

**APPRENTICESHIP REPORT
PT GARUDA CYBER INDONESIA
PEKANBARU – RIAU**

By:

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

2025

APPROVAL SHEET
APPRENTICESHIP REPORT
PT GARUDA CYBER INDONESIA

Written as one of the conditions for completing Apprenticeship

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Pekanbaru, December 31st, 2024

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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **M ARRASYHA ALZA PRATAMA H** Reg. Number **5504211052** who has done the apprenticeship at PT Garuda Cyber Indonesia from September 9th to December 31st, 2024. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee has been made.

Pekanbaru, December 31st , 2024

Accepted by:

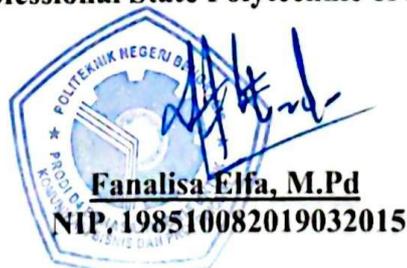
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5. All of Lectures of Language Department

Bengkalis, December 2024

The writer

M Arrasyha Alza Pratama

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CHAPTER I

INTRODUCTION

1.1. Background of the Apprenticeship

Internship (KP) is an activity that includes a series of things such as scientific theories/concepts that are applied in work according to the profession of the field of study taken. Internship can also increase discourse, knowledge and skills/abilities of students, and be able to solve scientific problems according to the theories they get in college. (Bengkalis State Polytechnic Internship Guidebook, 2017).

Internship is a program intended for students to learn and gain experience in the world of work. This internship is also one of the requirements that must be met by students, especially Bengkalis State Polytechnic students. In addition to several things explained previously, this internship aims for students to be able to learn about the profession and scope of work that is in accordance with the study program being taken.

In relation to the above, the author carried out internship at a company located in Pekanbaru City, namely PT. Garuda Cyber Indonesia. The internship period carried out at the company lasted for 4 months. This is based on the provisions of the English for Business and Professional Communication study program, where the implementation of internship is carried out for a minimum of 16 weeks. The author has a jobdesk as a video editor in the creative team. PT. Garuda Cyber Indonesia is an IT company, which is engaged in the field of software procurement services on a small or large scale.

1.2 Purpose of Apprenticeship

1. To develop video editing skills
2. To Increase creativity and innovation
3. To understand the content production process

4. To understand digital marketing strategies through video
5. To learn to adapt to a professional environment

1.3 Significance of the Apprenticeship

1.3.1 Significance for Apprentice

This program provides an opportunity for interns to gain real work experience in the dynamic and rapidly growing information technology industry. In a professional working environment, participants also learn about work ethic, team collaboration, and how to face challenges and solve problems effectively. Through guidance from experienced professionals, participants can understand industry work standards and gain valuable insights for future career preparation.

1.3.2 Significance for State Polytechnic of Bengkalis

This program strengthens the relationship between Bengkalis State Polytechnic and the industrial world, opens up job opportunities for alumni, and builds the institution's reputation as a provider of quality human resources who are ready to compete in the digital era. This is in line with the institution's efforts to create graduates who are superior, adaptive, and relevant to the needs of the national and global job market.

1.3.3 Significance for the company

Companies gain direct access to young talents who are creative, innovative, and with the latest technology and trends in the digital industry. This supports the development of fresh ideas that can enrich the company's work processes, especially in the field of creative content production such as video editing. This collaboration also strengthens Garuda Cyber Indonesia's image as a company that cares about

education, youth development, and supports government initiatives in the Merdeka Belajar program.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1. Company History

PT. Garuda Cyber Indonesia is a company engaged in the field of information technology, which plays an important role as an information technology partner for other companies. The company was founded in 2010 and on October 19, 2013, the company officially obtained its status in a legal entity under the name PT. Garuda Cyber Indonesia.



Figure 2.1 Garuda Cyber Indonesia Logo

In 2015, Puskom Universitas Sultan Syarif Kasim (UIN SUSKA) Riau entrusted PT. Garuda Cyber Indonesia as one of their application development partners. This company also specializes in making various types of applications, including Web-Based Applications, Mobile Android, Multimedia Video, Games, Animation, Electric Running Text and Tv Tron.

The head office of PT. Garuda Cyber Indonesia is located on Jalan HR. Soebrantas, No. 188, Pekanbaru, Riau, while the branch office is located on Jalan Bypass KM. 7, No. 03, Padang, West Sumatra. PT Garuda Cyber Indonesia itself has a team consisting of professionals who are certainly experienced in their respective fields, including Directors, Administrators, Project Managers, Analysts, Programmers, Multimedia and Designers. These teams consist of dozens of members who have at least 3 years of experience and educational backgrounds and expertise as skillfull-

engineers so that they are able to provide quality solutions according to consumer/client needs.

2.2 Vision and Mission

2.2.1. Vision

The vision of PT. Garuda Cyber Indonesia is to become the number 1 technology company in Indonesia by 2027.

