

APPRENTICESHIP REPORT

PT. UNILOG INTERNUSA PEKANBARU

CLARA TRI ANDINI
5404221463



**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2026**

APPROVAL SHEET

PT. UNILOG INTERNUSA PEKANBARU

Written as one of the requirements to completed the apprenticeship

CLARA TRI ANDINI
5404221463

Bengkalis, May 29, 2026

Director
PT Unilog Internusa
Pekanbaru


Wahyudi

Advisor
International Business
Administration Study Program


Teguh Widodo, S.Sos., M.SM., M.Rech., CHQA
NIP. 197303182021211001

Approved by
Head of International Business Administration Study Program
State Politechnic of Bengkalis



Muhammad Fuad Asrofillah, S.E., M.M
NIP. 199304202022031007

ACKNOWLEDGEMENT

All praise and gratitude are devoted to Allah SWT for His blessings and grace, which have enabled the author to complete this internship report successfully. This report is prepared as a form of accountability for the internship program carried out at PT Unilog Internusa Pekanbaru, which took place from April 21 to May 29, 2026.

Through the implementation of this internship program, the author strives to apply the knowledge, insights, and administrative skills acquired during academic studies, as well as to adapt to the systems practiced in the professional work environment by utilizing the facilities provided by the company. The author would also like to express sincere gratitude to all employees of PT Unilog Internusa Pekanbaru for their kindness and support. They have consistently been welcoming, willing to share knowledge, and have treated both employees and interns equally. Their warm and family-like working environment has allowed the author to feel accepted as part of the team.

The author realizes that the completion of this internship report is inseparable from the guidance, support, and contributions of various parties. Without such assistance, this report would not have been completed in a timely manner. Therefore, the author would like to express sincere gratitude to all parties who have been involved and have provided support. The parties include:

1. Mr. Johny Custer, S.T., M.T as Director of Politeknik Negeri Bengkalis.
2. Mr. Romadhoni, S.T., M.T as Deputy Director 1 of Politeknik Negeri Bengkalis.
3. Nurhazana, S.E., M.Ak as Head of the Business Administration Department.
4. Ms. Wan Junita Raflah, B.Sc, M.Ec, Dev. As the Head of the International Business Administration Study Program
5. Mr. M. Alkadri Perdana, B.IT., M.Sc. as the Internship Coordinator and lecturer.
6. Mr. Teguh Widodo, Sos., M.SM., M.Rech., CIIQA as lecturer supervisor of Practical Work Writers.

7. Ms. Armita Novriana Rambe, S.Pd., M.Hum as Guardian Lecturer of International Business Administration VIII A.
8. All lecturers, especially the Applied Bachelor of International Business Administration Study Program who have taught during the lecture period.
9. Mr. Wahyudi, Director of PT Unilog Internusa, who gave the author the opportunity to complete an internship at the company.
10. Ms. Maharani Butar Butar, Head of Administration and Human Resources, who served as the internship supervisor and provided guidance and mentoring throughout the internship period.
11. All employees of PT Unilog Internusa Pekanbaru for their help, support, and valuable experience that has been given to the author during the internship.
12. I would like to express my deepest love and gratitude to Mr. Derisman and Mrs. Aniem, as well as my older sister Yeti Herlin and my younger brother, who have always sincerely prayed for me, supported me, and made endless sacrifices. They have been a source of strength, encouragement, and a pillar of support in every step I've taken, enabling me to ultimately achieve my goals. I hope that one day I will see them happy, living their best lives.
13. At first, we were just strangers who did not know each other at all. However, as time went by during this internship program, we gradually became closer, shared many stories, experiences, laughter, and even challenges together. I would like to sincerely thank all my fellow interns for the togetherness, support, cooperation, and unforgettable memories we created throughout this journey. Every simple moment we spent together whether during work, discussions, breaks, or helping one another became meaningful experiences that brought warmth and happiness. Although this internship period was relatively short, the friendships and memories we built will always hold a special place in my heart.

