

**APPRENTICESHIP REPORT**

**PT KILANG PERTAMINA INTERNASIONAL  
REFINERY UNIT (RU) II PRODUCTION SUNGAI  
PAKNING**

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



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(RU) II PRODUCTION SUNGAI PAKNING**

Written as one of the conditions for completing the Apprenticeship

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Nadya Yelnova

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# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Background of the Apprenticeship**

Apprenticeship is a series of activities that include understanding the application of theoretical/scientific concepts in work related to one's field of study. Apprenticeship can enhance students' discourse, knowledge, and skills and enable them to solve scientific problems based on the theories they have learned in the classroom.

Higher education institutions are establishments that provide advanced education beyond the secondary level within the formal education system. As the highest tier in the national education structure, they play a vital role in driving national development. These institutions are expected to function as centers for the delivery and advancement of higher education, as well as for the preservation, development, and innovation of science, technology, and the arts, all aimed at improving the quality of life for individuals and society as a whole. In addition, higher education institutions foster research and community service as part of a commitment to sustainable development.

The State Polytechnic of Bengkalis is part of the national education system, specifically higher education, aimed at developing human resources (HR) with practical skills. Polytechnic education is a vocational education pathway at the higher education level that equips graduates with practical skills supported by adequate theoretical foundations and a strong sense of discipline. With these qualifications, polytechnic alumni are expected to become competent vocational professionals in their fields, particularly in engineering and commerce.

To fulfill its responsibility in preparing students to compete in the job market, the State Polytechnic of Bengkalis requires the completion of an Apprenticeship as a graduation requirement for students in the D-III and D-



IV programs. The Business Administration Department is one of the departments at Bengkalis State Polytechnic. This department offers three programs of study: D-IV Public Financial Accounting, D-IV International Business Administration. The Applied Bachelor's Program in International Business Administration is the flagship program at Bengkalis State Polytechnic. The International Business Administration program is one of the fields of study offered by the State Polytechnic of Bengkalis. It is a vocational education program designed to equip students with knowledge, skills, and insights in the field of globally oriented business. This program focuses on mastering concepts in administration, management, business communication, and international trade practices, so that graduates are expected to be able to compete and contribute in an increasingly competitive job market, both at the national and international levels. The International Business Administration program covers a broad range of academic fields and is designed to address the needs of industry and society amid the development of globalization and digital transformation.

The scope of study covers various aspects such as international business communication, export-import, global marketing, international supply chain management, and the use of information technology in supporting cross-border business activities. This field requires a strong understanding of trade policies, global business ethics, and adaptation to different social, cultural, and political environments. Therefore, students in the International Business Administration Program are required to complete an apprenticeship as part of the learning process. This activity aims to enhance practical understanding and professional skills, as well as provide relevant work experience and prepare students to compete in the global job market.

Based on the above background, the author conducted an Apprenticeship for four months at PT Kilang Pertamina RU II Production Sungai Pakning and was placed in the CSR division, which is responsible for social responsibility carried out by PT Pertamina (Persero) as a form of its



commitment to supporting sustainable development. This CSR program is designed to have a positive impact on the community, environment, and economy in the company's operational areas, in line with the principles of good corporate governance. During the apprenticeship, the author was directly involved in various CSR activities, ranging from community engagement to the implementation and monitoring of social programs.

## **1.2 Purposes of the Apprenticeship**

The purposes of this program has several goals that the author aimed to achieve, report are:

1. To explain the job description at PT Kilang Pertamina International RU II Production Sungai Pakning.
2. To determine the location and time of the apprenticeship at PT Kilang Pertamina International RU II Production Sungai Pakning.
3. To explain the systems and procedures in place at the apprenticeship site at PT Kilang Pertamina International RU II Production Sungai Pakning.
4. To understand the Kind and Description of the activity at the Unit of PT Kilang Pertamina International RU II Production Sungai Pakning.
5. To identify challenges and solutions encountered during the apprenticeship at PT Kilang Pertamina International RU II Production Sungai Pakning.

## **1.3 Significances of the Apprenticeship**

The implementation of the apprenticeship program provides a variety of benefits for all parties involved. These benefits are outlined below:

### **1.3.1 Significances for the Writer**

For students undertaking the apprenticeship, several advantages can be gained, including:

Applying theories and concepts learned in lectures directly in a real work environment, enhancing practical knowledge and skills.

1. Developing important competencies needed in the industry, such as communication, time management, and teamwork.



2. Gaining hands-on experience in the oil and gas industry, especially in the CSR department, which strengthens their resume and increases competitiveness in the job market.
3. Expanding professional connections for future career opportunities.
4. Understanding corporate social and environmental practices in real settings.

#### 1.3.2 Significances for the Academic

The apprenticeship program also benefits educational institutions in several ways:

1. Providing valuable feedback from the industry that can be used to improve and update academic curricula to stay relevant.
2. Opening opportunities for collaborative research and partnerships with industry, particularly in CSR and sustainability fields.
3. Strengthening cooperation between universities and industry to support other academic programs.
4. Supporting students' career development through hands-on and industry- relevant apprenticeship programs.
5. Enhancing the institution's reputation and accreditation by producing successful apprenticeship programs and capable graduates.



### 1.3.3 Significances for the Company

Companies that accept interns also gain several advantages, such as:

1. Accessing potential future employees who are trained, motivated, and ready to contribute.
2. Receiving fresh perspectives and ideas from students who may offer innovative solutions to workplace challenges.
3. Getting support in running CSR programs and other operational activities through the help of capable and enthusiastic interns.
4. Demonstrating the company's commitment to education and human resource development through apprenticeship initiatives.
5. Improving the company's public image as a supporter of education and professional development, while reinforcing its role in social and environmental responsibility.



## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**

PT Pertamina is an oil and gas company owned by the Indonesian government (BUMN). The company was founded on December 10, 1957, and changed its name to PT PERTAMINA in 1961. The company changed its name to PN PERTAMINA. It's name remained the same, but its legal status was changed from PERTAMINA to PT PERTAMINA (PERSERO) based on the Laws of the Republic of Indonesia, No. 22 and No. 23 of 2001, issued in November 2001, regarding oil and gas. The logo of PT Pertamina is shown in Figure 2.1 below:



**Figure 2.1 Logo of PT Kilang Pertamina International**  
*Source: PT Pertamina RU II Sungai Pakning*

Pertamina (formerly known as the National Oil and Gas Production Company) is a state-owned company responsible for managing oil and gas extraction in Indonesia. Pertamina ranked 122nd among the Fortune Global 500 companies in 2013 (PT Pertamina, 2020). PT Pertamina (Persero) Sungai Pakning, Pertamina RU II's production plant located in Riau Province, has made a significant contribution to development and a major contribution to the realization of national fuel oil. Pertamina RU II Production Sungai Pakning produces various fuel oils (BBM) and non-fuel oils (NBM) to meet domestic and foreign needs, such as LSWR and other NBM products.

To enhance the reliability and quality of the refinery's plans in managing environmentally friendly crude oil, Pertamina has successfully received the Blue



Appropriate Award from PT Pertamina (Persero), the Ministry of Environment, and ISO 14001 (SGS\_UKAS) and ISO 17025 (KAN) certifications. To enhance the reliability and satisfaction of the refinery, various projects are being implemented, such as the Distribution Control System (DCS) project. The Pertamina RU II Production Sungai Pakning Oil Refinery produces petroleum products to meet the fuel needs of the Riau region and northern and southern Sumatra. This refinery plays a strategic role in supporting national energy security and regional fuel distribution. Below is a photo of the main office of PT Kilang Pertamina RU II Production Sungai Pakning:



**Figure 2.2 PT Kilang Pertamina International RU II Production Sungai Pakning**  
*Source: PT Pertamina RU II Sungai Pakning*

## **2.2 Vision and Mission**

The vision and mission of PT Kilang Pertamina Internasional RU II Production Sungai Pakning are as follows:

### **2.2.1 Vision of Pertamina RU II Production Sungai Pakning**

A vision is the future goal of an institution, organization, or company. It represents the thoughts and aspirations of its founders, reflecting the future they aim to achieve. The vision of PT Kilang Pertamina Internasional RU II Production Sungai Pakning is: “To become a competitive and environmentally friendly national oil and petrochemical refinery in the Asia-Pacific region by 2025.”



