# APPRENTICESHIP REPORT PT. BUMI SIAK PUSAKO

# Wahyu Agung 5504211042



# ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION STUDY PROGRAM ENGLISH DEPARTMENT STATE POLYTECHNIC OF BENGKALIS BENGKALIS RIAU 2024

#### APPROVAL SHEET

To certify that we have examined the apprenticeship report of Wahyu Agung, Reg Number 5504211042 who did the apprenticeship at PT. Bumi Siak Pusako, started from 5 August 2024 to 5 December 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Pekanbaru, 5th December 2024

Accepted by:

Advisor

A. Malik, M.Ed. TESL., CSIS NIP. 197010052021211004

Approved by:

Head of English for Business and Professional Communication Study Program State Polytechnic of Bengkalis

> malsa Elfa, M. Pd F: 198510082019032015

# APPRENTICESHIP REPORT PT. BUMI SIAK PUSAKO

This writing is one of the requirements to complete the internship work that has been done

# Wahyu Agung 5504211042

Pekanbaru, 5<sup>th</sup> December 2024

CSR & Relation Officer PT. Bumi Siak Pusako		Advisor Lecturer Of English for Communication Study Program
Aud		Talia
<u>Devi Oktafiani</u> NIK. 01045122		A. Malik, M.Ed, TESL., CSIS NIP. 197010052021211004
	Approved/Authorized	
Head of English for I	Business and Professional Communic	cation Study Program
	MS. Parralisa Elfa, M. Pd NIP: 198510082019032015	

#### **ACKNOWLEDGEMENT**

By saying Bismillah, Thanks be to God Almighty, for His grace and abundance of love, the author can complete the internship report at PT Bumi Siak Pusako. Bumi Siak Pusako. Internship is a transformative journey undertaken by students in respected organizations. Acquire knowledge and skills. From the inception of this endeavor to its culmination in this report, many individuals have played an important role by offering support, guidance, and advice. have been instrumental in offering invaluable support, guidance, and advice. Therefore With heartfelt gratitude, the authors extend their appreciation to them:

- 1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
- 2. Ms. Diah Paramita Sari, M. Pd as the Head of the Language Department.
- 3. Ms. Fanalisa Elfa, M. Pd as the Head of D-IV English for Business and Professional Communication Study Program and the guiding lecturer.
- 4. Ms. Arita Destianingsih. M.Pd. as the diligent apprenticeship coordinator.
- 5. Mr. A. Malik, M.Ed. TESL., CSIS. as the insightful apprenticeship advisor.
- 6. The entire staff of PT Bumi Siak Pusako, whose kindness and understanding made the apprenticeship memorable.
- 7. Special gratitude to my family and parents, who selflessly sacrificed, supported, prayed, and devoted time, energy, and resources to facilitate my academic journey.
- 8. Gratitude to all those who have touched the author's life, too numerous to mention individually. Your presence has been a profound blessing.

Sincere gratitude to all management and staff of PT Bumi Siak Pusako for the invaluable opportunities and guidance provided during the internship. the very useful and meaningful opportunities and guidance provided during the practical work period. Their involvement not only as event organizers but also as a source of inspiration and motivation has enriched the author's understanding of complex industry dynamics. enriched the author's understanding of the complex dynamics of the industry.

With no less respect, I apologize if there are mistakes or behavior that is considered unpleasant. I did during my practical work at PT Bumi Siak Pusako. With humility, I acknowledge the imperfections within this report and welcomes all constructive criticism and suggestions with the anticipation that they will positively contribute to future improvements.

While every effort has been made to minimize errors, this report acknowledges imperfections and expects constructive feedback for further improvement. And welcomes constructive feedback for further improvement. Conclusion I sincerely hope that this report this report proves useful to readers and fellow students, and welcome any feedback that may improve its quality.

Pekanbaru, 5<sup>th</sup> December 2024

Wahyu Agung Reg. Number 5504211042

## **Table of Contents**

CHAPT	ER I	1
INTROI	DUCTION	1
1.1	Background of the Apprenticeship	1
1.2	Purpose of Apprenticeship	2
1.3	Significances of the Apprenticeship	3
CHAPT	ER II	4
GENER	AL DESCRIPTION OF THE COMPANY	4
2.1	Company History	4
2.2	Vision and Mission PT. Bumi Siak Pusako	5
2.3	Kind of Business	5
2.4	Organizational Structure of PT. Bumi Siak Pusako	6
CHAPT	ER III	9
SCOPE	OF THE APPRENTICESHIP	9
3.1	Jobs Description	9
3.2	Place of Apprenticeship	10
3.3	System and Procedure	10
3.4	Kind and Description of the Activity	14
3.5	Obstacle	20
3.6	Solution	20
CHAPT	ER IV	21
CONCL	USION AND SUGGESTION	21
4.1	Conclusion	21
4.2	Suggestion	22
REFERI	ENCES	23
APPENI	DICES	24
DOCUM	MENTATION	30

### **TABLE OF FIGURES**

Figure 1. incoming proposal book	. 11
Figure 2. Disposition Sheet	. 11
Figure 3. Recapitulation Book	. 12
Figure 4. Answering Letter	. 13
Figure 5. Finance Book	. 13

## LIST OF THE TABLES