Hopefully, every good intention and act of sincerity will be rewarded by Allah SWT. The author also humbly apologizes to the management, employees, and all parties involved for any mistakes or shortcomings that may have occurred during the internship at PT Unilog Internusa Pekanbaru. The author is deeply grateful for

the guidance, support, and valuable experiences provided throughout the internship, which have significantly contributed to the author's personal and professional development. It is the author's sincere hope that this report will be beneficial, expand knowledge, and serve as a useful reference for students, researchers, and anyone interested in internship activities and the operational practices of PT Unilog Internusa Pekanbaru in the future. The author also welcomes constructive criticism and suggestions to improve the quality of this report and hopes that it will make a positive contribution to both academic and practical fields.

Bengkalis, May 29, 2026

Author



CLARA TRI ANDINI
5404221463

TABLE OF CONTENT

APPRENTICESHIP REPORT	i
APPROVAL SHEET	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENT	vi
LIST OF FIGURE.....	viii
LIST OF TABLE	ix
LIST OF APPENDICES	x
CHAPTER I.....	1
1.1 Background of the Apprenticeship	1
1.2 Purposes of the Apprenticeship	3
1.2.1 Purpose of Apprenticeship	3
1.2.2 Benefit of Apprenticeship	3
1.3 Significances of the Apprenticeship	5
CHAPTER II	6
2.1 Company History	6
2.2 Vision and Mission.....	7
2.2.1 Vision of PT Unilog Internusa Pekanbaru	7
2.2.2 Mission of PT Unilog Internusa Pekanbaru	7
2.3 Kind of Business	7
2.4 Organizational Structure.....	10
2.5 The Working Process.....	14
CHAPTER III	22
3.1 Job Description.....	22
3.2 System and Procedure	22
3.2.1 The working system	22

3.2.2 The Working Procedures	23
3.3 Place of Apprenticeship.....	28
3.3.1 Place of Apprenticeship.....	28
3.3.2 Time of Apprenticeship	29
3.4 Kind and Description of The Activity.....	30
3.5 Obstacles and Solutions of the Apprenticeship.....	39
3.5.1 Obstacles of the Apprenticeship.....	40
3.5.2 Solutions of the Apprenticeship	41
CHAPTER IV.....	42
4.1 Conclusions	42
4.2 Suggestions.....	43
REFERENCES.....	44
APPENDICES	45

LIST OF FIGURE

Figure 2. 1	Logo of PT Unilog Internusa	6
Figure 2. 2	Transportation Services	8
Figure 2. 3	Engineering Services	9
Figure 2. 4	Warehouse and Operational Support Services	9
Figure 2. 5	<i>Logistics Network and Regional Operations</i>	10
Figure 2. 6	Organizational Structure of PT. Unilog Internusa	11
Figure 2. 7	Financial Administration Working Process	14
Figure 2. 8	Air Waybill	16
Figure 2. 9	Proof of Delivery	16
Figure 2. 10	Invoice	17
Figure 2. 11	Invoice Details	18
Figure 2. 12	Tax Invoice	19
Figure 2. 13	Work Assignment Letter	20
Figure 2. 14	Technician Declaration Form	21

LIST OF TABLE

Table 3. 1 Working Hours Schedule.....	30
Table 3. 2 Weekly Activity Report for the 1st Week (April 21th 24th, 2026).....	30
Table 3. 3 Weekly Activity Report for the 1st Week (April 27th May 01th, 2026).....	32
Table 3. 4 Weekly Activity Report for the 1st Week (May 04th 08th 2026).....	34
Table 3. 5 Weekly Activity Report for the 1st Week (May 11th 15th 2026).....	36
Table 3. 6 Weekly Activity Report for the 1st Week (May 25th 29th 2026).....	38

LIST OF APPENDICES

Appendix 1 : Job Application Letter.....	45
Appendix 2 : Employment Contract Agreement.....	46
Appendix 3 : Apprenticeship Attendance	47