

**APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL
SECRETARY
LUBUK GAUNG, DUMAI – RIAU**

**Melda Luvita Lubis
Reg. Number: 5504221058**



**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU**

2025

APPROVAL SHEET
APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL
LUBUK GAUNG, DUMAI – RIAU

Written as one of the requirements for completing Apprenticeship

Melda Luvita Lubis
5504221058

Dumai, November 21st, 2025

Head of HR & GA
PT. Ivo Mas Tunggal - Lubuk Gaung,
Dumai



PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY

Voukhe C Kalangi

Advisor



Fanalisa Elfa, M.Pd
NIP. 198510082019032015

Approved by,
Head of English for Business and Professional Communication Study Program
State Polytechnic of Bengkalis



POLITEKNIK NEGERI BENGKALIS
JALAN DAERAH BANGKALIS
KOTA BANGKALIS

Fanalisa Elfa, M.Pd
NIP. 198510082019032015

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Melda Luvita Lubis** Reg. Number **5504221058** who has done the apprenticeship at **PT. Ivo Mas Tunggal** started from **July 21st to November 21st, 2025**. This report is to use for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and any all revisions requires by the apprenticeship report examine committee had been made.

Bengkalis, December 9th, 2025

Accepted by:

Advisor



Dr. Halim Dwi Putra, S.Pd., M.AB
NIP. 198307112014041001

Approved by:

Head of English for Business and Professional Communication Study Program

State Polytechnic of Bengkalis



Analisa Elfa, M.Pd
NIP. 198510082019032015

ACKNOWLEDGEMENT

All praise to Allah, the Lord of the universe. Sincere gratitude is expressed to Allah, the Almighty, the Most Gracious, and the Most Merciful, for His blessings and guidance. With the health and strength He has given, this apprenticeship report was able to be completed.

Every student of the State Polytechnic of Bengkalis, especially in the Language Department, is required to join the apprenticeship program as a way to apply the knowledge learned in class into real practice. Through this report, it is hoped that it will be useful and provide additional knowledge both for myself and for the readers. The deepest gratitude is also extended to all parties who have helped and supported me during the apprenticeship until the completion of this report. On this occasion, the intern would like to convey appreciation to the following parties:

1. Mr. Ir. Johny Custer, ST., MT as Director of State Polytechnic of Bengkalis.
2. Mrs. Diah Paramita Sari, M.Pd as the Head of Language Department.
3. Mrs. Fanalisa Elfa, M.Pd as the Head of D-IV English for Business and Professional Communication Study Program and also as my advisor of my job training program.
4. Mr. Dr. Halim Dwi Putra, M.Pd as the Coordinator of the Apprenticeship of English for Business and Professional Communication Study Program.
5. Mr. Ir. Paulus BB Tumanggor as the General Manager of PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai.
6. Mrs. Evi Mona Asima as Apprenticeship Mentor and Secretary at PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai.
7. Mr. Voukhe C Kalangi as Head of HR & GA of PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai.
8. Ms. Novia Veronika as Human Resource Officer of PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai.
9. All the big family of PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai who have been providing lessons and guidance in completing the internship.
10. All lectures of Language Department at State Polytechnic of Bengkalis.

11. My heartfelt special thanks to my grandmother Jasmita and mother Endang Sulistiowati and stepfather Parlindungan Siregar, also all my family members for their constant support, love, and prayers.
12. To my dearest love, M. Suryadi 2204221435, thank you for being one of my motivators and listeners while I was writing my apprenticeship report.
13. And also extended to my boarding house friends in Dumai, Faralia Riska 5504221071 and Milatun Hasanah 5504221082 and all my friends for their endless support, encouragement, and togetherness.

May Allah bless every act of kindness and sincerity given. I realize that this Apprenticeship Report is not perfect and still needs improvement, so I truly welcome any feedback or suggestions. Hopefully, this report can be a helpful reference for anyone who needs it in the future.

Bengkalis, December 9th, 2025

Best regards,

Melda Luvita Lubis
Reg. Number: 5504221058

TABLE OF CONTENT

APPROVAL SHEET	ii
ACCEPTANCE SHEET.....	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENT	vi
LIST OF FIGURES	vii
LIST OF TABLES	viii
LIST OF APPENDICES	ix
CHAPTER I INTRODUCTION.....	1
1.1 Background of the Apprenticeship.....	1
1.2 Purposes of the Apprenticeship.....	3
1.3 Significances of the Apprenticeship.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY.....	5
2.1 Company History	5
2.2 Vision and Mission	6
2.2.1 Vision	6
2.2.2 Mission.....	6
2.3 Organization Structure	6
2.4 The Working Process	9
2.5 Document Used for Activity	11
CHAPTER III SCOPE OF THE APPRENTICESHIP	13
3.1 Job Description.....	13
3.2 System and Procedure	15
3.3 Kind and Description of the Activity	20
3.4 Constraint of the Apprenticeship.....	33
CHAPTER IV CONCLUSIONS AND SUGGESTIONS	34
4.1 Conclusion.....	34
4.2 Suggestion	35
REFERENCES.....	36
LIST OF APPENDICES	37

LIST OF FIGURES

Figure 2. 1 Main Office PT. Ivo Mas Tunggal Lubuk Gaung	5
Figure 2. 2 Organization Structure of PT. Ivo Mas Tunggal Dumai	7
Figure 2. 3 The Working Process during Internship	11
Figure 3. 1 Filing	13
Figure 3. 2 Managing Daily Incoming Document	14
Figure 3. 3 Classifying VMC ILM Data	14
Figure 3. 4 Creating Ordner Labels for Annual Filing	14
Figure 3. 5 Process of Filing	16
Figure 3. 6 Process of Managing Daily Incoming Document	17
Figure 3. 7 Process of Classifying VMC ILM Data	18
Figure 3. 8 Process of Creating Ordner Labels	19

LIST OF TABLES

Table 3. 1 Daily activities from July 21 st to July 25 th , 2025	20
Table 3. 2 Daily activities from July 28 th to August 1 st , 2025	21
Table 3. 3 Daily activities from August 4 th to August 8 th , 2025	22
Table 3. 4 Daily activities from August 11 th to August 15 th , 2025	23
Table 3. 5 Daily activities from August 18 th to August 22 nd , 2025	24
Table 3. 6 Daily activities from August 25 th to August 29 th , 2025	24
Table 3. 7 Daily activities from September 2 nd to September 4 th , 2025	25
Table 3. 8 Daily activities from September 8 th to September 12 th , 2025	26
Table 3. 9 Daily activities from September 15 th to September 19 th , 2025	26
Table 3. 10 Daily activities from September 22 nd to September 26 th , 2025	27
Table 3. 11 Daily activities from September 29 th to October 3 rd , 2025	28
Table 3. 12 Daily activities from October 6 th to October 10 th , 2025	28
Table 3. 13 Daily activities from October 13 th to October 17 th , 2025	29
Table 3. 14 Daily activities from October 20 th to October 24 th , 2025	29
Table 3. 15 Daily activities from October 27 th to October 31 st , 2025	30
Table 3. 16 Daily activities from November 3 rd to November 7 th , 2025	31
Table 3. 17 Daily activities from November 10 th to November 14 th , 2025	32
Table 3. 18 Daily activities from November 17 th to November 21 st , 2025	32

LIST OF APPENDICES

Appendix 1: Apprenticeship Acceptance Letter	37
Appendix 2: Apprenticeship Statement Letter	38
Appendix 3: Evaluation Result	39
Appendix 4: List of Attendance	40
Appendix 5: Daily Activities of Apprenticeship	45
Appendix 6: Logbook	63
Appendix 7: Documentation during Apprenticeship	64

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Apprenticeship is a form of vocational education that aims to provide real work experience through direct involvement in industry and related institutions. This activity is designed to bridge the theory learned in the classroom with practice in the field, so that students can understand the application of knowledge in real work situations. Through apprenticeships, students have the opportunity to hone their technical skills, develop critical thinking and problem-solving abilities, and understand the professional work culture that is required in the modern workplace. In addition, apprenticeships also encourage the improvement of communication skills, discipline, and the ability to work in teams, which play an important role in the formation of professional competencies. Thus, apprenticeships are an important part of the learning process because they equip students with real-world experience that cannot be fully obtained from classroom lectures.

Established in 2000 and officially recognized as a state institution since 2011, State Polytechnic of Bengkalis is one of the state vocational colleges located in Bengkalis Regency, Riau, with a commitment to producing competent and highly competitive graduates. As a vocational college, this institution implements a practice-based curriculum with a learning composition of 40% theory and 60% practice. The implementation of this composition is in line with the objectives of vocational education, which emphasizes the mastery of practical skills in accordance with the needs of the industrial world. In addition, this college also collaborates with various parties, both government and private, to support the relevance of learning to the world of work. Currently, there are eight departments with various study programs. These departments include Naval Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Business Administration, Information Technology, Language Department and Maritime. Each department is designed to meet the need for skilled workers in line with

technological developments and the business world, so that graduates can make a real contribution in various sectors.

One of the study programs available at State Polytechnic of Bengkalis is the D4 English for Business and Professional Communication under the Language Department. This study program focuses primarily on mastering English language skills in a business and professional context like translation or interpreting, copywriting, public relations, marketing communication, digital marketing, social media management, content creation, and document administration. With these competencies, graduates of the D4 English for Business and Professional Communication program are expected to be able to work in various fields, such as offices, private companies, government agencies, and international organizations, which require English proficiency and professional communication skills.

In order to carry out an apprenticeship, the intern had the opportunity to participate in an internship at PT. Ivo Mas Tunggal, a company engaged in oil palm plantation and processing of its products. PT. Ivo Mas Tunggal is the largest refinery owned by the Sinarmas Group, which contributes to the processing of oil palm fruit into cooking oil and its derivatives. The work environment at PT. Ivo Mas Tunggal implements a professional, structured system that complies with industry standards, providing students with valuable experience, an understanding of the work culture of a large company, and insight into business processes in the plantation industry.

During the apprenticeship, the intern was placed in the Secretary, which is directly relevant to the D4 English for Business and Professional Communication study program. The duties of a secretary require administrative skills, report writing, correspondence, and internal and external communication, including the use of English in a business context. The competencies acquired through lectures, such as filing, business correspondence, and the application of professional communication ethics, proved to support the performance of secretarial work. Thus, this internship experience demonstrated the suitability between the field of study and the position held, while also serving as a means to hone skills in the real world of work.

1.2 Purposes of the Apprenticeship

The apprenticeship serves as an essential activity for students of the English for Business and Professional Communication study program in completing their academic requirements. The main objectives of the apprenticeship are outlined as follows:

1. To describe the job responsibilities carried out during the practical work experience.
2. To explain the workplace systems and procedures applied in practice.
3. To identify challenges encountered during the internship and the solutions implemented.
4. To meet the graduation requirements of the D-IV English for Business and Professional Communication study program at the Language Department, State Polytechnic of Bengkalis.

1.3 Significances of the Apprenticeship

The apprenticeship program holds significant value for various stakeholders involved. Its benefits can be viewed from three main perspectives, namely for students, companies, and the State Polytechnic of Bengkalis, as outlined below:

1. For Students

The apprenticeship program plays a crucial role in preparing students for the professional world. Through this program, students gain direct exposure to real workplace environments, enabling them to apply the theoretical knowledge obtained in class to practical situations. It helps them improve technical competencies, communication abilities, teamwork, problem-solving, and adaptability in handling various job responsibilities. Additionally, the program fosters discipline, responsibility, and professional ethics while also providing networking opportunities with industry professionals. These experiences not only enhance their academic development but also increase their employability and competitiveness in the job market after graduation.

2. For Companies

The apprenticeship program is equally beneficial for companies, as it allows them to involve students in organizational activities and projects. Interns can contribute fresh ideas, creativity, and innovation that may support the company's productivity and efficiency. Companies can also assess the capabilities, attitudes, and work ethics of interns, which may serve as a talent pipeline for future recruitment, thus reducing recruitment and training costs. Furthermore, by engaging in apprenticeship programs, companies strengthen their social responsibility roles, build partnerships with educational institutions, and contribute to human resource development that aligns with industry needs.

3. For State Polytechnic of Bengkalis

For the institution, the apprenticeship program is an important bridge between academic education and industrial practices. It allows the State Polytechnic of Bengkalis to evaluate the relevance of its curriculum to the demands of the labor market and make necessary adjustments for continuous improvement. The program also enhances collaboration with business and industry stakeholders, strengthening the institution's reputation and credibility as a vocational higher education provider. Moreover, the successful implementation of apprenticeship programs demonstrates the Polytechnic's commitment to producing graduates who are competent, skilled, and ready to meet both national and international workforce challenges.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Sinar Mas Indonesia was founded by Eka Tjipta Widjaja in 1962 under the name PT. Maskapai Perkebunan Sumcama Padang Halaban. In 1970, the company's status shifted to Foreign Investment (PMA) based on the Decree of the State Minister of Economy, Finance, and Industry No. KEP/MEKUIIN/7/1970, and later changed to Domestic Investment (PMDN) in 1985 as stated in the Investment Coordinating Board (BKPM) letter No. 06/V/1985. In 1991, the company was renamed PT. Sinar Mas Agro Resources and Technology Corporation (PT SMART Tbk), becoming one of the core business units of Sinar Mas Indonesia. The company had previously acquired a 9,500 m² facility in Surabaya in 1977, named PT. Kunci Mas Wijaya. Today, PT SMART Tbk is recognized as a leading, integrated, palm oil-based public company in Indonesia, recording sales of approximately Rp20.3 trillion and net profit of around Rp1.3 trillion in 2010.



