

**APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL
LUBUK GAUNG - KOTA DUMAI - RIAU**

**MILATUN HASANAH
Reg. Number 5504221082**



**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

APPROVAL SHEET
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APPRENTICESHIP REPORT
PT. IVO MAS TUNGGAL
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Written as one of the requirements for completing Apprenticeship

MILATUN HASANAH
5504221082

Dumai, November 21st 2025

Head of HRGA Department
PT. Ivo Mas Tunggal


 **PT. IVO MAS TUNGGAL**
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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Milaton Hasanah** Reg. Number **5504221082** 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 11th, 2025

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Praise be to Allah, the Lord of all the worlds. First and foremost, the intern would like to say my sincere thanks to Allah, the Almighty, the Most Gracious, and the Most Merciful, for His blessings during my studies and who always provides health, both physical health and spiritual health, and provides opportunities for me to be able to complete the apprenticeship report.

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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.
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May Allah reward you for all your kindness and sincerity. The interns realizes that this Internship Report may still have room for improvement, and sincerely welcomes any

feedback and suggestions. The intern sincerely hopes that this Internship Report will be a valuable resource for all interested parties in the future.

Bengkalis, November 21st, 2025

Best Regards,



Milatun Hasanah
Reg. Number 5504221082

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

The apprenticeship program serves as an essential bridge between academic knowledge and real world professional experience. Through this program, students have the opportunity to apply the theories they have learned in class, while also developing practical skills, adaptability, communication, and teamwork. Apprenticeships provide exposure to the actual work environment, allowing participants to understand workplace culture and professional demands. This experience not only enhances competence but also prepares students to become more competitive and ready to face future career challenges. The apprenticeship program represents one of the activities that has been implemented annually and is required for every student at State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis established in 2000, holds the distinction of being the first polytechnic in Riau, Indonesia. The State Polytechnic of Bengkalis is a public vocational college located in Sungai Alam Village, Bengkalis, Riau. The college has eight main departments offering eighteen different study programs. These departments include Maritime, Business Administration, Information Technology, Mechanical Engineering, Electrical Engineering, Civil Engineering, Naval Engineering, and Language Department. The State Polytechnic of Bengkalis offers three levels of education that is D2 (2-year diploma), D3 (3-year diploma), and D4 (4-year diploma). One of its standout programs is in the Language Department, that provides D4 English for Business and Professional Communication study programs. The study program was created to develop professionals in field of study like public relations, marketing communications, 2 digital marketing, social media management, copywriting, content creation, and translation or interpreting.

1.2 Purpose of the Apprenticeship

The general objective of an internship is to provide students with direct experience in the workplace so that they can develop their skills, knowledge, and

professional attitude. The objectives of conducting apprenticeship are to achieve the expected results, which are as follows:

1. Develop practical skills in your field of study.
2. Expand your knowledge and work experience.
3. Learn professional work procedures and ethics.
4. Improve your communication and teamwork skills.
5. Prepare yourself for the real world of work.

1.3 Significanes of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students will gain the following benefits through participation in this apprenticeship program:

- a. Students can apply the knowledge they gained at campus to real world work
- b. Students acquire new insights into industry practice.
- c. Students build professional networks that are useful for future careers
- d. To help students acquire industry-specific skills aligned with their field of study.

2. For Companies

Companies and institutions that accept students participating in apprenticeship:

- a. Companies can train students according to industry standards, while also preparing competent prospective employees.
- b. Companies can identify relevant skill need for team development.
- c. Companies can expand their networks and build good relationship with educational institutions.

3. For State Polytechnic of Bengkalis

The are some benefits of the State Polytechnic of Bengkalis's implementation of the apprenticeship program:

- a. State Polytechnic of Bengkalis can facilitate students to gain real work experience through internship programs.
- b. State Polytechnic of Bengkalis can monitor the development of students skills during internships.
- c. Internships provide benefits for students and the institution by expanding networks with industry, opening opportunities for research and teaching collaborations.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

Sinar Mas Indonesia was founded by Mr. Eka Tjipta Widjaja in 1962 under the name PT. Maskapai Perkebunan Sumcama Padang Halaban. In 1970, all of the company's shares were returned to foreign parties and the company's status changed to PMA (Foreign Investment) in accordance with the decree of the Minister of Economy, Finance and Industry No. KEP/MEKUIIN/7/1970 dated July 15, 1970. In 1985, the company's status changed to PMDN (Domestic Investment) in accordance with a letter from the Investment Coordinating Board (BKPM) No. 06/V/1985 dated March 28, 1985. Then in 1991, the company changed its name to PT. Sinar Mas Agro Resources and Technology Corporation, or PT. SMART Corporation for short.

PT. Sinar Mas Agro Resources and Technology (SMART Tbk) is one of the business units of Sinar Mas Indonesia. In 1977, PT. SMART Tbk purchased a 9,500 m2 company located on Jalan Rungkut Industri Araya I/34 Surabaya and named it PT Kunci Mas Wijaya. PT. Sinar Mas Agro Resources and Technology (SMART Tbk) is a leading integrated consumer-based palm oil company in Indonesia with sales of 20.3 trillion and a net profit of around 1.3 trillion in 2010.



Figure 2. 1 PT. Ivo Mas Tunggal
Source: Galeri Proyek PBSA

PT Ivo Mas Tunggal operates in the Lubuk Gaung industrial area. PT Ivo Mas Tunggal Lubuk Gaung is the largest refinery owned by the Sinarmas Group, which processes palm oil into cooking oil and its derivatives. The factory began production in August 2015 and will continue to expand in the future. PT Ivo Mas Tunggal is a refinery and fractionation plant with a capacity of 4000 tons/day and a KCP processing capacity of 1200 tons/day. The main raw materials used in the production process are Crude Palm Oil (CPO) and PK, which are the first stage of palm fruit processing. This CPO and PK come from palm oil mills (PKS), both from PSM itself, which are located in Riau, Jambi, Palembang, Bangka Belitung, West and East Kalimantan, as well as CPO from other companies in Sumatra and Kalimantan.

After being processed at PT Ivo Mas Tunggal, the products produced, namely RBDPO, CPKO, PKE, PFAD, are exported to Asia (India, Pakistan, Afghanistan, the Netherlands, the United States, Spain, Italy, Finland, the Netherlands, Israel, Malaysia, Myanmar, South Korea, Russia, Bangladesh, China, and Arabia). Meanwhile, domestic demand is currently still within the Dumai area. The production results of SMART Tbk's activities include processed palm oil products such as cooking oil, vegetable fat, and margarine. Additionally, palm oil (CPO), palm kernel (PK), palm kernel oil (PKO), and cocoa butter substitute. The business units owned by Sinar Mas are as follows:

1. *Pulp & paper*
2. *Agribusiness & food*
3. *Financial services*
4. *Development & real estate*
5. *Telecommunications*
6. *Energy & infrastructure*

2.2 Vision and Mission

To realize its aspiration of becoming the best company, PT Ivo Mas Tunggal has the following vision and mission:

2.2.1 Vision

To become the best integrated global consumer products agribusiness company—the partner of choice.

2.2.2 Mision

We efficiently provide high-quality, sustainable agribusiness and consumer products, solutions, and services to create added value for our stakeholders.

2.3 Kind of Business

Business is an activity carried out by individuals and organizations that create value through goods and services to earn profits and meet the needs of society. PT. Ivo Mas Tunggal Dumai is a subsidiary of Sinarmas engaged in agribusiness and food located in the city of Dumai. PT. Ivo Mas Tunggal Dumai is a company engaged in palm oil processing. PT. Ivo Mas Tunggal Dumai is a company that processes products using Crude Palm Oil (CPO) as raw material into Olein, RDBPO (Stearin), and CPKO with a production capacity of 3000 tons/day. In addition, this company also processes Palm Kernel Oil (PKO) with a production capacity of 1200 tons/day. This CPO and PKO comes from palm oil mills (PKS) located in Riau, Jambi, Palembang, Bangka Belitung, West and East Kalimantan, as well as from third-party PKS. All products produced will be sold domestically and exported to several countries abroad, such as India, Saudi Arabia, Italy, Singapore, Malaysia, Myanmar, China, Pakistan, the United States, and Mexico.

2.4 Organization Structure

The organization within PT. Ivo Mas Tunggal Dumai is led by a General Manager who reports directly to Sinar Mas Indonesia. The General Manager then delegates authority to the Managers and Supervisors in each production sub unit to manage the production flow. The organizational structure of PT. Ivo Mas Tunggal Dumai is shown in Figure 2.2.

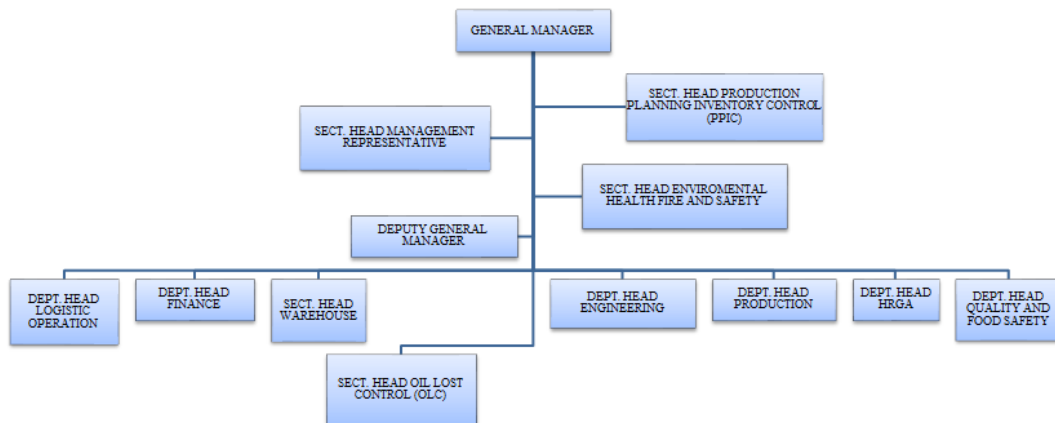


Figure 2. 2 The Organization Structure of PT. Ivo Mas Tunggal Lubuk Gaung
Source: Processed data 2025

Based on the organizational structure at PT. Ivo Mas Tunggal, the duties and responsibilities of each position are as follows:

1. General Manager

To lead and be responsible for the overall functioning of Manufacturing, Production, Engineering, Quality Management, HR & GA, Management Representative, EHFS, OLC, PPIC, and other supporting functions in an integrated manner to ensure the achievement of production targets in line with demand by optimizing cost efficiency, quality, and timeliness.

2. Deputy General Manager

Lead and be responsible for coordinating and ensuring the overall functioning of manufacturing, commercial logistics, trading, Dumai bulking, warehouse spare parts & chemicals, purchasing, IT, refinery controller, and business partnering & control in an integrated manner to ensure the achievement of production targets in line with demand by optimizing costs, quality, and timeliness set for the overall functioning of manufacturing and other supporting functions in an integrated manner to ensure the achievement of production targets in line with demand by optimizing cost efficiency, quality, and timeliness.

3. Sect. Head Management Representative

Responsible for the implementation of FSMS, QMS, SJH, GMP+ B2 (2010), ISCC System, RSPO System, and HVO Verification Scheme, ISO 14001:2004, OHSAS 18001:2007, SMK3 PP 50 of 2012, and 5R1SQuM in the relevant sections effectively.

4. Sect. Head Production Planning Inventory Control (PPIC)

Production planning, procurement and control of production materials and supplies, as well as monitoring production realization and material usage.

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

Ensuring and maintaining the EHFS Management System is properly implemented as a measure to prevent accidents, fires, and environmental pollution, as well as occupational diseases.

6. Dept. Head Logistic Operation

Responsible for the smooth operation of bulk trading in terms of receiving, storing, selling, and shipping goods for branded products.

7. Dept. Head Finance

Responsible for the smooth operation of incoming and outgoing goods (for production)

8. Dept. Head Engineering

Coordinate all activities related to mechanical, electrical, instrumentation & calibration maintenance, projects, and utility availability at PT. Ivo Mas Tunggal Dumai.

9. Dept Head Production

Responsible for coordinating and ensuring the integrated production process runs smoothly to achieve production targets in line with demand by optimizing costs, quality, and deadlines.

