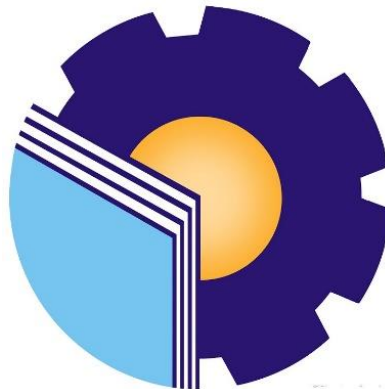


APPRENTICESHIP REPORT

**PT BANK RAKYAT INDONESIA (Persero) Tbk UNIT
BENGKALIS KOTA**

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

**VALIDITY SHEET
APPRENTICESHIP REPORT**

**PT BANK RAKYAT INDONESIA (Persero) Tbk UNIT
BENGKALIS KOTA**

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 5th 2025

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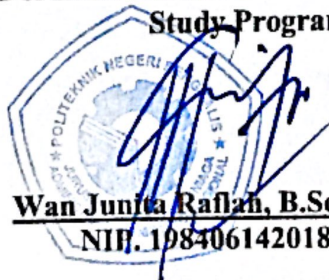


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Author



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5404211395

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship programs are a tangible manifestation of experience-based learning that bridges the gap between the academic world and the professional world. In line with the mandate of Law No. 12/2012 on Higher Education, universities are required to produce graduates who have adequate competencies and are able to compete in the world of work. Apprenticeship programs emerge as an effective solution to meet these demands by providing authentic on-the-job experience. This apprenticeship program is designed to offer a balanced experience between hands-on practice and knowledge development. Students not only perform technical tasks in the field but also regularly participate in discussion forums and daily classes aimed at strengthening their conceptual understanding of administrative management and public service (Syaidaturrahmah et al, 2025).

This apprenticeship program provides dual benefits, not only developing soft skills but also helping students determine their future career paths. Through hands-on practice, students gain a realistic picture of the job, from daily tasks to the various challenges they may face. Students often struggle to meet the expectations of the workplace, which not only require technical skills but also demand mastery of soft skills. Abilities such as effective communication, teamwork, time management, and adaptability to change have become essential prerequisites for career success (Syaidaturrahmah et al, 2025).

As part of efforts to improve the quality of higher education, each study program is designed not only to provide theoretical knowledge, but also to encourage students to be able to apply it in the context of the workplace (Syaidaturrahmah et al, 2025). This activity is one of the mandatory components of the International Business Administration study program at State Polytechnic of Bengkalis, which is supervised by advisors who have been assigned by the study program.

Apprenticeship are conducted directly at a company. For Diploma III graduate students, this is done after they have completed a minimum of 4 (four) semesters and graduated with full credits, lasting for 1 month. For Diploma IV graduate students, this is done after they have completed a minimum of 6 (six) semesters and graduated with full credits, lasting for a minimum of 4 months and a maximum of 6 months. This apprenticeship provides students with the opportunity to gain direct understanding of the working world. Students are required to immerse themselves directly into the workplace in their respective fields, so that they can apply the knowledge, skills, and experience gained during their internship to the workplace.

Based on the above, the author, as a student of the International Business Administration Study Program, is required to complete an apprenticeship for a maximum of 6 months and a minimum of 4 months. The author chose Bank Rakyat Indonesia (BRI) as one of the places to carry out the apprenticeship for 4 months. The apprenticeship period began on February 3, 2025, and ended on June 5, 2025. Through this internship, it is hoped that the author will gain a deeper understanding of various tasks and responsibilities, as well as be better prepared to face the real working world with the experience gained.

1.2 Purpose of the Apprenticeship

The purpose of the apprenticeship activities of students of State Polytechnic of Bengkalis, International Business Administration study program are as follows:

1. To find out the job description during the apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota.
2. To find out the systems and procedures used during the apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota.
3. To find out the time and place of the apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota.
4. To find out kind and description of activities the apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota.
5. To find out work of activities used during the apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota.

6. To find out the obstacles and solutions encountered during the apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota.

1.3 Significances of the Apprenticeship

Apprenticeship are very beneficial for several parties, such as students, companies and the State Polytechnic of Bengkalis, as follows:

1. For Students

There are several benefits from the implementation of the internship program obtained by students, namely as follows:

- 1) Obtain a certificate from the company once the internship is complete.
- 2) Students can build professional relationships and gain additional experience.
- 3) Students have the opportunity to apply theoretical and conceptual knowledge in the real world of work.
- 4) Students have the opportunity to analyze scientific issues related to their field of study as applied in the workplace.

2. For Companies

Companies/institutions that accept students for internships benefit from implementing internship programs, such as:

- 1) The company will get labor assistance from students who do practical work, which makes the process easier and lighter.
- 2) The company will be recognized by the academic and educational world.

3. For State Polytechnic of Bengkalis

There are several benefits of implementing the work experience program obtained by State Polytechnic of Bengkalis, namely as follows:

- 1) A cooperative relationship and good relations have been established between State Polytechnic of Bengkalis and the companies where students carry out their work experience.
- 2) State Polytechnic of Bengkalis receives feedback from organizations and companies about the abilities of students who carry out work experience.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

Bank Rakyat Indonesia (BRI) was founded by Raden Bei Aria Wirjaatmadja in 1895 in Purwokerto, Central Java. At that time, the bank was established under the name De Poerwokertosche Hulp en Spaarbank der Inlandsche Hoofden with the aim of helping rural communities. It is known that Purwokerto was the successor to the capital of the Banyumas Residency and the Sang Panji hall was moved from the city of Banyumas to the city of Purwokerto. According to the history of BRI (Bank Rakyat Indonesia), the founder of BRI (Raden Bei Aria Wirjaatmadja) was a native of Banyumas City who was loyal and trusted by the Dutch colonial government. Therefore, to assist the Indonesian people, Bank Rakyat Indonesia (BRI) was subsequently established. Recalling the history of BRI during its existence, it temporarily ceased operations for a period due to the war for independence in 1948. It resumed operations after the Renville Agreement in 1949, changing its name to Bank Rakyat Indonesia Serikat (Syahrani et al, 2024).

After its establishment, according to history, BRI immediately became an important bank for economic and financial development in Indonesia. The bank played an important role in the development of infrastructure, plantations, and industry in various regions of Indonesia. In 1959, BRI made history by becoming the first bank in Indonesia to be granted commercial bank status. Along with the development of the economy and finance in Indonesia, BRI continued to grow and became one of the largest banks in Indonesia. Currently, BRI has an extensive network throughout the country and provides various banking and financial services to the public. In its history, Bank Rakyat Indonesia (BRI) is currently one of the oldest government-owned banks in Indonesia that provides various banking and financial services to the public. Over the years, BRI has established itself as a trusted and reliable bank for the Indonesian public (Syahrani et al, 2024).

In addition, BRI also has programs designed to help the community overcome the economic problems they are currently facing. BRI has partnered with various parties, including the government, other financial institutions, and non-governmental organizations, to provide services that are accessible to the community. BRI also continues to innovate in improving its banking services by developing technology that makes banking transactions easier and faster. The bank also has a mobile banking app that allows customers to conduct banking transactions quickly and securely. Overall, the history of Bank Rakyat Indonesia (BRI) shows that the bank has played an important role in Indonesia's economic and financial development over the years and continues to innovate to meet the needs of the community today. In its history, BRI also has a wide network worldwide, with branches and representative offices in various countries. BRI also has subsidiaries operating in fields such as insurance, trade financing, infrastructure financing, and others (Syahrani et al, 2024).

A logo is essentially an image, graphic, symbol, sign, or sketch that has meaning. A company logo is not just a meaningless image. A logo must represent the identity of the company so that people who see it can recognize it. A company, institution, or organization's logo represents their goals and vision. The shape, color, and placement of a logo certainly have their own reasons and principles. A logo can indicate the beginning of an organization, institution, company, or organization. A logo can also represent the values, spirit, and enthusiasm of its users. In other words, identity is part of a logo. A logo reflects its users. Therefore, a logo is full of philosophical, ideological, and historical meaning.



Figure 2.1 Logo of Bank Rakyat Indonesia
Source : Bank Rakyat Indonesia (BRI)

Many believe that the current BRI logo reflects the hopes and direction of its business development. The simple yet bold lines are considered to better represent this change. For more details, here is an explanation of the philosophy behind the latest BRI logo.

1. The BRI logo is blue with a white background. The letters B, R, and I consist of straight lines and curves enclosed by a rectangle with rounded corners.
2. The letters BRI on the logo are easily visible at a glance. The easily readable BRI logo shows that BRI is open to everyone. Therefore, sea blue is a stable, trustworthy color that is expected to give customers a sense of calm..
3. BRI is a safe and secure company, as indicated by the closed rectangle covering the company name.
4. Thus, the combination of straight and curved lines used in the BRI logo shows that BRI, as a bank that has gone through various experiences, is always flexible (curved) and adaptable. However, it remains steadfast in its principles (straight lines).

2.2 Vision and Mission

In conducting its business operations, PT. Bank Rakyat Indonesia has the following vision and mission:

1. Vision

The vision of Bank Rakyat Indonesia is to become *“The Most Valuable Banking Group in Southeast Asia and Champion of Financial Inclusion.*

2. Mission

A mission statement is a statement about what a company should do. In order to realize its vision and mission, the company also sets goals and reasons for its establishment. The following is the mission statement of Bank Rakyat Indonesia:

- a. Optimizing banking operations by prioritizing services to the micro, small, and medium sectors to drive national economic growth.

- b. Delivering exceptional service with a customer-centric focus through professional human resources, a performance-driven culture, reliable information technology ready for the future, and a productive conventional and digital network by applying high operational and risk management principles.
- c. Providing optimal benefits and advantages to stakeholders by applying high operational and risk management principles.

2.3 Kind of Business

Bank Rakyat Indonesia (BRI) is one of the largest government-owned banks in Indonesia. Bank Rakyat Indonesia has three operational activities, similar to those of other commercial banks. The following is an explanation of the operational activities of Bank Rakyat Indonesia (BRI):

1. Collecting Funds from the Public (Funding)

Funding refers to savings. In the banking world, funding is a product issued by banks to store or collect funds from the public, such as savings accounts, checking accounts, deposits, and several other products for collecting funds from customers. Several BRI savings products include:

A. BRI Savings

1. BRI Simpedes Savings Account

Simpedes savings is a savings account in Rupiah that can be accessed at all BRI branches. There are no restrictions on the frequency or amount of deposits and withdrawals, with an initial deposit of Rp 50,000.

2. BRI BritAma Savings Account

BRI BritAma savings account is a savings product that offers various conveniences for banking transactions. With e-banking facilities and a real-time online system, customers can make transactions anytime and anywhere.

3. BritAma Business

BRI savings products are the best choice for businesses because they

offer ease of transaction, clearer transaction records, and greater profits to help with transactions required by customer businesses.

4. BritAma X

A savings product designed specifically for young people, offering a range of convenient banking transactions with e-banking facilities and a real-time online system that allows customers to make transactions anytime, anywhere.

5. BRI Hajj Savings

A product intended for individuals to prepare for the costs of performing the Hajj pilgrimage (BPIH).

6. BritAma Plans

Employees who want to save for their future are well suited to this savings plan, which offers life insurance and investment with fixed monthly deposits.

7. BritAma Foreign Exchange

Foreign currency savings with easy transactions and competitive exchange rates available in 10 currencies.

8. BRI Junior Savings Account

This is a BRI savings product specifically designed for children, with attractive features and facilities for children.

9. BRI Simpel Savings Account (Student Savings)

BRI Simpel Savings Account (Student Savings) is a savings account for students issued by Bank BRI with easy and simple requirements. This savings account has attractive features to teach financial literacy and encourage a culture of saving from an early age.

B. Deposito BRI

A deposit is money that people put in a bank and can only take out after a certain amount of time that they agree on with the bank. There are three main types of deposits:

1. Rupiah Deposits, term deposits in rupiah with attractive interest rates and various other benefits.

2. Foreign Currency Deposits, term deposits in foreign currencies that can only be withdrawn within a certain period of time, with attractive interest rates and various other benefits.
3. Deposit On Call (DOC) BRI Internet Banking Deposits offer competitive interest rates.

C. Checking Account

A checking account is a savings account or third party account that can be withdrawn at any time by check, giro slip, and other payment methods. Anyone can deposit into a checking account, but only the account holder can withdraw from it.

2. Distributing Funds to the Public (Lending)

BRI's credit and loan facilities, namely micro loans, medium retail loans, and programs, are some of the types of loans available at BRI. PT. Bank Rakyat Indonesia (Persero) Tbk has a wide range of credit and loan products.

A. Microloans

1. People's Business Credit (KUR)

Micro, small businesses, and cooperatives with productive businesses that have guarantees from guarantee companies are given working capital loans and/or investment loans with a credit limit of up to IDR 500 million. However, for KUR at BRI Bengkalis Kota Unit, the maximum credit limit is IDR 50 million.

2. Rural General Credit (KUPEDDES)

KUPEDDES is a credit facility with easy requirements for larger business development. It is provided to individuals (business entities and individuals) who meet the requirements and is available at all BRI Units and Terrace BRI. This credit has competitive interest rates and applies to all economic sectors.

B. Medium Retail

Medium-term retail credit consists of two types: working capital credit and investment credit. Both types of credit are used to finance business

operations such as purchasing raw materials, production processes, accounts receivable, and inventory.

