

**APPRENTICESHIP REPORT  
PT. WILMAR NABATI INDONESIA**

*In Partial Fulfillment of the Requirements for Applied Bachelor Study Program of  
English for Business and Professional Communication of Language Department of  
State Polytechnic of Bengkalis*

**By:**

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

**2025**

**APPROVAL SHEET  
APPRENTICESHIP REPORT  
PT. WILMAR NABATI INDONESIA**

This apprenticeship report written by **Septriana Romauli Sitohang** with Reg. Number 5504211045 who had done apprenticeship at PT. Wilmar Nabati Indonesia started from August 1<sup>st</sup> to November 30<sup>nd</sup>, 2024 by the following advisor:

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## ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Septriana Romauli Sitohang**, Reg Number **5504211045** who did the apprenticeship at **PT. Wilmar Nabati Indonesia**, started from from 01 Augustus 2024 to 30 November 2024. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Pelintung November 30<sup>nd</sup>, 2024

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The author recognizes that this internship report is far from excellent, both in terms of preparation, terminology, and writing. As a result, the author eagerly awaits critical feedback and recommendations that will serve as a future reference for him. Hopefully, this internship report will be useful to writers and readers.

**Bengkalis, 10 Januari 2025**

**Septriana Romauli Sitohang**

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# CHAPTER 1

## INTRODUCTION

### 1.1 Background of Apprenticeship

An apprenticeship is a structured learning process that provides students with hands-on experience in their respective fields. Each student is expected to apply the knowledge they have acquired in the classroom to the real world of work. Internships are a valuable opportunity for students to gain additional knowledge, skills, and work experience that can be applied in the professional setting.

The apprenticeship program offers students the opportunity to gain valuable work experience that aligns with their academic major. This program integrates classroom learning with practical internships, equipping students with recognized skills and qualifications. Internships are available at various levels, including entry-level, supervisor, and manager positions, allowing students to acquire skills that are applicable to a range of careers. Each level of the internship is led by experienced professionals, and the time commitment varies according to the intern's skill level. A successful internship program can lead to significant achievements in the workplace.

The State Polytechnic of Bengkalis is the only state polytechnic in Riau province. The State Polytechnic of Bengkalis has been established since 2000 and has eight departments, one of which is the Department of Language, which provides two study programs: D3-English and D4-English for Business and Professional Communication. This department provides fields of study in tourism and hospitality, professional administration, business communication, translation, interpreting, and public relations. Polytechnic graduates, including language graduates, are generally prepared to work with a variety of skills and compete globally. One of the programs that assists students indirectly applying the knowledge gained during their studies is the apprenticeship program, which is also one of the graduation requirements.

This apprenticeship is a student experience to jump directly into the company or professional work in the future. This program also gives students the ability to adapt and have a strong work ethic, discipline, and sense of responsibility. Apprenticeship held at PT. Wilmar Nabati Indonesia. PT. Wilmar Nabati Indonesia is a company engaged in the field

of oleochemicals that have production results such as cooking oil, fatty acids, methyl ester fractionation, methyl ester distillation, and other palm oil derivatives. In addition to oleochemicals, PT. Wilmar Nabati Indonesia is also engaged in food manufacturing by producing products, one of which is wheat flour. Apprenticeship can work on relevant projects, learn about business, network, and improve their soft and hard skills in the work environment. For this reason, the author chose and was given an apprenticeship opportunity at PT. Wilmar Nabati Indonesia.

The apprenticeship program will be held from August 1 to November 30, 2024, at the training section of the HRGA Department in the central office PT. Wilmar Nabati Indonesia. PT. Wilmar Nabati Indonesia. HRGA is a department that regulates human resources and everything related to legal and corporate relations. The Training Section is a division that acts as a forum to provide fulfilment and development of employee competencies, such as analysing employee training and development needs, preparing internal training and certification programs, and evaluating training results chose and was given an apprenticeship opportunity at PT. Wilmar Nabati Indonesia

## **1.2 Purpose of the Apprenticeship**

The purposes of the apprenticeship are as follow:

1. To fulfill the internship course and as one of the requirements to obtain a diploma IV in language Department State Polytechnic of Bengkalis.
2. The objective is to enhance the knowledge and skills of professional students, particularly those in the Training Department of PT. Wilmar Nabati Indonesia. This initiative is designed to improve students' understanding of the work environment and the company's operational processes.
3. The objective is to apply the knowledge acquired on campus to real-world professional settings.

## **1.3 Significances of the Apprenticeship**

### **1.3.1 Significances for the apprentice**

An apprenticeship program offers a unique opportunity for professionals to apply their existing knowledge in a practical setting and gain

valuable experience. By pursuing an apprenticeship, students can enhance their skill set, foster creativity, meet college requirements, and develop personal career objectives. These programs offer a chance to understand the impact of business, develop human resources, enhance confidence, master time management, establish a professional network, and refine public speaking skills in the workplace.

#### 1.3.2 Significance for State Polytechnic of Bengkalis

Apprenticeships are a strategic initiative that enables Polytechnics to prepare graduates with professional competencies, equipping them to seamlessly enter the workforce and compete on a global scale. These apprenticeships play a pivotal role in aligning Polytechnics' curriculum with industry demands, fostering innovation, and driving academic excellence.

#### 1.3.3 Significance for the Company

Companies can establish or expand their connections with educational institutions through apprenticeships, which provide an opportunity to promote and brand their image. Furthermore, this Apprenticeship program can help ease the workload of other employees, allowing companies to identify potential future talent among students. Consequently, if a company needs employees, it can hire these students.

## **CHAPTER 2**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company History**



**Figure 1 the Wilmar Group Logo**  
Source: PT Wilmar Pelintung-Dumai Website

Wilmar International Limited, founded in 1991 and headquartered in Singapore, is today Asia's leading agribusiness group. Wilmar is listed among the largest companies in terms of market capitalization on the Singapore Exchange. Wilmar is one of the world's largest oil palm plantation owners, with a total planted area of 231,697 hectares (ha) as of December 31, 2022, of which approximately 65% is in Indonesia, 26% in East Malaysia, and 9% in Africa. In Indonesia, one of Wilmar's plantations is located in Sumatra and also directly manages 36,390 hectares of smallholder schemes in Indonesia. Wilmar is committed to purchasing all fruit produced by small landowner plantations. Wilmar's business operations include the cultivation and milling of palm oil and sugar cane, as well as the processing, branding, and distribution of various edible food products in consumer, medium, and bulk packaging; animal feed; and industrial agricultural products, such as oleochemicals and biodiesel.

Wilmar has several subsidiaries, including Wilmar Nabati Indonesia, an oleochemical company established in 1991. PT. Wilmar Nabati Indonesia, abbreviated PT. WINA, expanded with the construction of a second plant located on Jl. Datuk Laksamana Dumai, which was then used as a factory and Dumai regional headquarters. The strategic location of PT WINA's factory, which is a dock facility in Pelindo capable of accommodating international standard ships for product exports, has contributed to its growth. In addition,

the management of PT WINA undertook the early 2000 rebuilding of the factory in the industrial area of Dumai-Pelitung. PT.KID is one of the companies in the Wilmar Wilmar Group, located in Pelitung Village, Medang Kampai District, Dumai City, Riau Province. This area is one of the exclusive economic zones or areas that have obtained a management permit from the government of the Republic of Indonesia. The construction of this area began on August 31, 2000, and it has been operating since 2007. PT Kawasan Industri Dumai functions as a division or support unit for the Wilmar Group Dumai, which is one of the Wilmar Group's regional units. Some units of PT. Wilmar Group in Kawasan Industri Dumai include:

1. PT. Wilmar Nabati Indonesia-Pelitung
2. PT. Wina Flourmill
3. PT. Wina Oleochemical
4. PT. Wilmar Bioenergi Indonesia
5. PT. Sentana Adidaya Pratama (PT. SADP)
6. PT. Murini Sam-sam (PT. MSS)
7. PT. Kawasan Industri Dumai (PT. KID)
8. PT. Petro Andalan Nusantara
9. PT. Wilmar Chemical Indonesia

Wilmar Nabati Indonesia's central office functions as an executive body, responsible for planning, policy formulation, organization, decision-making, and related activities. The Central Office of PT. Wilmar Nabati Indonesia, there is a department that serves as the manager of human resources and general assets of the company. This department is the Department of Human Resources and General Affairs, or commonly referred to as HRGA.

## **2.2 Vision and Mission**

### **2.2.1 Vision**

Our objective is to establish a dynamic, world-class company in the agriculture and related industries sector. We aim to achieve this by maintaining our position as a market leader worldwide through strategic partnerships and effective management.

### 2.2.2 Mission

Being a superior business partner and worthy of trust for stakeholders.

## 2.3 Kind of Business

PT. Wilmar Nabati Indonesia has a diverse business portfolio, encompassing key sectors such as oil palm cultivation, oilseed crushing, vegetable oil refining, sugar milling and refining, consumer product manufacturing, special fats, oleochemicals, biodiesel, fertilizers, and flour milling.

PT. Wilmar Nabati Indonesia specializes in oleochemicals and food manufacturing. The company's primary product is oleochemicals. The company processes palm fruit into crude palm oil (CPO), whose derivatives are refined bleached deodorized palm oil (RBDPO), refined bleached deodorized olein (RBDO), refined bleached deodorized sterin (RBDS), and other palm oil derivatives. The company's superior cooking oil products are manufactured using a refined process that involves the conversion of palm fruit into crude palm oil (CPO). This oil is then processed further to produce a range of derivatives, including RBDPO, RBDO, RBDS, and other derivatives. These include Sania, Fortune, Sovia, and Sip.



**Figure 2 food oil item name**

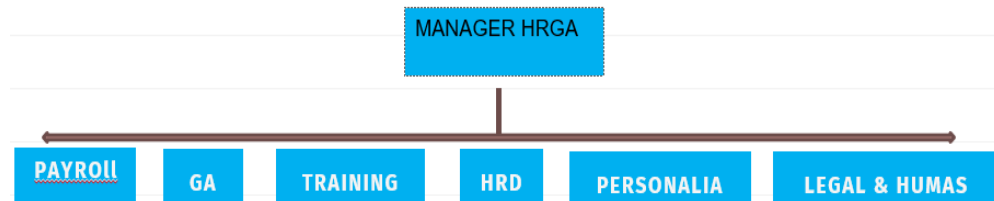
Source: Google Picture

## 2.4 Structure of Organizational

Wina Pelintung is a company that has an HR and General Affairs Department, or HRGA Department. The HRGA Department is a



combination of the Human Resources and General Affair Departments. HRGA is the department that regulates human resources, general assets, and everything related to corporate relations. The HRGA department is divided into six sections, namely payroll, general affairs (GA), training, HRD, personnel, legal, and publicrelations.