10. Dept. Head HRGA

Responsible for the integrated running of personnel administration, industrial relations, and security functions to ensure human resource development and a safe working environment that supports the company's objectives with appropriate operational costs.

11. Dept. Head Quality and food Safety

Responsible for coordinating to ensure and maintain that materials, work in process, and finished products comply with applicable specifications.

12. Sect. Head Warehouse

Responsible for warehouse operations and warehouse system administration to achieve customer satisfaction (internal & external).

13. Sect. Head Oil Loss Control (OLC)

Responsible for activities in Oil Loss Control, which include land, sea, and weighbridge monitoring activities.

2.5 The Working Process

During the internship at PT Ivo Mas Tunggal, the intern was initially assigned to the Management Representative department. However, at the beginning of the internship period, the intern was temporarily reassigned to the General Affairs (GA) division for three weeks to support ongoing administrative activities. After completing this assignment, the intern was transferred to the EHFS (Environmental, Health, Fire, and Safety) department, as the team required additional assistance to support their operational tasks.

The GA (General Affairs) Administrator was responsible for supporting the smooth operation of the company through document management, inventory procurement, and office facility maintenance. In addition, the GA Administrator coordinated with other departments to ensure that administrative and operational activities ran smoothly.

Meanwhile, the EHFS Administrator was responsible for managing data related to environmental management, health, and safety, including waste recording, energy usage, and occupational safety data. The EHFS Administrator also monitored and evaluated activities to ensure compliance with company standards, coordinated with operational teams regarding cleanliness, waste management, and facility maintenance, and prepared routine as well as annual reports for internal and external purposes.

The internship at PT Ivo Mas Tunggal Dumai involved assisting two departments, namely General Affairs (GA) and EHFS (Environmental, Health, Fire, and Safety). The intern was assigned to support administrative and operational activities, including collecting data from various departments, organizing documents, and recording important information to ensure that all data were neatly arranged and easily accessible. In addition, the intern entered data and assisted in preparing reports using Microsoft Excel, ensuring that all information was recorded accurately and in accordance with company procedures.

In addition to performing administrative duties, the intern also played a role in supporting other departments through teamwork. These activities included distributing employee ID cards, organizing and archiving documents systematically, and assisting in the implementation of various company activities.

2.6 Document Used for Activity

During the internship, various documents were used in the implementation of each company activity. These documents served to ensure that all administrative and technical processes were well recorded, accurate, and in accordance with applicable work procedures. Each activity was recorded systematically so that the results could be accounted for and easily monitored by the supervisor.

The documents most frequently used included hazardous and toxic waste (B3) disposal records and Excel spreadsheets for inputting flow rate and pH data from the wastewater treatment system (STP). In addition, interns also utilized daily and weekly reports, correspondence archives, and vendor evaluation forms used to assess the performance of third parties in waste management. Each document was completed carefully so that the data obtained could be used as a reference for reporting and decision-making.

In addition to manual documentation, interns also used digital systems such as SIMPEL (Waste Management Information System) to input waste disposal data online using the company's computers. The use of this system helped improve work efficiency and minimize data recording errors.

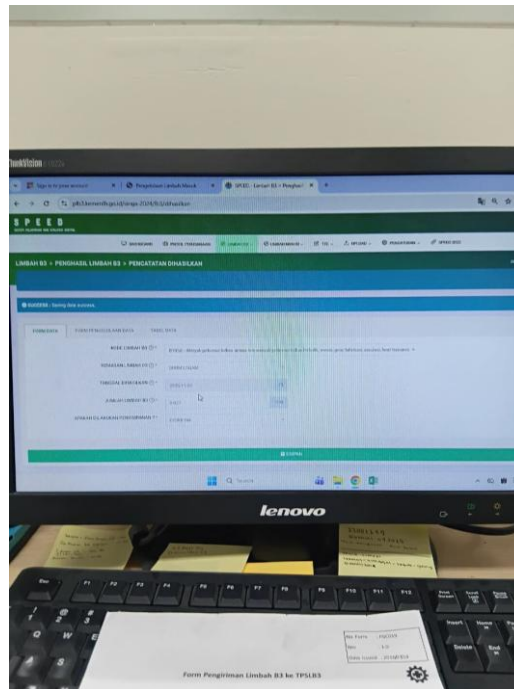


Figure 2. 5 Digital System Document (SIMPEL)
Source: Processed data 2025

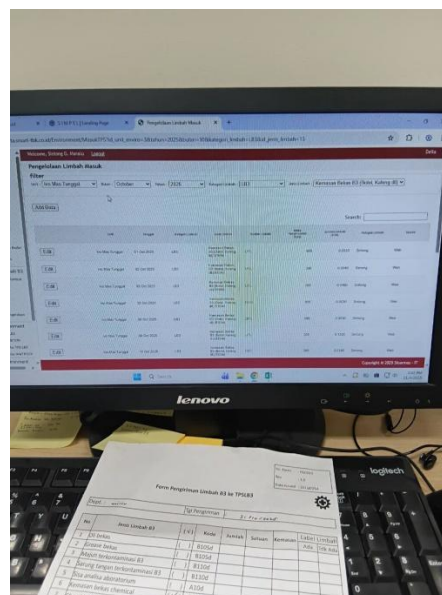


Figure 2. 6 Digital System Document (DELTA)
Source: Processed data 2025

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This internship program was held at PT. Ivo Mas Tunggal Dumai for four months, starting from July 21 to November 21, 2025. During the internship, the intern was assigned to the General Affairs and EHFS Division. Several tasks were assigned to interns during the internship, as described below:

1. Managing and Archiving Company Documents

Interns were responsible for managing and archiving documents related to company operations. The activities included grouping documents based on type and period, checking document completeness, and storing physical and digital files regularly. This task aimed to ensure that documents were well-organized, easy to access, and securely stored for future use.

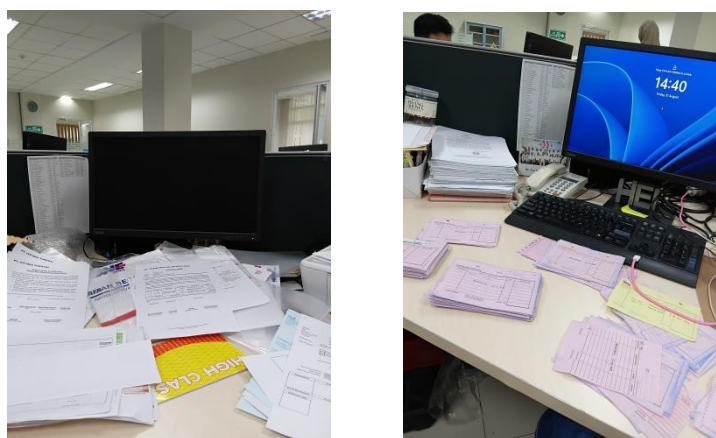


Figure 2. 7 Managing and Archiving Document
Source: *Processed data 2025*

2. Data Entry and Verification

Interns input data into Excel spreadsheets and digital systems such as SIMPEL (Waste Management Information System). The data included wastewater treatment plant (STP) flow rates and pH levels, hazardous waste disposal records, and other

administrative transaction data. In addition, interns double-checked the data to ensure accuracy and consistency before submitting it to the administration.

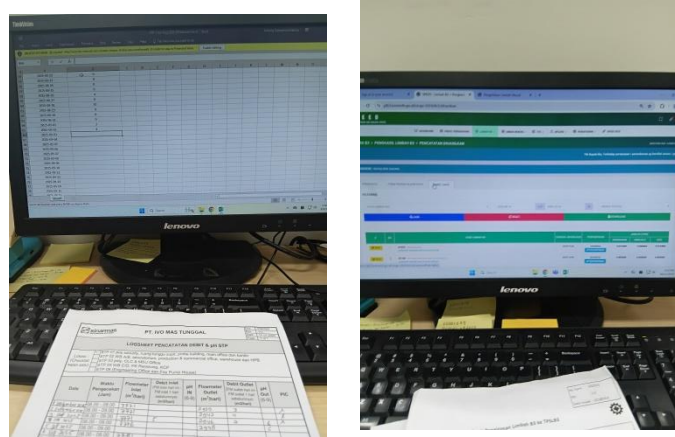


Figure 2. 8 Verifying the Data
Source: Processed data 2025

3. Assisting with Waste Data Management and Environmental Audits

Interns assisted in recording data related to waste management, including documenting the type, quantity, and time of waste disposal in daily or weekly reports. This activity aimed to support the company's compliance with environmental management standards and to ensure that the waste treatment process was conducted in accordance with applicable regulations.

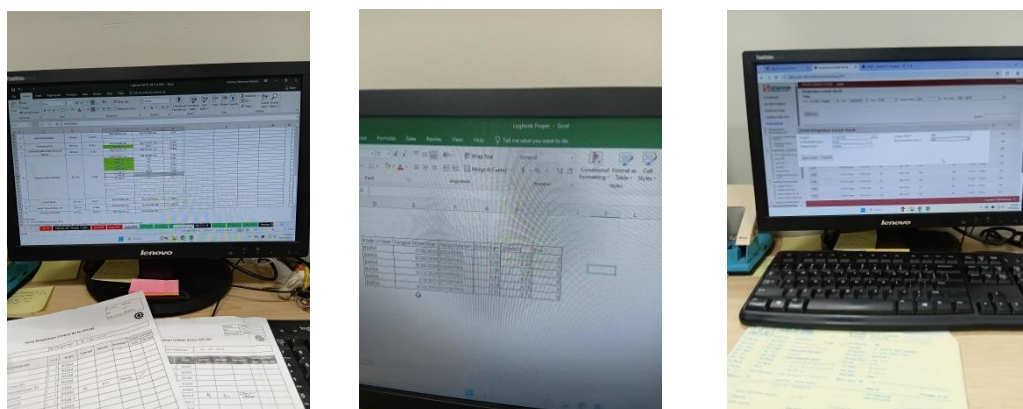


Figure 2. 9 Waste Data Management
Source: Processed data 2025

4. Preparing Activity Reports and Data Recapitulation

Interns assisted in compiling daily and weekly activity reports based on work results. These reports included data input recapitulation, document archiving, and the results of data inspection or verification. This activity helped facilitate evaluation.

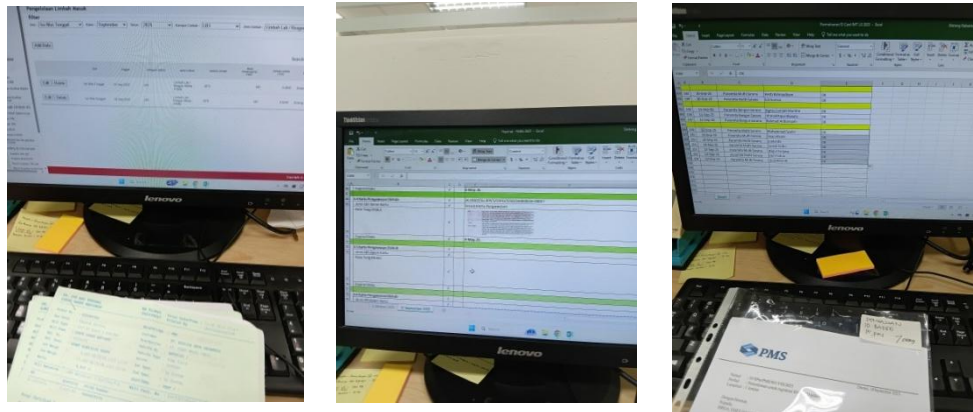


Figure 2. 10 Daily and Monthly Data Summary
Source: Processed data 2025

5. Supporting general administrative and other activities

In addition to their main duties, interns also assisted with other administrative activities such as taking attendance, printing documents, and helping other employees organize company events. Interns were expected to work meticulously, maintain discipline, and coordinate well with other employees in all activities.