### 2.2.2 Mission of Pertamina RU II Production Sungai Pakning

The mission is the stages that must be passed to achieve the vision. In addition, the mission is also a description or purpose of why the company, organization or agency is in the midst of society. The mission of PT Kilang Pertamina International Refinery Unit (RU) II Production Sungai Pakning "To run a business in the oil and petrochemical processing sector that is managed professionally and with an environmental perspective based on Pertamina's values to provide added value to stakeholders".

Source: <https://kpi.pertamina.com>.

## 2.3 Kind Of Business

PT Kilang Pertamina Internasional (KPI) Sungai Pakning Production Unit is part of Refinery Unit II (RU II) Dumai, which operates under the Refining & Petrochemical Subholding of PT Pertamina (Persero). This unit is located in Bukit Batu District, Bengkalis Regency, Riau Province, and plays a crucial role in the processing of crude oil into petroleum products such as gasoline, diesel, and aviation fuel, which are distributed to meet national energy needs.

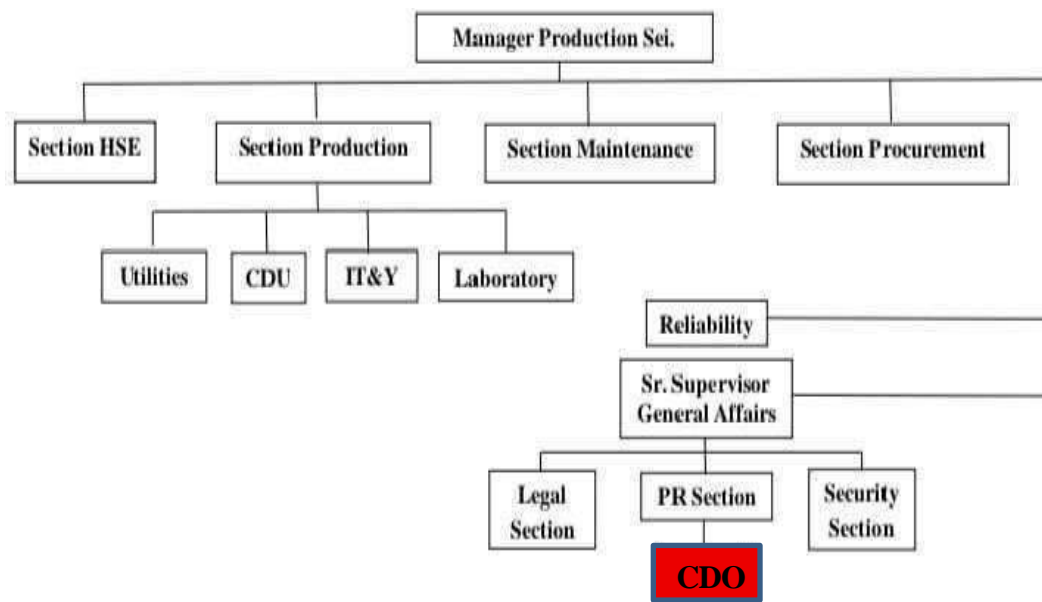
In addition to focusing on its main oil processing activities, PT KPI Sungai Pakning Unit is also active in corporate social responsibility (CSR) programs. One of its flagship initiatives is the development of honeybee eco-tourism in peat swamp forests in Dusun Bakti, Tanjung Leban Village, Bandar Laksamana District. This program not only improves community welfare through honeybee farming but also contributes to environmental conservation and the prevention of forest and land fires (karhutla) in the area.

By combining efficient refinery operations with impactful CSR programs, PT KPI Unit Produksi Sungai Pakning demonstrates its commitment to supporting national energy security and sustainable development in its operational area.

## 2.4 Organization Structure

The organizational structure of PT Kilang Pertamina Internasional Refinery Unit II Production Sungai Pakning is as follows:





**Figure 2.3 Organizational Structure of PT Kilang Pertamina RU II Production Sungai Pakning**

*Source: processed 2025*

Within the organizational structure of PT Kilang Pertamina Internasional RU II Production Sungai Pakning, each division has specific roles and responsibilities that contribute to the smooth operation of the company. Below is an overview of the duties and functions of each section:

1. Health, Safety, and Environment (HSE) Section

The HSE Division is responsible for maintaining workplace safety, protecting employee health, and minimizing environmental risks. This division is subdivided into four key sections:

a. Fire Insurance Section

Responsible for ensuring the refinery's fire suppression systems are always ready by procuring proper equipment, developing trained personnel, and coordinating general administrative and HSE-related activities.

b. Safety Section

Focuses on developing and reviewing work procedures, identifying and managing hazards, conducting safety audits, ensuring proper use of personal protective equipment (PPE), and providing safety briefings to employees.



c. Environmental Section

Aims to maintain a clean and sustainable environment by reducing and monitoring emissions (air, liquid, and solid), implementing ISO 14001 Environmental Management System, ensuring environmental protection equipment is operational, and promoting the company's environmentally conscious image.

d. Occupational Health Section

Handles health concerns related to workplace risks and ensures that the working environment does not negatively affect employee well-being.

2. Production Section

This division ensures that production outcomes meet the company's standard operating procedures (SOPs). It is divided into four parts:

a. Utilities

Provides essential refinery services such as water, electricity, steam, compressed air, and nitrogen.

b. Crude Distillation Unit (CDU)

Responsible for separating crude oil into various products through the physical distillation process based on boiling point differences.

c. ITU & Y Section

Manages both internal and external communications, ensuring that the necessary information is available to support efficient communication within the company.

d. Laboratory

Handles quality control and assurance, tests raw and finished materials, evaluates production equipment, and advises on material and spare part quality inspection.

3. Maintenance Section

Responsible for maintaining and repairing operational equipment to ensure that production runs smoothly and efficiently. This includes conducting regular inspections, troubleshooting issues, and performing preventive maintenance. Timely response to equipment failures is essential to minimize downtime and support continuous workflow.



4. Procurement Section

Manages the procurement of materials and spare parts required for operations.

This division consists of:

- a. Inventory Control Section
- b. Purchasing Section
- c. Warehouse Services Section
- d. Contract Office Section

5. Reliability Section

The Reliability Manager oversees all activities related to maintaining the refinery's reliability. The division is split into two main sections: Plant Reliability and Equipment Reliability.

6. General Affairs (GA) Senior Supervisor

Led by a Senior Supervisor, this division handles a wide range of internal and external matters, including permits, community relations, and asset management. GA consists of the following sections:

a. Legal Section

Prepares and reviews the legal documentation required by company units, manages licensing matters, and ensures all business operations comply with legal standards.

b. Public Relations (PR) Section

Maintains the company's public image and builds strong relationships with internal and external stakeholders. This section also oversees the CSR (Corporate Social Responsibility) programs, coordinated by several Community Development Officers (CDOs). The author carried out the apprenticeship in the CSR Department under the guidance of this section.

c. Security Section

Manages visitor access and ensures the overall safety and security of the PT KPI RU II Production Sungai Pakning site. Coordinates with internal teams to enforce safety protocols and emergency procedures. Regularly monitors surveillance systems and conducts routine patrols to prevent unauthorized access or potential threats.