C. Program Credit

The credit program at Bank Rakyat Indonesia (BRI) is as follows:

1. Food credit credit provided to support food sovereignty and maritime affairs through investment and commercial working capital specifically in the food sector.
2. Warehouse receipt credit the bank provides farmers, farmer groups, and cooperatives with warehouse receipt collateral. With a maximum term of six years and a maximum warehouse receipt value of 70% with an effective interest rate of 6% per annum.
3. Maritime credit provides funds for partnership programs to finance working capital or purchase fixed assets to increase production.

3. Providing Other Banking Services

Bank Rakyat Indonesia (BRI) also plays a role in providing the following services:

1. Bill Payment is a way to pay public bills using ATMs and BRI teller services.
2. Deposit acceptance services BRI allows you to make deposits or payments for various needs.
3. Online transactions Inter-branch online transactions, also known as inter-branch transactions, are inter-account services that can be carried out at all BRI branch offices and BRI units that operate online. One of the products that can be accessed online is BritAma and BRI giro.
4. Transfer and LLG is a service for sending money in rupiah and foreign currency to other banks through the clearing system via BRI. LLG can also send money to other banks through clearing.
5. BRIfast Remittance Service is a foreign currency transfer service between banks offered by BRI.

2.4 Organization Structure

The organizational structure is a diagram that systematically illustrates the establishment, tasks, functions, authorities, and responsibilities of each unit with predetermined objectives. It aims to foster harmony in the workplace so that work can be carried out in an orderly and efficient manner to achieve the desired objectives to the maximum extent possible. The overall organizational structure of Bank Rakyat Indonesia Unit Bengkalis Kota, where the author conducted their internship, can be seen in figure 2.2 below:

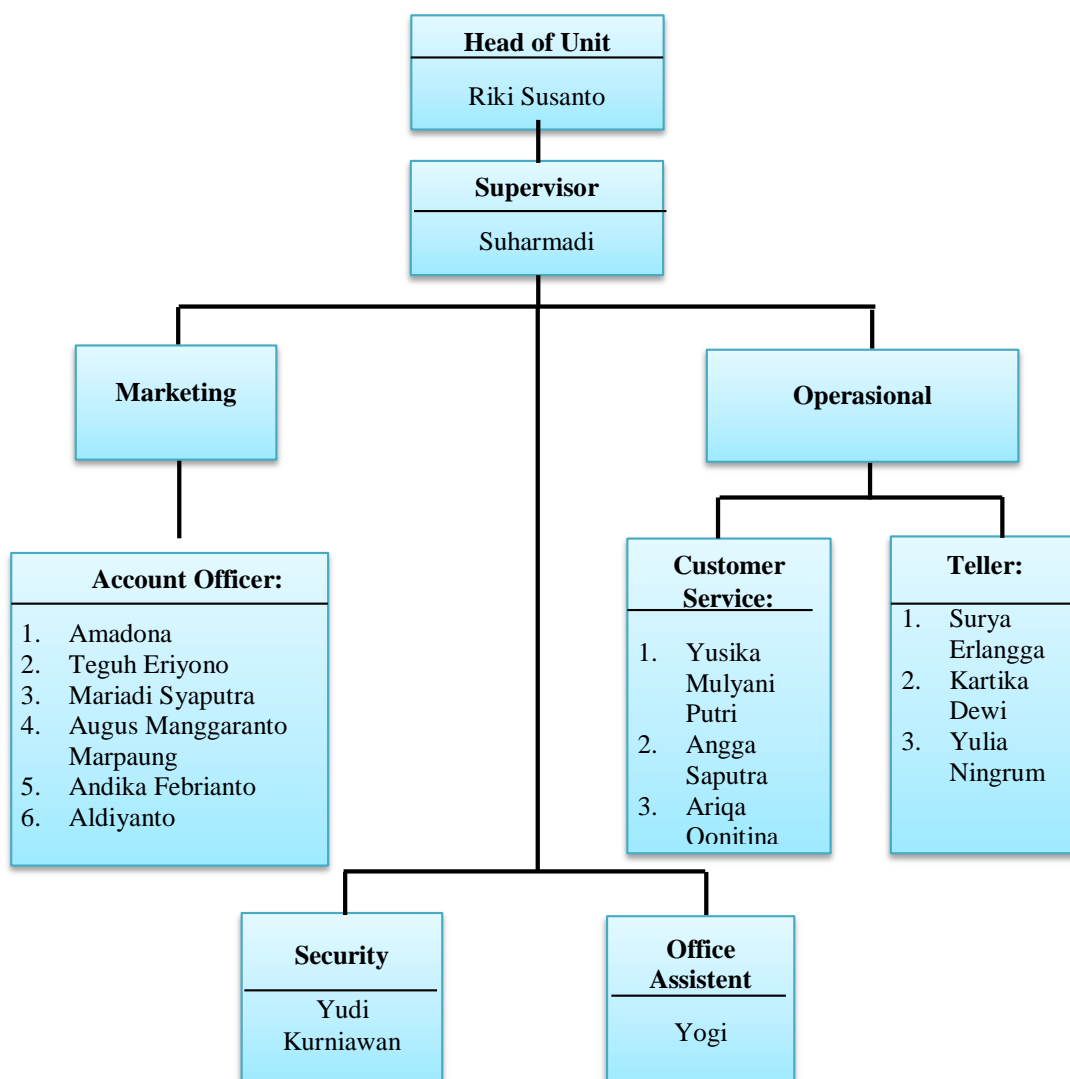


Figure 2.2 Organizational Structure of BRI Unit Bengkalis Kota
Source: Processed Data (2025)

From the structure above, the author presents an overview of the composition, division, and implementation of tasks, authorities, and responsibilities of each section. An overview of the composition, division, and implementation of tasks of each section of the organization is as follows:

1. Head of Unit

The head of unit is responsible for ensuring that employees fulfill their responsibilities. He or she is also responsible for receiving reports and analyzing credit submitted by the relevant work units. He or she is also responsible for setting monthly and annual credit budget targets, reviewing and supervising the implementation of established marketing plans and strategies, making decisions and policies in the credit process, and establishing good relationships with customers, especially potential customers.

2. Supervisor

The supervisor's duties include overseeing daily banking operations, guiding and directing staff, ensuring customer service runs smoothly, monitoring compliance with procedures and regulations, preventing operational risks, compiling regular activity reports, and coordinating with internal and external departments to maintain the smooth running and quality of services within the company.

3. Account Officer

Account officers play a crucial role in the marketing of credit products as they are responsible for seeking out clients who have businesses and require funds to advance their businesses, such as working capital or merchandise inventory. They do this by conducting surveys of clients and then analyzing and evaluating potential clients and the progress of their businesses, as well as handling client needs and complaints.

4. Customer Service

Customer service is responsible for providing the services and information needed by prospective customers or customers who come to the Bank. They also have the responsibility to offer products made by the bank so that customers can understand and comprehend the benefits of the products offered.

5. Teller

Tellers are responsible for serving customers by making deposits or withdrawals and credit installments. In addition, tellers also disburse loans, withdraw stock from ATMs, and refill ATMs with cash.

6. Security

Security guards are responsible for opening doors and welcoming customers while assisting them and inquiring about their needs. Security guards instruct and guide customers on how to use BRI e-channels (ATM, CRM, and EDC) if the customer's needs can be met through BRI e-channels. They ensure that all required documents are complete and instruct customers on how to fill out forms when conducting transactions at the teller or Customer Service (CS) counter. Security guards also monitor activities at e-channel units in the banking hall or ATM gallery and always instruct customers on proper conduct.

7. Office Assistant

Maintain and keep the entire office clean, check kitchen supplies and office cleaning equipment, and report any shortages to the administration department. Assist in purchasing office supplies on a monthly basis. Provide and deliver beverages to guests or employees as requested, either on a daily basis or for special meetings or training events. Perform additional tasks assigned by superiors for the benefit of the office.

2.5 The Working Process

In carrying out this internship, the author was assigned to the Brimen (BRI Document Management System) department and also assisted the operations department. Here is a description of the job:

1. Credit Document Organization

During my internship at PT Bank Rakyat Indonesia (Persero) Unit Bengkalis Kota, I was assigned to assist in organizing credit files. This activity involved organizing and categorizing loan application documents from customers according to the established order and regulations of the unit. The documents included loan application forms, copies of ID cards, family cards, collateral

documents (such as vehicle registration certificates, land certificates, or employee ID cards), and other supporting documents. These files are then sorted by loan type and customer name to facilitate easy retrieval if needed by the office, particularly during verification or audit processes. The organization is done neatly using folders and labeled with specific codes, such as cabinet numbers, to prevent mix-ups. This activity honed the author's attention to detail and sense of responsibility in maintaining document confidentiality and credit administration orderliness.

2. Creation of QRIS (Quick Response Code Indonesian Standard) for MSMEs

In addition to administrative tasks, the author was also involved in digital services, one of which was creating QRIS (Quick Response Code Indonesian Standard) for MSME players under BRI's guidance. The QRIS creation process began with collecting business player data, including full name, ID card number, business name, business address, and other supporting data. Following this, the author assists in inputting the data and uploading supporting documents such as ID cards and application forms. Once the input process is complete and the data is validated by the system, the QRIS is printed and provided to the business owner for use as a non-cash payment method. This activity provides the author with hands-on experience in understanding digital banking products and the importance of financial inclusion through the digitization of transactions in the SME sector.

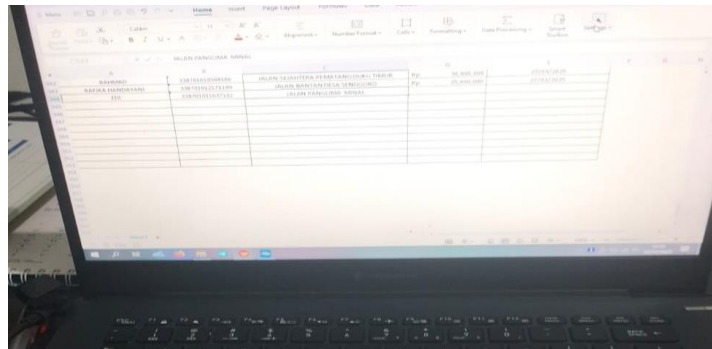
3. Data Collection of Paid Credit Files

The author is also responsible for the process of recording credit files that have been paid off. Paid-off files are documents belonging to customers who have fulfilled their payment obligations to the bank. This activity begins with checking the data of customers who have recorded that they have paid off their loans. Next, the documents are archived back into special shelves or boxes for paid-off files.

Figure 2.4 shows the application form for creating a barcode scan (QRIS) used by customers who wish to use digital payment services. This form contains business identity data, account information, and an active phone number, which are required as conditions for applying for QRIS. After the form is filled out completely and correctly, the bank will verify the data. If all data is valid, the QRIS barcode will be created and given to the customer. This barcode can be used to receive payments from various digital wallet applications such as BRImo, OVO, GoPay, and others. With QRIS, transactions become faster, safer, and more convenient, and help businesses expand their payment methods for customers.

3. Data Collection of Payment Documents

Documents that can be used to facilitate the author's work in recording the files of customers who have paid off are using the word table in the figure below:



No	Nama Pelanggan	No Rekening	Jumlah Pinjaman	Alamat Pelanggan	Tanggal Pelunasan
1	Andi Pratomo	1234567890	10.000.000	Jl. Merdeka No. 10	2023-12-31
2	Budi Santiaji	0987654321	5.000.000	Jl. Sudirman No. 25	2024-01-15
3	Citra Lestari	5678901234	15.000.000	Jl. Gatot Subroto No. 50	2023-11-20
4	Dani Kurniawan	3456789012	8.000.000	Jl. Diponegoro No. 75	2024-02-01
5	Eva Marlina	2345678901	12.000.000	Jl. H. R. Sisinga No. 100	2023-10-10

Figure 2.5 Data Collection of Payments Documents
Source : Documentation Data (2025)

Figure 2.5 is data created by the author to record files that have been paid off for customers. This data includes the customer's name, loan account number, loan amount, customer address, and the last payment date or the date the collateral was submitted by the customers. This data was created as an internal archive to facilitate the retrieval of information if needed in the future, as well as to ensure that all administrative processes related to loan repayment have been conducted in an orderly and accurate manner.

4. Creating a Business Certificate (SKU)

Documents that can be used to facilitate the author's work in making a business certificate are shown in the figure below:

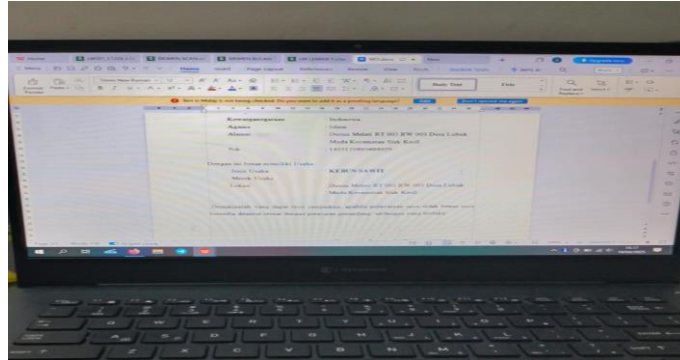


Figure 2.6 Creating a Business Certificate (SKU)

Source : Documentation Data (2025)

Figure 2.6 shows the author's work in preparing a Business Certificate. This letter was prepared carefully and thoroughly to ensure that the information contained therein accurately reflected the actual condition of the business. This work helped the author understand the importance of accuracy in document administration and professional and accurate customer service procedures.