Figure 2. 11 Assisting in Other Activities
Source: Processed data 2025

3.2 System and Procedure

PT Ivo Mas Tunggal has structured work systems and procedures to ensure that operational activities run efficiently and consistently. During the internship, the intern followed the procedures applicable in the Environment, Health, and Fire Safety (EHFS) and General Affairs (GA) departments. In the GA department, the intern assisted with general administration, filing, and coordination of office needs to support the smooth operation of the company. Meanwhile, in the EHFS department, activities included document management, data entry and verification, as well as waste data and environmental report management. The tasks assigned to interns at the PT Ivo Mas Tunggal office are as follows:

1. Managing and Archiving Company Documents

During the internship, the intern was responsible for managing and archiving company documents, particularly those related to administrative data in the EHFS and GA departments. This task included collecting, categorizing, and storing documents such as waste disposal reports, water flow debit data, and other documents. Archiving was carried out in a structured manner in both physical and digital forms, facilitating the search and monitoring process when necessary. Each file was checked for completeness before being stored to prevent data errors and labeled according to document category to maintain the storage system's order.

In addition, the intern also ensured that all archived documents met company administrative standards and were easily accessible to relevant parties. In the process, the intern learned to use a computer-based storage system to streamline work and reduce the risk of data loss. This activity trained the intern in accuracy, responsibility, and time management skills, as each document had to be organized and submitted according to a specified schedule. Through this experience, the intern understood the importance of a neat and orderly filing system in supporting smooth operations and maintaining the security of company data.

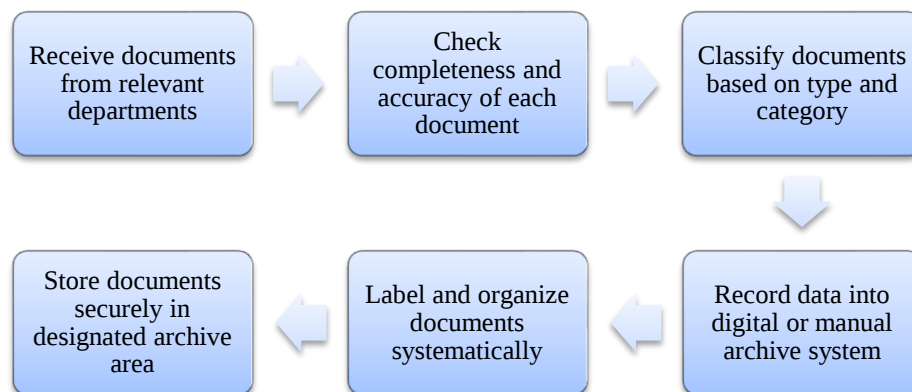


Figure 2. 12 Process of Managing and Archiving Documents
Source: Processed data 2025

2. Data Entry and Verification

During the internship, the intern is responsible for accurately entering data into the system used by the company. The data entered included the type of waste, quantity, disposal time, and other supporting information related to environmental activities in the work area. This process was carried out carefully following the format specified by the company so that all data was organized uniformly and easy to analyze. Accuracy in data entry was very important to prevent recording errors that could affect the company's evaluation results and final reports.

In addition to data entry, the intern also verifies the data that has been entered by matching the digital records with physical documents or reports from the field. This verification stage aims to ensure the consistency and accuracy of the information before the data is submitted to the relevant parties. Through this activity, the intern gained a deep understanding of the importance of data validity and the reporting standards applied by the company in its environmental administration activities.

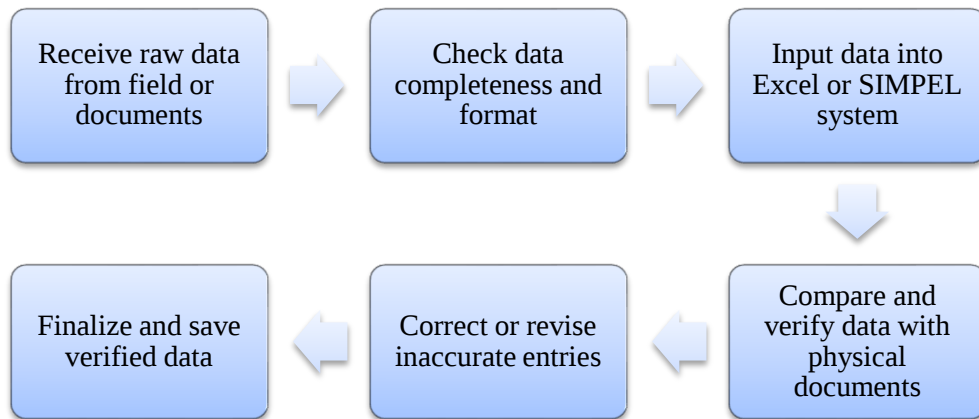


Figure 2. 13 Process of Data Entry and Verification
Source: Processed data 2025

3. Assisting with Waste Data Management and Environmental

During the internship, the intern also played a role in assisting with waste data management, which included recording the amount, type, and disposal period of waste from the operational area. The data was processed and classified according to waste categories based on internal company guidelines. The intern also assisted in the preparation of waste monitoring reports. This activity trained the intern's analytical and accuracy skills in understanding environmental data from a technical and administrative perspective.

In addition, the intern also checked the completeness of documents by ensuring that all forms and reports were filled out correctly and in accordance with company procedures. The intern then verified the waste data submitted to management by checking the type, amount, and time of waste disposal. Finally, the intern archived the supporting evidence in the designated filing system. Through these activities, the intern gained a clearer understanding of the company's environmental monitoring process.

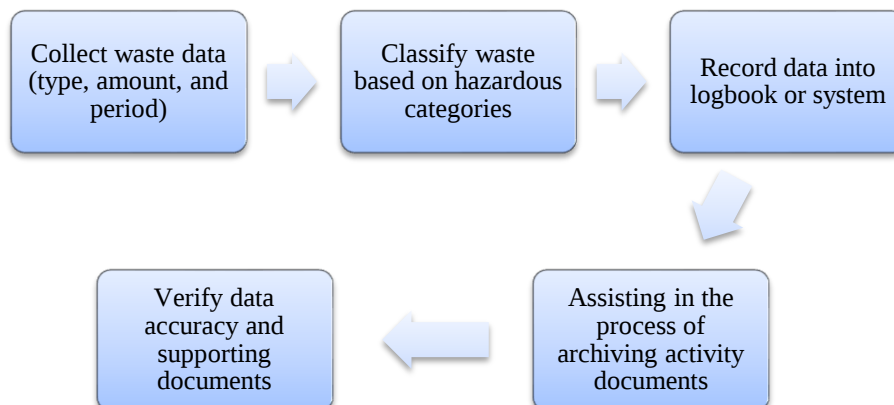


Figure 2. 14 Process of Waste Data Management and Environmental
Source: Processed data 2025

The flowchart above describes the waste data management process, starting with the collection of information on the type, amount, and period of waste generation, followed by the classification of waste based on category. After that, the classified data is recorded in a logbook or system as part of the administrative process. Next, verification is carried out to ensure the accuracy of the data and the completeness of supporting documents. The final stage is to assist in archiving all activity documents so that the data is stored neatly, orderly, and easily accessible when needed.

4. Preparing Activity Reports and Data Recapitulation

During this activity, interns helped compile reports summarizing daily or weekly activities based on data that had been entered and verified. The information was then organized into tables using Excel so that the reports were easier to read and understand. This process helped ensure that all data was presented clearly and neatly organized.

In addition to assisting in the preparation of activity reports, participants also compiled data summaries, which involved processing data into information that was easier to understand. The compilation process included grouping data, simplifying information, and presenting it in tabular form. Data summaries were compiled using the web or Excel, for example, summaries of incoming and outgoing waste, summaries of identity card production, and others.

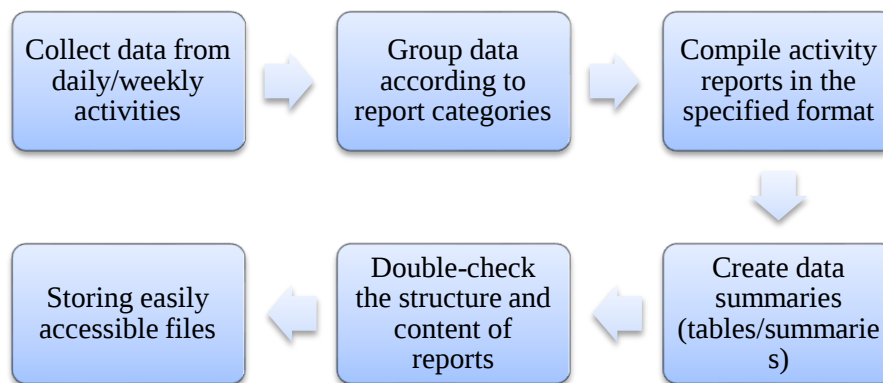


Figure 2. 15 Preparing Activity Reports and Data Recapitulation
Source: Processed data 2025

5. Supporting general administrative and other activities

During the internship, the intern not only focused on key tasks in the environmental field, but also assisted in various administrative and operational activities of the company. The intern assisted in document preparation by ensuring that files were neatly organized, double-checking formats, and adjusting document content according to category. In addition, the intern was also involved in the process of printing and archiving important documents. These activities provided insight into the importance of accuracy and effective document management in supporting the smooth running of office work.

In addition to administrative work, the intern also participated in company activities such as internal events and other supporting activities. During events, the intern helped decorate rooms and ensured that event equipment needs were met. The intern was also involved in video editing using simple applications for event documentation or company content. Through these activities, the intern gained additional experience in team coordination and creativity, all of which greatly contributed to the smooth running of the company's overall program of activities.

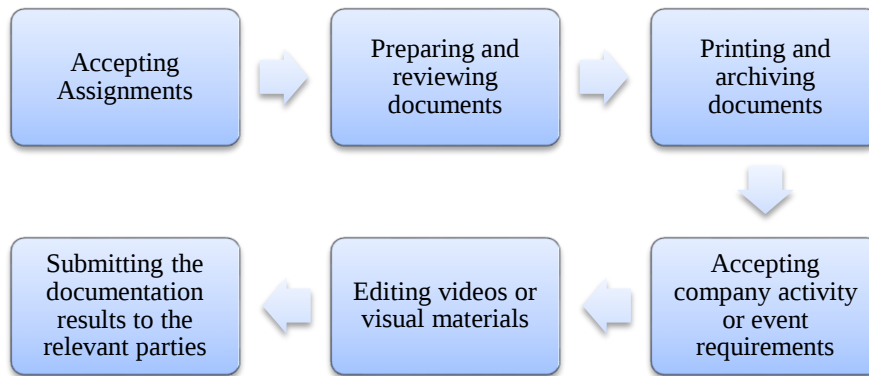


Figure 2. 16 Process of Waste Data Management and Environmental
Source: Processed data 2025

3.3 Place of Apprenticeship

This Apprenticeship activity is carried out at PT. Ivo Mas Tunggal which is situated at JL. Kelapa, RT. 17, Lubuk Gaung Village, Sungai Sembilan Subdistrict, Dumai City, Riau Province. From July 21st until November 21st, 2025. During Apprenticeship the intern is placed in office PT Ivo Mas Tunggal. The company has set the schedule or time of implementation of Apprenticeship are as follows:

Table 3. 1 The working schedule of apprenticeship at PT. Ivo Mas Tunggal Dumai

No	Day	Working Hours	Break
1	Monday - Thursday	08:00 – 17:00	12:00 – 13:00
2	Friday	08:00 – 17:00	12:00 – 13:30
3	Saturday - Sunday	Holiday	Holiday

Source: Processed data 2025

3.4 Constraint of the Apprenticeship

During the internship, the intern encountered several obstacles related to administrative processes and data management at PT Ivo Mas Tunggal. One of the main challenges was the lack of initial understanding of the company's workflow and document formats, such as waste data recording formats, HSE lists, and document filing procedures. This condition caused the intern to require more time to adapt. To address this issue, the intern actively asked questions to the mentor, studied examples of previous documents, and recorded each work step so that subsequent processes could be carried out more quickly and accurately.

Another obstacle was the large volume of data that had to be entered and verified on a daily basis, particularly in tasks related to waste data recording, employee ID card verification, and guest data management. To overcome this challenge, the intern increased accuracy and time management. In addition, the intern utilized Microsoft Excel features, such as tables and systematic double-checking, to minimize data entry errors. Through these efforts, the obstacles encountered were successfully resolved, enabling the intern to complete tasks more efficiently and accurately.

