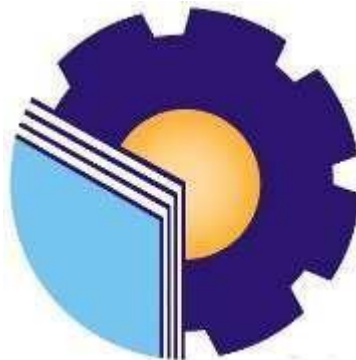


APPRENTICESHIP REPORT

**IMPLEMENTATION OF OFFICE BRI DOCUMENT
MANAGEMENT SYSTEM (BRIMEN) AT PT. BANK RAKYAT
INDONESIA UNIT SELATBARU**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

VALIDITY SHEET

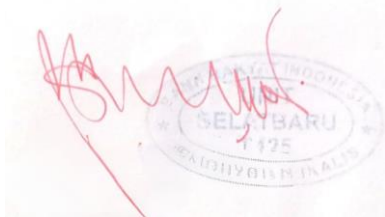
IMPLEMENTATION OF OFFICE BRI DOCUMENT MANAGEMENT SYSTEM (BRIMEN) AT PT. BANK RAKYAT INDONESIA UNIT SELATBARU

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CHAPTER I

INTRODUCTION

1.1 Background on Apprenticeship

The implementation of the internship program, it can also improve students' abilities and competencies. Tagala argues that competence has a definition as one of the innate individuals related to the level and ability to work with their work. The theory of the internship program in reality is also effective for improving the ability to communicate well, the ability to adjust, the managerial ability to work in groups, the ability to interact, and increase accuracy in work as part of the soft skills that students must have. Thus, the potential of students as interns will be enhanced through direct training and the experience they gain. In an effort to increase students' knowledge and added value before finally descending into the world of work, through the internship program students are expected to gain experience and preparation to face the world of work which is very competitive and demands reliable workers and has the knowledge as a provision needed in the world of work. (Tanjung, et al., 2023).

After completing the internship, students are expected to be equipped with industry experience that will enhance their understanding, implementation, and application in the workplace. The achievement of the aforementioned internship objectives will ultimately influence the development of professional students who possess extensive knowledge and expertise in the field of international business administration. With these capabilities, it is hoped that graduates of the Applied Bachelor's Program in International Business Administration at Bengkalis State Polytechnic will be able to utilize their knowledge and skills. Bengkalis State Polytechnic also aims to enhance students' capabilities through educational programs in the business world. This will enable the Polytechnic to fulfill its mission of producing high-quality work products and fostering positive relationships between the industrial and educational sectors.

During the internship at PT Bank Rakyat Indonesia Unit Selatbaru, a company engaged in financial services for various segments of society, especially

the micro, small and medium sectors (MSMEs), the author was placed in the BRIMEN (BRI Document Management System) section. Activities carried out include scanning documents, uploading debt acknowledgment documents to brimen, creating Brimen cabinet numbers, and other administrative activities related to company operations. These activities provide valuable experience and new insights that are very useful as provisions for entering the world of work in the future. At Bengkalis State Polytechnic, internship activities are an obligation for all students as a form of applying the knowledge gained during lectures to the real world of work.

Apart from fulfilling graduation requirements, internships aim to produce skilled, work-ready graduates with strong ethics and the ability to face professional challenges. This is achieved by placing students in workplaces relevant to their field of study. Specifically, for students of the International Business Administration Study Program, internship activities aim to enable students to get to know firsthand the business world and the world of work, as well as add insight to be more skilled, responsive, and able to compete effectively in the future. After completing internship activities, students are required to prepare an Internship Report as a form of accountability for the results of internship activities and as one of the requirements to continue to the next semester. For the Author, the background of participating in internship activities carried out on February 03, 2025 to June 06, 2025 at PT. Bank Rakyat Indonesia Unit Selatbaru is to apply the knowledge that has been obtained directly in the world of work, gain work experience in the administrative field, and fulfill one of the graduation requirements in the D4 - International Business Administration Study Program.

1.2 Purpose of the Apprenticeship

The objectives of the internship work carried out at PT. Bank Rakyat Indonesia Unit Selatbaru, a company engaged in financial services for various segments of society, especially the micro, small and medium sector (MSMEs) are as follows:

1. To find out the job description at PT. Bank Rakyat Indonesia Unit Selatbaru, especially in the Brimen (BRI Document Management System) division.
2. To find out the work system and work procedures at PT. Bank Rakyat Indonesia Unit Selatbaru.
3. To find out the place and time of practical work at PT. Bank Rakyat Indonesia Unit Selatbaru.
4. To determine the type and kind of description of activities at PT. Bank Rakyat Indonesia Unit Selatbaru
5. To find out the obstacles faced during the internship and the solutions applied at PT. Bank Rakyat Indonesia Unit Selatbaru.

1.3 Significances Apprenticeship

Concepts learned during the internship. In addition, internships allow students on the apprenticeship is one of the activities for every State Polytechnic of Bengkalis student in completing their assignments. To achieve the expected results, it is necessary to find out the benefits of holding the on the apprenticeship. The benefits of on the apprenticeship are as follows:

1. Significances for the Study

Through internships, students have the opportunity to directly apply the knowledge or to work in teams with others, which helps develop teamwork skills and encourages direct contribution. Overall, internships provide students with experience that bridges academic knowledge and professional practice. Students can also learn about work ethics and culture including respecting fellow colleagues and maintaining the confidentiality of data. Students also have the opportunity and chance to be recruited directly by the PT. Bank Rakyat Indonesia Unit Selatbaru, so that they can be assessed directly from the potential of these students.

2. Significances for State Polytechnic of Bengkalis

This internship program also provides significant benefits for Bengkalis State Polytechnic. One of the main benefits is that it strengthens cooperation and

communication between Bengkalis State Polytechnic and PT. Bank Rakyat Indonesia Unit Selatbaru. Through this partnership, both parties can build good relationships and establish mutually beneficial collaborations that support educational development and industry needs. By participating in the internship program, students are equipped with practical skills and real-world experience that enhance their readiness to enter the workforce.

3. Significances for the Company

Internships are one of the activities undertaken by every student to complete their academic assignments. one of the main benefits for PT. Bank Rakyat Indonesia Unit Selatbaru is the establishment of cooperation between the Bengkalis State Polytechnic and PT. Bank Rakyat Indonesia Unit Selatbaru, which enables them to provide feedback to students through this internship program. the presence of student interns can help ease the workload of permanent employees, especially in routine work, there by increasing efficiency.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Bank Rakyat Indonesia Unit Selatbaru was established in 2015 as an increasing service to customers in various industrial sectors in Indonesia, especially in the field of financial services that serve the opening of Bank Rakyat Indonesia internet banking, Bank Rakyat Indonesia mobile banking activation, Bank Rakyat Indonesia register and m-banking. Other services also include Bank Rakyat Indonesia bank loans and savings and loans at BRI bank. This unit provides banking services to the public, both deposits, loans, and other banking services, which include deposit products (such as Simpedes and Bank Rakyat Indonesia Economic Community Savings), loans (including People's Business Credit and Rural general credit), and other banking services (such as transfers, bill payments, and digital services through BRI Mobile). The company's main vision is to become a leading commercial bank that always prioritizes customer satisfaction. The company's branch office is located at Jalan Jendral Sudirman, No. 18 Bengkalis, Riau, while Bank Rakyat Indonesia Unit Selatbaru is located at Jalan Soekarno Hatta, Selatbaru, Bantan District, Bengkalis Regency (Afidatussalafiyah, 2023).



Figure 2.1 Company PT. Bank Rakyat Indonesia Unit Selatbaru
Source : Documentation Data, 2025

As part of the Bank Rakyat Indonesia network spread throughout Indonesia, Bank Rakyat Indonesia Unit Selatbaru has an important role in supporting the economic activities of communities in coastal areas, especially in empowering micro, small and medium enterprises (MSMEs).

Bank Rakyat Indonesia Unit Selatbaru began operations to provide financial services to rural communities that previously had limited access to banking. Since its inception, this unit aims to help the community in terms of savings and loans, small business financing, and bring access to banking services closer to remote areas. Bank Rakyat Indonesia Unit Selatbaru provides various banking services, such as: Simpedes and BritAma account opening, distribution of People's Business Credit (KUR), cash deposit and withdrawal transactions, BRImo (BRI Mobile) services, bill payments (State Electricity Company, Regional Water Company, and others), financing services for farmers, fishermen, traders, and local MSMEs. The presence of Bank Rakyat Indonesia Unit Selatbaru is very beneficial for the community, increasing financial literacy, through direct education from Bank Rakyat Indonesia Unit Selatbaru employees to village customers. Local economic empowerment through access to credit with low interest rates and business assistance.

In the midst of technological advances and changes in digital financial transaction patterns, Bank Rakyat Indonesia unit Selatbaru continues to innovate in the use of the BRImo application is a priority so that rural customers are also technologically literate. In addition, employees (especially Bank Rakyat Indonesia Account Officers) take a direct approach to the community with a pick-up system to educate and reach customers who have not been touched by banking services.

2.2 Vision and Mission

Every company has its own vision and mission to achieve its goals and drive the implementation of its programs. This also applies to PT. Bank Rakyat Indonesia Unit Selatbaru. The following is the vision and mission statement of PT. Bank Rakyat Indonesia Unit Selatbaru :

2.2.1 Vision of the Company

The vision of PT Bank Rakyat Indonesia is the Most Valuable Banking Group in Southeast Asia and the Champion of Financial Inclusion 2025 (Lutfi and Sutarjo, 2024).

2.2.2 Mission of the Company

The mission of PT. Bank Rakyat Indonesia unit Selatbaru is as follows:

1. Culture Agent as a strategy for implementing organizational culture and several activities that can foster culture at Bank Rakyat Indonesia.
2. The application of informal type culture is divided into Bank Rakyat Indonesia artifact organizational culture elements from supporting facilities such as daycare, lactation room, pantry, games corner, sports venue.
3. BRIwork and BRILiaN Center (Bank Rakyat Indonesia Learning Institute and Innovation Center) which are workplaces with an informal atmosphere spread across various regions. In addition, another artifact that is applied in employee habits is sharing sessions.

2.3 Kind of Business

Bank Rakyat Indonesia Unit Selatbaru is engaged in financial services, its main focus is to provide banking services to the community, especially the Micro, Small and Medium Enterprises (MSMEs) segment. Bank Rakyat Indonesia Unit Selatbaru, as part of PT Bank Rakyat Indonesia (Persero) Tbk, runs a banking business that focuses on Collecting funds from the public through various types of deposits, Distributing funds back to the community in the form of credit, including People's Business Credit (KUR) aimed at MSMEs. Providing other banking services, such as payments, transfers, and digital banking services. Supporting government programs, especially in empowering MSMEs and developing the people's economy. Thus, Bank Rakyat Indonesia Unit Selatbaru plays an important role in providing financial access for the community in Selatbaru and its surroundings, as well as supporting local economic growth

through MSMEs financing.

1. Product

- a) Deposit products: Bank Rakyat Indonesia BritAma Savings, BRI Savings, Hajj Savings, Junio Savings, and Current Accounts.
- b) Credit or Financing Products: People's Business Credit, General Rural Credit, Micro and Retail Loans.
- c) Digital Products and e-Banking Services: Brimo (BRI Mobile), Internet Banking, Automated Teller Machine (ATM) and Cash Recycling Machine (CRM)
- d) Investment and Protection Products: Time Deposits, BRI Life (Insurance), Mutual funds, and bonds

2. Services

a) Main Services of Bank Rakyat Indonesia

Bank Rakyat Indonesia (BRI) provides complete services for individuals and businesses, such as account opening, lending (People's business credit, rural general credit), and digital transactions through BRImo and Internet Banking. In addition, BRI also serves bill payments, e-wallet top-ups, remittance services, and the BRILink Agent network for remote areas. For business needs, BRI offers services such as Application Programming Interface (API), Cash Management System, and payroll system. All of these services are designed to be easily accessible to all.

b) One site Project Support

- 1. Information Technology
- 2. Banking System Support
- 3. Infrastructure Project Monitoring
- 4. Training and Mentoring

c) Project Logistics Coordination

Bank Rakyat Indonesia Unit Selatbaru organizes the delivery of

equipment, documents, and other project needs to arrive on time and efficiently. This coordination aims to support the smooth running of the project, improve services, and maintain customer satisfaction.

d) Custom Equipment Solutions

Bank Rakyat Indonesia unit Unit Selatbaru provides specialized equipment tailored to the needs of the project, location, and technical conditions. This solution aims to support smooth operations, improve customer service, and ensure work efficiency in each unit.

2.4 Organizational Structure

The company's organizational structure can be interpreted as a certain hierarchical line of components that make up the company. The structure clearly describes the position, function, rights and obligations of each position within the scope of the company. The organizational structure owned by PT Bank Rakyat Indonesia Unit Selatbaru is as follows:

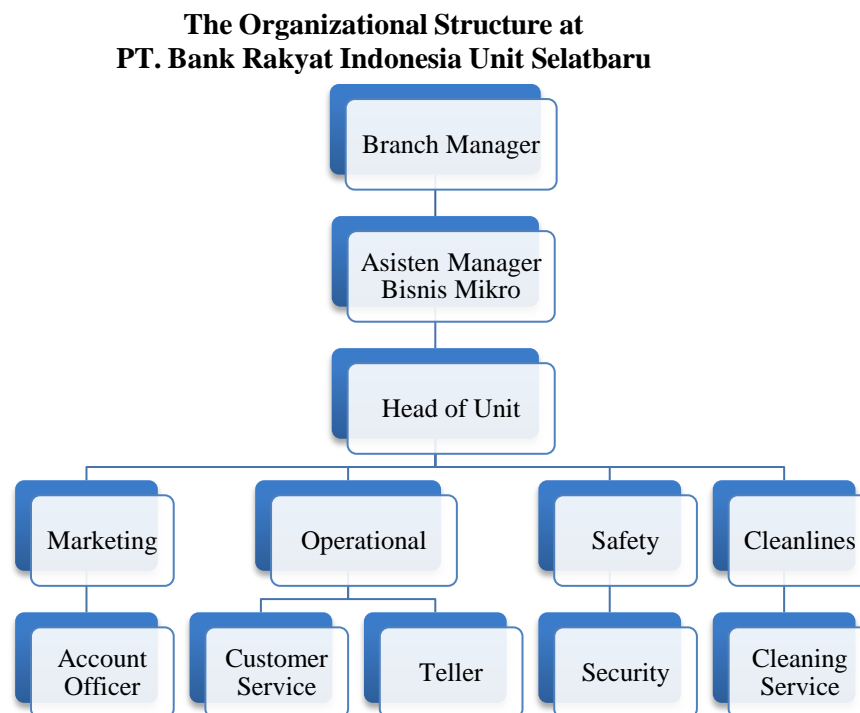


Figure 2.2 Organizational Structure of PT. Bank Rakyat Indonesia Unit Selatbaru
Source : Processed Data, 2025

1. Branch Manager

Branch Manager or Unit Leader at PT Bank Rakyat Indonesia Unit Selatbaru is the highest authority at the work unit level to lead and supervise the general activities of the company and make strategic decisions for the development and duties and responsibilities at PT Bank Rakyat Indonesia Unit Selatbaru as follows:

- a) Manage and supervise the daily operations of the unit
- b) Achieve fund raising and lending targets
- c) Forstering and directing the performance of all staff
- d) Ensure compliance with bank procedures and regulations
- e) Build good relationships with customers and the surrounding community

2. Assistant Micro Business Manager (AMBM)

Assistant Micro Business Manager (AMBM) is a functional official in the Bank Rakyat Indonesia work unit whose job is to assist the unit manager in managing micro business financing activities. the duties and responsibilities of the assistant micro business manager are as follows:

- a) Mentoring micro credit marketing
- b) Assisting with micro credit distribution strategies
- c) Monitoring financing quality
- d) Producing performance reports
- e) Build good relationships and provide financial education to MSMEs customers

3. Head of Unit

The Head of Unit plays an important role in coordinating the performance of all sections and ensuring that services to customers run well. the duties and responsibilities of the head of unit are as follows:

- a) Manage and supervise the overall operational activities of the unit
- b) Establish strategies to achieve fund raising and lending targets
- c) Supervise and evaluate the performance of staff such as tellers, Customer

service,

- d) Account Officer, and Assistant Micro Business Manager
- e) Ensure all unit activities are in accordance with Standard Operating Procedure and applicable regulations
- f) Establish good relationships with customers and build cooperation with surrounding community to support the bank's business growth.

