

APPRENTICESHIP REPORT

**PT PELABUHAN INDONESIA (Persero) REGIONAL 1
BRANCH OF DUMAI**

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

2025

APPROVAL SHEET

PT PELABUHAN INDONESIA (Persero) REGIONAL 1 DUMAI

Written as one of the conditions for completing the Apprenticeship

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In the face of the ever-growing era of globalization, most individuals are required to think critically and work harder to make ends meet. Competition in the world of work is currently very tight due to the high number of job seekers who are not comparable to the number of jobs available. This is especially felt by students who graduate thousands of people every year.

Seeing these conditions, students need to prepare themselves as well as possible before entering the world of work. Hard skill mastery is the main requirement to be able to compete. However, hard skills alone are not enough. Soft Skills are also very important to help face the various challenges that arise in the world of work. Therefore, developing Hard Skills and Soft Skills during the lecture period is an important step towards achieving success and being able to compete in the professional world.

Politeknik Negeri Bengkalis is the only state polytechnic in Riau Province. This institution is a university that focuses on developing experts at the Diploma 3 (Associate Expert) and Diploma 4 (Applied Bachelor) levels in Bengkalis Regency. The study programs offered are divided into two levels, namely Diploma 3, which includes Marine Engineering, Mechanical Engineering, Electronics Engineering, Civil Engineering, Informatics Engineering, Business English, Nautical, and Commercial Shipping Management. While at the Diploma 4 level, there are study programs in Production and Maintenance Mechanical Engineering, Industrial Electrical Engineering, Road and Bridge Design Engineering, Software Engineering, International Business Administration, Digital Business, and Public Financial Accounting. The polytechnic is committed to improving the quality of human resources by encouraging students to have superior competence. One tangible form of this commitment is requiring students to take part in the Practical Work (KP) program.

Practical Work provides an opportunity for students to gain hands-on work experience in agencies relevant to their field of study. The program combines academic learning with practical training to equip students with the skills and qualifications needed in the world of work. This internship program is available for various career levels, from entry level to managerial level, and is trained directly by professionals. The duration of training is also adjusted to the abilities and expertise of the apprentices.

The author chose PT Pelabuhan Indonesia (Persero) Regional Branch 1 Dumai as the location for the implementation of Field Work Practice. This is because the company carries out port activities that are relevant to lecture material, especially in the field of logistics. During practical work activities, the author was placed in the General Division Training section. This practical work program took place from February 1 to May 31, 2024. Through this activity, the author hopes to gain a broader understanding of the implementation of professional duties and be able to equip himself to face challenges in the real world of work based on the experience gained.

1.2 Objectives of Practical Work

To achieve the expected results, it is necessary to know the objectives of the practical work, which are as follows:

1. To understand the description of work activities at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai.
2. To determine the time and location of practical work at PT Pelabuhan Indonesia (Persero) Regional 1, Dumai.
3. To find out the work system and work procedures of the general division at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai.
4. To find out the obstacles faced during practical work and find solutions to overcome these obstacles at PT Pelabuhan Indonesia (Persero) Regional 1, Dumai.

1.3 Significance of the Apprenticeship

1. For Students

Internships or practical work have many benefits for students, such as:

- a. Students can directly try to apply the knowledge gained in class to the real world of work.
- b. Students get work experience in their majors.
- c. Students can learn to see and solve problems related to the knowledge learned on campus.

2. For the Company

Practical work is also useful for companies, for example:

- a. Can build cooperation between the company and the world of education.
- b. Students who are interns can help with work in the company.

3. For Politeknik Negeri Bengkalis

For campuses, practical work is also useful, such as:

- a. Establish a better relationship with the agency or company where the internship takes place.
- b. Help improve the quality of Bengkalis State Polytechnic graduates.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Pelabuhan Indonesia (Persero), abbreviated Pelindo) It is an Indonesian state-owned enterprise engaged in logistics, especially port management and development. Pelindo is formed into 4 parts based on different regions. Pelindo I, for example, manages ports in the provinces of Nanggroe Aceh Darussalam, North Sumatra, Riau, and Riau Islands. Pelindo II manages ports in 10 provinces, namely West Sumatra, Jambi, South Sumatra, Bengkulu, Lampung, Bangka Belitung, Banten, DKI Jakarta, West Java, and West Kalimantan. Pelindo III manages ports in 7 provinces, namely East Java, Central Java, South Kalimantan, Central Kalimantan, Bali, NTB, and NTT. Pelindo IV manages ports in 11 provinces, namely East Kalimantan, North Kalimantan, South Sulawesi, Central Sulawesi, Southeast Sulawesi, Gorontalo, North Sulawesi, Maluku, North Maluku, Papua, and West Papua. Pelindo I, II, III, and IV are non-listed state-owned companies whose shares are 100% owned by the Ministry of SOEs. Legally, PT Pelabuhan Indonesia I (Persero), PT Pelabuhan Indonesia III (Persero), and PT Pelabuhan Indonesia IV (Persero) are combined into PT Pelabuhan Indonesia II (Persero) based on Government Regulation No. 101 of 2021. PT Pelabuhan Indonesia II (Persero) acts as the surviving entity. Then, based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia No.S-756 / MBU / 10/2021 dated October 1, 2021, regarding Approval of Name Changes, Amendments to the Articles of Association and Company Logo, PT Pelabuhan Indonesia II (Persero) changed its name to “PT Pelabuhan Indonesia (Persero) or abbreviated as Pelindo.

PT Pelabuhan Indonesia (Persero) was originally a company known as “Haven Bedrijf” during the Dutch colonial period. After the independence of the Republic of Indonesia, from 1945 to 1950, the company changed its status to Jawatan Pelabuhan. In 1969, Jawatan Pelabuhan turned into a State-Owned

Enterprise (BUMN) with the status of the State Port Company, abbreviated as PNP. In the period 1969-1983, PN Pelabuhan changed into a Port Entrepreneur Institution under the name of the Port Concession Agency, abbreviated as BPP. In 1983, based on Regulation NO.11 of 1983, the Port Concession Agency (BPP) was transformed into a Port General Company I, abbreviated as Perumpel I. Based on Government Regulation No. 56 of 1991, Perumpel I changed its status to PT Pelabuhan Indonesia I (Persero).

During the period 1969-1983, PN Pelabuhan changed into a Port Entrepreneur Institution with the name Port Concession Agency, abbreviated as BPP. In 1983, based on Government Regulation No. 11 of 1983, the Port Concession Agency (BPP) was changed to the Port General Company I, abbreviated as Perumpel I. Based on Government Regulation No. 56 of 1991, Perumpel I changed its status to PT Pelabuhan Indonesia I (PERSERO). The change of the Company's name to PT Pelabuhan Indonesia I (PERSERO) is based on Deed No. 1 dated December 1, 1992, of Imas Fatimah, S.H., Notary in Jakarta, and has been approved by the Minister of Justice of the Republic of Indonesia based on Decree No. C2-8519.HT.01.01 of 1992, dated June 1, 1992, and has been announced in the State Gazette of the Republic of Indonesia No. 8612 dated November 1, 1994, supplement No.87.



Figure 2. 1 Office of PT PT. Pelindo (Persero) Regional 1 Branch of Dumai
source: www.pelindoI.co.id

PT Pelabuhan Indonesia (Persero) Regional 1 Dumai is one of the companies engaged in services which include port services, container services, terminals and container depots, shipyard businesses, refueling, port consulting services, and customs area exploitation. At PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, there are several sections, namely, the Finance Section, Operations & Engineering Section, Management Systems Section, General Section, and Bengkalis Area.

2.1.1 Sub Holding PT Pelabuhan Indonesia (Pelindo)

PT Pelabuhan Indonesia has several subsidiaries that carry out operational functions in accordance with their fields of specialization. These subsidiaries include:

1. PT Pelindo Maritime Services

It is one of four Pelindo subholdings formed after the merger of Pelindo I-IV on October 1, 2021. SPJM focuses on five business clusters: marine services, port equipment, shipyards, dredging, and port utilities. SPJM oversees 8 subsidiaries and 3 grandchildren, and manages 4 operational areas. Its head office is in Makassar, with subsidiaries spread across Jakarta, Surabaya, and Makassar.

2. PT. Pelindo Multi Terminal

Focuses on managing non-gold terminals such as liquid/dry bulk, multipurpose, passenger, and vehicle terminals. Started operating at Dumai Port Terminal on January 1, 2022. Throughout 2022, SPMT has managed 10 port branches in Sumatra, Java, Kalimantan, and Sulawesi and developed port service digitization to improve connectivity.

3. Pelindo Logistics Solutions

Subholding engaged in logistics and hinterland development. SPSL aims to build connectivity, strategic partnerships, and end-to-end integration of logistics services. It currently manages more than 40 logistics services across Indonesia as well as 6 subsidiaries that support regional development and national logistics networks.

4. Pelindo Container Terminal

It is a subholding in charge of managing container terminals throughout Indonesia. As of August 2023, it has managed 29 Container Terminals (TPK), including TPK Bagendang and TPK Bumiharjo in Central Kalimantan. The company is the main driver in the management of container terminals within Pelindo.

2.1.2 Meaning of Company / Agency Logo

Based on the Letter of the Minister of State-Owned Enterprises of the Republic of Indonesia number: S-756/MBU/10/2021 dated 1 October 2021 regarding Approval of Name Changes, Changes to the Company's Articles of Association and Logo. So, Pelindo II changed its name to PT Pelabuhan Indonesia (Persero) or Pelindo.

Pelindo integration will create operational efficiency in all national ports by standardizing information technology. Integration also allows for better strategic control in overall planning for the network, reduced logistics costs, and improved infrastructure and capacity. After integration, Pelindo launched a new logo that will be used by the company. This new logo takes inspiration from the shape of busy, congested, and confusing paths or routes.

The philosophical meaning behind the shape of this route illustrates how Pelindo is a provider of integrated port and logistics services that is always active and plays a major role in maritime transportation in the country.



Figure 2. 2 Logo of PT PT. Pelindo (Persero) Regional 1 Branch of Dumai.

Source: www.pelindoI.co.id

Taking the letter P, which is the initial of Pelindo and also takes the shape of a fish, which is a symbol of the habitat of important marine creatures for Indonesia, which is a maritime country. This is a symbol of Pelindo's commitment to preserving Indonesia's natural wealth and continuing to contribute to supporting the preservation of marine ecosystems in its operational areas. Apart from using the letter P, Pelindo's new logo uses blue with a slightly different gradation. One is sky blue, while the other is sea blue. This color is interpreted as the color of the Indonesian sea, which is Pelindo's operational area.

According to Pelindo, the color blue symbolizes the company's stability, trust, integrity, professionalism, and dedication in running the sea transportation business. This color also symbolizes the symbolism of Pelindo's efforts, as part of BUMN, to always provide the best for all stakeholders.

2.2 Vision and Mission

As the basis for conducting its business, the company has the following vision, mission, and values:

1. Company Vision

“To be the Leader of Integrated and World Class Maritime Ecosystem”. The vision is a statement of the Company's aspirations to become the main gateway to the global logistics network in Indonesia. This ideal arises based on geographical potential, business opportunities, and national policies that open opportunities for the company to realize the vision.