Figure 2. 1 Main Office PT. Ivo Mas Tunggal Lubuk Gaung

Source: Processed data 2025

PT. Ivo Mas Tunggal, located in the Lubuk Gaung industrial area, is the largest refinery owned by Sinarmas Group, specializing in processing palm fruit into cooking oil and its derivatives. The plant commenced operations in August 2015 and has continued to expand since then. As a refinery and fractionation facility, it has a production capacity of 4,000 tons per day, along with a Kernel Crushing Plant (KCP) capacity of 1,200 tons per day. The main raw materials used are Crude Palm Oil (CPO) and Palm Kernel (PK), which are obtained from the initial processing stage of oil palm fruit. These supplies come from the company's

own palm oil mills (PKS) located in Riau, Jambi, Palembang, Bangka Belitung, West Kalimantan, and East Kalimantan, as well as from other companies operating in Sumatra and Kalimantan.

After being processed at PT. Ivo Mas Tunggal, the main products include RBDPO, CPKO, PKE, and PFAD, which are largely exported to various countries in Asia and beyond, such as India, Pakistan, Afghanistan, the Netherlands, the United States, Spain, Italy, Finland, Israel, Malaysia, Myanmar, South Korea, Russia, Bangladesh, China, and several Arab nations. For domestic demand, distribution is currently concentrated in the Dumai region. Meanwhile, palm oil-based products produced by SMART Tbk consist of cooking oil, vegetable fat, margarine, Crude Palm Oil (CPO), Palm Kernel (PK), Palm Kernel Oil (PKO), and cocoa butter substitutes.

2.2 Vision and Mission

In order to realize its aspiration to become the best company, PT. SMART Tbk has the following vision and mission:

2.2.1 Vision

“Be the best, fully integrated, global agribusiness and consumer product company – the partner of choice.”

2.2.2 Mission

“We efficiently provide sustainable and superior quality agribusiness and consumer products, solutions and services to create value for all our stakeholders.”

2.3 Organization Structure

The organizational structure of PT. Ivo Mas Tunggal Dumai is led by a General Manager, who operates under the direct supervision of Sinar Mas Indonesia. The General Manager delegates authority to Managers and Supervisors in each production sub-unit to oversee and regulate the production process. The organizational structure of PT. Ivo Mas Tunggal Dumai is illustrated in Figure 2. 1:

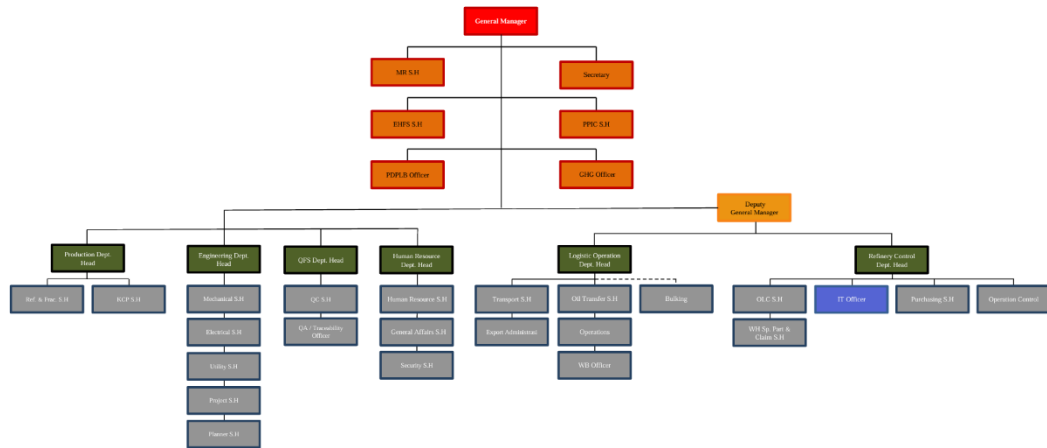


Figure 2. 2 Organization Structure of PT. Ivo Mas Tunggal Dumai

Source: Processed data 2025

The highest leadership position at PT. Ivo Mas Tunggal Lubuk Gaung is held by the General Manager. This role carries the responsibility of managing the company as a legal entity, ensuring the quality of final products, analyzing investment and capital placement, planning production, monitoring sales, as well as initiating new product development. In fulfilling these duties, the General Manager supervises several divisions, including:

1. Quality Management Department
2. Refinery & Fractionation Department
3. KCP Department
4. Engineering Department
5. Finance Accounting Department
6. Commercial Department
7. HRGA Department
8. Management Representation Section
9. EHFS Section
10. Process Engineering Section
11. Procurement Section
12. IT Section
13. OLC Section
14. PPIC Section
15. Warehouse Sparepart & Chemical Section

Based on the organizational structure of PT. Ivo Mas Tunggal Dumai, each position carries specific duties and responsibilities.

1. General Manager

Leads and oversees the overall functions of manufacturing, production, engineering, quality management, HR & GA, management representation, EHFS, OLC, PPIC, and other supporting units. This role ensures that production targets are achieved in line with demand by optimizing cost efficiency, maintaining product quality, and adhering to established timelines.

2. Deputy General Manager

Responsible for leading, coordinating, and monitoring the functions of manufacturing, logistic commercial, trading, Dumai bulking, warehouse sparepart & chemical, purchasing, IT, refinery controller, and business partnering & control. Similar to the General Manager, this position emphasizes achieving production targets by prioritizing cost efficiency, product quality, and compliance with scheduled timelines.

3. Section Head Management Representative

Responsible for ensuring the effective implementation of management systems such as FSMS, QMS, SJH, GMP+ B2 (2010), ISCC System, RSPO System, HVO Verification Scheme, ISO 14001:2004, OHSAS 18001:2007, SMK3 PP 50/2012, and 5RISQUM in the relevant departments.

4. Section Head Production Planning Inventory Control (PPIC)

In charge of production planning, procurement, and material control, as well as monitoring production realization and material usage.

5. Section Head Environmental Health Fire and Safety (EHFS)

Ensures and maintains the proper implementation of the EHFS Management System as a preventive measure against accidents, fires, environmental pollution, and occupational diseases.

6. Department Head Logistic Operation
Oversees smooth bulk trading operations, including the receipt, storage, sales, and delivery of branded products.
7. Department Head Finance
Responsible for ensuring smooth operations related to inbound and outbound goods for production purposes.
8. Department Head Engineering
Coordinates all activities related to maintenance, mechanical, electrical, instrumentation & calibration, projects, and utility availability.
9. Department Head Production
Coordinates and ensures that production processes run in an integrated manner to achieve targets in line with demand, while optimizing cost, quality, and timeliness.
10. Department Head Human Resource – General Affairs
Manages personnel administration, industrial relations, and security functions in an integrated way to support human resource development, ensure a safe working environment, and achieve corporate goals with efficient operational costs.
11. Department Head Quality and Food Safety
Coordinates and ensures that materials, work-in-process, and finished products comply with the applicable specifications.
12. Section Head Warehouse
Responsible for warehouse operations and administrative systems to achieve both internal and external customer satisfaction.
13. Section Head Oil Loss Control (OLC)
Oversees Oil Loss Control activities, including land, marine, and weighbridge monitoring.

2.4 The Working Process

A secretary to a General Manager (GM) is a staff member who supports the GM's operations by handling administrative tasks, such as scheduling,

managing documents, and handling correspondence, as well as acting as a professional representative of the office. As a central support function, the secretary is responsible for managing documentation, coordinating communication between departments, and assisting top management in decision-making processes through accurate and timely document handling. The efficiency of a secretary's work significantly contributes to the overall performance and professionalism of the organization.

In corporate environment like PT. Ivo Mas Tunggal, the Secretary serve as a bridge between the General Manager and all departments. The Secretary ensures that every document requiring approval is properly verified, recorded, and archived according to the company's standard procedures. This function is essential in maintaining an organized document flow, preventing administrative errors, and ensuring that business operations proceed in compliance with internal policies.

During the apprenticeship period, the secretarial work process involved not only administrative tasks but also accuracy, confidentiality, and responsibility. The intern was trained to handle incoming documents daily, check completeness of signatures, stamp General Manager signature, record approved documents into logbook outgoing document, and confirming the retrieval of documents by each department's PIC. Additionally, the intern was also responsible for filing various company documents, both physical and digital, to create a more efficient and structures archive system.

Through these tasks, the intern gained valuable insights into how a Secretary supports the managerial workflow within a large-scale organization. The activities required attention to detail, coordination with multiple departments, and an understanding of corporate documentation systems. The experience provided practical exposure to professional administrative management and contributed to developing a discipline and systematic work ethic.

During the apprenticeship at PT. Ivo Mas Tunggal, the intern actively participated in numerous activities and projects which are documented in this report as follows:

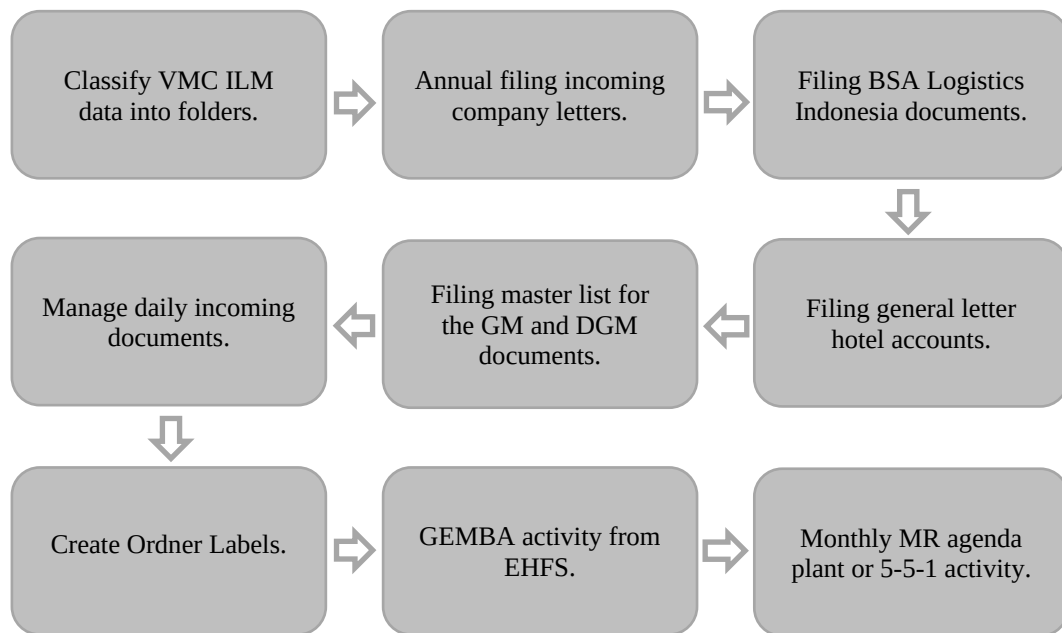


Figure 2. 3 The Working Process during Internship

Source: Processed data 2025

2.5 Document Used for Activity

During the apprenticeship at PT. Ivo Mas Tunggal Dumai, particularly in the Secretary, the intern gained knowledge and experience in utilizing and understanding several documents related to administrative tasks, which are outlined as follows:

1. Annual filing incoming company letters for the year 2021 until 2025
Annual filing, where one binder folder contains documents for one year.
2. BLI documents
BLI stands for BSA Logistics Indonesia, which acts as a third-party partner of the Sinarmas Group.
3. GL hotel account
The General Letter (GL) hotel account is an official letter issued by a hotel for business communication purposes with companies, travel agencies, institutions, or corporate clients related to accommodation agreements.

4. Master list of SOP, WI, and OM documents
 - a. Standard Operating Procedure (SOP): A guideline or standardized set of steps that must be followed in carrying out a task or process to ensure consistency, effectiveness, and compliance with established standards.
 - b. Work Instruction (WI): A derivative document of the SOP that provides more detailed and technical instructions for performing specific tasks.
 - c. Operation Manual (OM): An operational handbook that contains policies, procedures, service standards, and general operational guidelines of an organization or work unit.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship program was conducted at PT. Ivo Mas Tunggal for four months, from July 21st until November 21st, 2025. During this period, the intern was placed in the Secretary section for the General Manager. Various responsibilities and tasks were assigned to the intern throughout the apprenticeship, which are explained in the following sections.

1. Filing

Responsible for filing various documents, including incoming company letters from 2021 to 2025, BLI documents, GL hotel accounts, and master lists of SOP, WI, and OM. These were systematically transferred from binder folders into Microsoft Excel to ensure proper digital record-keeping and easier access.

