APPRENTICESHIP REPORT

PT. DIPO INTERNATIONAL PAHALA AUTOMOTIVE RIAU PEKANBARU

ROSALINDA NIM.5404211444



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

APPROVAL SHEET

APPRENTICESHIP REPORT

PT.DIPO INTERNATIONAL PAHALA AUTOMOTIVE RIAU PEKANBARU

Written as one of the conditions for competing Apprenticeship

Rosalinda 5404211444

Pekanbaru, 06 june 2025

CSM PT.Dipo International Pahala Automotive Pekanbaru Advisor Program Study International Business Administration

ST DISO HITES/IS SOUTHE WHALA OTOMOTH

Lovika Ergina

M.Alkadri Perdana, B.IT., M.Sc

NIP 198409262019031010

Approved by
Head of Study Program International
Business Administration

Wan Junita Raffah, B.Sc., M.Ec.Dev NIP. 198406142018032001

ACKNOWLEDGEMENT

Assalamualaikum Warahmatullahi Wabarakatuh

Praise be to Allah SWT who always gives health, both physical health and spiritual health and gives the opportunity to the author to be able to complete the internship report. Shalawat and greetings also go to our great prophet, Prophet Muhammad SAW, for all the struggles and mandates he has given and will never disappear, which we will always remember.

Internship is one of the Bengkalis State Polytechnic programs, especially the Business Administration department which must be followed by all Bengkalis State Polytechnic students in applying knowledge and new experiences in supporting the knowledge gained in lectures. The completion of the preparation of this apprenticeship report is inseparable from the participation of various parties who have helped and provided guidance so that the author can complete the apprenticeship report and work practice as well as possible. In carrying out the apprenticeship report and writing this report, the author expresses his 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 Bengkalis State Polytechnic.
- 3. Mrs. Supriati, S.ST., M.Si, as Head of the Business Administration Department.
- 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 supervisor in the International Business Administration Study Program of Bengkalis State Polytechnic.
- 6. Mrs. Yunelly Asra, S.E., M.M, as Academic Advisor for Class VIII C of the International Business Administration Study Program.

- 7. Mr. M.Alkadri Perdana, B.IT, M.Sc as Work Coordinator Practice.
- 8. All lecturers, especially the Applied International Business Administration Study Program who have taught during their time as lecturers at Bengkalis State Polytechnic.
- Mr. Triono as Supervisor General Affair PT Dipo International Pahala Automotive Riau Pekanbaru.
- 10. Both parents and beloved extended family who have given all love, prayers, sacrifice, patience and support both material and moral that has been given so far.
- 11. For the entire CS team Mrs. Lovika Ergina as Customer Service Manager, Mrs. Elsa, Mrs. Rosa, Mrs. Oktarina, Mrs. Tama and Mr. Said, thank you for all the knowledge and guidance during the author's practical work at PT. Dipo International Pahala Automotive Riau Pekanbaru.
- 12. And for my classmates and majors, I thank you for helping, contributing, providing information important information, and supporting the author during the completion.

Hopefully the kindness and sincerity given will get a commensurate reply from Allah SWT, apologize to the company, employees and parties related parties for mistakes made during the work Practice at PT. Dipo International Pahala Automotive Riau Pekanbaru, both intentional and unintentional. Hopefully this report can be useful for all parties who need it in the future.

Bengkalis, June 04, 2025

<u>Rosalinda</u> 5404211444

TABLE OF CONTENT

APPROVAL SHEETii
ACKNOWLEDGEMENTiii
TABLE OF CONTENTv
LIST OF FIGURESvii
LIST OF TABLESviii
LIST OF APPENDICESix
BAB I INTRODUCTION1
1.1 Background
1.2 Purpose and Benefit of Apprenticeship
1.2.1 Purpose of Apprenticeship
1.2.2 Benefits of Apprenticeship4
1.3 Significance of Study4
BAB II GENERAL DESCRIPTION OF THE COMPANY6
2.1 Company Profile
2.2 Vision and Mission
2.2.1 Vision PT. Dipo International Pahala Automotive Pekanbaru7
2.2.2 Mission PT. Dipo International Pahala Automotive Pekanbaru7
2.3 Kind of Business8
2.4 Organization Scructure
2.5 The Working Process
2.6 Document Used for Activity

BAB III SCOPE OF THE APPRENTICESHIP	13
3.1 Job Description	13
3.2 System and Procedure	13
3.2.1 The Working System	13
3.2.2 The Working Procedures	13
3.3 Place and Time of the Apprenticeship	19
3.3.1 Place of internship	19
3.3.2 Apprenticeship implementation time	20
3.4 Kind and Description of the Activity	20
BAB IV CONCLUSION AND SUGGESTION	38
4.1 Conclusion	38
4.2 Suggestion	39
REFERENCES	40
APPENDICES	41