2. Company Mission

“Realizing a national maritime ecosystem network through increased network connectivity and service integration to support Indonesia's economic growth”. Providing Reliable Port and Maritime Services and Integrated with Industrial Estates to Support the Indonesian & Global Logistics Network by maximizing the Economic Benefits of the Malacca Strait.

2.3 Kind of Business

A company must have a type of business to carry out its goals as a company, PT. Pelindo has several types of business that are undertaken, namely as follows:

1. Goods and Services

Goods or cargo services in the form of loading and unloading services, starting from the ship to delivery to the owner of the goods. This cargo service consists of general wharf services, special wharf services, field services, and warehouse services. These services are stipulated by laws and regulations. In its implementation, this service cooperates with subsidiary companies. Pelindo carries out integrated services in handling goods and services, using the following facilities:

- a. Wharf: A specially designed building at a port that is used as a place for ships to be moored or docked to carry out loading and unloading activities for cargo and passenger ships.
- b. Stacking Warehouse: A building or enclosed place used to store goods coming from ships or to be loaded onto ships.
- c. Stacking yard: An open area within the terminal area that is used to place or stack containers or other goods, which are arranged in a planned manner, whether the goods are to be loaded onto ships or the goods after being unloaded from ships.
- d. Receiving/Delivery: The work of moving goods from the stockpile/ stacking place in the warehouse/ stacking yard and handing them over to the vehicles at the door of the warehouse/ stacking yard or vice versa.

2. Ship Service

Ship service is a service for ship operational activities from entering to leaving the port. Ship services include:

- a. Mooring services: Services provided for ships docked at the wharf to carry out loading and unloading activities.
- b. Scouting services: Services provided for ships going in and out of the port through the port channel, so that shipping navigation can be carried

out safely, orderly, and smoothly for the safety of the ship and the environment.

- c. Tug services: Services provided by tugboats to push or tow vessels to or from the wharf.
- d. Water, garbage, and waste services: Services provided for water services, waste management, and ship waste.

3. Miscellaneous Services

Apart from actively carrying out port management activities, Pelindo is also engaged in other relevant fields such as leasing land, buildings, and other supporting facilities needed for port activities. In carrying out port operation 10 and concession activities, the Company entered into Business Partner Cooperation with several business partners from the private sector, such as cooperation with terminal operators, tugboats, and management of other port facilities. Miscellaneous services are services that support activities at the port. Various services include:

- a. Harbor Pass: Entrance fee to the port area for individuals and motorized vehicles.
- b. Port Equipment Maintenance Services: Services provided, in the form of rental of forklifts, cranes (land, floating, and electric), tugboats, motor boats, and fire extinguishers
- c. Land, building, water, and electricity rental services: This is a rental service for land, buildings, clean water, and electricity.

2.4 Organization Structure

In carrying out its operational activities, every company needs an organizational structure to facilitate its work, namely by dividing responsibilities and authorities based on the section or division it manages. Thus, the organizational structure of PT Pelindo (Persero) Regional 1 Dumai can be seen in the following figure:

Work Unit Structure of PT Pelindo (Persero) Regional 1 Dumai

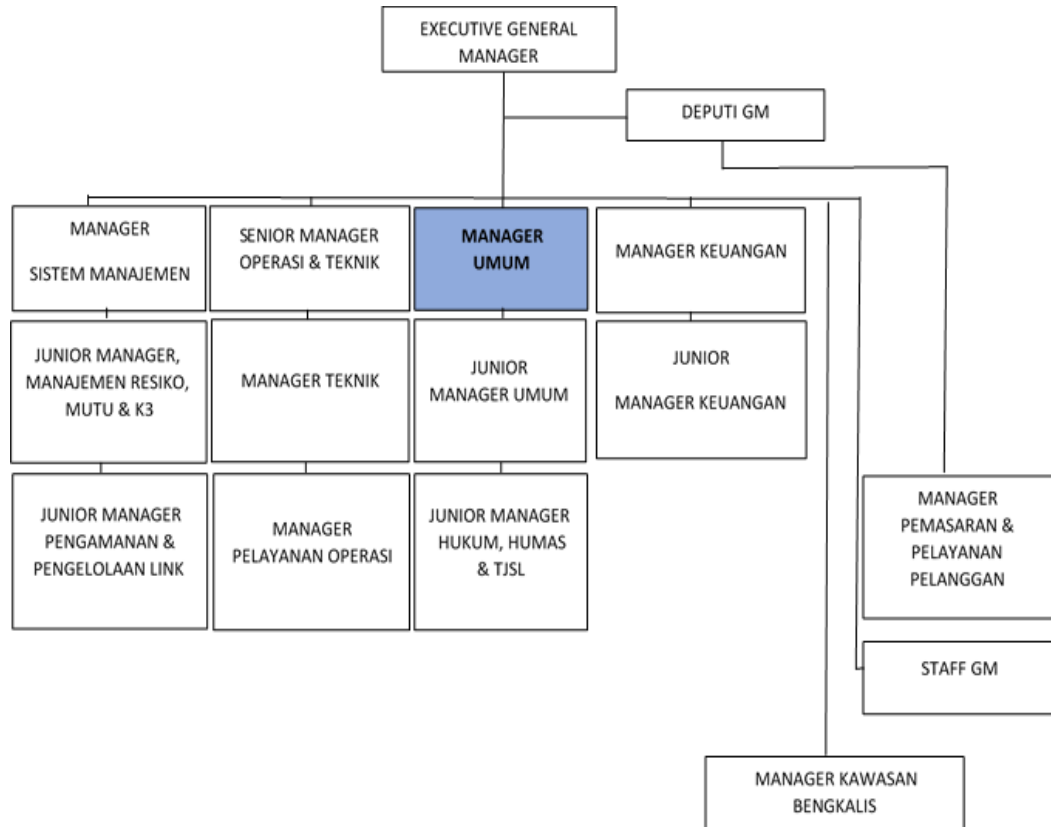


Figure 2.3 Organizational Structure of PT Pelindo

Source: www.pelindoI.co.id

2.5 Duties and Authorities

Each position in the organizational structure has a defined role, responsibility, and authority to support the smooth operation of the company. The job descriptions and authorities are as follows:

1. Executive General Manager

Leads several work function units that oversee all functional managers.

The Executive General Manager is responsible for making decisions and is responsible for achieving the company's goal, as well as controlling all tasks and functions in the company he leads.

2. Deputy General Manager

The Deputy General Manager has the main task of assisting the Executive General Manager in planning, directing, coordinating, and controlling the implementation of port activities at the Dumai Port Branch and performing other tasks assigned by the Executive General Manager. In carrying out its duties and authorities, the Deputy General Manager is assisted by the Marketing and Customer Service Manager.

3. Management System Manager

The management system section has the main task of planning, coordinating, controlling, recommending and reporting the preparation of the quality management system work program. Risk management, Occupational Safety and Health (OHS) Management System, Environmental Management System (SML), International Ship Port Security Code (ISPS Code), port security, key performance indicators (KPIs) as a whole and ensure suitability and effectiveness in its implementation. In carrying out its duties and authorities, the Management System Manager is assisted by:

- a) Junior Manager Risk Management, Quality and OHS
- b) Junior Manager of Security and Environmental Management

4. Senior Manager of Operations and Engineering

The Operations and Engineering Section has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs for investment activities and maintenance of loading and unloading equipment, technical recommendations related to Building Permits (IMB), monitoring port master plans and the environment, as well as public water services, ship water and electricity services and operations. In carrying out its duties and authorities, the Senior Manager of Operations and Engineering is assisted by:

- a) Engineering Manager
- b) Operations Service Manager

5. General Manager

The General Department has the main task of planning, coordinating, controlling, recommending and reporting the preparation of work programs

for planning and developing Human Resources (HR), personnel administration, labor relations, administration and housekeeping as well as law and public relations (PR) and TJSL. In carrying out its duties and authorities, the General Manager is assisted by:

- a) Junior Manager General
- b) Junior Manager Legal, Public Relations and CSR

6. Finance Manager

The finance department has the main task of planning, coordinating, controlling, recommending and reporting on the preparation of work programs for budget control activities, accounting, treasury, monitoring and evaluating financial reports as well as recording asset utilization, verification of pranota and penotaan as well as partnership and environmental development (KBL) activities. In carrying out its duties and authorities, the Finance Manager is assisted by the Junior Finance Manager.

7. Bengkalis Area Manager

Has the main task of organizing, implementing port services and business and other services efficiently and effectively in order to support the smooth flow of ships, loading and unloading of goods and passenger flow in accordance with company policy.

2.6 Documents Used in Activities

In carrying out its operational activities, PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch uses several documents, especially from the General Division, including the following:

1. Add Up the Company Fuel Expenses

Total fuel (BBM) expenses for company vehicles are calculated monthly to record fuel purchases. Once the calculation is complete, the data is recorded in a fuel expense logbook. This process is illustrated in the following image:



Figure 2. 4 Calculation of Fuel Costs for Company Vehicles
Source: Processed Data 2025

2. Review of FSMAP funding proposals

FSMAP (Forum Sosial Masyarakat Pelindo) is a program that manages community social responsibility initiatives under PT Pelindo. Funding proposals submitted to FSMAP are reviewed to ensure the completeness and accuracy of the required documents. This review process includes checking the proposal contents and verifying that all necessary information is included. The results of the review are then documented. This process is illustrated in the following image:

PROPOSAL FSMAP TAHUN 2025							
No	Tanggal	Pengirim Proposal	Perihal	Tempat/Tanggal Kegiatan	Keterangan/Rekomendasi	RAB Proposal (Rp.)	Jumlah Bantuan
1	21/01/2025	Proposisi Ormas G'd Jaya	Bantuan Kebutuhan Organisasi, yaitu karnya/pengalangan	1) Delat Lasantana Utama Kota	Shred Senteran HP 00271 00271 nomor: 04677160318	34.200.000	1.000.000.000
2	21/01/2025	Proposisi PERKAS	Turunan Catur	Minggu 2 Februari 2025	Bul 001878942029	27.250.000	1.500.000.000
3	14/01/2025	Kel. Duma Kota	Musrenbang Kel. Duma Kota	25 Januari 2025	Perman	1.000.000	1.500.000.000
4	21/01/2025	Turunan Mini Soccer	Konang Taruna Duma	Kumay 24-26 Januari 2025	Syabulan	13.640.000	1.500.000.000

Figure 2. 5 Review of FSMAP funding proposals.
Source: Processed Data 2025

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This chapter contains a description of the tasks performed during the internship at PT Pelindo Regional 1 Dumai Branch for a period of 4 (four) months, from February 3 to June 6, 2025, in the General Division. During the internship, there were numerous opportunities to engage in work related to the General Division and gain new knowledge in the workplace. The specific tasks performed over the 18-week period in the General Division of PT. Pelindo (Persero) Regional 1 Dumai Branch are as follows:

1. Archive important letters and documents.
2. Add Up the Company Fuel Expences.
3. Inputting office inventory data for PT Pelindo Regional 1 Dumai.
4. Inputting SHM collateral data through the Pelindo website.
5. Review of FSMAP funding proposals.
6. Serving as the office receptionist

3.2 System and Procedure

In carrying out daily operations, PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch applies a structured work system and clear procedures to ensure efficiency, accuracy, and coordination between divisions. The following describes the work system and procedures implemented during the internship period.