2.2.2 Mission

1. Building and developing hundreds of technologies that can have a positive impact on the development of Education, Business, Economy & Social in Indonesia.
2. Committed to providing the best quality & service to all clients and partners
3. Implementing an employee happiness system by building a positive culture & developing the potential of employee resources
4. Becoming a company that has income stability and continues to grow with sustainable income
5. Making work a form of worship & competing to achieve success in the world & the hereafter

2.3. Kind of Business

The scope of the company PT. Garuda Cyber Indonesia focuses on the field of Information Technology. This company serves the creation of applications based on Web Based Applications, Mobile Android, Multimedia Video, Games, Animation,

Electric Running Text Lights and TV Tron. The following are some products from the company PT. Garuda Cyber Indonesia:

2.3.1. *Smart Campus*

Smart campus is one of the products of PT. Garuda Cyber Indonesia, which has been applied to many campuses in Indonesia that are partners of this company. This Smart Campus is designed in such a way as to revolutionize the Education experience with various integrated systems, as well as providing solutions that are quite complete and efficient in managing campuses. Some of the main features of the smart campus system are as follows:

1. New student admission system: Simplifying the registration process and selection of new prospective students with automated technology.
2. Academic system: Managing the curriculum, lecture schedule, grades, and academic administration more efficiently.
3. Scholarship system: Monitoring and managing scholarship programs for students in a transparent manner.\
4. Online KKN system: Providing facilities, coordination, and reporting on student KKN activities.
5. Online exam system: Conducting exams online with a secure and reliable system.
6. Library information system: Facilitating access to library collections and book loan management.
7. Alumni information system: Maintaining relationships with alumni and utilizing their networks for campus development.

2.3.2. *Smart School*

Smart School is another product of PT. Garuda Cyber Indonesia, which is designed to integrate all systems in a school, making it more efficient and organized. Smart school itself aims to facilitate the work of all stakeholders involved in the school environment. Some systems included in Smart school are:

1. School master data management system: Manage basic school data easily and accurately.
2. New student admission system: Provides facilities to efficiently carry out the new student registration process.
3. Correspondence system: Manages school correspondence administration well.
4. School learning system: Supports the teaching and learning process with interactive features.
5. Scheduling system: Arranges school schedules automatically and flexibly.
6. Question grid creation system: Assists teachers in compiling exam questions.
7. Teacher and employee workload system: Monitors and manages the workload of teaching staff and school employees.

2.3.3. *Smart Company*

Smart company is a product of PT. Garuda Cyber Indonesia which is integrated and designed to meet all company needs, answering modern business challenges with complete and efficient solutions. Some systems included in Smart company are:

1. New Employee Recruitment System: Manage the recruitment process from start to finish better.

2. Personnel System: Monitor and manage employee data comprehensively.
3. Payroll System: Manage employee payroll on time and accurately
4. Employee Workload System: Monitor and manage employee workload to improve productivity.
5. Corporate Finance System: Manage corporate finances transparently and integrated.

2.3.4 Garuda Kasir

Garuda Kasir is another application from PT. Garuda Cyber Indonesia which has been widely used by various types of businesses throughout Indonesia. This application offers advanced features to help manage daily transactions and operations. The systems in Garuda Kasir include:

1. Report Management: Provides detailed and easily accessible sales reports.
2. Stock Management: Monitor and manage stock accurately.
3. Report Graphs: Display sales graphs and analysis to assist decision making
4. Online and Offline: Can be used online and offline, ensuring operations continue to run smoothly even if the internet connection is disrupted.

2.4 Organization Structure

The organizational structure of PT. Garuda Cyber Indonesia is arranged and designed according to the functions, obligations, and responsibilities of each section in various fields. To get a clearer picture, the following is the organizational structure of PT. Garuda Cyber Indonesia:

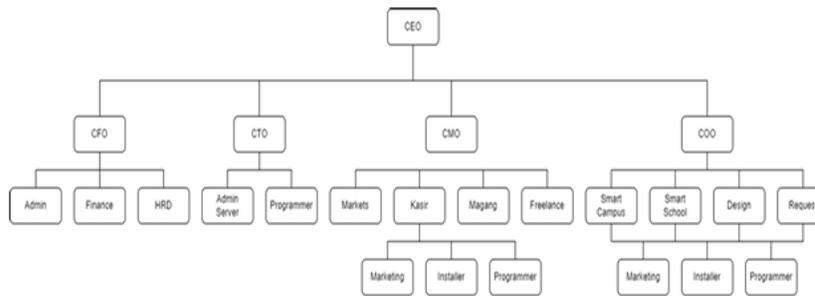


Figure 2.2 Garuda Cyber Indonesia Organization Structure

In the organizational structure shown in the image above, each section has a clear role and responsibility according to its function and field of work. The following is an explanation of the organizational structure above:

2.4.1. CEO (Chief Executive Officer)

The CEO of PT. Garuda Cyber Indonesia has an important role in directing, managing and supervising operational activities within the company. The CEO is also responsible for formulating business strategies, making strategic decisions and managing company resources efficiently.

In addition, the CEO of PT. Garuda Cyber Indonesia also has the responsibility to lead the company in the technology industry. In this responsibility, the CEO must ensure that the company remains competitive, relevant, and adapts quickly to market and technological changes. The CEO of this company must also ensure that the company meets high financial standards, builds strong relationships with stakeholders, and develops innovative products and services to meet consumer/client needs

2.4.2. CFO (Chief Financial Officer)

The CFO of PT. Garuda Cyber Indonesia has an important role in maintaining the financial health of the company, supporting strategic decision making, and

establishing good relationships with stakeholders. Financial expertise and a deep understanding of the company's operations make the CFO a very important leader in achieving success in the financial sector and company growth.

2.4.3. CTO (Chief Technology Officer)

CTO of PT. Garuda Cyber Indonesia plays an important role in developing technology strategies, managing IT infrastructure, driving innovation, maintaining information technology security, leading IT teams and developing solutions with new technologies. In carrying out this role, CTO contributes to the effective and strategic use of technology to support the growth and success of the company.

2.4.4. CMO (Chief Marketing Officer)

CMO of PT. Garuda Cyber Indonesia also has an important role in developing technology strategies, managing IT infrastructure, driving innovation, maintaining information technology security, leading IT teams and developing solutions with new technologies. In carrying out this role, CTO contributes to the effective and strategic use of technology to support the growth and success of the company.

2.4.5. COO (Chief Operating Officer)

COO in PT. Garuda Cyber Indonesia also has an important role in managing the company's daily operations, increasing efficiency, overseeing firms and departments, and contributing to the company's strategic planning and business development.

