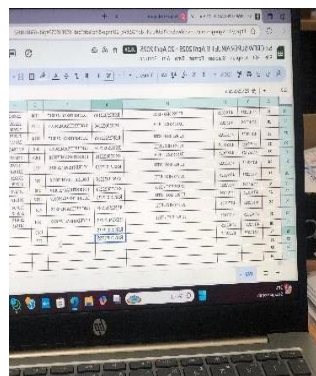


Figure 3.12 Company Invoices

- b. Organizing bank postings in the system to ensure that all financial transactions are properly recorded and reconciled.

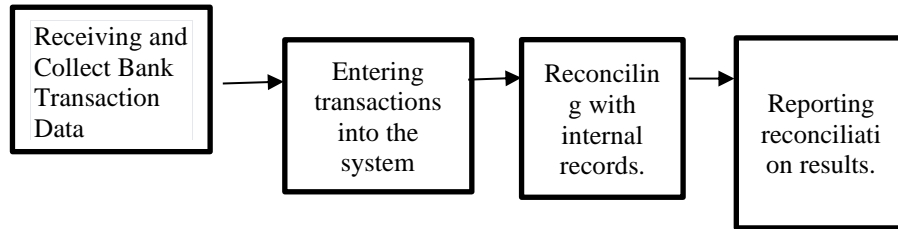


Figure 3.13 Working Procedure of Organize Bank Postings

No	Tgl	Uraian	Debit	Kredit	Saldo Awal	Saldo Akhir
1	1/1/2020				218.000	218.000
2	1/1/2020				218.000	218.000
3	1/1/2020				218.000	218.000
4	1/1/2020				218.000	218.000
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97	1/1/2020				218.000	218.000
98	1/1/2020				218.000	218.000
99	1/1/2020				218.000	218.000
100	1/1/2020				218.000	218.000

Figure 3.14 Organize Bank Postings

- c. Preparing income audit reports to monitor and verify the hotel's revenue streams, ensuring transparency and accountability in financial operations.

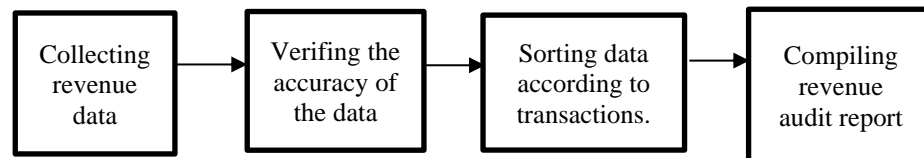


Figure 3.15 Working Procedure of Income Audit Report

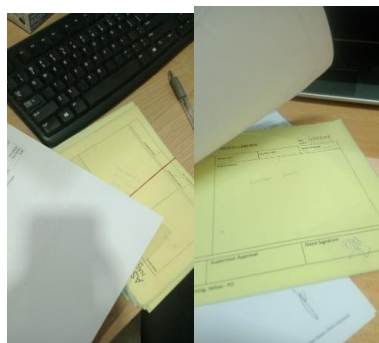


Figure 3.16 Income Audit Report

3.3 Obstacles and Solution

There are several obstacles and solutions during the internship:

3.3.1 Obstacles

There are several obstacles encountered during the internship, namely

1. **Less Speed in Completing Tasks:** As an intern, you do not have the experience and in-depth understanding of the systems and procedures in place, so it is natural to take longer to complete the tasks assigned. The learning and adaptation process takes time.
2. **Knowledge and Skill Limitations:** The tasks assigned may require skills or knowledge that the intern has not yet mastered, so it takes time to learn or find additional information..

3.3.2 Solution

The solution that can be taken to deal with obstacles during the internship process is

1. **Ask for Details and Prioritization:** Don't hesitate to ask your supervisor or mentor about the details of your assigned tasks, including objectives, expected outputs, and deadlines. Also ask about the priority of the task, which one should be completed first.
2. **Establish Effective Communication:** If you find yourself struggling or overwhelmed with tasks, communicate this to your supervisor or mentor. Explain the obstacles faced and ask for help or direction.

3.4 Place Of Apprenticeship

The internship started on January 20, 2025 until May 28, 2024 which was held at Aston Nagoya City Hotel Jln imam bonjol, nagoya thamrin city complex, building 3, lubuk baja Batam city, Riau Islands. The internship started on January 20, 2025 until May 28, 2025 which was held at Aston Nagoya City Hotel Jln imam bonjol, nagoya thamrin city complex, building 3, lubuk baja Batam city, Riau Islands. During the practical work the author was placed in the finance department. The company's provisions regarding the schedule or time of practical are as follows

:

No	Day	Working Hours
1	Monday-friday	08.00-17.00
2	Saturday	08.00-15.00
3	Sunday	Holiday

Table 3.1 Work Schedule Aston Nagoya City Hotel

3.5 Kind of Description Activity

Table 3.2.1 Daily Activities of January,20th 2025 to 26th2025

No	Day/Date	Activity	Place
1	Monday, January 20, 2025	<ul style="list-style-type: none"> • Introduction Hotel • Introduction Jobdesk 	BOH ANCH
2	Tuesday, January 21, 2025	<ul style="list-style-type: none"> • item introduction • stock checking 	BOH ANCH
3	Wednesday, January 22 2025	<ul style="list-style-type: none"> • Entry of Goods 	BOH ANCH
4	Thursday, January 23 , 2025	<ul style="list-style-type: none"> • learn PO, PR and DML administration 	BOH ANCH
5	Friday, January 24, 2025	<ul style="list-style-type: none"> • learn the store method and Golden rules 	BOH ANCH
6	Saturday, January 25, 2025	<ul style="list-style-type: none"> • take care of outgoing goods and receiving goods 	BOH ANCH
7	Sunday, January 26, 2024	Day off	