3.2.1 The Working System

To facilitate employees in mapping, the company uses an internet-based system. Every computer in one division is connected to other divisions in all Business Units of PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch. However, not all work is done online some work is done offline and manually, and some of this work is done more online than offline.

3.2.2 Working Procedures

The work practice procedures implemented at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, from February 3 to June 6, 2025, in the General Division, are distributed as follows:

1. Archive Important Letters And Documents.

Document Archive In this activity, the writer is tasked with archiving important document letters. An archive is any written, printed, or typed record in the form of letters, numbers, or images that has meaning or purpose, as well as communication and information materials recorded on paper (cards, forms, letters) that have utility value in an orderly and planned manner, so that they can be easily retrieved when needed.

Before archiving, the writer was first taught by the task giver about the archiving system at PT Pelindo, as each company has different ways of archiving. The document archiving Flowchart be seen in Figure 3.1 as follows:

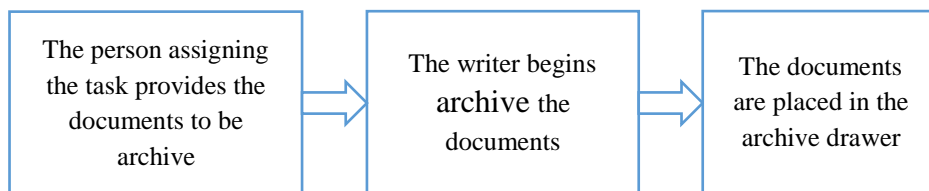


Figure 3. 1 Flowchart Archive Documents

Source: Processed Data 2025

The document archiving process begins when the person assigning the task submits the documents that need to be archived. Once received, the writer begins the archiving process, which includes organizing, sorting, and preparing the documents to ensure they are properly managed. Once the documents have been organized and placed in the appropriate folders, the final step is to store them neatly in filing cabinets for easy access.

2. Add Up the Company Fuel Expences

The total cost of fuel expenditure is carried out every month to calculate the purchase of fuel for the Company's cars. After it is calculated, it will be

entered into a note. Add fuel the company fuel expences flowchart be seen in figure 3.2 below:

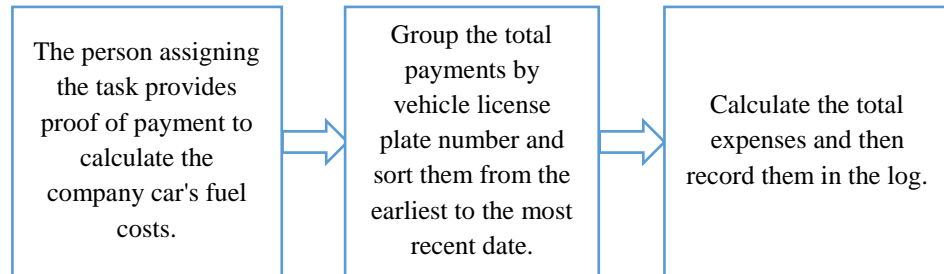


Figure 3. 2 Flowchart Add Up the Company Fuel Expences
Source: Processed Data 2025

Based on the flowchart above, the first thing the author did was to organize the payment receipts based on vehicle license plate numbers and sort them by date from the earliest to the latest. After sorting, the total expenses were calculated and then recorded in the log.

The total fuel expenses were calculated every month to calculate the fuel purchases for the Company's cars. After calculating, the results were recorded in the log.

3. Inputting Office Inventory Data For PT Pelindo Regional 1 Dumai.
 Office inventory data entry is carried out to record all assets owned by PT Pelindo Regional 1 Dumai. This process aims to ensure that each inventory item is properly recorded according to its storage location. The flow of office inventory data entry activities can be seen in Figure 3.3 as follows:

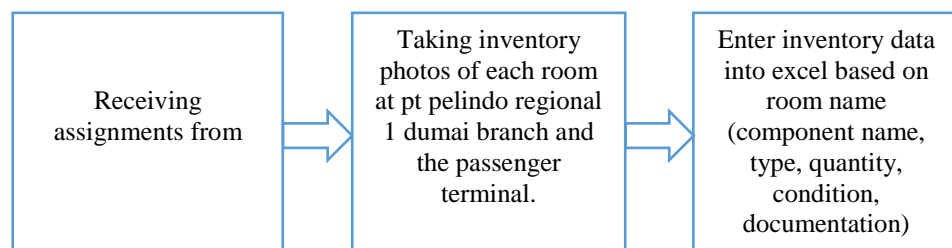


Figure 3. 3 Flowchart Inputting Office Inventory Data
Source: Processed Data 2025

The process begins by receiving assignments related to inventory tasks. After receiving the instructions, the writer proceeds to take inventory photos of each room at PT Pelindo Regional 1 Dumai Branch and the Passenger

Terminal. These photos serve as documentation of the items in each space. Once all photos are collected, the inventory data is entered into an Excel spreadsheet. The data is organized based on the room name and includes important details such as the component name, type, quantity, condition, and supporting documentation.

4. Inputting SHM Collateral Data Through The Pelindo Website

SHM (Sertifikat Hak Milik) is a certificate of land ownership, while TJSL (Tanggung Jawab Sosial dan Lingkungan) is Pelindo's program for social and environmental responsibility. The inputting of collateral data in the form of Certificate of Ownership (SHM) is carried out through the official TJSL Pelindo website. This process is carried out as part of the collateral data collection which is a requirement in company administrative activities. The flow of SHM collateral data inputting can be seen in Figure 3.4 as follows:

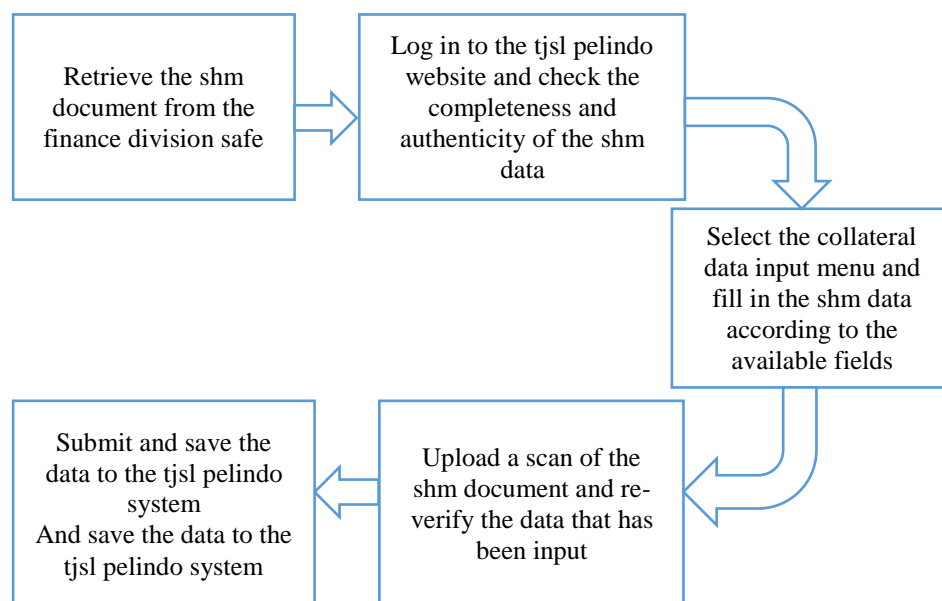


Figure 3. 4 Flowchart Inputting SHM Collateral Data

Source: Processed Data 2025

The process starts by retrieving the SHM (Sertifikat Hak Milik) document from the finance division safe. After that, the user logs in to the TJSL Pelindo website to check the completeness and authenticity of the SHM data.

Once verified, the next step is to select the "Collateral Data Input" menu and fill in the SHM data according to the fields provided. Then, a scanned copy of the SHM document is uploaded, and the input data is re-verified for accuracy. Finally, the data is submitted and saved into the TJSL Pelindo system to complete the process.

5. Review of FSMAP Funding Proposals.

FSMAP (Forum Sosial Masyarakat Pelindo) is a program under Pelindo that manages social responsibility initiatives through community funding support. The review of FSMAP proposals for funding applications is conducted manually. Proposals are entered directly into an Excel file as part of the administrative process. The flow of review and data entry for FSMAP proposals can be seen in Figure 3.5 below:

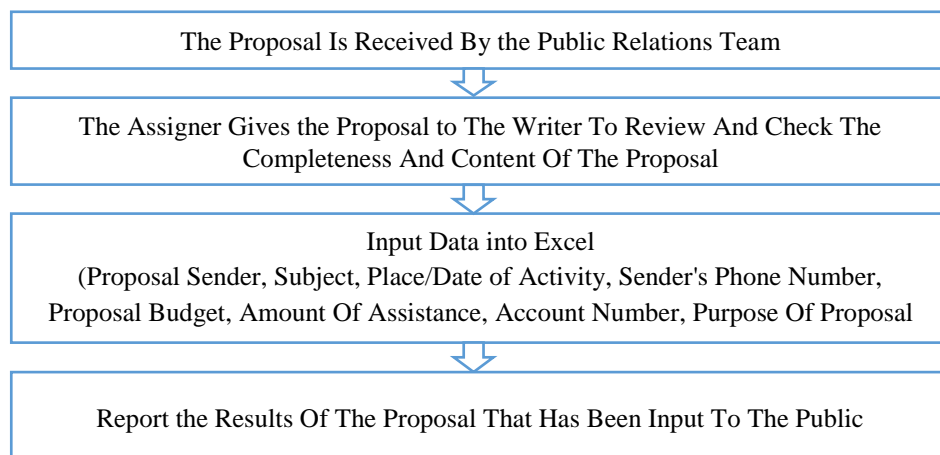


Figure 3. 5 Flowchart Review Of FSMAP Funding Proposals

Source: Processed Data 2025

The process of processing incoming proposals begins with the Public Relations team receiving the proposal. After that, the proposal is submitted by the person in charge to the writer for review and to check the completeness and content of the proposal. Next, the data from the proposal is entered into an Excel file that includes information such as the sender's name, subject, location and date of the activity, sender's phone number, proposal budget, amount of assistance requested, account number, and the purpose of the proposal. After all the data has been entered, the results of

the proposal that have been recorded are then reported to the public as a form of transparency and documentation.