4. Account Officer

Account Officers are better known as field officers who are responsible for marketing and managing microfinance products. The duties and responsibilities of account officers are as follows:

- a) Marketing micro credit products
- b) Surveying business feasibility
- c) Assisting credit applications
- d) Monitoring and collection
- e) Maintaining communication and financial education to MSMEs customers

5. Customer Service

Customer Service (CS) is a part that plays a direct role in providing non-transactional services to customers. thus maintaining customer satisfaction with banking services. the duties and responsibilities of customer service are as follows:

- a) Open and close savings, deposit, and current accounts
- b) Handling customer data changes such as address, phone number, and identity status
- c) Provide information about Bank Rakyat Indonesia products and services clearly and accurately
- d) Handle customer complaints or requests politely and professionally
- e) Assist the activation process of digital services such as Brimo, sms banking, and internet banking

6. Teller

Teller in charge of serving various customer financial transactions directly. Teller is required to work fast, thorough, and friendly in order to maintain customer trust and comfort. teller duties and responsibilities as follows:

- a) Serve financial transactions such as cash deposits, withdrawals, transfers, and payments
- b) Ensure every transaction is done appropriately, accurately, and according to procedures
- c) Checking and sorting incoming and outgoing cash
- d) Make daily reports on all transactions made
- e) Maintain the confidentiality of customer data and information and provide friendly and professional services.

7. Security

Security are personnel who are responsible for maintaining security and order in the work environment of Bank BRI Unit Selatbaru. The duties and responsibilities of security are as follows:

- a) Maintain the security of the office area, both inside and outside the building
- b) Manage traffic and parking of customer and staff vehicles within the unit
- c) Assist in directing customers to the appropriate service and maintain queue order
- d) Conduct checks on guests or outsiders according to bank security procedures
- e) Respond to emergency situations such as security disturbances, fire, or other disasters

8. Cleaning Service

Cleaning Service is part of the support staff in the work environment of Bank Rakyat Indonesia Unit Selatbaru whose job is to maintain the cleanliness and comfort of the office area. cleaning service duties and responsibilities as follows:

- a) Clean all office areas such as workspaces, customer waiting rooms,

toilets, and other public areas

- b) Maintain the cleanliness of office facilities and equipment to keep them well maintained and comfortable to use
- c) Checking and replenishing cleaning supplies such as soap, tissues, and drinking water
- d) Support the smooth running of internal events or service activities when needed
- e) Help create a healthy and hygienic work environment according to company standards

2.5 The Working Process

To support operational activities at PT. Bank Rakyat Indonesia Unit Selatbaru, located on Jalan Soekarno Hatta, Selatbaru. PT. Bank Rakyat Indonesia Unit Selatbaru has positions in line with their field of expertise. The job descriptions for these positions are as follows:

1. Credit Document Administration

The process of scanning and uploading documents is an important part of supporting smooth credit administration in the workplace. Credit documents, such as loan application letters and debt acknowledgment letters from customers, are first scanned using office scanners with good quality results, then stored in digital format as Pdf files to facilitate management and maintain security. These documents are then carefully uploaded to the Brimen portal in accordance with the customer's recorded application data, enabling further electronic processing by the system. Additionally, this system greatly assists in processing credit applications for customers from the Micro, Small, and Medium Enterprises (MSMEs) segment, ensuring that all important documents such as Id cards, family cards, business certificates, and collateral documents are complete and meet the required standards. The author also provides support in searching for old loan files that are already in the archives by helping staff retrieve physical documents stored in the archive drawers for review, data updates, or processing as needed. By conducting these activities in an orderly manner, the credit administration process

becomes more efficient, accurate, and improves the quality of service to customers.

2. Collateral Management

The Brimen Guarantee Management Division (BRI Document Management System) has several important tasks that are the responsibility of the Author in supporting the smooth running of credit administration. These tasks include assisting in carefully filling out the Brimen collateral record table by entering data related to land certificates, Vehicle Ownership Books (BPKB), or other vehicle documents used as loan collateral into the system in accordance with applicable procedures. This recording is done accurately to ensure that all collateral information is recorded correctly and can be easily traced if necessary. Additionally, the Writer is responsible for collecting physical collateral by receiving, recording, and securely storing all collateral documents submitted by customers in a designated storage area. Storage is carried out with attention to security and orderliness, so that the documents remain confidential and can be accessed quickly when needed for verification, disbursement, or further archiving. With the implementation of these tasks, it is hoped that collateral document management will become more orderly, efficient, and supportive of service quality to customers.

3. Digital System replenishment support

The author is also responsible for helping to fill in MSMEs links by entering business data belonging to customers in the Micro, Small, and Medium Enterprises (MSMEs) segment into an online form provided by the bank. The data entered includes business identity information, business type, location, and other supporting documents, all of which are recorded completely and accurately to support the creditworthiness analysis process. In addition, the writer also helps complete Brimen links by inputting customer credit data into the Brimen system as an important part of the loan application, verification, and approval process. Brimen links are filled in carefully, covering details such as loan amount, tenor, type of collateral, and application status, so that all necessary information is

available in the system. Both tasks are carried out with great care and responsibility to ensure that all customer data is recorded correctly, free from input errors, and supports the smooth credit application process in accordance with applicable procedures. Thus, the Author plays a role in maintaining the quality of bank services and improving credit administration efficiency for customers.

4. Transaction Support and cash Handling

The author also has the task of supporting smooth cash operations by assisting in the cash sorting process. In this task, the author assists tellers or cashiers in organizing and classifying cash received from customers, both for cash deposits and loan installment payments. Sorting is done meticulously to ensure that each banknote is neatly arranged, easy to count, and matches the reported amount, while also separating damaged or unfit banknotes. Additionally, the Author plays a role in verifying cash deposit transactions by reviewing the deposit slips submitted by customers. Verification is done by matching the nominal amount stated on the slip with the cash submitted and ensuring that the transaction data is correct and recorded accurately in the system. Both tasks are carried out with great care to minimize calculation errors and maintain transaction accuracy, thereby helping to improve the quality of service to customers and supporting the smooth running of financial administration in the work unit.

5. File preparation and filing

The author is also responsible for managing archives and approving documents in the Brimen system to ensure administrative order and easy access to documents. In the task of numbering Brimen archive cabinets, the author labels each new document folder and systematically arranges file numbers according to the established order and categories. The purpose of assigning numbers and labels is to facilitate the archiving, searching, and retrieval of documents when they are needed again by staff. Additionally, the Author plays a role in the Brimen document approval process by carefully reviewing the files uploaded to the

system. This review includes verifying the completeness of documents, ensuring data aligns with the request, and confirming the clarity of the information provided. Once confirmed to be complete and compliant, the documents are approved in the system for further processing by administrative staff. Both tasks are carried out with meticulous attention to detail to support the smooth operation of administrative processes, enhance document management efficiency, and maintain the accuracy and neatness of records in the workplace.

In general, the nature of the work is quite similar recordkeeping, document handling, and ensuring administrative completeness though the focus and goals vary based on each location's needs.

2.6 Documents used for Activity

In carrying out its operational activities, there are several documents used by PT. Bank Rakyat Indonesia unit Selatbaru, including the following:

1. Customer Loan Document

The image shows two pages of a loan document from PT. Bank Rakyat Indonesia. The left page, titled 'Tanda Terima Hutang', contains a 'DATA STATIS PEMJANAN' section with fields for customer name, address, and loan details. The right page, titled 'Surat Pengakuan Hutang', contains a 'Jumlah dan Penggunaan Kredit' section with a table of loan details and a signature line.

Figure 2.3 Customer Loan Document
Source : Documentation Data, 2025

Figure 2.3 shows the Customer Loan Document which is very important in the process of granting and managing loans in banks. This document not only functions as verifying the identity of the customer but also includes a debt agreement of the rights and obligations between the customer and the bank as legal evidence in the event of a dispute. This document is also accompanied by credit security guarantees such as land certificates, motor vehicle owner books useful for securing bank credit if the customer defaults.

2. Collateral Document (Guarantee)

[illegible]

Figure 2.4 Collateral Document
Source : Documentation Data, 2025

Figure 2.4 shows the collateral Document which is very This document is required if the loan requires collateral (credit with collateral). Collateral serves as a guarantee for the bank if the customer is unable to repay the loan, thus providing confidence that the customer has assets that can be sold if the loan goes bad.

3. Document Deposit Slip or Proof of Deposit

PT. BANK RIAI, PT. AT INDONESIA (PERSERO) Tbk (PERSERO) Tbk		SLIP PENYETORAN DEPOSIT SLIP 30-Apr-2024	
NO REK : 5429-01-008082-10-1 BritAma / BritAma Dollar <input type="checkbox"/> Simpedes <input type="checkbox"/> Simaskot <input checked="" type="checkbox"/> Giro <input type="checkbox"/> Tabungan Haji <input type="checkbox"/> Pinjaman <input type="checkbox"/>		20/04/2024 Selatbaru 20	
Nomor Rekening / Acc No : 5429-01-008082-10-1 Nama / Name : AMAT SAHROL		Tuna/Cek/BO / Cash/Cheque Jumlah / Amount	
Kanda / KCP / BRI Unit/branch : AMAT SAHROL		Gub Total	
Mata Uang / Currency : <input type="checkbox"/> Rupiah <input checked="" type="checkbox"/> Valas/Fore		Kurs / Rate **	
Penyeter / Depositor : AMAT SAHROL		Biaya / Charge **	
Nama / Name : AMAT SAHROL		Total	
Alamat / Address :		Terbilang / Amount in Words : Tiga Puluh Satu ribu Lima Ratus Enam Puluh Empat Rupiah	
Sumber Dana / Source of Fund :		Teller :	
Keterangan / Remarks : PELUNSIAN PINJAMAN		TT. Penyeter / Depositor's Signature :	

Figure 2.5 Document Deposit slip or proof deposit
Source : Documentation Data, 2025

Figure 2.5 shows a deposit slip, or often also called proof of deposit which is an official document issued by the bank as confirmation that a certain amount of funds has been deposited into an account. To facilitate checking if there is an error or difference in the account.

4. Documents Loan application letter and business certificate

Figure 2.6 Documents Loan application letter and business certificate

Source : Documentation Data, 2025

Figure 2.6 show a Loan Application Letter and Business Certificate Documents where the Loan Application Letter and Business Certificate are important documents in applying for credit at the bank. This document is used to ensure that the business run by the customer really exists and is in accordance with the data listed. The bank will conduct a field survey to match the information in the business certificate with the actual business conditions. If it does not match, the loan application can be rejected or requested for document correction. This verification aims to prevent credit abuse and ensure customer eligibility.

5. Material Brimen collateral number label

	A	B	C	D	E	F	G	H	I	J	K	L
1	Informasi Pengisian, Kegiatan Forum dan Berita Acara Hasil Forum		No	Nama Debitur		CIF	No. Rek	Facilitas Kredit	Jumlah Tempo Fasilitas	Plafond Rp Penuh	No Perjanjian Kredit/SPH	
2	Dokumen Agunan		1	8425	AHMAD JAIS	ALB1025	00003387010227108	40EDDT MKHO - KUR	17102025	Rp 50.000.000	17102025	
3	Dokumen Pengikatan		2	8425	ABDUL MUTALIB	ABM0241	000033870101483100	40EDDT MKHO - KUR	23112025	Rp 50.000.000	23112025	
4	Jika dokumen atau transaksi di BIREN / terdapat hal-hal yang perlu		3	8425	ZINA	ZEZ7331	000033870101289100	40EDDT MKHO - KUR	08112025	Rp 100.000.000	08112025	
5	Jika fasilitas yang sama, namun terdapat agunan lebih dari 1 jenis		4	8425	YUSMANI	YHM7360	000033870101274103	40EDDT MKHO - KUR	03032026	Rp 15.000.000	03032026	
6	Jika fasilitas atau WA / merupakan lebih dari 1 rekening, maka ini		5	8425	HANI	HAN0229	000033870101084100	40EDDT MKHO - KUR	060925	Rp 80.000.000	060925	
7	Dokumen yang sama, namun terdapat agunan lebih dari 1 jenis agunan		6	8425	JUWITA	JCA5965	000042601054322102	40EDDT MKHO - KUR	23122027	Rp 30.817.892	23122027	
8	Dokumen yang sama, namun terdapat agunan lebih dari 1 jenis agunan		7	8425	ANIR	ANR2735	000042601054383100	40EDDT MKHO - KUR	061125	Rp 21.715.765	061125	
9	Format pengisian terdapat data lain, Bulan, Tahun		8	8425	SIYATNO	SIGU908	000042601055205100	40EDDT MKHO - KUR	25042028	Rp 145.120.017	25042028	
10	No. dan Tanggal atau Temp Cover foto-foto di atas apabila masih		9	8425	MISWADI	MIS0202	000042601055841103	40EDDT MKHO - KUR	24112027	Rp 32.517.004	24112027	
11	Alasan penyimpanan dokumen agunan & pengikatan, jika sudah		10	8425	SUKAMTO	SBP4114	000042601056528104	40EDDT MKHO - KUR	23122028	Rp 136.364.814	23122028	
12			11	8425	UDJUNING TANJUNG	UDT0948	000042601056528104	40EDDT MKHO - KUR	23122028	Rp 21.478.926	23122028	
13			12	8425	HENDRATHO	HBD0343	000042601056542100	40EDDT MKHO - KUR	25062028	Rp 131.868.120	25062028	
14			13	8425	GEMERA SITAMBO	GST1773	000042601056548100	40EDDT MKHO - KUR	24112027	Rp 74.834.366	24112027	
15			14	8425	PERWANTO	PRW1143	000042601056597103	40EDDT MKHO - KUR	23012027	Rp 88.120.000	23012027	
16			15	8425	ERI BANYATI	ERB0208	000042601056690100	40EDDT MKHO - KUR	25062027	Rp 200.000.000	25062027	
17			16	8425	GUNAWAN	GUN18734	000042601057053100	40EDDT MKHO - KUR	18012027	Rp 83.333.000	18012027	
18			17	8425	YANDONI	YAN0331	000042601057171100	40EDDT MKHO - KUR	24122024	Rp 50.000.000	24122024	
19			18	8425	AKER PUTRA	AKP1746	000042601057171100	40EDDT MKHO - KUR	23122025	Rp 17.251.184	23122025	
20			19	8425	JAMALAH	JAM1646	000042601057227106	40EDDT MKHO - KUR	24052025	Rp 50.000.000	24052025	
21			20	8425	MURTIRAH	MUR0931	000042601057340100	40EDDT MKHO - KUR	23122027	Rp 39.240.721	23122027	
22			21	8425	MANULIS	MAN1841	000042601057380100	40EDDT MKHO - KUR	23072026	Rp 49.118.195	23072026	
23			22	8425	JUMRIAH	JCY7085	000042601057483100	40EDDT MKHO - KUR	30112026	Rp 9.762.884	30112026	
24			23	8425	LARA	LAA3566	000042601057680107	40EDDT MKHO - KUR	25112027	Rp 18.077.580	25112027	
25			24	8425	BITIRICHANA	BIM0210	000042601057680101	40EDDT MKHO - KUR	07122027	Rp 26.303.227	07122027	