2.5 Working Process

PT. Garuda Cyber Indonesia Creative Team	
Briefing	Determine the type of video (promotion, tutorial, vlog, etc.), editing style, and desired duration.
Production	the process of making audio-visual media products, starting from ideas, scripts, storyboards, recording, editing and video screenings
Rough Cut	Arranging the sequence of footage according to the storyboard or script.
Fine Cut	Add visual effects, transitions, text, animations, and motion graphics according to the concept.
Review	Make revisions according to the input received.
Export	Set the video resolution and format according to the needs of the distribution platform (YouTube, Instagram, website, etc.).
Uploading	Upload the video to social media

Table 2.1 Working Process Creative Team

2.6 Document Used for Activity

There are several document which used while doing apprenticeship activities, as follows:

1. Storyboard

A visual representation of a scene sketch to guide the flow of the video.

2. Asset List

List of raw materials needed (raw video, music, sound effects, etc.).

3. Editing Log Sheet

Note the order in which clips, transitions, and starting elements are applied.

4. Visual Style Guide

Branding guidelines (colors, fonts, logos) that match the company's identity.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In the implementation of the internship, the author is positioned as a video editor in the creative team. In this position, the author executes the idea or brief content created by the Social Media Specialist into a video or reels content that will be uploaded to 2 Instagram accounts owned by the company, the purpose of which is to build the company's branding and promote each product that will be sold by the company. This position has the task of editing videos or footage taken by yourself into interesting videos and uploading them to social media platforms, especially Instagram. With the video reels content on the two Instagram accounts that are run, the company will be known in cyberspace because every video uploaded has a value and message that will create a good image for the company.

3.2 System and Procedure

1. Brainstorming Idea and Brief Content with Social Media Specialist
Brainstorming ideas and content briefs with SMS to determine what content ideas will be made into video reels to be uploaded on social media platforms.
2. Video Production
Producing videos using smartphones and cameras, producing videos according to the specified brief in the form of scenes, talents and types of content.
3. Editing Video
Editing videos that have been produced using 2 applications, namely Capcut and Adobe Premiere Pro, editing based on the specified brief such as the sound used, assets used, text used, transitions, etc.
4. Check with the Mentor
Check the video that has been made with the mentor if there is an error then it will be revised if not the video is allowed to be uploaded to social media.
5. Design Cover Reels
Create a cover for the uploaded video reels or thumbnail using the Figma application, and must be approved by the mentor and then allowed to be used on social media.

3.3 Place of Apprenticeship

The apprenticeship was started from 9th September to 31st December 2024. It was done at PT Garuda Cyber Indonesia, Pekanbaru, Kec. Tampan, Kota Pekanbaru, Riau.

3.4 Kind and Description of the Activity

The daily activities at PT Garuda Cyber Indonesia can be seen in tables below :

Table 3.1 Daily Activity of 9th September to 13th September 2024

No	Day/Date	Activity	Place
1.	Monday, 9 th September 2024	National OnBoarding (Zoom)	Online
2.	Tuesday, 10 th September 2024	National OnBoarding (Zoom Product Knowledge 1)	Online
3.	Wednesday, 11 th September 2024	National OnBoarding (Zoom Product Knowledge 2)	Online
4.	Thursday, 12 th September 2024	National OnBoarding (Zoom Product Knowledge 3)	Online
5.	Friday, 13 th September 2024	National OnBoarding (Zoom Product Knowledge 4)	Online
6.	Saturday	OFF	

Table 3.2 Daily Activity of 17th September to 24th September 2024

No	Day/Date	Activity	Place
1.	Tuesday, 17 th September 2024	First time onsite at office	Office
2.	Wednesday, 18 th September 2024	Onsite	Office
3.	Thursday, 19 th September 2024	Onsite	Office
4.	Friday, 20 th September 2024	Onsite	Office
5.	Monday, 23 rd September 2024	Onsite and Meeting	Office
6.	Tuesday, 24 th September 2024	Onsite and Briefing	Office

Table 3.3 Daily Activity of 25th September to 2nd October 2024

No	Day/Date	Activity	Place
1.	Wednesday, 25 th September 2024	Onsite and Editing	Office
2.	Thursday, 26 th September 2024	Onsite and Editing	Office
3.	Friday, 27 th September 2024	Video Production and Editing	Office
4.	Monday, 30 th September 2024	Editing	Office
5.	Tuesday, 1 October 2024	Production and Editing	Office
6.	Wednesday, 2 October	Editing	Office

Table 3.4 Daily Activity of 3rd October to 10th October 2024

No.	Day/Date	Activity	Place
1.	Thursday, 3 rd October 2024	Editing	Office
2.	Friday, 4 th October 2024	Editing	Office
3.	Monday, 7 th October 2024	Editing and Taking Video	Office
4.	Tuesday, 8 th October 2024	Editing	Office
5.	Wednesday, 9 th October 2024	Editing	Office
6.	Thursday, 10 th October 2-24	Editing	Office

Table 3.5 Daily Activity of 11th October to 18th October 2024

No.	Day/Date	Activity	Place
1.	Friday, 11 th October 2024	Editing	Office

2.	Monday, 14 th October 2024	Editing	Office
3.	Tuesday, 15 th October 2024	Editing	Office
4.	Wednesday, 16 th October 2024	Editing	Office
5.	Thursday, 17 th October 2024	Editing	Office
6.	Friday, 18 th October 2024	Editing	Office

Tabel 3.6 Daily Activity of 21st October to 28th October 2024

No.	Day/Date	Activity	Place
1.	Monday, 21 st October 2024	Editing and Take Video	Office
2.	Tuesday, 22 nd October 2024	Editing	Office
3.	Wednesday, 23 rd October 2024	Editing	Office
4.	Thursday, 24 th October 2024	Editing	Office
5.	Friday, 25 th October 2024	Editing	Office
6.	Monday, 28 th October 2024	Editing	Office