3.5 Kind and Description of the Activity

The activities that completed during the apprenticeship at PT. Ivo Mas Tunggal Dumai are listed in the table below:

Table 3. 2 Daily Activities from July 21st to July 25th 2025

Day	Activity	Place
Monday, July 21 st , 2025	1. Introduction, filling out forms and specified requirements, provided with an understanding of the company, from the company profile to the company culture and introduction to the mentor. 2. Arrange items or separate them according to the list, check the items, and pack the specified items in the storage room.	Office Ivo Mas Tunggal
Tuesday, July 22 nd , 2025	1. Arrange all items in their proper place, grouping them according to type and function so that they look neat and are easy to find. 2. Inputting data into Excel and calculating TIKI delivery recap	Office Ivo Mas Tunggal
Wednesday, July 23 rd , 2025	1. Create a recap of AC service work and stamp the recap of AC service work. 2. Creating handover data in Excel for batik clothing	Office Ivo Mas Tunggal
Thursday, July 24 th , 2025	1. Create and calculate food order recaps (employee milk) 2. Checking batik clothes and arranging them according to size and department	Office Ivo Mas Tunggal
Friday, July 25 th , 2025	1. Regularly record Aqua's expenses in the form of bottles and glasses, noting the amount purchased and the cost incurred.	Office Ivo Mas Tunggal

Source: Processed data 2025

The table above shows the internship activities at PT Ivo Mas Tunggal during the first week, starting on Monday, July 21, 2025, which included an introductory session and the completion of necessary administrative forms. On the first day, participants were introduced to the company profile and work culture. They were also introduced to the field supervisors who accompanied them during the internship. After the introductory session, the activities continued with organizing items according to the inventory list, checking the condition of the items, and placing or packing certain items into storage rooms so that they were neatly arranged.

On Tuesday, July 22, 2025, the activities included sorting items by type and function to maintain cleanliness, entering data into Excel, and calculating TIKI delivery records. On Wednesday, July 23, 2025, participants summarized air conditioner (AC) service activities, performed document stamping, and recorded batik uniform handover data in Excel. On Thursday, July 24, 2025, the activities focused on summarizing employee meal orders and checking as well as organizing batik uniforms based on size and department. On Friday, July 25, 2025, participants recorded Aqua expenses, including the number of bottles and glasses purchased and the total costs incurred.

In addition, the schedule of activities carried out during the internship at PT Ivo Mas Tunggal from July 28 to August 1, 2025 focused on document management and goods inspection. On July 28, participants grouped documents by category to facilitate easy access. On July 30, participants assisted in distributing batik uniforms and milk to employees. On July 31, the activities continued with checking the quality and quantity of goods received and recording proof of receipt. Finally, on August 1, participants grouped invoices by transaction category and stored them in designated folders or shelves. All of these activities aimed to train interns to be accurate, orderly, and disciplined in performing administrative tasks.

Table 3. 3 Daily Activities from July 28th to August 1st 2025

Day	Activity	Place
Monday, July 28 th , 2025	1. Organizing documents by category means systematically arranging and grouping various types of files or archives according to their type, topic, or function.	Office Ivo Mas Tunggal

Wednesday, July 30 th , 2025	1. The distribution of batik shirts and milk to employees was carried out as a form of corporate social responsibility in providing additional benefits to all employees.	Office Ivo Mas Tunggal
Thursday, July 31 st , 2025	1. Checking the quantity and quality of goods received to ensure they match the order data, followed by recording and issuing an official receipt as proof that the goods, in this case milk for employees, have been received in good order.	Office Ivo Mas Tunggal
Friday, Aug 1 st , 2025	1. Categorize invoices according to category or transaction period, then place them in the designated folder or storage rack.	Office Ivo Mas Tunggal

Source: Processed data 2025

During the following week, from August 4 to 8, 2025, the internship activities at PT Ivo Mas Tunggal focused on administrative management and transaction recording. On August 4, participants grouped forms according to type and period. On August 5, they sorted and filed receipts based on transaction categories. On August 6, participants checked and stamped catering invoices, while on August 7 they recorded catering order data. Finally, on August 8, participants input data into Excel and recorded delivery summaries via TIKI. These activities were carried out to develop accuracy and responsibility in managing company administration and business transactions.

Table 3. 4 Daily Activities August 4th to August 8th 2025

Day	Activity	Place
Monday, Aug 4 th , 2025	1. Categorize each form based on the type of requirement or submission period, then store them in a designated place so they can be easily accessed again when needed.	Office Ivo Mas Tunggal
Tuesday, Aug 5 th , 2025	1. Categorize receipts according to transaction type or time period, then store them in a designated folder, file, or archive.	Office Ivo Mas Tunggal

Wednesday, Aug 6 th , 2025	1. Checking invoices received from the catering company, then stamping them as a sign of validation and approval. After that, a summary of the catering orders and distribution data for that period is compiled.	Office Ivo Mas Tunggal
Thursday, Aug 7 th , 2025	1. Check the condition and quantity of goods received to ensure they match the order data, then proceed to arrange the goods in the designated storage location, whether in a warehouse, supply room, or other special area.	Office Ivo Mas Tunggal
Friday, Aug 8 th , 2025	1. Inputting data into Excel and calculating TIKI delivery recap	Office Ivo Mas Tunggal

Source: Processed data 2025

Furthermore, after completing administrative tasks and transaction recording from the previous week, the internship activities at PT Ivo Mas Tunggal continued from August 11 to 15, 2025. During this period, participants were assigned to the EHFS department, which focused on audit data management and wastewater treatment system recording. Throughout the week, participants transferred manual data from flow rate records and pH measurements of the wastewater treatment system (STP) into spreadsheets. In addition, participants copied audit data and double-checked its accuracy before submitting it to the relevant parties. The following is the schedule of tasks completed by the intern during the Field Internship at PT Ivo Mas Tunggal from August 11 to August 15, 2025:

Table 3. 5 Daily Activities from August 11th to August 15th 2025

Day	Activity	Place
Monday, Aug 11 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Tuesday, Aug 12 th , 2025	1. Input information related to the type, amount, and time of waste management into an Excel spreadsheet so that the data is easier to process and analyze. 2. Collect all findings and information obtained	Office Ivo Mas Tunggal

	during the audit, then compile them into a table format on an Excel worksheet.	
Wednesday , Aug 13 th , 2025	1. Input information related to the type, amount, and time of waste management into an Excel spreadsheet so that the data is easier to process and analyze.	Office Ivo Mas Tunggal
Thursday, Aug 14 th , 2025	1. Collect all findings and information obtained during the audit, then compile them into a table format on an Excel worksheet. 2. Record names and check ID card application requirements	Office Ivo Mas Tunggal
Friday, Aug 15 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal

Source: Processed data 2025

Further to the activities completed in the previous week, the internship activities during this period involved assisting in recording the type, quantity, and time of waste disposal in the designated storage area. For each waste receipt or disposal, participants recorded the time, volume, and distribution destination. Subsequent activities included entering waste data into Excel and online systems, collecting data related to waste sources, and checking the completeness of supporting documents from each party applying for an identity card. All of these activities helped participants understand the importance of accuracy in every recording and reporting process. The details of internship activities conducted from August 18 to 22, 2025 are presented in the following table:

Table 3. 6 Daily Activities from August 18th to August 22nd 2025

Day	Activity	Place
Monday, Aug 18 th , 2025	1. Recording the type, quantity, and time of hazardous waste disposal in a designated document or system, then ensuring that the waste is properly placed in the hazardous waste storage area.	Office Ivo Mas Tunggal
Tuesday, Aug 19 th , 2025	1. Record the amount of waste collected, then multiply it by the applicable price for that type of waste. 2. Record every type of waste received and discharged from the storage site, including the	Office Ivo Mas Tunggal

	amount, time, and destination of distribution.	
Wednesday , Aug 20 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal
Thursday, Aug 21 st , 2025	1. Data collection on waste types, quantities, recording times, and the destination of outgoing waste as well as the source of incoming waste	Office Ivo Mas Tunggal
Friday, Aug 22 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal

Source: Processed data 2025

From August 25 to 29, 2025, the internship activities focused on managing supporting documents and recording administrative data. Interns were assigned to check the completeness of files from employees and related parties, record waste data such as type, quantity, and disposal time, and ensure that all data were stored systematically. In addition, interns assisted in creating attendance lists, checking ID card application forms, and entering data into the online system. All of these activities aimed to improve interns' accuracy and skills in managing company administration. The details of activities conducted from August 25 to 29, 2025 are presented in the following table.

Table 3. 7 Daily Activities from August 25th to August 29th 2025

Day	Activity	Place
Monday, Aug 25 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive. 2. Create an attendance list format that contains information such as the name, position, agency, and signature of the participant, then adjust it to the needs of the event.	Office Ivo Mas Tunggal
Tuesday, Aug 26 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal

Wednesday , Aug 27 th , 2025	1. Check the completeness of the data on the form, such as the type of waste, quantity, sender's identity, and destination, then record it in the designated archive or system.	Office Ivo Mas Tunggal
Thursday, Aug 28 th , 2025	1. Input information related to the type of waste, quantity, date of entry, and other supporting data carefully into the online system provided.	Office Ivo Mas Tunggal
Friday, Aug 29 th , 2025	1. Check and list ID card applications	Office Ivo Mas Tunggal

Source: Processed data 2025

On Monday and Tuesday, the main activities involved checking the completeness of data and documents for each identity card application. On Wednesday, manual records of liquid waste discharge and pH levels were transferred into an Excel spreadsheet. On Thursday, the activities focused on entering B3 waste disposal data according to the prescribed format. The details of these activities are presented below:

Table 3. 8 Daily Activities from September 01st to September 04th 2025

Day	Activity	Place
Monday, Sept 01 st , 2025	1. Check the completeness of the data on the form, such as the type of waste, quantity, sender's identity, and destination, then record it in the designated archive or system.	Office Ivo Mas Tunggal
Tuesday, Sept 02 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Wednesday , Sept 03 rd , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Thursday, Sept 04 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal

Source: Processed data 2025

Subsequently, the internship activities for this week included the main task of recording the type, amount, time, and destination of waste disposal from the waste storage location. The waste data were entered in a structured manner, including information on type, quantity, and destination. In addition, on Thursday, records of wastewater disposal and pH levels were transferred into Excel, while on Friday the activities focused on creating and compiling vendor evaluation data obtained from the company's web-based system using Excel. The following are the details of internship activities conducted from September 8–12, 2025:

Table 3. 9 Daily Activities from September 08th to September 12st 2025

Day	Activity	Place
Monday, Sept 08 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal
Tuesday, Sept 09 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal
Wednesday, Sept 10 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal
Thursday, Sept 11 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Friday, Sept 12 th , 2025	1. Creating and compiling vendor evaluation data in Excel format obtained from downloading data on the web system.	Office Ivo Mas Tunggal

Source: Processed data 2025

At the beginning of the week, activities resumed with checking the completeness of ID card application documents. On the following day, activities focused on creating and compiling vendor evaluation data downloaded from the company's web-based system into Excel. On Wednesday, the activities continued with carefully transferring flow rate records and wastewater pH data into spreadsheets. On Thursday, the focus shifted to recording waste from the waste storage area. On the final day, activities

returned to checking ID card application documents. The details of these activities are presented below:

Table 3. 10 Daily Activities from September 15th to September 19th 2025

Day	Activity	Place
Monday, Sept 15 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Tuesday, Sept 16 th , 2025	1. Creating and compiling vendor evaluation data in Excel format obtained from downloading data on the web system.	Office Ivo Mas Tunggal
Wednesday, Sept 17 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Thursday, Sept 18 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal
Friday, Sept 19 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal

Source: Processed data 2025

During the period from September 22 to 26, 2025, the activities carried out included checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording and archiving the application data into a designated list. In addition, the intern copied data from the company's web-based system into an Excel logbook by extracting the required information, as well as replicated the 2024 debit report by transferring transaction data from the source documents into the prescribed reporting format. The details of the activities carried out are presented below:

Table 3. 11 Daily Activities from September 22nd to September 26th 2025

Day	Activity	Place
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Monday, Sept 22 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Tuesday, Sept 23 rd , 2025	1. Copying data from the web into an Excel logbook is done by selecting and extracting the required information from online sources.	Office Ivo Mas Tunggal
Wednesday , Sept 24 th , 2025	1. The copying of the 2024 debit report is done by carefully transferring financial transaction data from source documents into a predetermined report format.	Office Ivo Mas Tunggal
Thursday, Sept 25 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Friday, Sept 26 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal

Source: Processed data 2025

During the period from September 30 to October 3, 2025, the activities focused on checking and managing documents. On September 30 and October 1, 2025, the activities involved checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording and archiving the data in designated lists or archives. Furthermore, on October 2, 2025, the intern assisted in printing documents required for work purposes and then organized the printouts neatly by category so that they could be easily reviewed, stored, and reused when necessary. On October 3, 2025, the activities continued with checking the completeness of application documents and archiving the data in an orderly manner.