Table 3.2.2 Daily Activities of January,27 2025 to Febuary 02nd 2025

No	Day/Date	Activity	Place
1	Monday, January 27, 2025	Day Off / Red Date	
2	Tuesday, January 28, 2025	<ul style="list-style-type: none"> • Stock Checking • update bincard • Store Requitsuion 	BOH ANCH
3	Wednesday, January 29 2025	Day Off / Red Date	
4	Thursday, January 30 , 2025	<ul style="list-style-type: none"> • Check on hand • bin card • receiving 	BOH ANCH
5	Friday, January 31, 2025	• cleaning dormitory	New Dormitory
6	Saturday, February 01, 2025	<ul style="list-style-type: none"> • store requition • update in bincard • Recap Administration 	BOH ANCH
7	Sunday, February 02, 2024	Day off	

Table 3.2.3 Daily Activities of Febuary,03rd 2025 to 09th2025

No	Day/date	Activity	Place
1	Monday, Febuary 03, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • trainning 	BOH ANCH
2	Tuesday, Febuary 04 2025	<ul style="list-style-type: none"> • store requition, • update in bincard • Recap Administration 	BOH ANCH
3	Wenesday, Febuary 05, 2025	<ul style="list-style-type: none"> • Receiving • Invoice • Check on hand 	BOH ANCH

4	Thursday, Febuary 06 , 2025	<ul style="list-style-type: none"> • Store requitsion • Receiving 	BOH ANCH
5	Friday, Febuary 07,2025	<ul style="list-style-type: none"> • Tagging Assets 	Shiso Restaurant
6	Saturday, Febuary 08 ,2025	<ul style="list-style-type: none"> • Tagging Assets 	Shiso Restaurant
7	Sunday, Febuary 09,2025	Off Day	

Table 3.2.4 Daily Activities of Febuary,10th 2025 to 16th2025

No	Day/date	Activity	Place
1	Monday, Febuary 10,2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Tagging Assets 	BOH ANCH
2	Tuesday, Febuary 11,2025	<ul style="list-style-type: none"> • store requition, • Receiving • Administration Invoices 	BOH ANCH
3	Wenesday, Febuary 12,2025	<ul style="list-style-type: none"> • Check on hand 	BOH ANCH
4	Thursday, Febuary 13 , 2025	<ul style="list-style-type: none"> • Store requitsion • Receiving 	BOH ANCH
5	Friday, Febuary 14,2025	<ul style="list-style-type: none"> • Check On Hand • Administration Invoices 	BOH ANCH
6	Saturday, Febuary 15 ,2025	<ul style="list-style-type: none"> • Store requitsion • Receiving • Manage Store 	BOH ANCH
7	Sunday, Febuary 16,2025	Off Day	

Table 3.2.5 Daily Activities of Febuary,17th 2025 to 23th2025

No	Day/date	Activity	Place
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1	Monday, February 17,2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Administration Invoices 	BOH ANCH
2	Tuesday, February 18,2025	<ul style="list-style-type: none"> • store requition, • Receiving • Administration Invoices 	BOH ANCH
3	Wenesday, February 19,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store 	BOH ANCH
4	Thursday, February 20 , 2025	<ul style="list-style-type: none"> • Store requitsion • Receiving 	BOH ANCH
5	Friday, February 21,2025	<ul style="list-style-type: none"> • Check On Hand • Administration Invoices 	BOH ANCH
6	Saturday, February 22 ,2025	<ul style="list-style-type: none"> • Store requitsion • Receiving • Manage Store 	BOH ANCH
7	Sunday, February 23,2025	Off Day	

Table 3.2.6 Daily Activities of February,24th 2025 to Maret 02nd2025

No	Day/date	Activity	Place
1	Monday, February 24,2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving 	BOH ANCH
2	Tuesday, February 25,2025	<ul style="list-style-type: none"> • store requition, • Receiving • Bin Card • Manage store 	BOH ANCH
3	Wenesday, February 26,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store 	BOH ANCH
4	Thursday, February 27 , 2025	<ul style="list-style-type: none"> • Inventory store 	BOH ANCH

5	Friday, February 28,2025	<ul style="list-style-type: none"> • Inventory Store • Recap Administration 	BOH ANCH
6	Saturday, Maret 01 ,2025	<ul style="list-style-type: none"> • Recap Administration 	BOH ANCH
7	Sunday, Maret 02,2025	Off Day	

Table 3.2.7 Daily Activities of Maret,03rd 2025 to 09th2025

No	Day/date	Activity	Place
1	Monday, Maret 03, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving • Recap adm 	BOH ANCH
2	Tuesday, Maret 04,2025	<ul style="list-style-type: none"> • store requition, • Receiving • Bin Card • Manage store 	BOH ANCH
3	Wenesday, Maret 05,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store 	BOH ANCH
4	Thursday, Maret 06 , 2025	<ul style="list-style-type: none"> • Receiving • Store Requisition 	BOH ANCH
5	Friday, Maret 07,2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Administration Invoices 	BOH ANCH
6	Saturday, Maret 08 ,2025	<ul style="list-style-type: none"> • Receiving • Store requition • Company Invoices 	BOH ANCH
7	Sunday, Maret 09,2025	Off Day	

Table 3.2.8 Daily Activities of Maret,10th 2025 to 16th2025

No	Day/date	Activity	Place
1	Monday, Maret 10, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Company Invoices 	BOH ANCH
2	Tuesday, Maret 11, 2025	<ul style="list-style-type: none"> • store requition, • Receiving • Manage store 	BOH ANCH
3	Wenesday, Maret 12, 2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Income audit report 	BOH ANCH
4	Thursday, Maret 13, 2025	<ul style="list-style-type: none"> • Receiving • Store Requisition • Income audit report 	BOH ANCH
5	Friday, Maret 14, 2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Administration Invoices 	BOH ANCH
6	Saturday, Maret 15, 2025	<ul style="list-style-type: none"> • Receiving • Store requition • Bin card 	BOH ANCH
7	Sunday, Maret 16, 2025	Off Day	

Table 3.2.9 Daily Activities of Maret, 17th 2025 to 23th 2025

No	Day/date	Activity	Place
1	Monday, Maret 17, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving 	BOH ANCH
2	Tuesday, Maret 18, 2025	<ul style="list-style-type: none"> • store requition, • Receiving • Company Invoices 	BOH ANCH