**Figure 3 Structure of Organizational**

**Source: PT Wilmar Pelintung-Dumai**

Each of the job in organizational structure has its own responsibility and duty to reach the goals of its organization. These are the descriptive of each position:

1. Manager of HRGA

The manager of HR GA is responsible for managing the part under his authority to achieve the set quality targets and objectives through the implementation of effective and efficient project management.

2. Payroll Section

The Payroll Section is responsible for the payroll of all employees, such as calculating the amount of salary and overtime pay to send money to the account of each employee and reporting to superiors.

3. General Affair Section

General Affair is responsible for supporting the company's operations related to employee transportation, procurement of office stationery, and ordering and maintaining the company's general assets.

4. Training Section

The Training Section is a section that acts as a container to provide fulfillment and development of employee competencies through analysis of training needs, organizing and controlling training programs, and evaluating them to improve employee performance according to company needs. Other processes, namely Section Training, also coordinate with units and trainers related to training needs and control the results of employee training.

#### 5. HRD Section

The HRD Section has responsibilities ranging from implementing policies, regulations, and corporate strategies for employees to maintaining good relations between employees and the company, maximizing employee productivity, and protecting the company from problems. HR responsibilities also include compensation as well as benefits, hiring, dismissal, and always following the laws that may affect the employee and his company.

#### 6. Personalia Section

The personalia section has the task of carrying out a series of HR management activities on administrative matters in order to regulate the working relationship between the company and its employees. The personnel section also deals with employee administrative matters such as managing employee databases, payroll, leave, attendance, and compensation.

#### 7. Legal and Humas Section

This section has the responsibility to take care of licensing and establish good relations with the community and stakeholders.

### **2.5 The Working Process**

HRGA at Wilmar will be involved in a variety of tasks covering human resources (HR) and general facilities management (General Affairs). The primary tasks are as follows:

1. HR-Related Tasks (Human Resources)
2. Employee Data Management
3. Preparation of HR Reports
4. Conducting training to employees

## **2.6 Document Used for activity**

There are Several Document used for activity while doing apprenticeship as follows:

### **1. Training Evaluation Form**

#### **a. Form Participant Reaction**

An evaluation sheet is used to determine the satisfaction and assessment of employees or trainees with the training that has been carried out and to provide input to the training section.

#### **b. Form Participant Learning**

It is a sheet that serves to fill out the post-test during the training, and in it there is already a column to fill in the score obtained by the training participants.

### **2. Participants Attendance List**

It is a sheet that serves to organize the attendance information of all the people involved in an event or activity to ensure that all the participants are really present and following the event. On this sheet, there is a number, an employee ID, a unit/PT/department, and a signature.

## **CHAPTER 3**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

The apprenticeship program had been done at the training section of the HRGA Department in the central office PT. Wilmar Nabati Indonesia-Pelitung. The period of apprenticeship is four months, starting from August 1 to November 30, 2024

The schedule for apprentices at PT. Wilmar Nabati Indonesia-Pelitung as follows:

**Table 1 Office Hours Schedule**

No	Day	Office Hours	Break
1	Monday to Friday	08.00 - 16.00	12.00 – 13.00
2	Saturday	08.00 - 13.00	12.00 – 12.30
3	Sunday	Holiday	-

The following are the main kinds of work performed by the author during the apprenticeship:

1. Filing and recording employee data and certificates & licenses
2. Directing the Implementation of Training in Units
3. Create a data archiving design for the Mapp training evaluation report
4. Filing and inputting Training attendance every month to the Folder
5. Performing ice breaking and preparing refreshments for training events
6. Making budget for simper (Company Sim) and Rfid in Ehs office

#### **3.2 Place of Apprenticeship**

The apprenticeship was started from August 1, to November 30,

2023. It was in the training section of the HRGA Department in the central office PT. Wilmar Nabati Indonesia- Pelitung.

### 3.3 Kind and description of the activity

The daily activities in central office PT. Wilmar Nabati Indonesia can be seen in the table below:

**Table 2 Agenda of the First Week Activities (August 1st until, August 7th 2024)**

No	Day/Date	Activity	Assignor
1	August 1 <sup>st</sup> , 2024	Make BPJS insurance Bpjs Ketenagakerjaan	BPJS Dumai Office
2	August 2 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Safety induction</li> <li>K3 workplace safety socialization at Wilmar industrial estate – Dumai</li> <li>Regulatory briefing and debriefing Meeting with Mentor (Head Section Training) Lesson plan creation “Introduction and Greeting” material for short course Employee</li> </ul>	Supervisor
3	August 3 <sup>rd</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snacks, attendance and evaluation forms for PT.WBI's msds training</li> </ul>	Supervisor
4	August 4 <sup>th</sup> , 2024	<b>OFF</b>	-
5	August 5 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Scanning and create based on company name Wina Dumai</li> <li>Recap and enter employee data of Wina Pltg &amp; Sadp</li> </ul>	Supervisor

6	August 6 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Scanning and creates based on company name Wina Oleo</li> <li>Preparing Snacks, attendance and evaluation forms for Msds Training Mss &amp; Sadp</li> </ul>	Supervisor
7	August 7 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Scanning and creates folder based on company name Wina Flour Mill</li> <li>Preparing Snacks, attendance and evaluation forms for Msds Training Wbi</li> </ul>	Supervisor

**Table 3 Second Week Activities (August 8<sup>nd</sup> until, August 14<sup>nd</sup> 2024)**

NO	Day/Date	Activity	Assignor
1.	August 8 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing Snacks, attendance and evaluation forms for Msds Training Wina Dumai</li> <li>Scanning and creates folder based on company name Wina Pelintung</li> </ul>	Supervisor
2	August 9 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Archiving tificate and lisensi data form by date department and unit</li> </ul>	Supervisor
3	August 10 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Practice as a training Management Staff</li> </ul>	Supervisor
4	August 11 <sup>nd</sup> , 2024	Off	-

5	August 12 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>• Permission not to participate in field work practice due to activities to deliver thesis proposal to campus</li> </ul>	Supervisor
6	August 13 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>• Permission not to participate in field work practice due to activities to deliver thesis proposal to campus</li> </ul>	Supervisor
7	August 14 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>• Store data with or without certificates and lisenses</li> </ul>	Supervisor

**Table 4 Third First Week Activities (August 15nd until, August 21nd 2024)**

<b>No</b>	<b>Day/Date</b>	<b>Activity</b>	<b>Assignor</b>
1	August 15 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Practice as a training Management Staff</li> </ul>	Supervisor
2	August 16 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Mengikuti upacara penutupan bulan K3</li> <li>Store data without certificate and licences on M.Excel Training activities PT.BANDO</li> </ul>	Supervisor
3	August 17 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li><b>HUT RI INDONESIA</b></li> </ul>	-
4	August 18 <sup>nd</sup> , 2024	<b>OFF</b>	-
5	August 19 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Practice as a training management staff and ensure training activities run well, such as providing employees with attendance evaluation to rans, and other services</li> </ul>	Supervisor
6	August 20 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack, attendance and evaluation forms for msds Training Determining Special Project</li> </ul>	Supervisor
7	August 21 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Brainstorm and planning about project special</li> </ul>	Supervisor



**Table 5 Fourth Week Activities (August 22nd until, August 28nd 2024)**

No	Day/Date	Activity	Assignor
1	August 22 <sup>nd</sup> , 2024	<ul style="list-style-type: none"><li>• Discuss about special project with advisor / Mentor</li></ul>	Supervisor
2	August 23 <sup>nd</sup> , 2024	<ul style="list-style-type: none"><li>• Figure out the title and material for each special project title</li><li>• Recap data on certification and licenses of employees of PT. Kawasan Industri Dumai (KID)</li></ul>	Supervisor
3	August 24 <sup>nd</sup> , 2024	<ul style="list-style-type: none"><li>• Go to the engineering for sustainability training</li></ul>	Supervisor
4	August 25 <sup>nd</sup> , 2024	Off	
5	August 26 <sup>nd</sup> , 2024	<ul style="list-style-type: none"><li>• Preparing snack, attendance and evaluation forms for msds Training</li><li>• Went to field to attend training at PT.WBI</li></ul>	Supervisor

7	August 27 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>• Being a training management staff at illies room in central office</li> <li>• Translate into English, check and correct any grammar errors in the standart operation procedure document</li> </ul>	Supervisor
8	August 28 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>• Archive attendance sheets and evaluation forms by month and type</li> </ul>	Supervisor

**Table 6 Fifth Week Activities (August 29nd until, 3rd September 2024)**

No	Day/Date	Activity	Assignor
1	August 29 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack, attendance and evaluation forms for msds Training</li> <li>Went to the field to attend training</li> </ul>	Supervisor
2	August 30 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Fill in the training report by date and department</li> </ul>	Supervisor
3	August 31 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Go to store KID for take snack of training</li> <li>Fill in the training report by date and department</li> </ul>	Supervisor
4	September 1 <sup>th</sup> , 2024	Off	-
5	September 2 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Sorting snack by type and expiration date</li> <li>Fill in the training report by date and department</li> </ul>	Supervisor
6	September 3 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Archive attendance and evaluation form by date, department and unit</li> </ul>	Supervisor
7	September 4 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Recording attendance and evaluation by month and date, for each company in wilmar(Technical, System, K3)</li> </ul>	Supervisor

**Table 7 Sixth Week Activities (September 5th until, September 11st 2024)**

No	Day/Date	Activity	Assignor
1	September 5 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Archive Attendance and evaluation form by date department and unit</li> </ul>	Supervisor
2	September 6 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Preparing snack, attendance and evaluation forms for msds Training</li> <li>• Entering data and scanning WBI Reports</li> </ul>	Supervisor
3	September 7 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Preparing snack for water treatment, confined space and Hazop batch 1 Training</li> <li>• Scanning and inputting wina Pltg Report data</li> </ul>	Supervisor
4	September 8 <sup>th</sup> , 2024	Off	
\5	September 9 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Delivering borrowed items from illies to Wbi</li> <li>• Preparing snack, attendance and evaluation forms for Msds Training Sadp , Flour Mill&amp; Pk plant</li> </ul>	Supervisor
6	September 10 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Preparing snack, attendance and evaluation forms for Msds Training work permit &amp; Mcu</li> <li>• Archiving data and</li> </ul>	Supervisor

		scanning data from PT.Sadp & Wina Oleo	
7	September 11 <sup>th</sup> ,2024	<ul style="list-style-type: none"> <li>Archiving data and scanning data from Wina pltg, Wina Flour Mill</li> </ul>	Supervisor