## **2.5 The Working Process**

The working process in the field of Corporate Social Responsibility (CSR) consists of a series of structured steps designed to ensure that every initiative implemented by a company delivers positive, measurable, and sustainable impacts for both the surrounding community and the environment. The first and most critical stage involves identifying the primary needs, expectations, and challenges faced by the local community in the company's operational area, as well as relevant environmental issues. This identification process is typically conducted through participatory methods such as field surveys, focus group discussions (FGDs), in-depth interviews, and analysis of social and environmental data. Accurate identification forms the foundation for designing CSR programs that are relevant, targeted, and effective.

Once the key issues and community needs have been clearly mapped, the next stage is CSR program planning. At this point, the CSR team is responsible for formulating a comprehensive work plan that includes short- and long-term goals, key performance indicators, implementation strategies, and mechanisms for monitoring and evaluation. These programs must align with the company's vision, mission, and core values to ensure that CSR efforts contribute to overall business strategy. Planning also involves careful budgeting and organizing skilled human resources to ensure effective program delivery.

The implementation of CSR programs follows the planned framework and timeline. During this stage, collaboration with key stakeholders such as local government, civil society organizations, non-governmental organizations (NGOs), academic institutions, and community leaders is essential to ensure program success. Active coordination, transparent communication, and inclusive participation are crucial in fostering community ownership and long-term sustainability.

Following implementation, regular monitoring and evaluation are conducted to assess the effectiveness and efficiency of the program. This includes data collection, analysis of outcomes, and identification of challenges and areas for improvement. Evaluation results allow the company to refine its programs to be more adaptive and impactful. Moreover, the evaluation serves as a foundation for



preparing CSR reports that must be accurate, transparent, and informative as a form of accountability to stakeholders.

The final phase of the CSR process involves communicating and publicizing the program outcomes to the public. This can be done through mass media, social media platforms, the company's official website, annual reports, and community forums. Effective communication not only enhances the company's reputation but also raises public awareness of the importance of CSR in achieving sustainable social and environmental development. Through these comprehensive stages, CSR programs can be designed, implemented, and continuously improved to provide long-term benefits for communities, the environment, and the company itself.

## **2.6 Document Used for Activity**

Documents used in daily activities at CSR PT. Kilang Pertamina Internasional RU II Production Sungai Pakning is as follows:

### **1. Implementation Form**

The implementation form is a detailed description of activities or programs that have been carried out. It includes the objectives of the activity, the planning and implementation stages, challenges encountered, results achieved, and the key individuals involved in making the activity successful.



**Figure 2. 3. Implementation Form**

Source : CSR RU II Production Sungai Pakning, 2025



## 2. Blood donor banner

Donor banners are a form of visual communication that reflect care, compassion, and the spirit of humanity in saving lives. Through this initiative, we collectively help fulfill the community's need for blood while nurturing empathy and social solidarity. Let's share the gift of life with those in need.



**Figure 2. 4. Blood Donor Banner**

*Source : CSR RU II Production Sungai Pakning, 2025*



## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

The internship program was carried out at PT Kilang Pertamina International RU II Production Sungai Pakning for five months, from February 3 to June 6, 2025. Participants were placed in the Corporate Social Responsibility (CSR) Department, which plays a role in integrating social and environmental aspects into the company's operations and strategies.

At the beginning of the program, participants attended an orientation to understand the company's culture, organizational structure, and work procedures. During the internship, participants are involved in various CSR activities covering education, health, economic empowerment, community development, and environmental preservation such as tree planting and waste management campaigns.

1. Chief organizer of the blood donation event in Bulopa,
2. FGD on Strategic Plan Development and CSR Work Based on Partner Needs.
3. Financial and Digital Marketing Training to Strengthen Business Management of BUMDes Mekar Jaya,
4. Commemoration of Environment Day 2025: Ride for Roots, Clean the Coast, Grow the Future,
5. Beiné Honey Product Assessment by CSR Team and GDP,
6. Being a Documentation Team at the Nutrition and Obesity Seminar event with Dr. Erwin Christian
7. Participation in Friday Morning Routine Gymnastics by HSSE
8. Packaging of Consumer Products and Souvenirs to Support Company Activities.



### 3.2. System and Prosedur

#### 3.2.1 Chief organizer of the blood donation event in Bulopa

Served as the chief organizer responsible for overseeing the implementation of the blood donation event held in Bulopa. Main duties included coordinating all stages of the event, from preparation and execution to evaluation. Responsibilities also involved communication with the Indonesian Red Cross (PMI), logistics arrangements, and ensuring the event ran smoothly in accordance with health protocols. This activity aimed to raise social awareness and help meet the local demand for blood supply. Below is the workflow chart of Chief organizer of the blood donation event in Bulopa



**Figure 3. 1 workflow chart of Chief Organizer of 2025 blood donation event in Bulopa**

#### 3.2.2. FGD on Strategic Plan Development and CSR Work Based on Partner Needs.

A Focus Group Discussion (FGD) was held to develop a strategic plan and CSR work program based on the needs of partner beneficiaries. The discussion aimed to align the company's future program direction with the real conditions and aspirations of its partners. During the session, participants were encouraged to share their challenges, expectations, and suggestions for improving the sustainability of CSR initiatives. The CSR team also presented the company's strategic framework, emphasizing community empowerment. This FGD served as a platform to gather input that would contribute to more targeted, impactful, and sustainable CSR planning. Below is the workflow chart of the FGD on Strategic Plan Development and CSR Work Based on Partner Needs

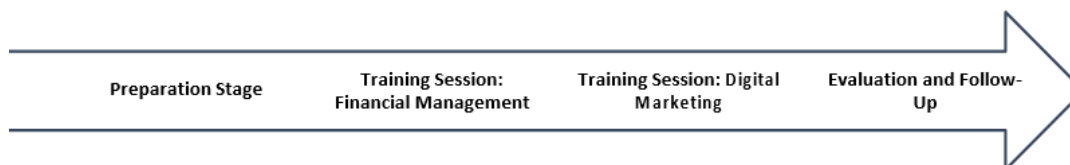




Figure 3. 2 workflow chart of the FGD on Strategic Plan Development and CSR Work Based on Partner Needs  
*Source: Process Data 2025*

### 3.2.3 Financial and Digital Marketing Training to Strengthen Business Management of BUMDes Mekar Jaya

A financial and digital marketing training session was conducted for the management team of BUMDes Mekar Jaya as an initiative to enhance the village-owned enterprise's business management capacity. The training covered the fundamentals of financial recording, the preparation of profit and loss statements, and the importance of financial transparency. In addition, participants received guidance on digital marketing strategies, including the use of social media platforms, content creation, and online market expansion techniques. Through this training, BUMDes Mekar Jaya is expected to manage its finances more professionally and promote its products more effectively to a wider audience. Below is the workflow chart of the Financial and Digital Marketing Training to Strengthen Business Management of BUMDes Mekar Jaya



**Figure 3. 3 workflow chart of the Financial and Digital Marketing Training to Strengthen Business Management of BUMDes Mekar Jaya**  
*Source: Process Data 2025*

### 3.2.4. Commemoration of Environment Day 2025: Ride for Roots, Clean the Coast, Grow the Futur.

To commemorate Environment Day 2025, a collaborative environmental campaign



titled “Ride for Roots, Clean the Coast, Grow the Future” was organized. The initiative aimed to raise environmental awareness and foster a spirit of sustainability among employees and local communities. Activities included a cycling event promoting eco-friendly transport, coastal cleanup to reduce marine pollution, and a symbolic tree planting session to support ecosystem restoration. This event not only demonstrated corporate commitment to environmental stewardship but also encouraged active participation in preserving nature for future generations. Below is the workflow chart of Commemoration of Environment Day 2025