3	Wenesday, Maret 19,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Administration Invoices 	BOH ANCH
4	Thursday, Maret 20 , 2025	<ul style="list-style-type: none"> • Receiving • Store Requisition • Company Invoices 	BOH ANCH
5	Friday, Maret 21,2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Company Invoices 	BOH ANCH
6	Saturday, Maret 22 ,2025	<ul style="list-style-type: none"> • Receiving • Store requisition • Bin card 	BOH ANCH
7	Sunday, Maret 23,2025	Off Day	

Table 3.2.10 Daily Activities of Maret,24th 2025 to 30th2025

No	Day/date	Activity	Place
1	Monday, Maret 24, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Income Audit report 	BOH ANCH
2	Tuesday, Maret 25,2025	<ul style="list-style-type: none"> • store requisition, • Receiving • Manage store 	BOH ANCH
3	Wenesday, Maret 26,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Income audit report 	BOH ANCH
4	Thursday, Maret 27 , 2025	<ul style="list-style-type: none"> • Income audit report • Inventory 	BOH ANCH
5	Friday, Maret 28,2025	<ul style="list-style-type: none"> • Check on hand • Update bincard 	BOH ANCH

		<ul style="list-style-type: none"> Administration Invoices 	
6	Saturday, Maret 29, 2025	Off Day	
7	Sunday, Maret 30, 2025	Off Day	

Table 3.2.11 Daily Activities of Maret, 31th 2025 to April 06th 2025

No	Day/date	Activity	Place
1	Monday, Maret 31, 2025	Off Day	
2	Tuesday, April 1, 2025	Off Day	
3	Wednesday, April 2, 2025	<ul style="list-style-type: none"> Check on hand Manage Store Receiving 	BOH ANCH
4	Thursday, April 3, 2025	<ul style="list-style-type: none"> Print out Revision PO Manage store Recap Administration 	BOH ANCH
5	Friday, April 4, 2025	SICK	
6	Saturday, April 5, 2025	<ul style="list-style-type: none"> Receiving Store requition Bin card 	BOH ANCH
7	Sunday, April 6, 2025	Off Day	

Table 3.2.12 Daily Activities of April, 07th 2025 to 13th 2025

No	Day/date	Activity	Place
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1	Monday, April 7, 2025	<ul style="list-style-type: none"> • Company Invoices • Receiving 	BOH ANCH
2	Tuesday, April 8, 2025	<ul style="list-style-type: none"> • store requition, • Receiving • Manage store 	BOH ANCH
3	Wenesday, April 9, 2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Receiving 	BOH ANCH
4	Thursday, april 10, 2025	SICK	
5	Friday, April 11, 2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Administration Invoices 	BOH ANCH
6	Saturday, April 12, 2025	<ul style="list-style-type: none"> • Receiving • Store requition • Bin card 	BOH ANCH
7	Sunday, april 13, 2025	Off Day	

Table 3.2.13 Daily Activities of April, 14th 2025 to 20th 2025

No	Day/date	Activity	Place
1	Monday, April 14, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Company Invoices 	BOH ANCH
2	Tuesday, April 15, 2025	<ul style="list-style-type: none"> • store requition, • Receiving • Manage store 	BOH ANCH
3	Wenesday, April 16, 2025	<ul style="list-style-type: none"> • Check on hand • Manage Store 	BOH ANCH

		<ul style="list-style-type: none"> Income audit report 	
4	Thursday, Maret 17, 2025	<ul style="list-style-type: none"> Receiving Store Requisition Income audit report 	BOH ANCH
5	Friday, Maret 18, 2025	Wafat Isa Al Masih	
6	Saturday, Maret 19, 2025	<ul style="list-style-type: none"> Receiving Store requisition Bin card 	BOH ANCH
7	Sunday, Maret 20, 2025	Off Day	

Table 3.2.14 Daily Activities of April, 21th 2025 to 27th 2025

No	Day/date	Activity	Place
1	Monday, April 21, 2025	<ul style="list-style-type: none"> Check on hand Bin Card Receiving 	BOH ANCH
2	Tuesday, April 22, 2025	<ul style="list-style-type: none"> store requisition, Receiving Company Invoices 	BOH ANCH
3	Wenesday, April 23, 2025	<ul style="list-style-type: none"> Check on hand Manage Store Administration Invoices 	BOH ANCH
4	Thursday, April 24, 2025	<ul style="list-style-type: none"> Receiving Store Requisition Bank Postings 	BOH ANCH
5	Friday, April 25, 2025	<ul style="list-style-type: none"> Check on hand Update bincard Company Invoices 	BOH ANCH

6	Saturday, April 26 ,2025	<ul style="list-style-type: none"> • Receiving • Store requition • Bin card 	BOH ANCH
7	Sunday, April 27,2025	Off Day	

Table 3.2.15 Daily Activities of April,28th 2025 to May 04th2025

No	Day/date	Activity	Place
1	Monday, April 28, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving 	BOH ANCH
2	Tuesday, April 29,2025	<ul style="list-style-type: none"> • store requition, • Receiving • Inventory 	BOH ANCH
3	Wenesday, April 30,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Administration Invoices 	BOH ANCH
4	Thursday, May 1 , 2025	<ul style="list-style-type: none"> • Receiving • Store Requisition • Recap 	BOH ANCH
5	Friday, May 2,2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Company Invoices 	BOH ANCH
6	Saturday, May 3 ,2025	<ul style="list-style-type: none"> • Receiving • Store requition • Bin card 	BOH ANCH
7	Sunday, May 4,2025	Off Day	

Table 3.2.16 Daily Activities of May,05th 2025 to 11th2025

No	Day/date	Activity	Place
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1	Monday, May 5, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving 	BOH ANCH
2	Tuesday, May 6, 2025	<ul style="list-style-type: none"> • store requition, • Receiving • Company Invoices 	BOH ANCH
3	Wenesday, May 7, 2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Administration Invoices 	BOH ANCH
4	Thursday, May 8 , 2025	<ul style="list-style-type: none"> • Receiving • Store Requisition • Company Invoices 	BOH ANCH
5	Friday, May 9 21, 2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Company Invoices 	BOH ANCH
6	Saturday, May 10 , 2025	<ul style="list-style-type: none"> • Receiving • Store requition • Bin card 	BOH ANCH
7	Sunday, May 11, 2025	Off Day	