5. Sorting Money

Documents that can be used to facilitate the author's work in sorting money using the machine are shown in the figure below:



Figure 2.7 Sorting Money

Source : Documentation Data (2025)

Figure 2.7 shows an old and new currency sorting machine. This machine is used to help tellers sort money based on the year of issue to facilitate the process of depositing or storing money in banks. This machine works automatically by detecting physical characteristics of money such as color, texture, and security features. The author sometimes also sorts money without using the machine.

6. Roll Up the Money Tire and Glue It

Documents that can be used to facilitate the author's work in making money tire rolls are shown in the figure below:

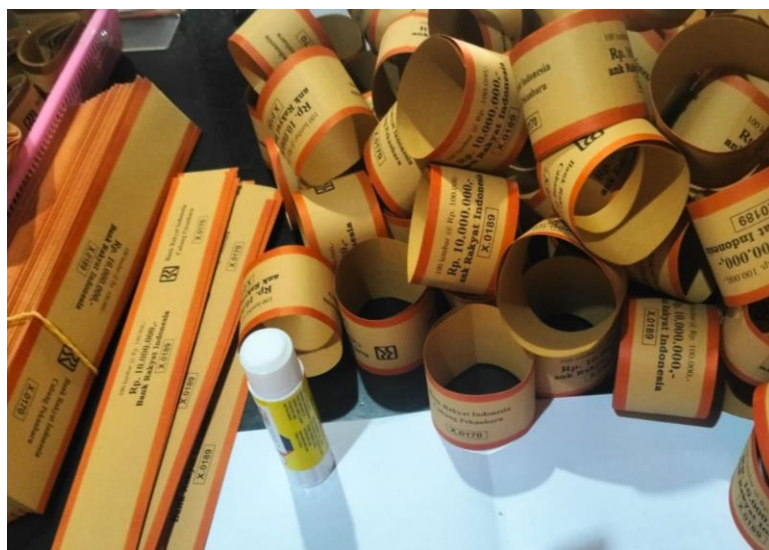


Figure 2.8 Money Tire Roll
Source :Documentation Data (2025)

Figure 2.8 shows the work done by the author in making the money tire rolls, which are then glued together using glue. This work is done carefully so that the results are neat and can be used according to the needs of the bank such as loading money that has been sorted and counted as many as 100 pieces per tire. This process is also part of the author's routine duties during fieldwork practice.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

To develop internship experience that lasted for 4 months at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota, the author was placed in the Brimen section, but the author was also asked to help do some work in the operational section. The Brimen section is the job in charge of recording the loan files of the customers, uploading and numbering the file cabinets that have been scanned. In the Brimen section and the operational section, the author is given several authorities and responsibilities to carry out the following tasks:

1. Customer File Search

Search for customer archive files submitted by customers applying for loan renewals or new loan applications. Documents searched include credit application forms, customer identity documents, and collateral documents such as Motor Vehicle Ownership Certificates (BPKB), land certificates, or Decrees (SK) for employees.

2. Uploading customer files

Uploading scanned physical documents, such as credit forms, photocopies of identity cards, and collateral documents to the BRIMEN system via the official link provided by the bank.

3. Recording customer data

Recording customer data uploaded to BRIMEN into Microsoft Excel as an archive and reference to facilitate data retrieval if needed.

4. Assigning file cabinet numbers

Assigning unique file cabinet numbers to customer files and collateral documents to facilitate quick identification, efficient organization, and secure storage of records. This process involves labeling each file with a specific code, recording the details in a tracking system, and arranging the files systematically within the designated cabinet.

5. Recording paid-off data

Recording information about customers who have paid off their loans in Microsoft Excel, including customer name, loan amount, account number, address, and payment date.

6. Preparing Business Certificates

Preparing business certificates for customers engaged in business activities who apply for loans. These certificates include information about the type of business, location, and business owner's identity.

7. Creating QRIS

Filling out the QRIS registration form for Micro, Small, and Medium Enterprises (MSMEs) customers who wish to utilize digital payment services, accompanied by the upload of supporting documents to the designated system.

8. Making Money Tires

Making money tires into a roll and sealing it with adhesive tape to form a circular shape.

9. Sorting Money

Sorting money by year of issuance (old and new) according to denomination, then arranging it into rolls containing 100 sheets to facilitate transactions and distribution at the teller counter.

10. Stamping Savings Books

Stamping customers' savings books with the official stamp of the BRI Uniy Bengkalis Kota and the name of the signing officer as a form of transaction validation.

11. Filling Out UMKM Forms

Filling out forms for UMKM customers who wish to register their businesses for banking services, accompanied by data recording and uploading supporting documents.

3.2 System and Procedure

The system and procedures for conducting apprenticeship activities at the Unit Bengkalis Kota of Bank Rakyat Indonesia (BRI) are as follows:

3.2.1 System

The system used during the apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota is as follows:

1. BRIMEN (BRI document Management system)
Used to upload and archive customer documents such as credit forms, identity documents, and collateral documents.
2. Microsoft Excel
Used to manually record and archive customer data for additional reference.
3. QRIS System (Quick Response Code Indonesian Standard)
This system is used to facilitate digital payments using QR codes. MSME customers can apply for QRIS for their business.

3.2.2 Procedure

A procedure is a sequence or series of steps that must be carried out systematically to complete a specific task or activity. The following are the steps carried out during the apprenticeship at the Unit Bengkalis Kota of Bank Rakyat Indonesia (BRI):

1. Customer File Search

Below are the steps for searching for files for loan customers:

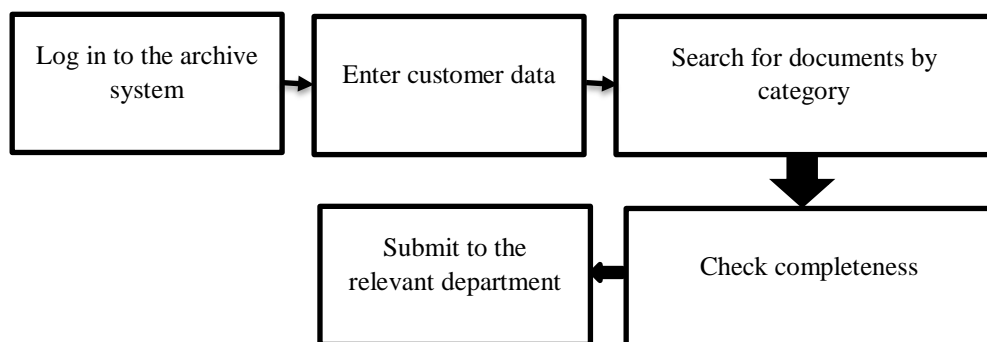


Figure 3.1 Customer File Search
Source : Processed Data (2025)

Figure 3.1 File searches are conducted based on customer data such as name and account number. Files may include credit forms, identity documents, and collateral documents such as vehicle registration certificates, land certificates, or employee decrees

2. Uploading Customer Files

This procedure is used to upload scanned customer documents to the BRIMEN system. The steps are as follows:

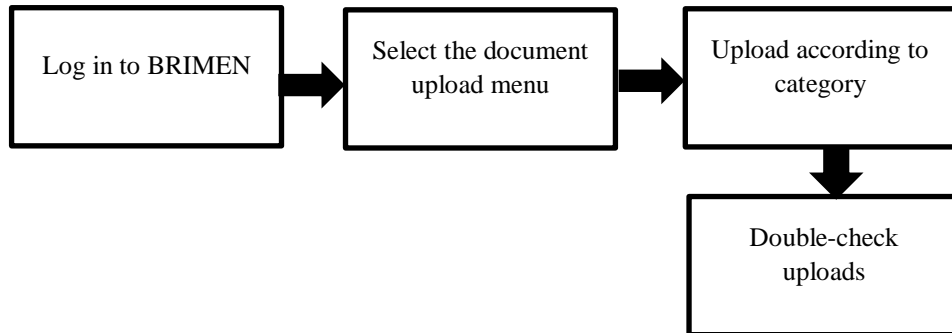


Figure 3.2 Uploading Customer Files

Source : Processed Data (2025)

Figure 3.2 Documents such as credit forms, photocopies of ID cards, and collateral documents are uploaded to the BRIMEN system via an official link. The process is carried out carefully to avoid data errors and ensure that digital archives are stored.

3. Recording Customer Data

This activity aims to record customer data that has been uploaded to BRIMEN as a digital archive and reference. Below are the steps for recording customer data:

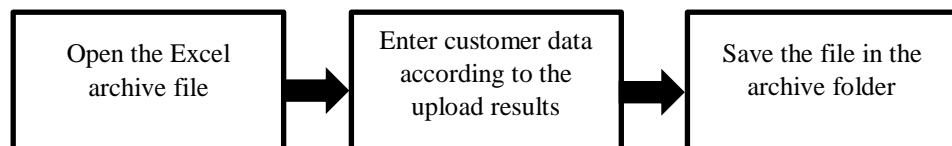


Figure 3.3 Recording Customer Data

Source : Processed Data (2025)

Figure 3.3 Data such as names, account numbers, and document types are recorded in Excel. The purpose is to make the information easily accessible when needed, without having to open physical archives.

4. Assigning File Cabinet Numbers

This step is taken to facilitate the storage and retrieval of files in the future. The steps are as follows:

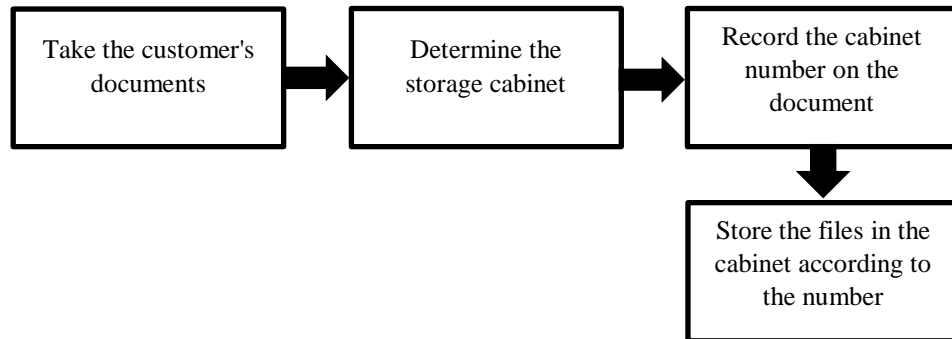


Figure 3.4 Assigning File Cabinet Numbers

Source : Processed Data (2025)

Figure 3.4 Assigning cabinet numbers helps organize the filing system, making the search process faster and more efficient.

5. Recording Paid-off Data

This activity aims to record data on customers who have repaid their loans. The steps are as follows:

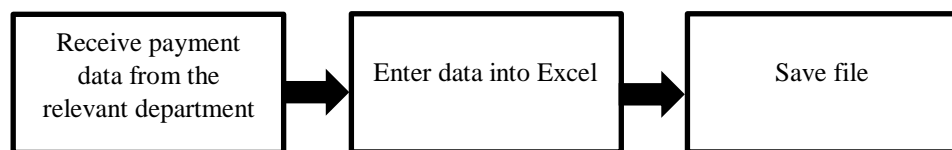


Figure 3.5 Recording Paid-off Data

Source : Processed Data (2025)

Figure 3.5 This data contains names, loan amounts, account numbers, addresses, and dates of collateral collection. This information is used to update customer status in the bank's archives.

6. Preparing Business Certificates

This procedure is carried out to prepare documents that confirm the existence of the customer's business. The steps are as follows:

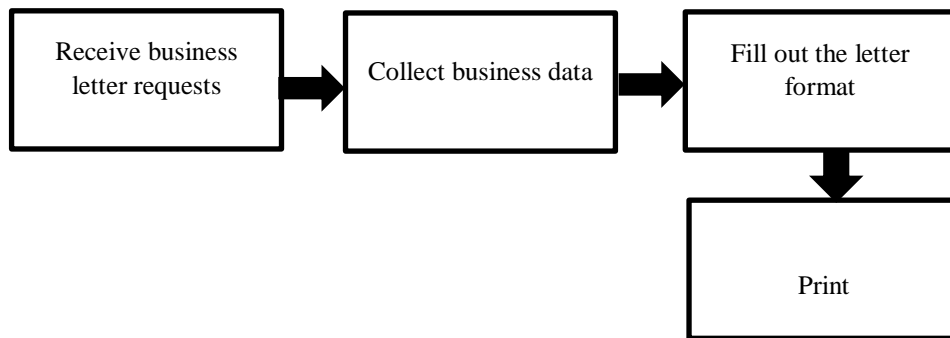


Figure 3.6 Preparing Business Certificates
Source : Processed Data (2025)

Figure 3.6 This Business Certificate (SKU) contains customer information such as business type, business address, and owner identity. This document is often a credit requirement.

7. Creating QRIS

This process aims to help MSMEs register for QRIS digital payment services. The steps are as follows:

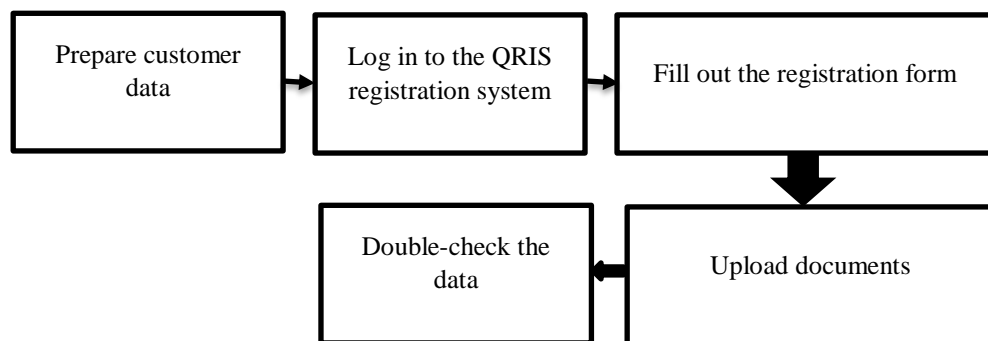


Figure 3.7 Creating QRIS
Source : Processed Data (2025)

Figure 3.7 The form is filled out with business data, account numbers, and owner identification information. Documents such as ID cards and business photos are also uploaded to the system.