Tabel 3.7 Daily Activity of 29th October to 5th November 2024

No.	Day/Date	Activity	Place
1.	Tuesday, 29 th October 2024	Editing	Office
2.	Wednesday, 30 th October 2024	Editing	Office
3.	Thursday, 31 st October 2024	Editing	Office
4.	Friday, 1 st November 2024	Editing	Office
5.	Monday, 4 th November 2024	Editing	Office

6.	Tuesday, 5 th November 2024	Editing and take Video	Office
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Tabel 3.8 Daily Activity of 6th November to 13th November 2024

No.	Day/Date	Activity	Place
1.	Wednesday, 6 th November 2024	Editing and Take Video	Office
2.	Thursday, 7 th November 2024	Editing	Office
3.	Friday, 8 th November 2024	Editing	Office
4.	Monday, 11 th November 2024	Not Present	
5.	Tuesday, 12 th November 2024	Editing and Take Video	Office
6.	Wednesday, 13 th November 2024	Editing	Office

Tabel 3.9 Daily Activity 14th November to 21st November 2024

No.	Day/Date	Activity	Place
1.	Thursday, 14 th November 2024	Editing	Office
2.	Friday, 15 th November 2024	Editing	Office
3.	Monday, 18 th November 2024	Editing	Office
4.	Tuesday, 19 th November 2024	Editing	Office
5.	Wednesday, 20 th November 2024	Editing	Office
6.	Thursday, 21 st November 2024	Editing dan Take Video	Office

Tabel 3.10 Daily Activity 22nd November to 29th November 2024

No.	Day/Date	Activity	Place
1.	Friday, 22 nd November 2024	Editing	Office
2.	Monday, 25 th November 2024	Editing	Office
3.	Tuesday, 26 th November 2024	NOT PRESENT	
4.	Wednesday, 27 th November 2024	Editing	Office
5.	Thursday, 28 th November 2024	Editing	Office
6.	Friday, 29 th November 2024	Editing	Office

Tabel 3.11 Daily Activity 2nd December to 9th December 2024

No.	Day/Date	Activity	Place
1.	Monday, 2 nd December 2024	NOT PRESENT	
2.	Tuesday, 3 rd December 2024	Ediitng and Take video	Office
3.	Wednesday, 4 th December 2024	Editing	Office
4.	Thursday, 5 th December 2024	Editing and Design	Office
5.	Friday, 6 th December 2024	Editing	Office
6.	Monday, 9 th December 2024	Editing	Office

Tabel 3.12 Daily Activity 10th December to 17th December 2024

No.	Day/Date	Activity	Place
1.	Tuesday, 10 th December 2024	Editing	Office
2.	Wednesday, 11 th December 2024	Editing	Office
3.	Thursday, 12 th December 2024	Editing	Office

4.	Friday, 13 th December 2024	Editing	Office
5.	Monday, 16 th December 2024	Editing	Office
6.	Tuesday, 17 th December 2024	Final Presentation	Office

Tabel 3.13 Daily Activity 18th December to 25th December 2024

No.	Day/Date	Activity	Place
1.	Wednesday, 18 th December 2024	Final Presentation	Office
2.	Thursday, 19 th December	Editing and Webinar	Office
3.	Friday, 20 th December 2024	Editing and Design	Office
4.	Monday, 23 rd December 2024	Editing and Take Video	Office
5.	Tuesday, 24 th December 2024	Editing and Take Video	Office
6.	Wednesday, 25 th December 2024	CHRISMAST DAY	

Tabel 3.14 Daily Activity 26th December to 31st December 2024

No.	Day/Date	Activity	Place
1.	Thursday, 26 th December 2024	Editing	Office
2.	Friday, 27 th December 2024	Editing and Take Video	Office
3.	Monday, 30 th December 2024	Farewell Party	Office
4.	Tuesday, 31 st December 2024	Last Onsite (Take Certificate)	Office

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The internship that I did at PT. Garuda Cyber Indonesia for four months gave me a lot of valuable experience, especially in the field of video editing for reels content on social media. Throughout the internship, I have gained a deeper understanding of the entire video production process, from planning to the post-production stage. I was also able to improve my technical skills in using various video editing software and expand my knowledge of the production process while at PT. Garuda Cyber Indonesia.

This process not only improved my technical skills, but also formed a professional attitude in collaborating with the team and meeting tight deadlines. I feel fortunate to be able to join a team that is very supportive and provides a lot of direction during this internship.

I would like to thank all parties at PT. Garuda Cyber Indonesia, especially to the supervisors and colleagues who have provided opportunities and support throughout my internship journey. This experience will definitely be a valuable asset in developing my career in the future.

Hopefully PT. Garuda Cyber Indonesia will continue to advance and achieve success in every project that is worked on. Thank you for the opportunity that has been given.

4.2 Suggestion

As a suggestion for PT Garuda Cyber Indonesia, in the implementation of MSIB, partner organizations can continue to improve the mentoring system that is more intensive and focused for program participants. This can be done by adding regular mentoring sessions that focus on developing technical skills and soft skills according

to the needs of the creative industry. In addition, it is necessary to strengthen the fast and constructive feedback mechanism, so that participants can improve their work results more effectively. In terms of substance, the topics studied as video editors can be further developed by adding training on the latest trends in the industry, such as video storytelling and video optimization strategies for digital platforms. This will provide great added value for participants, both in terms of technical skills and strategic understanding in producing high-quality content that is relevant to market needs.