**Figure 3. 4. workflow chart of Commemoration of Environment Day 2025**

*Source : Process Data 2025*

3.2.5. Beiné Honey Product Assessment by CSR Team and GDP

An assessment was conducted on Beiné Honey, a community-based product, by the CSR (Corporate Social Responsibility) team in collaboration with the GDP (Green Development Program). The purpose of this assessment was to evaluate the product’s quality, market potential, branding, and readiness for wider distribution. Discussions focused on production capacity, packaging appeal, hygiene standards, and storytelling aspects related to the product’s origin. Feedback was provided to the local producers to support continuous improvement and alignment with market expectations, particularly in preparation for future CSR-supported promotions or exhibitions. Below is the workflow chart of Beiné Honey Product Assessment by CSR Team and GDP :





**Figure 3. 5 workflow chart of Commemoration of Environment Day 2025**

*Source: Process Data 2025*

3.2.6. Being a Documentation Team at the Nutrition and Obesity Seminar event with Dr. Erwin Christian

Contributed as a member of the documentation team during the *Nutrition and Obesity Seminar* featuring Dr. Erwin Christian. Responsibilities included capturing key moments of the event through photos and videos, preparing visual content for reports and social media, and ensuring proper documentation of speaker sessions, participant interactions, and overall seminar flow. The documentation supported post-event publication and served as a visual archive for institutional use. Below is the workflow chart of Being a Documentation Team at the Nutrition and Obesity Seminar event with Dr. Erwin Christian:



**Figure 3. 6. The workflow chart of Being a Documentation Team at the Nutrition and Obesity Seminar event with Dr. Erwin Christian**

*Source: Process Data 2025*

3.2.7. Participation in Friday Morning Routine Gymnastics by HSSE Participated in the routine Friday morning gymnastics organized by the

HSSE Department as part of efforts to promote physical fitness and support occupational health and safety programs within the company. The following is the documentation





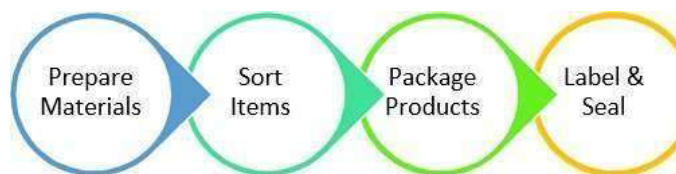
### **Documentation of Participation in Friday Morning Routine Gymnastics by HSSE**

*Source: Process Data 2025*

#### **3.2.8. Packaging of Consumer Products and Souvenirs to Support Company Activities**

Assisted in the packaging of consumer products and souvenirs to support company

promotional activities and events, ensuring that each item was prepared neatly and according to the established standards. Below is the workflow chart of Packaging of Consumer Products and Souvenirs to Support Company Activities :



### **Packaging of Consumer Products and Souvenirs to Support Company Activities**

*Source: Process Data 2025*

#### **3.3. Place and Time of Apprenticeship**

The apprenticeship took place at PT Kilang Pertamina Internasional RU II Production Sungai Pakning, which is located on Jl. Cendana No. 1, within the Pertamina RU II Sungai Pakning complex. Throughout the apprenticeship period,



the writer was assigned to the corporate Social Responsibility (CSR) department, where they were involved in various community-based and environmental programs organized by the company. The implementation of the apprenticeship was based on a set schedule determined by the company, including specific working days and hours that had to be followed. These provisions ensured that apprenticeship activities ran in line with the company's operational standards and allowed interns to adapt to a professional work environment effectively. The following are company provisions regarding the schedule or time for carrying out practical work as follows:

Day		Working Hour
1.	Monday – Thursday	07.30 – 16.00 WIB
2.	Friday	07.30 – 16.00
3.	Saturday – Sunday	OFF

**Tabel 3. 1 The Working Schedule of PT KPI RU II Production Sungai Pakning**

Source : Data Process 20225

### 3.4. Kind and Description of the Activity

The internship program was conducted at PT Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning, from April 21- July 25, 2025. During the internship period, the author was assigned to the Corporate Social Responsibility (CSR) Division. The company provided specific guidelines regarding the internship schedule and working hours, which were to be followed throughout the program.

Description of work carried out during work practice starting from April 21- 25, 2025, at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. Details of the activities can be seen in the following table:

**Tabel 3. 2Agenda Work Week 1 (21 April-25 April 2025)**

No	Date	Activities	Place
1	Monday, April 21 2025	Submission of internship document	CSR Pertamina
2	Tuesday, April 22	1. Safety Induction 2. Security Talk	CSR Pertamina
3	Wednesday, April 23	Packing pineapple chips and beine honey for an event at Wisma	CSR Pertamina



		Pertamina	
4	Thursday, April 24	Introduction at the head office with the CDO brother/sister	CSR Pertamina
5	Friday, April 25	event at the head office with workers at the Pertamina International Refinery RU II	CSR Pertamina

Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. at the saving and loan unit from April 28- 02 Mey,2025.

**Tabel 3. 3Agenda Work Week 2 (28 April-2 Mey 2025)**

No	Date	Activities	Place
1	Monday, April 28	Packing goods at the CSR Office for an event with Pertamina in Dumai	CSR Pertamina
2	Tuesday, April 29	presentation of the results of friends' reports in the field such as social mapping and product sales in various places on Tuesday, April 29 in the Pertamina medium room.	CSR Pertamina
3	Wednesday, April 30	Packing goods and consumption with PWP for the event at BULOPA at Pertamina	CSR Pertamina
4	Thursday, Mei 1	Holiday - International Labor Day	CSR Pertamina
5	Friday, Mei 2	Continuing to pack souvenirs for events at the main office at Pertamina	CSR Pertamina

Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. at the saving and loan unit from Mey 5- 9, 2025. Can be seen in the table below as follows

**Tabel 3. 4Agenda Work Week 3 (5-9 Mey 2025)**

No	Date	Activities	Place
1	Monday, Mei 5	1. Start editing brochures and banners for blood donation event on June 17, 2025 2. Looking for a good theme for blood donation.	CSR Pertamina
2	Tuesday, Mei 6	Editing a blood donation banner in Canva tool for the event.	CSR Pertamina



3	Wednesday, Mei 7	Edit a blood donation flyer or pamphlet in the Canva tool for the event.	CSR Pertamina
4	Thursday, Mei 8	Create a budget for blood donation activities on June 17, 2025, such as consumption, equipment, basic necessities, etc.	CSR Pertamina
5	Friday, Mei 9	Continuing the blood donation RAB Tuesday, June 17, 2025	CSR Pertamina

Source: Process Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from May 12-16, 2025. Can be seen in the table below as follows:

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from May 12-16, 2025. Can be seen in the table below as follows:

**Tabel 3. 5 Agenda Work Week 4 (12-16 May 2025)**

No	Date	Activities	Place
1	Monday, Mei 12	Holiday - Waisak	Off
2	Tuesday, Mei 13	Holiday - Waisak	Off
3	Wednesday, Mei 14	Calculating blood donation budget, consumption examples, equipment, events, etc.	CSR Pertamina
4	Thursday, Mei 15	Editing the new blood donation banner for the event on June 17,	CSR Pertamina
5	Friday, Mei 16	Editing the new blood donor banner for the blood donation event date and continuation of the RAB.	CSR Pertamina

Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from May 19-23, 2025. Can be seen in the table below as follows:

**Tabel 3. 6 Agenda Work Week 5 (19-23 May 2025)**

No	Date	Activities	Place
1	Monday, Mei 19	Making a Rundown for a blood donation event, Tuesday, June 17, 2025	CSR Pertamina



2	Tuesday, Mei 20	Continuing the Rundown for the blood donation event and how much money was spent on the event.	CSR Pertamina
3	Wednesday, Mei 21	Packing in the form of pineapple syrup souvenir bottles for events at Pertamina.	CSR Pertamina
4	Thursday, Mei 22	Discussion with the internship team about the continuation of the blood donation event on May 28 and June 17, 2025	CSR Pertamina
5	Friday, Mei 23	Taking part in the gymnastics event at the first Suri lake, Pertamina Sungai Pakning	CSR Pertamina