6. Serving As The Office Receptionist.

The duties of an office receptionist are carried out directly at the reception desk. Activities include receiving and recording visitor visits, handling incoming letters or documents, and coordinating with the relevant department. The workflow of a receptionist during the internship period can be seen in Figure 3.6 below:

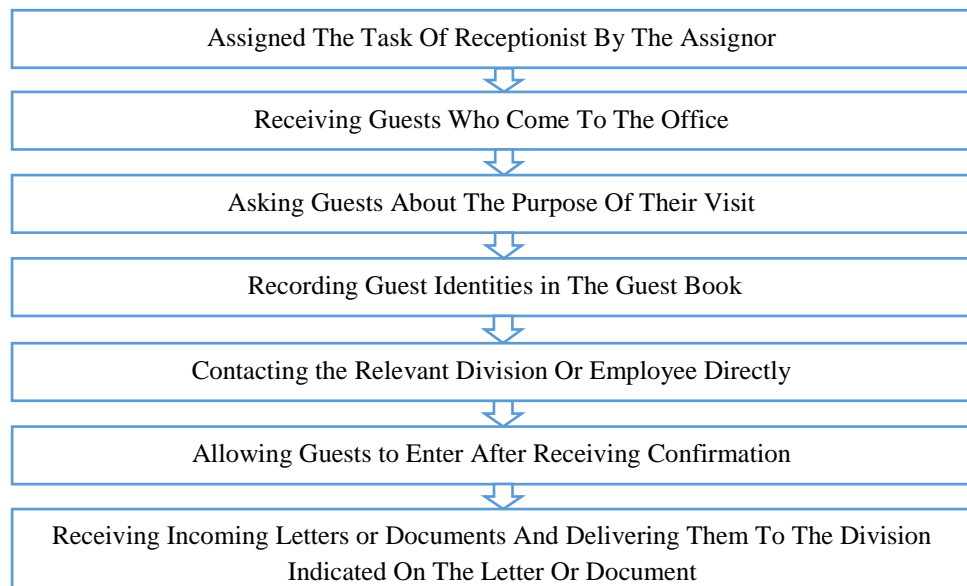


Figure 3. 6 Flowchart Serving As the Office Receptionist
Source : Processed Data 2025

The duties of a receptionist began when the author received an assignment from his superior to perform this role. After that, the author was responsible for receiving guests who came to the office and asking them about the purpose of their visit. The identities of the guests were then recorded in the guest book for documentation purposes. Next, the author contacts the relevant division or employee directly to obtain confirmation. Once confirmation has been obtained, the guest is allowed to enter and meet with the intended party. In addition to receiving guests, the author also receives

incoming letters or documents and delivers them to the division listed on the letter or document.

3.3 Place and Time of the Apprenticeship

The apprenticeship was carried out by the schedule and location agreed upon by the author and the company. The following is a description of the place and time where the internship took place.

3.3.1 Place of the Apprenticeship

In carrying out Work Practices, the author conducts internship activities at one of the companies under the auspices of the Ministry of State-Owned Enterprises (BUMN), namely PT Pelabuhan Indonesia (Persero) Regional 1 Dumai, which is located on Jalan Sultan Syarif Kasim No. 1, Teluk Binjai Village, East Dumai District, Dumai City, Riau Province.

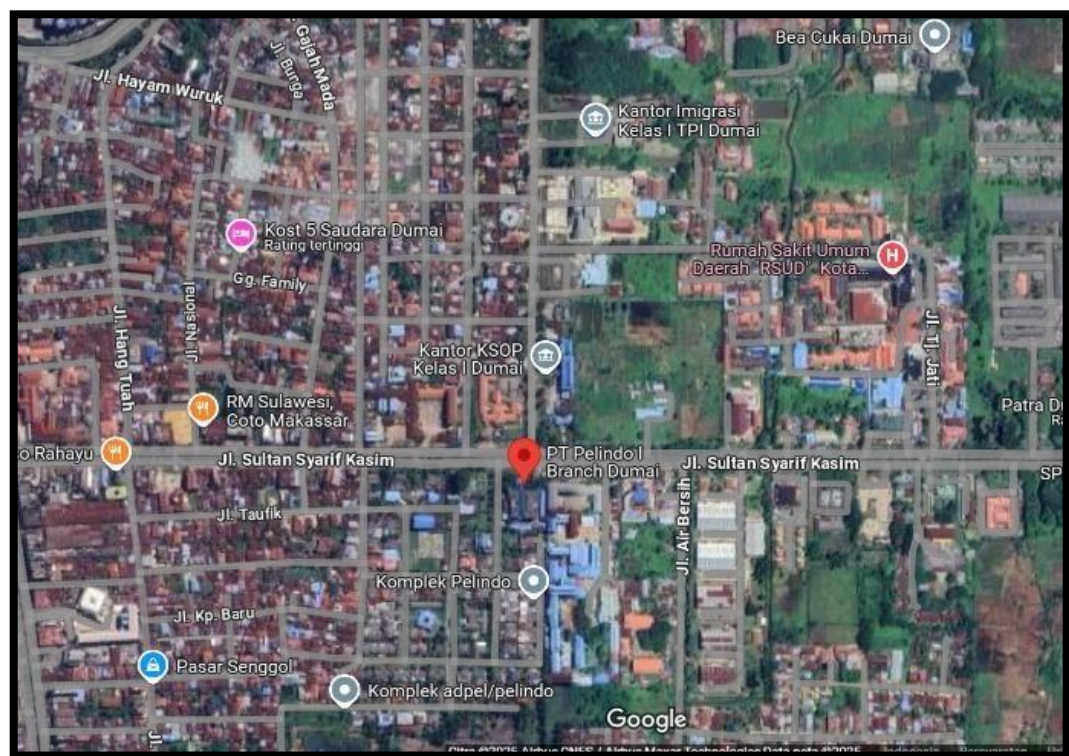


Figure 3.7 Address of PT. Pelindo Regional 1 Dumai

Source: Google Maps, 2025

3.3.2 Time of the Apprenticeship

The implementation of internship activities lasted for 4 months, starting on February 3 to June 6, 2025. Details of the activities carried out during the internship period can be seen in the following table:

Table 3. 1 The Working schedule of PT. Pelindo (Persero).

No	Day	Working Hours	Agency
1.	Monday to Friday	08.00 to 17.00	PT Pelabuhan Indonesia (Persero) Regional 1 Dumai
2.	Saturday and Sunday	Holiday	Holiday

Source: Processed Data 2025

3.4 Type and Description of Activities

Activities that have been carried out during the implementation of internship work at PT Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, especially in the General Section for the first week, can be seen in the following table:

Table 3. 2 Activities of February 03th, 2025 to February 07th, 2025

No	Date and Time	Description of activities	Place
1	Monday, February 03 th , 2025	<ol style="list-style-type: none">1. Introduced myself to the supervisor and coworkers in the office environment.2. Met directly with the General Manager and Junior Manager, and received initial guidance from them.3. Received an explanation of the PT Pelindo profile and scope of work.4. Received information about the rules and regulations that must be obeyed during the internship period.5. Understand the work ethics, working hours, and administrative procedures that apply in the company.	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, February 04 th , 2025	<ol style="list-style-type: none">1. Collect Task Summarize information about the 4 subsidiaries of PT Pelindo	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, February 05 th , 2025	<ol style="list-style-type: none">1. Recap incoming letters by recording each letter received.2. Organizing letters by category to facilitate searching.	General Section of PT Pelindo Regional 1 Dumai

4	Thursday, February 06 th , 2025	<ol style="list-style-type: none"> 1. Create an Occupancy Permit as a document permitting the use of certain facilities by related parties. 2. Scan receipt files and minutes of events as part of archive digitization. 	General Section of PT Pelindo Regional 1 Dumai
5	Friday, February 07 th , 2025	<ol style="list-style-type: none"> 1. Inspect the archives in the warehouse to ensure the completeness and tidiness of the stored documents. 	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.2 The first week included orientation activities and initial internship tasks. The author introduced himself to his supervisor and staff, received instructions from the General Manager and Junior Manager, and obtained explanations regarding the company profile, internship rules, and work procedures. Initial tasks include summarizing information about subsidiaries, compiling incoming mail, preparing Occupancy Permit documents, scanning files, and reviewing archives in the warehouse.

Table 3. 3 Activities of February 10th, 2025 to February 14th,2025

No	Date and Time	Description of activities	Place
1	Monday, February 10 th , 2025	<ol style="list-style-type: none"> 1. Make an overtime work order. 2. Inputting incoming aid proposal data into the TJSL PELINDO PEDULI WEB, including recording the details of the proposer, the type of aid, and the amount of the proposed budget. 	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, February 11 th , 2025	<ol style="list-style-type: none"> 1. Make a list of payments for catering services used for the needs of PT Pelindo Regional 1 Dumai employees. 2. Recorded every transaction carefully and ensured that catering service payment data was recorded completely and accurately. 	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, February 12 th , 2025	<ol style="list-style-type: none"> 1. Wrapping prizes for badminton matches organized by PT PELINDO. 2. Scanned the Operational Cash Advance Submission Letter for the General Section as part of the document digitization process. 	General Section of PT Pelindo Regional 1 Dumai

4	Thursday, February 13 th , 2025	<ol style="list-style-type: none"> 1. Scanning incoming mail to document the archive digitally. 2. Recap incoming proposals by recording important details such as the name of the proposer, type of assistance, and budget amount. 	General Section of PT Pelindo Regional 1 Dumai
5	Friday, February 14 th , 2025	<ol style="list-style-type: none"> 1. Participated in joint gymnastics activities and door prize events in the framework of the K3 Day celebration at the company. 2. Scanning incoming letters to digitize documents. 	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.3 During the second week, the author carried out various tasks, including preparing overtime orders, inputting data on aid proposals submitted to the Tjst Pelindo Peduli system by recording the details of the proposer, type of aid, and proposed budget amount. The author also recorded and summarized catering service payments for the needs of PT Pelindo Regional 1 Dumai employees, ensuring that each transaction was recorded completely and accurately. Additionally, the author wrapped prizes for the badminton competition organized by the company and scanned operational advance payment requests and incoming letters as part of the archive digitization process. The author also compiled assistance proposals by recording the proposer's name, type of assistance, and budget amount. At the end of the week, the author participated in group exercises and the distribution of door prizes as part of the company's Occupational Safety and Health Day celebrations.

Table 3. 4 Activities of February 17th, 2025 to February 21th, 2025

No	Date and Time	Description of activities	Place
1	Monday, February 17 th , 2025	<ol style="list-style-type: none"> 1. Prepare letters of acceptance for student interns. 2. Search for and prepare letters required by the finance division. 	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, February 18 th , 2025	<ol style="list-style-type: none"> 1. Check the receipt of sports and safety shoes for SPJM Dumai, ensuring that the quantity and condition of the goods match the receipt data. 2. Input incoming proposals. 	General Section of PT Pelindo Regional 1 Dumai

		3. Prepare invitation letters for discussions on the loan of the former Marine Club building.	
3	Wednesday, February 19 th , 2025	1. Enter collateral data 2. Scan incoming documents	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, February 20 th , 2025	1. Scanning land certificates as part of document digitization. 2. Inputting scanned certificate data and collateral data into the Pelindo PEDULI TJSL website for official recording.	General Section of PT Pelindo Regional 1 Dumai
5	Friday, February 21 th , 2025	1. Filing Incoming Letters 2. Creating a List of Employee Catering Service Payments	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.4 During the third week, the author carried out various administrative tasks, including preparing acceptance letters for interns and searching for and preparing documents required by the finance division. The author also checked the receipt of sports shoes and safety shoes for SPJM Dumai, ensuring that the quantity and condition of the goods matched the existing data. Additionally, the author entered incoming proposals, prepared an invitation letter for a discussion on borrowing the former Marine Club building, and inputted and scanned collateral and land certificate data into the TJSL Pelindo PEDULI system as part of the document digitization process. The author also systematically archived incoming letters.