Table 3. 12 Daily Activities from September 30th to October 03rd 2025

Day	Activity	Place
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Tuesday, Sept 30 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Wednesday, Oct 01 st , 2025		Office Ivo Mas Tunggal
Thursday, Oct 02 nd , 2025	1. Print documents as required for work, then organize the printouts neatly and systematically according to a predetermined order or category to facilitate inspection, storage, and reuse when needed.	Office Ivo Mas Tunggal
Friday, Oct 03 rd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal

Source: Processed data 2025

This week's activities included checking supporting documents and recording ID card applications, as in previous weeks. On Tuesday, debit data and wastewater pH data were transferred from manual records into an Excel spreadsheet. The following day focused on printing and organizing work documents. On Thursday, the activities returned to checking ID card application documents, while on Friday the team was assigned to accurately input B3 waste data according to the established format. These activities reinforced the importance of meticulous and well-documented environmental administration. The details of the activities carried out are presented below:

Table 3. 13 Daily Activities from October 06th to October 10th 2025

Day	Activity	Place
Monday, Oct 06 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Tuesday, Oct 07 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and	Office Ivo Mas Tunggal

	structured manner.	
Wednesday , Oct 08 th , 2025	1. Print documents as required for work, then organize the printouts neatly and systematically according to a predetermined order or category to facilitate inspection, storage, and reuse when needed.	Office Ivo Mas Tunggal
Thursday, Oct 09 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Friday, Oct 10 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal

Source: Processed data 2025

To continue the activities from the previous week, this week the interns focused more on inputting data from wastewater treatment system (STP) monitoring. Each day, they carefully recorded flow rate and pH data from manual records into Excel spreadsheets. In addition, they checked the completeness of documents and archived supporting data related to waste management. These activities aimed to ensure that all data were well documented and ready for use in monthly reports. The details of the activities are presented below:

Table 3. 14 Daily Activities from October 13th to October 17th 2025

Day	Activity	Place
Monday, Oct 13 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal
Tuesday, Oct 14 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Wednesday , Oct 15 th ,	1. Moving each manual record of flow debit and pH value from the wastewater treatment system	Office Ivo Mas Tunggal

2025	(STP) into an Excel spreadsheet in a careful and structured manner.	
Thursday, Oct 16 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal
Friday, Oct 17 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal

Source: Processed data 2025

During the following week, participants continued with document checking and validation of previously entered data. The main focus was on checking the completeness of each employee's files and compiling vendor evaluation data in Excel format. Participants also assisted in archiving and distributing documents to the relevant departments to ensure that all data were systematically organized. Through these activities, participants' skills in accuracy, responsibility, and work coordination continued to develop. The details of the activities carried out are presented below:

Table 3. 15 Daily Activities from October 20th to October 24th 2025

Day	Activity	Place
Monday, Oct 20 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Tuesday, Oct 21 st , 2025	1. Creating and compiling vendor evaluation data in Excel format obtained from downloading data on the web system.	Office Ivo Mas Tunggal
Wednesday, Oct 22 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Friday, Oct 24 th , 2025	1. Pack the documents properly and deliver them to the receptionist immediately.	Office Ivo Mas Tunggal

Source: Processed data 2025

During the last week of October, from October 27 to 31, 2025, the activities included checking the completeness of documents for each identity card application and recording waste disposal data. In addition, waste disposal data were accurately entered into the SIMPEL system. Participants also assisted other employees with video editing for the opening of the CQP event. Furthermore, participants managed flow rate and pH data from the wastewater treatment system (STP) by inputting them into Excel spreadsheets. The details of the activities carried out are presented in the following table:

Table 3. 16 Daily Activities from October 27th to October 31st 2025

Day	Activity	Place
Monday, Oct 27 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Tuesday, Oct 28 th , 2025	1. Entering waste disposal data into the SIMPEL website is done to accurately record and document all waste disposal activities.	Office Ivo Mas Tunggal
Wednesday , Oct 29 th 2025	1. Assisting in the editing process of event videos for the opening, including selecting video clips, arranging the display sequence, adding transition effects, text, and audio adjustments to make the final video more appealing and informative.	Office Ivo Mas Tunggal
Thursday, Oct 30 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal
Friday, Oct 31 st , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal

Source: Processed data 2025

During the week of November 3–7, 2025, the internship activities focused on checking document completeness, inputting waste data, and systematically recording

discharge flow rates and pH values from the wastewater treatment system (STP) into Excel. All activities were carried out to ensure data accuracy and to support effective administrative processes.

Table 3. 17 Daily Activities from November 03rd to November 07th 2025

Day	Activity	Place
Monday, Nov 03 rd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Tuesday, Nov 04 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Wednesday, Nov 05 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal
Thursday, Nov 06 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Friday, Nov 07 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal

Source: Processed data 2025

During the period from November 10 to 14, 2025, the intern carried out various administrative tasks and data recording activities related to document management and company operations. At the beginning of the week, the intern checked the completeness of documents submitted by each employee or related party and then systematically recorded them in an archive list. This activity was followed by recording waste data, including the type, quantity, time of receipt, and destination of waste from the storage location. The recording process was conducted meticulously to ensure data accuracy, allowing the data to be used for daily reports and environmental monitoring.

Table 3. 18 Daily Activities from November 10th to November 14th 2025

Day	Activity	Place
Monday, Nov 10 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Tuesday, Nov 11 st , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal
Wednesday, Nov 12 nd , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Thursday, Nov 13 rd , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal
Friday, Nov 14 th , 2025	1. Copy the information from the PowerPoint file into the document. The data copied includes the location name and supporting information contained in the slide.	Office Ivo Mas Tunggal

Source: Processed data 2025

From the middle to the end of the week, the intern was responsible for manually transferring data from the wastewater treatment system (STP), such as flow rates and pH values, into Excel spreadsheets in a structured format. In addition, the intern entered B3 waste data in accordance with the standards and formats established by the company. At the end of the week, the intern copied information from PowerPoint slides into report documents, including location names and other supporting data. This series of activities helped the intern gain a better understanding of administrative processes, environmental data management, and the importance of accuracy in preparing company documents.

Table 3. 19 Daily Activities from November 17th to November 21st 2025

Day	Activity	Place
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Monday, Nov 17 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal
Tuesday, Nov 18 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal
Wednesday, Nov 19 th , 2025	1. Compilation of a summary list of Health, Safety, and Environment (HSE) plans, including project name, contractor name, and owner department names based on existing documents.	Office Ivo Mas Tunggal
Thursday, Nov 20 th , 2025	1. Guest data recording at PT. Ivo Mas Tunggal is done by collecting information from the guest book, such as visitor names, home institutions, purpose of visit, and arrival and departure times, and this data is entered into Excel.	Office Ivo Mas Tunggal

Source: Processed data 2025

In the final week, on Monday, November 17, 2025, the intern transferred manual flow rate and pH data from the wastewater treatment system (STP) into Excel spreadsheets in an organized manner. On Tuesday, November 18, 2025, the completeness of application documents was checked, and the data were recorded in the archives. On Wednesday, November 19, 2025, the intern compiled a summary of HSE documents, including project names, contractors, and departments, based on the available data. On Thursday, November 20, 2025, guest data were recorded by collecting information from the guest book and entering it into Excel to ensure proper documentation.

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusion

Based on the internship conducted at PT. Ivo Mas Tunggal Dumai for four months, from July 21 to November 21, 2025, it can be concluded that the internship program provides significant benefits for students. Through placements in the General Affairs (GA) and Environment, Health, Fire, and Safety (EHFS) divisions, the intern gained practical experience in administrative management, document filing, waste data management, as well as monitoring and assisting with environmental reporting.

During the internship, the intern was directly involved in various activities, such as:

- Management and archiving of company documents.
- Data entry and verification into Excel and digital systems (SIMPEL).
- Assistance in waste data management and environmental audits.
- Preparation of activity reports and data summaries.
- Support in general administrative and other operational activities.

This experience provided a deep understanding of the work systems and procedures at PT. Ivo Mas Tunggal, as well as improving technical and non-technical skills relevant to the intern's field of study. In addition, the internship also helped the intern develop a professional attitude, discipline, and the ability to coordinate within a team.

4.2 Suggestion

After completing the internship program at PT. Ivo Mas Tunggal Dumai, here are some suggestions:

1. For Student

Students who are going to do an internship are expected to prepare themselves by improving basic administrative skills, such as document management and data processing using Excel, so that they can adapt more quickly to the work environment. In

addition, students need to be disciplined, thorough, and proactive in every task assigned to them. Establishing good communication with superiors and coworkers is also very important to ensure that the internship process runs smoothly and the work atmosphere is more conducive. By showing initiative, a willingness to learn, and a high sense of responsibility, students will gain a more meaningful and beneficial internship experience for their future careers.

2. For the Company

Companies are expected to continue providing clear guidance to interns, especially in the early stages of placement, so that they understand the workflow and tasks to be performed. In addition, companies can increase the use of digital systems and provide brief training on work procedures, especially those related to EHFS and administrative processes. Structured mentoring will help interns work more effectively and make better contributions to the company. By providing a conducive work environment and adequate guidance, companies can help create a more competent pool of human resources in the future.

3. For the Institution

Educational institutions are expected to improve the preparation of students before they undertake internships, particularly in administrative skills, data processing, and a basic understanding of the industrial world. In addition, institutions need to expand their cooperation with various companies so that internship opportunities for students are more numerous and varied according to their fields of expertise. Regular monitoring and evaluation of student progress during internships are also important to ensure that activities run smoothly and in line with learning objectives. With the full support of the institution, students will be better prepared to face the challenges of working in the field.

4. For the Intern

The intern suggests that internship programs should continue to be implemented and developed because they provide students with valuable experience in understanding

the world of work firsthand. The intern also hopes that the administrative and data management processes in companies can continue to be improved through more efficient digital systems so that work can be done more quickly and with fewer errors. In addition, it is important for students to maintain a professional attitude, take initiative, and always be open to guidance so that the internship experience provides maximum benefits. Through good cooperation between students, companies, and educational institutions, internship programs can be an effective means of building students' competencies and readiness to enter the world of work.

REFERENCES

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

PBS, (2016). *Galeri Proyek PBSA*, Retrieved from Galeri Proyek PBSA:
https://www.paramita.co.id/s_ivo.php

LIST OF APPENDICES

Appendix 1: Apprenticeship Acceptance Letter

PT. IVO MAS TUNGGAL

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	Milaton 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

Jalan Kelapa RT 17 Kelurahan Lubuk Gaung Kecamatan Sungai Sembilan
Kota Dumai – Prov. Riau (Indonesia)

Appendix 2: Apprenticeship Letter

PT. IVO MAS TUNGGAL

SURAT KETERANGAN

260 / HRD / XI / 2025

Yang bertanda tangan di bawah ini menerangkan :

Nama : Milatun Hasanah
Tempat/Tanggal Lahir : Sungai Alam, 20 Februari 2005
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 *General Affair (GA)* dan *Enviromental Health Fire and Safety (EHFS Departement)*.

Demikian surat keterangan ini dibuat untuk dipergunakan sebagaimana mestinya.