**Table 8 Seventh Week Activities (September 12st until, September 18st 2024)**

No	Day/Date	Activity	Assignor
1	September 12 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Became a staff member for hot work Training In illies Room</li> </ul>	Supervisor
2	September 13 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Scanning and inputting Wina Pltg Report data</li> <li>Scanning and inputting Sadp &amp; Wina Oleo Report data</li> </ul>	Supervisor
3	September 14 <sup>th</sup> , 2024	Sick Leave	
4	September 15 <sup>th</sup> , 2024	<b>OFF</b>	
5	September 16 <sup>th</sup> , 2024	Maulid Nabi Muhammad	
6	September 17 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Archive attendance and evaluation form unit wina oleo,wina pltg, and Sadp</li> </ul>	Supervisor
7	September 18 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Archive data and scanning data from PT.Wina Flour Mill,Wbi, ( Tehnical, System, &amp; K3)</li> </ul>	Supervisor

**Table 9 Eighth Week Activities (September 19th - September 25th 2024)**

No	Day/Date	Activity	Place
1	September 19 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Recapitulating employee attendance at PT.Wina oleo and wina Pelintung</li> <li>Preparing snack,attendance and evaluation forms for Msds Training</li> </ul>	Supervisor
2	September 20 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack,attendance and evaluation forms for Msds Training PT. kid &amp; Wina Oleo</li> <li>Archieve attendance and evaluation form by date Department and Unit (System, Tehnical &amp; K3)</li> </ul>	Supervisor
3	September 21 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack,attendance and evaluation forms for Msds Training PT.Kid &amp; Mss</li> <li>Going to the field to for training at the EHS Office</li> </ul>	Supervisor
4	September 22 <sup>th</sup> , 2024	Off	

5	September 23 <sup>th</sup> , 2024	Deliver Training Equipment to WBI,SADP, and Wina Pelintung Inputting & Scanning KID Report data	Supervisor
6	September 24 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack for attendance and evaluation forms for Msds Training</li> <li>Inputting MSS,KID &amp; Wina Pltg</li> </ul>	Supervisor
7	September 25 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Scanning Certificate and lisenice Of WBI and MSS Employes</li> </ul>	Supervisor

**Table 10 Nineth Week Activities (September 26th – October 3rd 2024)**

No	Day/Date	Activity	Assignor
1	September 26 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Inputting certificate and lisensi Of Wbi and Mss Employess to folder</li> </ul>	Supervisor
2	September 27 <sup>st</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack for attendance and evaluation forms for Msds Training Wina Oleo, Wbi</li> <li>Archieve attendance and evaluation for august and put it in the Folder</li> </ul>	Supervisor
3	September 28 <sup>st</sup> , 2024	<ul style="list-style-type: none"> <li>Went down the field to the KID Warehouse to pick up snacks for Training</li> </ul>	Supervisor

4	September 29 <sup>nd</sup> , 2024	<b>OFF</b>	
5	September 30 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Inputting &amp; Scanning Report data for September Prepared Training equipment for news employees</li> </ul>	Supervisor
6	Oktober <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Sorting snack by expiration date</li> </ul>	Supervisor
7	Oktober 2 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Sorting snack by expiration date and year for training in the secretary s warehouse</li> </ul>	Supervisor
8	Oktober 3 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Inputting &amp; scanning the last SMM &amp; WINA PLTG</li> </ul>	Supervisor

**Table 11 Tenth Week of the Tenth Week Activities (October 4th - October 10th, 2024)**

No	Day/Date	Activity	Assignor
1	October 4 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Archiving Attendance and evaluation form unit Wina Pltg KID &amp; SADP</li> </ul>	Supervisor
2	October 5 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snacks, attendance and evaluation forms for Msds Training MSS.BT&amp;PLANT3</li> </ul>	Supervisor
3	October 6 <sup>th</sup> , 2024	<b>OFF</b>	
4	October 7 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Recording attendance and evaluation by month and date for each company in Wilmar ‘Technical, System, K3’</li> </ul>	Supervisor



5	Oktober 8 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Inputting &amp; Scanning data for September</li> <li>• (Flour Mill, Wina oleo, Wina</li> <li>• pltg, &amp; KID)</li> </ul>	Supervisor
6	Oktober 9 <sup>th</sup> , 2024	Being a training management staff in internal auditor training archiving attendance and evaluation form by september	Supervisor
7	Oktober 10 <sup>th</sup> , 2024	OFF	

**Table 12 Eleventh Week Activities (October 11th - October 17th, 2024)**

No	Day/Date	Activity	Assignor
1	October 11 <sup>th</sup> , 2024	Going down to the field to participate in basic housekeeping training as well as opening the training event at MTC Central	Supervisor
2	October 12 <sup>th</sup> , 2024	WILFEST	Supervisor
3	October 13 <sup>th</sup> , 2024	OFF	
4	October 14 <sup>th</sup> , 2024	Scan certificates and licenses and put them in the wina Oleo Folder,KID,Murni SAM-SAM	Supervisor
5	October 15 <sup>th</sup> , 2024	Scan- Import certificats and liscensis into Pt. Wina Oleo data Folder- Wine Pltg- Wina Dumai	Supervisor
6	October 16 <sup>th</sup> , 2024	Archiving the last lisences of Wina Pelintung,Wina Dumai, and wina oleo chemical & KID	Supervisor

		employee	
7	October 17 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Training at maintenance wina oleo</li> <li>• Archiving, Inputting, scan lisensi and certificates of murni sam-sam &amp; Oleo</li> </ul>	Supervisor

**Table 13 Twenth Week Activities (October 18th - October 24th, 2024)**

No	Day/Date	Activity	Assignor
1	October 18 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Sorting certificates and licences according to certificates type, Availability to folder and scanning file</li> </ul>	Supervisor
2	October 19 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Meeting to discuss guidelines for filling out TNA (Training Need Analysis)</li> </ul>	Supervisor
3	October 20 <sup>th</sup> , 2024	<b>Sunday Holidays</b>	
4	October 21 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Recap and enter employee data of Wina Dumai &amp; PT.Wina Flour Mill &amp; KID Dumai</li> </ul>	Supervisor
5	October 22 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Preparing snack for attendance and evaluation forms for MSDS Training EHS</li> </ul>	Supervisor

		<ul style="list-style-type: none"> <li>Recap and enter employee data of wina Pltg &amp; Sadp</li> </ul>	
6	October 23 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Inputting &amp; Scanning report data department and unit MSS, WBI</li> </ul>	Supervisor
7	October 24 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack for attendance and evaluation forms For Msds Training Port KID-PLTG</li> <li>Archieve &amp; Scanning form by date department</li> </ul>	Supervisor

**Table 14 Fourtenth Week Activities (October 25th - October 31th, 2024)**

No	Day/Date	Activity	Assignor
1	October 25 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Going to the field to participate in electrical safety training in the Mss Meeting Room</li> <li>Going to the field to participate in gas compressor training at the Wina Oleo Office Maintenance</li> </ul>	Supervisor
2	October 26 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Entering certificate and license data for PT.WCI dan PT. MSS</li> </ul>	Supervisor
3	October 27 <sup>th</sup> , 2024	OFF	
4	October 28 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Assisted with employee attendance at the first</li> </ul>	Supervisor

		day of TNA Training event	
5	October 29 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Assisted with employee attendance and ice breaking on the second day of TNA Training</li> </ul>	Supervisor
6	October 30 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Assisted with employee attendance and ice breaking on the third day of TNA Training</li> </ul>	Supervisor
7	October 31 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Assisted with employee attendance and ice breaking on the fourth day of TNA Training</li> </ul>	Supervisor

**Table 15 Fifteenth Week Activities (November 1st - November 11th, 2024)**

No	Day/Date	Activity	Assignor
1	November 1 <sup>st</sup> , 2024	<ul style="list-style-type: none"> <li>Assisted with employee attendance and ice breaking at the fifth day of TNA Training</li> </ul>	Supervisor
2	November 2 <sup>nd</sup> , 2024	<ul style="list-style-type: none"> <li>Record Certificates and licenses of employees of PT. Wilmar Bionergi Indonesia WBI</li> </ul>	Supervisor
3	November 3 <sup>th</sup> , 2024	Off	Supervisor

4	November 4 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack for attendance and evaluation forms for Flour Mill, Oleo Msds Training</li> </ul>	Supervisor
5	November 5 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Recap and enter employee data on certificates and licenses</li> </ul>	Supervisor
6	November 6 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Inputting &amp; Scannig Report data department and wina unit wina dumai, Mss &amp; kid</li> </ul>	Supervisor
7	November 7 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Preparing snack for attendance Msds Training Wina Oleo</li> <li>Going to the field to participant in maintenance central</li> </ul>	Supervisor

**Table 16 Sixteenth Week Activities (November 8th - November 14th, 2024)**

No	Day/Date	Activity	Assignor
1.	November 8 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Going to the field to participaten in maintenance central</li> </ul>	Supervisor
2	November 9 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Going to the field to participate in training Hazop Wina Flour Mill</li> </ul>	Supervisor
3	November 10 <sup>th</sup> , 2024	Off	
4	November 11 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Studying the making of simper and RFID</li> </ul>	Supervisor

		badges and the sound of PGA	
5	November 12 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making badge simpler and RFID PT. Putra Dumai Lestari,Cv.andini,</li> </ul>	Supervisor
6	November 13 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making badge simpler and RFID</li> </ul>	Supervisor
7	November 14 <sup>th</sup> , 2024	Making badge simpler and RFID CV. Mardiansyah,	Supervisor

**Table 17 Seventeenth Week Activities (November 15<sup>th</sup> - November 21<sup>st</sup>, 2024)**

No	Day/Date	Activity	Assignor
1	November 15 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making simpler and RFID for PT. Mitra perdana sejati, PT.Risky Kirana, PT. pandu harapan jaya, cv</li> </ul>	Supervisor
2	November 16 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making badge simpler and RFID for PT.Nayana agung perkasa,PT.Sadp, PT.Kid</li> </ul>	Supervisor
3	November 17 <sup>th</sup> , 2024	Off	-
4	November 18 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making simpler and RFID for PT. Putra Dumai Lestari, PT.MSS,PT.Rang</li> </ul>	Supervisor

		kuti karya mandiri,Cv.	
5	November 19 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Making simper and RFID for PT.SADP and other companies</li> </ul>	Supervisor
6	November 20 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Making simper and RFID for PT. and other companies</li> </ul>	Supervisor
7	November 21 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>• Making simper and RFID for PT. Mitra perdana sejati, CV.</li> </ul>	Supervisor