Figure 2.7 Material Brimen collateral number label

Source : Documentation Data, 2025

Figure 2.7 shows a Brimen collateral number label which functions as evidence of customer collateral, as a basis for legal action in the event of default, as well as to store physical building documents so that they are not damaged by numbering new labels and protective plastic can facilitate finding buildings.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This practical work was carried out at PT Bank Rakyat Indonesia Unit Selatbaru for 4 (four) months, starting from 03 February 2025 to 06 June 2025. During the internship, participants were placed in the Brimen division. The main responsibilities include scanning documents ranging from customer loan files, building documents, uploading application letters and debt acknowledgement letters, searching for loan files and buildings, organizing and archiving company documents, and supporting daily office operations. These tasks aimed to improve the participants' abilities as follows:

1. Sorting money before depositing it to tellers by separating currency worthy and non-currency worthy money to ensure the physical quality of the money is in line with bank standards.
2. Scanning important documents such as identity cards, Family cards, guarantee certificates, and business certificates for digital archiving purposes as well as Brimen system or bank database input.
3. Check cash deposit transactions by matching deposit slips and data in the system to ensure there are no daily cash discrepancies.
4. Approve Brimen documents after ensuring the completeness of data and supporting documents in accordance with field survey results and Bank standard operating procedures.
5. Numbered the Brimen cabinets based on the order of debtor data and collateral type, then attached them to the physical filing cabinets to facilitate document retrieval.
6. Assist in locating loan files by customer name or Customer information file for credit analysis, disbursement, or collateral data update.
7. Checking the completeness of documents and claims for People's Business Loans such as business certificates, credit application letters, guarantees,

and power of attorney to ensure files are ready to be submitted to the regional office.

8. Assist in filling in the MSMEs link with data such as the identity of the business actor, type of business, turnover, and location so that they are officially recorded as being assisted by MSMEs.
9. Load or fill in the Brimen link with complete loan and collateral data, including legality information, appraisal value, and physical condition of the collateral.
10. Assist in completing the collateral inventory table in Brimen based on field survey and physical evidence, including information on location, collateral type, and eligibility.

3.2 System and Procedures

3.2.1 Systems

Companies need a reliable system to support and streamline their operations. its operations. In general, a system refers to a set of interconnected procedures that work together to achieve company goals. together to achieve company goals. at PT. Bank Rakyat Indonesia Unit Selatbaru, there are two main systems used in operational activities. there are two main systems used in daily operational activities, namely online systems and offline systems, both complement each other in supporting Brimen administrative and technical functions.

1. Online Systems

The online system at PT. Bank Rakyat Indonesia Unit Selatbaru focuses on managing loan and guarantee documents through the Brimen system to support unit administration. This includes inputting, uploading, and approving documents related to the approval process of customer loan and guarantee documents such as credit application letters, debt acknowledgement letters, power of attorney, business certificates, land title guarantee documents, and photocopies of identity cards. Lastly, it fills in the management of the collateral opname table to digitally record and manage customer collateral data, such as

the physical condition, legality, and location of the collateral, which can then be verified, monitored, and archived in real-time through the Brimen system, so that the credit administration process becomes faster and helps support the operational efficiency and workflow of the unit.

2. Offline Systems

The offline system at PT. Bank Rakyat Indonesia Unit Selatbaru involves direct field activities conducted by loan officers and credit analysts. When a customer applies for a loan, the field officer is assigned to conduct a direct survey of the customer's business location and collateral location. This survey includes a physical examination of the business being run, assets owned, and the condition and legality of collateral such as land, buildings, or vehicles.

For physical documents such as photocopies of Identity Cards, debt acknowledgement letters, business certificates, land certificates, or motor vehicle ownership books, officers collect them directly from customers during the survey, then the documents are brought to the office to be scanned and uploaded into the Brimen system. In addition, activities such as searching for loan files, storing archives in Brimen cabinets, and assigning cabinet numbers are also done manually as part of the offline process. This live system ensures that a thorough process of checking, field verification, and document completeness can be done before the data is entered into the online system. This helps maintain data accuracy and supports more informed credit decisions.

These systems play an important role in ensuring the company's overall operational efficiency. The integration of digital coordination through the online system enables timely communication, document processing, and administrative compliance, while the offline system provides responsive and immediate technical support through fieldwork and physical verification of customers' businesses and collateral.

3.2.2 Procedures

The description of the procedures carried out while carrying out practical work activities at PT. Bank Rakyat Indonesia Unit Selatbaru as follows:

1. Sorting money before depositing it to the teller

Sorting cash before it is deposited into the teller is an important step to ensure that the physical quality of the cash complies with the bank's operational standards. This task is critical to maintaining integrity and efficiency in cash handling and helps the bank avoid receiving damaged, counterfeit or unfit for circulation notes. Money that is torn, faded, covered in tape, or has excessive graffiti may be rejected by Bank Indonesia or not be used in the Automated teller machine system. The procedure for carrying out this activity is as follows:

- a. Receive deposits from internal units or directly from customers, usually in the form of bundles or mixed fractions
- b. Checking each banknote manually
- c. Separating money into two categories, namely worthy of circulation and unworthy of circulation
- d. Classify currency worthy of circulation by denomination
- e. Bundle the money in accordance with bank`s requirements
- f. Keeping uncirculated money
- g. Recording the total money that has been sorted
- h. Submit the proper money to the teller along with the deposit slip
- i. Ensure documentation and signatures from tellers and sorters



Figure 3.1 Sorting Money

Source : Documentation Data, 2025

2. Scanning Important Documents

Scanning important documents is the process of converting physical

documents into digital form (soft files) using a scanner. This process is carried out for the purpose of electronic archives, data entry into systems such as Brimen, as well as to facilitate access, search and delivery of documents efficiently. The procedure for carrying out this activity is as follows:

- a. Collect documents from customers such as identity cards, family cards, building certificates, and business certificates
- b. Scan the documents using scanner
- c. Scanning the documents one by one, make sure scans are not blurry, not cut or folded
- d. Save the documents by creating folder with the debtor`s name according to the scan results
- e. After the storage is done, it will be uploaded to Brimen according to the customer data that has been scanned



Figure 3.2 Scanning Important Documents
Source : Documentation Data, 2025

3. Check cash Deposit Transactions

Check cash deposit transaction is a process of checking and matching cash deposit data made by customers or internal units, with data recorded in the banking system and physical evidence such as deposit slips. This process is important to ensure there are no cash discrepancies, input errors, or fictitious transactions in daily operations. The procedure for carrying out this activity is as follows:

- a. Make sure each deposit slip is received in complete and undamaged

condition

- b. Matching transaction data such as the amount of transaction money, sender's name and account number
- c. Marking and confirming discrepancies, if you find discrepancies immediately reconfirm to the teller
- d. Recording the results of checking deposit slips either manually or by hand



Figure 3.3 Check cash Deposit Transactions

Source: Documentation Data, 2025

4. Approve Brimen

Approve Brimen Documents is the process of approving documents that have been inputted into the Brimen (BRI Management Electronic Network) system after verifying their completeness and suitability with the results of field surveys and banking (Standard Operating Procedure). These documents are part of the customer's loan application process and serve as legal, administrative, and technical evidence that the application is valid and eligible for processing to the next stage (disbursement, recording, or archiving). The procedure for carrying out this activity is as follows:

- a. Open the submission list on the Brimen system .login first then enter the submission list
- b. Checking the completeness of documents in the submission of debt acknowledgment letters and business certificates and building

documents.

- c. Comparing document data with field survey reports
- d. Approve Documents are valid or done with data if they match can only be approved
- e. Send Documents to the verification stage, and management approval so that the document status is updated in the system.

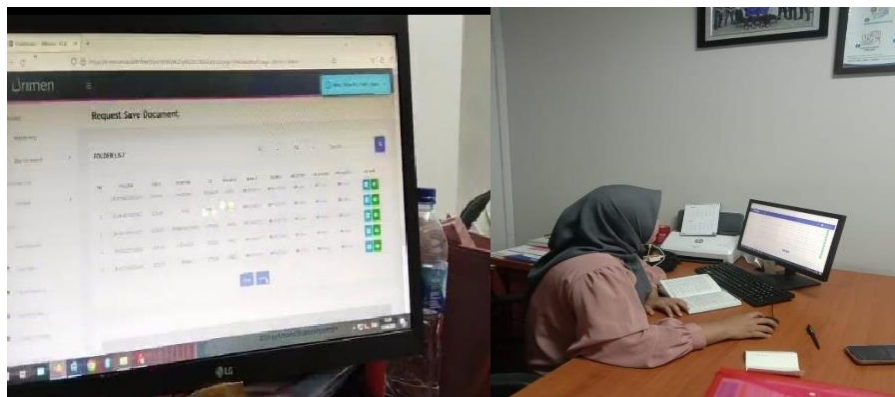


Figure 3.4 Approve Brimen

Source : Documentation Data, 2025

5. Numbered the Brimen Cabinet

Numbered the Brimen Cabinet is the process of giving numbers and labels to physical file cabinets used to store customer loan and collateral files that have been inputted into the Brimen (BRI Management Electronic Network) system. To facilitate the search, storage, and management of physical documents based on the order of customer data and collateral types. The procedure for carrying out this activity is as follows:

- a. Determine the order of the cabinet number based on the building, debtor name, customer information file number
- b. Write the number on the physical inventory table such as the customer's name, building, such as the location of the cabinet in room A, shelf 2
- c. stick the labels on the physical cabinets in the order that has been determined
- d. Recording the cabinet number in the system or register book

- e. Informing the team of the location of the file based on the number

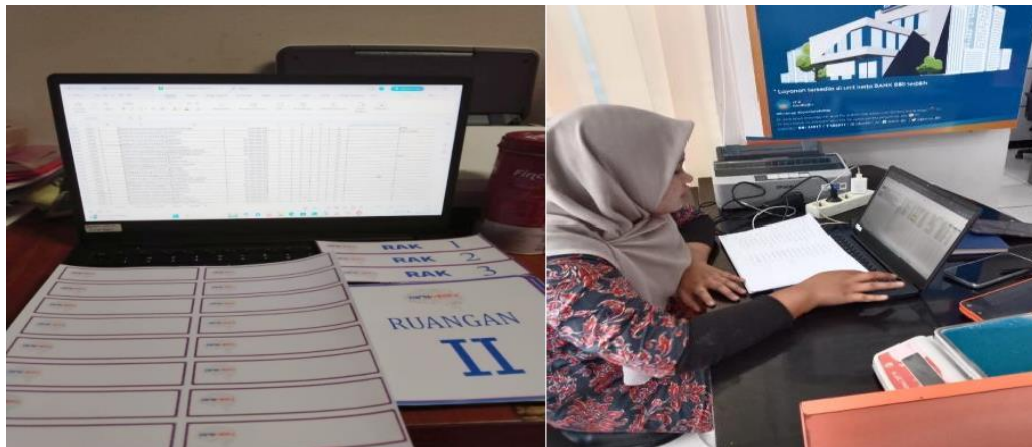


Figure 3.5 Numbered the Brimen Cabinet

Source : Documentation Data, 2025

6. Assist in Locating Loan Files

Assist in locating loan files is the activity of assisting in the process of finding a customer's physical loan file by name, CIF (Customer Information File) number, or credit contract number. This process is important when the file is needed for credit analysis, disbursement, data validation, renewal, re-filing, or internal audit. The procedure for carrying out this activity is as follows:

- a. Receive file search requests by name or CIF (Customer Information File)
- b. Open physical or digital records of file locations
- c. Search for files in the filing cabinet by number
- d. Retrieve and deliver the file to the requesting officer
- e. Record the retrieval and return of files



Figure 3.6 Assist in Locating Loan File

Source : Documentation Data, 2025

7. Checking the completeness of People`s business credit (KUR) claims.

Checking the completeness of a People's Business Credit (KUR) claim is a checking process to ensure that all documents required in the People`s Business Credit (KUR) application are complete and appropriate before being sent to the regional office or claims processing unit. This activity is important so that the process of approval, disbursement, and reimbursement of People's Business Credit claims can run quickly, accurately, and in accordance with government or bank regulations. The procedure for carrying out this activity is as follows:

- a. Compile a list of required documents (business certificate, application letter, guarantee, power of attorney)
- b. Check the customer`s documents one by one
- c. Marking if there are missing documents
- d. Requesting additional documents from the Account officer or customer
- e. Filing the complete file and ready for submission



Figure 3.7 Checking the Completeness of People`s Business Credit Claim
Source : Documentation Data, 2025

8. Assist in Filling in the MSMEs Link

Helping to fill in the MSMEs link is the process of assisting officers or customers in filling in Micro, Small and Medium Enterprises (MSMEs) data into the digital link provided by the bank. This link is usually used for data

collection of MSMEs customers who receive financing, assistance, or support from government program, such as the People's Business Credit (KUR). The procedure for carrying out this activity is as follows:

- a. Fill in data such as name, address, type of business, turnover, location.
- b. Ensuring the data matches the identity Card and Business certificate.
- c. Upload supporting documents if required.
- d. Saving the link as proof of input.



Figure 3.8 Assist in Filling in the MSMEs Link

Source : Documentation Data, 2025

9. Load the Brimen link

Load the Brimen link is the process of filling and loading credit application data and customer guarantees into the link of the Brimen system or BRI Management Electronic Network. This link is used to input all loan administration information digitally, so that the verification, approval, and disbursement processes can be carried out efficiently and well documented. The procedure for carrying out this activity is as follows:

- a. Open Brimen link form
- b. Fill in customer data, credit type, collateral appraisal value, and legality.
- c. Ensure there are no empty fields.
- d. Save and send the input results.
- e. Rechecking the input through notifications or upload results.