Dumai, 25 November 2025
PT. IVO MAS TUNGGAL



Voukhe C Kalangi
Head of HR

Jalan Kelapa RT 17 Kelurahan Lubuk Gaung Kecamatan Sungai Sembilan
Kota Dumai – Prov. Riau (Indonesia)

Appendix 3: Evaluation Result

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

Name : Milatun Hasanah
Students Identity No. : 5504221082
Study Program : D4 English for Business and Professional Communication
Collage : State Polytechnic of Bengkalis

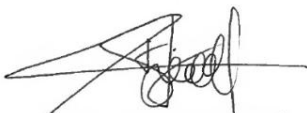
No	Assessment Aspect	Percentage	Scores
1	Discipline	20%	70
2	Responsibility	25%	90
3	Adjustment/Adaptation	10%	90
4	Work Result	30%	90
5	Behavior in General	15%	90
Total (1+2+3+4+5)		100%	450
		Average :	90%

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

Note:

Disciplin = Tepat waktu, Bertanggung jawab = Menjalankan semua pekerjaan yang diberikan, Adaptasi : Mampu beradaptasi, Hal pekerjaan : Diklat, dikerjakan dengan benar, Behavior in General : Perilakuan sudah bagus.

Dumai, November 21st, 2025


Sintong Getsemani Manalu
Apprenticeship Mentor

Appendix 4: List of Attendance



**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	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>
Faralia Riska	5504221071	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>
Milatul Hasanah	5504221082	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>

Nama	NIM	Minggu 2				
		28 Juli	29 Juli	30 Juli	31 Juli	1 Agustus
Melda Luvita Lubis	5504221058	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>
Faralia Riska	5504221071	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>
Milatul Hasanah	5504221082	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>

Dumai, 31 Juli 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

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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	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>
Faralia Riska	5504221071	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>
Milatun Hasanah	5504221082	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>

Nama	NIM	Minggu 2				
		11 Agustus	12 Agustus	13 Agustus	14 Agustus	15 Agustus
Melda Luvita Lubis	5504221058	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>
Faralia Riska	5504221071	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>
Milatun Hasanah	5504221082	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>

Nama	NIM	Minggu 3				
		18 Agustus	19 Agustus	20 Agustus	21 Agustus	22 Agustus
Melda Luvita Lubis	5504221058	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>
Faralia Riska	5504221071	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>
Milatun Hasanah	5504221082	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>

Nama	NIM	Minggu 4				
		25 Agustus	26 Agustus	27 Agustus	28 Agustus	29 Agustus
Melda Luvita Lubis	5504221058	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>	<i>Melda</i>
Faralia Riska	5504221071	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>	<i>Riska</i>
Milatun Hasanah	5504221082	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>	<i>Hasanah</i>

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

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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	Rit	Rit	Rit	Rit	
Milatun Hasanah	5504221082	fat	fat	fat	fat	

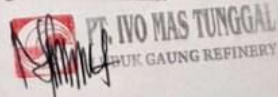
Nama	NIM	Minggu 2				
		8 September	9 September	10 September	11 September	12 September
Melda Luvita Lubis	5504221058	Male	Male	Male	Male	Male
Faralia Riska	5504221071	Rit	Rit	Rit	Sakit	Rit
Milatun Hasanah	5504221082	fat	fat	fat	fat	fat

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	Rit	Rit	Rit	Rit	Rit
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	Rit	Rit	Rit	Rit	Sakit
Milatun Hasanah	5504221082	fat	fat	fat	fat	fat

Dumai, 26 September 2025

Pembimbing Perusahaan/Instansi



Novia Veronika
Human Resource Officer



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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	Rita	Rita	Rita	Rita	Rita
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	Rita	Rita	Rita	Rita	Rita
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	Rita	Rita	Rita	Rita	Rita
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	Rita	Rita	Rita	Rita	Rita
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	Rita	Rita	Rita	Rita	Rita
Milatun Hasanah	5504221082	Sakit	Sakit	Sakit	Sakit	Sakit

Dumai, 31 Oktober 2025

Pembimbing Perusahaan/Instansi


PT. IVO MAS TUNGGAL
LUBUK GAUNG REFINERY
Novia Veronika
Human Resource Officer



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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					
Faralia Riska	5504221071					
Milatun Hasanah	5504221082					

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

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

Dumai, 21 November 2025
Pembimbing Perusahaan/Instansi



Novia Veronika
Human Resource Officer

Appendix 5: Daily Activities

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : General Affairs
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Fajar Yusnita
 Period : July 21st to July 25th 2025

Day	Activity	Place	Approved by Mentor
Monday, July 21 st , 2025	1. Introduction, filling out forms and specified requirements, provided with an understanding of the company, from the company profile to the company culture and introduction to the mentor. 2. Arrange items or separate them according to the list, check the items, and pack the specified items in the storage room.	Office Ivo Mas Tunggal	
Tuesday, July 22 nd , 2025	1. Arrange all items in their proper place, grouping them according to type and function so that they look neat and are easy to find. 2. Inputting data into Excel and calculating TIKI delivery recap	Office Ivo Mas Tunggal	
Wednesday, July 23 rd , 2025	1. Create a recap of AC service work and stamp the recap of AC service work. 2. Creating handover data in Excel for batik clothing	Office Ivo Mas Tunggal	
Thursday, July 24 th , 2025	1. Create and calculate food order recaps (employee milk) 2. Checking batik clothes and arranging them according to size and department	Office Ivo Mas Tunggal	
Friday, July 25 th , 2025	1. Regularly record Aqua's expenses in the form of bottles and glasses, noting the amount purchased and the cost incurred.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
    	During the first week of internship in the General Affairs department at PT. Ivo Mas Tunggal, carried out various administrative and operational tasks. Activities began with a company orientation, followed by organizing and checking goods, inputting data, and creating summaries such as TIKI summaries, AC service summaries, and work equipment handover data. In addition, also compiled summaries of employee consumption needs and recorded Aqua usage.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : General Affairs
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Fajar Yusnita
 Period : July 28th to Aug 1st 2025

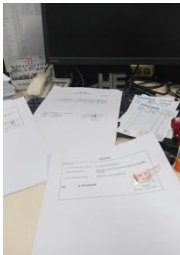
Day	Activity	Place	Approved by Mentor
Monday, July 28 th , 2025	1. Organizing documents by category means systematically arranging and grouping various types of files or archives according to their type, topic, or function.	Office Ivo Mas Tunggal	
Wednesday, July 30 th , 2025	1. The distribution of batik shirts and milk to employees was carried out as a form of corporate social responsibility in providing additional benefits to all employees.	Office Ivo Mas Tunggal	
Thursday, July 31 st , 2025	1. Checking the quantity and quality of goods received to ensure they match the order data, followed by recording and issuing an official receipt as proof that the goods, in this case milk for employees, have been received in good order.	Office Ivo Mas Tunggal	
Friday, Aug 1 st , 2025	1. Categorize invoices according to category or transaction period, then place them in the designated folder or storage rack.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
   	During the second week, the intern carried out general affairs tasks, ranging from grouping and organizing documents by category, assisting in the distribution of batik shirts and milk to employees, checking the quantity and condition of goods received and creating receipts, to categorizing invoices based on transaction type or period for subsequent filing in designated storage locations.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

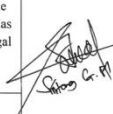
Intern Name : Milatun Hasanah
 Intern Position : General Affairs
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Fajar Yusnita
 Period : Aug 4th to Aug 8th 2025

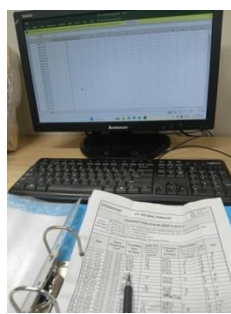
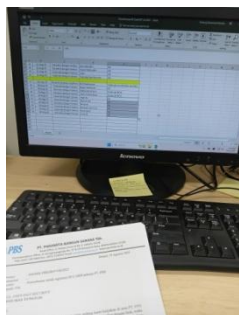
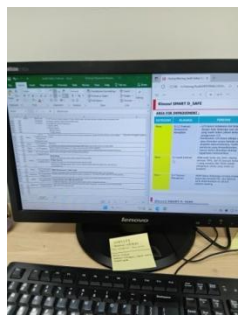
Day	Activity	Place	Approved by Mentor
Monday, Aug 4 th , 2025	1. Categorize each form based on the type of requirement or submission period, then store them in a designated place so they can be easily accessed again when needed.	Office Ivo Mas Tunggal	
Tuesday, Aug 5 th , 2025	1. Categorize receipts according to transaction type or time period, then store them in a designated folder, file, or archive.	Office Ivo Mas Tunggal	
Wednesday, Aug 6 th , 2025	1. Checking invoices received from the catering company, then stamping them as a sign of validation and approval. After that, a summary of the catering orders and distribution data for that period is compiled.	Office Ivo Mas Tunggal	
Thursday, Aug 7 th , 2025	1. Check the condition and quantity of goods received to ensure they match the order data, then proceed to arrange the goods in the designated storage location, whether in a warehouse, supply room, or other special area.	Office Ivo Mas Tunggal	
Friday, Aug 8 th , 2025	1. Inputting data into Excel and calculating TIKI delivery recap	Office Ivo Mas Tunggal	

Pictures of Activity	Description
    	In the third week, General Affairs carried out administrative activities by grouping forms and receipts according to category, then organizing them so that they were neat and easily accessible. In addition, checked and validated catering invoices, stamped them as proof of verification, compiled order summaries, checked the condition and quantity of goods received, ensured that the goods matched the orders, and entered the data into Excel to calculate TIKI delivery summaries.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Aug 11th to Aug 15th 2025

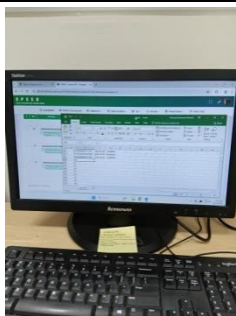
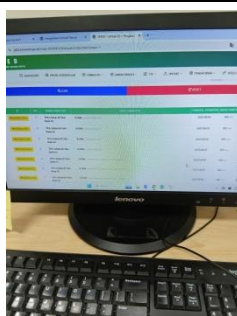
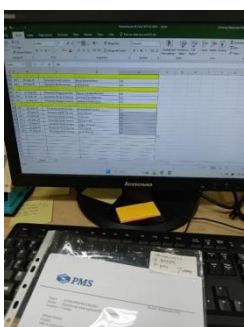
Day	Activity	Place	Approved by Mentor
Monday, Aug 11 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Tuesday, Aug 12 th , 2025	1. Input information related to the type, amount, and time of waste management into an Excel spreadsheet so that the data is easier to process and analyze. 2. Collect all findings and information obtained during the audit, then compile them into a table format on an Excel worksheet.	Office Ivo Mas Tunggal	
Wednesday, Aug 13 th , 2025	1. Input information related to the type, amount, and time of waste management into an Excel spreadsheet so that the data is easier to process and analyze.	Office Ivo Mas Tunggal	
Thursday, Aug 14 th , 2025	1. Collect all findings and information obtained during the audit, then compile them into a table format on an Excel worksheet. 2. Record names and check ID card application requirements	Office Ivo Mas Tunggal	
Friday, Aug 15 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
   	The first week of moving to the EHFS department involved processing environmental data. Activities included transferring manual records of flow rates and pH levels from the wastewater treatment system (STP) to Excel, entering data on the type, amount, and time of waste management, as well as collecting audit findings and compiling them into tables. Then, checking recorded identity cards and inputting data (STP) as on the previous day.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Aug 18th to Aug 22nd 2025