8. Making Money Tires

This process is carried out to prepare money rolls for easy storage and use. The steps are as follows:

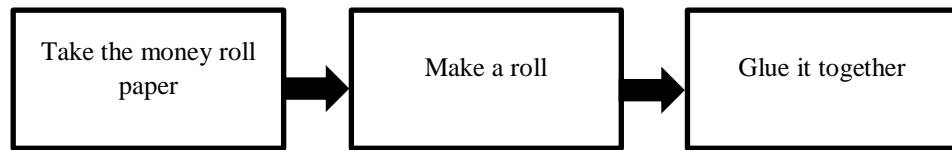


Figure 3.8 Making Money Tires
Source : Processed Data (2025)

Figure 3.8 Each roll of cash must be secured with strong glue so that it does not come apart easily. This makes it easier for tellers when dispensing cash.

9. Sorting Money

This activity is carried out to separate money based on the year of printing and denomination. The steps are as follows:

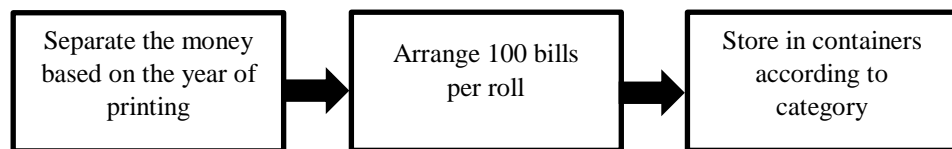


Figure 3.9 Sorting Money
Source : Processed Data (2025)

Figure 3.9 Old and new money are separated for distribution purposes. Each bundle contains 100 bills to facilitate transactions.

10. Stamping Savings Books

This procedure is carried out to validate transactions in customer passbooks. The steps are as follows:

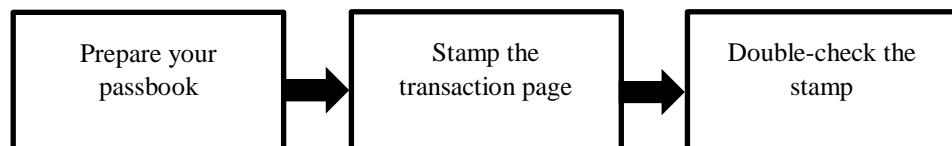


Figure 3.10 Stamping Savings Books
Source : Processed Data (2025)

Figure 3.10 The stamp includes the name of the BRI Unit and the name of the supervisor. This serves as proof that the transaction has been verified by the bank.

11. Filling Out MSME Forms

This step aims to help MSMEs register for banking services. The steps are as follows:

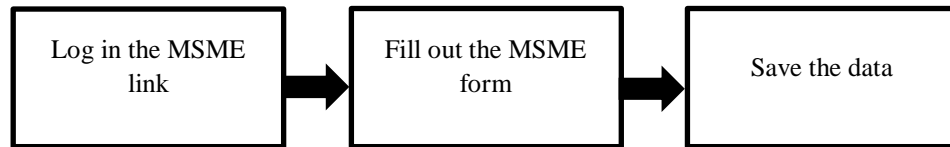


Figure 3.11 Filling Out MSME Forms
Source : Processed Data (2025)

Figure 3.11 The MSME form contains business and owner identification, as well as other requirements such as business photos. The data is used for banking services and credit facility applications.

3.3 Time and Place of Apprenticeship

The apprenticeship was carried out at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota which is located at Ahmad Yani Street, Bengkalis Regency, Riau Province. With the provisions of working hours starting at 07.00 to 16.00 WIB for Monday to Friday. This internship activity lasts for 4 (four) months, starting from February 03, 2025 to June 05, 2025. During the implementation of the internship, the author was given the opportunity to observe and study various banking operations.

Table 3.1 Work Schedule of BRI Unit Bengkalis Kota

No.	Day	Office Hour	Break
1.	Monday-Friday	08.00-16.00	12.00-01.00
2.	Saturday-Sunday	Holiday	Holiday

Source : Processed Data (2025)

3.4 Kind and Description of the Activity

The following are the types and activities carried out by the author while undergoing practical activities at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota as follows:

Table 3.2 Daily Activities of February 03 2025 to Februari 07 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, February 03 2025	1. Attending morning briefings 2. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor
2.	Tuesday, February 04 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Stamping the Simpedes savings book	Supervisor	1. Receptionist on 1st floor
3.	Wednesday, February 05 2025	1. Attending morning briefings 2. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor
4.	Thursday, February 06 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Searching and dismantling the brimen cabinet 4. Documenting the prima+ event, which offers free health checks for retired customers	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
5.	Friday, February 07 2025	1. Attending morning briefings 2. Unpacking the filing cabinet and searching for customer files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

Source : Processed Data (2025)

Table 3.2 is the practical activities carried out by the author in the first week. In this week, the author is still in the process of introducing the work and learning some activities that will be carried out for 4 months. The author does work such as making money tire rolls and then glue them, stamp the simpedes savings book, look for customer files and help document the Prima+ event, which is a free health check for retired customers.

Table 3.3 Daily Activities of February 10 2025 to Februari 14 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, February 10 2025	1. Attending morning briefings 2. Search for files and organize collateral into cabinets according to their numbers	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

No.	Day / Date	Description of Activities	Task Assignor	Place
2.	Tuesday, February 11 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Search for files and organize collateral into cabinets according to their numbers	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
3.	Wednesday, February 12 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Search for files and organize collateral into cabinets according to their numbers	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
4.	Thursday, February 13 2025	Absent due to illness	-	-
5.	Friday, February 14 2025	Absent due to illness	-	-

Source : Processed Data (2025)

Table 3.3 shows that during the second week of February. The author searched for customer files while arranging the cabinet numbers in order and making rolls of money, which were then sealed.

Table 3.4 Daily Activities of February 17 2025 to Februari 21 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, February 17 2025	1. Attending morning briefings 2. Search for files and organize collateral into cabinets according to their numbers 3. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
2.	Tuesday, February 18 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Search for files and organize collateral into cabinets according to their numbers	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
3.	Wednesday, February 19 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Checking how many types of cards are accepted	Supervisor	1. Receptionist on 1st floor 2. Supervisor's Desk
4.	Thursday, February 20 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Organizing files in a cabinet	Supervisor	1. Receptionist on 1st floor

No.	Day / Date	Description of Activities	Task Assignor	Place
		4. Separation of old and new currency emissions		2. Teller Terrace
5.	Friday, February 21 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Searching for files 4. Cutting brimen stickers	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

Source : Processed Data (2025)

Table 3.4 shows the activities carried out by the author during the second week of February. The author rolled up tires and glued them, searched for customer files according to the order of the cabinet numbers, checked the types and cards that had just arrived, arranged the files in the cabinet, sorted old and new currency, and cut Brimen stickers.

Table 3.5 Daily Activities of February 24 2025 to Februari 28 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, February 24 2025	1. Attending morning briefings 2. Search for files and organize collateral into cabinets according to their numbers 3. Make a roll of money and then glue it 4. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
2.	Tuesday, February 25 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Sticking the locker number sticker on the file 4. Uploading scanned files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
3.	Wednesday, February 26 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Uploading scanned files	Supervisor	1. Receptionist on 1st floor
4.	Thursday, February 27 2025	1. Attending morning briefings 2. Organizing files into filing cabinets	Supervisor	1. Brimen Room
5.	Friday, February 28 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Create file cabinet numbers and organize them into file cabinets	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

Source : Processed Data (2025)

Table 3.5 shows the author's work during the fourth week of February. This week, the author performed several tasks, including retrieving files from the cabinet and securing them according to their cabinet numbers, rolling up money rolls and sealing them, creating a request form for QRIS issuance, attaching cabinet number stickers to the files, uploading the scanned files and separating the secured ones, and finally assigning cabinet numbers.

Table 3.6 Daily Activities of March 03 2025 to March 07 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, March 03 2025	1. Attending morning briefings 2. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor
2.	Tuesday, March 04 2025	1. Attending morning briefings 2. Following up on customer surveys	Supervisor	1. Outside the office area
3.	Wednesday, March 05 2025	1. Attending morning briefings 2. Obtain a business certificate (SKU)	Supervisor	1. Receptionist on 1st floor
4.	Thursday, March 06 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor
5.	Friday, March 07 2025	1. Attending morning briefings. 2. Make a roll of money and then glue it 3. Searching for files Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

Source : Processed Data (2025)

Figure 3.6 shows the author's daily activities during the first week of March as part of their internship. This week, the author completed several tasks, including creating a QRIS application form, accompanying field officers to conduct surveys at customer locations seeking loan applications, preparing a business verification letter, rolling up cash bundles and sealing them, and finally retrieving loan customer documents.

Table 3.7 Daily Activities of March 10 2025 to March 14 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, March 10 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Preparing security unit reports for security guards	Supervisor	1. Receptionist on 1st floor
2.	Tuesday, March 11 2025	1. Attending morning briefings 2. Organizing files into boxes 3. Preparing security unit reports for security guards	Supervisor	1. Brimen Room 2. Receptionist on 1st floor
3.	Wednesday, March 12 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Make a roll of money and then glue it 4. Compiling files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
4.	Thursday, March 13 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Separate cash based on date and month	Supervisor	1. Receptionist on 1st floor 2. Behind the teller desk
5.	Friday, March 14 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form 4. Unpacking the filing cabinet to look for files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

Source : Processed Data (2025)

Table 3.7 shows the author's activities during the second week of March. The author carried out several activities, including revising the QRIS application form, preparing a security report, organizing documents into the Brimen cabinet, rolling up currency notes and sealing them, sorting currency by separating old and new issues, and finally retrieving loan documents for customers.

Table 3.8 Daily Activities of March 17 2025 to March 21 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, March 17 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Unpacking the closet to look for files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

No.	Day / Date	Description of Activities	Task Assignor	Place
2.	Tuesday, March 18 2025	1. Attending morning briefings 2. Filling in the MSME Link 3. Record files that have been paid in full	Supervisor	1. Receptionist on 1st floor
3.	Wednesday, March 19 2025	1. Attending morning briefings. 2. Searching for files 3. Filling in the MSME Link	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
4.	Thursday, March 20 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Preparing security unit reports for security guards 4. Record files that have been paid in full 5. Searching for files 6. Stamping the savings account book	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
5.	Friday, March 21 2025	1. Attending morning briefings 2. Filling in the MSME Link 3. Searching for files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

Source : Processed Data (2025)

Table 3.8 shows the daily activities carried out by the author during the third week of March while conducting the internship. The author carried out several activities, including creating a request form for QRIS issuance, dismantling the Brimen cabinet to search for customer files that had not yet been located, assisting the marketing department in filling out the MSME link form, documenting paid-off files, rolling up money rolls and sealing them, preparing a security report.

Table 3.9 Daily Activities of March 24 2025 to March 31 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, March 24 2025	1. Attending morning briefings 2. Filling in the MSME Link 3. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor
2.	Tuesday, March 25 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Check cash	Supervisor	1. Receptionist on 1st floor 2. Supervisor's Desk

No.	Day / Date	Description of Activities	Task Assignor	Place
3.	Wednesday, March 26 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form 4. Upload scanned files 5. Searching for files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
4.	Thursday, March 27 2025	1. Attending morning briefings 2. Record files that have been paid in full 3. Searching for files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
5.	Friday, March 28 2025	Collective leave to welcome Eid al-Fitr	-	-
6.	Monday, March 31 2025	Collective leave to welcome Eid al-Fitr	-	-

Source : Processed Data (2025)

Table 3.9 shows the author's daily activities during the fourth week of March 2025. The author performed routine tasks, including assisting the marketing department in filling out MSME links, rolling up cash rolls and sealing them, checking outgoing and incoming cash receipts, creating QRIS application forms, retrieving loan customer files, uploading scanned documents, and recording documents that have been settled by customers. This month is when the collective leave is taken to celebrate Eid al-Fitr at the end of the month.

Table 3.10 Daily Activities of April 01 2025 to April 04 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Tuesday, April 01 2025	Collective leave to welcome Eid al-Fitr	-	-
2.	Wednesday, April 02 2025	Collective leave to welcome Eid al-Fitr	-	-
3.	Thursday, April 03 2025	Collective leave to welcome Eid al-Fitr	-	-
4.	Friday, April 04 2025	Collective leave to welcome Eid al-Fitr	-	-

Source : Processed Data (2025)

Table 3.10 is a table for the first week of April, where there are no practical work activities listed in the table above because it is still a collective holiday in commemoration of Eid al-Fitr for all Muslims.