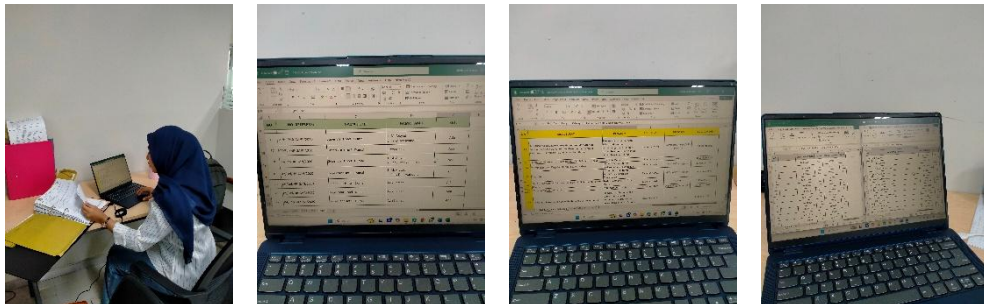


Figure 3. 1 Filing

Source: Processed data 2025

2. Manage daily incoming document

This task has been the intern's regular responsibility since the fourth week of the internship until its completion. Responsible for managing incoming documents requiring the General Manager's approval by cross-checking signatures, stamping, recording approved documents, and confirming their collection by the PIC. These tasks ensured proper authorization and accountability in document management.

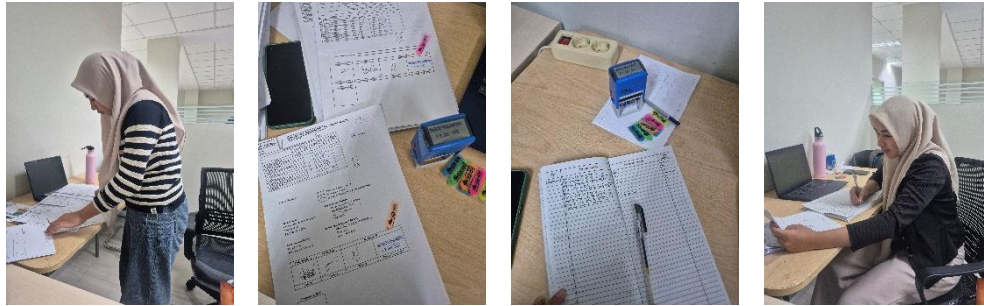


Figure 3. 2 Managing Daily Incoming Document

Source: Processed data 2025

3. Classify VMC ILM data

Classifying VMC ILM data is weekly Monday briefing report from main office, workshop, spareparts store, main gate, and others included attendance lists, documentation, and reports from each department.

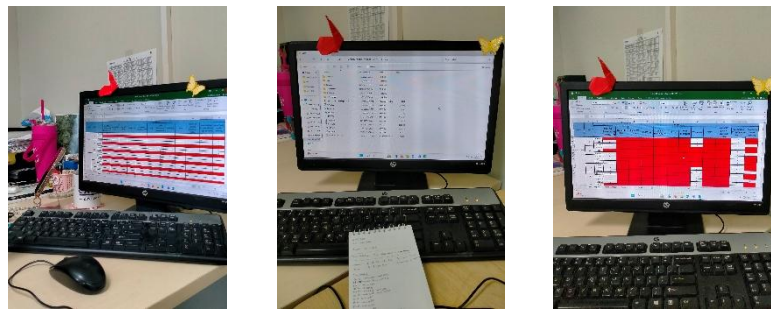


Figure 3. 3 Classifying VMC ILM Data

Source: Processed data 2025

4. Create ordner labels for annual filing

Creating ordner labels for annual filing 2020, 2024, and 2025.



Figure 3. 4 Creating Ordner Labels for Annual Filing

Source: Processed data 2025

3.2 System and Procedure

PT. Ivo Mas Tunggal relies on well-defined systems and procedures to ensure the efficient and consistent execution of its operations. Systems and procedures serve as the standard guidelines and processes used in the company to complete specific tasks and activities. During the internship, it was essential to follow these systems and procedures to accomplish the responsibilities assigned. The processes implemented during the apprenticeship at PT. Ivo Mas Tunggal within the Secretary are as follows:

1. Filing

The filing tasks focused on organizing and digitizing company documents to support efficiency, accessibility, and accuracy in record-keeping. These responsibilities included systematically filing incoming company letters PT. Ivo Mas Tunggal and PT. Oleo Sejahtera Mas from 2021 to 2025, BLI (BSA Logistics Indonesia) records, GL (General Letters) hotel accounts, and master lists of SOP (Standard Operational Procedure), WI (Work Instruction), and OM (Operation Manual). The filing process required transferring these documents from binder folders into Microsoft Excel, thereby creating structured digital archive that could be easily accessed when needed. The main objective of this activity was to transform hardcopy documents into a well-organized softcopy format, ensuring both preservation and simplified retrieval.

This process began with careful coordination with the intern's mentor, the Secretary of PT. Ivo Mas Tunggal, to understand the classification methods and filing standards applied by the company. The intern was given guidance on how to categorize documents based on date before entering them to Excel. This phase is crucial to ensure consistency and accuracy in the digital filing system, as incorrect classification can cause long-term difficulties in accessing company records.

After becoming familiar with the procedure, the intern performed routine filing. This included arranging the earliest documents at the bottom of the binder folder and entering the details into a Microsoft Excel spreadsheet. Each entry includes important information such as the letter title, sender's name, date, disposition, and disposition date to facilitate systematic organization. These tasks

require precision, attention to detail, and consistency to prevent data entry errors and maintain the integrity of the filing system.

As a result of this process, the company's filing system became more organized and efficient. The transition from physical to digital storage not only protected the documents but also improved their accessibility for future reference. This structured approach contributed to the Secretary's ability to manage records effectively and improved the overall administrative support provided to the General Manager and Deputy General Manager.

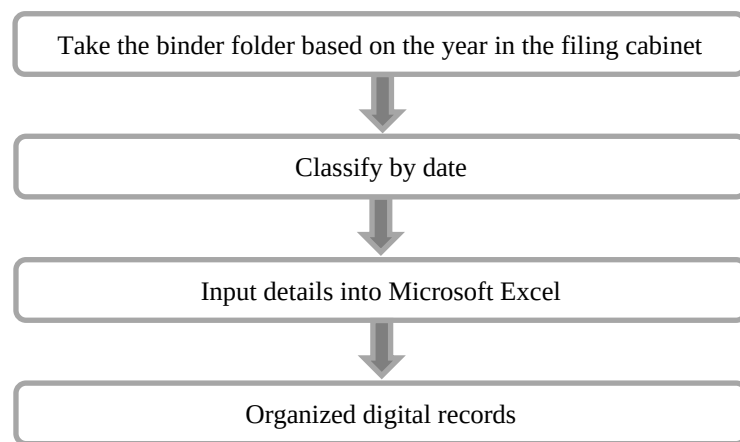


Figure 3. 5 Process of Filing
Source: Processed data 2025

The flowchart above demonstrates the filing process of incoming company letters and documents. This activity consisted of taking letters from filing cabinet, classify by date, and recording details into Microsoft Excel.

2. Manage daily incoming document

The job duties involve multiple aspects of administrative and document management tasks, with an emphasis on ensuring accuracy, authorization, and accountability in handling company documents that require approval from the General Manager. This includes cross-checking, stamping General Manager signature, recording approved documents into logbook outgoing document, and confirming documents that have been taken by the PIC in each department. The main objective of these tasks is to maintain a well-structured documentation system that supports smooth administrative operations and facilitates accountability.

This intern began the document management process through close coordination with the intern's mentor, the Secretary of PT. Ivo Mas Tunggal, who provided guidance on the standard procedures for handling documents requiring managerial approval. During this phase, the intern received detailed instructions on how to cross-check signatures, apply the General Manager's stamp, and record the documents systematically. These steps were repeatedly supervised and refined through mentor feedback to ensure that the process complied with the company's administrative standards.

After gaining a clear understanding of the procedures, the intern carried out the responsibilities on a daily basis. This requires diligence and consistency, particularly in handling sensitive documents such as invoices, penalty documents, Payment Approval Memo (PAM), Internal Memo (IM), purchase request, reimbursement, and others. The process demanded careful attention to detail, as errors in cross-checking, stamping, or recording could lead to administrative delays. By adhering to company procedures, the intern ensured that every document was properly verified, approved, recorded, and confirmed as collected by the rightful PIC. This systematic approach resulted in an efficient and accountable document management process, where every stage, from cross-checking to final confirmation, was carefully executed.

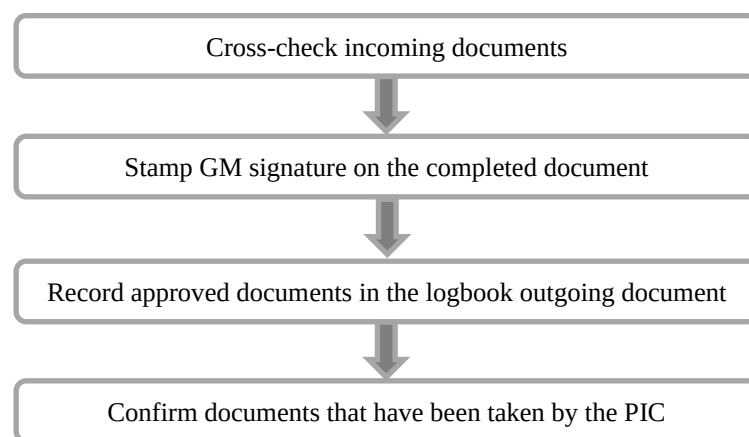


Figure 3. 6 Process of Managing Daily Incoming Document

Source: Processed data 2025

The flowchart above illustrates the process of manage incoming documents that required the General Manager's approval. The workflow covers

several steps, including cross-checking, stamping, recording into logbook outgoing document, and confirming the documents.

3. Classify VMC ILM data

The task of classifying VMC ILM data is part of a weekly agenda every Monday that serves as a reminder and refreshment of the company's code of ethics and core value. This activity takes place every Monday and involves compiling reports from various departments within the company. The briefing sessions are held in multiple locations such as the main office, workshop, spare parts store, main gate or parking area, and other operational areas where each discusses and records essential points related to workplace ethics, discipline, and company values.

Each department submits its report containing attendance lists, documentation, and summaries of the discussions held during the briefing. The collected data are then systematically reviewed and organized to ensure consistency and completeness. After gathering all materials, the reports are classified into folders categorized by month, date, and location. This structured filing method enables quick access and efficient tracking of each department's participation in the weekly VMC ILM briefing. Once the classification is completed, all complied data are checked off in a report checklist to confirm accuracy and completeness.

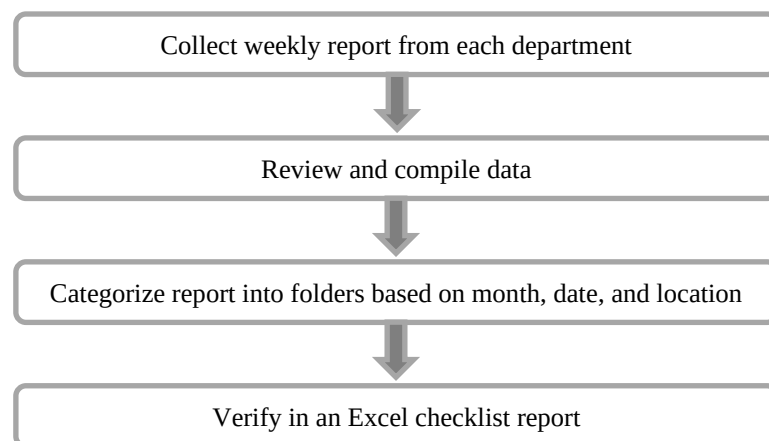


Figure 3. 7 Process of Classifying VMC ILM Data
Source: Processed data 2025

4. Create ordner labels for annual filing

Creating ordner labels for annual filing involves preparing clear and organized identification for each binder that stores one full year or archived documents. In this task the process started with designing the label text such as “*Surat Eksternal 2020*,” “*Surat Eksternal 2024*,” and “*Surat Eksternal 2025*” using Microsoft Word to ensure consistency in font size, layout, and readability. “*Surat Eksternal*” are external documents that come into the company, for example invitation letters, appeal letters, permit letters, data request letters, and other letters. Once the label designs were finalized, they were printed on plain paper to be used as the spine identifiers for the corresponding annual folders.

After printing, the necessary materials were prepared, including the binder folders (ordner), scissors, transparent tape, and printed label. Each label was then carefully cut and positioned on the spine of the ordner. Using tape, the labels were attached neatly and securely to ensure they remained intact and looked professional. This step required precision so that every binder could be easily recognized when stored on the shelf. Through this activity, the annual filing system became more structured and visually organized, making it easier to retrieve documents by year and category. The neatly labelled binders also contributed to maintaining a professional and efficient administrative environment.