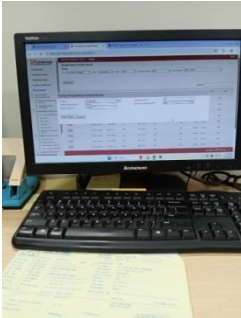
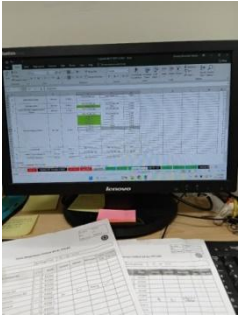
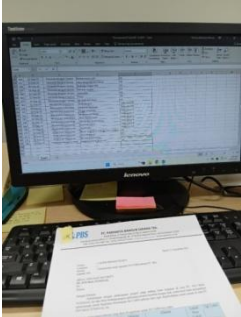
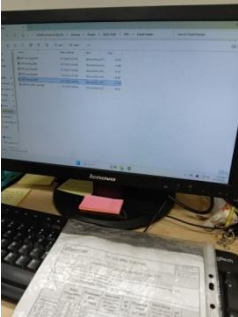
Day	Activity	Place	Approved by Mentor
Monday, Aug 18 th , 2025	1. Recording the type, quantity, and time of hazardous waste disposal in a designated document or system, then ensuring that the waste is properly placed in the hazardous waste storage area.	Office Ivo Mas Tunggal	 Sintong G.M.
Tuesday, Aug 19 th , 2025	1. Record the amount of waste collected, then multiply it by the applicable price for that type of waste. 2. Record every type of waste received and discharged from the storage site, including the amount, time, and destination of distribution.	Office Ivo Mas Tunggal	
Wednesday, Aug 20 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	
Thursday, Aug 21 st , 2025	1. Data collection on waste types, quantities, recording times, and the destination of outgoing waste as well as the source of incoming waste	Office Ivo Mas Tunggal	
Friday, Aug 22 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
   	The following week, activities began with recording the type, amount, and time of waste disposal in documents or systems, the amount of waste collected, and recording each type of waste received and disposed of from the storage area, including the time, destination, and source. The data was entered accurately in accordance with the applicable format, then data related to the type of waste, amount, time of recording, and destination of disposal was collected. At the end of the week, the intern checked the completeness of the Identity Card application documents, then organized the data into a special archive.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Aug 25th to Aug 29th 2025

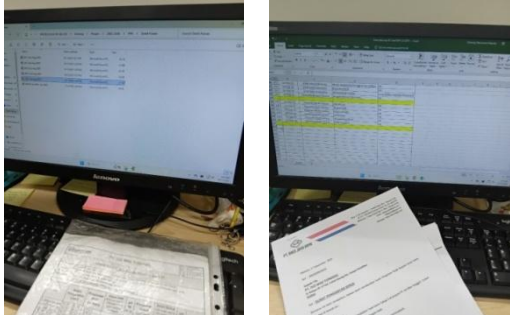
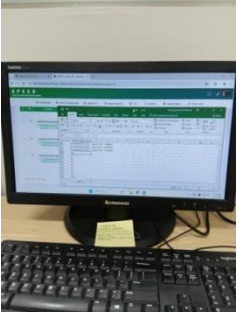
Day	Activity	Place	Approved by Mentor
Monday, Aug 25 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive. 2. Create an attendance list format that contains information such as the name, position, agency, and signature of the participant, then adjust it to the needs of the event.	Office Ivo Mas Tunggal	 Sintong G.M.
Tuesday, Aug 26 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal	
Wednesday, Aug 27 th , 2025	1. Check the completeness of the data on the form, such as the type of waste, quantity, sender's identity, and destination, then record it in the designated archive or system.	Office Ivo Mas Tunggal	
Thursday, Aug 28 th , 2025	1. Input information related to the type of waste, quantity, date of entry, and other supporting data carefully into the online system provided.	Office Ivo Mas Tunggal	
Friday, Aug 29 th , 2025	1. Check and list ID card applications	Office Ivo Mas Tunggal	

Pictures of Activity	Description
   	In the last week of August, we checked the completeness of ID card applications, ensuring that all documents and data were correct, and recorded waste data in detail, such as type, amount, and disposal time for data collection purposes. In addition, we compiled an attendance list by recording names and company names to ensure that absences were recorded neatly and accurately.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Sept 01st to Sept 04th 2025

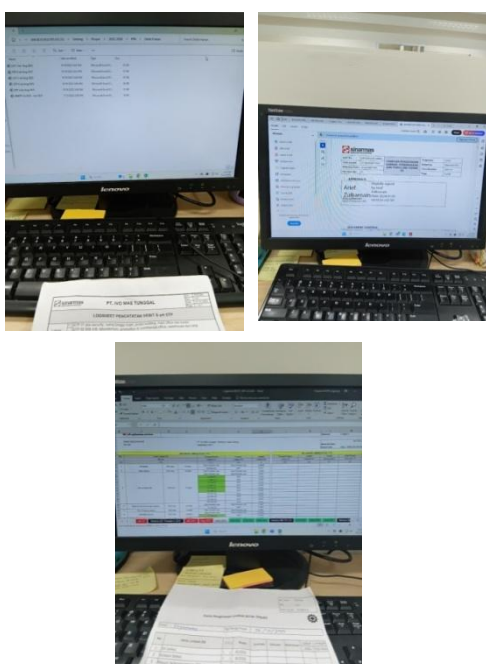
Day	Activity	Place	Approved by Mentor
Monday, Sept 01 st , 2025	1. Check the completeness of the data on the form, such as the type of waste, quantity, sender's identity, and destination, then record it in the designated archive or system.	Office Ivo Mas Tunggal	 Sintong Getsemani Manalu
Tuesday, Sept 02 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Wednesday, Sept 03 rd , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Thursday, Sept 04 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	During this activity, data and document completeness checks were carried out for each identity card application to ensure that all requirements were met. Manual records of liquid waste disposal and pH were transferred to Excel for better documentation, and hazardous waste disposal data was entered into the specified format, recording the type, amount, and time of disposal in accordance with established standards.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Sept 08th to Sept 12th 2025

Day	Activity	Place	Approved by Mentor
Monday, Sept 08 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal	
Tuesday, Sept 09 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	
Wednesday, Sept 10 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal	
Thursday, Sept 11 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Friday, Sept 12 th , 2025	1. Creating and compiling vendor evaluation data in Excel format obtained from downloading data on the web system.	Office Ivo Mas Tunggal	

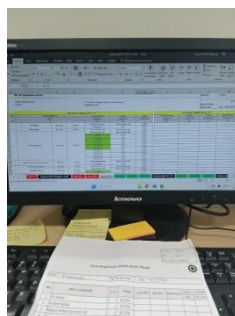
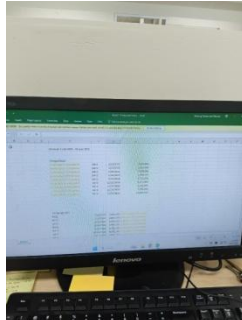
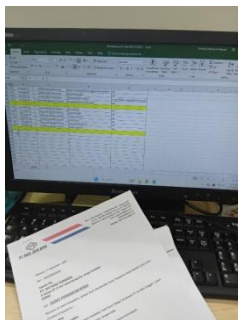
Pictures of Activity	Description
	This week's internship activities involved recording data similar to previous weeks, such as waste disposal from the waste storage area, type of waste, amount of waste disposed of, and manual records of wastewater disposal and pH, which were transferred to Excel. Creating and copying vendor evaluation data, which was collected from the company's web system and processed using Excel.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasnah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Gotesmanti Manalu
 Period : Sept 15th to Sept 19th 2025

Day	Activity	Place	Approved by Mentor
Monday, Sept 15 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Tuesday, Sept 16 th , 2025	1. Creating and compiling vendor evaluation data in Excel format obtained from downloading data on the web system.	Office Ivo Mas Tunggal	
Wednesday, Sept 17 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Thursday, Sept 18 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal	
Friday, Sept 19 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	

Pictures of Activity



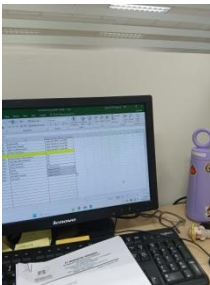
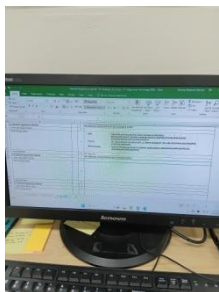
Description

The following week, activities such as compiling daily reports on the completeness of identity card application documents, continuing to copy vendor evaluation data from the company's web system, organizing and processing it in Excel, making daily records of debit notes and pH measurements of liquid waste, and recording waste from the waste storage area, including the type, amount, time, and destination of disposal. We also rechecked the identity card application documents to ensure that everything was complete and ready for processing.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Sept 22nd to Sept 26th 2025

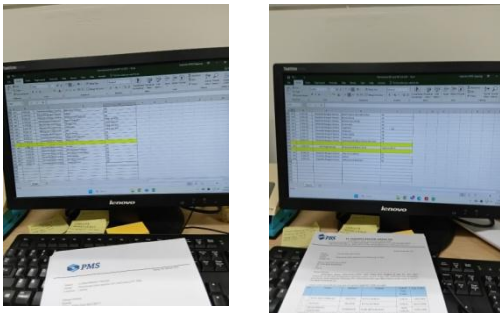
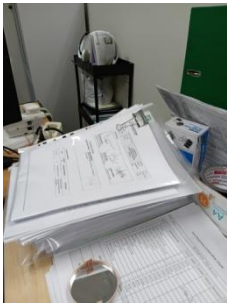
Day	Activity	Place	Approved by Mentor
Monday, Sept 22 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Tuesday, Sept 23 rd , 2025	1. Copying data from the web into an Excel logbook is done by selecting and extracting the required information from online sources.	Office Ivo Mas Tunggal	
Wednesday, Sept 24 th , 2025	1. The copying of the 2024 debit report is done by carefully transferring financial transaction data from source documents into a predetermined report format.	Office Ivo Mas Tunggal	
Thursday, Sept 25 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Friday, Sept 26 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
  	During this week, activities carried out as usual included checking the completeness of supporting documents from each employee or party submitting an application. In addition, data was copied from the website to an Excel spreadsheet by extracting the necessary information, and the 2024 debit report was copied by transferring transaction data from the source document to the specified report format.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manala
 Period : Sept 30th to Oct 03rd 2025

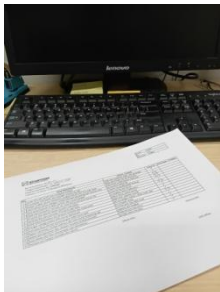
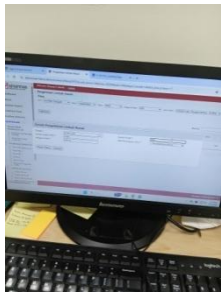
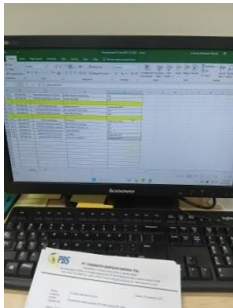
Day	Activity	Place	Approved by Mentor
Tuesday, Sept 30 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Wednesday, Oct 01 st , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Thursday, Oct 02 nd , 2025	1. Print documents as required for work, then organize the printouts neatly and systematically according to a predetermined order or category to facilitate inspection, storage, and reuse when needed.	Office Ivo Mas Tunggal	
Friday, Oct 03 rd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
 	During this period, activities were carried out to check and manage documents, verify the completeness of supporting documents from each employee or party submitting an application, then systematically record and archive the data in a special list or file. Furthermore, we assist in printing documents as needed for work, then organize the printouts neatly and systematically by category so that they can be checked, stored, and reused if necessary. Activities continue with checking the completeness of application documents and archiving data regularly.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Oct 06th to Oct 10th 2025

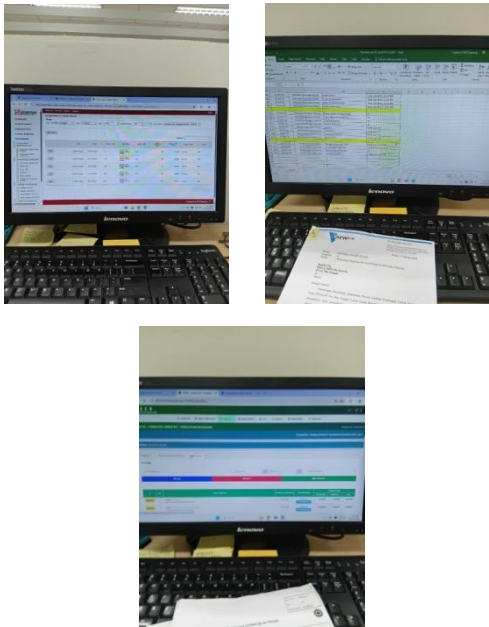
Day	Activity	Place	Approved by Mentor
Monday, Oct 06 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Tuesday, Oct 07 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Wednesday, Oct 08 th , 2025	1. Print documents as required for work, then organize the printouts neatly and systematically according to a predetermined order or category to facilitate inspection, storage, and reuse when needed.	Office Ivo Mas Tunggal	
Thursday, Oct 09 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Friday, Oct 10 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
  	This week's activities included, as usual, checking supporting documents and registering identity card applications, then transferring debit data and liquid waste pH data from manual records to Excel spreadsheets. Printing and organizing working documents, and accurately entering hazardous waste data according to the existing format.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Oct 13th to Oct 17th 2025