Source: Process Data, 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from May 26-30, 2025. Can be seen in the table below as follows:

**Tabel 3. 7 Agenda Work Week 6 (26-30 Mei 2025)**

No	Date	Activities	Place
1	Monday, Mei 26	Continuing the rundown and RAB for blood donation for June 17, 2025	CSR Pertamina
2	Tuesday, Mei 27	Discussion with the SIMPENDA Sungai Pakning administrator for the blood donation event and what is needed and equipped.	CSR Pertamina
3	Wednesday, Mei 28	The blood donation event was held by HSSE Pertamina at Bulopa Pertamina.	CSR Pertamina
4	Thursday, Mei 29	Holiday - Ascension Day Of Jesus	Off
5	Friday, Mei 30	Holiday - Ascension Day Of Jesus	Off

Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from June 2-6, 2025. Can be seen in the table below as follows:

**Tabel 3. 8 Agenda Work Week 7 (2-6 June 2025)**

No	Date	Activities	Place
1	Monday, June 2	Continuing the blood donation RAB for the blood donation event on June 17, 2025.	CSR Pertamina
2	Tuesday, June 3	Discussion with the team and CDO for the FGD event with fostered partners on June 10, 2025	CSR Pertamina



3	Wednesday, June 4	Create consumption budget and become a committee for the consumption division for FGD events	CSR Pertamina
4	Thursday, June 5	Preparation of packing goods and souvenirs for the event at Bumdes Pakning starting from June 11, 2025	CSR Pertamina
5	Friday, June 6	Holiday - Eid Adha 1446 H	Off

Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from June 9-13, 2025. Can be seen in the table below as follows:

**Tabel 3. 9Agenda Work Week 8 (9-13 June 2025)**

No	Date	Activities	Place
1	Monday, June 9	Preparation for the FGD event tomorrow, June 10, 2025	CSR Pertamina
2	Tuesday, June 10	Finish the FGD event at Telaga Suri Perdana on Tuesday.	CSR Pertamina
3	Wednesday, June 11	Finished training event on financial reports and digital marketing at BUMdes Mekar Jaya	CSR Pertamina
4	Thursday, June 12	Check the location at the Siak Kecil sub-district office hall for the blood donation event	CSR Pertamina
5	Friday, June 13	Preparations for blood donation such as buying basic necessities, printing banners, etc.	CSR Pertamina

Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from June 16-20, 2025. Can be seen in the table below as follows:

**Tabel 3. 10Agenda Work Week 9 (16-20 June 2025)**

No	Date	Activities	Place
1	Monday, June 16	Rehearsal for tomorrow's blood donation event at the Siak Kecil sub-district office hall	CSR Pertamina
2	Tuesday, June 17	finish blood donation event on tuesday, june 17, 2025	CSR Pertamina
3	Wednesday, June 18	preparation for emergency socialization events and joint exercises at Admiral Gate	CSR Pertamina
4	Thursday, June 19	finish the emergency socialization event and Admiral Gate exercises at Telaga Suri Perdana.	CSR Pertamina



5	Friday, June 20	preparations for the environmental day event at Roro Sei port, on June 21 2025	CSR pertamina
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*Source: Process Data 2025*

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from June 21-27, 2025. Can be seen in the table below as follows:

**Tabel 3. 11Agenda Work Week 10 (21-27 June 2025)**

No	Date	Activities	Place
1	Sunday, June 21	finish the environment day event at the roro port of the selari river	CSR pertamina
2	Tuesday, June 24	make an accountability report on blood donation in Siak Kecil on June 17, 2025	CSR pertamina
3	Wednesday, June 25	Continuing to make an accountability report on blood donation with SIMPENDA in Siak Kecil on June 17, 2025	CSR pertamina
4	Thursday, June 26	Event in Tanjung Leban, Bandar Laksamana District regarding the assessment of honey bee cultivation	CSR pertamina

*Source: Process Data 2025*

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from June 30- July 04, 2025. Can be seen in the table below as follows:

**Tabel 3. 12Agenda Work Week 11 (30 June-04 July 2025)**

No	Date	Activities	Place
1	Monday, June 30	Preparations for the mass circumcision event at Wisma Pertamina together with UPT Sungai Pakning and UPT Siak Kecil.	CSR pertamina
2	Tuesday, July 1	Preparations for the mass circumcision event at Wisma Pertamina together with UPT Sungai Pakning and UPT Siak Kecil.	CSR pertamina
3	Wednesday, July 2	finish of the mass circumcision event at Wisma Pertamina on Wednesday, July 2, 2025	CSR pertamina
4	Thursday, July 3	Creating mass circumcision summary data in Excel	CSR pertamina



5	Friday, July 4	Scan and print mass circumcision participant data and parents' data, cell phone number and area of origin	CSR Pertamina
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Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from July 07-14, 2025. Can be seen in the table below as follows:

**Tabel 3. 13 Agenda Work Week 12 (07- 11 Jul 2025)**

No	Date	Activities	Place
1	Monday, July 7	Making a rundown for a nutrition seminar and the dangers of obesity on Tuesday, July 8, 2025	CSR Pertamina
2	Tuesday, July 8	Finish the seminar on nutrition and the dangers of obesity with Dr. Erwin at Wisma Pertamina	CSR Pertamina
3	Wednesday, July 9	Job description distribution and theme search for events commemorating National World Children's Day 2025 on the 21st and 22nd	CSR Pertamina
4	Thursday, July 10	Planting and cleaning the horticultural agricultural location on the peat land of Batang Duku village and cleaning the yard at the Mekar	CSR Pertamina
5	Friday, July 11	Stand By	CSR Pertamina

Source: Process Data 2025

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from July 14-18, 2025. Can be seen in the table below as follows:

**Tabel 3. 14 Agenda Work Week 13 (14-18 Jul 2025)**

No	Date	Activities	Place
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1	Monday, July 14	On Monday, July 14, 2025, we, the interns and the Pertamina CDO, went down to Bukit Batu 1 Elementary School, discussed with the principal Nurwati, S.Pd, to discuss the 2025 WORLD CHILDREN'S DAY event.	CSR Pertamina
2	Tuesday, July 15	On that day, we had a discussion with the internship team at CSR, we divided the tasks and division.	CSR Pertamina
3	Wednesday, July 16	Discussion with the CSR internship team about National Children's Day 2025 such as events, games, souvenirs, etc.	CSR Pertamina
4	Thursday, July 17	Go down to Bukit Batu 1 Elementary School to measure the banner and have a discussion together about the National Children's Day event.	CSR Pertamina
5	Friday, July 18	Participating in routine exercise by the Pratama Pertamina International Clinic on Friday and continuing to wrap gifts and buy gifts for the National Children's Day event on Tuesday, July 22, 2025	CSR Pertamina

*Source: Process Data 2025*

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit (RU) II Production Sungai Pakning. At the saving and loan unit from July 21-25 , 2025. Can be seen in the table below as follows

**Tabel 3. 15. Agenda Work Week 14(21-25 Jul 2025)**

No	Date	Activities	Place
1	Monday, July 21	OFF	CSR Pertamina
2	Tuesday, July 22	OFF	CSR Pertamina
3	Wednesday, July 23	OFF	CSR Pertamina
4	Thursday, July 24	OFF	CSR Pertamina
5	Friday, July 25	OFF	CSR Pertamina

*source: Process Data 2025*

The agenda of activities or work that has been carried out by the author during the implementation of job training at PT. Kilang Pertamina Internasional Refinery Unit



(RU) II Production Sungai Pakning. At the saving and loan unit from July 28-30 , 2025. Can be seen in the table below as follows

No	Date	Activities	Place
1	Monday, July 28	community service at the head office of PT	CSR Pertamina
2	Tuesday, July 29	continuing the final report at the Pertamina internship site	CSR Pertamina
3	Wednesday, July 230	submission of grade forms and certificates	CSR Pertamina

Source: Process Data 2025

### 3.5 Obstacles and Solutions

In carrying out this practical work, the author encountered several obstacles that hindered the practical work. With these obstacles, the author also sought solutions so that the obstacles could be overcome and the activities could run smoothly.