REFERENCES

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

Garuda Cyber Institute., available on. Accessed on <https://garudacyberinstitute.id/>
December 2nd, 2024

APPENDICES

APPENDIX A

Daily Activity of internship

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : September 9th 024

No	Job Description	Supervisor	Signature
	Natinal OnBoarding	Fanalisa Elfa	
Note:			

No	The Picture of the activity	Information
		Initial introduction about the company

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : September 10th 2024

No	Job Description	Supervisor	Signature
	National OnBoarding	Fanalisa Elfa	
Note:			

No	The Picture of the activity	Information
		<p>introduction of products sold by the company</p>

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : September 11th 2024

No	Job Description	Supervisor	Signature
	National OnBoarding	Fanalisa Elfa	
Note:			

No	The Picture of the activity	Information
		introduction of products sold by the company

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : September 12th 2024

No	Job Description	Supervisor	Signature
	National OnBoarding	Fanalisa Elfa	
Note:			

No	The Picture of the activity	Information
		introduction of products sold by the company

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : September 13th 2024

No	Job Description	Supervisor	Signature
	National OnBoarding	Fanalisa Elfa	
Note:			

No	The Picture of the activity	Information
		introduction of products sold by the company

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : September 17th 2024

No	Job Description	Supervisor	Signature
	First Time Onsite	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		First time onsite at office

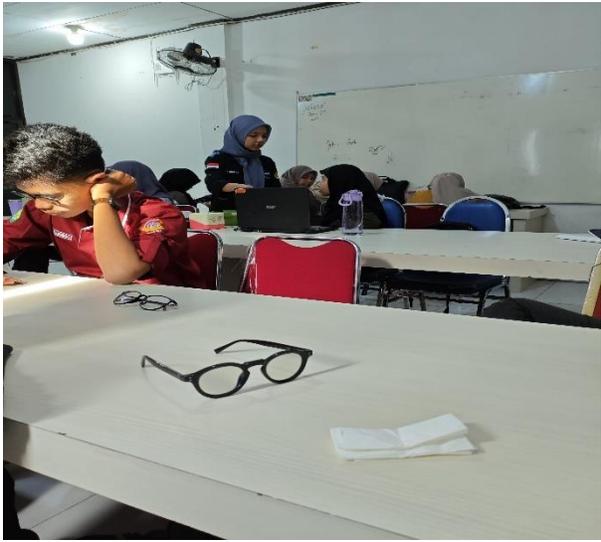
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : September 18th 2024

No	Job Description	Supervisor	Signature
	Onsite	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Onsite at office

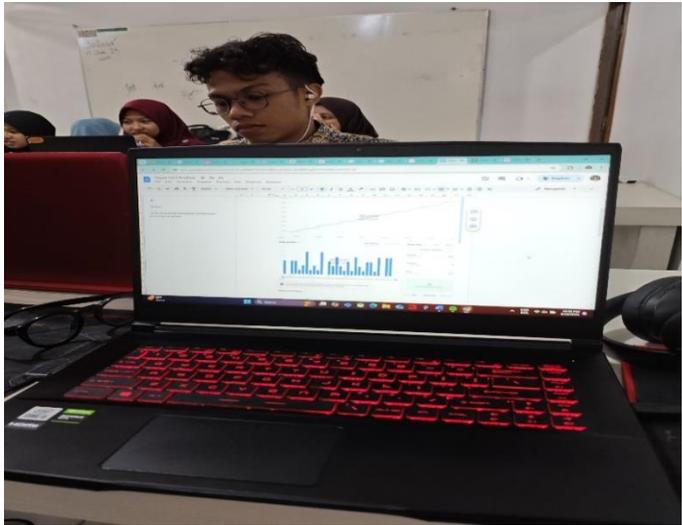
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : September 19th 2024

No	Job Description	Supervisor	Signature
	Onsite	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Onsite at office and analyze SWOT

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : September 20th 2024

No	Job Description	Supervisor	Signature
	Onsite	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Onsite and analyze SWOT

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : September 23rd 2024

No	Job Description	Supervisor	Signature
	Meeting with mentor	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		First time meeting with mentor for discussing target and goals

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : September 24th 2024

No	Job Description	Supervisor	Signature
	Onsite and Welcoming event	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Welcoming event for MSIB

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : September 25th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

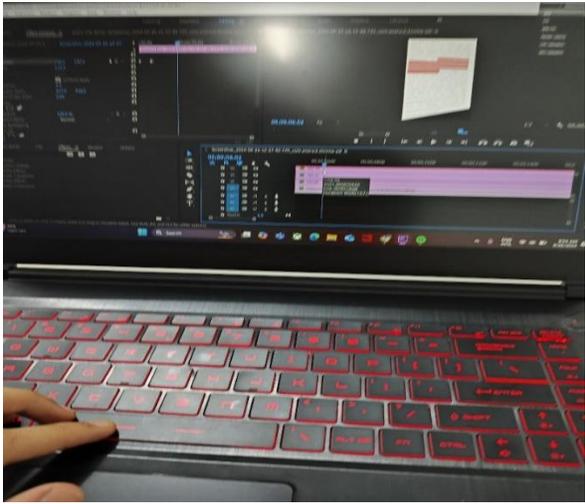
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : September 26th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : September 27th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus and garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : September 30th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