**Table 18 Eighteenth Week Activities (November 22th - November 27th, 2024)**

No	Day/Date	Activity	Assignor
1	November 22 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making simper and RFID for PT.Teluk PAN and other companies</li> </ul>	Supervisor
2	November 23 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making simper and RFID for PT.Cemerlang Abadi, and other companies</li> </ul>	Supervisor
3	November 24 <sup>th</sup> , 2024	OFF	
4	November 25 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Making simper and RFID for five companies</li> </ul>	Supervisor
5	November 26 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Final Internship Presentation</li> </ul>	Supervisor
6	November 27 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>General election</li> </ul>	Supervisor
7	November 28 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Go down to the field with Mentor to do loto training to WWTP</li> </ul>	Supervisor
8	November 29 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Training</li> </ul>	Supervisor
9	November 30 <sup>th</sup> , 2024	<ul style="list-style-type: none"> <li>Last Day of Internship</li> </ul>	Supervisor



## **CHAPTER 4**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

After doing the apprenticeship program at PT. Wilmar Nabati Indonesia there is some conclusion as follow:

1. After doing the apprenticeship program in the Central Office of PT. Wilmar Nabati Indonesia several subject materials acquired in campus such as; Business Writing, Business Communication, Digital Content Creator, Office management, Etic Profesi were applied in real practice such as in handling document, and recapitulate the report.
2. Working procedures are based on the Standard Operating Procedure (SOP) Training Section Head Office at PT. Wilmar Nabati Indonesia. There are several documents used for activities when implementing the apprenticeship program, namely certificates, licenses, participant attendance workbooks, evaluation forms, and training schedule lists.
3. There are several types of work carried out during the apprenticeship: recapitulation of employee certification and licensing data; marking of the training schedule that has been carried out; archiving all important documents for audit needs; designing the map logo and nametag of employee training; and recapitulation of training report data.

#### **4.2 Suggestion**

The most critical element is the focus that individuals bring to their activities. Assigned tasks should be approached with a focus on developing both soft and hard skills, while maintaining responsibility and integrity


## REFERENCES

- Abdi, H. (2022, Desember 8). PT Wilmar Nabati Indonesia: Sejarah dan produk-produknya. [PT Wilmar Nabati Indonesia, Sejarah, dan Produk-produknya - Hot Liputan6.com](#)
- Kawasan Industri Dumai. (n.d.). Beranda. <https://kawasanindustridumai.co.id/id/>
- Wilmar International. (n.d.). Official website. <https://www.wilmar-international.com/>

## APPENDICES

### Appendix 1: Internship Certificate Letter

PT. KAWASAN INDUSTRI DUMAI



**SURAT KETERANGAN**  
NOMOR: 00162/SK-PKL/HRD/XI/2024

No : F-HRGA-11-092  
Rev : 00  
Date : 01 April 2011  
Page : 1 of 2


Yang bertanda tangan dibawah ini menerangkan bahwa :

NAMA : Septriana Romauli Sitohang  
NIM : 5504211045  
PROGRAM STUDI / JURUSAN : Bahasa Inggris  
UNIVERSITAS : Politeknik Negeri Bengkalis

Telah melaksanakan Kerja Praktik (Magang) pada Departemen Training di PT. Kawasan Industri Dumai Indonesia sejak tanggal 01 August 2024 s/d 30 November 2024, dengan hasil terlampir di belakang.

Demikian Surat Keterangan ini dibuat semoga dapat dipergunakan dengan semestinya, terima kasih.

Pelitung, 30 November 2024  
PT. Kawasan Industri Dumai



Andy Krisna  
Head Dept. HRGA & Adm.

Medan Office : B&G Tower, Lt 9, Jl. Putri Hijau No. 10, Medan - 20111, Tel. +62 61 4102 7777 , Fax. +62 61 4154891  
Dumai Office : Jl. Pulau Sumatera, Kawasan Industri Dumai, Pelitung - 28816, Telp +62 765 33533, Fax +62 765 33553

## Appendix 2: Certificated Of Internship



## Appendix 3: Evaluation Form

PT. KAWASAN INDUSTRI DUMAI



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### HASIL PENILAIAN 0162/SK-PKL/HRD/XI/2024

NO	URAIAN	NILAI	
		SCORE	HURUF
1	DISIPLIN	90	A
2	ETIKA	95	A
3	AKTIFITAS	95	A
4	KREATIVITAS	90	A
5	KERJASAMA	95	A
6	PRAKARSA	90	A
7	PENGUSAHAAN MATERI (PRESENTASI)	85	A
RATA – RATA		91,4	A

#### KETERANGAN NILAI:

A = Sangat Baik (89-100)  
B = Baik (77-88)  
C = Cukup (65-76)  
D = Kurang (53-64)  
E = Kurang Sekali (41-52)

Pelintung, 30 November 2024  
Penanggung Jawab Pembimbing

Praktik Kerja Lapangan

  
Jeff Yanto  
Mentor

Medan Office : B&G Tower, Lt 9, Jl. Putri Hijau No. 10, Medan - 20111, Tel. +62 61 4102 7777, Fax. +62 61 4154891  
Dumai Office : Jl. Pulau Sumatera, Kawasan Industri Dumai, Pelintung - 28816, Telp +62 765 33533, Fax +62 765 33553

## Appendix 4: List of Attendance



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Rev : 01  
Date : 03 February 2019  
Page : 01 Of 1

### DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Septiana Romauli Sitohang  
NIS/NIM : 5504211045  
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis  
PERIODE : 2024  
NOMOR HANDPHONE : 0852 7121 6003 Tlpn Orang Tua: 0822 8318 2362.

BULAN : Agustus 2024

ABSENSI							
NO	TANGGAL	MASUK		PULANG		KETERANGAN	
		JAM	PARAF	JAM	PARAF		
1	1 Agus 2024	08.00	in	16.00	in	HADIR	
2	2 Agus 2024	08.00	in	16.10	in		
3	3 Agus 2024	08.00	in	16.30	in		
4	Minggu off						
5	5 Agus 2024	08.00	in	16.00	in	HADIR	
6	6 Agus 2024	08.00	in	16.00	in		
7	7 Agus 2024	08.00	in	16.00	in		
8	8 Agus 2024	08.00	in	16.10	in		
9	9 Agus 2024	08.00	in	16.25	in		
10	10 Agus 2024	08.00	in	16.10	in	HADIR	
11	Minggu off						
12	12 Agus 2024	08.00	in	16.20	in		
13	13 Agus 2024	08.00	in	16.15	in		
14	14 Agus 2024	08.00	in	16.30	in		
15	15 Agus 2024	08.00	in	16.25	in		
16	16 Agus 2024	08.00	in	16.10	in	HADIR	
17	17 Agus 2024	08.00	in	16.25	in		
18	Minggu off						
19	19 Agus 2024	08.00	in	16.30	in		
20	20 Agus 2024	08.00	in	16.20	in		
21	21 Agus 2024	08.00	in	16.40	in	HADIR	
22	22 Agus 2024	08.00	in	16.20	in		
23	23 Agus 2024	08.00	in	16.10	in		
24	24 Agus 2024	08.00	in	16.30	in		
25	Minggu off						
26	26 Agus 2024	08.00	in	16.20	in	HADIR	
27	27 Agus 2024	08.00	in	16.30	in		
28	28 Agus 2024	08.00	in	16.45	in		
29	29 Agus 2024	08.00	in	16.10	in		
30	30 Agus 2024	08.00	in	16.25	in		
31	31 Agus 2024	08.00	in	16.20	in		

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S = -  
Izin = -

Tanpa Ket. = -  
Terlambat = -



## DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Septiana Romauli Sitohang  
NIS/NIM : 5504211045  
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis  
PERIODE : 2024  
NOMOR HANDPHONE : 0852 7121 6003 Tlpn Orang Tua: 0822 8318 2262

BULAN : <sup>September</sup> Agustus 2024

ABSENSI						
NO	TANGGAL	MASUK		PULANG		KETERANGAN
		JAM	PARAF	JAM	PARAF	
1	Minggu	Off	F	16.20		HADIR
2	2 September	08.00		16.30		
3	3 September	08.00		16.10		
4	4 Sep 2024	08.00		16.20		
5	5 Sep 2024	08.00		16.30		
6	6 Sep 2024	08.00		16.25		
7	7 Sep 2024	08.00		16.10		
8	Minggu	Off	F	16.10		HADIR
9	9 Sep 2024	08.00		16.12		
10	10 Sep 2024	08.00		16.12		
11	11 Sep 2024	08.00		16.12		
12	12 Sep 2024	08.00		16.18		
13	13 Sep 2024	08.00		16.20		
14	14 Sep 2024	08.00	Sakit	12.10		
15	15 Sep 2024	08.00	Minggu	Off		
16	16 Sep 2024	08.00		16.20		
17	17 Sep 2024	08.00		16.30		
18	18 Sep 2024	08.00		16.10		
19	19 Sep 2024	08.00		16.20		
20	20 Sep 2024	08.00		16.00		
21	21 Sep 2024	08.00		16.20		HADIR
22	Minggu	Off	F			
23	23 Sep 2024	08.00		16.10		
24	24 Sep 2024	08.00		16.20		
25	25 Sep 2024	08.00		16.10		
26	26 Sep 2024	08.00		16.20		
27	27 Sep 2024	08.00		16.30		
28	28 Sep 2024	08.00		16.20		HADIR
29	Minggu	Off	F			
30	30 Sep 2024	08.00		16.10		
31	31 Sep 2024	08.00		16.20		HADIR

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S = 1  
Izin = -

Tanpa Ket. = -  
Terlambat = -

## DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Septiana Romauli Sitohang  
NIS/NIM : 5504211045  
SEKOLAH/UNIVERSITAS : Politeknik Negeri Bengkalis  
PERIODE : 2024  
NOMOR HANDPHONE : 0852 7121 6003. Tlpn Orang Tua: 0822 8318 2362