Table 3.2.17 Daily Activities of May, 12th 2025 to 18th 2025

No	Day/date	Activity	Place
1	Monday, May 12, 2025	Waisak Day	
2	Tuesday, May 13, 2025	<ul style="list-style-type: none"> • store requition, • Receiving • Company Invoices 	BOH ANCH

3	Wenesday, May 14,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Administration Invoices 	BOH ANCH
4	Thursday, May 15 , 2025	<ul style="list-style-type: none"> • Receiving • Store Requisition • Company Invoices 	BOH ANCH
5	Friday, May 16 21,2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Company Invoices 	BOH ANCH
6	Saturday, May 17 ,2025	<ul style="list-style-type: none"> • Receiving • Store requisition • Bin card 	BOH ANCH
7	Sunday, May 18,2025	Off Day	

Table 3.2.18 Daily Activities of May,19th 2025 to 25th2025

No	Day/date	Activity	Place
1	Monday, May 19, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving 	BOH ANCH
2	Tuesday, May 20,2025	<ul style="list-style-type: none"> • store requisition, • Receiving • Company Invoices 	BOH ANCH
3	Wenesday, May 21,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Administration Invoices 	BOH ANCH
4	Thursday, May 22 , 2025	<ul style="list-style-type: none"> • Receiving • Store Requisition • Company Invoices 	BOH ANCH

5	Friday, May 23 21,2025	<ul style="list-style-type: none"> • Check on hand • Update bincard • Company Invoices 	BOH ANCH
6	Saturday, May 24 ,2025	<ul style="list-style-type: none"> • Receiving • Store requition • Bin card 	BOH ANCH
7	Sunday, May 25,2025	Off Day	

Table 3.2.19 Daily Activities of May,26th 2025 to 28th2025

No	Day/date	Activity	Place
1	Monday, May 26, 2025	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving 	BOH ANCH
2	Tuesday, May 27,2025	<ul style="list-style-type: none"> • store requition, • Receiving 	BOH ANCH
3	Wenesday, May 28,2025	<ul style="list-style-type: none"> • Check on hand • Manage Store • Administration Invoices 	BOH ANCH

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

The Logistics Department at Aston Nagoya City Hotel plays an important role in carrying out various types of work related to the procurement, storage and distribution of goods. All these activities are carried out to ensure that the hotel's operational needs are met in a timely manner. With structured management, this department helps maintain the smooth running of services and supports various other departments within the hotel.

The work procedures implemented in the logistics department follow a systematic standard, starting from the process of receiving goods, checking quality and quantity, to recording and storing goods. This procedure also covers the release of goods according to the hotel's operational needs. With clear procedures in place, the logistics department can work efficiently and minimize errors in the management of goods.

Official documents such as purchase orders (PO), purchase receipts (PR), invoices, and stock reports are an important part of logistics management at Aston Nagoya City Hotel. These documents serve to maintain transparency, accuracy, and accountability in every procurement and distribution process. Overall, the logistics department makes a major contribution in maintaining the effectiveness and efficiency of the hotel's overall operations

4.2 Suggestions

Based on the internship experience, the author provides the following suggestions:

- 1) For Future Internship Students
 - a. Prepare yourself by learning the basics of administration before internship.
 - b. Actively ask questions and communicate if there are difficulties.

- c. Practice time management so that tasks are completed on time.

- 2) For Educational Institutions

- a. Establish closer cooperation with the hotel.

- b. Provide pre-internship debriefing to students

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APPENDICES


APPENDIX 1

Daily Activity of Internship

Daily Activity Internship Program


Day : Monday
Date : January 20th, 2025


No	Job Description	Supervisor	Signature
1	Introduction Hotel Introduction Jobdesk	Zulkifli	

Work Result	Description
	introduction of the archipelago, aston hotel and the work to be done, then introduction of mentors and jobdesk introduction.

Daily Activity Internship Program


Day : Tuesday
Date : January 21th, 2025


No	Job Description	Supervisor	Signature
1	item introduction stock checking	Zulkifli	

Work Result	Description
	introduction of goods in the store and stock checks of goods both food and hotel needs from non-logo to logo.

Daily Activity Internship Program


Day : Wednesday
Date : January 22th, 2025

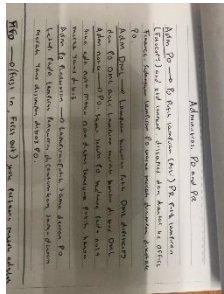
No	Job Description	Supervisor	Signature
1	Entry of Goods	Zulkifli	

Work Result	Description
	incoming goods to fulfill the lack of stock or minimum stock limit, as well as updating the bin card.

Daily Activity Internship Program


Day : Thursdays
Date : January 23th, 2025

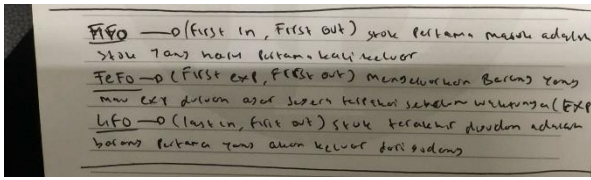
No	Job Description	Supervisor	Signature
1	Learn PO, PR and DML administration	Zulkifli	

Work Result	Description
	Separate PO, PR and DML to make reports later at the end of the month where in this administration section sort out the original PO and photocopy PO to be stored and bound later. note: PO (Purchase Order),DML (Daily Market List),PR (Purchase Request)

Daily Activity Internship Program


Day : Friday
Date : January 24th, 2025


No	Job Description	Supervisor	Signature
1	learn the store method and Golden rules	Zulkifli	

Work Result	Description
	<p>storage methods or techniques such as fifo, lifo, fefo and the golden rules in Archipelago in finance dept</p> <p>fifo (first in first out)</p> <p>lifo (last in, last out)</p> <p>fefo (first in, first out)</p>

Daily Activity Internship Program


Day : Saturday
Date : January 25th, 2025


No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Tuesday
Date : January 28th, 2025


No	Job Description	Supervisor	Signature
1	SR,update bincard and Store Requitsuion	Zulkifli	

Work Result	Description
	Store Requitsion all Departement such as Front office, Food and Beverange Service and Product,House keeping and sales marketing.and then stock check.