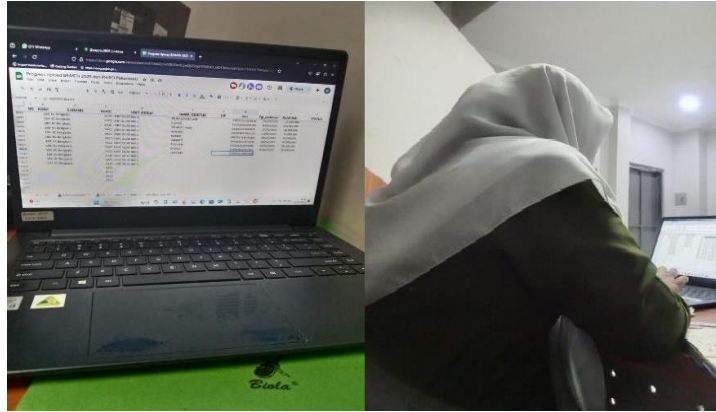


Figure 3.9 Load the Brimen link
Source: Documentation Data, 2025

10. Assist In Completing the Collateral Inventory Table

Assist in completing the collateral inventory table which is the process of assisting in filling and completing customer collateral data into the inventory table available in the Brimen (BRI Management Electronic Network) system. This table serves as a digital recording medium for the physical condition, legality, and location of collateral provided by customers as a condition of credit.

- a. prepare field data belonging to the debtor such as buildings, land area, collateral appraisal value and legality documents
- b. opens access to the brimen system that already has access rights
- c. opens the collateral table menu and will input data from the monthly indexing
- d. Input collateral data such as type of collateral, location of collateral, collateral appraisal value, ownership status and type of legality document
- e. After the data is verified, it is saved and submitted to send the data to the system



Figure 3.10 Assist in Completing the Collateral Inventory Table
Source : Documentation Data, 2025

3.3 Place and Time of Apprenticeship

3.3.1 Place of Apprenticeship

This Apprenticeship activity was carried out at PT Bank Rakyat Indonesia Unit Selatbaru which is located at Jalan Soekarno-Hatta, Selatbaru, Bantan District, Bengkalis Regency, Riau 28761.

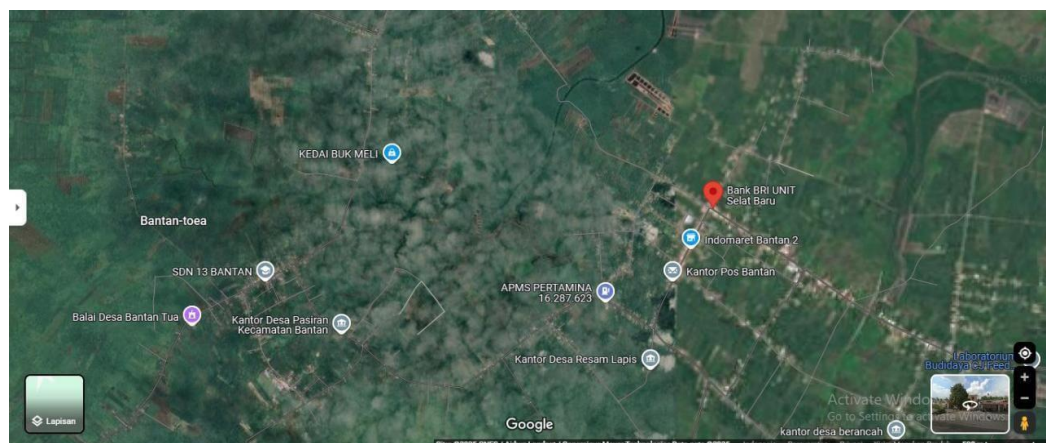


Figure 3.11 Adress of PT. Bank Rakyat Indonesia Unit Selatbaru
Source : Google Maps, 2025

3.3.2 Time of Apprenticeship

This Apprenticeship activity was carried out starting from February 03rd, 2025 until June 06th, 2025. The following is the schedule of the apprenticeship hours at the PT. Bank Rakyat Indonesia Unit Selatbaru:

Table 3.1 Apprenticeship Schedule

No	Day	Working Hours	Break	Uniform
1	Monday	08.00 – 17.00 WIB	12.00 – 13.00 WIB	White Shirt
2	Tuesday	08.00 – 17.00 WIB	12.00 – 13.00 WIB	Batik Shirt
3	Wednesday	08.00 – 17.00 WIB	12.00 – 13.00 WIB	Cream class shirt
4	Thursday	08.00 – 17.00 WIB	12.00 – 13.00 WIB	Batik Shirt
5	Friday	08.00 – 17.00 WIB	12.00 – 13.00 WIB	Cream shirt Prodi

Source : Processed data, 2025

Based on the internship work schedule listed in Table 3.1, internship work is carried out every weekday from Monday to Friday, with working hours from 08:00 in the morning to 17:00 WIB. Lunch breaks are scheduled at 12:00-13:00 WIB, except on Fridays which have a longer break at 12:00-13:30 WIB for worship.

3.4 Kind and Description of the Activity

The description of the activities carried out during on the apprenticeship at the PT. Bank Rakyat Indonesia Unit Selatbaru in general can be seen in the following table:

Table 3.2 Daily Activities from February 03rd to February 07th, 2025

No	Date	Description of Activities	Place
1	Monday Feb 03,2025	<ol style="list-style-type: none"> 1. Introduction 2. Scanning documents starting from January 2025 3. Checking the completeness of the file and claiming people's business credit 4. Creating Debtor Folders one by one using customer names and account numbers. 5. Assisting in finding loan files to apply for loans. 6. Checking the deposit slip transaction on the cash teller. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday Feb 04 ,2025	<ol style="list-style-type: none"> 1. Scan documents starting from January 2025 2. Create Debtor folder in Brimen by entering customer name, account number and loan type. 3. Upload the application letter and debt acknowledgment letter from the debtor. 4. Approve from the head of the unit for document approval. 5. Checking the deposit slip transaction on the cash teller. 	PT. Bank Rakyat Indonesia Unit Selatbaru

No	Date	Description of Activities	Place
3	Wednesday Feb 05, 2025	<ol style="list-style-type: none"> 1. Scan documents starting from January 2025 2. Create Debtor folder in Brimen by entering customer name, account number and loan type. 3. Upload the application letter and debt acknowledgment letter from the debtor. 4. Approve from the head of the unit for document approval. 5. Checking the deposit slip transaction on the cash teller. 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday Feb 06, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Create Debtor Folder one by one based on customer's name and account number. 4. Uploading application letter and debt acknowledgment letter in brimen 5. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday Feb 07, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Create Debtor Folder one by one based on customer's name and account number. 4. Uploading application letter and debt acknowledgment letter in brimen 5. Checking the deposit slip transaction at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on February 10 to February 14, 2025 can be seen in the table below as follows:

Table 3.3 Daily Activities from February 10th to February 14th, 2025

No	Date	Description of Activities	Place
1	Monday Feb 10, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Create Debtor Folder one by one based on customer's name and account number. 4. Uploading application letter and debt acknowledgment letter in brimen 5. Checking the deposit slip transaction at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday Feb 11, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Sorting money Rp.2000 per piece and arranged or sorted into 100 pieces. 4. Uploading application letter and debt acknowledgment letter in brimen. 5. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru

No	Date	Description of Activities	Place
3	Wednesday Feb 12, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit. 3. Approve Brimen from the approval of the head of unit. 4. Uploading application letter and debt acknowledgment letter in brimen. 5. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday Feb 13, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Sorting money Rp.2000 per piece and organized or sorted into 100 pieces. 4. Uploading the application letter and debt acknowledgment letter in brimen. 5. Checking deposit slip transactions at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday Feb 14, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Assisting in finding loan files to apply for loans. 3. Sorted Rp.2000 notes per piece and organized or sorted into 100 pieces. 4. Approve Brimen from the approval of the head of the unit. 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on February 17 to February 21, 2025 can be seen in the table below as follows:

Table 3.4 Daily Activities from February 17th to February 21nd, 2025

No	Date	Description of Activities	Place
1	Monday, Feb 17, 2025	<ol style="list-style-type: none"> 1. Scanning documents from February 2025 2. Assisting in finding loan files to apply for loans. 3. Sorted Rp.2000 notes per piece and organized or sorted into 100 pieces. 4. Approve Brimen from the approval of the head of the unit. 5. Checking deposit slip transactions at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday Feb 18, 2025	<ol style="list-style-type: none"> 1. Scanning documents from February 2025 2. Assisting in finding loan files to apply for loans. 3. Sorted Rp.2000 notes per piece and organized or sorted into 100 pieces. 4. Approve Brimen from the approval of the head of the unit. 5. Checking deposit slip transactions at the cashier. 6. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru

No	Date	Description of Activities	Place
3	Wednesday Feb 19, 2025	<ol style="list-style-type: none"> 1. Scanning documents from February 2025. 2. Assisting in finding loan files to apply for loans. 3. Checking the completeness of the people's business credit file to be scanned. 4. Approve Brimen from the approval of the head of the unit. 5. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday Feb 20, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Assisting in finding loan files to apply for loans. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 4. Checking the deposit slip transaction at the cashier. 5. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday Feb 21, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Uploading the application letter and debt acknowledgment letter in Brimen 3. Checking the deposit slip transaction at the cashier. 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on February 24 to February 28, 2025 can be seen in the table below as follows:

Table 3.5 Daily Activities from February 24th to February 28th, 2025

No	Date	Description of Activities	Place
1	Monday Feb 24, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Approve Brimen from the approval of the head of the unit. 4. Checking the deposit slip transaction at the cashier. 5. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday Feb 25, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025 2. Numbering of brimen cabinets in the last storage section according to indexing. 3. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 4. Approving Brimen from the head of unit's approval. 5. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru

3	Wednesday Feb 26 th , 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025 2. Numbering of brimen cabinets in the last storage section according to indexing. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 4. Completing people's business credit loan files such as business certificates, collateral application letters, to be able to follow up on archives that will be continued. 5. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, Feb 27, 2025	<ol style="list-style-type: none"> 1. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 2. Checking the deposit slip transaction at the cashier. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday Feb 28, 2025	<ol style="list-style-type: none"> 1. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 2. Checking the deposit slip transaction at the cashier. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on March 03 to March 07, 2025 can be seen in the table below as follows:

Table 3.6 Daily Activities from March 03st to March 07th, 2025

No	Date	Description of Activities	Place
1	Monday March 03, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru

2	Tuesday March 04, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 6. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday March 05, 2025	<ol style="list-style-type: none"> 6. Scan documents from February 2025. 7. Numbering brimen cabinets in the last instorage section according to the indexing 8. Uploading application letters and debt acknowledgment letters in brimen. 9. Approve Brimen from the approval of the head of the unit. 10. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday March 06, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Numbering of brimen cabinets in the last storage section according to indexing. 3. Completing people's business credit loan files such as business certificates, collateral application letters, to be able to follow up on archives that will be continued. 4. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday March 07, 2025	<ol style="list-style-type: none"> 1. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 2. Checking the deposit slip transaction at the cashier. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on March 10 to March 14, 2025 can be seen in the table below as follows:

Table 3.7 Daily Activities from March 10th to March 14th, 2025

No	Date	Description of Activities	Place
1	Monday March 10, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Numbering of brimen cabinets in the last storage section according to indexing 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 4. Checking deposit slip transactions at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru

2	Tuesday, March 11, 2025	<ol style="list-style-type: none"> 1. Numbering of brimen cabinets in the last storage section according to indexing. 2. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 3. Approving Brimen from the head of unit's approval. 4. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday March 12, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday March 13, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday March 14, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on March 17 to March 21, 2025 can be seen in the table below as follows:

Table 3.8 Daily Activities from March 17th to March 21nd, 2025

No	Date	Description of Activities	Place
1	Monday, March 17, 2025	<ol style="list-style-type: none"> 1. Assisting in finding loan files to apply for loans. 2. Checking the completeness of the people's business credit file to be scanned. 3. Approve Brimen from the approval of the head of the unit. 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	PT. Bank Rakyat Indonesia Unit Selatbaru

2	Tuesday, March 18, 2025	<ol style="list-style-type: none"> 1. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday March 19, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, March 20, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday March 21, 2025	<ol style="list-style-type: none"> 1. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 2. Checking the deposit slip transaction at the cashier. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on March 24 to March 28, 2025 can be seen in the table below as follows:

Table 3.9 Daily Activities from March 24th to March 28st, 2025

No	Date	Description of Activities	Place
1	Monday March 24, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Numbering of brimen cabinets in the last storage section according to indexing 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 4. Checking the deposit slip transaction at the cashier 5. Assisting in finding loan files to apply for loans. 	PT. Bank Rakyat Indonesia Unit Selatbaru

2	Tuesday March 25, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday March 26, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday, March 27, 2025	<ol style="list-style-type: none"> 1. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday March 28 th , 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 4. Assisting in finding loan files to apply for loans 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on April 01 to April 04, 2025 can be seen in the table below as follows:

Table 3.10 Daily Activities from April 01st to April 04th, 2025

No	Date	Description of Activities	Place
1	Tuesday April 01, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	
2	Wednesday April 02, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	
3	Thursday April 03, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	
4	Friday April 04, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	

Source: Processed Data 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia on April 07 to April 11, 2025 can be seen in the table below as follows:

Table 3.11 Daily Activities from April 07th to April 11nd, 2025

No	Date	Description of Activities	Place
1	Monday April 07, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	
2	Tuesday April 08 th , 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Approve Brimen from the approval of the head of the unit. 4. Checking the deposit slip transaction at the cashier. 5. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday April 09, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday April 10, 2025	<ol style="list-style-type: none"> 1. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday April 11, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on April 14 to April 18, 2025 can be seen in the table below as follows:

Table 3.12 Daily Activities from April 14th to April 18th, 2025

No	Date	Description of Activities	Place
1	Monday April 14, 2025	<ol style="list-style-type: none"> 1. Assisting in finding loan files to apply for loans. 2. Approve Brimen from the approval of the head of the unit. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday April 15, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday April 16, 2025	Permissions	
4	Thursday April 17, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 5. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday April 18, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on April 21 to April 25, 2025 can be seen in the table below as follows:

Table 3.13 Daily Activities from April 21st to April 25th, 2025

No	Date	Description of Activities	Place
1	Monday April 21, 2025	<ol style="list-style-type: none"> 1. Numbering of brimen cabinets in the last storage section according to indexing. 2. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 3. Checking the deposit slip transaction at the cashier 4. Assisting in finding loan files to apply for loans. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday April 22, 2025	<ol style="list-style-type: none"> 1. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday April 23, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday April 24, 2025	<ol style="list-style-type: none"> 1. Approving Brimen from the head of unit's approval. 2. Checking deposit slip transactions at the cashier. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday April 25, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Approve Brimen from the approval of the head of the unit. 4. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on April 28 to April 30, 2025 can be seen in the table below as follows:

Table 3.14 Daily Activities from April 28th to April 30th, 2025

No	Date	Description of Activities	Place
1	Monday April 28, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, April 29, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday April 30, 2025	<ol style="list-style-type: none"> 1. Approving Brimen from the head of unit's approval. 2. Checking deposit slip transactions at the cashier. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on May 01 to May 02, 2025 can be seen in the table below as follows:

Table 3.15 Daily Activities from May 01st to May 02rd, 2025

No	Date	Description of Activities	Place
1	Thursday May 01, 2025	<ol style="list-style-type: none"> 1. Numbering brimen cabinets in the last instorage section according to the indexing. 2. Uploading application letters and debt acknowledgment letters in brimen. 3. Approve Brimen from the approval of the head of the unit 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Friday, May 02, 2025	<ol style="list-style-type: none"> 1. Numbering brimen cabinets in the last instorage section according to the indexing. 2. Uploading application letters and debt acknowledgment letters in brimen. 3. Approve Brimen from the approval of the head of the unit 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source :Proccesed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on May 05 to May 09, 2025 can be seen in the table below as follows:

Table 3.16 Daily Activities from May 05th to May 09th, 2025

No	Date	Description of Activities	Place
1	Monday May 05, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday May 06, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday May 07, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday May 08, 2025	<ol style="list-style-type: none"> 1. Approving Brimen from the head of unit's approval. 2. Checking deposit slip transactions at the cashier. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday May 09, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on May 12 to May 16, 2025 can be seen in the table below as follows:

Table 3.17 Daily Activities from May 12nd to May 16th, 2025

No	Date	Description of Activities	Place
1	Monday May 12, 2025	<ol style="list-style-type: none"> 1. Approve Brimen from the approval of the head of the unit. 2. Checking the deposit slip transaction at the cashier. 3. Assisting in finding loan files to apply for loans. 4. Checking the completeness of the people's business credit file to be scanned. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday May 13, 2025	<ol style="list-style-type: none"> 1. Checking the deposit slip transaction at the cashier 2. Scan documents from May 2025 3. Numbering brimen cabinets in the last instorage section according to the indexing. 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday May 14, 2025	<ol style="list-style-type: none"> 1. Numbering brimen cabinets in the last instorage section according to the indexing. 2. Approve Brimen from the approval of the head of the unit. 3. Scan documents from May 2025 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday May 15, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday May 16, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on May 19 to May 23, 2025 can be seen in the table below as follows:

Table 3.18 Daily Activities from May 19th to May 23th, 2025

No	Date	Description of Activities	Place
1	Monday May 19, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Photocopy Deposit File 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen Link 	PT. Bank Rakyat Indonesia Unit Selatbaru

2	Tuesday May 20, 2025	<ol style="list-style-type: none"> 1. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 2. Checking the completeness of the people's business credit file to be scanned. 3. Assist in filling out the Brimen collateral table 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday May 21, 2025	<ol style="list-style-type: none"> 1. Assisting in finding loan files to apply for loans. 2. Assist in filling out the Brimen collateral table 3. Checking the deposit slip transaction at the cashier. 4. Approving Brimen from the head of unit's approval 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday May 22, 2025	<ol style="list-style-type: none"> 1. Assist in filling in the Brimen collateral table opname 2. Assisting in finding loan files to apply for loans. 3. Scan documents from May 2025 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday May 23, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on May 26 to May 30, 2025 can be seen in the table below as follows:

Table 3.19 Daily Activities from May 26th to May 31st, 2025

No	Date	Description of Activities	Place
1	Monday May 26, 2025	<ol style="list-style-type: none"> 1. Assisting in finding loan files to apply for loans. 2. Assist in filling out the Brimen collateral table 3. Checking the deposit slip transaction at the cashier. 4. Approving Brimen from the head of unit's approval. 5. Scan documents from May 2025 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday, May 27, 2025	<ol style="list-style-type: none"> 1. Assist in filling out the Brimen collateral table 2. Checking the deposit slip transaction at the cashier. 3. Approving Brimen from the head of unit's approval. 4. Numbering brimen cabinets in the last instorage section according to the indexing. 	PT. Bank Rakyat Indonesia Unit Selatbaru

3	Wednesday May 28, 2025	<ol style="list-style-type: none"> 1. Assisting in finding loan files to apply for loans. 2. Assist in filling out the Brimen collateral table 3. Checking the deposit slip transaction at the cashier. 4. Approving Brimen from the head of unit's approval. 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday May 29 th , 2025	Public Holiday for Ascension Day of Jesus Christ	
5	Friday May 30 th , 2025	Collective leave for the ascension of Al Masih	

Source: Processed Data, 2025

The agenda of activities or work that has been carried out by the Author during the internship at PT. Bank Rakyat Indonesia Unit Selatbaru on June 02 to June 06, 2025 can be seen in the table below as follows:

Table 3.20 Daily Activities from June 02nd to June 06th, 2025

No	Date	Description of Activities	Place
1	Monday June 02, 2025	<ol style="list-style-type: none"> 1. Assisting in finding loan files to apply for loans. 2. Assist in filling out the Brimen collateral table 3. Checking the deposit slip transaction at the cashier. 4. Approving Brimen from the head of unit's approval. 	PT. Bank Rakyat Indonesia Unit Selatbaru
2	Tuesday June 03, 2025	<ol style="list-style-type: none"> 1. Assist in filling out the Brimen collateral table 2. Checking the deposit slip transaction at the cashier. 3. Approving Brimen from the head of unit's approval. 4. Scan documents from May 2025 	PT. Bank Rakyat Indonesia Unit Selatbaru
3	Wednesday June 04, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
4	Thursday June 05, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	PT. Bank Rakyat Indonesia Unit Selatbaru
5	Friday June 06, 2025	Public Holiday of the Eid al-Adha	

Source: Processed Data, 2025

3.5 Obstacle and Solution of the Apprenticeship

While carrying out work practices at PT Bank Rakyat Indonesia Unit Selatbaru, the author faced several obstacles such as unstable internet networks and system disruptions when uploading documents into the Brimen system. In addition, the physical condition of documents that were damaged or blurred, the mismatch between the storage location of physical documents and the data recorded in Brimen, and the less neat arrangement of document archives were also obstacles. To overcome these obstacles, the author immediately reported system disruptions to the Information Technology team, provided education to related parties to prepare documents in good condition, and rearranged and synchronised physical data with the Brimen system. The author also conducted a data audit to update the collateral number, storage location, and document status to facilitate the document search and verification process.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

After completing the apprenticeship at PT. Bank Rakyat Indonesia Unit Selatbaru, several conclusions can be drawn as follows:

1. This internship was carried out at PT Bank Rakyat Indonesia Unit Selatbaru which is located at Jalan Soekarno-Hatta, Selatbaru, Bantan District, Bengkalis Regency, Riau 28761. This program lasts for four months, starting from February 3 to June 6, 2025. The work schedule follows five working days a week, from Monday to Friday, with working hours from 08.00 to 17.00 WIB, and a predetermined lunch break.
2. The tasks during the internship focused on Brimen (BRI Management Document system) activities including scanning documents, checking deposit transactions or deposit slips, approving documents in brimen, numbering brimen cabinets, helping to find loan files, checking document completeness and ensuring people's business credit claims, and filling in customer data that has been scanned and uploaded to the brimen link, and helping to record customers in the MSMEs link. These activities are spread across the Brimen (BRI Management Document system) section at Bank Rakyat Indonesia Unit Selatbaru.
3. The systems and procedures implemented in the company integrate online and offline mechanisms. The online system is used mainly for uploading documents for application letters and debt acknowledgment letters, getting approval from the head of the unit to numbering brimen cabinets while the offline system supports operations in the field. These systems work together to ensure efficiency and data accuracy in the company's administrative and operational activities.
4. During the internship at PT Bank Rakyat Indonesia Selatbaru Unit, the types and descriptions of activities include various administrative and operational tasks connected to the Brimen system to support customer service.

Activities carried out include scanning and uploading important documents, checking the completeness of People's Business Credit documents, filling in data on the MSMEs and Brimen links, numbering and structuring archives, searching for loan files, sorting cash, verifying deposit transactions, and managing and inventorying collateral documents. All activities are carried out according to procedures to ensure smooth administration, data accuracy, work efficiency, and optimal service.

5. Obstacle faced during the internship included the high volume of manual document handling and limited system access for interns. Suggested improvements include improving the document digitization process and providing limited system access for interns to complete tasks more efficiently.

4.2 Suggestions

Based on the experience gained during the apprenticeship, the following suggestions are proposed:

1. For students: an internship program in the academic field at PT. Bank Rakyat Indonesia Unit Selatbaru so that students can directly apply the knowledge they have learned in their work. In addition, supporting skills such as proficiency in Microsoft Excel, communication, and teamwork are very helpful in improving their readiness to enter the workforce.
2. For State Polytechnic of Bengkalis: Provide technical training and briefing and briefings before internship placement to ensure students are well prepared. The campus is also expected to continue to expand cooperation with industry with industry partners such as PT Bank Rakyat Indonesia Unit Selatbaru .
3. For the Company: PT Bank Rakyat Indonesia Unit Selatbaru is advised to provide a stable internet network, conduct regular training related to archives and the use of digital systems, add document protection facilities and equipment to speed up verification, and continue to accept internship students from the International Business Administration program to support student development and cooperation with industry.

REFERENCES

- Afidatussalafiyah, Lina. (2023). PT Bank Rakyat Indonesia Unit Selatbaru. (Laporan Magang, Applied Bachelor of International Business Administration Study Program, State Polytechnic of Bengkalis)
- Luthfi, Yasmin Salsabila., dan Sutarjo, M. A. S. (2024). *Analysis of the implementation of Brilliant Ways Organizational Structure at PT. Bank Rakyat Indonesia*. eProceedings of Management, 11(6).
- Tanjung, Muna Haddad Al Ansori, Harahap, N. B., Siboro, M. E., & Harahap, M. (2023). *Program Magang Keahlian sebagai Sarana Praktik dan Peningkatan Kompetensi Mahasiswa di Bidang Penerbitan*. Indonesian Journal of Community Services, 5(1), 1-11.

APPENDICES

Appendix 1. Application Letter of Apprenticeship



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, 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 : 402/PL31/TU/2024

10 January 2024

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan Cabang Bank BRI Bengkalis
Jln. Jendral Sudirman No.018, Kabupaten Bengkalis

Dengan hormat,
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 Cabang Bank BRI yang Bapak/Ibu pimpin. Pelaksanaan kerja praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 03 Februari s/d 06 juni 2025, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1.	Putri Miftahul Hidayah	5404211379	D4 Administrasi Bisnis Internasional
2.	Yulisnawati	5404211363	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasama kami ucapakan terimakasih.



Contact Person:
M.Alkadri Perdana B.IT, M.Sc (0812 7648 4321)

Appendix 2: Apprenticeship Attendance List

ABSENSI KERJA PRAKTEK

Nama Mahasiswa : Putri Miftahul Hidayah
 Nim : 5404211379
 Jurusan/Prodi : Administrasi Niaga/Administrasi Bisnis Internasional
 Semester : 8 (Delapan)
 Lokasi KP : Kantor Unit BRI Selatbaru Cabang Bengkalis

Minggu ke 1

No	Hari/ Tanggal	Waktu	Paraf Pembimbing
1	Senin 03 Februari 2025	07.00 – 17.00	
2	Selasa 04 Februari 2025	07.00 – 17.00	
3	Rabu 05 Februari 2025	07.00 – 17.00	
4	Kamis 06 Februari 2025	07.00 – 17.00	
5	Jumat 07 Februari 2025	07.00 – 17.00	

Minggu ke 2

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 10 Februari 2025	07.00 – 17.00	
2	Selasa 11 Februari 2025	07.00 – 17.00	
3	Rabu 12 Februari 2025	07.00 – 17.00	
4	Kamis 13 Februari 2025	07.00 – 17.00	
5	Jumat 14 Februari 2025	07.00 – 17.00	

Minggu ke 3

No	Hari/ Tanggal	Waktu	Paraf/Pembimbing
1	Senin 17 Februari 2025	07.00 – 17.00	
2	Selasa 18 Februari 2025	07.00 – 17.00	
3	Rabu 19 Februari 2025	07.00 – 17.00	
4	Kamis 20 Februari 2025	07.00 – 17.00	
5	Jumat 21 Februari 2025	07.00 – 17.00	

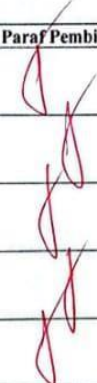
Minggu ke 4

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 24 Februari 2025	07.00 – 17.00	
2	Selasa 25 Februari 2025	07.00 – 17.00	
3	Rabu 26 Februari 2025	07.00 – 17.00	
4	Kamis 27 Februari 2025	07.00 – 17.00	
5	Jumat 28 Februari 2025	07.00 – 17.00	


Minggu ke 5

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 03 Maret 2025	07.00 – 17.00	
2	Selasa 04 Maret 2025	07.00 – 17.00	
3	Rabu 05 Maret 2025	07.00 – 17.00	
4	Kamis 06 Maret 2025	07.00 – 17.00	
5	Jumat 07 Maret 2025	07.00 – 17.00	


Minggu ke 6

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 10 Maret 2025	07.00 – 17.00	
2	Selasa 11 Maret 2025	07.00 – 17.00	
3	Rabu 12 Maret 2025	07.00 – 17.00	
4	Kamis 13 Maret 2025	07.00 – 17.00	
5	Jumat 14 Maret 2025	07.00 – 17.00	

Minggu ke 7

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 17 Maret 2025	07.00 – 17.00	
2	Selasa 18 Maret 2025	07.00 – 17.00	
3	Rabu 19 Maret 2025	07.00 – 17.00	
4	Kamis 20 Maret 2025	07.00 – 17.00	
5	Jumat 21 Maret 2025	07.00 – 17.00	

Minggu ke 8

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 24 Maret 2025	07.00 – 17.00	
2	Selasa 25 Maret 2025	07.00 – 17.00	
3	Rabu 26 Maret 2025	07.00 – 17.00	
4	Kamis 27 Maret 2025	07.00 – 17.00	
5	Jumat 28 Maret 2025	07.00 – 17.00	


Minggu ke 9

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 31 Maret 2025	Tanggal Merah (Lebaran)	
2	Selasa 01 April 2025		
3	Rabu 02 April 2025		
4	Kamis 03 April 2025		
5	Jumat 04 April 2025		


Minggu ke 10

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 07 April 2025	Tanggal Merah (Lebaran)	
2	Selasa 08 April 2025	07.00 – 17.00	
3	Rabu 09 April 2025	07.00 – 17.00	
4	Kamis 10 April 2025	07.00 – 17.00	
5	Jumat 11 April 2025	07.00 – 17.00	

Minggu ke 11

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 14 April 2025	07.00 – 17.00	
2	Selasa 15 April 2025	07.00 – 17.00	
3	Rabu 16 April 2025	Izin	
4	Kamis 17 April 2025	07.00 – 17.00	
5	Jumat 18 April 2025	Tanggal Merah	


Minggu ke 12

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 21 April 2025	07.00 – 17.00	
2	Selasa 22 April 2025	07.00 – 17.00	
3	Rabu 23 April 2025	07.00 – 17.00	
4	Kamis 24 April 2025	07.00 – 17.00	
5	Jumat 25 April 2025	07.00 – 17.00	

Minggu ke 13

No	Hari/Tanggal	Waktu	Paraf Pembimbing	
1	Senin 28 April 2025	07.00 – 17.00		
2	Selasa 29 April 2025	07.00 – 17.00		
3	Rabu 30 April 2025	07.00 – 17.00		
4	Kamis 01 Mei 2025	Tanggal Merah		
5	Jumat 02 Mei 2025	07.00 – 17.00		

Minggu ke 14

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 05 Mei 2025	07.00 – 17.00	
2	Selasa 06 Mei 2025	07.00 – 17.00	
3	Rabu 07 Mei 2025	07.00 – 17.00	
4	Kamis 08 Mei 2025	07.00 – 17.00	
5	Jumat 09 Mei 2025	07.00 – 17.00	


Minggu ke 15

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 12 Mei 2025	Tanggal Merah	
2	Selasa 13 Mei 2025	07.00 – 17.00	
3	Rabu 14 Mei 2025	07.00 – 17.00	
4	Kamis 15 Mei 2025	07.00 – 17.00	
5	Jumat 16 Mei 2025	07.00 – 17.00	


Minggu ke 16

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 19 Mei 2025	07.00 – 17.00	
2	Selasa 20 Mei 2025	07.00 – 17.00	
3	Rabu 21 Mei 2025	07.00 – 17.00	
4	Kamis 22 Mei 2025	07.00 – 17.00	
5	Jumat 23 Mei 2025	07.00 – 17.00	

Minggu ke 17

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 26 Mei 2025	07.00 – 17.00	
2	Selasa 27 Mei 2025	07.00 – 17.00	
3	Rabu 28 Mei 2025	07.00 – 17.00	
4	Kamis 29 Mei 2025	07.00 – 17.00	
5	Jumat 30 Mei 2025	07.00 – 17.00	

Minggu ke 18

No	Hari/Tanggal	Waktu	Paraf Pembimbing
1	Senin 02 Juni 2025	07.00 – 17.00	
2	Selasa 03 Juni 2025	07.00 – 17.00	
3	Rabu 04 Juni 2025	07.00 – 17.00	
4	Kamis 05 Juni 2025	07.00 – 17.00	
5	Jumat 06 Juni 2025	07.00 – 17.00	

Appendix 3: Apprenticeship Statement Letter



PT Bank Rakyat Indonesia (Persero) Tbk.