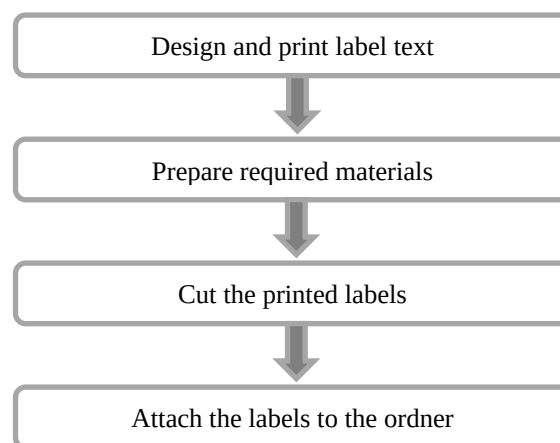


Figure 3. 8 Process of Creating Ordner Labels
Source: Processed data 2025

3.3 Kind and Description of the Activity

The activities undertaken during the apprenticeship at PT. Ivo Mas Tunggal are detailed in the table below:

Table 3. 1 Daily activities from July 21st to July 25th, 2025

Day	Activity	Place
Monday, July 21 st , 2025	1. Completed personal data and safety induction form as part of the initial orientation process to ensure understanding of workplace safety procedures within the company. 2. Cross-check penalty documents.	Office Ivo Mas Tunggal
Tuesday, July 22 nd , 2025	1. Classify VMC ILM data into folders. 2. Cross-check penalty documents.	Office Ivo Mas Tunggal
Wednesday, July 23 rd , 2025	1. Cross-check penalty documents. 2. Filing incoming company letters for the year 2023.	Office Ivo Mas Tunggal
Thursday, July 24 th , 2025	1. Continue filing incoming company letters for the year 2023. 2. Filing incoming company letters for the year 2024.	Office Ivo Mas Tunggal
Friday, July 25 th , 2025	1. Continue filing incoming company letters for the year 2024. 2. Cross-check penalty documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

The table above maintains some activities during the first week of apprenticeship at PT. Ivo Mas Tunggal. The activities are began with completing personal data guided by the Human Resources (HR) and participating in the safety induction session facilitated by the Environmental, Health, Fire, and Safety (EHFS) Department. On the second day, Tuesday, July 22nd, 2025, the activities continue with classifying VMC ILM data which is PT. Ivo Mas Tunggal's weekly agenda serving as a reminder and refreshment of the company's code of ethics and values, by organizing files into a single folder based on time period and data type, and recording the transferred data using Microsoft Excel.

The activities on Wednesday, 23rd, 2025 and Thursday, 24th, 2025 are filing incoming company letters PT. Ivo Mas Tunggal and PT. Oleo Sejahtera Mas for the year 2023 to 2024 from binder folders into Microsoft Excel. Last, on Friday, 25th, 2025, the apprentice conducted a cross-check of the completeness of initials and signatures on penalty documents, such as PK quality, CPO quality, FFA and M&I CPO quality, CPO shrinkage, under received CPO, and others before

submitting them to the General Manager for approval. For daily tasks during this week are cross-check penalty documents.

Furthermore, the following is the schedule of tasks that the intern completed during the field apprenticeship implementation at PT. Ivo Mas Tunggal in the Secretary between July 28th to August 1st, 2025, as follows:

Table 3. 2 Daily activities from July 28th to August 1st, 2025

Day	Activity	Place
Monday, July 28 th , 2025	1. Filing incoming company letters for the year 2025 (January – July). 2. Cross-check penalty documents. 3. Stamping GM signature for incoming documents.	Office Ivo Mas Tunggal
Tuesday, July 29 th , 2025	Training	Office Ivo Mas Tunggal
Wednesday, July 30 th , 2025	1. Cross-check penalty documents. 2. Filing BLI documents from 2020 to 2024.	Office Ivo Mas Tunggal
Thursday, July 31 st , 2025	1. Filing GL hotel accounts from 2020 to 2024 2. Cross-check penalty documents.	Office Ivo Mas Tunggal
	3. GEMBA activity from EHFS.	Refinery Department
Friday, August 1 st , 2025	1. Monthly MR agenda plant or 5-5-1 activity.	Refinery Department
	2. Cross-check penalty documents. 3. Filing master list SOP, WI, OM for the General Manager and Deputy General Manager documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the second week, the intern's tasks were cross-checking penalty documents, similar to the activities performed during the first week. On the first day, the intern filing incoming company letters for the year 2025, covering the months from January to July, by transferring them from binder folders into Microsoft Excel. In this day, the intern also stamping General Manager signature on documents that have been cross-checked.

On the second day, the intern attended a full-day training session. On the third day, the intern filing BLI (BSA Logistics Indonesia) documents from 2020 to 2024, also transferring them from binder folders into Microsoft Excel. On the fourth day, the intern is filing GL (General Letter) hotel accounts from 2020 to 2024, and also transferring them from binder folders as hard file into Microsoft Excel as soft file.

On the final working day of this week, the intern participated in a monthly MR plant agenda known within the company as the 5-5-1 activity, which involved collaborative work in the refinery department such as wiping dusty pipes, sweeping rooms, and repainting surfaces. Moreover, this day concluded with a filing the master list SOP (Standard Operating Procedure), WI (Work Instruction), and OM (Operation Manual) for General Manager and SOP and WI for Deputy General Manager from binder folders into Microsoft Excel.

Therefore, the agenda of activities or work that has been carried out by the intern completed during the field apprenticeship implementation at PT. Ivo Mas Tunggal in the Secretary between August 4th to August 8th, 2025, as follows:

Table 3. 3 Daily activities from August 4th to August 8th, 2025

Day	Activity	Place
Monday, August 4 th , 2025	1. Continue filing master list of SOP, WI, OM documents. 2. Filing incoming company letters for the year 2022. 3. Stamping GM signature for incoming documents. 4. Record incoming document to logbook outgoing document.	Office Ivo Mas Tunggal
Tuesday, August 5 th , 2025	1. Continue filing incoming company letters for the year 2022. 2. Stamping GM signature for incoming documents. 3. Filing incoming company letters for the year 2021.	Office Ivo Mas Tunggal
Wednesday, August 6 th , 2025	1. Continue filing incoming company letters for the year 2021. 2. Stamping GM signature for incoming documents.	Office Ivo Mas Tunggal
Thursday, August 7 th , 2025	1. Stamping GM signature for incoming documents.	Office Ivo Mas Tunggal
Friday, August 8 th , 2025	1. Stamping GM signature for incoming documents. 2. Help Secretary to insert plant audit photos into presentation file.	Office Ivo Mas Tunggal
	3. Assisting committee for Clash of Champions activities at Collaboration Cup at IMT in commemoration of Republic of Indonesia's Independence Day at PT. IMT.	Main Hall

Source: Processed data 2025

In the third week, the intern was given the daily responsibility of stamping General Manager signature on each document that has been cross-checked. On Monday, August 4th, 2025, continued filing the master list of SOP, WI, and OM that had not yet been completed. Additionally, filed incoming company letters for the year 2022 from binder folders into Microsoft Excel. The final task on that day was recorded all document that had been verified and signed by GM into logbook

outgoing document. On Tuesday, August 5th, 2025, continued filing incoming company letters for the year 2022 and also filed incoming company letters for the year 2021 until Wednesday, August 6th, 2025.

On the last day of this week, assisted in inputting plant audit photos into Microsoft PowerPoint and assisted in the Clash of Champions Collaboration Cup at IMT to commemorate Indonesia's Independence Day in the main hall. Moreover, the table below is a list of the tasks or activities the intern completed while carrying out the field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from August 11th to August 15th, 2025, as follows:

Table 3. 4 Daily activities from August 11th to August 15th, 2025

Day	Activity	Place
Monday, August 11 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, August 12 th , 2025	1. Manage daily incoming documents. 2. Help Secretary to insert plant audit photos into presentation file.	Office Ivo Mas Tunggal
Wednesday, August 13 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, August 14 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, August 15 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
	2. Assisting committee for Fun Run activities at Collaboration Cup for commemoration Republic of Indonesia's Independence Day at PT. IMT.	Plant Area
	3. Assisting committee for Got Talent activities at Collaboration Cup for commemoration Republic of Indonesia's Independence Day at PT. IMT.	Main Hall

Source: Processed data 2025

In the fourth week, the intern was given daily responsibility of managing documents. The tasks include conducted a cross-check of the completeness of signature on documents such as invoice, penalty document, PAM (Payment Approval Memo), IM (Internal Memo), purchase request, and others before submitting them to the General Manager for approval. Then, stamping General Manager signature on documents that have been cross-checked. After that, record each document that has been verified and signed by the GM into logbook outgoing document. As a result, confirmed by checking the documents that have been taken

by the PIC or document owner in each department after being signed and approved by the GM in the logbook.

And the last day, the intern assisted in the Collaboration Cup at IMT, namely fun run and got talent to commemorate Indonesia's Independence Day. Therefore, from August 18th to August 22nd, 2025, the intern completed the following tasks or activities as part of the field apprenticeship program at PT. Ivo Mas Tunggal in the Secretary:

Table 3. 5 Daily activities from August 18th to August 22nd, 2025

Day	Activity	Place
Monday, August 18 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, August 19 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, August 20 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, August 21 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, August 22 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the fifth week, the intern continued to be entrusted with the daily responsibility of managing documents. This involved cross-checking the completeness of signatures on documents such as penalty document, PAM, IM, purchase request, invoice, and others before submitting them to the General Manager for approval. The intern was also responsible for stamping General Manager signature on documents that had been reviewed, and subsequently recording each verified and approved document into the logbook outgoing document. Finally, confirmed the collection of these documents by the respective PIC or document owners in each department through verification in the logbook.

Thus, during the period of August 25th to August 29th, 2025, the following activities were undertaken by the intern in the course of the field apprenticeship program at PT. Ivo Mas Tunggal within the Secretary:

Table 3. 6 Daily activities from August 25th to August 29th, 2025

Day	Activity	Place
Monday, August 25 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Tuesday, August 26 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, August 27 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, August 28 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, August 29 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the sixth week, the intern was once again assigned routine responsibilities related to document management. The tasks included reviewing and cross-checking the completeness of signatures on various documents such as invoice, penalty document, PAM, IM, purchase request, reimbursement, and other supporting documents before forwarding them to the General Manager for approval. The intern also handled the stamping GM signature on documents that had been checked, followed by recording each approved document in the logbook outgoing document. In addition, the intern verified the retrieval of these documents by the designated PIC or document owners in each department through logbook confirmation.

Accordingly, between September 2nd and September 4th, 2025, the intern was engaged in the following tasks during the field apprenticeship program at PT. Ivo Mas Tunggal, Secretary:

Table 3. 7 Daily activities from September 2nd to September 4th, 2025

Day	Activity	Place
Tuesday, September 2 nd , 2025	1. Manage daily incoming documents. 2. Continue filing incoming company letters for the year 2025 (July to August).	Office Ivo Mas Tunggal
Wednesday, September 3 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, September 4 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the seventh week, the intern continued to undertake regular duties in managing documents. These responsibilities covered examining and cross-checking the completeness of signatures on documents such as BAST, penalty document, PAM, reimbursement, IM, purchase request, and other related files before submitting them to the General Manager for approval. The intern was also

in charge of affixing General Manager signature to documents that had been reviewed, documenting each approved file in the logbook outgoing document, and confirming that the documents were collected by the respective PIC through logbook verification.

In the week of September 8th to September 12th, 2025, the intern performed the following responsibilities as part of the field apprenticeship program at PT. Ivo Mas Tunggal within the Secretary:

Table 3. 8 Daily activities from September 8th to September 12th, 2025

Day	Activity	Place
Monday, September 8 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, September 9 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, September 10 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, September 11 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, September 12 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the eighth week, the intern was still entrusted with responsibilities related to document administration. The work involved checking and verifying the completeness of signatures on various documents, including invoice, penalty document, PAM, IM, purchase request, and other supporting documents, prior to submission to the General Manager for authorization. Furthermore, the intern carried out the process of stamping GM signature on reviewed documents, registering each approved item in the logbook outgoing document, and ensuring that the documents were retrieved by the corresponding PIC through confirmation in the logbook.

Therefore, from September 15th to September 19th, 2025, the intern completed the following tasks or activities as part of the field apprenticeship program at PT. Ivo Mas Tunggal in the Secretary:

Table 3. 9 Daily activities from September 15th to September 19th, 2025

Day	Activity	Place
Monday, September 15 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Tuesday, September 16 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, September 17 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, September 18 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, September 19 th , 2025	1. Monthly MR agenda plant or 5-5-1 activity. 2. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the ninth week, the intern was primarily responsible for administrative tasks related to managed documents. These included stamping General Manager signature on documents that had already been reviewed, recording each approved document in the logbook outgoing document, and confirming the collection of these documents by the respective PIC through logbook verification. On the last day of this week, the intern also followed monthly MR agenda plant or 5-5-1 activity.