Daily Activity Internship Program


Day : Thursday
Date : January 30th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand & bin card and receiving	Zulkifli	

Work Result	Description
	receive goods from vendors then stamp and check on hand and update on bin card.

Daily Activity Internship Program


Day : Friday
Date : January 31th, 2025


No	Job Description	Supervisor	Signature
1	cleaning dormitory	Zulkifli	

Work Result	Description
	Cleaning new Dormitory wirh HRD

Daily Activity Internship Program


Day : Saturdays
Date : February 01st, 2025


No	Job Description	Supervisor	Signature
1	store requition,update in bincard,and recap Administration	Zulkifli	

Work Result	Description
	Issue goods in store requisitions per department then uploaded to bincard then recap administration such as PO DML SR and PR for closing purchasing and storekeeper reports.

Daily Activity Internship Program


Day : Monday
Date : February 03rd, 2025

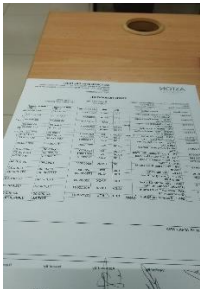
No	Job Description	Supervisor	Signature
1	Check on hand & bin and training	Zulkifli	

Work Result	Description
	<p>Checking the goods that match between the physical and the system then check the bincard, after that follow the training from the Head of department of food and beverage service about banquet then training from HR about regulation company.</p>

Daily Activity Internship Program


Day : Tuesday
Date : February 04th, 2025


No	Job Description	Supervisor	Signature
1	store requition,update in bincard,and recap Administration	Zulkifli	

Work Result	Description
	Issue goods in store requisitions per department then uploaded to bincard then recap administration such as PO DML SR and PR for closing purchasing and storekeeper reports.

Daily Activity Internship Program


Day : Wednesday
Date : February 05th, 2025

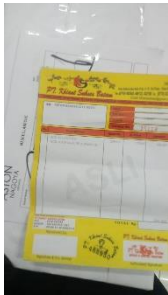
No	Job Description	Supervisor	Signature
1	Check on hand & bin card	Zulkifli	

Work Result	Description
	<p>Check stock between system and physical and record items that are running out to be purchased again</p>

Daily Activity Internship Program


Day : Thursday
Date : February 06th, 2025


No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Friday
Date : February 07th, 2025


No	Job Description	Supervisor	Signature
1	Tagging Assets	Zulkifli	

Work Result	Description
	Tagging Assets In the Shiso Restaurant

Daily Activity Internship Program


Day : Saturday
Date : February 08th, 2025


No	Job Description	Supervisor	Signature
1	Tagging Assets	Zulkifli	

Work Result	Description
	Tagging Assets In Around Hotel

Daily Activity Internship Program


Day : Monday
Date : February 10th, 2025

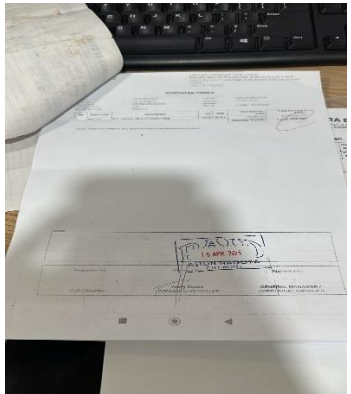
No	Job Description	Supervisor	Signature
1	Tagging Assets and update bin card	Zulkifli	

Work Result	Description
	continue tagging assets then update bincard in store and create a drive for tagging report documentation

Daily Activity Internship Program


Day : Tuesday
Date : February 11th, 2025


No	Job Description	Supervisor	Signature
1	SR,Receiving and Invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and manage the store

Daily Activity Internship Program


Day : Wednesday
Date : February 12th, 2025


No	Job Description	Supervisor	Signature
1	Check on hand, bin card, and Receiving	Zulkifli	

Work Result	Description
	<p>Check stock between system and physical and record items that are running out to be purchased again, and then receiving</p>

Daily Activity Internship Program


Day : Thursday
Date : February 13th, 2025


No	Job Description	Supervisor	Signature
1	store requition,update in bincard,and Receiving	Zulkifli	

Work Result	Description
	Issue goods in store requisitions per department then uploaded to bincard and then receiving

Daily Activity Internship Program


Day : Friday
Date : February 14th, 2025


No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok

Daily Activity Internship Program


Day : Saturday
Date : February 15th, 2025


No	Job Description	Supervisor	Signature
1	store requition,update in bincard,and Receiving	Zulkifli	

Work Result	Description
	Issue goods in store requisitions per department then uploaded to bincard and then receiving

Daily Activity Internship Program


Day : Monday
Date : February 17th, 2025


No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Tuesday
Date : February 18th, 2025


No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Wednesday
Date : February 19th, 2025


No	Job Description	Supervisor	Signature
1	Check stock and Manage store	Zulkifli	

Work Result	Description
	Maintaining neatness and organization of goods in the storage room to ensure easy access and efficient retrieval of items.

Daily Activity Internship Program


Day : Thursday
Date : February 20th, 2025


No	Job Description	Supervisor	Signature
1	SR,update bincard and Store Requitsuion	Zulkifli	

Work Result	Description
	Store Requitsuion all Departement such as Front office, Food and Beverange Service and Product,House keeping and sales marketing.and then stock check.