Table 3.11 Daily Activities of April 07 2025 to April 11 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, April 07 2025	Collective leave to welcome Eid al-Fitr	-	-
2.	Tuesday, April 08 2025	Absent due to illness	-	-
3.	Wednesday, April 09 2025	1. Attending morning briefings 2. Record files that have been paid in full 3. Searching for files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
4.	Thursday, April 10 2025	1. Attending morning briefings 2. Searching for files 3. Obtain a business certificate (SKU) 4. Separation of old and new currency emissions 5. Pasting monthly performance report papers	Supervisor	1. Receptionist on 2st floor 2. Brimen Room 3. Receptionist on 1st floor 4. Behind the teller desk
5.	Friday, April 11 2025	1. Attending morning briefings 2. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor

Source : Processed Data (2025)

Table 3.11 shows the activities carried out during the second week of April 2025. During this week, the author carried out daily activities such as recording customer files that had been settled, searching for loan customer files in the Brimen room, preparing Business Certificates (SKU), sorting old and new currency emissions, attaching monthly performance reports for Bank Rakyat Indonesia Unit Bengkalis Kota, and rolling currency notes before applying adhesive. On April 8, the author was absent due to illness.

Table 3.12 Daily Activities of April 14 2025 to April 18 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, April 14 2025	1. Attending morning briefings 2. Record files that have been paid in full 3. Searching for files	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
2.	Tuesday, April 15 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Separation of old and new currency emissions	Supervisor	1. Behind the teller desk 2. Teller Terrace
3.	Wednesday, April 16 2025	1. Attending morning briefings 2. Searching for files 3. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor 2. Brimen Room
4.	Thursday, April 17 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it 4. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor 2. Teller Terrace
5.	Friday, April 18 2025	Collective leave for the death of Jesus Christ	-	-

Source : Processed Data (2025)

Table 3.12 shows the author's activities during the third week of April, which the author carried out on a daily basis. The author completed assigned tasks such as recording paid files, searching for customer loan files, rolling up money and taping it, sorting old and new currency, and creating QRIS application forms.

Table 3.13 Daily Activities of April 21 2025 to April 25 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, April 21 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor
2.	Tuesday, April 22 2025	1. Attending morning briefings 2. Record the numbers of empty lockers	Supervisor	1. Brimen Room
3.	Wednesday, April 23 2025	1. Attending morning briefings 2. Obtain a business certificate (SKU)	Supervisor	1. Receptionist on 1st floor

No.	Day / Date	Description of Activities	Task Assignor	Place
		3. Separate collateral and scanned files and assign them cabinet numbers		
4.	Thursday, April 24 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Searching for files	Supervisor	1. Teller Terrace 2. Brimen Room
5.	Friday, April 25 2025	1. Attending morning briefings 2. Searching for files 3. Separate collateral and scanned files and assign them cabinet numbers	Supervisor	1. Receptionist on 1st floor 2. Brimen Room

Source : Processed Data (2025)

Table 3.13 shows the author's daily activities during the fourth week of April 2025. During this week, the author performed tasks such as rolling up money rolls and sealing them, creating QRIS application forms, recording the numbers of empty cabinets for new files, creating business certificates, separating collateral from files and assigning cabinet numbers to each, and searching for loan customer files.

Table 3.14 Daily Activities of April 28 2025 to April 30 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, April 28 2025	1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers	Supervisor	1. Receptionist on 1st floor
2.	Tuesday, April 29 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor
3.	Wednesday, April 30 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Searching for files	Supervisor	2. Receptionist on 1st floor 3. Brimen Room

Source : Processed Data (2025)

Table 3.14 shows the author's daily activities during the fourth week of April 2025. During this internship, the author performed daily tasks such as separating

collateral from newly scanned disbursement files and assigning a file number to each one, rolling up money and taping it, creating application forms for QRIS, and searching for customer loan files.

Table 3.15 Daily Activities of May 01 2025 to May 02 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Thursday, May 01 2025	International Labor Day holiday	-	-
2.	Friday, May 02 2025	1. Attending morning briefings 2. Write down the names and stick them on the front of the brimen box	Supervisor	1. Brimen Room

Source : Processed Data (2025)

Table 3.15 shows the activities in the first week of May 2025. The first day, May 1, is a public holiday in commemoration of International Labor Day. On May 2, the author began his usual activities, which included writing the names of customers and posting them in front of the Brimen box.

Table 3.16 Daily Activities of May 05 2025 to May 09 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, May 05 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Separate collateral and scanned files and assign them cabinet numbers 4. Separation of old and new currency emissions	Supervisor	1. Receptionist on 1st floor 2. Teller Terrace
2.	Tuesday, May 06 2025	1. Attending morning briefings 2. Separation of old and new currency emissions	Supervisor	1. Teller Terrace
3.	Wednesday, May 07 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Supervisor	1. Teller Terrace
4.	Thursday, May 08 2025	1. Attending morning briefings 2. Separation of old and new currency emissions	Supervisor	1. Teller Terrace

5.	Friday, May 09 2025	1. Attending morning briefings 2. Separation of old and new currency emissions	Supervisor	1. Teller Terrace
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Source : Processed Data (2025)

Table 3.16 shows the author's daily activities during the second week of May. During this week, the author carried out daily activities such as rolling up money and taping it, numbering files and collateral that had been scanned, and sorting old and new currency.

Table 3.17 Daily Activities of May 12 2025 to May 16 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, May 12 2025	Waisak holiday	-	-
2.	Tuesday, May 13 2025	Waisak holiday	-	-
3.	Wednesday, May 14 2025	1. Attending morning briefings 2. Creating file cabinet numbers	Supervisor	1. Receptionist on 1st floor
4.	Thursday, May 15 2025	1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers 3. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor
5.	Friday, May 16 2025	1. Attending morning briefings 2. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor

Source : Processed Data (2025)

Table 3.17 shows the activities carried out during the third week of May 2025. During this week, the author carried out tasks similar to previous weeks, including assigning cabinet numbers to Brimen cabinets, separating documents and collateral, then assigning cabinet numbers to each, rolling up money rolls, sealing them, and creating a request form for QRIS issuance. On May 12 and 13, there was a public holiday to commemorate Vesak Day.

Table 3.18 Daily Activities of May 19 2025 to May 23 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, May 19 2025	1. Attending morning briefings 2. Creating file cabinet numbers 3. Pasting monthly performance report papers	Supervisor	1. Teller Terrace 2. Receptionist on 2st floor
2.	Tuesday, May 20 2025	1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers 3. Creating a QRIS application form 4. Separation of old and new currency emissions	Supervisor	1. Receptionist on 1st floor 2. Teller Terrace
3.	Wednesday, May 21 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Creating a QRIS application form	Supervisor	1. Receptionist on 1st floor 2. Teller Terrace
4.	Thursday, May 22 2025	1. Attending morning briefings 2. Creating file cabinet numbers 3. Separation of old and new currency emissions	Supervisor	1. Teller Terrace
5.	Friday, May 23 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Supervisor	1. Teller Terrace

Source : Processed Data (2025)

Table 3.18 shows the daily activities carried out by the author during the fourth week of May 2025. The author continued with previous tasks such as assigning cabinet numbers to Brimen cabinets, affixing monthly performance reports for Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota, separating collateral and scanned documents and assigning cabinet numbers to each, sorting currency by old and new emissions, creating QRIS application forms, and rolling currency into bundles before sealing them.

Table 3.19 Daily Activities of May 26 2025 to May 30 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, May 26 2025	Absent due to illness	-	-

No.	Day / Date	Description of Activities	Task Assignor	Place
2.	Tuesday, May 27 2025	1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers 3. Separation of old and new currency emissions 4. Make a roll of money and then glue it	Supervisor	1. Receptionist on 1st floor 2. Teller Terrace
3.	Wednesday, May 28 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Supervisor	1. Teller Terrace
4.	Thursday, May 29 2025	Joint leave for the ascension of Jesus Christ	-	-
5.	Friday, May 30 2025	Joint leave for the ascension of Jesus Christ	-	-

Source : Processed Data (2025)

Table 3.19 shows the activities carried out by the author during the fifth week of May 2025. The author performed routine daily tasks such as separating scanned documents and collateral, assigning cabinet numbers to each, sorting currency by separating old and new issues, and rolling currency into bundles before sealing them. At the end of the month, there were two days of public holidays to commemorate the Ascension of Jesus Christ, and the author was also absent on May 26, 2025, due to illness.

Table 3.20 Daily Activities of June 02 2025 to June 05 2025

No.	Day / Date	Description of Activities	Task Assignor	Place
1.	Monday, June 02 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Supervisor	1. Teller Terrace
2.	Tuesday, June 03 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Supervisor	1. Teller Terrace

No.	Day / Date	Description of Activities	Task Assignor	Place
3.	Wednesday, June 04 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it 4. Creating a QRIS application form	Supervisor	1. Teller Terrace 2. Receptionist on 1st floor
4.	Thursday, June 05 2025	1. Attending morning briefings and words of thanks along with the presentation of souvenirs at the final farewell event for the internship 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Supervisor	1. Teller Terrace

Source : Processed Data (2025)

Table 3.20 shows the author's activities during the first week of June and the last week of the internship. During this week, the author performed routine tasks such as sorting currency from old and new issues, rolling currency into bundles, sealing them, and preparing application forms for QRIS issuance. On the final day, the author held a farewell ceremony and presented a commemorative plaque as a parting gift.

3.5 Work of Activities

The work activities carried out during the internship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota are as follows:

1. Customer File Search

In the process of searching for customer files, the task is to find the documents submitted by customers who wish to extend or apply for a new loan. The files searched include credit application forms containing loan application data, customer identity documents such as ID cards, and collateral documents that serve as loan guarantees. Collateral documents may include vehicle registration certificates (BPKB), land or building certificates, and official letters (SK) for customers who are employees. The document search is conducted by referencing the archive number or customer identification to locate the physical

documents in the archive cabinet. Once found, the completeness of the documents is verified to ensure the administrative process runs smoothly.

2. Uploading customer files

Once the physical files have been obtained, the next step is to scan the documents to create a digital archive. The scanned documents include credit application forms, photocopies of identity documents, and collateral documents. The scanned results are then uploaded to the BRIMEN system via the official link provided by the bank. This process is carried out by ensuring that the uploaded documents have clear and complete image quality, so they can be easily accessed when needed. The digital upload of documents aims to simplify data management and reduce the risk of losing physical documents.

3. Recording customer data

After the customer's documents have been successfully uploaded to the BRIMEN system, the relevant customer data is manually recorded in a Microsoft Excel file as an additional archive. The recorded data includes the customer's name, account number or customer ID, type of loan applied for, application date, and loan application status. This recording is intended to make it easy to search and reference the data without having to directly open the BRIMEN system. The Excel file is stored and backed up regularly to maintain data security.

4. Assigning file cabinet numbers

In the physical filing process, each customer file and collateral document is assigned a cabinet and shelf number to facilitate identification and retrieval of documents. Numbering is carried out in accordance with the filing system used by the bank, and the numbers are affixed to the folders or document files using brimen stickers. The files are then arranged in an orderly manner in the filing cabinet according to the numbers assigned. Additionally, the cabinet numbers and storage locations are recorded in a book or data system so that other staff members can easily locate the documents when needed.

5. Recording paid-off data

For customers who have repaid their loans, their data is recorded in detail as a payment monitoring archive. The information recorded includes the customer's name, the amount of the loan repaid, account number, customer address, type of collateral, and repayment date. This data is entered into a special Microsoft Excel file that serves as an archive to facilitate tracking of repayment history and bank financial reports. The recording process is carried out meticulously and regularly to ensure that the data is always up to date.

6. Preparing Business Certificates

For customers who run a business and apply for a loan, banks usually require a business certificate as one of the administrative requirements. The creation of this business certificate involves collecting complete data on the customer's name, place and date of birth, gender, occupation, nationality, religion, home address, type of business, business brand, and finally the location of the business. This data is then entered into a Word document to create a business certificate that includes complete business information. After being printed, the business certificate is handed over to the customer or kept as part of the loan documents.

7. Creating QRIS

In digital services, QRIS is created to facilitate MSME customers in receiving digital payments. This process begins with filling out a QRIS registration form containing the business owner's identity data, such as business name, business owner's name, business type, business address, postal code, telephone number, customer email, account number, account owner's name, and ID card number. Supporting documents such as a copy of the ID card, Taxpayer Identification Number (NPWP), and Business License are uploaded to the QRIS registration portal provided by the bank. Once all data is complete, the form is submitted to the management system for approval by the supervisor, and the QRIS can be printed and issued directly to the customer.

8. Making Money Tires

Making money rolls is the process of preparing and rolling money rolls or

special ties to bundle sorted money. The money roll rolling process is done one by one and then glued with glue such as paper glue to hold the rolls together so that they form a circle. The function of these money rolls is to tie stacks of money that have been sorted and counted according to a certain denomination and number of bills. The purpose of this binding is to keep the money neatly organized, prevent it from scattering easily, and make it easier to store and recount.

9. Sorting Money

The money sorting process is carried out manually, starting from tens, thousands, and hundreds, to separate the money based on the year of issue and its denomination. For example, old and new Rp10,000 bills are separated to facilitate management and transactions. If there is too much money, a counting machine can be used to prevent errors and save time. The selected money is then tied in bundles of 100 notes to keep it neat and make it easier for tellers to provide change during transactions. Proper storage of money also reduces the risk of errors during counting and distribution.

10. Stamping Savings Books

To validate transactions, customer passbooks such as Simpedes passbooks are stamped with the official stamp of Bank BRI Bengkalis Kota Unit. This stamp is usually placed on the transaction page as a sign that the transaction has been recorded and approved. In addition to the stamp, the name of the officer who signed is also included as proof of transaction authentication. The passbook is then returned to the customer or teller for safe keeping.

11. Filling Out MSME Forms

The MSME form filling process is carried out to register micro, small, and medium enterprises so that they can use banking services such as business loans, special MSME savings accounts, or digital payments. The form contains the business owner's identity data, Family Identification Number (NIK), type and location of the business, business turnover, and the bank account number to be used. Once the form is fully completed, the data is recorded and the documents are uploaded to the bank's internal system.