KANTOR CABANG BENGKALIS
Jalan Lestari Sukarno No. 18 Bengkalis
Telp. : 074-21551, 21555, 21557
Faksimili : 074-22035
Website : <http://www.bri.co.id>

Model 01

SEGERA

Nomor : B.8.e-BO-XVII/SDM/01/2025

15 Januari 2025

Lampiran : -

Perihal : Tanggapan Permohonan Kerja Praktek Mahasiswa Politeknik Negeri Bengkulu

Kepada Yth.
Direktur Politeknik Negeri Bengkulu
Di Tempat

1. Surat Politeknik Negeri Bengkulu No. 402/PL31/TU/2024 Tanggal 10 Januari 2025

2. Surat Politeknik Negeri Bengkulu No. 423/PL31/TU/2025 Tanggal 14 Januari 2025

Dengan Hormat,

Merujuk surat tersebut di atas perihal Permohonan Pelaksanaan Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkulu Tahun 2025, dengan ini kami sampaikan bahwa PT. Bank Rakyat Indonesia (Persero) Tbk Kantor Cabang Bengkulu bersedia menyediakan mahasiswa Politeknik Negeri Bengkulu sebanyak 2 (dua) orang dengan data mahasiswa sebagai berikut :

No	Nama Mahasiswa	NIM	Prodi
1	Putri Miftahul Hidayah	5404211379	D4 Administrasi Bisnis Internasional
2	Nur Afni Hardianti	5404211436	D4 Administrasi Bisnis Internasional

Adapun Pelaksanaan Kerja Praktek akan dimulai terhitung tanggal 03 Februari 2025 sampai dengan tanggal 06 Juni 2025 sebagaimana permohonan yang telah diajukan. Untuk kelancaran Pelaksanaan Kerja Praktek tersebut diatas, diharapkan kepada mahasiswa untuk dapat hadir pada Jum'at, 31 Januari 2025 pukul 10.00WIB di Kantor **BRI Branch Office Bengkulu** guna menentukan penempatan uker Pelaksanaan Kerja Praktek dan inisiasi.

Demikian, atas perhatian Bapak kami sampaikan terima kasih.

PT Bank Rakyat Indonesia (Persero) Tbk.
KANTOR CABANG BENGKALIS



MULAI
PEMIMPIN CABANG

Tindakan

1. Arsip

Proses: Koneksi, Harim, Loka, Rigit, Halawat

Appendix 4: Apprenticeship Assessment

18

Form-4:

EVALUATION RESULTS FROM JOB TRAINING COMPANY PENILAIAN.

Name : Rtn. Miftahul Hidayah
Student's Identity No. : 54104211379
Study Program : Administrasi Bisnis Internasional
Politeknik Bengkalis

No.	Assessment Aspect	percentage	Scores
1.	Disciplin	20%	20%
2.	Responsibility	25%	25%
3.	Adjustment/Adaptation	10%	10%
4.	Work Result	30%	28%
5.	Behavior in General	15%	15%
	Total (1+2+3+4+5)	100%	98%

Explanation :

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

Notes:

Ybs. Memiliki Semangat kerja yg sangat baik disiplin waktu mudah beradaptasi dengan teman dan lingkungan kerja dan loyal terhadap pekerjaan.

Bengkalis, 05-05-2024

Rahmad fadhri
Manager

Form -5

**SHEET EVALUATION OF IMPLEMENTATION OF
JOB TRAINING**

Name : Rukm. Mutahul HidayahStudent's Identity No. : 5404210313.....

Title of the Job Training :

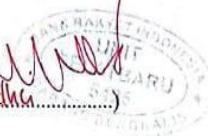
NO	EVALUATION ASPECTS	SCORE NUMBER
A	Field Work (30 %)	27 %.
B	Coaching(50 %)	50 %.
1	Motivation	
2	Disciplin	
3	Critical Attitude and Creativity	
	Average Scores = $(B1+B2+B3)/3$	
C	Report (20%)	20 %.
1	Substance	
2	Writing Order	
	Average Report Score = $(C1+C2)/2$	
Implementation Evaluation Score Job Training = $0,3A + 0,5B + 0,2C$		37 %.

Notes :

- A = 81 – 100
 AB = 71 – 80
 B = 66 – 70
 BC = 61 – 65
 C = 56 – 60
 D = 41 – 55
 E = 0 – 40

Bengkalis, 05/06..... 2015

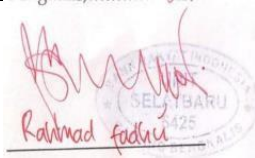
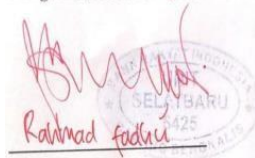
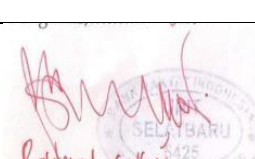
Coach

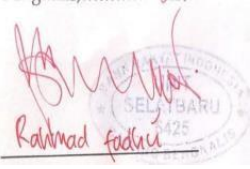

(Signature)
 (.....R. Fadha.....)



Appendix 5: Daily Activities of Apprenticeship

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1st
 Week : 1st
 Day : Monday – Friday
 Date : February 3rd – 07th, 2025

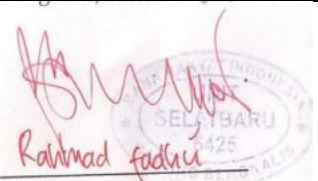
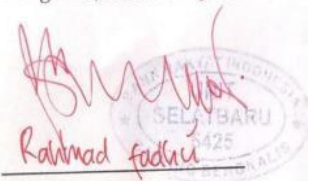
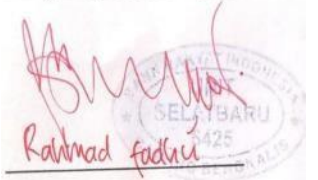
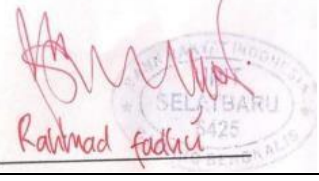
Date	Description of Activities	Assignor	Signed
Monday Feb 03, 2025	<ol style="list-style-type: none"> 1. Introduction 2. Scanning documents starting from January 2025 3. Checking the completeness of the file and claiming people's business credit 4. Creating Debtor Folders one by one using customer names and account numbers. 5. Assisting in finding loan files to apply for loans. 6. Checking the deposit slip transaction on the cash teller. 	Rahmad Fadhli	
Tuesday Feb 04, 2025	<ol style="list-style-type: none"> 1. Scan documents starting from January 2025 2. Create Debtor folder in Brimen by entering customer name, account number and loan type. 3. Upload the application letter and debt acknowledgment letter from the debtor. 4. Approve from the head of the unit for document approval. 5. Checking the deposit slip transaction on the cash teller. 	Rahmad Fadhli	
Wednesday Feb 05, 2025	<ol style="list-style-type: none"> 1. Scan documents starting from January 2025 2. Create Debtor folder in Brimen by entering customer name, account number and loan type. 3. Upload the application letter and debt acknowledgment letter from the debtor. 4. Approve from the head of the unit for document approval. 5. Checking the deposit slip transaction on the cash teller. 	Rahmad Fadhli	

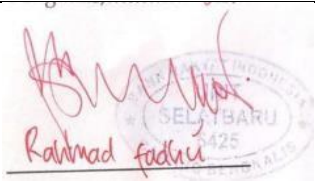
Thursday Feb 06, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Create Debtor Folder one by one based on customer's name and account number. 4. Uploading application letter and debt acknowledgment letter in brimen 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
Friday Feb 07, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Create Debtor Folder one by one based on customer's name and account number. 4. Uploading application letter and debt acknowledgment letter in brimen 5. Checking the deposit slip transaction at the cashier 	Rahmad Fadhli	
Note by Industrial Coach			



No	Working	Explanation
		<p>Another task is to check the completeness of deposit transactions to ensure that the nominal value and data match between the slip, cash, and system, so as to avoid errors. After that, the transaction documents are submitted to the head of the unit for approval before being recorded and archived.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1st
 Week : 2nd
 Day : Monday – Friday
 Date : February 10rd – 14th, 2025

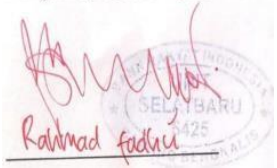
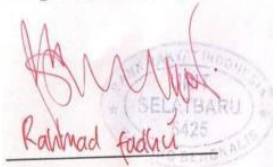

Date	Description of Activities	Assignor	Signed
Monday Feb 10, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Create Debtor Folder one by one based on customer's name and account number. 4. Uploading application letter and debt acknowledgment letter in brimen. 5. Checking the deposit slip transaction at the cashier 	Rahmad Fadhli	
Tuesday Feb 11, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit 3. Sorting money Rp.2000 per piece and arranged or sorted into 100 pieces. 4. Uploading application letter and debt acknowledgment letter in brimen. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
Wednesday Feb 12, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025 2. Checking the completeness of files and claims for people's business credit. 3. Approve Brimen from the approval of the head of unit. 4. Uploading application letter and debt acknowledgment letter in brimen. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
Thursday Feb 13, 2025	<ol style="list-style-type: none"> 1. Scanning documents from January 2025. 2. Checking the completeness of files and claims for people's business credit 	Rahmad Fadhli	

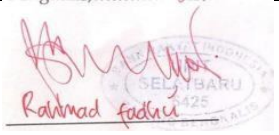
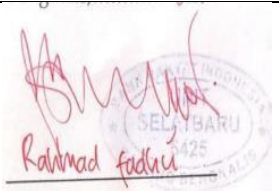
	3. Sorting money Rp.2000 per piece and organized or sorted into 100 pieces. 4. Uploading the application letter and debt acknowledgment letter in brimen. 5. Checking deposit slip transactions at the cashier.		
Friday Feb 14,2025	1. Scanning documents from January 2025 2. Assisting in finding loan files to apply for loans. 3. Sorted Rp.2000 notes per piece and organized or sorted into 100 pieces. 4. Approve Brimen from the approval of the head of the unit.	Rahmad Fadhli	
	Note by Industrial Coach		



No	Working	Explanation
	 	<p>Documents scanned since January include loan files for the People's Business Credit (KUR) and Rural Credit (KUP) programs, all of which are digitally archived to facilitate data management and retrieval. In addition, 100 Rp2,000 banknotes were sorted and classified into two categories: banknotes that are still fit for circulation and banknotes that are no longer fit for circulation. This activity aims to ensure the completeness of credit administration and maintain the quality of banknotes in circulation in accordance with applicable standards.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1st
 Week : 3rd
 Day : Monday – Friday
 Date : February 17rd – 21th, 2025



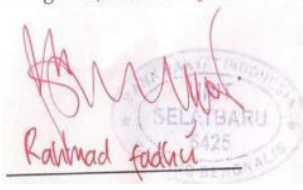
Date	Description of Activities	Assignor	Signed
Monday Feb 17, 2025	<ol style="list-style-type: none"> 1. Scanning documents from February 2025 2. Assisting in finding loan files to apply for loans. 3. Sorted Rp.2000 notes per piece and organized or sorted into 100 pieces. 4. Approve Brimen from the approval of the head of the unit. 5. Checking deposit slip transactions at the cashier. 	Rahmad Fadhli	
Tuesday Feb 18, 2025	<ol style="list-style-type: none"> 1. Scanning documents from February 2025 2. Assisting in finding loan files to apply for loans. 3. Sorted Rp.2000 notes per piece and organized or sorted into 100 pieces. 4. Approve Brimen from the approval of the head of the unit. 5. Checking deposit slip transactions at the cashier. 6. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	Rahmad Fadhli	
Wednesday Feb 19, 2025	<ol style="list-style-type: none"> 1. Scanning documents from February 2025. 2. Assisting in finding loan files to apply for loans. 3. Checking the completeness of the people's business credit file to be scanned. 4. Approve Brimen from the approval of the head of the unit. 5. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	Rahmad Fadhli	

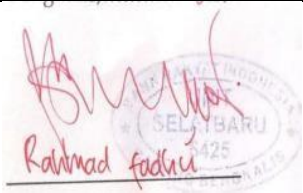
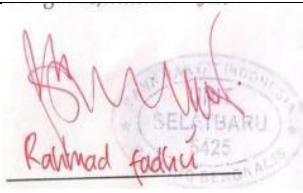
Thursday Feb 20, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Assisting in finding loan files to apply for loans. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 4. Checking the deposit slip transaction at the cashier. 5. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Friday Feb 21, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Uploading the application letter and debt acknowledgment letter in Brimen 3. Checking the deposit slip transaction at the cashier. 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	Rahmad Fadhli	
Note by Industrial Coach			

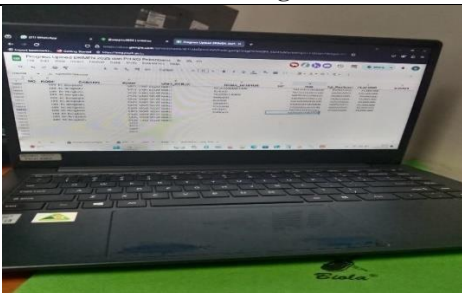

No	Working	Explanation
	 	<p>The writer is also responsible for assisting in the search for customer loan files who wish to reapply for a loan. This process involves searching through physical archives to find the customer's previous loan documents, thereby facilitating the reapplication process. Once the files are found, a check is also conducted on the completeness of supporting documents such as business certificates, identity cards, family cards, and other collateral documents to ensure that all administrative requirements are met. Once all documents have been reviewed and deemed complete, the files are processed and officially claimed as part of the customer's reapplication procedure.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 1st
 Week : 3rd
 Day : Monday – Friday
 Date : February 24rd – 28th, 2025

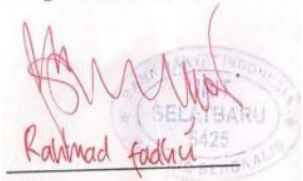

Date	Description of Activities	Assignor	Signed
Monday Feb 24, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 6. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	Rahmad Fadhli	
Tuesday Feb 25, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025 2. Numbering of brimen cabinets in the last storage section according to indexing. 3. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 4. Approving Brimen from the head of unit's approval. 5. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Wednesday Feb 26, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025 2. Numbering of brimen cabinets in the last storage section according to indexing. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 4. Completing people's business credit loan files 	Rahmad Fadhli	