Table 3. 5 Activities of February 24th, 2025 to February 28th, 2025

No	Date and Time	Description of activities	Place
1	Monday, February 24 th , 2025	1. Filing incoming letters. 2. Registering Social Aid Approval for GM 2025	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, February 25 th , 2025	1. Cataloguing Old Archives 2. Following the Implementation of Safety Induction.	General Section of PT Pelindo Regional 1 Dumai

3	Wednesday, February 26 th , 2025	1. Entering SHM collateral data via the Pelindo website 2. Mendata Persetujuan Bansos ke GM 2025.	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, February 27 th , 2025	1. Entering SHM collateral data via the Pelindo website. 2. Tidying up old archives in the archive room.	General Section of PT Pelindo Regional 1 Dumai
5	Friday, February 28 th , 2025	1. Group exercise 2. Entering SHM collateral data via the Pelindo website	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.5 In the fourth week, the author filed incoming letters and sorted old files based on their contents. In addition, the author also entered collateral data in the form of Freehold Title Certificates (SHM) through the Pelindo website. In between administrative activities, the author also participated in group exercises organized by the company.

Table 3. 6 Activities of March 3th, 2025 to March 07th, 2025

No	Date and Time	Description of activities	Place
1	Monday, March 3 th , 2025	1. Sick leave	-
2	Tuesday, March 4 th , 2025	1. Entering inventory data for the Pelindo Regional 1 Dumai office. 2. Record Social Assistance Approval to GM 2025	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, March 5 th , 2025	1. Attending a presentation by vocational school students from SMK 1 DUMAI. 2. Entering office inventory data	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, March 6 th , 2025	1. Permission to enter	-
5	Friday, March 7 th , 2025	1. Permission to enter	-

Source: Processed Data 2025

Table 3.6 In the fifth week, the author entered the inventory data of PT Pelindo Regional 1 Dumai into the system. In addition, the author also attended a presentation given by students of SMK Negeri 1 Dumai who were conducting an industrial visit to the company.

Table 3. 7 Activities of March 10th, 2025 to March 14th, 2025

No	Date and Time	Description of activities	Place
1	Monday, March 10 th , 2025	1. Entering inventory data for the Pelindo Regional 1 Dumai office	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, March 11 th , 2025	1. Entering inventory data for the Pelindo Regional 1 Dumai office.	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, March 12 th , 2025	1. Entering inventory data for the Pelindo Regional 1 Dumai office	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, March 13 th , 2025	1. Entering inventory data for the Pelindo Regional 1 Dumai office	General Section of PT Pelindo Regional 1 Dumai
5	Friday, March 14 th , 2025	1. Creating Ramadan cue cards 2. Creating a statement (to Pelindo)	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.7 In the sixth week, the author focused on continuously inputting inventory data for PT Pelindo Regional 1 Dumai. In addition, the author also helped create cue cards for Ramadan activities and drafted a statement letter addressed to Pelindo.

Table 3. 8 Activities of March 17th, 2025 to March 21th, 2025

No	Date and Time	Description of activities	Place
1	Monday, March 17 th , 2025	1. Attending the Ramadan working visit event at PT Pelindo Regional 1 Dumai with the theme “Pelindo Shares Ramadan 1446 Hijri/2025”.	General Section of PT Pelindo Regional 1 Dumai

2	Tuesday, March 18 th , 2025	1. Entering Collateral List Data 2. Printing EGM Presentation Materials	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, March 19 th , 2025	1. Entering proposals received by PT Pelindo Regional 1 Dumai Branch. 2. Summary of Proposals for March 2025	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, March 20 th , 2025	1. Working as a receptionist.	General Section of PT Pelindo Regional 1 Dumai
5	Friday, March 21 th , 2025	1. Working as a receptionist	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.8 In the seventh week, the author participated in a Ramadan work visit at PT Pelindo Regional 1 Dumai with the theme “Pelindo Berbagi Ramadan 1446 H/2025” (Pelindo Shares Raman 1446 H/2025). The author also entered collateral data and proposals submitted to the company. In addition, the author performed receptionist duties by receiving and directing guests by applicable procedures.

Table 3.9 Activities of March 24th, 2025 to March 27th, 2025

No	Date and Time	Description of activities	Place
1	Monday, March 24 th , 2025	1. Entering inventory data for PT Pelindo Regional 1 Dumai. 2. Printing News About “The Unresolved Issue of the Sale and Purchase of PT Pelindo 1 Dumai Assets”	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, March 25 th , 2025	1. Assisting in organizing old files in the archive room 2. Printing the Lease Agreement	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, March 26 th , 2025	1. Entering proposals received by PT Pelindo Regional 1 Dumai Branch.	General Section of PT Pelindo Regional 1 Dumai

4	Thursday, March 27 th , 2025	1. Assist in the data printing process. 2. Scan the printed data.	General Section of PT Pelindo Regional 1 Dumai
5	Friday, March 28 th , 2025 to Monday March 31 th , 2025	Collective Leave for Eid al-Fitr Holiday	-

Source: Processed Data 2025

Table 3.9 In the eighth week, the author entered data on the inventory of PT Pelindo Regional 1 Dumai's office and helped organize old files in the storage room. The author also entered data on proposals received by the company and assisted in the printing and scanning of correspondence documents.

Table 3. 10 Activities of April 1th, 2025 to April 11th, 2025

No	Date and Time	Description of activities	Place
1	Monday, April 1 th , 2025 To Monday, April 7 th , 2025	Collective Leave for Eid al-Fitr Holiday	-
2	Tuesday, April 8 th , 2025	1. Halal bin halal with general division employees. 2. Scanning Data	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, April 9 th , 2025	1. Working as a receptionist	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, April 10 th , 2025	1. Inputting and Scanning Fuel Advance Requests for March 2025. 2. Printing a Circular Letter Regarding "Implementation of Work From Anywhere (WFA)"	General Section of PT Pelindo Regional 1 Dumai
5	Friday, April 11 th , 2025	1. Assisting with scanning letters 2. Recording Employee Arrival Times	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.10 In the ninth week, the author participated in a halal bihalal gathering with employees from the general division as part of post-Eid al-Fitr socializing. In addition, the author performed duties as a receptionist, inputting and

scanning documents for fuel advance requests for March 2025, as well as assisting in the scanning of official letters.

Table 3. 11 Activities of April 14th, 2025 to April 18th, 2025

No	Date and Time	Description of activities	Place
1	Monday, April 14 th , 2025	1. Prepare a letter regarding the closure of the 2025 Eid Transport Command Post	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, April 15 th , 2025	1. Scan the letter of accountability for the inventory of PT Pelindo Regional 1 Dumai	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, April 16 th , 2025	1. File incoming and outgoing letters. 2. Entering inventory data for PT Pelindo Regional 1 Dumai.	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, April 17 th , 2025	1. Prepare Pelindo's 2025 human resources summary data. 2. Entering inventory data for PT Pelindo Regional 1 Dumai.	General Section of PT Pelindo Regional 1 Dumai
5	Friday, April 18 th , 2025	Holiday For The Death Of Isa Almasih	-

Source: Processed Data 2025

Table 3.11 In the tenth week, the author drafted a letter regarding the closure of the 2025 Eid Transport Command Post and scanned the inventory accountability letter of PT Pelindo Regional 1 Dumai. The author also archived incoming and outgoing letters and prepared a recapitulation of PT Pelindo's human resources data for 2025. At the end of the week, the author took a day off in observance of the commemoration of the death of Jesus Christ.

Table 3. 12 Activities of April 21th, 2025 to April 25th, 2025

No	Date and Time	Description of activities	Place
1	Monday, April 21 th , 2025	1. Celebrating Kartini Day 2. Recapitulating donation books	General Section of PT Pelindo Regional 1 Dumai

2	Tuesday, April 22 th , 2025	<ol style="list-style-type: none"> 1. Counting the number of sports shoes and T-shirts for incoming employees. 2. Entering inventory data for PT Pelindo Regional 1 Dumai. 	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, April 23 th , 2025	<ol style="list-style-type: none"> 1. Scanning operational cash advance requests for the General Affairs Department for Period II (April 16 to 30, 2025) 	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, April 24 th , 2025	<ol style="list-style-type: none"> 1. Entering books received for donation to specific prisons. 2. Entering inventory data for PT Pelindo Regional 1 Dumai. 	General Section of PT Pelindo Regional 1 Dumai
5	Friday, April 25 th , 2025	<ol style="list-style-type: none"> 1. Group Exercise 2. Assisting in Creating a Video About Comfort and Facilities Available at the Passenger Terminal of PT Pelindo Dumai 	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.12 In the eleventh week, the author participated in Kartini Day celebrations. The author also compiled donation books, counted the number of sports shoes and t-shirts for new employees, and entered data on books to be donated to several correctional institutions. Additionally, the author scanned the request for operational advance funds for Period II (April 16–30, 2025) for the General Affairs Department, and assisted in creating a video about the comfort and facilities available at the Passenger Terminal of PT Pelindo Dumai.

Table 3. 13 Activities of April 28th, 2025 to May 02th, 2025

No	Date and Time	Description of activities	Place
1	Monday, April 28 th , 2025	<ol style="list-style-type: none"> 1. Assisting in the creation of a second video about the comfort and facilities available at the PT Pelindo Dumai passenger terminal. 2. Recapitulating donation books 	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, April 29 th , 2025	<ol style="list-style-type: none"> 1. Scanning incoming letters. 2. Recapitulating donation books 	General Section of PT Pelindo Regional 1 Dumai

3	Wednesday, April 30 th , 2025	<ol style="list-style-type: none"> 1. Entering incoming books to be donated to certain prisons. 2. Recapitulating donation books. 	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, May 1 th , 2025	National Labor Day Holiday	-
5	Friday, May 2 th , 2025	<ol style="list-style-type: none"> 1. Group Exercise 2. Writing Outgoing Mail Addresses 	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.13 Week Twelve, the author assisted in the production of a second video showcasing the comfort and facilities at the PT Pelindo Dumai Passenger Terminal. The author also scanned incoming mail, entered data on books to be donated to several correctional institutions, and wrote outgoing mail addresses. In addition, the author participated in group exercise activities. This week also included a national holiday in commemoration of Labor Day.

Table 3. 14 Activities of May 5th, 2025 to May 9th, 2025

No	Date and Time	Description of activities	Place
1	Monday, May 5 th , 2025	<ol style="list-style-type: none"> 1. Assisting in taking photos of general employees for port entry ID cards. 2. Entering inventory data for PT Pelindo Regional 1 Dumai. 	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, May 6 th , 2025	<ol style="list-style-type: none"> 1. Recapitulating data on the acceptance of interns. 2. Recapitulating donation books. 	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, May 7 th , 2025	<ol style="list-style-type: none"> 1. Photographing PT Pelindo's equipment at the passenger terminal for recapitulation in the office inventory. 	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, May 8 th , 2025	<ol style="list-style-type: none"> 1. Scanning operational cash advance requests for the general section for periods 1 and 2 	General Section of PT Pelindo Regional 1 Dumai

5	Friday, May 9 th , 2025	<ol style="list-style-type: none"> 1. Rechecking names as they appear on the certificate. 2. Recapitulating donation books. 	General Section of PT Pelindo Regional 1 Dumai
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Source: Processed Data 2025

Table 3.14 Week Thirteen covers the author's activities in assisting with taking photos of general division employees for the purpose of making port access ID cards, as well as compiling data on the acceptance of student interns. The author also documented PT Pelindo's equipment at the Passenger Terminal for office inventory recapitulation purposes. Additionally, the author scanned operational advance payment request letters for periods I and II, and double-checked the spelling of names on certificates to ensure they matched the correct data.