#### 3.5.1 Obstacles

The challenges faced by the author during the practical work at PT Kilang Internasional Refinery Unit (RU) II Production Sungai Pakning. The author encountered challenges and issues that caused delays in the implementation of the practical work. The challenges and obstacles faced by the author are as follows:

1. During the first week of practical work, the author was still adapting to the work environment, so the author felt a little awkward in communicating and interacting with employees.
2. The author had a little difficulty when first performing invoice data reconciliation through the My Brais website.
3. Difficulty finding archived documents because they were not neatly organized.



### 3.5.2 Solutions

Although the author faced several challenges during the internship PT kilang Internasional Refinery Unit (RU) II Production Sungai Packning, the author successfully overcame these challenges and obstacles and carried out the internship activities smoothly. The way the author overcame these obstacles was as follows:

1. For the first obstacle, the author took the initiative to greet and interact with other employees during break times.
2. For the second obstacle, the author always made an effort to learn and ask questions to employees if there was something they did not understand.
3. For the third obstacle, the solution the author could implement was to organize and arrange the document archives alphabetically so they could be easily found when needed.



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1. Conclusion**

Upon completing the Apprenticeship at PT Kilang Pertamina Internasional RU II Production Sungai Pakning, the author would like to offer several suggestions for improving the experience of future apprenticeship participants:

The conclusions drawn during the internship at PT Kilang Pertamina Internasional RU II Production Sungai Pakning are as follows:

1. The author gained firsthand experience in various Corporate Social Responsibility (CSR) programs, such as blood donation, health seminars, digital marketing training, and environmental activities. This provided a real understanding of how CSR concepts are applied in the workplace.
2. Applying Theoretical Knowledge to Practice This internship provided an opportunity to apply the theories learned in college, particularly in the fields of business administration, communication, and program management. Through direct involvement, the author could see the relevance between academic material and company needs.
3. Understanding Company Work Systems and Procedures The author gained an understanding of work systems, procedures, and the flow of CSR activities from planning, implementation, documentation, to reporting. This helped the author understand the importance of coordination between departments and the importance of orderliness in running company programs.
4. Development of Soft Skills During the internship, the author honed important skills such as communication, teamwork, time management, and problem solving. This occurred because the author was directly involved in coordinating with employees, the community, and company partners.
5. Challenges and Solutions the author faced several challenges, such as difficulty adapting initially, limited understanding of the new system, and disorganized



record-keeping. However, these challenges were overcome by taking the initiative to communicate, actively asking questions, self-learning, and suggesting a more organized record-keeping system.

#### **4.2 Suggestion**

Based on the internship conducted Kilang Pertamina Internasional RU II Production Sungai Pakning, the author provides the following recommendations:

1. **Provision of Adequate Work Facilities**

It is recommended that PT Kilang Pertamina Internasional RU II Production Sungai Pakning provide more complete work facilities for interns, such as computers or laptops with access to supporting applications. With these facilities, interns can work more independently and complete administrative tasks and reports more quickly and efficiently

2. **Improvement of Internet Access**

Given that many CSR activities require an internet connection, whether for creating publication designs, collecting data, or reporting activities, the company should provide a stable internet network. This will greatly assist interns in completing their work on time and support the digital communication process.

3. **More Intensive Guidance and Mentoring**

For interns who are new to the workforce, more intensive guidance is crucial. Therefore, companies are encouraged to provide more structured guidance through mentors or supervisors, especially during the initial weeks. With this support, interns will adapt more quickly and understand the workflow in CSR.



## REFERENCES

PT. Pertamina Indonesia (2020), Tonggak Sejarah PT. Pertamina. Available from: <https://www.pertamina.com/id/tonggak-sejarah> Accessed 21th May 2024.

PT Kilang Pertamina Internasional. 2025. "*PT Kilang Pertamina Internasional – Subholding Refining & Petrochemical PT Pertamina (Persero)*." Diakses 1 Juli 2025. <https://kpi.pertamina.com/>



## APPENDICES

### Appendix 1 Apprenticeship Letter

Sungai Pakning, 22 April 2025  
Nomor : 069/KPI45123/2025-57  
Perihal : Balasan Surat Permohonan Kerja Praktek:



Yang Terhormat,  
**Marhadi Sastra, ST., M.Sc**  
Politeknik Negeri Bengkalis  
Di –  
Bengkalis

Dengan hormat,

Sehubungan dengan surat Saudara No. : 1968 /PL31/TU/2025 tanggal 17 April 2025 perihal Permohonan Permohonan Kerja Praktek, dengan ini diberitahukan bahwa kami dapat menerima mahasiswa saudara untuk melakukan kerja praktik, adapun siswa yang diterima atas nama :

NO.	N A M A	J U R U S A N
1.	Nadia Yelnova	D-IV Administrasi Bisnis Internasional

Untuk melakukan kerja praktek di PT. Kilang Pertamina Internasional mulai 24 April s/d 30 Juli 2025, dengan membawa persyaratan sebagai berikut :

1. Surat keterangan aktif kuliah dari lembaga pendidikan.
2. Surat kesehatan dari dokter / pemerintah yang menyatakan sehat fisik.
3. Pas foto berwarna ukuran 3 x 4 ( 2 lembar ) berpakaian rapi.
4. Asuransi Kesehatan / BPJS
5. Menyiapkan pakaian praktek wear pack, sepatu safety dan helm ( untuk KP dalam kilang )
6. Map 1 bh

Dan perlu kami informasikan semua biaya selama bersangkutan melaksanakan Kerja Praktek PT. Kilang Pertamina Internasional menjadi beban yang bersangkutan dan apabila ada Penundaan jadwal pelaksanaan kami harap agar segera melakukan konfirmasi.

Demikian untuk saudara maklumi.

Spr. General Affair Spk

  
ISWANDI

**Contact Person :**  
Iswandi : 08127667074  
Hari Mardianto : 081372701365  
Amril Norman : 08127611794

PT KILANG PERTAMINA INTERNASIONAL SUNGAI PAKNING  
Jalan Cendana No. 1 Komplek Pertamina RU II Sei Pakning  
Telp. (0766) 912220-91221-91222 Ext. 4200  
Fax. (0766) 91227



## Appendix 2 Certificate of Training





Cont-4

Evaluation Form From Company Job Training Assessment PT Kilang  
Pusat Industri Internasional RI/II Production Bangkai Paksiang Indus CBR  
(Company Social Responsibility)

Name: 2010141010010  
Student's Identity No: 000711401  
Study Program: International Business Administration  
Institute/Department:

No.	Assessment Aspect	percentage	Score
1.	Theories	90%	16
2.	Application	75%	15
3.	Independent Application	90%	16
4.	Work Sheet	90%	16
5.	Behavior in Training	75%	15
Total (1-5) Score		90%	80

Signature:

Name:

Signature:

81 - 100

Excellent

71 - 80

Very Good

61 - 70

Good

51 - 60


Good Enough

41 - 50

Through

Below

Bangkai Paksiang, 20 July, 2020

  
Nya, General Affair Spk

Page 5

# EVALUATION OF IMPLEMENTATION OF JOB TRAINING

Name: NADIA YELI NOVA  
Student's Identity No: 000711401  
Title of the Job Training: PT Kilang Pabrikasi Internasional RI/II Production  
Bangkai Paksiang Indus CBR (Company Social  
Responsibility)