Daily Activity Internship Program


Day : Friday
Date : February 21th, 2025


No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Saturday
Date : February 22th, 2025

No	Job Description	Supervisor	Signature
1	SR,Receiving,Manage Store	Zulkifli	

Work Result	Description
	<p>Maintaining neatness and organization of goods in the storage room to ensure easy access and efficient retrieval of items.</p>

Daily Activity Internship Program


Day : Monday
Date : February 24th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand & bin card	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again

Daily Activity Internship Program


Day : Tuesday
Date : February 25th, 2025

No	Job Description	Supervisor	Signature
1	store requition,update in bincard,and Receiving	Zulkifli	

Work Result	Description
	Issue goods in store requisitions per department then uploaded to bincard and then receiving

Daily Activity Internship Program


Day : Wednesday
Date : February 26th, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Thursday
Date : February 27th, 2025

No	Job Description	Supervisor	Signature
1	Inventory	Zulkifli	

Work Result	Description
	inventory store and cheking

Daily Activity Internship Program


Day : Friday
Date : February 28th, 2025

No	Job Description	Supervisor	Signature
1	Inventory	Zulkifli	

Work Result	Description
	inventory store and cheking

Daily Activity Internship Program


Day : Saturday
Date : Maret 01st, 2025


No	Job Description	Supervisor	Signature
1	Recap Administration	Zulkifli	

Work Result	Description
	recap administration such as PO DML SR and PR for closing purchasing and storekeeper reports

Daily Activity Internship Program


Day : Monday
Date : Maret 03rd, 2025

No	Job Description	Supervisor	Signature
1	Check on hand & bin card	Zulkifli	

Work Result	Description
	<p>Check stock between system and physical and record items that are running out to be purchased again</p>

Daily Activity Internship Program


Day : Tuesday
Date : Maret 04th, 2025

No	Job Description	Supervisor	Signature
1	SR and Manage store	Zulkifli	

Work Result	Description
	Maintaining neatness and organization of goods in the storage room to ensure easy access and efficient retrieval of items.

Daily Activity Internship Program


Day : Wednesday
Date : Maret 05th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand & bin card	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again

Daily Activity Internship Program


Day : Thursday
Date : Maret 06th, 2025

No	Job Description	Supervisor	Signature
1	store requition,update in bincard,and Receiving	Zulkifli	

Work Result	Description
	Issue goods in store requisitions per department then uploaded to bincard and then receiving

Daily Activity Internship Program


Day : Friday
Date : Maret 07th, 2025

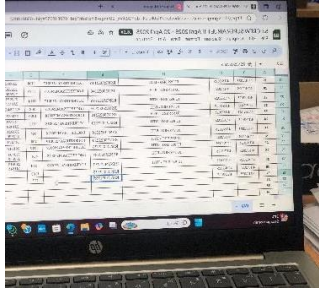
No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	<p>administer invoices to be paid and</p> <p>Check Stok and update bin card</p>

Daily Activity Internship Program


Day : Saturday
Date : Maret 08th, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice, Company Invoices	Zulkifli	

Work Result	Description
	<p>Creating a list of company invoices to track payables and receivables accurately.</p>

Daily Activity Internship Program


Day : Monday
Date : Maret 10th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand,Bin Card and Company Invoices	Zulkifli	

Work Result	Description
	Creating a list of company invoices to track payables and receivables accurately.

Daily Activity Internship Program


Day : Tuesday
Date : Maret 11th, 2025


No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Wednesday
Date : Maret 12th, 2025


No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store And Income audit report	Zulkifli	

Work Result	Description
	Preparing income audit reports to monitor and verify the hotel's revenue streams, ensuring transparency and accountability in financial operations..

Daily Activity Internship Program


Day : Thursday
Date : Maret 13th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition and Income Audit Report	Zulkifli	

Work Result	Description
	Store Requisition all Departement such as Front office, Food and Beverange Service and Product, House keeping and sales marketing. and then stock check.

Daily Activity Internship Program


Day : Friday
Date : Maret 14th, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Saturday
Date : Maret 15th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : Maret 17th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand,Bin Card and Receiving	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again and stamp of goods

Daily Activity Internship Program


Day : Tuesday
Date : Maret 18th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and Company Invoices,Receiving	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard,then Company Invoices of Batik Air

Daily Activity Internship Program


Day : Wednesday
Date : Maret 19th, 2025


No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store And Adm Invoices	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Thursday
Date : Maret 20th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition and Income Audit Report	Zulkifli	

Work Result	Description
	Store Requisition all Departement such as Front office, Food and Beverange Service and Product,House keeping and sales marketing.and then stock check.

Daily Activity Internship Program


Day : Friday
Date : Maret 21th, 2025

No	Job Description	Supervisor	Signature
1	Check And Company Invoices	Zulkifli	

Work Result	Description
	Company Invoices of Batik Air and Check pyhsic goods

Daily Activity Internship Program


Day : Saturday
Date : Maret 22th, 2025


No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : Maret 24th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store And Income audit report	Zulkifli	

Work Result	Description
	Preparing income audit reports to monitor and verify the hotel's revenue streams, ensuring transparency and accountability in financial operations..

Daily Activity Internship Program


Day : Tuesday
Date : Maret 25th, 2025

No	Job Description	Supervisor	Signature
1	SR and Manage store	Zulkifli	

Work Result	Description
	Maintaining neatness and organization of goods in the storage room to ensure easy access and efficient retrieval of items.

Daily Activity Internship Program


Day : Wednesday
Date : Maret 26th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand And Income audit report	Zulkifli	

Work Result	Description
	Preparing income audit reports to monitor and verify the hotel's revenue streams, ensuring transparency and accountability in financial operations..

Daily Activity Internship Program


Day : Thursday
Date : Maret 27th, 2025

No	Job Description	Supervisor	Signature
1	Inventory	Zulkifli	

Work Result	Description
	Inventory Goods From Stroge.