Table 3. 15 Activities of May 12th, 2025 to May 16th, 2025

No	Date and Time	Description of activities	Place
1	Monday, May 12 th , 2025 To Tuesday, May 13 th , 2025	WAISAK HOLIDAY	-
2	Tuesday, May 14 th , 2025	<ol style="list-style-type: none"> 1. Assist in editing reply letters for interns for the June 2025 period 	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, May 15 th , 2025	<ol style="list-style-type: none"> 1. Entering inventory data for PT Pelindo Regional 1 Dumai. 2. Input office inventory data into Google Spreadsheets. 	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, May 16 th , 2025	<ol style="list-style-type: none"> 1. Entering inventory data for PT Pelindo Regional 1 Dumai. 2. Input office inventory data into Google Spreadsheets. 	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.15 Week Fourteen records the author's activities in helping to edit reply letters for interns for the June 2025 period. The author also entered office inventory data into Google Spreadsheets. In addition, this week included a holiday in celebration of Vesak Day.

Table 3. 16 Activities of May 19th, 2025 to May 23th, 2025

No	Date and Time	Description of activities	Place
1	Monday, May 19 th , 2025	1. Entering office inventory data into Google Spreadsheets. 2. Membuat Surat BDI Perihal “Partisipasi Bakti Sosial”	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, May 20 th , 2025	1. Sick leave	-
3	Wednesday, May 21 th , 2025	1. Entering office inventory data for PT Pelindo Regional 1 Dumai. 2. Scan Surat Masuk	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, May 22 th , 2025	1. Helping to fold outgoing letters for BDI (Islamic Propagation Agency) 2. Entering Office Inventory Data into Google Spreadsheets	General Section of PT Pelindo Regional 1 Dumai
5	Friday, May 23 th , 2025	1. Group exercise 2. Filing incoming letters	General Section of PT Pelindo Regional 1 Dumai

Source: Processed Data 2025

Table 3.16 Week Fifteen contains the author's activities in inputting PT Pelindo Regional 1 Dumai office inventory data into Google Spreadsheets. The author also helped fold outgoing letters for the Islamic Propagation Agency (BDI), filed incoming letters, and participated in group exercise activities. During this week, the author also took one day of sick leave.

Table 3. 17 Activities of May 26th, 2025 to May 30th, 2025

No	Date and Time	Description of activities	Place
1	Monday, May 26 th , 2025	1. Entering Office Inventory Data into Google Spreadsheets.	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, May 27 th , 2025	1. Entering Office Inventory Data into Google Spreadsheets	General Section of PT Pelindo Regional 1 Dumai

3	Wednesday, May 28 th , 2025	1. Assisting in Evaluating Central Files (Archives) 2. Recording Advertisements April 2025	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, May 29 th , 2025 To Friday, May 30 th , 2025	Isa Al Masih Ascension Holiday	-

Source: Processed Data 2025

Table 3.17 Week Sixteen covers the author's activities in inputting office inventory data into Google Spreadsheets. The author also assisted in evaluating central files and recording April 2025 advertising data. During this week, the author also had a day off in commemoration of Ascension Day.

Table 3. 18 Activities June 02th, 2025 to June 06th, 2025

No	Date and Time	Description of activities	Place
1	Monday, June 2 th , 2025	1. Creating a Receipt for Regional 1 Dumai Employee Work Clothing for 2025.	General Section of PT Pelindo Regional 1 Dumai
2	Tuesday, June 3 th , 2025	1. Archiving Incoming Letters 2. Creating a 2025 Calendar Receipt	General Section of PT Pelindo Regional 1 Dumai
3	Wednesday, June 4 th , 2025	1. Requesting the General Manager's Signature Regarding the Details of the Implementation Costs for Legal, Public Relations, and TJSL Activities	General Section of PT Pelindo Regional 1 Dumai
4	Thursday, June 5 th , 2025	1. Providing a Response Letter to Interns According to the Address Provided in the Letter	General Section of PT Pelindo Regional 1 Dumai
5	Friday, June 6 th , 2025	Eid al-Adha Holiday	-

Source: Processed Data 2025

Table 3.18 Week Seventeen was the final week of the internship. During this week, the author prepared a receipt for Regional 1 Dumai employees' work attire for 2025, archived incoming letters, and requested the General Manager's signature regarding the details of the costs associated with the implementation of

Legal, Public Relations, and TJSL activities. The author also prepared response letters for the interns according to the addresses provided. This week concluded with a holiday in celebration of Eid al-Adha.

3.5 Obstacles and Solutions of the Apprenticeship

During the apprenticeship period, the author faced several challenges that affected the smooth running of daily activities. However, each obstacle was addressed with appropriate solutions to ensure that the work could still be completed effectively. The details are as follows:

3.5.1 Obstacles

During the work training at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai Branch, the author encountered several obstacles, including:

1. Damage and problems with hardware such as computers and printers, which affected the performance of employees and the author in the General Division.
2. The quality of the internet connection at the internship location was unstable, making it difficult for the author to complete several tasks that required internet access.

3.5.2 Solutions

To address these challenges, the following solutions are recommended for the next internship period:

1. Conducting routine maintenance on all hardware, including computers and printers, and ensuring that the equipment is in optimal condition by replacing damaged parts or upgrading specifications as needed.
2. Ensuring the stability of the internet network through regular monitoring and maintenance.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing a four-month internship from February 3 to June 6, 2025, at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai, the author can conclude the following:

1. The internship provided the author with hands-on experience in various administrative and operational tasks in the General Division, such as: filing incoming and outgoing mail, inputting office inventory data, calculating fuel costs for operational vehicles, inputting SHM guarantee data on the official TJSL Pelindo website, reviewing FSMAP funding proposals, and performing receptionist duties.
2. Pelabuhan Indonesia (Persero) Regional 1 Dumai uses a combination of manual and digital systems to support work efficiency. Tasks such as filing and handling administrative correspondence are done manually, while data entry, including proposals and guarantees, is performed through an integrated online system.
3. During the internship, the author gained a broader understanding of work ethics, communication flows between divisions, and skills in using office software such as Microsoft Excel, Word, and Google Spreadsheet, which were very helpful in performing tasks.
4. The author found that the knowledge from Sistem Informasi Manajemen and Etika Bisnis courses was directly applicable during the internship. Sistem Informasi Manajemen helped in understanding and operating digital data management systems, while Etika Bisnis enhanced professionalism, communication, and adherence to workplace ethics.
5. There were several challenges during the internship, such as internet connectivity issues and hardware malfunctions (computers/printers) that

hindered workflow. Solutions included using a private network and seeking technical assistance for repairs.

4.2 Suggestion

Based on the experiences and observations gained during the internship, the author proposes several suggestions to improve the effectiveness of future internships. These suggestions are addressed both to students who will participate in internships and to Bengkalis State Polytechnic as the institution responsible for preparing students for the professional world.

1. Recommendations for Students
 - a. Students who will carry out work experience at PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai is advised to strengthen their computer skills, especially in operating Microsoft Excel, Word, and PowerPoint, because these skills are very much needed in carrying out tasks in the General Division.
 - b. Students are also advised to deepen their understanding of visual design to assist in the creation of promotional materials or documentation such as posters, banners, and videos, which are occasionally required for company activities.
2. Recommendations for Bengkalis State Polytechnic
 - a. The campus is encouraged to continue fostering good cooperation with PT. Pelabuhan Indonesia (Persero) Regional 1 Dumai to ensure students continue to have opportunities for internships and real-world work experience at a professional and relevant institution aligned with their field of study.
 - b. Regular monitoring by the campus is needed for students undertaking practical work, both in terms of task progress and challenges faced, to ensure that the internship runs effectively and beneficially.
 - c. Considering the relevance of Sistem Informasi Manajemen and Etika Bisnis to internship activities, the campus is advised to ensure that these courses



remain part of the curriculum and are delivered with practical applications, so students can better adapt and contribute during their internships.

REFERENCES

- PT. Pelabuhan Indonesia (persero), 2024. "Company Profile".
<https://www.pelindo.co.id/>
- PT. Pelabuhan Indonesia (persero), 2024. "Pelindo Solusi Logistik".
<https://www.pelindosolusilogistik.co.id/>
- PT. Pelabuhan Indonesia (persero), 2024. "Pelindo Multi Terminal"
<https://pelindomultiterminal.co.id/>

APPENDICES

Appendix 4.1 Application Letter of Apprenticeship

	KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI POLITEKNIK NEGERI BENGKALIS Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711 Telepon: (+62766) 24566, Fax: (+62766) 800 1000 Laman: http://www.polbeng.ac.id , E-mail: polbeng@polbeng.ac.id																
Nomor : 5798/PL31/TU/2024 Hal : Permohonan Kerja Praktek (KP)	Bengkalis, 18 November 2024																
Yth. Pimpinan PT. Pelindo Dumai Jl. Sultan Syarif Kasim No.1, Dumai, Riau di Dumai																	
<p>Dengan hormat,</p> <p>Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Pelindo Dumai yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 03 Februari 2025 s/d 06 Juni 2025, adapun nama mahasiswa sebagai berikut:</p>																	
<table border="1"><thead><tr><th>No</th><th>Nama</th><th>Nim</th><th>Prodi</th></tr></thead><tbody><tr><td>1</td><td>Asmirasari</td><td>5404211364</td><td>D4 Administrasi Bisnis Internasional</td></tr><tr><td>2</td><td>Nordiana</td><td>5404211435</td><td>D4 Administrasi Bisnis Internasional</td></tr><tr><td>3</td><td>Riana Citra</td><td>5404211440</td><td>D4 Administrasi Bisnis Internasional</td></tr></tbody></table>		No	Nama	Nim	Prodi	1	Asmirasari	5404211364	D4 Administrasi Bisnis Internasional	2	Nordiana	5404211435	D4 Administrasi Bisnis Internasional	3	Riana Citra	5404211440	D4 Administrasi Bisnis Internasional
No	Nama	Nim	Prodi														
1	Asmirasari	5404211364	D4 Administrasi Bisnis Internasional														
2	Nordiana	5404211435	D4 Administrasi Bisnis Internasional														
3	Riana Citra	5404211440	D4 Administrasi Bisnis Internasional														
<p>Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.</p> <p>Demikian permohonan ini disampaikan, atas perhatian dan kerja samanya kami ucapkan terima kasih.</p>																	
<p>An. Direktur, Wakil Direktur-III</p>  <p>M. Alkadri Perdana, S.T., M.Sc. NIP. 198903142015041001</p>																	
<p>Contact Person: M. Alkadri Perdana, B.IT, M.Sc (0812 7648 4321)</p>																	