NO	ES-ALL ASPECTS	SCORE % MAX
A	Field Work (50%)	75-85
B	Coaching (50%)	
1	Mentoring	10, 45
2	Diagram	
3	Course Attitude and Creativity Average Score = (B1+B2+B3)/3	
C	Report (40%)	
1	Submission	15, 5
2	Writing (30%) Average Report Score = (C1+C2)/2	
Implementation Evaluation Score Job Training = A(1) + B(50) + C(20)		80, 4

Name:

Bangkai Paksiang, 20 July, 2020

A = 75 - 80  
B = 71 - 80  
C = 61 - 70  
D = 51 - 60  
E = 41 - 50  
F = 31 - 40

Coach

  
(Very Decent Person)



## Appendix 4 Absence during the internship period

DAFTAR HADIR PRAKTEK MAHASISWA  
POLITEKNIK NEGERI BENGKALIS  
BULAN : APRIL 2025

No.	N A M A	Kelas	T A N G G A L																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	Shafira Yuliana	Administrasi Bisnis																															

DAFTAR HADIR PRAKTEK MAHASISWA  
POLITEKNIK NEGERI BENGKALIS  
BULAN : MEI 2025

No.	N A M A	Kelas	T A N G G A L																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Shafira Yuliana	Administrasi Bisnis	H	H																														

DAFTAR HADIR PRAKTEK MAHASISWA  
POLITEKNIK NEGERI BENGKALIS  
BULAN : JUNI 2025

No.	N A M A	Kelas	T A N G G A L																														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
1	Shafira Yuliana	Administrasi Bisnis																															

DAFTAR HADIR PRAKTEK MAHASISWA  
POLITEKNIK NEGERI BENGKALIS  
BULAN : JULI 2025

No.	N A M A	Kelas	T A N G G A L																															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	Shafira Yuliana	Administrasi Bisnis	H	H	H	H																												

SPV. General Affair


ISWANDI





## Appendix 5 Apprenticeship Daily Activity

### DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday – Friday**  
**Date : April 21 until 25,2025**

Day/ Date	Activities	Task Assignor	Signature
Monday, April 21 2025	1. Submission of internship document	Vera Darasni Putr	
Tuesday, April 22	1. Safety Induction 2. Security Talk	Vera Darasni Putri	
Wednesday, April 23	1. Packing pineapple chips and beine honey for an event at Wisma Pertamina	Vera Darasni Putri	
Thursday, April 24	1. Introduction at the head office with the CDO brother/sister 2. Learning what CSR is and its duties	Vera Darasni Putri	
Friday, April 25	1. event at the head office with workers at the Pertamina International Refinery RU II Production Sungai Pakning.	Vera Darasni Putri	


NO	Working	Explanation
1.		Packing pineapple chips and beine honey for an event at Wisma Pertamina RU II Production Sungai Pakning.
2.		Submission of internship document



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday - Friday**

**Date : April 28 until 1 Mei, 2025**


Day/ Date	Activities	Talk Assignor	Signature
Monday, April 28	1. Packing goods at the CSR Office for an event with Pertamina in Dumai	Vera Darasni Putri	
Tuesday, April 29	2. presentation of the results of friends' reports in the field such as social mapping and product sales in various places on Tuesday, April 29 in the Pertamina medium room.	Vera Darasni Putri	
Wednesday, April 30	3. Packing goods and consumption with PWP for the event at BULOPA at Pertamina	Vera Darasni Putri	
Thursday, Mei 1	4. Holiday - International Labor Day	-	
Friday, Mei 2	5. Continuing to pack souvenirs for events at the main office at Pertamina	Vera Darasni Putri	



NO	Working	Explanation
1.		Presentation of the results of friends' reports in the field such as social mapping and product sales in various places on Tuesday, April 29 in the Pertamina medium room.



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday - Friday**  
**Date : Mei 5 until 9, 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, Mei 5	1. Start editing brochures and banners for blood donation event on June 17, 2025 2. Looking for a good theme for blood	Vera Darasni Putri	
Tuesday, Mei 6	1. Editing a blood donation banner in Canva tool for the event.	Vera Darasni Putri	
Wednesday, Mei 7	1. Edit a blood donation flyer or pamphlet in the Canva tool for the event.	Vera Darasni Putri	
Thursday, Mei 8	1. Create a budget for blood donation activities on June 17, 2025, such as consumption, equipment, basic necessities, etc.	Vera Darasni Putri	
Friday, Mei 9	1. Continuing the blood donation RAB Tuesday, June	Vera Darasni Putri	



NO	Working	Explanation
1.		Create a budget for blood donation activities on June 17, 2025, such as consumption, equipment, basic necessities, etc.
2.		Create a budget for blood donation activities on June 17, 2025, such as consumption, equipment, basic necessities, etc.



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday – Friday**  
**Date : Mei 12 until 16, 2025**

Day/Date	Activities	Talk Assignor	Signature
Monday, Mei 12	Holiday - Waisak	-	
Tuesday, Mei 13	Holiday - Waisak	-	
Wednesday, Mei 14	Calculating blood donation budget, consumption examples, equipment, events, etc.	Vera Darasni Putri	
Thursday, Mei 15	Editing the new blood donation banner for the event on June 17, 2025	Vera Darasni Putri	
Friday, Mei 16	Editing the new blood donor banner for the blood donation event date and continuation of the RAB.	Vera Darasni Putri	


NO	Working	Explanation
1		Calculating blood donation budget, consumption examples, equipment, events, etc.
2		Editing the new blood donor banner for the blood donation event date and continuation of the RAB.





## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday – Friday**

**Date : Mei 19 until 23, 2025**

Day/Date	Activities	Talk Assignor	Signature
Monday, Mei 19	Making a Rundown for a blood donation event, Tuesday, June 17, 2025	Vera Darasni Putri	
Tuesday, Mei 20	Continuing the Rundown for the blood donation event and how much money was spent on the event.	Vera Darasni Putri	
Wednesday, Mei 21	Packing in the form of pineapple syrup souvenir bottles for events at Pertamina.	Vera Darasni Putri	
Thursday, Mei 22	Discussion with the internship team about the continuation on May 28 and June 17, 2025	Vera Darasni Putri	
Friday, Mei 23	Taking part in the gymnastics event at the first Suri lake, Pertamina Sungai Pakning	Vera Darasni Putri	


NO	Working	Explanation
1		Packing in the form of pineapple syrup souvenir bottles for events at Pertamina
		Continuing the Rundown for the blood donation event and how much money was spent on the event.





## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday – Friday**

**Date : Mei 26 until 30, 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, Mei 26	Continuing the rundown and RAB for blood donation for June 17, 2025	Vera Darasni Putri	
Tuesday, Mei 27	Discussion with the SIMPENDA Sungai Pakning administrator for the blood donation event and what is needed and equipped.	Vera Darasni Putri	
Wednesday, Mei 28	The blood donation event was held by HSSE Pertamina at Bulopa Pertamina.	Vera Darasni Putri	
Thursday, Mei 29	Holiday – Ascension Day Of Yesus	-	
Friday, Mei 30	Holiday – Ascension Day Of Yesus	-	

NO	Working	Explanation
1		Discussion with the SIMPENDA Sungai Pakning administrator for the blood donation event and what is needed and equipped.
2		The blood donation event was held by HSSE Pertamina at Bulopa Pertamina.