BULAN : Oktober

BULAN : OKTOBER		ABSENSI				KETERANGAN
NO	TANGGAL	MASUK		PULANG		
		JAM	PARAF	JAM	PARAF	
1	1 OKTO 2024	08.00		16.10		HADIR
2	2 OKTO 2024	08.00		16.20		
3	3 OKTO 2024	08.00		16.10		
4	4 OKTO 2024	08.00		16.20		
5	5 OKTO 2024	08.00		16.30		
6		Minggu	OFF			HADIR
7	7 OKTO 2024	08.00		16.00		
8	8 OKTO 2024	08.00		16.40		
9	9 OKTO 2024	08.00		16.10		
10	10 OKTO 2024	08.00		16.20		
11	11 OKTO 2024	08.00		16.10		HADIR
12	12 OKTO 2024	08.00		16.30		
13		Minggu	OFF			
14	14 OKTO 2024	08.00		16.20		
15	15 OKTO 2024	08.00		16.00		
16	16 OKTO 2024	08.00		16.25		HADIR
17	17 OKTO 2024	08.00		16.30		
18	18 OKTO 2024	08.00		16.25		
19	19 OKTO 2024	08.00		16.28		
20	20 OKTO 2024	Minggu	OFF			
21	21 OKTO 2024	08.00		16.20		HADIR
22	22 OKTO 2024	08.00		16.00		
23	23 OKTO 2024	08.00		16.10		
24	24 OKTO 2024	08.00		16.20		
25	25 OKTO 2024	08.00		16.18		
26	26 OKTO 2024	08.00		16.30		HADIR
27		Minggu	OFF			
28	28 OKTO 2024	08.00		16.20		
29	29 OKTO 2024	08.00		16.30		
30	30 OKTO 2024	08.00		16.25		
31	31 OKTO 2024	08.00		16.30		

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S = -  
Izin = -

Tanpa Ket. = -  
Terlambat = -



## DAFTAR HADIR PESERTA PRAKTIK KERJA LAPANGAN WILMAR GROUP UNIT DUMAI - PELINTUNG

NAMA : Septiana Ramzuli Sitohang  
NIS/NIM : 5504251045  
SEKOLAH/UNIVERSITAS : politeknik Megen Bengkalis  
PERIODE : 2024  
NOMOR HANDPHONE : 0852 7121 6003 Tlpn Orang Tua: 0822 8318 2362

BULAN : November

ABSENSI						
NO	TANGGAL	MASUK		PULANG		KETERANGAN
		JAM	PARAF	JAM	PARAF	
1	1 NOV 2024	08.00	tu	16.20	tu	HADIR
2	2 NOV 2024	08.00	tu	16.30	tu	
3	Minggu		OFF			
4	4 NOV 2024	08.00	tu	16.30	tu	HADIR
5	5 NOV 2024	08.00	tu	16.10	tu	
6	6 NOV 2024	08.00	tu	16.20	tu	
7	7 NOV 2024	08.00	tu	16.10	tu	HADIR
8	8 NOV 2024	08.00	tu	16.20	tu	
9	9 NOV 2024	08.00	tu	16.30	tu	
10	Minggu		OFF			
11	11 NOV 2024	08.00	tu	16.20	tu	HADIR
12	12 NOV 2024	08.00	tu	16.22	tu	
13	13 NOV 2024	08.00	tu	16.00	tu	
14	14 NOV 2024	08.00	tu	16.10	tu	HADIR
15	15 NOV 2024	08.00	tu	16.20	tu	
16	16 NOV 2024	08.00	tu	16.30	tu	
17	Minggu		OFF			
18	18 NOV 2024	08.00	tu	16.10	tu	HADIR
19	19 NOV 2024	08.00	tu	16.25	tu	
20	20 NOV 2024	08.00	tu	16.30	tu	
21	21 NOV 2024	08.00	tu	16.10	tu	HADIR
22	22 NOV 2024	08.00	tu	16.25	tu	
23	23 NOV 2024	08.00	tu	16.20	tu	
24	Minggu		OFF			
25	25 NOV 2024	08.00	tu	15.00	tu	HADIR
26	26 NOV 2024	08.00	tu	16.20	tu	
27	27 NOV 2024	08.00	tu	16.10	tu	
28	28 NOV 2024	08.00	tu	16.32	tu	HADIR
29	29 NOV 2024	08.00	tu	16.40	tu	
30	30 NOV 2024	08.00	tu	16.20	tu	
31						

NOTE : Untuk Pengisian WAKTU MASUK dan WAKTU PULANG wajib diisi aktual

S = -  
Izin = -


Tanpa Ket. = -  
Terlambat = -


## Appendix 5: A Daily Activities of Internship

### DAILY ACTIVITY APPRENTICESHIP

Day: Thursday


Date: August 1<sup>st</sup> 2024


Job Description	Supervisor	Signature
Making BPJS insurance Bpjs Ketenagakerjaan	Jefri Yanto	
Note:		

Picture	Information
	As insurance against a workplace accident, BPJS Ketenagakerjaan is one of the documents that apprentice participants are required to have.

Day: Friday


Date: August 2<sup>nd</sup> 2024

Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Safety induction</li><li>• K3 workplace safety socialization at Wilmar industrial estate - Dumai</li><li>• Regulatory briefing and debriefing Meeting With Mentor ( Head Section Training)</li><li>• Lesson plan creation“Introduction and Greeting” material for short course Employee</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	<p>Safety induction is an introduction and training activity on the basics of safety and health in the work environment (K3)</p> <p>Dumai Industrial Area and checking motorized vehicles. Safety Induction are located in the EHS Office.</p>

Day: Saturday


Date: August 3<sup>st</sup> 2024

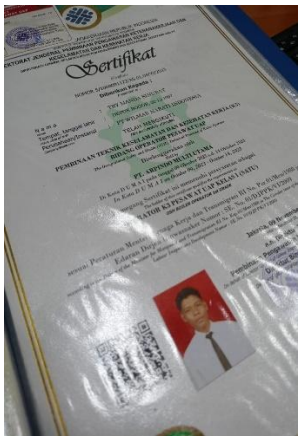
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Preparing snacks, attendance and evaluation forms for PT.WBI's msds training</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Preparing food for training at seminar activities at PT.WBI

Day: Monday


Date: August 5<sup>st</sup> 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Scanning and creates based on company name Wina Dumai</li><li>Recap and enter employee data of Wina Pltg &amp; Sadp</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	<ul style="list-style-type: none"><li>Scanning and creates based on company name Wina Dumai</li></ul> <p>Recap and enter employee data of Wina Pltg &amp; Sadp</p>

Day: Tuesday


Date: August 6<sup>st</sup> 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Scanning and creates based on company name Wina Oleo</li><li>• Preparing Snacks, attendance and evaluation forms for Msds Training Mss &amp; Sadp</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Scan employee certificates and licenses to determine class a,b,c,d.

Day: Wednesday


Date: August 7<sup>st</sup> 2024

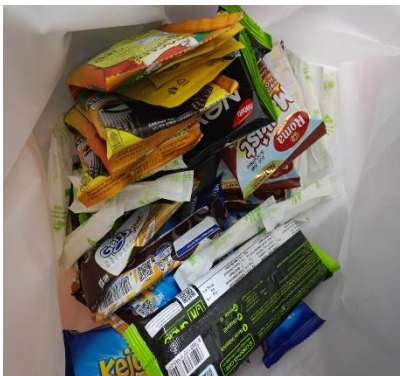
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Scanning and creates folder based on company name Wina Flour Mill</li><li>• Preparing Snacks, attendance and evaluation forms for Msds Training Wbi</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Preparing employee training accommodation for training purposes at the PT. Wina Flourmill.

Day: Thursday

Date: August 8<sup>st</sup> 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing Snacks, attendance and evaluation forms for Msds Training Wina Dumai</li><li>• Scanning and creates folder based on company name Wina Pelintung</li></ul>	Jefri Yanto	
Note:		


Picture	Information
	Preparing employee training accommodation for training purposes at the PT. Wina Dumai



Day: Friday


Date: August 9<sup>st</sup> 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Archiving Certificate and lisensi data form by date department and unit</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Recapitulating the data for the employee license and employee training certificate of PT. Wina Flourmill into Excel worksheets.

Day: Saturday


Date: August 10<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Practice as a training Management Staff</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Archiving hard data files PT. Wina Pelintung January, February, March 2023 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

Day: Thursday


Date: August 15<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Practice as a training Management Staff</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Archiving hard data files PT. Wina Oleochemical January, February, and March 2024 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

Day: Friday


Date: August 16<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Attend the K3 month closing ceremony Store data without certificate and licences on M.Excel Training activities PT.BANDO</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	The safety talk ceremony is held every 12th of every month by the EHS team in the courtyard of the central office.

Day: Monday


Date: August 19<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Practice as a training management staff and ensure training activities run well, such as providing employees with attendance evaluation to rans, and other services</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	The safety talk ceremony is held every 12th of every month by the EHS team in the courtyard of the central office.

Day: Tuesday


Date: August 20<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing snack, attendance and evaluation forms for msds Training</li><li>• Determining Special Project</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Preparing employee training accommodation for training purposes at the PT. Wina Flourmill.

Day: Wednesday


Date: August 21<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Brainstorm and planning about project special</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Archiving hard data files Training Department Spent Earth and Tank Farm PT. Wina Pelintung 2023 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

Day: Thursday

Date: August 22<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Discuss about special project with advisor / Mentor</li></ul>	Jefri Yanto	
Note:		


Picture	Information
	Documenting leadership training for batch 5 was delivered by WLC (Wilmar Learning Center) leaders and staff batch 5.



Day: Friday


Date: August 23<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Figure out the title and material for each special project title</li><li>Recap data on certification and licenses of employees of PT. Kawasan Industri Dumai (KID)</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	letter of application to the General Manager for the cost of renewal of permits and Sio employees

Day: Saturday


Date: August 24<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Go to the engineering for sustainability training</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	The mentor Go to the engineering apprentice double-checks the material. There are a number of materials that require the level of difficulty to be raised, and there are a number of portions where the material concept has to be altered.

Day: Monday


Date: August 26<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing snack, attendance and evaluation forms for msds Training</li><li>• Went to field to attend training at PT.WBI</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Double-checking the expiration date of all logistics training stocks and return products that are close to expiration to the seller (expiration date less than 1 month).

Day: Tuesday


Date: August 27<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Being a training management staff at illies room in central office</li><li>• Translate into English, check and correct any grammar errors in the standart operation procedure document</li><li>•</li></ul>	Jefri Yanto	
Note:		

Picture	Information
	Double-checking the expiration date of all logistics training stocks and return products that are close to expiration to the seller (expiration date less than 1 month).