Daily Activity Internship Program


Day : Friday
Date : Maret 28th, 2025

No	Job Description	Supervisor	Signature
1	Check On Hnadnd Inventory	Zulkifli	

Work Result	Description
	Check on and Last Month And Inventory Checking

Daily Activity Internship Program


Day : Wednesday
Date : April 02nd, 2025

No	Job Description	Supervisor	Signature
1	Check on hand,Bin Card and Receiving	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again and stamp of goods

Daily Activity Internship Program


Day : Thursday
Date : April 03rd, 2025

No	Job Description	Supervisor	Signature
1	Print out Revision PO, Manage store and Recap Administration	Zulkifli	

Work Result	Description
	Print Po Any Revision price

Daily Activity Internship Program


Day : Friday
Date : April 04th, 2025

No	Job Description	Supervisor	Signature
1	SICK	Zulkifli	

Work Result	Description

Daily Activity Internship Program


Day : Saturday
Date : April 05th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : April 07th, 2025

No	Job Description	Supervisor	Signature
1	Receiving and Company Invoices	Zulkifli	

Work Result	Description
	Creating a list of company invoices to track payables and receivables accurately.

Daily Activity Internship Program


Day : Tuesday
Date : April 08th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Wednesday
Date : April 09th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again..

Daily Activity Internship Program


Day : Thursday
Date : April 10th, 2025

No	Job Description	Supervisor	Signature
1	SICK	Zulkifli	

Work Result	Description

Daily Activity Internship Program


Day : Friday
Date : April 11th, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Saturday
Date : April 12th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : April 14th, 2025


No	Job Description	Supervisor	Signature
1	Check on Hand and Company Invoices	Zulkifli	

Work Result	Description
	Creating a list of company invoices to track payables and receivables accurately.

Daily Activity Internship Program


Day : Tuesday
Date : April 15th, 2025

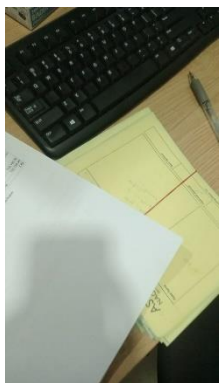
No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	<p>receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.</p>

Daily Activity Internship Program


Day : Wednesday
Date : April 16th, 2025


No	Job Description	Supervisor	Signature
1	Check on hand And Income audit report	Zulkifli	

Work Result	Description
	<p>Preparing income audit reports to monitor and verify the hotel's revenue streams, ensuring transparency and accountability in financial operations..</p>

Daily Activity Internship Program


Day : Thursday
Date : April 17th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	<p>receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.</p>

Daily Activity Internship Program


Day : Saturday
Date : April 19th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods, Manage Store and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : April 21th, 2025


No	Job Description	Supervisor	Signature
1	Check on Hand and Company Invoices	Zulkifli	

Work Result	Description
	Creating a list of company invoices to track payables and receivables accurately.

Daily Activity Internship Program


Day : Tuesday
Date : April 22th, 2025

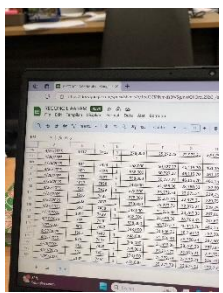
No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	<p>receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.</p>

Daily Activity Internship Program


Day : Wednesday
Date : April 23th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand An Bank Postings	Zulkifli	

Work Result	Description
	Organizing bank postings in the system to ensure that all financial transactions are properly recorded and reconciled

Daily Activity Internship Program


Day : Thursday
Date : April 24th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Saturday
Date : April 25th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods, Manage Store and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : April 28th, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Tuesday
Date : April 29th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods and then Inventory	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Wednesday
Date : April 30th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store Inventory	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again..

Daily Activity Internship Program


Day : Thursday
Date : May 01st, 2025

No	Job Description	Supervisor	Signature
1	Receiving,manage store and recap adm	Zulkifli	

Work Result	Description
	recap purchasing and store report and the stample

Daily Activity Internship Program


Day : Friday
Date : May 02nd, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice and then Recap	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Saturday
Date : May 03rd, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : May 05^h, 2025

No	Job Description	Supervisor	Signature
1	<ul style="list-style-type: none"> • Check on hand • Bin Card • Receiving 	Zulkifli	

Work Result	Description
	Check on Hand between physic and bin card and then Receiving

Daily Activity Internship Program


Day : Tuesday
Date : May 06th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Wednesday
Date : May 07th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again..

Daily Activity Internship Program


Day : Thursday
Date : May 08th, 2025

No	Job Description	Supervisor	Signature
1	Receiving,manage store and adm Invoices	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Friday
Date : May 09th, 2025

No	Job Description	Supervisor	Signature
1	Company Invoices	Zulkifli	

Work Result	Description
	Input the data Invoices of PT air jet (Crew)

Daily Activity Internship Program


Day : Saturday
Date : May 10th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Tuesday
Date : may 13th, 2025


No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Wednesday
Date : May 14th, 2025

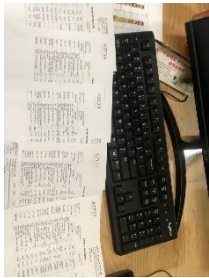
No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store And Income audit report	Zulkifli	

Work Result	Description
	Preparing income audit reports to monitor and verify the hotel's revenue streams, ensuring transparency and accountability in financial operations..

Daily Activity Internship Program


Day : Thursday
Date : May 15th, 2025

No	Job Description	Supervisor	Signature
1	Store Requitsuion	Zulkifli	

Work Result	Description
	Store Requitsion all Departement such as Front office, Food and Beverange Service and Product,House keeping and sales marketing.and then stock check.

Daily Activity Internship Program


Day : Friday
Date : May 16th, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Saturday
Date : May 17th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Monday
Date : May 19th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand,Bin Card and Receiving	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again and stamp of goods

Daily Activity Internship Program


Day : Tuesday
Date : May 20th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and Company Invoices,Receiving	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard,then Company Invoices of Batik Air

Daily Activity Internship Program


Day : Wednesday
Date : May 21th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand,Bin Card and Company Invoices	Zulkifli	

Work Result	Description
	Creating a list of company invoices to track payables and receivables accurately.