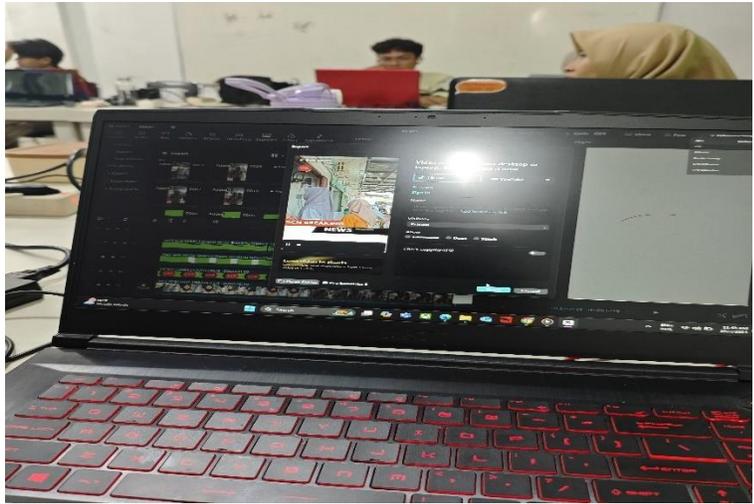
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : October 1st 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus and garuda cyber isntitute

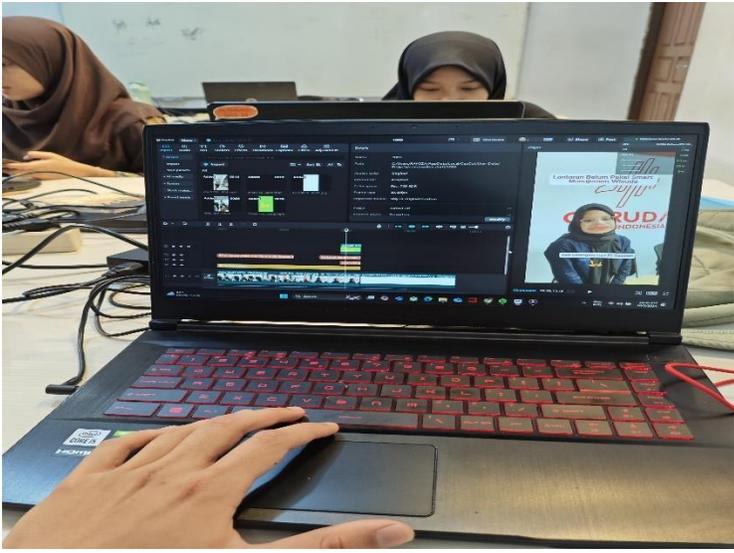
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : October 2nd 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : October 3rd 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : October 4th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

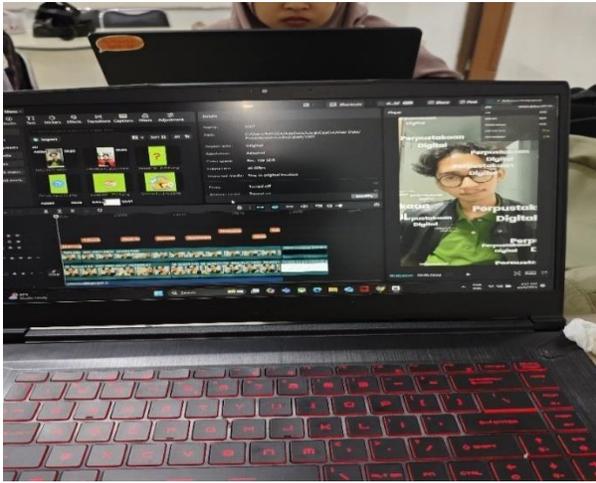
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : October 7th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : October 8th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

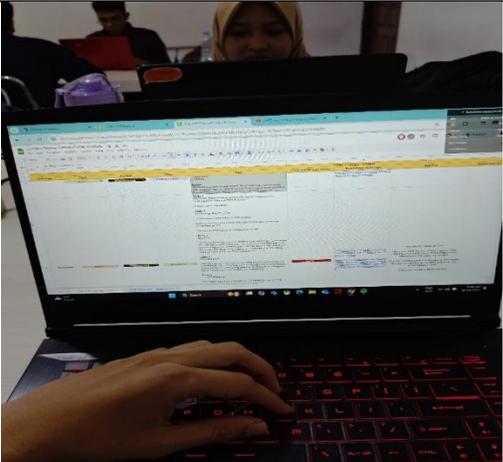
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : October 9th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and brainstorming idea for smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : October 10th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

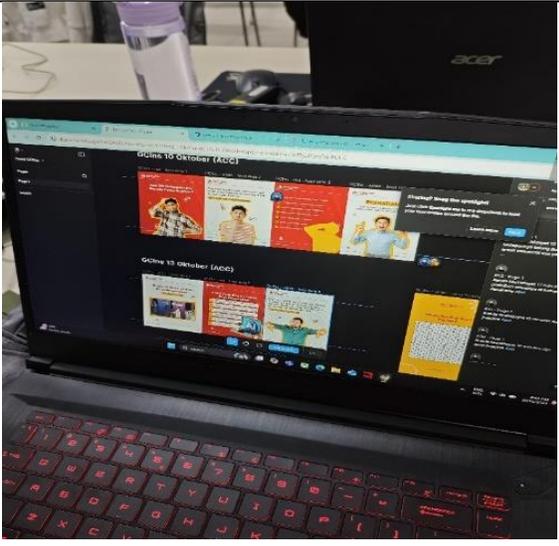
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : October 11th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : October 14th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

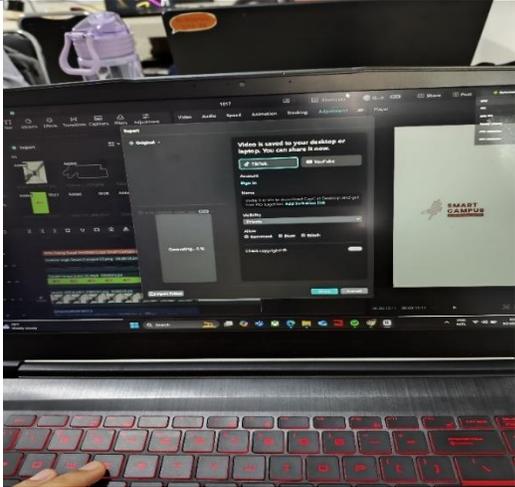
DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : October 15th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