3.6 Obstacles and Solution

The obstacles and solutions encountered during my apprenticeship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota are as follows:

3.6.1 Obstacles

During the author's apprenticeship activities at BRI Unit Bengkalis Kota, there were obstacles faced by the author, namely the unavailability of a table or place for internship students so that the work carried out was not organized. The author often moves places when carrying out the work given such as Brimen files that have been paid off, making QRIS application forms, making business certificates, making tire rolls, filling in MSME links and much more. In addition, the author also often experiences irregular work due to the absence of a table so that the author must wait for an empty table to continue the work that has been given.

3.6.2 Solution

In facing the challenges that exist in carrying out apprenticeship at BRI Unit Bengkalis Kota, the solution that can be done in facing the above challenges is that the author is given the opportunity to work with an empty mantri table without having to move to be more flexible in completing internship tasks, such as making QRIS, making business certificates, and assisting other administration without disrupting the workflow of permanent employees. With adequate work space, the author can be more focused, independent, and responsible in carrying out practical activities according to the direction of the field supervisor.

BAB IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After completing an internship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota, the following conclusions can be drawn:

1. During the apprenticeship the author's duties included Customer File Search, Uploading customer files, Recording customer data, Assigning file cabinet numbers, Recording paid-off data, Preparing Business Certificates, Creating QRIS, Making Money Tires, Sorting Money, Stamping Savings Books and Filling Out MSME Forms All these activities are aimed at supporting the smooth operation of the bank and providing the best service to customers.
2. During my internship at BRI Unit Bengkalis Kota, the main systems used were BRIMEN, Microsoft Excel, and the QRIS system. The work procedures carried out included searching for and managing physical customer files, uploading customer documents, recording data, creating business certificates, registering QRIS, managing cash through the creation of cash books and sorting, as well as validating transactions through stamping savings books. All these processes work together to ensure data accuracy, operational efficiency, and optimal customer service, particularly in supporting micro, small, and medium-sized businesses to access financial services easily and securely.
3. The apprenticeship was carried out at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota which is located at Jalan Ahmad Yani, Bengkalis Regency, Riau Province. With the provisions of working hours starting at 07.00 to 16.00 WIB for Monday to Friday. This internship activity lasts for 4 (four) months, starting from February 03, 2025 to June 05, 2025.
4. During my internship at Bank Rakyat Indonesia (BRI) Unit Bengkalis Kota, I performed tasks to assist with administration, customer service, and other supporting activities.

5. **Work Activities** During my internship at the Unit Bengkalis Kota of Bank BRI, I was involved in managing customer documents, including searching, physical and digital filing, and manual data recording. In addition, the bank also issued business certificates, facilitated digital payments through QRIS, and managed cash by sorting, rolling, and stamping passbooks as proof of transactions. All processes were carried out in a regular and organized manner to ensure smooth administrative operations and effective service to customers, particularly SMEs.
6. The author encountered obstacles because there was no designated work desk, so he often had to move around and his work became irregular. The solution was to provide him with an empty desk so that he could work more focused and efficiently without disturbing permanent employees, allowing him to carry out his internship duties better and more independently.

4.2 Suggestion

To support smooth work, it is recommended that computers or desks and separate spaces be provided for students doing practical work. The author suggests this because during the internship at BRI Unit Bengkalis Kota, there were no dedicated desks for interns, causing the author to frequently move locations and switch computers while performing tasks such as uploading files, creating business certificates, filling out QRIS application forms, and other activities. This resulted in irregular work patterns and the need to constantly relocate while working.

REFERENCES

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APPENDICES

Appendix 1: Application Letter for Apprenticeship



KEMENTERIAN PENDIDIKAN TINGGI, SAINS,
DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

16 Desember 2024

Nomor : 635/PL31/TU/2024

Hal : Permohonan Kerja Praktek (KP)

Yth. Pimpinan PT. Bank Rakyat Indonesia (BRI) KC Bengkalis
di

Jln. Jend. Sudirman No. 18, 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 PT. Bank Rakyat Indonesia (BRI) KC Bengkalis yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 03 Febuari s/d 06 Juni 2025, adapun nama Mahasiswa sebagai berikut :

No	Nama	NIM	Prodi
1	Sinta Aura Cipta	5304211386	D4 Akuntansi Keuangan Publik
2	Nur Sri Rahayu	5494211395	D4 Administrasi Bisnis Internasional
3	Ulfa Ramadani	5404211391	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 kerjasamanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur III

Marhadi Sastra, S.T., M.Sc.
NIP. 198903142015041001

Contact person :

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

Appendix 2: Apprenticeship Acceptance Letter



PT Bank Rakyat Indonesia (Persero) Tbk.

KANTOR CABANG BENGKALIS
Jalan Jenderal Sudirman No. 18 Bengkalis
Telpom : 0766-21087 51088 22107
Facsimile : 0766-22459
Website : <http://www.bri.co.id>

Revisi 04

SEGERA

Nomor : B.14.a-EO-XVII/SDM/01/2025 20 Januari 2025
Lampiran : *
Perihal : Tanggapan Permohonan Kerja Praktek Mahasiswa Politeknik Negeri Bengkalis
Kepada Yth
Direktur Politeknik Negeri Bengkalis
Di Tempat

1. Surat Politeknik Negeri Bengkalis No. 6635/PL31/TU/2024 Tanggal 16 Desember 2024
2. Surat Politeknik Negeri Bengkalis No. 6636/PL31/TU/2024 tanggal 17 Desember 2024

Dengan Hormat,

Merujuk surat tersebut diatas perihal Permohonan Pelaksanaan Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis Tahun 2024, yang mana untuk hal penerimaan mahasiswa yang akan melaksanakan Kerja Praktek diakhir tahun 2024 kami alihkan pelaksanaannya di tahun 2025 dikarenakan Kegiatan Tutup Buku Akhir Tahun 2024, maka dengan ini kami sampaikan bahwa PT. Bank Rakyat Indonesia (Persero) Tbk Branch Office Bengkalis bersedia menerima mahasiswa Politeknik Negeri Bengkalis sebanyak 4 (empat) orang dengan data mahasiswa sebagai berikut :

No	Nama Mahasiswa	NIM	Prodi
1	Sinta Aura Cipta	5304211386	D4 Akuntansi Keuangan Publik
2	Nur Sri Rahayu	5494211395	D4 Administrasi Bisnis Internasional
3	Ulfa Ramadani	5404211391	D4 Administrasi Bisnis Internasional
4	Syahrul Azari	5304211348	D4 Akuntansi Keuangan Publik

Adapun Pelaksanaan Kerja Praktek akan dimulai terhitung tanggal 03 Februari 2025 sampai dengan tanggal 06 Juni 2025. Untuk kelancaran Pelaksanaan Kerja Praktek tersebut diatas, diharapkan kepada mahasiswa untuk dapat hadir pada **Jum'at, 31 Januari 2025 pukul 10.00 WIB bertempat di Kantor BRI Branch Office Bengkalis** 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



MULKAN
PEMIMPIN CABANG

Tindakan
1. Arsip

Appendix 3 : Apprenticeship Statement Letter



PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.

KANTOR CABANG BENGKALIS

Jalan Jendral Sudirman No. 18 Bengkulu

Telepon : 0766-21087, 21088, 22107

Facsimile : 0766-22459

Website : <http://www.bri.co.id>

SURAT KETERANGAN

B. 102-KC-XVII/SDM/06/2025

Yang bertanda tangan di bawah ini menerangkan bahwa :

Nama : 1. Putri Miftahul Hidayah / 5404211379
2. Nur Affni Hardianti / 5404211436 /
3. Sinta Aura Cipta / 5304211386
4. Nur Sri Rahayu / 5494211395
5. Ulfa Ramadani / 5404211391
6. Syahrul Azani / 5304211348

Bahwa nama nama mahasiswa **Politeknik Negeri Bengkulu** tersebut **Benar** telah melakukan Kerja Praktek pada perusahaan kami, PT. Bank Rakyat Indonesia (Persero), Tbk Cabang Bengkulu sejak tanggal 03 Febuari 2025 sampai dengan 10 Juni 2025.

Selama magang di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.

Bengkalis, 26 Juni 2025



Supervisor Penunjang Operasional

Appendix 4: Apprenticeship Certificate



Appendix 5: Apprenticeship Assesment Sheet

EVALUATION RESULTS FROM JOB TRAINING COMPANY APPRAISAL BANK RAKYAT INDONESIA (BRI) UNIT BENGKALIS KOTA

Name : Nur Sri Rahayu
Student's Identity No. : 5404211395
Study Program : International Business Administration
Educational institutions : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	98
2.	Responsibility	25%	98
3.	Adjustment/Adaptation	10%	97
4.	Work Result	30%	98
5.	Behavior in General	15%	97
	Total (1+2+3+4+5)	100%	97,6

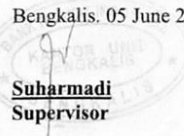
Explanation :

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

Notes :

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.....

Bengkalis, 05 June 2025


Suharmadi
Supervisor

Appendix 6: Apprenticeship Attendance Sheet



ABSENSI HARIAN MAHASISWA MAGANG DI BANK RAKYAT INDONESIA (BRI) UNIT BENGKALIS KOTA TAHUN 2025

Nama : Nur Sri Rahayu

Nim : 5404211395

Prodi/Jurusan : Administrasi Niaga/ Administrasi Bisnis Internasional

Period February 2025:

No.	Day / Date	Paraf Supervisor
1.	Monday 3 February 2025	✓
2.	Tuesday 4 February 2025	✓
3.	Wednesday 5 February 2025	✓
4.	Thursday 6 February 2025	✓
5.	Friday 7 February 2025	✓

No.	Day / Date	Paraf Supervisor
6.	Monday 10 February 2025	✓
7.	Tuesday 11 February 2025	✓
8.	Wednesday 12 February 2025	✓
9.	Thursday 13 February 2025	✓ -
10.	Friday 14 February 2025	✓ -

No.	Day / Date	Paraf Supervisor
11.	Monday 17 February 2025	✓
12.	Tuesday 18 February 2025	✓
13.	Wednesday 19 February 2025	✓
14.	Thursday 20 February 2025	✓
15.	Friday 21 February 2025	✓

No.	Day / Date	Paraf Supervisor
16.	Monday 24 February 2025	✓
17.	Tuesday 25 February 2025	✓
18.	Wednesday 26 February 2025	✓
19.	Thursday 27 February 2025	✓
20.	Friday 28 February 2025	✓

Diketahui Oleh,

(Suharmadi)
Supervisor








**ABSENSI HARIAN MAHASISWA MAGANG DI BANK RAKYAT
INDONESIA (BRI) UNIT BENGKALIS KOTA TAHUN 2025**






Nama : Nur Sri Rahayu






Nim : 5404211395






Prodi/Jurusan : Administrasi Niaga/ Administrasi Bisnis Internasional


Period March 2025:

No.	Day / Date	Paraf Supervisor
1.	Monday 3 March 2025	
2.	Tuesday 4 March 2025	
3.	Wednesday 5 March 2025	
4.	Thursday 6 March 2025	
5.	Friday 7 March 2025	


No.	Day / Date	Paraf Supervisor
6.	Monday 10 March 2025	
7.	Tuesday 11 March 2025	
8.	Wednesday 12 March 2025	
9.	Thursday 13 March 2025	
10.	Friday 14 March 2025	

No.	Day / Date	Paraf Supervisor
11.	Monday 17 March 2025	
12.	Tuesday 18 March 2025	
13.	Wednesday 19 March 2025	
14.	Thursday 20 March 2025	
15.	Friday 21 March 2025	

No.	Day / Date	Paraf Supervisor
16.	Monday 24 March 2025	
17.	Tuesday 25 March 2025	
18.	Wednesday 26 March 2025	
19.	Thursday 27 March 2025	
20.	Friday 28 March 2025	

No.	Day / Date	Paraf Supervisor
21.	Monday 31 March 2025	

Diketahui Oleh,


(Suharmadi)
Supervisor



**ABSENSI HARIAN MAHASISWA MAGANG DI BANK RAKYAT
INDONESIA (BRI) UNIT BENGKALIS KOTA TAHUN 2025**

Nama : Nur Sri Rahayu

Nim : 5404211395

Prodi/Jurusan : Administrasi Niaga/ Administrasi Bisnis Internasional

Period April 2025:

No.	Day / Date	Paraf Supervisor
1.	Tuesday 1 April 2025	
2.	Wednesday 2 April 2025	
3.	Thursday 3 April 2025	
4.	Friday 4 April 2025	
5.	-	

No.	Day / Date	Paraf Supervisor
6.	Monday 7 April 2025	
7.	Tuesday 8 April 2025	
8.	Wednesday 9 April 2025	
9.	Thursday 10 April 2025	
10.	Friday 11 April 2025	

No.	Day / Date	Paraf Supervisor
11.	Monday 14 April 2025	
12.	Tuesday 15 April 2025	
13.	Wednesday 16 April 2025	
14.	Thursday 17 April 2025	
15.	Friday 18 April 2025	

No.	Day / Date	Paraf Supervisor
16.	Monday 21 April 2025	
17.	Tuesday 22 April 2025	
18.	Wednesday 23 April 2025	
19.	Thursday 24 April 2025	
20.	Friday 25 April 2025	

No.	Day / Date	Paraf Supervisor
21.	Monday 28 April 2025	
22.	Tuesday 29 April 2025	
23.	Wednesday 30 April 2025	

Diketahui Oleh,

(Suharmadi)
Supervisor



**ABSENSI HARIAN MAHASISWA MAGANG DI BANK RAKYAT
INDONESIA (BRI) UNIT BENGKALIS KOTA TAHUN 2025**

Nama : Nur Sri Rahayu

Nim : 5404211395

Prodi/Jurusan : Administrasi Niaga/ Administrasi Bisnis Internasional

Period May 2025:

No.	Day / Date	Paraf Supervisor
1.	Thursday 1 May 2025	8
2.	Friday 2 May 2025	8
3.	-	
4.	-	
5.		