Moreover, the list of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from September 22nd to September 26th, 2025, as follows:

Table 3. 10 Daily activities from September 22nd to September 26th, 2025

Day	Activity	Place
Monday, September 22 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, September 23 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, September 24 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, September 25 th , 2025	1. Manage daily incoming documents	Office Ivo Mas Tunggal
Friday, September 26 th , 2025	1. Manage daily incoming documents. 2. Helping HR handle training.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the tenth week, the main responsibilities focused on handling administrative tasks related to document management. These included stamping GM signature on documents that had been reviewed, recording each approved document into the logbook outgoing document, and verifying that the documents were collected by the designated PIC from each department. On the last working day of the week, an additional task was to assist the HR department in handling a training program entitled ISCC EU 4.2 Version, which aimed to ensure participants

understood the principles, structure, and system of the International Sustainability and Carbon Certification. This activity provided valuable experience outside of the Secretary. Furthermore, the list of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from September 29th to October 3rd, 2025, as follows:

Table 3. 11 Daily activities from September 29th to October 3rd, 2025

Day	Activity	Place
Monday, September 29 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, September 30 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, October 1 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, October 2 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, October 3 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the eleventh week, the intern was still responsible for managing incoming documents. These included stamping GM in document that have been cross-checked, recording approved documents into logbook outgoing document, and confirming the documents that have been taken by the PIC. Moreover, the list of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from October 6th to October 10th, 2025, as follows:

Table 3. 12 Daily activities from October 6th to October 10th, 2025

Day	Activity	Place
Monday, October 6 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, October 7 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, October 8 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, October 9 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, October 10 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the twelfth week, the intern was once again assigned routine responsibilities related to document management. The tasks included stamping GM signature on documents that had been checked, followed by recording each approved document in the logbook outgoing document. In addition, the intern verified the retrieval of these documents by the designated PIC or document owners in each department through logbook confirmation. Furthermore, the list of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from October 13th to October 17th, 2025, as follows:

Table 3. 13 Daily activities from October 13th to October 17th, 2025

Day	Activity	Place
Monday, October 13 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, October 14 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, October 15 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, October 16 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, October 17 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the thirteenth week, the primary duties centered on administrative work involving document management. The tasks consisted of stamping General Manager signature on documents that had been reviewed and approved, recording each verified document into the logbook outgoing document, and ensuring that the respective PIC from each department had collected the approved documents. Moreover, the lists of tasks or activities completed by the intern intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from October 20th to October 24th, 2025, as follows:

Table 3. 14 Daily activities from October 20th to October 24th, 2025

Day	Activity	Place
Monday, October 20 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
	2. Helping committee preparing CQP project as photographer.	Main Hall

Tuesday, October 21 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, October 22 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, October 23 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, October 24 th , 2025	1. Monthly MR agenda plant or 5-5-1 activity.	Kernel Crushing Plant
	2. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the fourteenth week, on the first day, the intern assisted in preparing the CQP (Collaborative Quality Practices) project as both committee and participant photographer. Apart from the first day, the intern continued to be responsible for managing daily incoming documents, which included stamping GM in document that have been cross-checked, recording approved documents into logbook outgoing document, and confirming the documents that have been taken by the PIC. In addition, on the last day of this week, the intern participated in the monthly in-plant agenda known as the 5-5-1 activity at the Kernel Crushing Plant. The activities included sweeping scattered kernel seeds around the plant area, cleaning waste residue, and performing other housekeeping tasks maintain workplace cleanliness and safety.

Furthermore, the lists of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from October 27th to October 31st, 2025, as follows:

Table 3. 15 Daily activities from October 27th to October 31st, 2025

Day	Activity	Place
Monday, October 27 th , 2025	1. Manage daily incoming documents. 2. Helping committee CQP project to printing JDI, SGA, and SDA material.	Office Ivo Mas Tunggal
Tuesday, October 28 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
	2. Helping committee CQP project for decorating.	Main Hall
Wednesday, October 29 th , 2025	1. Helping committee CQP project as videographer.	Main Hall
Thursday, October 30 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, October 31 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

	2. Continue filling incoming company letters for the year 2025 (September – October).	
--	---	--

Source: Processed data 2025

In the fifteenth week, as usual, the intern carried out the daily task of managing incoming documents, which included stamping General Manager signature, recording approved documents into the logbook outgoing document, and verifying document collection by the PIC. In addition, the intern assisted in printing Just Do It (JDI), Small Group Activity (SGA), and Small Development Activity (SDA) PPT and other preparations for the CQP (Collaborative Quality Practices) project at PT. Ivo Mas Tunggal. During the event, the intern also contributed as a videographer, documenting the activities throughout the program. And the last day, the intern continued filling incoming company letters for the year 2025, September until October period.

Moreover, the lists of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from November 3rd to November 7th, 2025, as follows:

Table 3. 16 Daily activities from November 3rd to November 7th, 2025

Day	Activity	Place
Monday, November 3 rd , 2025	1. Manage daily incoming documents. 2. Classified VMC ILM data.	Office Ivo Mas Tunggal
Tuesday, November 4 th , 2025	1. Manage daily incoming documents. 2. Continued in classifying VMC ILM data.	Office Ivo Mas Tunggal
Wednesday, November 5 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, November 6 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, November 7 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
	2. Assisting committee Leaders Meeting for documentation.	Main Hall

Source: Processed data 2025

In the sixteenth week, as usual, the intern carried out the daily task of managing incoming documents, which included stamping General Manager signature, recording approved documents into the logbook outgoing document, and verifying document collection by the PIC. In addition, the intern complied VMC ILM Data, which is a weekly Monday from various departments held in different

locations such as the main office, workshop, spareparts store, main gate, and others. The compilation included attendance lists, documentation, and reports from each department. These records were then organized into folders based on month, date, and location. Once the compilation was complete, it was checked and marked in the report checklist on Microsoft Excel. On the last day of this week, the intern also assisted as a photographer and videographer during the Leaders Meeting.

Furthermore, the lists of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from November 10th to November 14th, 2025, as follows:

Table 3. 17 Daily activities from November 10th to November 14th, 2025

Day	Activity	Place
Monday, November 10 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Tuesday, November 11 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, November 12 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Thursday, November 13 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Friday, November 14 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the seventeenth week, the intern continued to manage daily incoming documents including stamping General Manager signature for incoming documents have been reviewed, recording all approved documents into logbook outgoing document, and checking document that have been taken by the PIC or document's owner. Moreover, the lists of tasks or activities completed by the intern during the implementation of field apprenticeship at PT. Ivo Mas Tunggal in the Secretary from November 17th to November 21st, 2025, as follows:

Table 3. 18 Daily activities from November 17th to November 21st, 2025

Day	Activity	Place
Monday, November 17 th , 2025	1. Manage daily incoming documents. 2. Create ordner labels for annual filing 2020, 2024, and 2025.	Office Ivo Mas Tunggal
Tuesday, November 18 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal
Wednesday, November 19 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Thursday, November 20 th , 2025	1. Manage daily incoming documents. 2. Continue filing incoming company letters for the year 2025 (October – November).	Office Ivo Mas Tunggal
Friday, November 21 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the final week of the internship, the intern continued performing the routine task of managing daily incoming documents, which included stamping General Manager signature, record all approved document into logbook outgoing document, and checklist the document that have been taken by the PIC. In addition, the intern was assigned to create annual filing ordner labels for the 2020, 2024, and 2025. Moreover, continue filing incoming company letters for the year 2025 start from October until November.

3.4 Constraint of the Apprenticeship

During the apprenticeship program, no significant constraints were encountered that hindered the implementation of tasks or the completion of assigned responsibilities. All activities within the Secretary Division proceeded smoothly due to the clear workflow, supportive guidance from supervisors, and well-structured company procedures. The availability of adequate facilities and the cooperative environment within the company also contributed to the effective execution of daily duties. As a result, the apprentice was able to perform all responsibilities as planned and gain valuable experience throughout the training period.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusion

From the contents of the practical work activity report presented in the previous chapters, it can be concluded that the intern has successfully completed a four-month internship start from July 21st to November 21st, 2025, at PT. Ivo Mas Tunggal Lubuk Gaung, Dumai, within the Secretary namely:

1. Throughout the practical work program in the Secretary at PT. Ivo Mas Tunggal Lubuk Gaung, Dumai, the intern carried out several types of assigned tasks, including:
 - a. Filing several documents, including annual filing incoming company letters start from 2021 until 2025, BSA Logistics Indonesia documents, General Letters hotel accounts, and master lists SOP, WI, and OM for General Manager and Deputy General Manager documents.
 - b. Manage daily incoming documents.
 - c. Classify VMC ILM data.
 - d. Create ordner labels for annual filing.
2. Based on the intern's evaluation, performing well in the secretarial profession requires a balanced combination of administrative competencies and interpersonal abilities. Throughout the internship period, the intern found that precision in handling documents, maintaining organized filing systems, and operating office applications were fundamental to supporting daily secretarial operations. In addition, to these technical requirements, soft skills including clear communication, professionalism in coordinating with various departments, adaptability to changing workloads, and effective time management proved equally important. These competencies played a significant role in ensuring that tasks were executed efficiently, that information flowed smoothly within

the organization, and that the secretarial function could effectively contribute to the company's overall administrative performance.

4.2 Suggestion

Several suggestions are proposed for the intern, the company, and the State Polytechnic of Bengkalis, namely:

1. The Intern

The intern is advised to continue strengthening administrative competencies, particularly in document handling, communication, and the use of digital office tools. Consistent improvement in accuracy, time management, and professionalism will support future career development in administrative roles.

2. PT. Ivo Mas Tunggal Lubuk Gaung, Dumai

It is suggested that PT. Ivo Mas Tunggal consider providing official internship certificates for interns so that they can use them appropriately for future academic or professional purposes.

3. State Polytechnic of Bengkalis

State Polytechnic of Bengkalis is recommended to provide more comprehensive pre-internship preparation through workshops on professional communication and administrative practices. Strengthening partnerships with industry and improving internship monitoring will further support students in achieving optimal learning outcomes.

REFERENCES

Official Website Politeknik Negeri Bengkalis: <https://www.polbeng.ac.id/>

Lubuk Gaung, 3 Juli 2025

Nomor : 100/IMT/VII/2025

Lamp : -

Hal : Surat Balasan PKL – Politeknik Negeri Bengkalis

Kepada Yth :

Pimpinan Politeknik Negeri Bengkalis

Di Tempat

Berdasarkan surat dari Politeknik Negeri Bengkalis perihal permohonan Praktek Kerja Lapangan (PKL) selama 4 bulan dari 21 Juli – 21 November 2025 maka melalui surat ini kami dapat menerima mahasiswa Politeknik Negeri Bengkalis untuk melaksanakan Praktek Kerja Lapangan di PT. Ivo Mas Tunggal sesuai dengan penempatan berikut:

No	Nama	Jurusan	Penempatan Bagian
1	Melva Luvita Lubis	D-IV Bahasa Inggris	Sekretaris
2	Faralia Riska	D-IV Bahasa Inggris	CSR dan Humas
3	Milatun Hasanah	D-IV Bahasa Inggris	Management Representative

Untuk melengkapi administrasi, kami membutuhkan :

1. Biodata CV siswa/mahasiswa.
2. Buku kegiatan harian yang diisi oleh siswa/mahasiswa yang dilaporkan saat pelaksanaan.
3. Laporan magang pada akhir program.

Syarat yang dibutuhkan :

1. Pihak sekolah menyediakan BPJS Kesehatan dan BPJS Ketenagakerjaan dilampirkan saat hari pertama.
2. APD (sepatu safety & helm safety berwarna putih) disediakan oleh sekolah/ universitas/ peserta. Apabila peserta tidak melengkapi APD dihari pertama maka peserta tidak dapat melanjutkan magang.
3. Surat pernyataan pihak sekolah/universitas bahwa perusahaan hanya menyediakan tempat belajar praktek, pemantauan terhadap siswa/mahasiswa dan kejadian yang terkait dengan pelaksanaan praktek kerja (termasuk kecelakaan kerja jika terjadi adalah tanggung jawab sekolah).
4. Perusahaan menerapkan tata tertib dan prosedur sebagaimana untuk karyawan.

Demikian surat ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat kami,



PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY
Youkhe C Kalangi
Head of HR & GA

PT. IVO MAS TUNGGAL

SURAT KETERANGAN

259 / HRD / XI / 2025

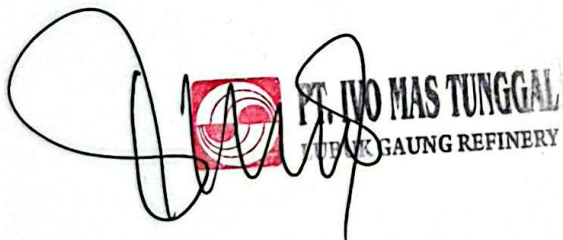
Yang bertanda tangan di bawah ini menerangkan :

Nama	: Melda Luvita Lubis
Tempat/Tanggal Lahir	: Minas, 27 Mei 2004
Asal Universitas	: Politeknik Negeri Bengkalis

Adalah benar mahasiswa yang melaksanakan Magang di **PT. Ivo Mas Tunggal (Sinarmas Agribusiness and Food)** sejak 21 Juli - 21 November 2025 di bagian Secretary.