Day: Wednesday


Date: August 28<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Archive attendance sheets and evaluation forms by month and type</li></ul>	Jefri Yanto	

Picture	Information
	Files that have been realized by the mentor are inserted into the folder so as not to be scattered.

Day: Thursday


Date: August 29<sup>st</sup>2024

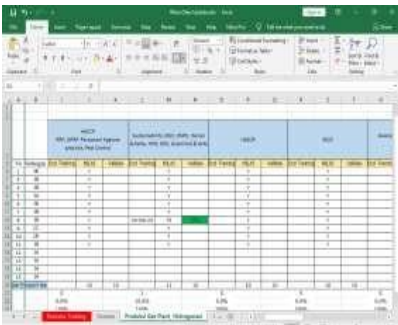
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing snack, attendance and evaluation forms for msds Training</li><li>• Went to the field to attend training</li></ul>	Jefri Yanto	

Picture	Information
	Preparing employee training accommodation for training purposes at the PT. Msds

Day: Friday


Date: August 30<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Fill in the training report by date and department</li> </ul>	Jefri Yanto	

Picture	Information
	<p>Attendance</p> <p>and evaluation training with PT. Wina Oleochemical has been implemented and input into the Excel worksheet report.</p>

Day: Saturday

Date: August 31<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Go to store KID for take snack of training</li><li>Fill in the training report by date and department</li></ul>	Jefri Yanto	


Picture	Information
	<p>In March, the store sends logistics that have been ordered by the training section, which are then adjusted to what has been ordered after the appropriate logistics are stored in the cupboard.</p>



Day: Monday


Date: September 2<sup>st</sup>2024

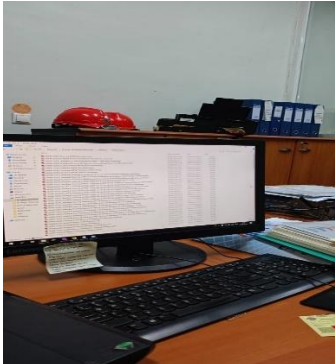
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Sorting snack by type and expiration date</li><li>• Fill in the training report by date and department</li></ul>	Jefri Yanto	

Picture	Information
	Double-checking the expiration date of all logistics training stocks and return products that are close to expiration to the seller (expiration date less than 1 month).

Day: Tuesday


Date: September 3<sup>st</sup> 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Archieve attendance and evaluation form by date, department and unit</li></ul>	Jefri Yanto	

Picture	Information
	Archiving hard data files PT. Wina Pelintung January, February, and March 2023 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

Day: Wednesday


Date: September 4<sup>st</sup>2024

Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Recording attendance and evaluation by month and date, for each company inwilmar(Technical, System , K3)</li> </ul>	Jefri Yanto	

Picture	Information
	<p>Attendance and evaluation training with PT. Kawasan Industri Dumai has been implemented and input into the Excel worksheet report.</p>

Day: Thursday


Date: September 5<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Recording attendance and evaluation by month and date, for each company in wilmar(Technical, System , K3)</li> </ul>	Jefri Yanto	

[illegible]

Day: Friday


Date: September 6<sup>st</sup>2024

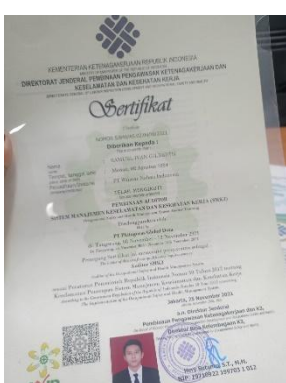
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing snack, attendance and evaluation forms for msds Training</li><li>• Entering data and scanning WBI Reports</li></ul>	Jefri Yanto	

Picture	Information
	Preparing training accommodation for employees PT. SADP such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.

Day: Saturday


Date: September 7<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Preparing snack for water treatment, confined space and Hazop batch 1 Training</li> <li>Scanning and inputting wina Pltg Report data</li> </ul>	Jefri Yanto	

Picture	Information
	letter of application to the General Manager for the cost of renewal Sertifikat and Sio employees

Day: Sunday


Date: September 9<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Delivering borrowed items from illies to Wbi</li><li>• Preparing snack,attendance and evaluation forms for Msds Training Sadp , Flour Mill&amp; Pk plant</li></ul>	Jefri Yanto	

Picture	Information
	Preparing employee training accommodation for training purposes at the PT. Wbi

Day: Tuesday

Date: September 10<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing snack, attendance and evaluation forms for Msds Training work permit &amp; Mcu</li><li>• Archiving data and scanning data from PT.Sadp &amp; Wina Oleo</li></ul>	Jefri Yanto	


Picture	Information
	Preparing employee training accommodation for training purposes at the work permit & Mcu



Day: Friday


Date: September 11<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Archiving data and scanning data from Wina pltg, Wina Flour Mill</li></ul>	Jefri Yanto	

Picture	Information
	Archiving data and scanning data from Wina pltg, Wina Flour Mill

Day: Saturday


Date: September 12<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Became a staff member for hot work Training In illies Room</li></ul>	Jefri Yanto	

Picture	Information
	Helping prepare and Setting up Illies multipurpose for leadership training was delivered by WLC (Wilmar Learning Center) leaders and staff.

Day: Monday


Date: September 13<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Scanning and inputting Wina Pltg Report data</li><li>• Scanning and inputting Sadp &amp; Wina Oleo Report data</li></ul>	Jefri Yanto	

Picture	Information
	Archiving, Scanning certificates and employee permits from PT. PAN, PT. WCI, PT. ABS, and PT. WBI into folders starting with alphabetical order A-Z

Day: Tuesday


Date: September 17<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Achieve attendance and evaluation form unit wina oleo,wina pltg, and Sadp</li></ul>	Jefri Yanto	

Picture	Information
	Archiving certificates and employee permits from PT. and PT. wina oleo,wina pltg, and Sadp WBI into folders starting with alphabetical order A-Z

Day: Wednesday


Date: September 18<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Archieve attendance and evaluation form unit wina oleo,wina pltg, and Sadp</li></ul>	Jefri Yanto	

Picture	Information
	Archiving certificates and employee permits from PT. and PT. wina oleo,wina pltg, and Sadp WBI into folders starting with alphabetical order A-Z

Day: Thursday


Date: September 19<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Recapitulating employee attendance at PT.Wina oleo and wina Pelintung</li><li>Preparing snack,attendance and evaluation forms for Msds Training</li></ul>	Jefri Yanto	

Picture	Information
	Recapitulating employee attendance at PT.Wina oleo and wina Pelintung

Day: Friday


Date: September 20<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing snack, attendance and evaluation forms for Msds Training PT. kid &amp; Wina Oleo</li><li>• Archieve attendance and evaluation form by date Department and Unit (System, Tehnical &amp; K3)</li></ul>	Jefri Yanto	

Picture	Information
	Preparing training accommodation for employees PT. SADP such as: Participants attendance list, and evaluation forms levels 1 and 2 as well as training snacks.

Day: Saturday

Date: September 21<sup>st</sup>2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Preparing snack,attendance and evaluation forms for Msds Training PT.Kid &amp; Mss</li><li>• Go to the field to take partin training at the EHS Office with a menthor</li></ul>	Jefri Yanto	

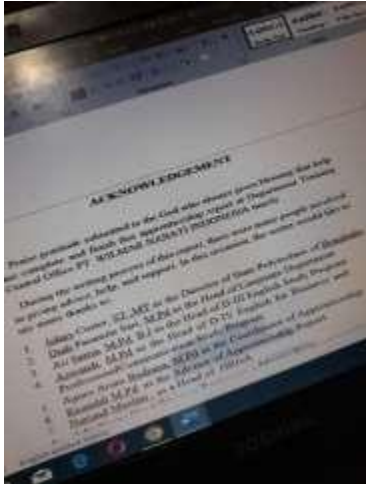
Picture	Information
	Go to the field to take partin training at the EHS Office with a menthor

Day: Monday




Date: September 23<sup>st</sup>2024

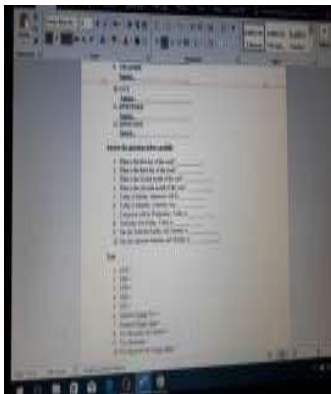
Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Deliver Training Equipment to WBI,SADP, and Wina Pelintung Inputting &amp; Scanning KID Report data</li> </ul>	Jefri Yanto	

Picture	Information
	Deliver Training Equipment to WBI,SADP, and Wina Pelintung Inputting & Scanning KID Report data

Day: Monday


Date: September 23<sup>st</sup>2024


Job Description	Supervisor	Signature
Attendance and evaluation forms for Msds Training  Inputting MSS,KID & Wina Pltg	Jefri Yanto	

Picture	Information
	Attendance and evaluation forms for Msds Training Inputting MSS,KID & Wina Pltg

Day: Tuesday


Date: September 24<sup>st</sup>2024

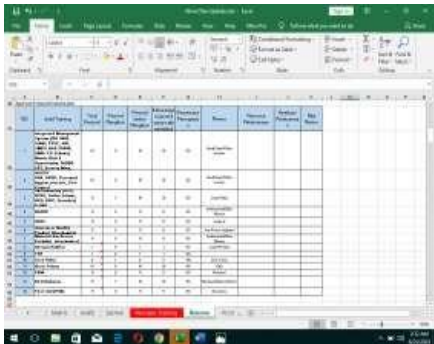
Job Description	Supervisor	Signature
Preparing snack for attendance and evaluation forms for Msds Training  Inputting MSS,KID & Wina Pltg	Jefri Yanto	

Picture	Information
	Preparing all the needs for external training starting from the room, accommodation to the training equipment.