No	Day / Date	Paraf Supervisor
6.	Monday 5 May 2025	8
7.	Tuesday 6 May 2025	8
8.	Wednesday 7 May 2025	8
9.	Thursday 8 May 2025	8
10.	Friday 9 May 2025	8

11.	Monday 12 May 2025	8
12.	Tuesday 13 May 2025	8
13.	Wednesday 14 May 2025	8
14.	Thursday 15 May 2025	8
15.	Friday 16 May 2025	8

16.	Monday 19 May 2025	8
17.	Tuesday 20 May 2025	8
18.	Wednesday 21 May 2025	8
19.	Thursday 22 May 2025	8
20.	Friday 23 May 2025	8

21.	Monday 26 May 2025	8 -
22.	Tuesday 27 May 2025	8
23.	Wednesday 28 May 2025	8
24.	Thursday 29 May 2025	8
25.	Friday 30 May 2025	8

Diketahui Oleh,


(Suharmadi)
Supervisor







**ABSENSI HARIAN MAHASISWA MAGANG DI BANK RAKYAT
INDONESIA (BRI) UNIT BENGKALIS KOTA TAHUN 2025**

Nama : Nur Sri Rahayu


Nim : 5404211395

Prodi/Jurusan : Administrasi Niaga/ Administrasi Bisnis Internasional

Period june 2025:

No.	Day / Date	Paraf Supervisor
1.	Monday 2 June 2025	
2.	Tuesday 3 June 2025	
3.	Wednesday 4 June 2025	
4.	Thursday 5 June 2025	
5.	-	

Diketahui Oleh,


(Suharmadi)
Supervisor


Appendix 7: Daily Activites


Appendix 7: Daily Activites


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 03 February – 07 February 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, February 03 2025	1. Attending morning briefings 2. Make a roll of money and then glue it	Suharmadi	
2.	Tuesday, February 04 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Stamping the Simpedes savings book	Suharmadi	
3.	Wednesday, February 05 2025	1. Attending morning briefings 2. Make a roll of money and then glue it	Suharmadi	
4.	Thursday, February 06 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Searching and dismantling the brimen cabinet 4. Documenting the prima+ event, which offers free health checks for retired customers	Suharmadi	
5.	Friday, February 07 2025	1. Attending morning briefings 2. Unpacking the filing cabinet and searching for customer files	Suharmadi	


No.	Activities	Description
1.		The first day of internship only made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately


No.	Activities	Description
2.		The author also assisted supervisors in stamping Simpedes savings books belonging to customers. The stamp contained the name of the official or officer responsible for validating the account opening. This process was carried out after the savings book was printed, as part of the banking administration procedure to ensure the authenticity and legality of customer documents


**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : 10 February – 14 February 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, February 10 2025	1. Attending morning briefings 2. Search for files and organize collateral into cabinets according to their numbers	Ariqa Qonitina Zaima	
2.	Tuesday, February 11 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Search for files and organize collateral into cabinets according to their numbers	Ariqa Qonitina Zaima	
3.	Wednesday, February 12 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Search for files and organize collateral into cabinets according to their numbers	Ariqa Qonitina Zaima	
4.	Thursday, February 13 2025	Absent due to illness	-	-
5.	Friday, February 14 2025	Absent due to illness	-	-


No.	Activities	Description
1.		The author also helped search for customer loan files by manually checking each file cabinet one by one. The search was conducted based on the customer's name or account number that had been recorded previously. This activity required precision and patience, as each file had to be verified to ensure it matched the required data. Through this process, the author learned the importance of a neat and structured filing system in supporting smooth banking administration


No.	Activities	Description
2.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately




DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 17 February – 21 February 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, February 17 2025	1. Attending morning briefings 2. Search for files and organize collateral into cabinets according to their numbers 3. Make a roll of money and then glue it	Ariqa Qonitina Zaima	
2.	Tuesday, February 18 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Search for files and organize collateral into cabinets according to their numbers	Ariqa Qonitina Zaima	
3.	Wednesday, February 19 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Checking how many types of cards are accepted	Ariqa Qonitina Zaima	
4.	Thursday, February 20 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Organizing files in a cabinet 4. Separation of old and new currency emissions	Ariqa Qonitina Zaima	
5.	Friday, February 21 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Searching for files 4. Cutting brimen stickers	Ariqa Qonitina Zaima	


No.	Activities	Description
1.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately

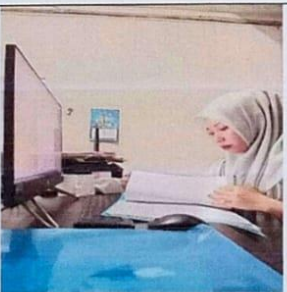
No.	Activities	Description
2.		The author also assists supervisors and operational staff in checking and counting incoming cards. These cards are usually ATM cards or other cards received from the head office to be distributed to customers. This process is carried out by ensuring that the number of cards matches the shipping data and that they are in good physical condition
3.		The author also sorted the cash by separating old issues from new issues. After separating them based on the year of issue and denomination, the money was then counted and grouped into rolls of 100 bills. This process was carried out to ensure that the money was neatly organized before being used in transactions or deposits
4.		The author also assists in cutting Brimen stickers that will be affixed to document storage boxes or customer files. The cutting process is done manually using scissors or a cutter to ensure that the stickers are the correct size and neatly cut. This activity aims to facilitate the identification of documents based on customer names or types of services used, as well as to support neatness and orderliness in the filing system



**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : 24 February – 28 February 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, February 24 2025	1. Attending morning briefings 2. Search for files and organize collateral into cabinets according to their numbers 3. Make a roll of money and then glue it 4. Creating a QRIS application form	Ariqa Qonitina Zaima	
2.	Tuesday, February 25 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Sticking the locker number sticker on the file 4. Uploading scanned files	Ariqa Qonitina Zaima	
3.	Wednesday, February 26 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Uploading scanned files	Ariqa Qonitina Zaima	
4.	Thursday, February 27 2025	1. Attending morning briefings 2. Organizing files into filing cabinets	Ariqa Qonitina Zaima	
5.	Friday, February 28 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Create file cabinet numbers and organize them into file cabinets	Ariqa Qonitina Zaima	



No.	Activities	Description
1.		The author also assists the marketing department in creating QRIS application forms for customers. This activity includes filling in business data, owner identity, and attaching the supporting documents required for the registration process. The completed form is then submitted through the applicable system so that customers can obtain a QRIS code as a means of digital payment


No.	Activities	Description
2.		The author is also responsible for uploading scanned files to the Brimen link provided by the office. The uploaded files include loan documents, collateral, and other supporting documents that have been assigned archive numbers. This process is carried out to ensure that all customer data is digitally documented and can be easily accessed by relevant officers through the Brimen system
3.		The author also helped number the filing cabinets containing collateral documents and scanned files. Numbering was done so that each cabinet would have a clear identity according to the contents of the documents inside. This activity aimed to facilitate the process of searching and managing archives, as well as maintaining the neatness of the document storage system in the work environment


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 03 March – 07 March 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, March 03 2025	1. Attending morning briefings 2. Creating a QRIS application form	Suharmadi	
2.	Tuesday, March 04 2025	1. Attending morning briefings 2. Following up on customer surveys	Suharmadi	
3.	Wednesday, March 05 2025	1. Attending morning briefings 2. Obtain a business certificate (SKU)	Suharmadi	
4.	Thursday, March 06 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form	Suharmadi	
5.	Friday, March 07 2025	1. Attending morning briefings. 2. Make a roll of money and then glue it 3. Searching for files 4. Creating a QRIS application form	Ariqa Qonitina Zaima	


No.	Activities	Description
1.		The writer is also responsible for cutting the printed QRIS paper and attaching it to acrylic media as a display tool. This process is carried out carefully so that the cuts are neat and the QRIS can be read clearly. After being attached to the acrylic, the QRIS is then handed over to the customer to be used as a digital payment tool at their place of business

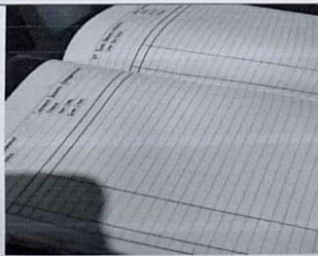
No.	Activities	Description
2.		The author also assists the marketing department in creating QRIS application forms for customers. This activity includes filling in business data, owner identity, and attaching the supporting documents required for the registration process. The completed form is then submitted through the applicable system so that customers can obtain a QRIS code as a means of digital payment



**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : 10 March – 14 March 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, March 10 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Preparing security unit reports for security guards	Suharmadi	
2.	Tuesday, March 11 2025	1. Attending morning briefings 2. Organizing files into boxes 3. Preparing security unit reports for security guards	Suharmadi	
3.	Wednesday, March 12 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Make a roll of money and then glue it 4. Compiling files	Suharmadi	
4.	Thursday, March 13 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Separate cash based on date and month	Suharmadi	
5.	Friday, March 14 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form 4. Unpacking the filing cabinet to look for files	Suharmadi	


No.	Activities	Description
1.		The author also assists in preparing security unit reports for security officers and night guards. These reports contain records of various incidents or activities that take place from morning to night in the office environment. The information recorded includes environmental conditions, guest arrivals and departures, asset monitoring, and other important notes related to security

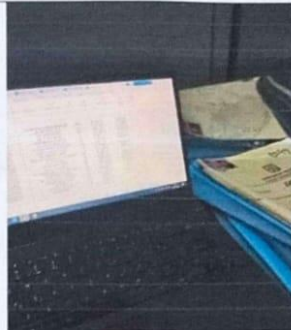
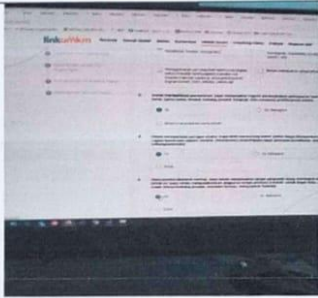

No.	Activities	Description
2.		The author also assists the marketing department in creating QRIS application forms for customers. This activity includes filling in business data, owner identity, and attaching the supporting documents required for the registration process. The completed form is then submitted through the applicable system so that customers can obtain a QRIS code as a means of digital payment
3.		The author also affixed Brimen stickers to scanned files and separated guarantees. These stickers serve as identification marks indicating that the documents have undergone digitization and classification in accordance with procedures. This activity facilitates archiving so that each document is easily recognizable, neatly organized, and can be quickly located when needed by staff

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : 17 March – 21 March 2025


No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, March 17 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Unpacking the closet to look for files	Suharmadi	
2.	Tuesday, March 18 2025	1. Attending morning briefings 2. Filling in the MSME Link 3. Record files that have been paid in full	Suharmadi	
3.	Wednesday, March 19 2025	1. Attending morning briefings. 2. Searching for files 3. Filling in the MSME Link	Suharmadi	
4.	Thursday, March 20 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Preparing security unit reports for security guards 4. Record files that have been paid in full 5. Searching for files 6. Stamping the savings account book	Suharmadi	
5.	Friday, March 21 2025	1. Attending morning briefings 2. Filling in the MSME Link 3. Searching for files	Suharmadi	


No.	Activities	Description
1.		The writer is also responsible for organizing and recording data on customers who have repaid their loans. The information recorded includes the customer's name, account number, type of collateral, collateral number, customer address, and date of collateral collection. This recording is done to ensure that every repayment process is well documented and that collateral can be returned to customers in accordance with procedures. This activity provides the writer with experience in managing customer documents accurately and systematically
2.		The author also assists the marketing department in creating or filling out MSME form links for customers. These links contain the necessary data, such as business owner identity, business type, address, and other supporting information required in the MSME data collection process. This activity aims to support the data collection and verification process for customers who own businesses so that they can gain access to banking services, such as credit facilities or QRIS registration
3.		The author also assisted supervisors in the process of stamping the supervisor's name and work unit name on the customer's Simpedes UMI savings book. This stamping is part of the account opening administrative procedure, as a sign of approval and legality of the savings document. This activity provided the author with an understanding of the banking document validation process and the importance of accuracy in every stage of customer service


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 24 March – 31 March 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, March 24 2025	1. Attending morning briefings 2. Filling in the MSME Link 3. Make a roll of money and then glue it	Suharmadi	
2.	Tuesday, March 25 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Check cash	Suharmadi	
3.	Wednesday, March 26 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form 4. Upload scanned files 5. Searching for files	Suharmadi	
4.	Thursday, March 27 2025	1. Attending morning briefings 2. Record files that have been paid in full 3. Searching for files	Suharmadi	
5.	Friday, March 28 2025	Collective leave to welcome Eid al-Fitr	-	-
6.	Monday, March 31 2025	Collective leave to welcome Eid al-Fitr	-	-

No.	Activities	Description
1.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately

No.	Activities	Description
2.		The author is also responsible for uploading scanned files to the Brimen link provided by the office. The uploaded files include loan documents, collateral, and other supporting documents that have been assigned archive numbers. This process is carried out to ensure that all customer data is digitally documented and can be easily accessed by relevant officers through the Brimen system