Demikian surat keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Dumai, 25 November 2025
PT. IVO MAS TUNGGAL



PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY

Youkhe C Kalangi
Head of HR

EVALUATION RESULT FROM JOB TRAINING
PT. IVO MAS TUNGGAL – LUBUK GAUNG, DUMAI

Name : Melda Luvita Lubis
Student's Identity No. : 5504221058
Study Program : D-IV English for Business and Professional Communication
College : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1	Discipline	20%	90
2	Responsibility	25%	90
3	Adjustment/Adaptation	10%	45
4	Work Result	30%	90
5	Behavior in General	15%	95
Total (1+2+3+4+5)		100%	
Average			

Explanation

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

Note:

Peserta magang menunjukkan inisiatif yg cukup baik dan mampu menyelesaikan tugas-tugas dengan cukup baik, namun perlu ditingkatkan ketelitian dalam mengerjakan tugas-tugas yg diberikan -

Dumai, November 21st, 2025



Evi Mona Asima
Apprenticeship Mentor



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

ABSENSI KERJA PRAKTEK

PT. IVO MAS TUNGGAL – LUBUK GAUNG, DUMAI

Nama	NIM	Minggu 1				
		21 Juli	22 Juli	23 Juli	24 Juli	25 Juli
Melda Luvita Lubis	5504221058	Meld	Meld	Meld	Meld	Meld
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	Has	Has	Has	Has	Has

Nama	NIM	Minggu 2				
		28 Juli	29 Juli	30 Juli	31 Juli	1 Agustus
Melda Luvita Lubis	5504221058	Meld	Meld	Meld	Meld	Meld
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	Has	Has	Has	Has	Has

Dumai, 31 Juli 2025

Pembimbing Perusahaan/ Instansi



Novia Veronika
Human Resource Officer



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nama	NIM	Minggu 1				
		4 Agustus	5 Agustus	6 Agustus	7 Agustus	8 Agustus
Melda Luvita Lubis	5504221058	Meld	Meld	Meld	Meld	Meld
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	Has	Has	Has	Has	Has

Nama	NIM	Minggu 2				
		11 Agustus	12 Agustus	13 Agustus	14 Agustus	15 Agustus
Melda Luvita Lubis	5504221058	Meld	Meld	Meld	Meld	Meld
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	Has	Has	Has	Has	Has

Nama	NIM	Minggu 3				
		18 Agustus	19 Agustus	20 Agustus	21 Agustus	22 Agustus
Melda Luvita Lubis	5504221058	Meld	Meld	Meld	Meld	Meld
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	Has	Has	Has	Has	Has

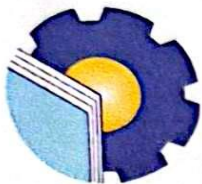
Nama	NIM	Minggu 4				
		25 Agustus	26 Agustus	27 Agustus	28 Agustus	29 Agustus
Melda Luvita Lubis	5504221058	Meld	Meld	Meld	Meld	Meld
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	Has	Has	Has	Has	Has

Dumai, 29 Agustus 2025

Pembimbing Perusahaan/Instansi

PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY

Novia Veronika
Human Resource Officer



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nama	NIM	Minggu 1				
		1 September	2 September	3 September	4 September	5 September
Melda Luvita Lubis	5504221058	Sakit	Male	Male	Male	
Faralia Riska	5504221071	Pint	Pint	Pint	Pint	
Milatun Hasanah	5504221082	fat .	fat .	fat .	fat .	

Nama	NIM	Minggu 2				
		8 September	9 September	10 September	11 September	12 September
Melda Luvita Lubis	5504221058	Male	Male	Male	Male	Male
Faralia Riska	5504221071	Pint	Pint	Pint	Sakit	Pint
Milatun Hasanah	5504221082	fat .	fat .	fat .	fat .	fat .

Nama	NIM	Minggu 3				
		15 September	16 September	17 September	18 September	19 September
Melda Luvita Lubis	5504221058	Male	Male	Male	Male	Male
Faralia Riska	5504221071	Pint	Pint	Pint	Pint	Pint
Milatun Hasanah	5504221082	fat .	fat .	fat .	fat .	fat .

Nama	NIM	Minggu 4				
		22 September	23 September	24 September	25 September	26 September
Melda Luvita Lubis	5504221058	Male	Male	Male	Male	Male
Faralia Riska	5504221071	Pint	Pint	Pint	Pint	Sakit
Milatun Hasanah	5504221082	fat .	fat .	fat .	fat .	fat .

Dumai, 26 September 2025

Pembimbing Perusahaan/Instansi


PT. IVO MAS TUNGGAL
BUK GAUNG REFINERY

Novia Veronika
Human Resource Officer



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nama	NIM	Minggu 1				
		29 September	30 September	1 Oktober	2 Oktober	3 Oktober
Melda Luvita Lubis	5504221058	Mela	Mela	Mela	Mela	Mela
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	sakit	sakit	sakit	sakit	sakit

Nama	NIM	Minggu 2				
		6 Oktober	7 Oktober	8 Oktober	9 Oktober	10 Oktober
Melda Luvita Lubis	5504221058	Mela	Mela	Mela	Mela	Mela
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	sakit	sakit	sakit	sakit	sakit

Nama	NIM	Minggu 3				
		13 Oktober	14 Oktober	15 Oktober	16 Oktober	17 Oktober
Melda Luvita Lubis	5504221058	Mela	Mela	Mela	Mela	Mela
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	sakit	sakit	sakit	sakit	sakit

Nama	NIM	Minggu 4				
		20 Oktober	21 Oktober	22 Oktober	23 Oktober	24 Oktober
Melda Luvita Lubis	5504221058	Mela	Mela	Mela	Mela	Mela
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	sakit	sakit	sakit	sakit	sakit

Nama	NIM	Minggu 5				
		27 Oktober	28 Oktober	29 Oktober	30 Oktober	31 Oktober
Melda Luvita Lubis	5504221058	Mela	Mela	Mela	Mela	Mela
Faralia Riska	5504221071	Rint	Rint	Rint	Rint	Rint
Milatun Hasanah	5504221082	sakit	sakit	sakit	sakit	sakit

Dumai, 31 Oktober 2025

Pembimbing Perusahaan/Instansi

 T. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY

Novia Veronika
Human Resource Officer



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI

POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711

Telepon: (+62766) 24566, Fax: (+62766) 800 1000

Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nama	NIM	Minggu 1				
		3 November	4 November	5 November	6 November	7 November
Melda Luvita Lubis	5504221058	Melda	Melda	Melda	Melda	Melda
Faralia Riska	5504221071	Riska	Riska	Riska	Riska	Riska
Milatun Hasanah	5504221082	Hasanah	Hasanah	Hasanah	Hasanah	Hasanah

Nama	NIM	Minggu 2				
		10 November	11 November	12 November	13 November	14 November
Melda Luvita Lubis	5504221058	Melda	Melda	Melda	Melda	Melda
Faralia Riska	5504221071	Riska	Riska	Riska	Riska	Riska
Milatun Hasanah	5504221082	Hasanah	Hasanah	Hasanah	Hasanah	Hasanah

Nama	NIM	Minggu 3				
		17 November	18 November	19 November	20 November	21 November
Melda Luvita Lubis	5504221058	Melda	Melda	Melda	Melda	Melda
Faralia Riska	5504221071	Riska	Riska	Riska	Riska	Riska
Milatun Hasanah	5504221082	Hasanah	Hasanah	Hasanah	Hasanah	Hasanah

Dumai, 21 November 2025

Pembimbing Perusahaan/Instansi

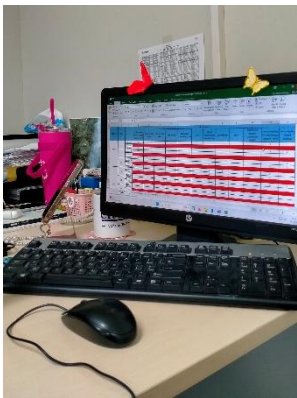
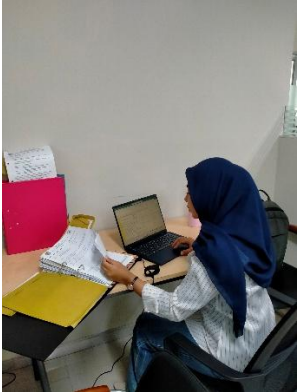


Novia Veronika
Human Resource Officer

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : July 21st to July 25th, 2025

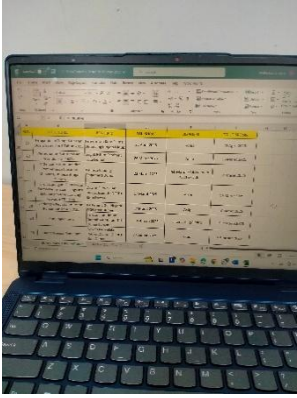
Day	Activity	Place	Approved by Mentor
Monday, July 21 st , 2025	1. Completed personal data and safety induction form as part of the initial orientation process to ensure understanding of workplace safety procedures within the company. 2. Cross-check penalty documents.	Office Ivo Mas Tunggal	
Tuesday, July 22 nd , 2025	1. Classify VMC ILM data into folders. 2. Cross-check penalty documents.	Office Ivo Mas Tunggal	
Wednesday, July 23 rd , 2025	1. Cross-check penalty documents. 2. Filing incoming company letters for 2023.	Office Ivo Mas Tunggal	
Thursday, July 24 th , 2025	1. Continue filing incoming company letters for the year 2023. 2. Filing incoming company letters for the year 2024.	Office Ivo Mas Tunggal	
Friday, July 25 th , 2025	1. Continue filing incoming company letters for the year 2024. 2. Cross-check penalty documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	In the first week at PT. Ivo Mas Tunggal, the internship began with completing personal data guided by the HR and participating in the safety induction session facilitated by the EHFS department. The intern was also immediately assigned to classify VMC ILM data by organizing files into a single folder based on time period and data type, and recording the transferred data using Microsoft Excel. Furthermore, was tasked filing incoming company letters PT. Ivo Mas Tunggal and PT. Oleo Sejahtera Mas for the year 2023 to 2024 from binder folders into Microsoft Excel. For daily tasks that cross-checked penalty documents and stamping General Manager signature.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : July 28th to August 1st, 2025

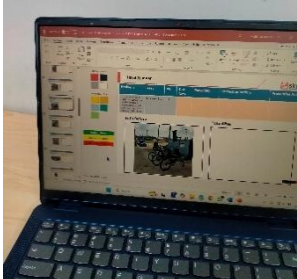
Day	Activity	Place	Approved by Mentor
Monday, July 28 th , 2025	1. Filing incoming company letters for the year 2025 (January – July). 2. Cross-check penalty documents. 3. Stamping GM signature for incoming documents.	Office Ivo Mas Tunggal	
Tuesday, July 29 th , 2025	Training	Office Ivo Mas Tunggal	
Wednesday, July 30 th , 2025	1. Cross-check penalty documents. 2. Filing BLI documents from 2020 to 2024.	Office Ivo Mas Tunggal	
Thursday, July 31 st , 2025	1. Filing GL hotel accounts from 2020 to 2024. 2. Cross-check penalty documents.	Office Ivo Mas Tunggal	
	3. GEMBA activity from EHFS.	Refinery Department	
Friday, August 1 st , 2025	1. Monthly MR agenda plant or 5-5-1 activity.	Refinery Department	
	2. Cross-check penalty documents.		
	3. Filing master list of SOP, WI, OM for the General Manager and Deputy General Manager documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	During the second week, as usual, cross-checked penalty documents and stamping GM signature. Then, filed several documents, including incoming company letters for 2025 (July to August), BLI (BSA Logistics Indonesia) documents and GL (General Letter) hotel accounts from 2020 to 2024, and master list for the General Manager and Deputy General Manager into Microsoft Excel. In addition, participated in GEMBA activity from the EHFS department and also 5-5-1 activity in the refinery department.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : August 4th to August 8th, 2025

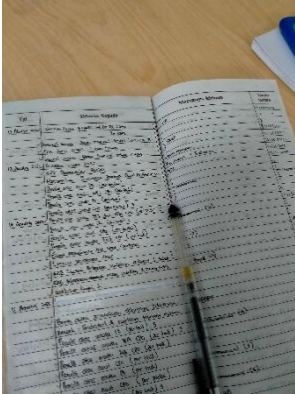
Day	Activity	Place	Approved by Mentor
Monday, August 4 th , 2025	1. Continue filing master list of SOP, WI, OM documents. 2. Filing incoming company letters for the year 2022. 3. Stamping GM signature for incoming documents. 4. Record incoming document to logbook outgoing document.	Office Ivo Mas Tunggal	
Tuesday, August 5 th , 2025	1. Continue filing incoming company letters for the year 2022. 2. Stamping GM signature for incoming documents. 3. Filing incoming company letters for the year 2021.	Office Ivo Mas Tunggal	
Wednesday, August 6 th , 2025	1. Continue filing incoming company letters for the year 2021. 2. Stamping GM signature for incoming documents.	Office Ivo Mas Tunggal	
Thursday, August 7 th , 2025	1. Stamping GM signature for incoming documents.	Office Ivo Mas Tunggal	
Friday, August 8 th , 2025	1. Stamping GM signature for incoming documents. 2. Help Secretary to insert plant audit photos into presentation file.	Office Ivo Mas Tunggal	
	3. Assisting committee for Clash of Champions activities at Collaboration Cup in commemoration of Republic of Indonesia's Independence Day at PT. IMT.	Main Hall	