Day: Wednesday


Date: September 25<sup>st</sup>2024

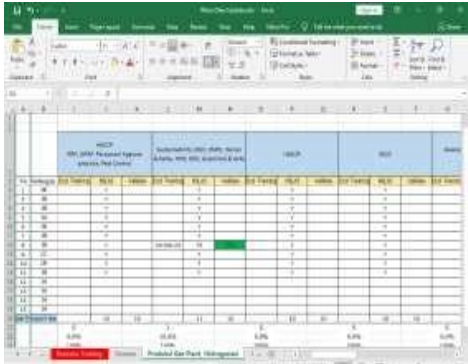
Job Description	Supervisor	Signature
Scanning Certificate and liscence Of WBI and MSS Employees	Jefri Yanto	

Picture	Information
	Scanning Certificate and liscence Of WBI and MSS Employees

Day: Thursday


Date: September 26<sup>st</sup>2024

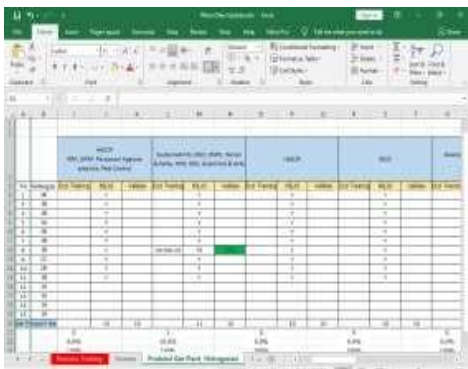
Job Description	Supervisor	Signature
Inputting certificate and lisensi Of Wbi and Mss Employess to folder	Jefri Yanto	

Picture	Information
	Attendance and evaluation training with PT. Wina Oleochemical has been implemented and input into the Excel worksheet report.

Day: Friday


Date: September 27<sup>st</sup>2024


Job Description	Supervisor	Signature
<p>Preparing snack for attendance and evaluation forms for Msds Training Wina Oleo, Wbi</p> <p>Archieve attendance and evaluation for august and put it in the Folder</p>	Jefri Yanto	

Picture	Information
	<p>Archieve attendance and evaluation for august and put it in the Folder</p>

Day: Saturday


Date: September 28<sup>st</sup>2024


Job Description	Supervisor	Signature
Went down the field to the KID Warehouse to pick up snacks for Training	Jefri Yanto	

Picture	Information
	In March, the store sends logistics that have been ordered by the training section, which are then adjusted to what has been ordered after the appropriate logistics are stored in the cupboard.

Day: Monday

Date: September 30<sup>st</sup>2024


Job Description	Supervisor	Signature
Inputting & Scanning Report data for September Prepared Training equiqment for news employes	Jefri Yanto	


Picture	Information
	Inputting & Scanning Report data for September Prepared Training equiqment for news employes

Day: Tuesday




Date: Oktober 1<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>• Sorting snack by expiration date</li></ul>	Jefri Yanto	

Picture	Information
	<p>In February, the store sends logistics that have been ordered by the training section, which are then adjusted to what has been ordered after the appropriate logistics are stored in the cupboard.</p>

Day: Wednesday


Date: Oktober 2<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Sorting snack by expiration date and year for training in the secretary s warehouse</li></ul>	Jefri Yanto	

Picture	Information
	Sorting snack by expiration date

Day: Wednesday


Date: Oktober 3<sup>th</sup>, 2024

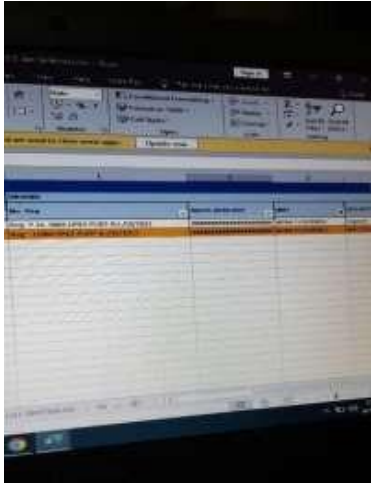
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Sorting snack by expiration date and year for training in the secretary s warehouse</li></ul>	Jefri Yanto	

Picture	Information
	Sorting snack by expiration date

Day: Friday


Date: Oktober 4<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Archiving Attendance and evaluation form unit Wina Pltg KID &amp; SADP</li></ul>	Jefri Yanto	

Picture	Information
	Recapitulating the data for the employee license and employee training certificate of PT. Wina Pelintung, KID & SADP into Excel worksheets.

Day: Saturday


Date: Oktober 5<sup>th</sup>, 2024

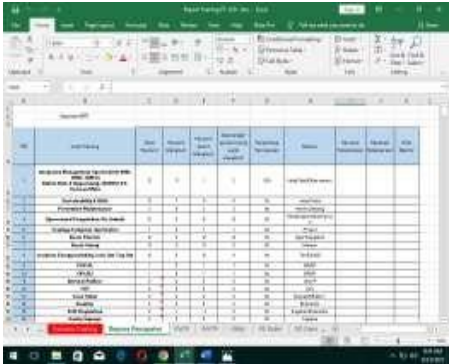
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Preparing snacks, attendance and evaluation forms for Msds Training MSS.BT&amp;PLANT3</li></ul>	Jefri Yanto	

Picture	Information
	Double-checking the expiration date of all logistics training stocks and return products that are close to expiration to the seller (expiration date less than 1 month).

Day: Monday


Date: Oktober 7<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>attendance and evaluation forms for Msds Training MSS.BT&amp;PLANT3</li> </ul>	Jefri Yanto	

Picture	Information
	Attendance and evaluation training with PT. Kawasan Industri Dumai has been implemented and input into the Excel worksheet report MSS.BT&PLANT3

Day: Monday


Date: Oktober 14<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Scan certificates and licenses and put them in the wina Oleo Folder,KID,Murni SAM-SAM</li></ul>	Jefri Yanto	

Picture	Information
	Scan certificates and licenses and put them in the wina Oleo Folder,KID,Murni SAM-SAM

Day: Tuesday

Date: Oktober 15<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Scan certificates and licenses and put them in the wina Oleo Folder,KID,Murni SAM-SAM</li></ul>	Jefri Yanto	


Picture	Information
	Archiving hard data files PT. KID,SAM-SAM November and December 2022 becomes a soft file using the camscanner application and is then sent to the mentor for audit.

Day: Monday




Date: Oktober 28<sup>th</sup>, 2024

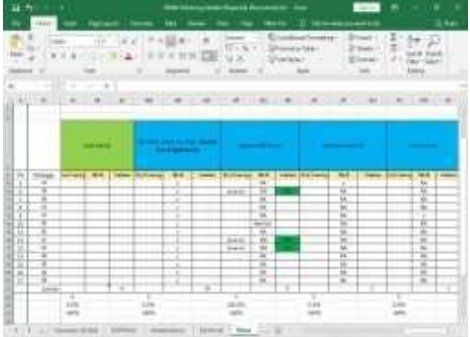
Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Assisted with employee attendance at the first day ao TNA Training event</li></ul>	Jefri Yanto	

Picture	Information
	TNA Training event

Day: Thursday


Date: Oktober 31<sup>th</sup>, 2024

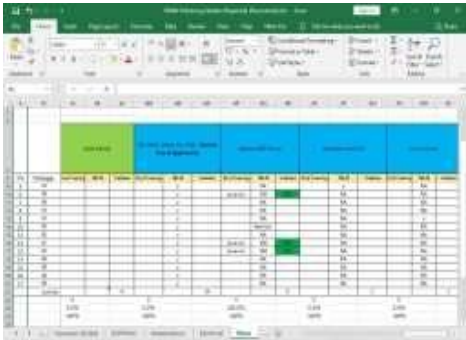
Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Assisted with employee attendance and ice breaking on the fourth day of TNA Training</li> </ul>	Jefri Yanto	

Picture	Information
	Day of TNA Training

Day: Friday


Date: November 1<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Assisted with employee attendance and ice breaking at the fifth day of TNA Training</li> </ul>	Jefri Yanto	

Picture	Information
	Day of TNA Training

Day: Saturday


Date: November 9<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"> <li>Assisted with employee attendance and ice breaking at the fifth day of TNA Training</li> </ul>	Jefri Yanto	

Picture	Information
	Day of TNA Training

Day: Saturday


Date: November 9<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Going to the field to participate in training Hazop Wina Flour Mill</li></ul>	Jefri Yanto	

Picture	Information
	Day of training Hazop Wina Flour Mill

Day: Wednesday


Date: November 20<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Making simper and RFID for PT. Pan, Cv. Cemerlang,PT. Jaya abadi, PT.solusi mandiri terampil, PT.AAN,CV. Tri Tunggal and other companies</li></ul>	Jefri Yanto	

Picture	Information
	for PT. Pan, Cv. Cemerlang,PT. Jaya abadi, PT.solusi mandiri terampil, PT.AAN,CV. Tri Tunggal and other companies

Day: Monday


Date: November 25<sup>th</sup>, 2024


Job Description	Supervisor	Signature
<ul style="list-style-type: none"><li>Making simper and RFID for PT.Abadi cemerlang, CV.Mss, PT. Abadi, PT.Putra dua, Cv. Mardiansyah</li></ul>	Jefri Yanto	

Pictur	Information
	for PT.Abadi cemerlang, CV.Mss, PT. Abadi, PT.Putra dua, Cv. Mardiansyah

Day: Friday

Date: November 29<sup>th</sup>, 2024


Job Description	Supervisor	Signature
Apprenticeship Final Presentation	Jefri Yanto	

Picture	Information
	Doing an Apprenticeship presentation at Gedung Serbaguna Illies, where this presentation is one of the requirements for completing the Apprenticeship program at Wilmar Nabati Indonesia.



Day : Saturday











































Date: November 30<sup>th</sup>, 2024















































Job Description	Supervisor	Signature
Last Day of Internship	Jefri Yanto	

























Picture	Information
	The last day of Apprenticeship and farewell to mentors and staff, as well as providing souvenirs for mentors and staff.
