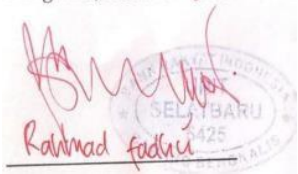
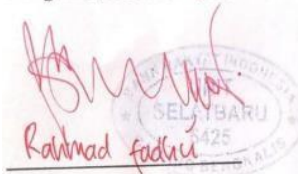
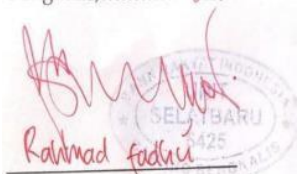
	<p>such as business certificates, collateral application letters, to be able to follow up on archives that will be continued.</p> <p>5. Checking deposit slip transactions at the cashier</p>		
Thursday Feb 27, 2025	<ol style="list-style-type: none"> 1. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 2. Checking the deposit slip transaction at the cashier. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Friday Feb 28, 2025	<ol style="list-style-type: none"> 1. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 2. Checking the deposit slip transaction at the cashier. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Note by Industrial Coach			

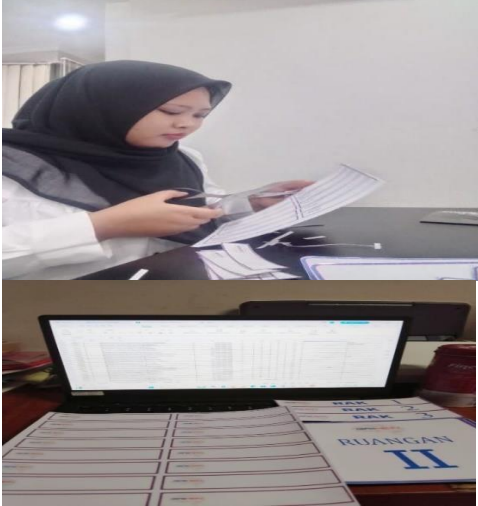
No	Working	Explanation
	 	<p>The writer is also responsible for helping to fill out the Brimen form using previously scanned customer data. The data entered includes identity information, loan details, collateral documents, and other administrative requirements, which are carefully entered into the Brimen system to ensure accuracy and ease of the subsequent process. Once the form is fully and correctly filled out, the Writer also ensures that the document is submitted for official approval from the unit head. This approval is an important step in the validation and verification process, ensuring that the recorded data fully complies with standard procedures and is ready for further processing in loan applications or disbursements.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2nd
 Week : 1st
 Day : Monday – Friday
 Date : March 03st – 07th, 2025

Date	Description of Activities	Assignor	Signed
Monday March 03, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
Tuesday March 04, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 6. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	Rahmad Fadhli	

Date	Description of Activities	Assignor	Signed
Wednesday March 05,2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
Thursday March 06, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Numbering of brimen cabinets in the last storage section according to indexing. 3. Completing people's business credit loan files such as business certificates, collateral application letters, to be able to follow up on archives that will be continued. 4. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Friday March 07,2025	<ol style="list-style-type: none"> 1. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 2. Checking the deposit slip transaction at the cashier. 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>The writer is also responsible for cutting labels for document numbering purposes at Brimen in accordance with the numbering system that has been established and approved in the Brimen system. This process is carried out by ensuring that each label is cut neatly and according to standard sizes, then given the correct serial number so that it is in line with the records in the system. The prepared labels are then affixed to each file or document folder to facilitate identification, organization, and retrieval of archives in the future.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

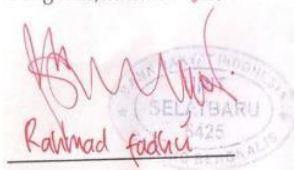
Month : 2rd


Week : 2rd

Day : Monday – Friday

Date : March 10th – 14th, 2025

Date	Description of Activities	Assignor	Signed
Monday March 10, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Numbering of brimen cabinets in the last storage section according to indexing 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 4. Checking deposit slip transactions at the cashier. 	Rahmad Fadhli	
Tuesday March 11, 2025	<ol style="list-style-type: none"> 1. Numbering of brimen cabinets in the last storage section according to indexing. 2. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 3. Approving Brimen from the head of unit's approval. 4. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Wednesday March 12,2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 	Rahmad Fadhli	
Thursday March 13, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	

Date	Description of Activities	Assignor	Signed
Friday March 14, 2025	<ol style="list-style-type: none"> 1. Scan documents from February 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>The writer is also responsible for helping to fill in customer data on the MSMEs link for customers who have applied for loans. This task is carried out by recording and entering complete information about the customer's business, such as the owner's identity, type and name of business, business location, amount of capital, and other supporting documents into the MSMEs link system that has been provided. This process is carried out meticulously and in accordance with the application data submitted, to ensure that all information is recorded correctly in the system and can be used as a basis for assessing loan eligibility. With accurate data entry, it is hoped that the loan analysis and approval process for MSMEs players can run more quickly and accurately.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 2nd


Week : 3rd

Day : Monday – Friday

Date : March 17th – 21th, 2025

Date	Description of Activities	Assignor	Signed
Monday March 17, 2025	<ol style="list-style-type: none"> Assisting in finding loan files to apply for loans. Checking the completeness of the people's business credit file to be scanned. Approve Brimen from the approval of the head of the unit. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Tuesday March 18, 2025	<ol style="list-style-type: none"> Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. Approving Brimen from the head of unit's approval. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Wednesday March 19,2025	<ol style="list-style-type: none"> Scan documents from March 2025 Approving Brimen from the head of unit's approval. Checking deposit slip transactions at the cashier. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	
Thursday March 20, 2025	<ol style="list-style-type: none"> Scan documents from March 2025 Approving Brimen from the head of unit's approval. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Friday March 21,2025	<ol style="list-style-type: none"> Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. Checking the deposit slip transaction at the cashier. Filling in customer data that has been scanned and 	Rahmad Fadhli	

	uploaded in brimen to fill in the brimen link		
	Note by Industrial Coach		

No	Working	Explanation
		<p>The writer is also responsible for thoroughly checking the completeness of deposit transactions to ensure that all components of the transaction are correct and that no errors have occurred. This check includes verifying the amount of cash received, matching it with the deposit slip submitted by the customer, and ensuring that the data recorded in the system is correct. Every detail is carefully checked to avoid discrepancies, recording errors, or incomplete documents, so that transactions can be processed correctly and in accordance with procedures.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : 2rd


Week : 4rd

Day : Monday – Friday

Date : March 24th – 28th, 2025

Date	Description of Activities	Assignor	Signed
Monday March 24, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Numbering of brimen cabinets in the last storage section according to indexing 3. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 4. Checking the deposit slip transaction at the cashier 5. Assisting in finding loan files to apply for loans. 	Rahmad Fadhli	
Tuesday March 25, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	
Wednesday March 26,2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Thursday March 27, 2025	<ol style="list-style-type: none"> 1. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	

Date	Description of Activities	Assignor	Signed
Friday March 28,2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 4. Assisting in finding loan files to apply for loans 	Rahmad Fadhli	

No	Working	Explanation
		<p>The author is also responsible for assisting in the search for customer files as part of the credit administration process. The search is conducted by reviewing physical document archives and digital data to find files that match customer requests or needs. Once the files are found, the Writer then carefully checks the completeness of all documents within them, starting from customer identity, account numbers, total loans applied for or in progress, to other supporting information documents such as collateral, payment history, and additional administrative documents. This check is done to ensure that all customer data is recorded completely and correctly, thereby facilitating the verification, analysis, and completion of loan transactions.</p>

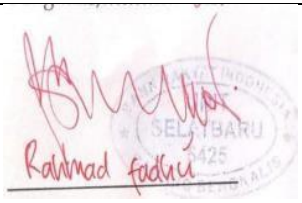

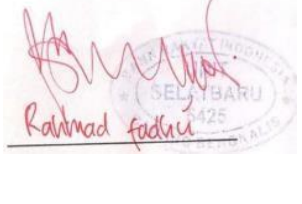
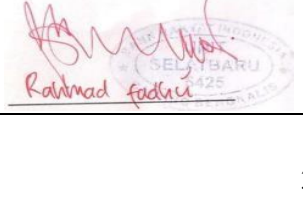
DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3rd
 Week : 1rd
 Day : Monday – Friday
 Date : April 01th – 04th, 2025


No	Date	Description of Activities	Place
1	Tuesday April 01, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	
2	Wednesday April 02, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	
3	Thursday April 03, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	
4	Friday April 04, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 3rd
 Week : 2nd
 Day : Monday – Friday
 Date : April 07th – 11th, 2025

Date	Description of Activities	Assignor	Signed
Monday April 07, 2025	Public Holiday (Eid Al - Fitr 1447 Hijriah)	Rahmad Fadhli	
Tuesday April 08, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Approve Brimen from the approval of the head of the unit. 4. Checking the deposit slip transaction at the cashier. 5. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 	Rahmad Fadhli	
Wednesday April 09, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
Thursday April 10, 2025	<ol style="list-style-type: none"> 1. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Friday April 11, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 	Rahmad Fadhli	

	3. Checking deposit slip transactions at the cashier		
	Note by Industrial Coach		

No	Working	Explanation
		<p>The writer is also responsible for checking the completeness of business loan files and other supporting documents. The check is done carefully to make sure all the required documents, like business certificates, applicant ID cards, family cards, and other collateral documents, are complete and meet the requirements. In addition to ensuring the completeness of the documents, the Author also verifies the accuracy and consistency of the data listed, including matching the applicant's identity with the system data and checking whether the type of business applied for meets the criteria of the loan program offered by the bank. This process is important for assessing the eligibility of the loan application and preventing errors or discrepancies in the data that could hinder loan approval.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : 3rd

Week : 3rd

Day : Monday – Friday

Date : April 14th – 18th, 2025

Date	Description of Activities	Assignor	Signed
Monday April 14, 2025	<ol style="list-style-type: none"> Assisting in finding loan files to apply for loans. Approve Brimen from the approval of the head of the unit. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Tuesday April 15, 2025	<ol style="list-style-type: none"> Scan documents from April 2025 Approving Brimen from the head of unit's approval. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Wednesday April 16, 2025	Permissions	Rahmad Fadhli	
Thursday April 17, 2025	<ol style="list-style-type: none"> Scan documents from April 2025 Approving Brimen from the head of unit's approval. Checking deposit slip transactions at the cashier. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 	Rahmad Fadhli	
Friday April 18, 2025	<ol style="list-style-type: none"> Scan documents from April 2025 Approving Brimen from the head of unit's approval. Checking deposit slip transactions at the cashier. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>The writer is also responsible for filling in the data on the Brimen link completely and accurately, including detailed information about collateral or land deeds that serve as collateral for customer loan files. The data entered into the Brimen system is aligned with the physical documents available to ensure consistency between the digital records and the original documents. After the data has been successfully recorded in the system, the next step is to affix an official numbering label to the collateral documents or land deeds as an easily recognizable archive identifier that aligns with the Brimen numbering system.</p>

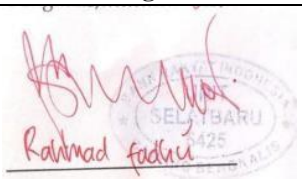
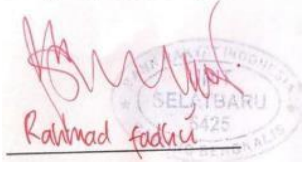
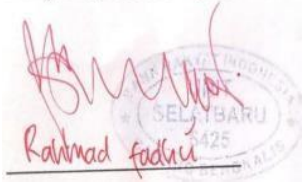
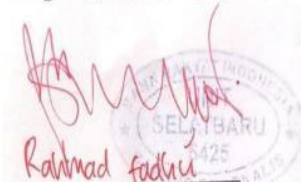
DAILY ACTIVITIES OF THE APPRENTICESHIP

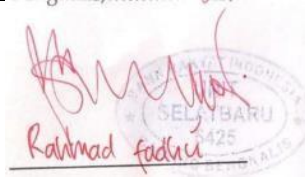
Month : 3rd

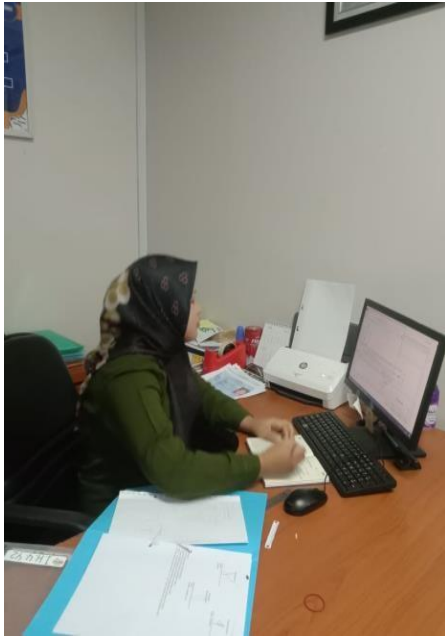
Week : 4rd

Day : Monday – Friday

Date : April 21th – 25th, 2025

Date	Description of Activities	Assignor	Signed
Monday April 21, 2025	<ol style="list-style-type: none"> 1. Numbering of brimen cabinets in the last storage section according to indexing. 2. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link. 3. Checking the deposit slip transaction at the cashier 4. Assisting in finding loan files to apply for loans. 	Rahmad Fadhli	
Tuesday April 22, 2025	<ol style="list-style-type: none"> 1. Sorting banknotes of Rp.2000 denomination per sheet and arranged or sorted into 100 sheets. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Wednesday April 23,2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	
Thursday April 24, 2025	<ol style="list-style-type: none"> 1. Scan documents from March 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	

Friday April 25, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing. 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>The author is also responsible for carefully scanning customer loan files and storing them neatly and sequentially in each customer's digital folder. This process is carried out one by one to ensure that each document is stored correctly in the appropriate folder, so that it can be easily retrieved when needed. In addition, the writer also clearly separates the folders containing loan application letters from those containing debt acknowledgment letters, so that the management of archives becomes more orderly and structured. The scanned documents include loan application letters, identity cards (KTP), family cards (KK), and business certificates, all of which are important requirements for credit applications. Scanning was conducted for all customer files received from January to May, ensuring that all documents during that period are properly documented in digital format.</p>

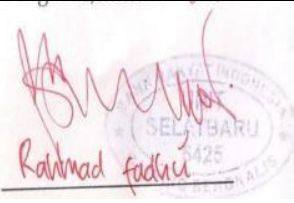
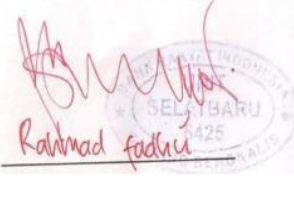

DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : 3rd

Week : 5rd

Day : Monday – Friday

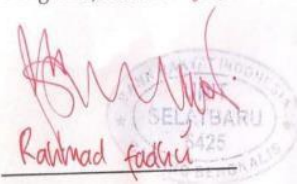
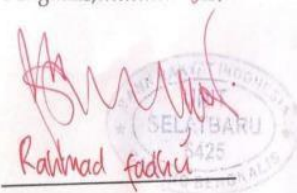
Date : April 28th – 30th, 2025