**DAILY ACTIVITIES  
OF THE JOB TRAINING**

**Day : Monday – Friday**  
**Date : June 2 until 6 , 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, June 2	1. Continuing the blood donation RAB for the blood donation event on June 17, 2025.	Vera Darasni Putri	
Tuesday, June 3	1. Discussion with the team and CDO for the FGD event with fostered partners on June 10, 2025	Vera Darasni Putri	
Wednesday, June 4	1. Create consumption budget and become a committee for the consumption division for FGD events	Vera Darasni Putri	
Thursday, June 5	1. Preparation of packing goods and souvenirs for the event at Bumdes Pakning starting from June 11, 2025	Vera Darasni Putri	
Friday, June 6	Holiday – Eid Adha 1446 H	-	

NO	Working	Explanation
1		Create consumption budget and become a committee for the consumption division for FGD events
		Preparation of packing goods and souvenirs for the event at Bumdes Pakning starting from June 11, 2025



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday - Friday**  
**Date : June 9 until 13, 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, June 9	1. Preparation for the FGD event tomorrow, June 10, 2025	Vera Darasni Putri	
Tuesday, June 10	1. Finish the FGD event at Telaga Suri Perdana on Tuesday.	Vera Darasni Putri	
Wednesday, June 11	1. Finished training event on financial reports and digital marketing at BUMdes Mekar Jaya in Pakning Asal	Vera Darasni Putri	
Thursday, June 12	1. Check the location at the Siak Kecil sub-district office hall for the blood donation event on July 17, 2025	Vera Darasni Putri	
Friday, June 13	1. Preparations for blood donation such as buying basic necessities, printing banners, etc.	Vera Darasni Putri	



NO	Working	Explanation
1.		Finish the FGD event at Telaga Suri Perdana on Tuesday.
2.		Check the location at the Siak Kecil sub-district office hall for the blood donation event on July 17, 2025



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday - Friday**  
**Date : June 16 until 20, 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, June 16	1. Rehearsal for tomorrow's blood donation event at the Siak Kecil sub- district office hall	Vera Darasni Putri	
Tuesday, June 17	1. finish blood donation event on tuesday, june 17, 2025	Vera Darasni Putri	
Wednesday, June 18	1. preparation for emergency socialization events and joint exercises at Admiral Gate	Vera Darasni Putri	
Thursday, June 19	1. finish the emergency socialization event and Admiral Gate exercises at Telaga Suri Perdana.	Vera Darasni Putri	
Friday, June 20	1. preparations for the environmental day event at Roro Sei port, on June 21 2025	Vera Darasni Putri	



NO	Working	Explanation
1		finish blood donation event on tuesday, june 17, 2025
		preparations for the environmental day event at Roro Sei port, on June 21 2025



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Sunday – Friday**  
**Date : June 21 until 27, 2025**

Day/Date	Activities	Talk Assignor	Signature
Sunday, June 21	1. finish the environment day event at the roro port of the selari river	Vera Darasni Putri	
Tuesday, June 24	1. Make an accountability report blood donation in Siak Kecil on Ju 17, 2025	Vera Darasni Putri	
Wednesday, June 25	1. Continuing to make an accountability report on blood donation with SIMPENDA in Siak Kecil on June 17, 2025	Vera Darasni Putri	
Thursday, June 26	1. Event in Tanjung Leban, Bandar Laksamana District regarding the assessment of honey bee cultivation	Vera Darasni Putri	
Friday, June 27	Holiday – Islamic New Year 1447 H		


NO	Working	Explanation
1		finish the environment day event at the roro port of the selari river, commemorating World Environment Day 2025.
2		Continuing to make an accountability report on blood donation with SIMPENDA in Siak Kecil on June 17, 2025





## DAILY OF ACTIVITY OF JOB TRAINING

**Day: Sunday – Friday**

**Date : June 30 until July 04, 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, June 30	Preparations for the mass circumcision event at Wisma Pertamina together with UPT Sungai Pakning and UPT Siak Kecil.	Vera Darasni Putri	
Tuesday, July 1	Preparations for the mass circumcision event at Wisma Pertamina together with UPT Sungai Pakning and UPT Siak Kecil.	Vera Darasni Putri	
Wednesday, July 2	finish of the mass circumcision event at Wisma Pertamina on Wednesday, July 2, 2025	Vera Darasni Putri	
Thursday, July 3	Creating mass circumcision summary data in Excel	Vera Darasni Putri	
Friday, July 4	Scan and print mass circumcision participant data and parents' data, cell phone number and area of origin	Vera Darasni Putri	



NO	Working	Explanation
1		Preparations for the mass circumcision event at Wisma Pertamina together with UPT Sungai Pakning and UPT Siak Kecil.
		Preparations for the mass circumcision event at Wisma Pertamina together with UPT Sungai Pakning and UPT Siak Kecil.



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday - Friday**  
**Date : July 7 until 11 , 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, July 7	Making a rundown for a nutrition seminar and the dangers of obesity on Tuesday, July 8, 2025	Vera Darasni Putri	
Tuesday, July 8	Finish the seminar on nutrition and the dangers of obesity with Dr. Erwin at Wisma Pertamina	Vera Darasni Putri	
Wednesday, July 9	Job description distribution and theme search for events commemorating National World Children's Day 2025 on the 21st and 22nd	Vera Darasni Putri	
Thursday, July 10	Planting and cleaning the horticultural agricultural location on the peat land of Batang Duku village and cleaning the yard at the Mekar Jaya Pakning Asal Village Owned Enterprise.	Vera Darasni Putri	
Friday, July 11	-	Vera Darasni Putri	



NO	Working	Explanation
1		Planting and cleaning the horticultural agricultural site on the peat land of Batang Duku Village on Thursday, July 10, 2025
2		Helping clean up the goods and yard at the Mekar Jaya Pakning Asal Village Owned Enterprise on Thursday, July 10, 2025



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday - Friday**  
**Date : July 14 until 18 , 2025**

Day/Date	Activities	Talk Assignor	Signature
Monday, July 14	On Monday, July 14, 2025, we, the interns and the Pertamina CDO, went down to Bukit Batu 1 Elementary School, discussed with the principal Nurwati, S.Pd, to discuss the 2025 WORLD CHILDREN'S DAY event.	Vera Darasni Putri	
Tuesday, July 15	On that day, we had a discussion with the internship team at CSR, we divided the tasks and division.	Vera Darasni Putri	
Wednesday, July 16	Discussion with the CSR internship team about National Children's Day 2025 such as events, games, souvenirs, etc.	Vera Darasni Putri	
Thursday, July 17	Go down to Bukit Batu 1 Elementary School to measure the banner and have a discussion together about the National Children's Day event.	Vera Darasni Putri	
Friday, July 18	Participating in routine exercise by the Pratama Pertamina International Clinic on Friday and continuing to wrap gifts and buy gifts for the National Children's Day event on Tuesday, July 22, 2025	Vera Darasni Putri	


NO	Working	Explanation
		On Monday, July 14, 2025, we, the interns and the Pertamina CDO, went down to Bukit Batu 1 Elementary School, discussed with the principal Nurwati, S.Pd, to discuss the 2025 WORLD CHILDREN'S DAY event.
		On that day, we had a discussion with the internship team at CSR, we divided the tasks and division



# **DAILY ACTIVITIES OF THE JOB TRAINING**

**Day : Monday - Friday**

**Date : July 21 until 25 , 2025**


Day/Date	Activities	Talk Assignor	Signature
Monday, July 21	OFF	Vera Darasni Putri	
Tuesday, July 22	OFF	Vera Darasni Putri	
Wednesday, July 23	OFF	Vera Darasni Putri	
Thursday, July 24	OFF	Vera Darasni Putri	
Friday, July 25	OFF	Vera Darasni Putri	

NO	Working	Explanation
1	OFF	
2	OFF	



## DAILY ACTIVITIES OF THE JOB TRAINING

**Day : Monday - Wednesday**  
**Date: July 28 until 30 , 2025**

Day/Date	Activities	Talk Assignor	Signature
Monday, July 28	community service at the head office of PT	Vera Darasni Putri	
Tuesday, July 29	continuing the final report at the Pertamina internship site	Vera Darasni Putri	
Wednesday, July 230	submission of grade forms and certificates	Vera Darasni Putri	

NO	Working	Explanation
1		community service at the head office of PT
2		continuing the final report at the Pertamina internship site