Daily Activity Internship Program


Day : Thursday
Date : May 22th, 2025


No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program


Day : Friday
Date : May 23th, 2025


No	Job Description	Supervisor	Signature
1	Check on hand, Manage Store And Income audit report	Zulkifli	

Work Result	Description
	Preparing income audit reports to monitor and verify the hotel's revenue streams, ensuring transparency and accountability in financial operations..

Daily Activity Internship Program


Day : Saturday
Date : May 24th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition and Income Audit Report	Zulkifli	

Work Result	Description
	Store Requisition all Departement such as Front office, Food and Beverange Service and Product,House keeping and sales marketing.and then stock check.

Daily Activity Internship Program


Day : Monday
Date : May 26th, 2025

No	Job Description	Supervisor	Signature
1	Check stok and adm invoice	Zulkifli	

Work Result	Description
	administer invoices to be paid and Check Stok and update bin card

Daily Activity Internship Program


Day : Tuesday
Date : May 27th, 2025

No	Job Description	Supervisor	Signature
1	Store Requisition of goods and receiving goods	Zulkifli	

Work Result	Description
	receive goods from sellers or suppliers and enter the store then compile using the fifo, lifo and fefo methods then update the bincard.

Daily Activity Internship Program

Day : Wednesday
Date : May 28th, 2025

No	Job Description	Supervisor	Signature
1	Check on hand,Bin Card and Receiving	Zulkifli	

Work Result	Description
	Check stock between system and physical and record items that are running out to be purchased again and stamp of goods

APPENDIX 2

Evaluation Form

**LEMBAR PENILAIAN MAGANG OLEH
INDUSTRI/PERUSAHAAN
(Aston Nagoya City Hotel)**

Nama Mahasiswa : Dewi Maharani
NIM : 5203221166
Program Studi : D3 Bahasa Inggris
Institusi : Politeknik Negeri Bengkalis

No	Aspek yang dinilai	Bobot Persentase	Nilai Diberikan	Nilai Akhir
1.	Kedisiplinan	20%	90	18
2.	Pelaksanaan Tanggung jawab	25%	85	21.25
3.	Penyesuaian diri	10%	85	8.5
4.	Hasil kerja	30%	95	28.5
5.	Perilaku secara umum	15%	80	12
Total Jumlah (1+2+3+4+5)		100%	100	88.25 A

Keterangan:
A : Istimewa (81-100)
B+ : Sangat Baik (71-80)
B : Baik (66-70)
C+ : Cukup Baik (61-65)
C : Cukup (56-60)
D : Kurang (41-55)
E : Sangat Kurang (0-40)

Catatan:
Overall, the understanding in the field that is mastered is quite adequate, can adapt easily and learn quickly so that you can be responsible for the tasks given. Hopefully the knowledge gained can be useful after graduating and working in the logistics or finance sector.

Batam, 28 Mei 2025

ASTON
NAGOYA
Purchasing & Store
CITY HOTEL

APPENDIX 3

Certificate of Internship



APPENDIX 4

Attendance List



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
 Jalan Bahin Alam, Sungai Alam, Bengkalis, Riau 28714
 Telepon: (0766) 7008877, Faksimile (0766) 8601666
 Laman: <http://www.polbengk.ac.id>

ABSENSI MAHASISWA PESERTA MAGANG
POLITEKNIK NEGERI BENGKALIS

Nama : Dewi Maharani
 NIM : 5203221166
 Jurusan/Prodi : Bahasa Inggris / D3 Bahasa Inggris
 Lokasi Magang : Hotel Aston Nagoya City, Batam

No	Bulan	Hari ke-															Paraf Pengawas
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	Januari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2	Februari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	Swat	
		17	18	19	20	21	22	23	24	25	26	27	28				



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Ratu Alam, Sungai Alam, Bengkalis, Riau 28114

Telepon: (0766) 7008877, Faximile (0766) 8001000

Laman: <http://www.polbeng.ac.id>

No	Sulan	Hari ke-															Pard Pengawas
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
3	Maret	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
4	April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
5	Mei	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

APPENDIX 5

Apprenticeship Acceptance Letter



Batam, January 11, 2025

No : 0171/ANCH/HRD/I/2025

Perihal : Konfirmasi Penerimaan Program Magang

Kepada Yth.
Politeknik Negeri Bengkalis
U.p Pak Doris

Dengan hormat,

Berdasarkan hasil seleksi yang telah kami lakukan terhadap Mahasiswa - Mahasiswi Politeknik Negeri Bengkalis dengan senang hati kami menginformasikan bahwa Mahasiswa - Mahasiswi berikut telah diterima untuk mengikuti program magang di Aston Nagoya City Hotel pada **20 Januari 2025 - 23 Mei 2025**. Berdasarkan hasil seleksi, kami percaya bahwa Mahasiswa-Mahasiswi berikut akan memberikan kontribusi yang positif dan memperoleh pengalaman berharga selama masa magang di perusahaan kami.

Berikut list Mahasiswa-Mahasiswi yang lolos pada Seleksi gelombang I :

No	Nama	Department
1	M. Luthfi Kamal	FB Service
2	Dewi Maharani	Finance

Kami mengharapkan Mahasiswa-Mahasiswi tersebut untuk melengkapi dokumen administrasi yang diperlukan sebelum memulai program magang, dan harap mengkonfirmasi kembali waktu kehadiran pada tanggal yang telah disepakati. Jika memiliki pertanyaan lebih lanjut atau membutuhkan informasi tambahan, jangan ragu untuk menghubungi kami.

Terima kasih atas perhatian dan kerja samanya.

Hormat kami,

Hamdi Musyaffa
Human Resources Officer

*Catatan : untuk proses magang/PKL dengan Aston Nagoya City Hotel hanya dapat menghubungi nomor (+62 896-5718-6659) Hamdi musyaffa

Jl Imam Bonjol Komplek Nagoya Thamrin City, Gedung 3 Lubuk Baja Kota Batam 29444
0778 210 2888 nagoya.astonhotelsinternational.com
batamnagoyainfo@astonhotelsinternational.com