Pictures of Activity	Description
  	During the third week, archived several files, including continued the master list and incoming company letters for 2021 and 2022 into Microsoft Excel. Additionally, to archiving, assistance was given in inserting plant audit photos into Microsoft PowerPoint, and as part of activities to commemorate Indonesia's Independence Day, support was provided for the Collaboration Cup Event, namely Clash of Champions in main hall.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : August 11th to August 15th, 2025

Day	Activity	Place	Approved by Mentor
Monday, August 11 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, August 12 th , 2025	1. Manage daily incoming documents. 2. Help Secretary to insert plant audit photos into presentation file.	Office Ivo Mas Tunggal	
Wednesday, August 13 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, August 14 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, August 15 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
	2. Assisting committee for Fun Run activities at Collaboration Cup for commemoration Republic of Indonesia's Independence Day at PT. IMT.	Area Plant	
	3. Assisting committee for Got Talent activities at Collaboration Cup for commemoration Republic of Indonesia's Independence Day at PT. IMT.	Main Hall	

Pictures of Activity	Description
 	During the fourth week, an opportunity was given to daily responsibility of managing documents. The tasks include cross-check incoming documents, then, stamping General Manager signature on that documents that have been cross-checked, after that, if GM approved and signed, record all document into logbook outgoing document. Finally, confirmed by checking the documents that have been taken by the PIC (Person in Charge) or document owner in each department. In addition, participated in activities commemorating Indonesia's Independence Day, including Fun Run and Got Talent.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : August 18th to August 22nd, 2025

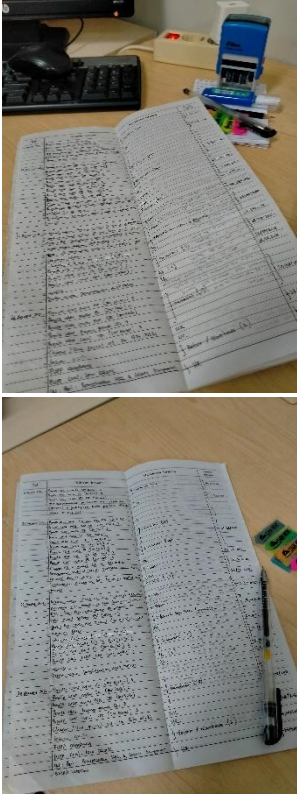
Day	Activity	Place	Approved by Mentor
Monday, August 18 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, August 19 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, August 20 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, August 21 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, August 22 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	During the fifth week, managed daily incoming documents as always. The first is cross-check of completeness signatures and initials on documents before submitting them to the GM for approval. Then, stamping GM signature on the documents. After that, record all document that had been verified and signed by GM into logbook outgoing document. And lastly, confirmed by checking the documents that have been taken by the PIC in each department.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : August 25th to August 29th, 2025

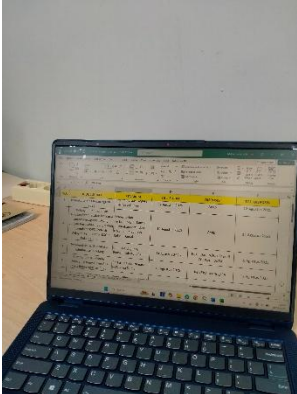
Day	Activity	Place	Approved by Mentor
Monday, August 25 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, August 26 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, August 27 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, August 28 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, August 29 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	During the sixth week, the intern continued to handle routine tasks in managing daily incoming documents. The responsibilities included checking the completeness of signatures on documents before forwarding them to the GM for approval, followed by stamping GM signatures on the verified documents. The intern then recorded all approved documents into logbook outgoing document and finally confirmed the document that have been taken by the PIC.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : September 2nd to September 4th, 2025

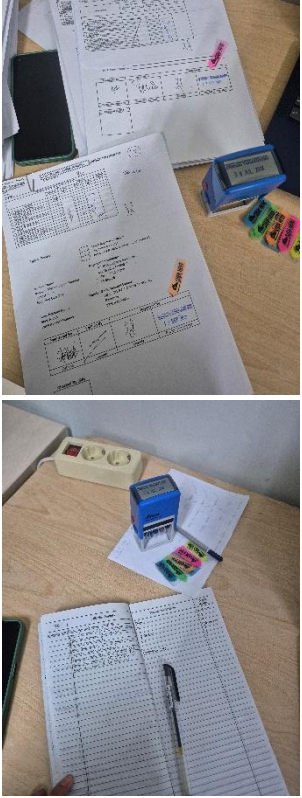
Day	Activity	Place	Approved by Mentor
Tuesday, September 2 nd , 2025	1. Manage daily incoming documents. 2. Continue filing incoming company letters for the year 2025 (July - August).	Office Ivo Mas Tunggal	
Wednesday, September 3 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, September 4 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	During the seventh week, the intern was responsible for managing incoming documents that required the General Manager's approval. Furthermore, continued filing incoming company letters for the year 2025, covering the period from July to August.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : September 8th to September 12th, 2025

Day	Activity	Place	Approved by Mentor
Monday, September 8 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, September 9 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, September 10 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, September 11 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, September 12 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	During the eighth week, the intern was assigned routine responsibilities in the Secretary, particularly in managing incoming documents that required the General Manager's approval. This task was carried out on a daily basis to ensure that each document was properly reviewed and processed in accordance with company procedures.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : September 15th to September 19th, 2025

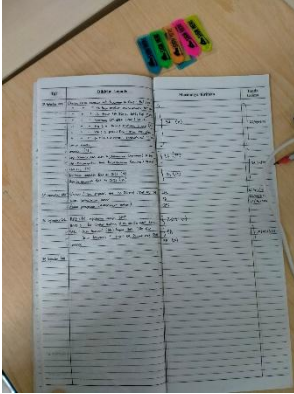
Day	Activity	Place	Approved by Mentor
Monday, September 15 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, September 16 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, September 17 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, September 18 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, September 19 th , 2025	1. Monthly MR agenda plant or 5-5-1 activity. 2. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	During the ninth week, the intern continued to carry out the daily responsibilities, which primarily involved managing incoming documents requiring approval from the GM. This task remained the main focus in supporting the smooth flow of the company's administrative process.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : September 22nd to September 26th, 2025

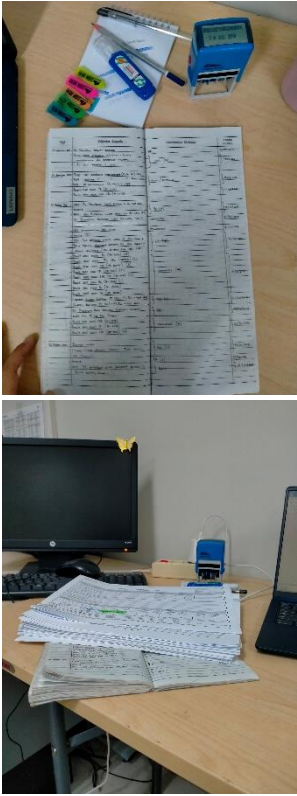
Day	Activity	Place	Approved by Mentor
Monday, September 22 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, September 23 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, September 24 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, September 25 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, September 26 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
	2. Helping HR handle training.	Main Hall	

Pictures of Activity	Description
 	During the tenth week, the intern continued to have the same tasks as in previous weeks, namely managing daily incoming documents. And on the last day of this week, assisted the HR department in handling ISCC EU 4.2 Version training. From this activity, the intern gained experience outside of my work as a Secretary.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : September 29th to October 3rd, 2025

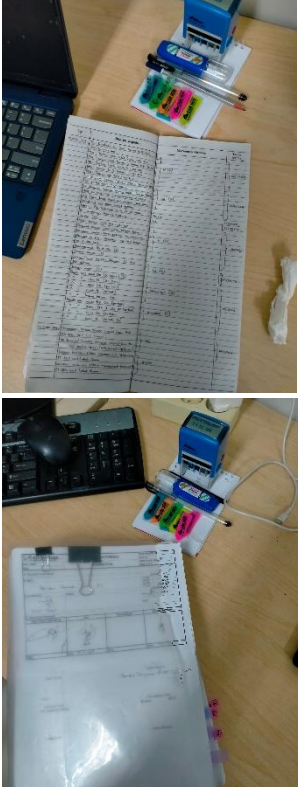
Day	Activity	Place	Approved by Mentor
Monday, September 29 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, September 30 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, October 1 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, October 2 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, October 3 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	During the eleventh week, the intern was still responsible for managing incoming documents. These included stamping GM in document that have been cross-checked, recording approved documents into logbook outgoing document, and confirming the documents that have been taken by the PIC.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : October 6th to October 10th, 2025

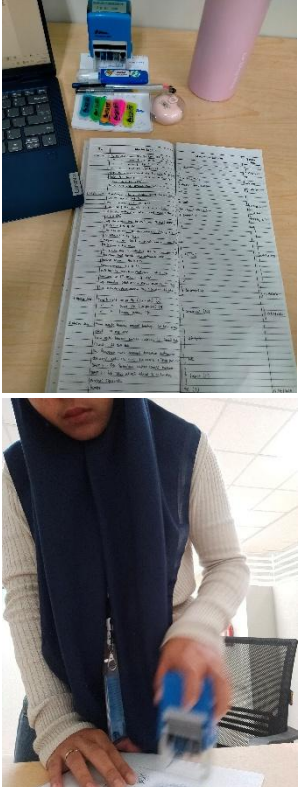
Day	Activity	Place	Approved by Mentor
Monday, October 6 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, October 7 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, October 8 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, October 9 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, October 10 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	During the twelfth week, the intern was once again assigned routine responsibilities related to document management. The tasks included stamping of the GM signature on documents that had been checked, followed by recording each approved document in the logbook outgoing document. In addition, the intern verified the retrieval of these documents by the designated PIC or document owners in each department through logbook confirmation.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : October 13th to October 17th, 2025

Day	Activity	Place	Approved by Mentor
Monday, October 13 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, October 14 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, October 15 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, October 16 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, October 17 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	During the thirteenth week, the primary duties centered on administrative work involving document management. The tasks consisted of stamping GM signature on documents that had been reviewed and approved, logging each verified document into the logbook outgoing document, and ensuring that the respective PIC from each department had collected the approved documents.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : October 20th to October 24th, 2025

Day	Activity	Place	Approved by Mentor
Monday, October 20 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
	2. Helping committee preparing CQP project as photographer.	Main Hall	
Tuesday, October 21 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, October 22 nd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, October 23 rd , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, October 24 th , 2025	1. Monthly MR agenda plant or 5-5-1 activity.	Kernel Crushing Plant	
	2. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
  	During the fourteenth week, the intern assisted in preparing the CQP project as both committee and participant photographer. For daily, continued to be responsible for managing daily incoming documents, which included stamping GM in document that have been cross-checked, recording approved documents into logbook outgoing document, and confirming the documents that have been taken by the PIC. In addition, on the last day of this week, participated in the 5-5-1 activity at the KCP.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : October 27th to October 31st, 2025

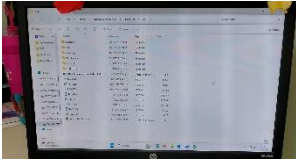
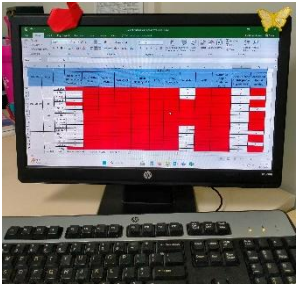
Day	Activity	Place	Approved by Mentor
Monday, October 27 th , 2025	1. Manage daily incoming documents. 2. Helping committee CQP project to printing JDI, SGA, and SDA material.	Office Ivo Mas Tunggal	
Tuesday, October 28 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
	2. Helping committee CQP project for decorating.	Main Hall	
Wednesday, October 29 th , 2025	1. Helping committee CQP project as videographer.	Main Hall	
Thursday, October 30 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, October 31 st , 2025	1. Manage daily incoming documents. 2. Continue filing incoming company letters for the year 2025 (September – October).	Office Ivo Mas Tunggal	

Pictures of Activity	Description
  	During the fifteenth week, as usual, the intern carried out the daily task of managing incoming documents, which included stamping GM signature, recording approved documents into the logbook outgoing document, and verifying document collection by the PIC. In addition, the intern assisted in printing JDI, SGA, and SDA material and other preparations for the CQP project at PT. Ivo Mas Tunggal. During the event, the intern also contributed as a videographer, documenting the activities throughout the program. Moreover, continued filling incoming company letters for September to October 2025.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : November 3rd to November 7th, 2025