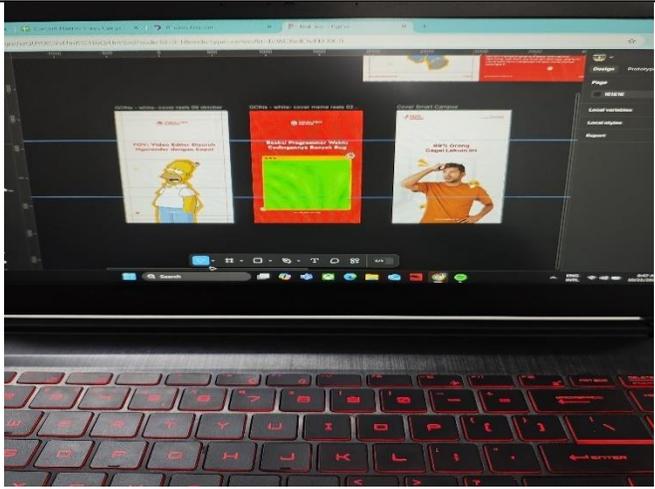
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : October 16th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : October 17th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : October 18th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : October 21st 2024

No	Job Description	Supervisor	Signature
	Ediitng	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : October 22nd 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

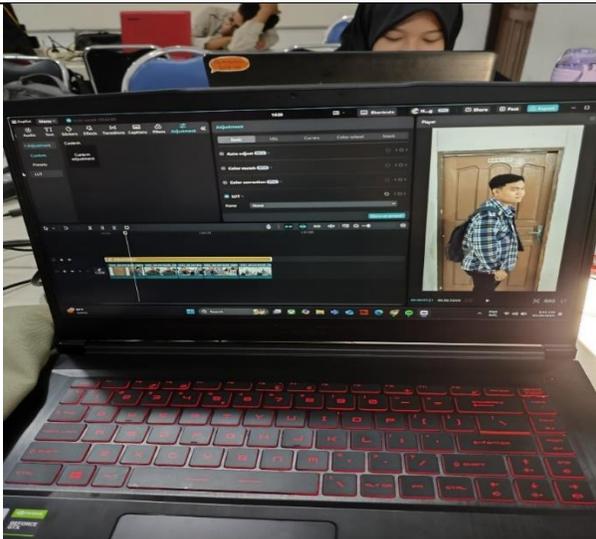
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : October 23rd 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : October 24th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and deisgn cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : October 25th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		<p>Editing reels smart campus</p>

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : October 28th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : October 29th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : October 30th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : October 31st 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : November 1st 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : November 4th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : November 5th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : November 6th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : November 7th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : November 8th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : November 11th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : November 12th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : November 13th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : November 14th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : November 15th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and learning about public speaking

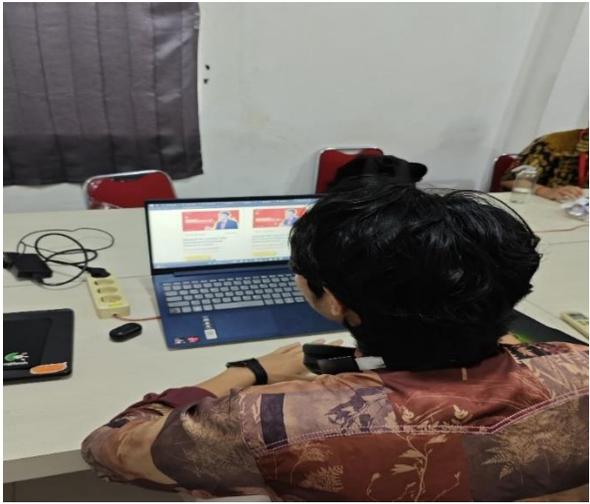
DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : November 18th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and learn about master editing video

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : November 20th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : November 21st 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : November 22nd 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : November 25th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

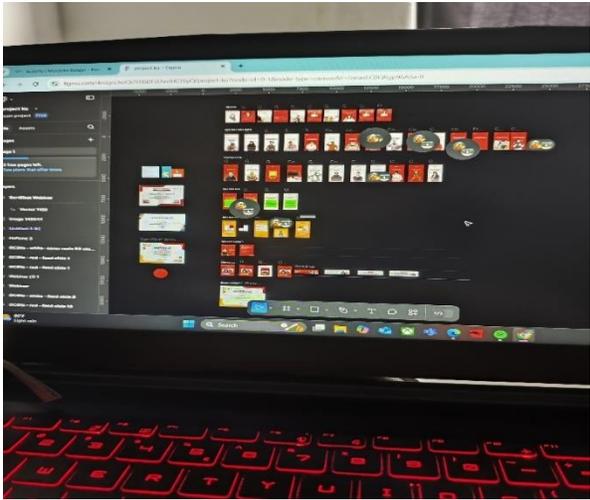
DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : November 27th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and cover reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : November 28th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : November 29th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : December 3rd 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : December 4th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

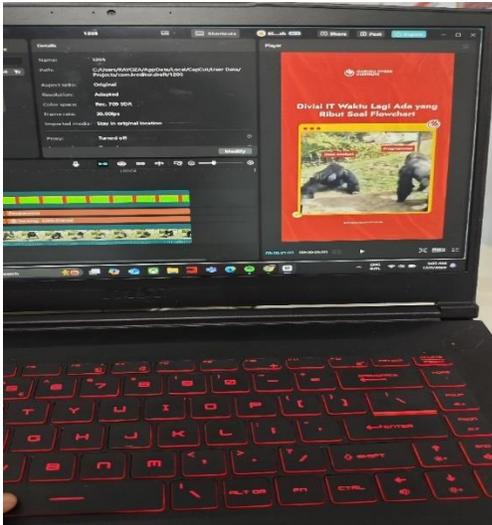
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : December 5th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : December 6th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : December 9th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : December 10th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : December 11th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and streaming webinar