Appendix 4.1 Appendiceship Reply Letter



Nomor : HM.03.05/31/1/1/B4.1/B4/DMAI-25
Lampiran : 1
Perihal : Permohonan Kerja Praktik (KP)

Dumai, 31 Januari 2025

Kepada Yth. Wakil Direktur III Politeknik Negeri Bengkalis

Jl. Bathin Alam, Sungai Alam
di
Bengkalis

1. Menunjuk Surat Wakil Direktur III Politeknik Negeri Bengkalis Nomor : 5798/PL31/TU/2025 tanggal 18 November 2024 Perihal Permohonan Kerja Praktik (KP).
2. Sehubungan hal tersebut diatas, disampaikan bahwa pada prinsipnya kami menyetujui Mahasiswa/i Saudara untuk melakukan Kerja Praktik di perusahaan kami terhitung mulai 03 Februari s.d 06 Juni 2025 atas nama sebagai berikut :

NO	NAMA MAHASISWA/I	NIM	PROGRAM STUDI
1	ASMIRASARI	5404211364	ADM BISNIS INTERNASIONAL
2	NORDIANA	5404211435	ADM BISNIS INTERNASIONAL
3	RIANA CITRA	5404211440	ADM BISNIS INTERNASIONAL

3. Untuk pelaksanaan dimaksud kepada mahasiswa/i saudara agar memperhatikan hal-hal sebagai berikut :
 - a. Sebelum dan sesudah memulai kegiatan Kerja Praktik (KP) wajib melapor kepada Junior Manager Umum Regional 1 Dumai;
 - b. Mentaati semua peraturan yang berlaku di perusahaan dan wajib memahaminya;
 - c. Mematuhi ketentuan keselamatan, kecelakaan kerja (K3);
 - d. Mentaati dan melaksanakan protokol kesehatan;
 - e. Melengkapi BPJS Ketenagakerjaan/Asuransi (Jaminan Kematian/Kecelakaan Kerja) selama pelaksanaan Kerja Praktik di Perusahaan;
 - f. Membuat surat pernyataan bermaterai yang isinya apabila terjadi kecelakaan kerja maka Perusahaan tidak bertanggung jawab;
 - g. Perusahaan kami tidak menyediakan fasilitas seperti uang makan, tempat tinggal, transport, asuransi dan lain-lainnya.
4. Demikian disampaikan, atas perhatian dan kerjasamanya diucapkan terima kasih.


REGIONAL 1 DUMAI
MANAGER UMUM



MUHAMMAD NIRWAN
NIP. 100993



Appendix 4. 2 Apprentices Statement Letter



SURAT KETERANGAN
NO : KP.40 / 1 / 17 / DMAI/REG1-25.TU

Executive General Manager Pelindo Regional I Dumai menerangkan bahwa :

N a m a : Asmirasari
Mahasiswi : Politeknik Negeri Bengkalis
NIM : 5404211364
Program Studi : D4 Administrasi Bisnis Internasional

Berdasarkan :


1. Surat Direktur Politeknik Negeri Bengkalis Nomor : 5798/PL31/TU/2023 tanggal 18 November 2024 perihal Permohonan Kerja Praktek (KP);
2. Surat Manager Umum Regional 1 Dumai Nomor : HM.03.05/15/1/1/B4.1/B4/DUM-24 tanggal 31 Januari 2025 Perihal Permohonan Kerja Praktek (KP).

Bahwa yang bersangkutan telah melaksanakan Kerja Praktek pada PT Pelabuhan Indonesia (Persero) Regional I Dumai terhitung mulai tanggal 03 Februari s.d 06 Juni 2025, dan yang bersangkutan mempunyai dedikasi (Klasifikasi Nilai) Baik.

Demikian surat keterangan ini diberikan untuk dapat dipergunakan seperlunya.

Dumai, 10 Juni 2025


REGIONAL 1 DUMAI
an. EXECUTIVE GENERAL MANAGER
MANAGER UMUM



M. NIRWAN
NIPP. 100993

Regional 1 Cabang Dumai
Jl. Sultan Syarif Kasim No. 1 Dumai - 28813
T. +62 765 31469 | E. dumai@pelindo.co.id

www.pelindo.co.id



Appendix 4.3 Apprenticeship Assessment Sheet

EVALUATION RESULTS FROM JOB TRAINING COMPANY PENILAIAN.

PT Pelabuhan Indonesia (Persero) Regional 1 Cabang Dumai

Name : Asmirasari
Student's Identity No. : 5404211364
Study Program : Administrasi Bisnis Internasional Politeknik Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	92
2.	Responsibility	25%	95
3.	Adjustment/Adaptation	10%	92
4.	Work Result	30%	95
5.	Behavior in General	15%	91
Total (1+2+3+4+5)		100%	

Explanation :
Score : Criteria
81 – 100 : Excellence
71 – 80 : Very Good
66 – 70 : Good
61 – 65 : Good Enough
56 – 60 : Enough

Notes:

.....
.....
.....

Dumai, 06 Juni 2025



Advisor
Antoni Nofril Edisa, S.T

Appendix 4. 4 List of Apprenticeship Attendance Sheet



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : ASMIRASARI
NIM : 5404211364
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI
BULAN : FEBRUARI 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Senin, 03-02-2025	08.00	17.00	Hadir
2	Selasa, 04-02-2025	08.00	17.00	Hadir
3	Rabu, 05-02-2025	08.00	17.00	Hadir
4	Kamis, 06-02-2025	08.00	17.00	Hadir
5	Jumat, 07-02-2025	08.00	17.00	Hadir
6	Senin, 10-02-2025	08.00	17.00	Hadir
7	Selasa, 11-02-2025	08.00	17.00	Hadir
8	Rabu, 12-02-2025	08.00	17.00	Hadir
9	Kamis, 13-02-2025	08.00	17.00	Hadir
10	Jumat, 14-02-2025	08.00	17.00	Hadir
11	Senin, 17-02-2025	08.00	17.00	Hadir
12	Selasa, 18-02-2025	08.00	17.00	Hadir
13	Rabu, 19-02-2025	08.00	17.00	Hadir
14	Kamis, 20-02-2025	08.00	17.00	Hadir
15	Jumat, 21-02-2025	08.00	17.00	Hadir
16	Senin, 24-02-2025	08.00	17.00	Hadir
17	Selasa, 25-02-2025	08.00	17.00	Hadir
18	Rabu, 26-02-2025	08.00	17.00	Hadir
19	Kamis, 27-02-2025	08.00	17.00	Hadir
20	Jumat, 28-02-2025	08.00	17.00	Hadir

Mengetahui,
Pembimbing PKL

ANTONI NOFRIL EDISA



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : ASMIRASARI
NIM : 5404211364
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI
BULAN : MARET 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Senin, 03-03-2025	08.00	15.00	Sakit
2	Selasa, 04-03-2025	08.00	15.00	Hadir
3	Rabu, 05-03-2025	08.00	15.00	Hadir
4	Kamis, 06-03-2025	08.00	15.00	Izin
5	Jumat, 07-03-2025	08.00	15.00	Izin
6	Senin, 10-03-2025	08.00	15.00	Hadir
7	Selasa, 11-03-2025	08.00	15.00	Hadir
8	Rabu, 12-03-2025	08.00	15.00	Hadir
9	Kamis, 13-03-2025	08.00	15.00	Hadir
10	Jumat, 14-03-2025	08.00	15.00	Hadir
11	Senin, 17-03-2025	08.00	15.00	Hadir
12	Selasa, 18-03-2025	08.00	15.00	Hadir
13	Rabu, 19-03-2025	08.00	15.00	Hadir
14	Kamis, 20-03-2025	08.00	15.00	Hadir
15	Jumat, 21-03-2025	08.00	15.00	Hadir
16	Senin, 24-03-2025	08.00	15.00	Hadir
17	Selasa, 25-03-2025	08.00	15.00	Hadir
18	Rabu, 26-03-2025	08.00	15.00	Hadir
19	Kamis, 27-03-2025	08.00	15.00	Hadir
20	Jumat, 28-03-2025	08.00	15.00	Libur Meyambut Hari Raya Idul Fitri
21	Senin, 31-03-2025	08.00	15.00	Libur Meyambut Hari Raya Idul Fitri

Mengetahui,
Pembimbing PKL

ANTONI NOFRIL EDISA



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : ASMIRASARI
NIM : 5404211364
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI
BULAN : APRIL 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Selasa, 01-04-2025	08.00	17.00	Libur Hari Raya Idul Fitri
2	Rabu, 02-04-2025	08.00	17.00	Libur Hari Raya Idul Fitri
3	Kamis, 03-04-2025	08.00	17.00	Libur Hari Raya Idul Fitri
4	Jumat, 04-04-2025	08.00	17.00	Libur Hari Raya Idul Fitri
5	Senin, 07-04-2025	08.00	17.00	Libur Hari Raya Idul Fitri
6	Selasa, 08-04-2025	08.00	17.00	Hadir
7	Rabu, 09-04-2025	08.00	17.00	Hadir
8	Kamis, 10-04-2025	08.00	17.00	Hadir
9	Jumat, 11-04-2025	08.00	17.00	Hadir
10	Senin, 14-04-2025	08.00	17.00	Hadir
11	Selasa, 15-04-2025	08.00	17.00	Hadir
12	Rabu, 16-04-2025	08.00	17.00	Hadir
13	Kamis, 17-04-2025	08.00	17.00	Hadir
1	Jumat, 18-04-2025	08.00	17.00	Libur Wafat Isa Almasih
16	Senin, 21-04-2025	08.00	17.00	Hadir
17	Selasa, 22-04-2025	08.00	17.00	Hadir
18	Rabu, 23-04-2025	08.00	17.00	Hadir
19	Kamis, 24-04-2025	08.00	17.00	Hadir
20	Jumat, 25-04-2025	08.00	17.00	Hadir
21	Senin, 28-04-2025	08.00	17.00	Hadir
22	Selasa, 29-04-2025	08.00	17.00	Hadir
20	Rabu, 30-04-2025	08.00	17.00	Hadir

Mengetahui,
Pembimbing PKL

ANTONI NOFRIL EDISA



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : ASMIRASARI
NIM : 5404211364
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI
BULAN : MEI 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Kamis, 01-05-2025	08.00	17.00	Libur Hari Buruh Nasional
2	Jumat, 02-05-2025	08.00	17.00	Hadir
3	Senin, 05-05-2025	08.00	17.00	Hadir
4	Selasa, 06-05-2025	08.00	17.00	Hadir
5	Rabu, 07-05-2025	08.00	17.00	Hadir
6	Kamis, 08-05-2025	08.00	17.00	Hadir
7	Jumat, 09-05-2025	08.00	17.00	Hadir
8	Senin, 12-05-2025	08.00	17.00	Libur Hari Raya Waisak
9	Selasa, 13-05-2025	08.00	17.00	Libur Hari Raya Waisak
10	Rabu, 14-05-2025	08.00	17.00	Hadir
11	Kamis, 15-05-2025	08.00	17.00	Hadir
12	Jumat, 16-05-2025	08.00	17.00	Hadir
13	Senin, 19-05-2025	08.00	17.00	Hadir
14	Selasa, 20-05-2025	08.00	17.00	Sakit
15	Rabu, 21-05-2025	08.00	17.00	Hadir
16	Kamis, 22-05-2025	08.00	17.00	Hadir
17	Jumat, 23-05-2025	08.00	17.00	Hadir
18	Senin, 26-05-2025	08.00	17.00	Hadir
19	Selasa, 27-05-2025	08.00	17.00	Hadir
20	Rabu, 28-05-2025	08.00	17.00	Hadir
21	Kamis, 29-05-2025	08.00	17.00	Cuti Kenaikan Isa Al Masih
22	Jumat, 30-05-2025	08.00	17.00	Cuti Kenaikan Isa Al Masih