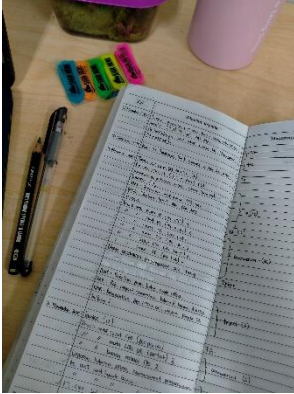
Day	Activity	Place	Approved by Mentor
Monday, November 3 rd , 2025	1. Manage daily incoming documents. 2. Classify VMC ILM data into folders.	Office Ivo Mas Tunggal	
Tuesday, November 4 th , 2025	1. Manage daily incoming documents. 2. Continue to classify VMC ILM data into folders.	Office Ivo Mas Tunggal	
Wednesday, November 5 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, November 6 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, November 7 th , 2025	1. Manage daily incoming documents. 2. Assisting committee Leader Meeting for documentation.	Office Ivo Mas Tunggal Main Hall	

Pictures of Activity	Description
  	During the sixteenth week, the intern continued managing daily incoming documents, including stamping, recording, and verifying approved documents. Additionally, the intern compiled VMC ILM Data, which involved organizing attendance, documentation, and reports from various departments based on month, date, and location, and checking the compiled data in the Excel report checklist. And also assisted as a documenter during the Leaders Meeting.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : November 10th to November 14th, 2025

Day	Activity	Place	Approved by Mentor
Monday, November 10 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Tuesday, November 11 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, November 12 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, November 13 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Friday, November 14 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	During the seventeenth week, the intern continued managing daily incoming documents, including stamping, recording, and verifying approved documents.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Melda Luvita Lubis
 Intern Position : Secretary
 Business Unit : PT. Ivo Mas Tunggal – Lubuk Gaung, Dumai
 Mentor Name : Evi Mona Asima
 Period : November 17th to November 21st, 2025

Day	Activity	Place	Approved by Mentor
Monday, November 17 th , 2025	1. Manage daily incoming documents. 2. Create ordner labels for annual filing 2020, 2024, and 2025.	Office Ivo Mas Tunggal	
Tuesday, November 18 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Wednesday, November 19 th , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	
Thursday, November 20 th , 2025	1. Manage daily incoming documents. 2. Continue filing incoming company letters for the year 2025 (October – November).	Office Ivo Mas Tunggal	
Friday, November 21 st , 2025	1. Manage daily incoming documents.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	During the final week, the intern continued the routine task of managing daily incoming documents, including stamping, recording, and verifying approved documents. In addition, was assigned to create ordner labels for annual filing 2020, 2024, and 2025. Moreover, the intern continued annual filing incoming company letters for the year 2025 (October – November).

Rincian Kegiatan

<

Cari Kegiatan

Q

< Kembali ke Daftar

+ Tambah

Data Kegiatan	Periode2025 Ganjil Akademik Jenis KegiatanKerja Praktek/PKL Nama KegiatanKerja Pratek	Unit Instansi Kelompok	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional PT. Ivo Mas Tunggal, Kota Dumai		
Peserta					
Pembimbing					
Rincian Kegiatan					
No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 21 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
2	Jumat, 21 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
3	Jumat, 21 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
4	Kamis, 20 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
5	Kamis, 20 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
6	Kamis, 20 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	LANJUTAN FILING SURAT MASUK PERUSAHAAN 2025 (OCT – NOV)	  
7	Rabu, 19 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
8	Rabu, 19 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
9	Rabu, 19 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
10	Selasa, 18 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
11	Selasa, 18 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
12	Selasa, 18 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
13	Senin, 17 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
14	Senin, 17 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
15	Senin, 17 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	CREATE ORDNER LABELS FOR ANNUAL FILING	  
16	Jumat, 14 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
17	Jumat, 14 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
18	Jumat, 14 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
19	Kamis, 13 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
20	Kamis, 13 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
21	Kamis, 13 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
22	Rabu, 12 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
23	Rabu, 12 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
24	Rabu, 12 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
25	Selasa, 11 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
26	Selasa, 11 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	
27	Selasa, 11 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	

28	Senin, 10 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
29	Senin, 10 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
30	Senin, 10 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
31	Jumat, 7 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
32	Jumat, 7 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
33	Jumat, 7 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	ASSISTED LEADERS MEETING AS DOCUMENTER	  
34	Kamis, 6 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
35	Kamis, 6 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
36	Kamis, 6 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
37	Rabu, 5 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
38	Rabu, 5 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
39	Rabu, 5 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
40	Selasa, 4 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
41	Selasa, 4 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
42	Selasa, 4 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	LANJUTAN VMC ILM DATA	  
43	Senin, 3 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
44	Senin, 3 November 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	VMC ILM DATA	  
45	Senin, 3 November 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
46	Jumat, 31 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
47	Jumat, 31 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
48	Jumat, 31 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	LANJUTAN FILING SURAT MASUK 2025 (SEP – OKT)	  
49	Kamis, 30 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
50	Kamis, 30 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
51	Kamis, 30 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
52	Rabu, 29 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
53	Rabu, 29 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
54	Rabu, 29 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	ASSISTED CQP PROJECT AS VIDEOGRAPHER	  
55	Selasa, 28 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
56	Selasa, 28 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
57	Selasa, 28 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
58	Senin, 27 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
59	Senin, 27 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
60	Senin, 27 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
61	Jumat, 24 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
62	Jumat, 24 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
63	Jumat, 24 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  

64	Kamis, 23 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
65	Kamis, 23 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
66	Kamis, 23 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	OFF (SICK)	  
67	Rabu, 22 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
68	Rabu, 22 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
69	Rabu, 22 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
70	Selasa, 21 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
71	Selasa, 21 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
72	Selasa, 21 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
73	Senin, 20 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
74	Senin, 20 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
75	Senin, 20 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
76	Jumat, 17 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
77	Jumat, 17 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
78	Jumat, 17 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
79	Kamis, 16 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
80	Kamis, 16 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
81	Kamis, 16 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
82	Rabu, 15 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
83	Rabu, 15 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
84	Rabu, 15 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
85	Selasa, 14 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
86	Selasa, 14 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
87	Selasa, 14 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
88	Senin, 13 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
89	Senin, 13 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
90	Senin, 13 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
91	Jumat, 10 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
92	Jumat, 10 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
93	Jumat, 10 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
94	Kamis, 9 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
95	Kamis, 9 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
96	Kamis, 9 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
97	Rabu, 8 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	
98	Rabu, 8 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	
99	Rabu, 8 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	

100	Selasa, 7 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
101	Selasa, 7 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
102	Selasa, 7 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
103	Senin, 6 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
104	Senin, 6 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
105	Senin, 6 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
106	Jumat, 3 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
107	Jumat, 3 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
108	Jumat, 3 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
109	Kamis, 2 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
110	Kamis, 2 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
111	Kamis, 2 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
112	Rabu, 1 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
113	Rabu, 1 Oktober 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
114	Rabu, 1 Oktober 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
115	Selasa, 30 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
116	Selasa, 30 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
117	Selasa, 30 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
118	Senin, 29 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
119	Senin, 29 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	OFF (SICK)	  
120	Senin, 29 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
121	Jumat, 26 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
122	Jumat, 26 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
123	Jumat, 26 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MEMBANTU HR DEPARTMENT HANDLE TRAINING	  
124	Kamis, 25 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
125	Kamis, 25 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
126	Kamis, 25 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
127	Rabu, 24 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
128	Rabu, 24 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
129	Rabu, 24 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
130	Selasa, 23 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
131	Selasa, 23 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
132	Selasa, 23 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
133	Senin, 22 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
134	Senin, 22 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
135	Senin, 22 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  

136	Jumat, 19 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
137	Jumat, 19 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
138	Jumat, 19 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
139	Kamis, 18 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
140	Kamis, 18 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
141	Kamis, 18 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
142	Rabu, 17 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
143	Rabu, 17 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
144	Rabu, 17 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
145	Selasa, 16 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
146	Selasa, 16 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
147	Selasa, 16 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
148	Senin, 15 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
149	Senin, 15 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
150	Senin, 15 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
151	Jumat, 12 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
152	Jumat, 12 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
153	Jumat, 12 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
154	Kamis, 11 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
155	Kamis, 11 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
156	Kamis, 11 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
157	Rabu, 10 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
158	Rabu, 10 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
159	Rabu, 10 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
160	Selasa, 9 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
161	Selasa, 9 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
162	Selasa, 9 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
163	Senin, 8 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
164	Senin, 8 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
165	Senin, 8 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
166	Jumat, 5 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	LIBUR	  
167	Kamis, 4 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
168	Kamis, 4 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
169	Kamis, 4 September 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
170	Rabu, 3 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
171	Rabu, 3 September 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  

172	Rabu, 3 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
173	Selasa, 2 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
174	Selasa, 2 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
175	Selasa, 2 September 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	LANJUTAN FILING SURAT MASUK 2025 (JULY – AUG)	  
176	Senin, 1 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERNSHIP REPORT	  
177	Senin, 1 September 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
178	Jumat, 29 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
179	Jumat, 29 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
180	Jumat, 29 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
181	Kamis, 28 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
182	Kamis, 28 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERNSHIP REPORT	  
183	Kamis, 28 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
184	Rabu, 27 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
185	Rabu, 27 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
186	Rabu, 27 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
187	Selasa, 26 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
188	Selasa, 26 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
189	Selasa, 26 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
190	Senin, 25 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
191	Senin, 25 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
192	Senin, 25 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
193	Jumat, 22 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
194	Jumat, 22 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
195	Jumat, 22 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
196	Kamis, 21 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
197	Kamis, 21 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
198	Kamis, 21 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
199	Rabu, 20 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
200	Rabu, 20 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
201	Rabu, 20 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
202	Selasa, 19 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
203	Selasa, 19 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
204	Selasa, 19 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
205	Senin, 18 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
206	Senin, 18 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
207	Senin, 18 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	

208	Jumat, 15 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
209	Jumat, 15 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
210	Jumat, 15 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
211	Kamis, 14 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
212	Kamis, 14 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
213	Kamis, 14 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
214	Rabu, 13 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
215	Rabu, 13 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
216	Rabu, 13 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
217	Selasa, 12 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
218	Selasa, 12 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	ASSISTED INSERT PLANT AUDIT PHOTOS	  
219	Selasa, 12 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
220	Senin, 11 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
221	Senin, 11 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	MANAGE DAILY INCOMING DOCUMENT	  
222	Senin, 11 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
223	Jumat, 8 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
224	Jumat, 8 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	ASSISTED INSERT PLANT AUDIT PHOTOS	  
225	Jumat, 8 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
226	Kamis, 7 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
227	Kamis, 7 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	STAMPING GENERAL MANAGER	  
228	Kamis, 7 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
229	Rabu, 6 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
230	Rabu, 6 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	LANJUTAN FILING SURAT MASUK 2021	  
231	Rabu, 6 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
232	Selasa, 5 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
233	Selasa, 5 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	FILING SURAT MASUK 2021	  
234	Selasa, 5 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
235	Senin, 4 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
236	Senin, 4 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	FILING SURAT MASUK 2022	  
237	Senin, 4 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
238	Jumat, 1 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
239	Jumat, 1 Agustus 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	FILING MASTER LIST FOR GM & DGM	  
240	Jumat, 1 Agustus 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  
241	Kamis, 31 Juli 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221071 – Faralia Riska	DAILY INTERSHIP REPORT	  
242	Kamis, 31 Juli 2025	Evi Mona Asima	5504221058 – Melda Luvita Lubis	FILING GL ACCOUNT HOTEL	  
243	Kamis, 31 Juli 2025	198510082019032015 – FANALISA ELFA, S.Pd., M.Pd	5504221082 – Milatun Hasanah	DAILY INTERSHIP REPORT	  

244	Rabu, 30 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	Delivery of drums and pallets to Germas village	  
245	Rabu, 30 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	FILING DOKUMEN BLI	  
246	Rabu, 30 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
247	Selasa, 29 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	TRAINING	  
248	Selasa, 29 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	TRAINING	  
249	Selasa, 29 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
250	Senin, 28 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	DAILY INTERSHIP REPORT	  
251	Senin, 28 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	FILING SURAT MASUK 2025 (Januari - Juli)	  
252	Senin, 28 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
253	Jumat, 25 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	Separating and organizing SILO documents	  
254	Jumat, 25 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	CROSS-CHECK PENALTY DOCUMENT	  
255	Jumat, 25 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
256	Kamis, 24 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	Group SILO documents according to name and code	  
257	Kamis, 24 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	FILING SURAT MASUK 2024	  
258	Kamis, 24 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
259	Rabu, 23 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	Separating SILO documents	  
260	Rabu, 23 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	FILING SURAT MASUK 2023	  
261	Rabu, 23 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERSHIP REPORT	  
262	Selasa, 22 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	Create a table for incoming and outgoing mail in Excel.	  
263	Selasa, 22 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	CLASSIFY VMC ILM DATA	  
264	Selasa, 22 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
265	Senin, 21 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221071 - Faralia Riska	separating incoming and outgoing mail	  
266	Senin, 21 Juli 2025	Evi Mona Asima	5504221058 - Melda Luvita Lubis	CROSS-CHECK PENALTY DOCUMENT	  
267	Senin, 21 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd., M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  

Appendix 7: Documentation during Apprenticeship