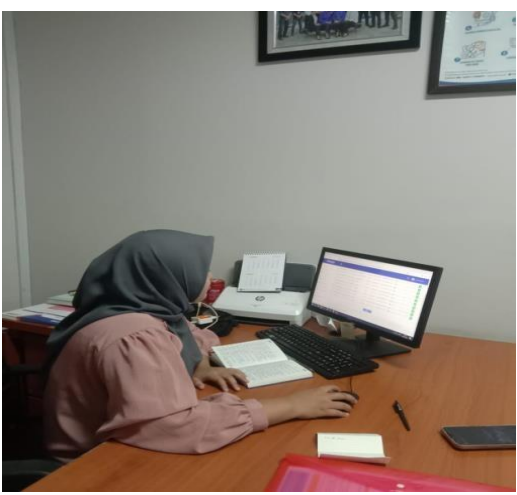
Date	Description of Activities	Assignor	Signed
Monday April 28, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Numbering brimen cabinets in the last instorage section according to the indexing . 3. Uploading application letters and debt acknowledgment letters in brimen. 4. Approve Brimen from the approval of the head of the unit. 5. Checking the deposit slip transaction at the cashier. 	Rahmad Fadhli	
Tuesday April 29, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	Rahmad Fadhli	
Wednesday April 30,2025	<ol style="list-style-type: none"> 1. Approving Brimen from the head of unit's approval. 2. Checking deposit slip transactions at the cashier. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>The writer is also responsible for filling in the data completely on the Brimen link, which involves recording detailed information about the collateral submitted by the customer, such as the type of collateral, owner's identity, document number, and collateral value, into the Brimen system carefully and in accordance with the physical documents available.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

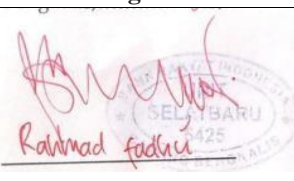
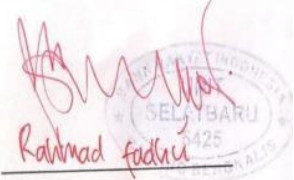

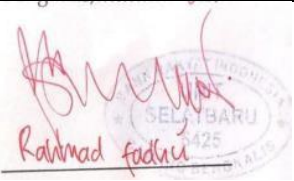
Month : 4rd
 Week : 1rd
 Day : Monday – Friday
 Date : May 01th – 02rd, 2025

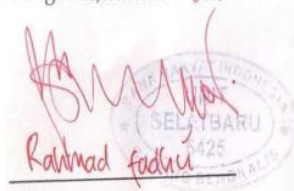
Date	Description of Activities	Assignor	Signed
Thursday May 01, 2025	<ol style="list-style-type: none"> 1. Numbering brimen cabinets in the last instorage section according to the indexing. 2. Uploading application letters and debt acknowledgment letters in brimen. 3. Approve Brimen from the approval of the head of the unit 	Rahmad Fadhli	
Friday, May 02, 2025	<ol style="list-style-type: none"> 1. Numbering brimen cabinets in the last instorage section according to the indexing. 2. Uploading application letters and debt acknowledgment letters in brimen. 3. Approve Brimen from the approval of the head of the unit 	Rahmad Fadhli	


No	Working	Explanation
		<p>The author is also responsible for conducting preliminary approval on the Brimen system by reviewing the documents that have been uploaded into the system as part of the credit administration process. At this stage, the author ensures that all uploaded files are entered into the system and subsequently submitted to the unit head for final approval. This initial approval is carried out regardless of whether the uploaded documents are fully complete or still have deficiencies, as the final decision regarding the completeness and eligibility of the documents remains the authority of the unit head.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4rd
 Week : 2rd
 Day : Monday – Friday
 Date : May 05th – 09rd, 2025

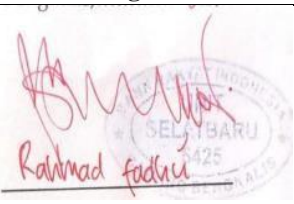
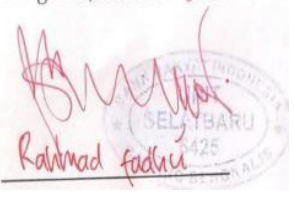
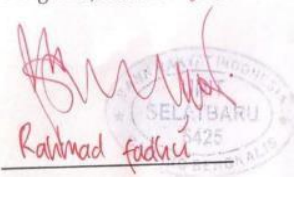
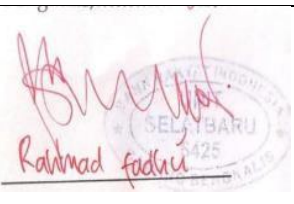
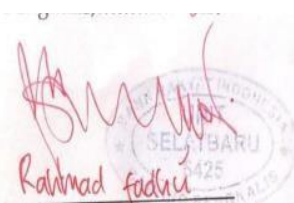
Date	Description of Activities	Assignor	Signed
Monday May 05, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier 	Rahmad Fadhli	
Tuesday May 06, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Wednesday May 07, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025. 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Thursday May 08, 2025	<ol style="list-style-type: none"> 1. Approving Brimen from the head of unit's approval. 2. Checking deposit slip transactions at the cashier. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	

Date	Description of Activities	Assignor	Signed
Friday May 09, 2025	<ol style="list-style-type: none"> 1. Scan documents from April 2025 2. Approving Brimen from the head of unit's approval. 3. Checking deposit slip transactions at the cashier. 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>The writer is also responsible for thoroughly checking the completeness of deposit transactions to ensure that all components of the transaction are correct and accurate. This review includes checking the nominal amount of deposits received, the consistency between the deposit slips submitted by customers and the cash received, as well as matching the data recorded in the system with physical documents. Every detail is carefully examined to ensure there are no errors, discrepancies in nominal amounts, or data inconsistencies that could compromise the accuracy of financial reports.</p>

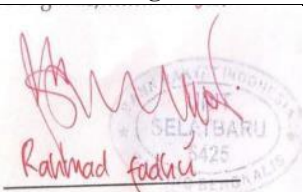

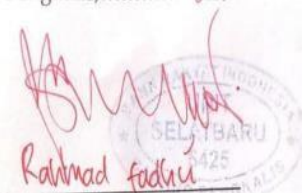
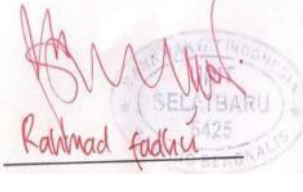
DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : 4rd
 Week : 3rd
 Day : Monday – Friday
 Date : May 12th – 16rd, 2025


Date	Description of Activities	Assignor	Signed
Monday May 12, 2025	<ol style="list-style-type: none"> 1. Approve Brimen from the approval of the head of the unit. 2. Checking the deposit slip transaction at the cashier. 3. Assisting in finding loan files to apply for loans. 4. Checking the completeness of the people's business credit file to be scanned. 	Rahmad Fadhli	
Tuesday May 13, 2025	<ol style="list-style-type: none"> 1. Checking the deposit slip transaction at the cashier 2. Scan documents from May 2025 3. Numbering brimen cabinets in the last instorage section according to the indexing. 	Rahmad Fadhli	
Wednesday May 14, 2025	<ol style="list-style-type: none"> 1. Numbering brimen cabinets in the last instorage section according to the indexing. 2. Approve Brimen from the approval of the head of the unit. 3. Scan documents from May 2025 	Rahmad Fadhli	
Thursday May 15, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input. 	Rahmad Fadhli	
Friday May 16, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	
	Note by Industrial Coach		

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4rd
 Week : 4rd
 Day : Monday – Friday
 Date : May 19th – 23rd, 2025

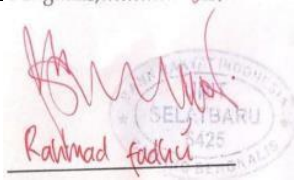
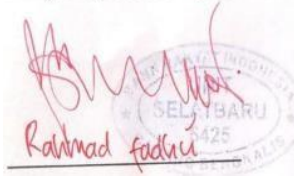
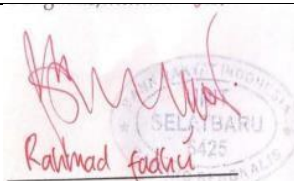
Date	Description of Activities	Assignor	Signed
Monday May 19, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Photocopy Deposit File 4. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Tuesday May 20, 2025	<ol style="list-style-type: none"> 1. Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 2. Checking the completeness of the people's business credit file to be scanned. 3. Assist in filling out the Brimen collateral table. 	Rahmad Fadhli	
Wednesday May 21, 2025	<ol style="list-style-type: none"> 1. Assisting in finding loan files to apply for loans. 2. Assist in filling out the Brimen collateral table 3. Checking the deposit slip transaction at the cashier. 4. Approving Brimen from the head of unit's approval 	Rahmad Fadhli	
Thursday May 22, 2025	<ol style="list-style-type: none"> 1. Assist in filling in the Brimen collateral table opname 2. Assisting in finding loan files to apply for loans. 3. Scan documents from May 2025 4. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	


Date	Description of Activities	Assignor	Signed
Friday May 23, 2025	<ol style="list-style-type: none"> 1. Scan documents from May 2025 2. Approving Brimen from the head of unit's approval. 3. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	

No	Working	Explanation
		<p>The writer is also responsible for helping to fill in MSMEs data for 100 micro, small, and medium enterprises (MSMEs) as part of the credit administration process. Data entry is carried out using complete information from each customer, including account numbers, identity cards, family cards, and business certificates as the main supporting documents. Each piece of data is carefully recorded into the system to match the physical documents submitted by the customer, thereby minimizing the risk of recording errors.</p>

DAILY ACTIVITIES OF THE APPRENTICESHIP

Month : 4rd
 Week : 5rd
 Day : Monday – Friday
 Date : May 26th – 30rd, 2025

Date	Description of Activities	Assignor	Signed
Monday May 26, 2025	<ol style="list-style-type: none"> Assisting in finding loan files to apply for loans. Assist in filling out the Brimen collateral table Checking the deposit slip transaction at the cashier. Approving Brimen from the head of unit's approval. Scan documents from May 2025 	Rahmad Fadhli	
Tuesday May 27, 2025	<ol style="list-style-type: none"> Assisting in finding loan files to apply for loans. Assist in filling out the Brimen collateral table Checking the deposit slip transaction at the cashier. Approving Brimen from the head of unit's approval. Numbering brimen cabinets in the last instorage section according to the indexing. 	Rahmad Fadhli	
Wednesday May 28, 2025	<ol style="list-style-type: none"> Assisting in finding loan files to apply for loans. Assist in filling out the Brimen collateral table Checking the deposit slip transaction at the cashier. Approving Brimen from the head of unit's approval. 	Rahmad Fadhli	
Thursday May 29, 2025	Public Holiday for Ascension Day of Jesus Christ	Rahmad Fadhli	
Friday May 30, 2025	Collective leave for the ascension of Al Masih	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>Make photocopies of each deposit slip received as proof of ownership and valid transaction evidence for both customers and the bank. This process is carried out by ensuring that each deposit slip is clearly photocopied so that all important information such as the customer's name, account number, transaction date, deposit amount, and signature can be read properly. The copies are then stored neatly with other administrative files for internal archiving and future verification purposes.</p>


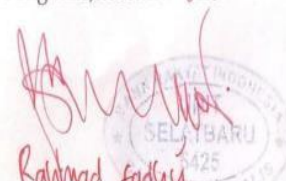
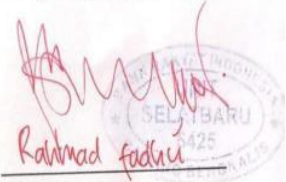
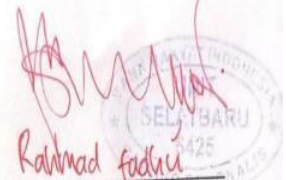
DAILY ACTIVITIES OF THE APPRENTICESHIP


Month : 5rd

Week : 1rd

Day : Monday – Friday

Date : June 02th – 06rd, 2025

Date	Description of Activities	Assignor	Signed
Monday June 02, 2025	<ol style="list-style-type: none"> Assisting in finding loan files to apply for loans. Assist in filling out the Brimen collateral table Checking the deposit slip transaction at the cashier. Approving Brimen from the head of unit's approval. 	Rahmad Fadhli	
Tuesday June 03, 2025	<ol style="list-style-type: none"> Assisting in finding loan files to apply for loans. Assist in filling out the Brimen collateral table Checking the deposit slip transaction at the cashier. Approving Brimen from the head of unit's approval. Scan documents from May 2025 	Rahmad Fadhli	
Wednesday June 04, 2025	<ol style="list-style-type: none"> Scan documents from May 2025 Approving Brimen from the head of unit's approval. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input 	Rahmad Fadhli	
Thursday June 05, 2025	<ol style="list-style-type: none"> Scan documents from May 2025 Approving Brimen from the head of unit's approval. Fill in customer data in the MSMEs link such as name, identity card, business certificate, family card as proof of input Filling in customer data that has been scanned and uploaded in brimen to fill in the brimen link 	Rahmad Fadhli	
Friday June 06, 2025	Public Holiday of the Eid al-Adha	Rahmad Fadhli	
	Note by Industrial Coach		

No	Working	Explanation
		<p>The author is also responsible for filling in the numbers on the Brimen link for the purpose of recording buildings in a detailed and systematic manner. The data entered includes the type of collateral, building number, room number, and even the number of the document storage cabinet that corresponds to the physical location of the collateral files or other important documents. The data is entered carefully to ensure that each stored document can be easily traced based on its storage location.</p>

Appendix 6: Apprenticeship Certificate



BUMN UNTUK
INDONESIA



Internship Certificate

This certificate is presented to :

Putri Miftahul Hidayah

8th semester student of State Polytecnic Bengkalis
Have completed an internship at Bank BRI Unit Selatbaru
From February 03, 2025 to June 06, 2025

Selatbaru June 05, 2025

Chief of Unit



Rahmad Fadhli



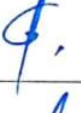
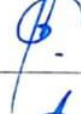
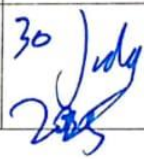

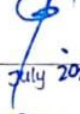
Appendix 7: Documentation of Plaque Handover to the Supervisor and Office Team of PT. Bank Rakyat Indonesia Unit Selatbaru



Appendix 8: Consultation Sheet Apprenticeship

CONSULTATION SHEET APPRENTICESHIP REPORT INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

Name : Putri Miftahul Hidayah
Student's Identity No : 5404211379
Apprenticeship Place : PT. BRI Unit Selatbaru
Advisor : Nageeta Tara Rossa, M.B.A

No.	Date and Time	Revision	Signature
1.	25 June 2025 Wednesday	1. Source replaced documentation 2025 2. Attachment pages starting from number 1 3. Lowercase conjunctions	
2.	04 July 2025 Friday	1. improve journal citation writing 2. Spacing table size description of the activity.	
3.	14 July 2025 Monday	1. Numbering must be neat 2. Reference writing should be improved 3. improvements the organizational structure	
4.	16 July 2025 Wednesday	1. improve the Preface 2. improve journal citation writing 3. Complete the daily activities section.	
5.	30 July 2025 	Accepted 	

Bengkalis, 30 July 2025
Advisor


Nageeta Tara Rossa, M.B.A
NIP. 199204272024062001