Mengetahui,
Pembimbing PKL

ANTONI NOFRIL EDISA



**ABSENSI KERJA PRAKTIK LAPANGAN (PKL)
POLITEKNIK NEGERI BENGKALIS
PRODI ADMINISTRASI BISNIS INTERNATIONAL**

NAMA : ASMIRASARI
NIM : 5404211364
TEMPAT PKL : PT PELINDO (PERSERO) REGIONAL 1 DUMAI
BULAN : JUNI 2025

NO	TANGGAL	JAM MASUK	JAM KELUAR	KETERANGAN
1	Senin, 02-06-2025	08.00	17.00	Hadir
2	Selasa, 03-06-2025	08.00	17.00	Hadir
3	Rabu, 04-05-2025	08.00	17.00	Hadir
4	Kamis, 05-05-2025	08.00	17.00	Hadir
5	Jumat, 06-05-2025	08.00	17.00	Hari Raya Idul Adha

Mengetahui,
Pembimbing PKL

ANTONI NOFRIL EDISA

Appendix 4.5 Apprenticeship Certificate

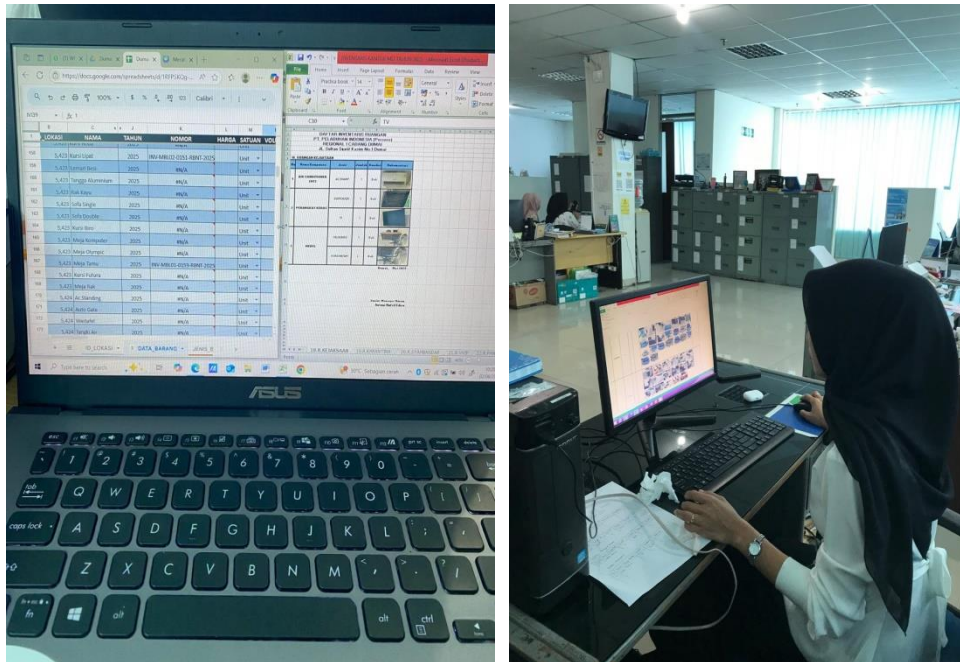
	
SERTIFIKAT	
NOMOR : <u>KE-40/11/16/DMAI/REG1-25.TU</u>	
DENGAN INI DIPERSEMAHKAN KEPADA :	
ASMIRASARI	
<p>Sebagai bentuk apresiasi atas keberhasilan dalam melaksanakan Kerja Praktik (Magang) selama 4 (empat) bulan, terhitung mulai tanggal 3 Februari 2025 sampai dengan 6 Juni 2025, di Bagian Umum PT PELABUHAN INDONESIA (Persero) REGIONAL 1 DUMAI, dengan hasil BAIK</p>	
	
<p>REGIONAL 1 DUMAI a.n. EXECUTIVE GENERAL MANAGER MANAGEMENT UMUM</p>	
<p> M. NIRWAN, S.T., MM NIPP. 100993</p>	

Appendix 4. 6 : Apprenticeship Documentation

a) Archiving important letters and documents.



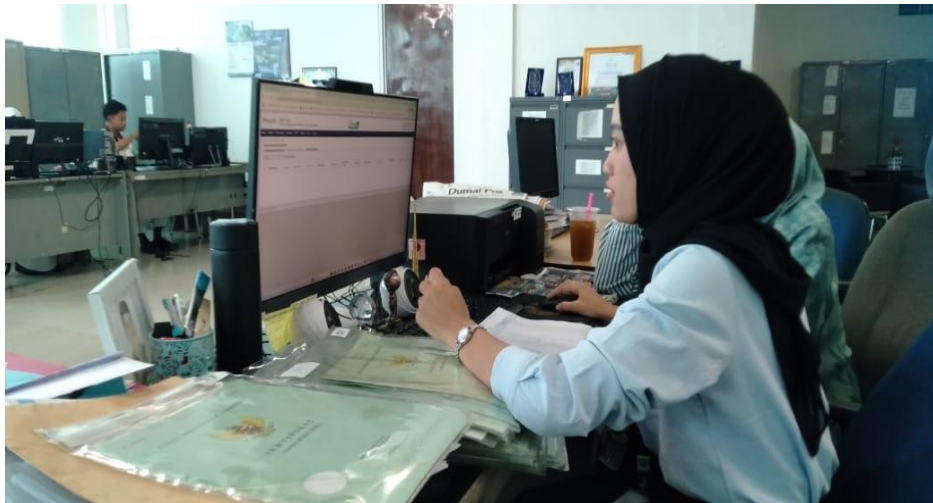
b) Inputting office inventory data for PT Pelindo Regional 1 Dumai.



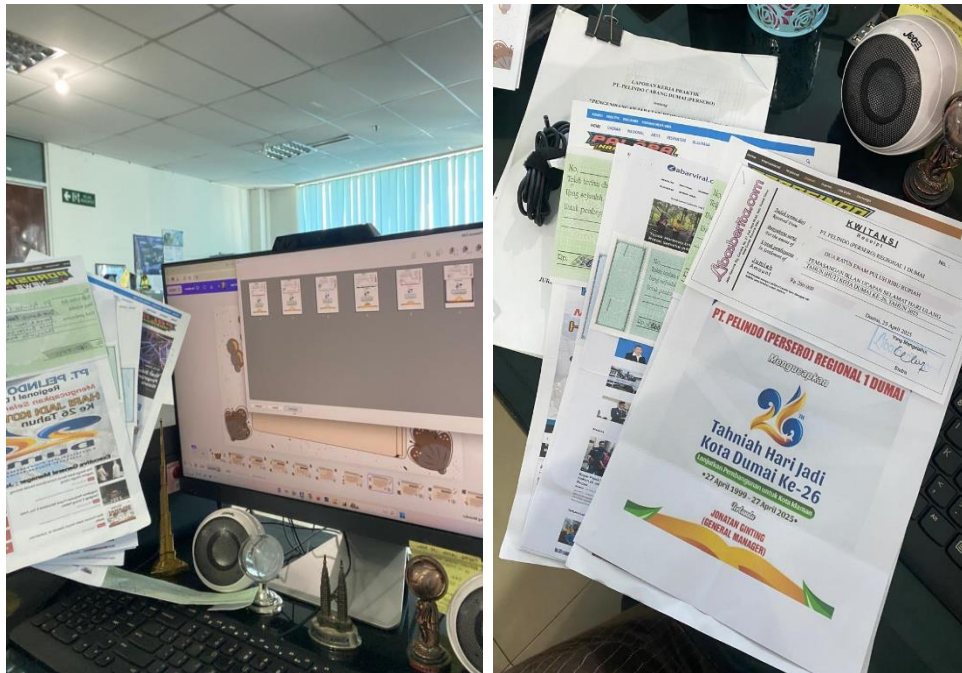
c) “Pelindo Sharing Ramadhan” Working Visit Event.



d) Inputting SHM collateral data through the Pelindo website.



e) Scan of Advertising Receipt.



f) Group Photo in Celebration of Kartini Day.



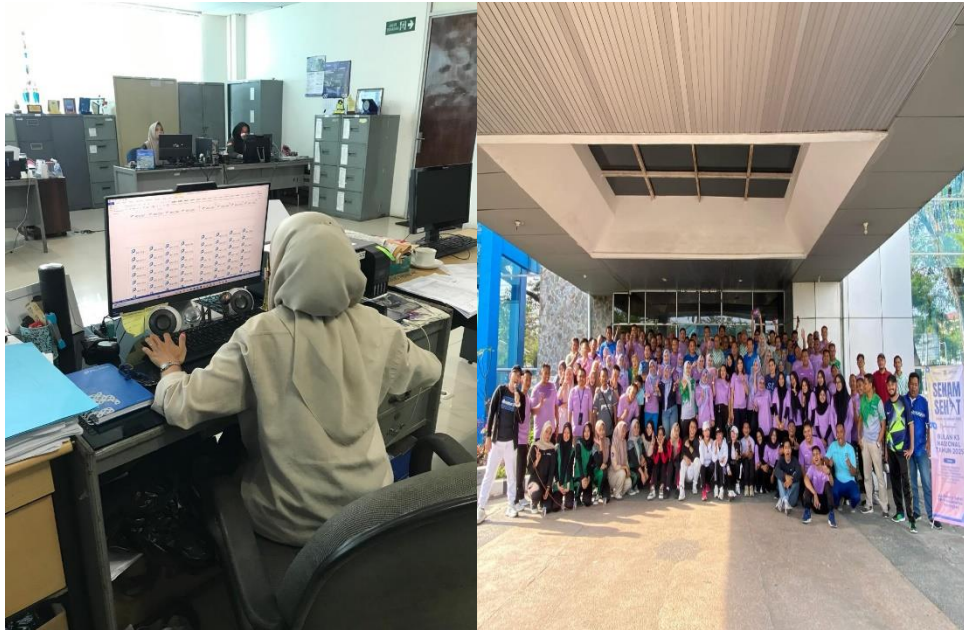
g) Gift Wrap for Badminton Match.



h) Routine Gymnastics on Friday.



i) K3 Event and Making K3 Event Coupons.



j) Safety Induction at PT. Pelindo (Persero) Regional 1 Dumai.



k) Documentation at PT Pelindo Regional 1 Dumai Branch.

