

APPRENTICESHIP REPORT

**PT. BUMI LAKSAMANA JAYA (BLJ)
HEAD OFFICE BENGKALIS**

**FATHIA RAHMADANI
5404211404**



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

APPROVAL SHEET

APPRENTICESHIP REPORT PT. BUMI LAKSAMANA JAYA (BLJ) HEAD OFFICE BENGKALIS

Written as one of the conditions for completing apprenticeship

FATHIA RAHMADANI
5404211404

Bengkalis, August 06th, 2025

**Manager of Human Resource &
General
PT. Bumi Laksamana Jaya (BLJ)
Bengkalis**


Sasli Rais
NIK. 00112234351

Advisor



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

Approved by:

**Head of Study Program
International Business Administration**



Wan Juhita Rafiah. Sc., M. Ec. Dev
NIP. 198406142018032001

ACKNOWLEDGEMENT

All praise and gratitude to God Almighty for His grace and guidance so that the author is given the convenience and ability to complete the apprenticeship report "Pt. Bumi Laksamana Jaya (BLJ) Head Office Bengkalis".

The apprenticeship is one of The State Polytechnic of Bengkalis programs, especially the Business Administration department which must be attended by all State Polytechnic of Bengkalis students in applying new knowledge and experiences in supporting the knowledge gained in lectures. The completion of the preparation of the Job Training report, the participation of various parties has helped and provided guidance so that the author can complete this Job Training and Job Training report as well as possible. In carrying out Job Training and writing this report, the author would like to express their deepest gratitude to:

1. Mr. Johny Custer, S.T., M.T as Director of Bengkalis State Polytechnic.
2. Mr. Romadhoni, S.T., M.T. as Deputy Director for Academic Affairs at State Bengkalis State Polytechnic.
3. Mrs. Supriati, M.Si as Chair of the Department of Business Administration.
4. Mrs. Wan Junita Raflah. B.Sc., M.Ec.Dev as Head of the International Business Administration Study Program.
5. Mr. M. Alkadri Perdana, B.It., M.Sc as the Coordinator of Apprenticeship.
6. Mrs. Wan Junita Raflah. B.Sc., M.Ec.Dev as Academic Advisor of class VIII B International Business Administration Study Program.
7. Mr. M. Fuad Asrofillah, S.E., M.M as the Supervisor of the apprenticeship report.
8. All lecturers and assistant lecturers at the Bengkalis State Polytechnic, especially in the International Business Administration Study Program.
9. Mr. Sasli Rais as Manager of the Human Resources & General Division PT. Bumi Laksamana Jaya (BLJ) Head Office Bengkalis
10. Mr. Dedy Wirawan as Supervisor Procurement in the Human Resources & General Division at PT. Bumi Laksamana Jaya (BLJ) Head Office in

Bengkalis

11. To the employees of the Human Resources & General Division and all company employees, thank you for all your knowledge, support, and guidance during my internship at PT. Bumi Laksamana Jaya Bengkalis.
12. My beloved parents are my father, Yulizar and my mother, Arnawati. as well my little brother, Muhammad Nabil Azzikri who have provided encouragement and support as well as motivation both material and nonmaterial.
13. My favorite and special person, Didi Antoro. Thank you for being together, supporting, and helping me from the starting to the end in completing this apprenticeship report.
14. To my special friend, Santi. Thank you so much for always supporting, helping, and accompanying me during my studies at the State Polytechnic of Bengkalis and also for being a partner during my apprenticeship at PT. Bumi Laksamana Jaya Bengkalis.
15. Friends in arms at the State Polytechnic of Bengkalis, especially the 21'B International Business Administration who have provided assistance and cooperation during the completion of this apprenticeship report.
16. Lastly, myself Fathia Rahmadani for all the hard work and enthusiasm to never give up on completing this apprenticeship report. Although this report is far from perfect, I am proud of myself for struggling to complete it.

The Author apologizes to all the parties mentioned above if there is mistake. The Author is fully aware that in the completion of this apprenticeship, but this is the best result the Author can do. In addition, the Authors also hope that this apprenticeship report is useful for many parties many parties in future.

Bengkalis, August 7th 2025


FATHIA RAHMADANI
5404211404

TABEL OF CONTENTS

APPROVAL SHEET	i
ACKNOWLEDGEMENT	ii
TABLE OF CONTENTS	iv
LIST OF FIGURES	vi
LIST OF TABLES	vii
LIST OF APPENDICES.....	viii
 CHAPTER I INTRODUCTION	 1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship	3
1.3 Significance of the Project	3
 CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	 5
2.1 Company Profile.....	5
2.2 Vision and Mission	6
2.2.1 Vision of PT Bumi Laksamana Jaya Bengkalis	6
2.2.2 Missionof PT Bumi Laksamana Jaya Bengkalis	6
2.3 Kind of Business.....	6
2.4 Organization Structure.....	6
2.5 The Working Process.....	13
2.6 Document Used for Activity	14
 CHAPTER III SCOPE OF THE APPRENTICESHIP	 15
3.1 Job Description	15
3.2 System and Procedure.....	15
3.2.1 System	15
3.2.2 Procedure.....	15
3.3 Place and Time of the Apprenticeship	20
3.3.1 Place of the Apprenticeship	20
3.3.2 Time of the Apprenticeship	20

3.4 Kind and Description of the Activity.....	21
3.5 Obstacle of and Solution of the Apprenticeship.....	31
3.5.1 Obstacle of Apprenticeship	31
3.5.2 Solution of Apprenticeship.....	31
CHAPTER IV CONCLUSIONS AND SUGGESTIONS	32
4.1 Conclusions	32
4.2 Suggestions	33
REFERENCES	34
APPENDICES.....	35