

"SINGING COMPETITION FOR KIDS AT THE POLBENG BUSINESS EXPO CHAPTER II (CASE STUDY: PROJECT SECRETARY)"

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ABSTRACT

The Polbeng Expo Chapter II is an annual event organized by Bengkalis State Polytechnic (Polbeng) as one of the academic requirements for completing the final assignment in the International Business Administration Study Program. The 2025 event, themed “Local Innovation, Global Impact,” aimed to enhance students’ competencies in applying administrative and managerial knowledge within practical and global contexts. One of the featured activities, the Singing Competition, provided a valuable platform for fostering creativity, confidence, and talent among children while serving as a learning medium for students to apply their administrative and secretarial skills. Throughout the event, students carried out various administrative and secretarial tasks, including document management, correspondence handling, meeting preparation, participant registration, and report writing. The experience not only strengthened their technical and organizational abilities but also deepened their understanding of event management and teamwork in a professional environment. The final project report compiled from these activities serves as a comprehensive reflection of their performance, learning outcomes, and contribution to the success of the event.

Keywords : *Polbeng Expo Chapter II, International Business Administration, Secretarial Practice, Singing Competition, Administrative Skills, Event Management.*