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : December 12th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and cover reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : December 13th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : December 16th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : December 17th 2024

No	Job Description	Supervisor	Signature
	Final Presentation	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Final Presentation for Garuda Cyber Institute Team

DAILY ACTIVITY

APPRENTICESHIP

Day : Wednesday

Date : December 18th 2024

No	Job Description	Supervisor	Signature
	Final Presentation	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Final Presentation for Smart Campus Team

DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : December 19th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels smart campus

DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : December 20th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : December 23rd 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : December 24th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

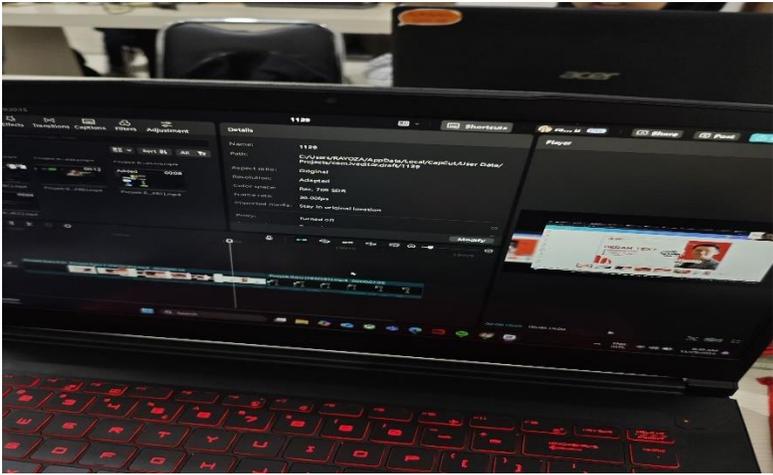
DAILY ACTIVITY

APPRENTICESHIP

Day : Thursday

Date : December 26th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing reels garuda cyber institute

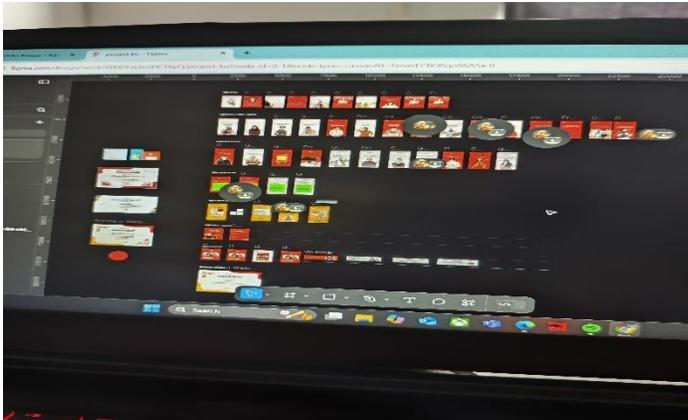
DAILY ACTIVITY

APPRENTICESHIP

Day : Friday

Date : December 27th 2024

No	Job Description	Supervisor	Signature
	Editing	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Editing and design cover reels

DAILY ACTIVITY

APPRENTICESHIP

Day : Monday

Date : December 30th 2024

No	Job Description	Supervisor	Signature
	Farewell Party	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Farewell party for MSIB Apprenticeship

DAILY ACTIVITY

APPRENTICESHIP

Day : Tuesday

Date : December 31st 2024

No	Job Description	Supervisor	Signature
	Last Onsite at Offcie	Halim Hidayat	
Note:			

No	The Picture of the activity	Information
		Last onsite at office

APPENDIX B

Certificate of Internship



APPENDIX C

Evaluation Form

CAPAIAN PEMBELAJARAN PROGRAM				
NO.	Kompetensi	Definisi Kompetensi	Nilai Capaian	Deskripsi Nilai Capaian
01	Kemampuan Penyesuaian Naskah dengan Video	Peserta belajar bagaimana cara untuk menarik perhatian dan keterlibatan audiense di media sosial agar perkembangan media sosial menjadi lebih baik. Peserta juga belajar untuk dapat merespon setiap interaksi yang ada pada akun yang dikelola	60	Baik
02	Kemampuan Produksi Video	Peserta belajar untuk merencanakan konten pada media sosial perusahaan dalam kurun waktu tertentu. Perencanaan terkait dengan audience, tujuan pembuatan konten pada berbagai media sosial yang ada	60	Baik
03	Kemampuan Visualisasi Video	Peserta belajar untuk membuat kampanye iklan pada media sosial agar kampanye dapat berjalan optimal dan efektif sesuai dengan budget, peserta juga belajar melakukan analisa dari perkembangan kampanye yang telah dibuat	60	Baik
04	Kemampuan Penyesuaian Durasi Video	Peserta belajar untuk melakukan analisa terhadap perkembangan akun media sosial yang dikelola agar kedepannya dapat merencanakan strategi terbaik mengembangkan media sosial yang dikelola	60	Baik
05	Kemampuan Pengumpulan & Penyuntingan Footage	Peserta belajar untuk mengelola media sosial yang ada secara efektif dan belajar untuk mengembangkan seluruh aspek yang ada pada media sosial, seperti audience, engagement, dll	60	Baik
06	Etika Profesi	Peserta mampu memahami etika profesi dan menerapkannya selama program berlangsung	60	Baik
07	Kemampuan Copywriting	Peserta belajar untuk dapat paka terhadap tren yang berkembang di media sosial untuk kemudian disesuaikan dengan media sosial yang dikelola	60	Baik

Ketua Program Magang
PT. Garuda Cyber Indonesia