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Tuesday - Friday


Date : 01 April – 04 April 2025

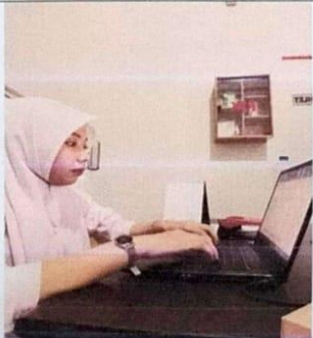
No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Tuesday, April 01 2025	Collective leave to welcome Eid al-Fitr	-	-
2.	Wednesday, April 02 2025	Collective leave to welcome Eid al-Fitr	-	-
3.	Thursday, April 03 2025	Collective leave to welcome Eid al-Fitr	-	-
4.	Friday, April 04 2025	Collective leave to welcome Eid al-Fitr	-	-



DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 07 April – 11 April 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, April 07 2025	Collective leave to welcome Eid al-Fitr	-	-
2.	Tuesday, April 08 2025	Absent due to illness	-	-
3.	Wednesday, April 09 2025	1. Attending morning briefings 2. Record files that have been paid in full 3. Searching for files	Ariqa Qonitina Zaima	
4.	Thursday, April 10 2025	1. Attending morning briefings 2. Searching for files 3. Obtain a business certificate (SKU) 4. Separation of old and new currency emissions 5. Pasting monthly performance report papers	Ariqa Qonitina Zaima	
5.	Friday, April 11 2025	1. Attending morning briefings 2. Make a roll of money and then glue it	Ariqa Qonitina Zaima	



No.	Activities	Description
1.		The writer is also responsible for managing and organizing the files of customers who have repaid their loans. This activity includes recording important data such as customer name, account number, type of collateral, collateral number, customer address, and collateral collection date. The recording is done systematically to facilitate the verification and archiving process. With complete documentation, the work unit can ensure that the repayment and collateral return processes are carried out in an orderly manner and in accordance with applicable procedures

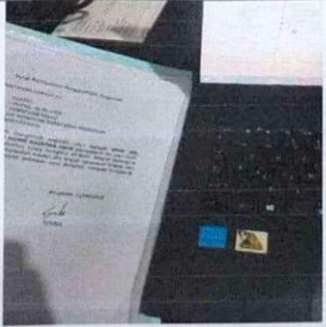
No.	Activities	Description
2.		The author also sorted the cash by separating old and new issues based on the year of issue and the physical condition of the money. After separation, the banknotes were counted and grouped into bundles of 100 notes for each denomination, then neatly rolled into a single unit. This process aims to prepare cash that is fit for circulation and ready to be deposited or used in daily banking transactions
3.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 14 April – 18 April 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, April 14 2025	1. Attending morning briefings 2. Record files that have been paid in full 3. Searching for files	Ariqa Qonitina Zaima	
2.	Tuesday, April 15 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Separation of old and new currency emissions	Kartika Dewi	
3.	Wednesday, April 16 2025	1. Attending morning briefings 2. Searching for files 3. Make a roll of money and then glue it	Kartika Dewi	
4.	Thursday, April 17 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it 4. Creating a QRIS application form	Kartika Dewi	
5.	Friday, April 18 2025	Collective leave for the death of Jesus Christ	-	




No.	Activities	Description
1.		The writer is also responsible for managing the files of customers who have repaid their loans by recording all important information related to the repayment process. The data recorded includes the customer's name, account number, type of collateral, collateral number, residential address, and the date the collateral was collected by the customer. This activity is carried out as part of the administrative and archiving process to ensure that all repayment transactions are properly documented, and that the data can be easily and accurately accessed whenever needed.


No.	Activities	Description
2.		The author also sorted the cash by separating old and new issues based on the year of issue and the physical condition of the money. After separation, the banknotes were counted and grouped into bundles of 100 notes for each denomination, then neatly rolled into a single unit. This process aims to prepare cash that is fit for circulation and ready to be deposited or used in daily banking transactions
3.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately




DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 21 April – 25 April 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, April 21 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form	Suharmadi	
2.	Tuesday, April 22 2025	1. Attending morning briefings 2. Record the numbers of empty lockers	Suharmadi	
3.	Wednesday, April 23 2025	1. Attending morning briefings 2. Obtain a business certificate (SKU) 3. Separate collateral and scanned files and assign them cabinet numbers	Suharmadi	
4.	Thursday, April 24 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Searching for files	Kartika Dewi	
5.	Friday, April 25 2025	1. Attending morning briefings 2. Searching for files 3. Separate collateral and scanned files and assign them cabinet numbers	Suharmadi	


No.	Activities	Description
1.		The author also assists the marketing department in creating QRIS application forms for customers. This activity includes filling in business data, owner identity, and attaching the supporting documents required for the registration process. The completed form is then submitted through the applicable system so that customers can obtain a QRIS code as a means of digital payment


No.	Activities	Description
2.		The author also notes the numbers of empty filing cabinets to be used for storing new files. The purpose of this is to ensure that documents are stored in an orderly manner and to facilitate the filing process in accordance with the system in place in the work unit. Knowing which cabinets are available makes document management more efficient and organized
3.		The author also assists in separating collateral documents from scanned files. This separation is done so that each type of document is stored according to its category, facilitating the archiving process and retrieval if needed. This activity trains the author's accuracy and understanding of the credit document administration workflow in the banking environment
4.		Make money tire rolls which are then glued together using glue and Sorting money by separating the old and new emission types of money then debating 100 pieces per tire

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : 28 April – 30 April 2025


No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, April 28 2025	1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers	Suharmadi	
2.	Tuesday, April 29 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Creating a QRIS application form	Suharmadi	
3.	Wednesday, April 30 2025	1. Attending morning briefings 2. Creating a QRIS application form 3. Searching for files	Suharmadi	


No.	Activities	Description
1.		The author also assists in separating collateral documents from loan files so that they are organized according to their respective categories. After the separation process is complete, the author assigns numbers to the filing cabinets according to the contents of the files stored in them. This activity aims to facilitate the document search process and maintain neatness and systematization in customer file management

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Thursday - Friday

Date : 01 May – 02 May 2025


No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Thursday, May 01 2025	International Labor Day holiday	-	-
2.	Friday, May 02 2025	1. Attending morning briefings 2. Write down the names and stick them on the front of the brimen box	Ariqa Qonitina Zaima	

No.	Activities	Description
1.		The author also wrote down the names of customers on a piece of paper and stuck it on the front of the Brimen archive box. The purpose of this activity was to facilitate the identification and retrieval of documents based on the names of the customers concerned. Neat and systematic labeling greatly helped in the process of managing archives to be more efficient and organized

**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : 05 May – 09 May 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, May 05 2025	1. Attending morning briefings 2. Make a roll of money and then glue it 3. Separate collateral and scanned files and assign them cabinet numbers 4. Separation of old and new currency emissions	Kartika Dewi	
2.	Tuesday, May 06 2025	1. Attending morning briefings 2. Separation of old and new currency emissions	Kartika Dewi	
3.	Wednesday, May 07 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Kartika Dewi	
4.	Thursday, May 08 2025	1. Attending morning briefings 2. Separation of old and new currency emissions	Kartika Dewi	
5.	Friday, May 09 2025	1. Attending morning briefings 2. Separation of old and new currency emissions	Kartika Dewi	


No.	Activities	Description
1.		The author also assists in separating collateral documents from loan files so that they are organized according to their respective categories. After the separation process is complete, the author assigns numbers to the filing cabinets according to the contents of the files stored in them. This activity aims to facilitate the document search process and maintain neatness and systematization in customer file management


No.	Activities	Description
2.		The author also sorted the cash by separating old and new issues based on the year of issue and the physical condition of the money. After separation, the banknotes were counted and grouped into bundles of 100 notes for each denomination, then neatly rolled into a single unit. This process aims to prepare cash that is fit for circulation and ready to be deposited or used in daily banking transactions

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 12 May – 16 May 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, May 12 2025	Waisak holiday	-	-
2.	Tuesday, May 13 2025	Waisak holiday	-	-
3.	Wednesday, May 14 2025	1. Attending morning briefings 2. Creating file cabinet numbers	Suharmadi	
4.	Thursday, May 15 2025	1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers 3. Make a roll of money and then glue it	Suharmadi	
5.	Friday, May 16 2025	1. Attending morning briefings 2. Creating a QRIS application form	Suharmadi	



No.	Activities	Description
1.		The author also assists in separating collateral documents from loan files so that they are organized according to their respective categories. After the separation process is complete, the author assigns numbers to the filing cabinets according to the contents of the files stored in them. This activity aims to facilitate the document search process and maintain neatness and systematization in customer file management

No.	Activities	Description
2.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately



**DAILY ACTIVITIES
OF THE JOB TRAINING**

Day : Monday - Friday

Date : 19 May – 23 May 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, May 19 2025	1. Attending morning briefings 2. Creating file cabinet numbers 3. Pasting monthly performance report papers	Suharmadi	
2.	Tuesday, May 20 2025	1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers 3. Creating a QRIS application form 4. Separation of old and new currency emissions	Suharmadi	
3.	Wednesday, May 21 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Creating a QRIS application form	Kartika Dewi	
4.	Thursday, May 22 2025	1. Attending morning briefings 2. Creating file cabinet numbers 3. Separation of old and new currency emissions	Kartika Dewi	
5.	Friday, May 23 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Kartika Dewi	


No.	Activities	Description
1.		The author also assists in separating collateral documents from loan files so that they are organized according to their respective categories. After the separation process is complete, the author assigns numbers to the filing cabinets according to the contents of the files stored in them. This activity aims to facilitate the document search process and maintain neatness and systematization in customer file management


No.	Activities	Description
2.		The author also sorted the cash by separating old and new issues based on the year of issue and the physical condition of the money. After separation, the banknotes were counted and grouped into bundles of 100 notes for each denomination, then neatly rolled into a single unit. This process aims to prepare cash that is fit for circulation and ready to be deposited or used in daily banking transactions
3.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately



DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 26 May – 30 May 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, May 26 2025	Absent due to illness	-	-
2.	Tuesday, May 27 2025	<ol style="list-style-type: none"> 1. Attending morning briefings 2. Separate collateral and scanned files and assign them cabinet numbers 3. Separation of old and new currency emissions 4. Make a roll of money and then glue it 	Kartika Dewi	
3.	Wednesday, May 28 2025	<ol style="list-style-type: none"> 1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it 	Kartika Dewi	
4.	Thursday, May 29 2025	Joint leave for the ascension of Jesus Christ	-	-
5.	Friday, May 30 2025	Joint leave for the ascension of Jesus Christ	-	-



No.	Activities	Description
1.		The author also assists in separating collateral documents from loan files so that they are organized according to their respective categories. After the separation process is complete, the author assigns numbers to the filing cabinets according to the contents of the files stored in them. This activity aims to facilitate the document search process and maintain neatness and systematization in customer file management

No.	Activities	Description
2.		The author also sorted the cash by separating old and new issues based on the year of issue and the physical condition of the money. After separation, the banknotes were counted and grouped into bundles of 100 notes for each denomination, then neatly rolled into a single unit. This process aims to prepare cash that is fit for circulation and ready to be deposited or used in daily banking transactions
3.		Made money tire rolls which were then glued together using glue. This process is carried out so that the money is neatly organized and ready to be used in transactions or deposits. In addition, this activity also trains precision in counting and grouping money accurately

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : 02 June – 05 June 2025

No.	Day / Date	Description of Activities	Task Assignor	Signature
1.	Monday, June 02 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Suharmadi	
2.	Tuesday, June 03 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Suharmadi	
3.	Wednesday, June 04 2025	1. Attending morning briefings 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it 4. Creating a QRIS application form	Kartika Dewi	
4.	Thursday, June 05 2025	1. Attending morning briefings and words of thanks along with the presentation of souvenirs at the final farewell event for the internship 2. Separation of old and new currency emissions 3. Make a roll of money and then glue it	Kartika Dewi	

No.	Activities	Description
1.		The author also sorted the cash by separating old and new issues based on the year of issue and the physical condition of the money. After separation, the banknotes were counted and grouped into bundles of 100 notes for each denomination, then neatly rolled into a single unit. This process aims to prepare cash that is fit for circulation and ready to be deposited or used in daily banking transactions

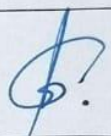
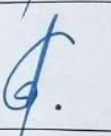
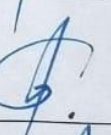
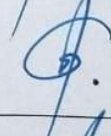
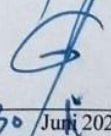
**Appendix 8 : Documentation of the Handover of Plaques to Bank Rakyat
Indonesia Unit Bengkalis Kota**



Appendix 9: Consultation Sheet

CONSULTATION SHEET APPRENTICESHIP REPORT INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM

Name : Nur Sri Rahayu
Student's Identity No : 5404211395
Apprenticeship Place : PT. BRI Unit Bengkalis Kota
Advisor : Nageeta Tara Rosa, SE., M.B.A

No.	Date and Time	Revision	Signature
1.	Friday 04 July 2025	1. No Sources in chapter 1,2 2. Writing system	
2.	Monday 14 July 2025	1. Incorrect Source Input 2. No shortening of words in the table 3. Writing system	
3.	Wednesday 16 July 2025	1. Incorrect Insertion	
4.	Monday 21 July 2025	1. Writing System	
5.	30 July 2025	Accepted	

Bengkalis, 30 July 2025
Advisor

Nageeta Tara Rosa, SE., M.B.A
NIP. 199204272024062001