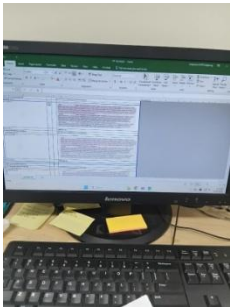
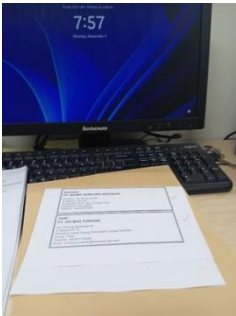
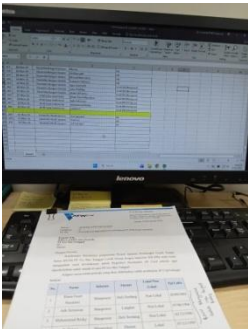
Day	Activity	Place	Approved by Mentor
Monday, Oct 13 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	 Sintong G. M.
Tuesday, Oct 14 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Wednesday, Oct 15 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Thursday, Oct 16 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	
Friday, Oct 17 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	To continue the activities from the previous week, data input from the wastewater treatment monitoring system (STP) was recorded in an Excel spreadsheet. In addition, document completeness was checked and supporting data related to waste management was archived.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Oct 20th to Oct 24th 2025

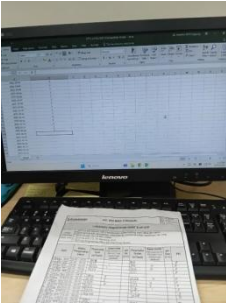
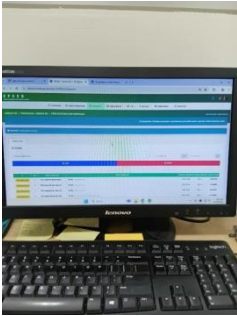
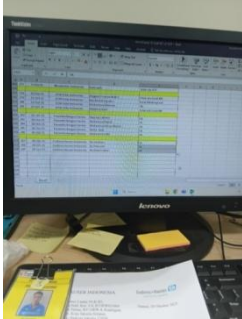
Day	Activity	Place	Approved by Mentor
Monday, Oct 20 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Tuesday, Oct 21 st , 2025	1. Creating and compiling vendor evaluation data in Excel format obtained from downloading data on the web system.	Office Ivo Mas Tunggal	
Wednesday, Oct 22 nd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Friday, Oct 24 th , 2025	1. Pack the documents properly and deliver them to the receptionist immediately.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
  	For the following week, continue checking documents and validating data that has been entered previously. Check the completeness of each employee's files and create vendor evaluation data in Excel format. Also assist in document filing.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Oct 27th to Oct 31st 2025

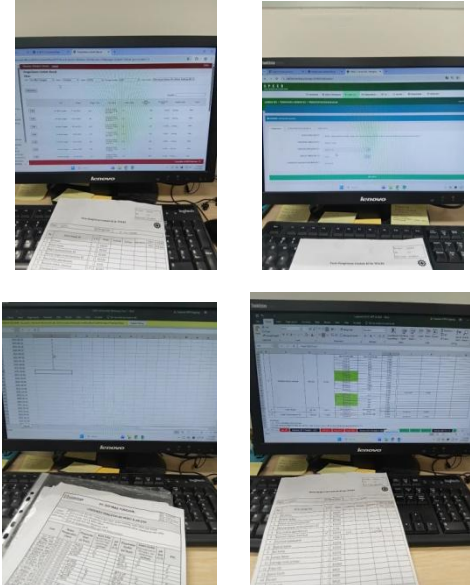
Day	Activity	Place	Approved by Mentor
Monday, Oct 27 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Tuesday, Oct 28 th , 2025	1. Entering waste disposal data into the SIMPEL website is done to accurately record and document all waste disposal activities.	Office Ivo Mas Tunggal	
Wednesday, Oct 29 th , 2025	1. Assisting in the editing process of event videos for the opening, including selecting video clips, arranging the display sequence, adding transition effects, text, and audio adjustments to make the final video more appealing and informative.	Office Ivo Mas Tunggal	
Thursday, Oct 30 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	
Friday, Oct 31 st , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
   	During the last week of October, as usual, check the completeness of documents for each identity card application and record waste disposal data. In addition, waste disposal data is accurately entered into the SIMPEL system. Then, also assist other employees in editing videos for the CQP opening event. In addition, manage flow rate and pH data from the wastewater treatment system (STP) into Excel spreadsheets.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

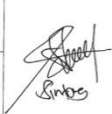
Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Nov 03rd to Nov 07th 2025

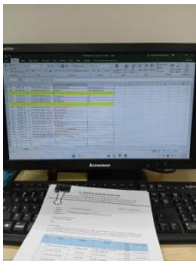
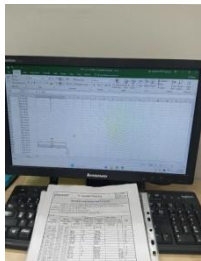
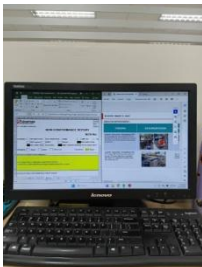
Day	Activity	Place	Approved by Mentor
Monday, Nov 03 rd , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Tuesday, Nov 04 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Wednesday, Nov 05 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	
Thursday, Nov 06 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Friday, Nov 07 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
	During the first week of November, this internship focused on checking document completeness, inputting waste data, and recording disposal values and pH levels from the wastewater treatment system (STP) into Excel in a structured manner. All activities were carried out to ensure data accuracy and support administration.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Nov 10th to Nov 14th 2025

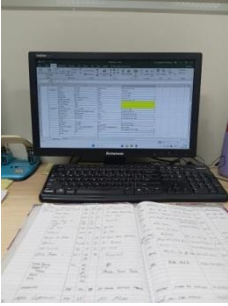
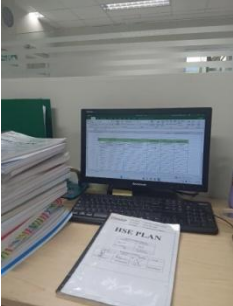
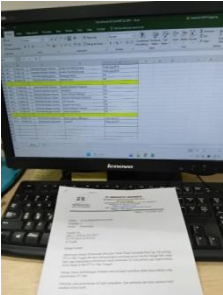
Day	Activity	Place	Approved by Mentor
Monday, Nov 10 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Tuesday, Nov 11 th , 2025	1. Recording of waste types, quantities, time of receipt, and destination of waste leaving the storage site.	Office Ivo Mas Tunggal	
Wednesday, Nov 12 nd , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Thursday, Nov 13 th , 2025	1. Input data accurately, including the type, amount, and period of hazardous waste disposal, in accordance with the format provided on each platform.	Office Ivo Mas Tunggal	
Friday, Nov 14 th , 2025	1. Copy the information from the PowerPoint file into the document. The data copied includes the location name and supporting information contained in the slide.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
   	During this week, we began by checking the completeness of documents submitted by each employee or related party, then systematically recording them in an archive list. This activity was followed by recording waste data, including the type, amount, time of receipt, and destination of waste from the storage location. The recording process was carried out meticulously to ensure data accuracy so that it could be used in daily reports and environmental monitoring.

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Milatun Hasanah
 Intern Position : EHFS
 Business Unit : PT. Ivo Mas Tunggal
 Mentor Name : Sintong Getsemani Manalu
 Period : Nov 17th to Nov 21st 2025

Day	Activity	Place	Approved by Mentor
Monday, Nov 17 th , 2025	1. Moving each manual record of flow debit and pH value from the wastewater treatment system (STP) into an Excel spreadsheet in a careful and structured manner.	Office Ivo Mas Tunggal	
Tuesday, Nov 18 th , 2025	1. Checking the completeness of supporting documents from each employee or party submitting an application, followed by systematically recording the application data in a special list or archive.	Office Ivo Mas Tunggal	
Wednesday, Nov 19 th , 2025	1. Compilation of a summary list of Health, Safety, and Environment (HSE) plans, including project name, contractor name, and owner department names based on existing documents.	Office Ivo Mas Tunggal	
Thursday, Nov 20 th , 2025	1. Guest data recording at PT. Ivo Mas Tunggal is done by collecting information from the guest book, such as visitor names, home institutions, purpose of visit, and arrival and departure times, and this data is entered into Excel.	Office Ivo Mas Tunggal	

Pictures of Activity	Description
  	Over the past week, I transferred manual flow and pH data from the system (STP) to Excel, checked the completeness of application documents and recorded the data in the archives, compiled HSE document summaries such as project names, contractors, and departments based on the available data. Then, recorded guest data by collecting information from the guest book and entering it into Excel so that it was recorded correctly.

Appendix 6: Logbook

Tingkat Akhir > Kegiatan Pendukung > Rincian Kegiatan

Rincian Kegiatan

Cari Kegiatan

Q

Kembali ke Daftar

Tambah

Data Kegiatan

Peserta

Pembimbing

Rincian Kegiatan

Periode Akademik

2025 Ganjil

Unit

D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Jenis Kegiatan

Kerja Praktek/PKL

Instansi

PT. Ivo Mas Tunggal, Kota Dumai

Nama Kegiatan

Kerja Protek

Kelompok

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 21 November 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 - Faralla 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 FILUNG SURAT MASUK PERUSAHAAN 2025 (OCT - NOV)	  
7	Rabu, 19 November 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 - Faralla 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 - Faralla 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 FILUNG	  
16	Jumat, 14 November 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 - Faralla 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 - Faralla 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 - Faralla 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 - Faralla 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 - Faralla 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
35	Kamis, 6 November 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
38	Rabu, 5 November 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
41	Selasa, 4 November 2025	198510082019032015 - FANAUSA 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 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  

46	Jumat, 31 Oktober 2025	198510082019032015 - FANAUSA ELFA, S.Pd, M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
47	Jumat, 31 Oktober 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
50	Kamis, 30 Oktober 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
53	Rabu, 29 Oktober 2025	198510082019032015 - FANAUSA 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 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
58	Senin, 27 Oktober 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
61	Jumat, 24 Oktober 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
64	Kamis, 23 Oktober 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	OFF (SICK)	  
67	Rabu, 22 Oktober 2025	198510082019032015 - FANAUSA 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 - FANAUSA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	DAILY INTERNSHIP REPORT	  
70	Selasa, 21 Oktober 2025	198510082019032015 - FANAUSA 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 INTERNSHIP 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	Serini, 29 September 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralia Riska	DAILY INTERNSHIP REPORT	  
119	Serini, 29 September 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221082 - Milatun Hasanah	OFF (SICK)	  
120	Serini, 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	  

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	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 - Faralla 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 - Faralla 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 - Faralla 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 - Faralla 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 - Faralla 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 - Faralla 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 INTERSHIP REPORT	  
247	Selasa, 29 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 - Faralla 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 INTERSHIP REPORT	  
253	Jumat, 25 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 INTERSHIP REPORT	  
256	Kamis, 24 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 INTERSHIP REPORT	  
259	Rabu, 23 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 - Faralla 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 INTERSHIP REPORT	  
265	Senin, 21 Juli 2025	198510082019032015 - FANALISA ELFA, S.Pd, M.Pd	5504221071 - Faralla 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 INTERSHIP REPORT	  

Appendix 7: Documentation during Apprenticeship