## Appendix 6: Daily Activities of Apprenticeship

<b>Periode Akademik</b>	2024 Ganjil	<b>Unit</b>	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
<b>Jenis Kegiatan</b>	Kerja Praktek/PKL	<b>Instansi</b>	PT WILMAR
<b>Nama Kegiatan</b>	magang kerja praktek	<b>Kelompok</b>	

















































No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Selasa, 31 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira		  
2	Senin, 30 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
3	Sabtu, 28 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	project for plant oleochemical	  
4	Jumat, 27 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
5	Kamis, 26 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
6	Rabu, 25 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM,	5504211038 – Asira	project for plant oleochemical	  
7	Selasa, 24 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	project for plant oleochemical	  
8	Senin, 23 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
9	Sabtu, 21 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	project	  
10	Jumat, 20 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
11	Kamis, 19 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
12	Rabu, 18 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
13	Selasa, 17 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
14	Senin, 16 Desember 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  

















































15	Sabtu, 14 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
16	Jumat, 13 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	breakdown	  
17	Kamis, 12 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
18	Rabu, 11 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	breakdown	  
19	Selasa, 10 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
20	Senin, 9 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
21	Sabtu, 7 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	translate document	  
22	Jumat, 6 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
23	Rabu, 4 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	translate document	  
24	Selasa, 3 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
25	Senin, 2 Desember 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
26	Sabtu, 30 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	translate document	  
27	Sabtu, 30 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	end	  
28	Sabtu, 30 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	end	  
29	Jumat, 29 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	translate document	  
30	Jumat, 29 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	end	  






31	Jumat, 29 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
32	Kamis, 28 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
33	Kamis, 28 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	end	  
34	Kamis, 28 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
35	Rabu, 27 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	dayoff	  
36	Rabu, 27 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	end	  
37	Rabu, 27 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
38	Selasa, 26 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  

39	Selasa, 26 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	end	  
40	Selasa, 26 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
41	Senin, 25 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
42	Senin, 25 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	end	  
43	Senin, 25 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
44	Minggu, 24 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
45	Sabtu, 23 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
46	Sabtu, 23 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  



























47	Jumat, 22 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
48	Jumat, 22 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff	  
49	Jumat, 22 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff	  
50	Jumat, 22 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
51	Kamis, 21 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
52	Kamis, 21 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff	  
53	Kamis, 21 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
54	Rabu, 20 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
56	Rabu, 20 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
57	Selasa, 19 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	Maintenance order SAP	  
58	Selasa, 19 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	recap	  
59	Selasa, 19 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
60	Senin, 18 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	update SAP	  
61	Senin, 18 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	recap	  
62	Senin, 18 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Make RFID and badge simper	  
63	Minggu, 17 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  

























56	Rabu, 20 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Make RFID and badge simper	  
57	Selasa, 19 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	Maintenance order SAP	  
58	Selasa, 19 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	recap	  
59	Selasa, 19 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Make RFID and badge simper	  
60	Senin, 18 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	update SAP	  
61	Senin, 18 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	recap	  
62	Senin, 18 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Make RFID and badge simper	  
63	Minggu, 17 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Sunday Holidays	  
72	Kamis, 14 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Make RFID and badge simper	  
73	Rabu, 13 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
74	Rabu, 13 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Make RFID and badge simper	  
75	Selasa, 12 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	master data functional location	  
76	Selasa, 12 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
77	Selasa, 12 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Make RFID and bad simpler	  
78	Senin, 11 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	outstanding maintenance order	  
79	Senin, 11 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	input	  

80	Senin, 11 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Make RFID and bad simpler	  
81	Minggu, 10 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Sunday Holidays	  
82	Sabtu, 9 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	master dta functional location	  
83	Sabtu, 9 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training staff	  
84	Sabtu, 9 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
85	Sabtu, 9 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
86	Jumat, 8 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	master data functional location	  
87	Jumat, 8 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	input	  

























88	Jumat, 8 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
89	Kamis, 7 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	Master data functional location	  
90	Kamis, 7 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training staff	  
91	Kamis, 7 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
92	Rabu, 6 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	Master data functional location	  
93	Rabu, 6 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archive	  
94	Rabu, 6 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Scanning and Inputting	  
95	Selasa, 5 November 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	input	  




























96	Selasa, 5 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning and Inputting	  
97	Selasa, 5 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
98	Senin, 4 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
99	Senin, 4 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
100	Senin, 4 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
101	Minggu, 3 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
102	Minggu, 3 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	sunday	  
103	Sabtu, 2 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  

























104	Sabtu, 2 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning and Inputting	  
105	Sabtu, 2 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
106	Jumat, 1 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	workshop	  
107	Jumat, 1 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
108	Jumat, 1 November 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
109	Kamis, 31 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	workshop	  
110	Kamis, 31 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
111	Kamis, 31 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  



112	Rabu, 30 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff & archive	  
113	Rabu, 30 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
114	Rabu, 30 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
115	Selasa, 29 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
116	Selasa, 29 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
117	Selasa, 29 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
118	Senin, 28 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	workshop	  
119	Senin, 28 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  

















































120	Senin, 28 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
121	Minggu, 27 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
122	Minggu, 27 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	sunday	  
123	Sabtu, 26 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
124	Sabtu, 26 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
125	Sabtu, 26 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
126	Jumat, 25 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
127	Jumat, 25 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  

















































128	Jumat, 25 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
129	Kamis, 24 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
130	Kamis, 24 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
131	Kamis, 24 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
132	Rabu, 23 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
133	Rabu, 23 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning and Inputting	  
134	Rabu, 23 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
135	Selasa, 22 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
136	Selasa, 22 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning and Inputting	  
137	Selasa, 22 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
138	Senin, 21 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
139	Senin, 21 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning and Inputting	  
140	Senin, 21 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
141	Minggu, 20 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
142	Minggu, 20 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	sunday	  
143	Sabtu, 19 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	meeting	  

















































144	Sabtu, 19 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
145	Sabtu, 19 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
146	Jumat, 18 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archive	  
147	Jumat, 18 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Scanning and Inputting	  
148	Jumat, 18 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
149	Kamis, 17 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training staff & archive	  
150	Kamis, 17 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training and Archiving	  
151	Kamis, 17 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  

152	Rabu, 16 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archive	  
153	Rabu, 16 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Archiving	  
154	Rabu, 16 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
155	Selasa, 15 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	input	  
156	Selasa, 15 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Scanning and Inputting	  
157	Selasa, 15 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 - Asira	SAP	  
158	Senin, 14 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archive	  
159	Senin, 14 Oktober 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Scanning	  



































































































160	Senin, 14 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
161	Minggu, 13 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
162	Minggu, 13 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	sunday	  
163	Sabtu, 12 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	WILFEST	  
164	Sabtu, 12 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	holiday	  
165	Jumat, 11 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff	  
166	Jumat, 11 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
167	Jumat, 11 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
168	Kamis, 10 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff & archive	  
169	Kamis, 10 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning and Inputting	  
170	Kamis, 10 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
171	Rabu, 9 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff & archive	  
172	Rabu, 9 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
173	Rabu, 9 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
174	Selasa, 8 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
175	Selasa, 8 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning and Inputting	  

176	Selasa, 8 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
177	Senin, 7 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
178	Senin, 7 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
179	Minggu, 6 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
180	Minggu, 6 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	weekend	  
181	Sabtu, 5 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff & input	  
182	Sabtu, 5 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
183	Sabtu, 5 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
184	Jumat, 4 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
185	Jumat, 4 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
186	Jumat, 4 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
187	Kamis, 3 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
188	Kamis, 3 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
189	Kamis, 3 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
190	Rabu, 2 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
191	Rabu, 2 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  

























192	Rabu, 2 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
193	Selasa, 1 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
194	Selasa, 1 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	archive	  
195	Selasa, 1 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
196	Selasa, 1 Oktober 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	computer	  
197	Senin, 30 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input report data	  
198	Senin, 30 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
199	Senin, 30 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
200	Minggu, 29 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
201	Minggu, 29 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	libur	  
202	Sabtu, 28 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff	  
203	Sabtu, 28 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
204	Sabtu, 28 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
205	Jumat, 27 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff& archive	  
206	Jumat, 27 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
207	Jumat, 27 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  








































































208	Kamis, 26 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	scanning inputting	  
209	Kamis, 26 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Scanning	  
210	Kamis, 26 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP PM	  
211	Rabu, 25 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	scanning & inputting	  
212	Rabu, 25 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
213	Rabu, 25 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
214	Selasa, 24 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
215	Selasa, 24 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
216	Selasa, 24 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP and PT.WBI	  
217	Senin, 23 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff	  
218	Senin, 23 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
219	Senin, 23 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP REPORT	  
220	Minggu, 22 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holidays	  
221	Sabtu, 21 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	training staff	  
222	Sabtu, 21 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
223	Sabtu, 21 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  

225	Jumat, 20 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
226	Jumat, 20 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
227	Kamis, 19 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
228	Kamis, 19 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
229	Kamis, 19 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
230	Rabu, 18 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  
231	Rabu, 18 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
232	Rabu, 18 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
234	Selasa, 17 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
235	Selasa, 17 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
236	Senin, 16 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Maulid Nabi Muhammad	  
237	Senin, 16 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	holiday	  
238	Minggu, 15 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Sunday Holiday	  
239	Sabtu, 14 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	permission	  
240	Sabtu, 14 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	TECO SAP	  
241	Jumat, 13 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 – Octavia Herawati	input	  



244	Kamis, 12 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
245	Kamis, 12 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
246	Rabu, 11 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
247	Rabu, 11 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	PPT	  
248	Selasa, 10 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
249	Selasa, 10 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
250	Senin, 9 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
251	Senin, 9 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  












































254	Sabtu, 7 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
255	Sabtu, 7 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	SAP	  
256	Jumat, 6 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
257	Jumat, 6 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	introduction structure of maintenance	  
258	Kamis, 5 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Archiving	  
259	Kamis, 5 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	tour placement of interns	  
260	Rabu, 4 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 – Septriana Romauli Sitohang	Training	  
261	Rabu, 4 September 2024	198307112014041001 – Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211038 – Asira	company introduction	  














































262	Selasa, 3 September 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Archiving	  
263	Senin, 2 September 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
264	Minggu, 1 September 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Sunday Holiday	  
265	Sabtu, 31 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
266	Jumat, 30 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
267	Kamis, 29 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training report	  
268	Kamis, 29 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
269	Rabu, 28 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Archiving	  
271	Selasa, 27 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
272	Selasa, 27 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	translating SOP	  
273	Senin, 26 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
274	Senin, 26 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	Translating SOP	  
275	Minggu, 25 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Sunday Holiday	  
276	Sabtu, 24 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
277	Sabtu, 24 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
278	Jumat, 23 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  

279	Jumat, 23 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
280	Kamis, 22 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
281	Kamis, 22 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
282	Kamis, 22 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
283	Rabu, 21 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
284	Rabu, 21 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
285	Selasa, 20 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
286	Selasa, 20 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	Training management staff	  

288	Senin, 19 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
289	Senin, 19 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
290	Minggu, 18 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Sunday Holiday	  
291	Sabtu, 17 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	HUT RI INDONESIA	  
292	Jumat, 16 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
293	Jumat, 16 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archiving	  
294	Kamis, 15 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
295	Kamis, 15 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  



296	Rabu, 14 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Archiving	  
297	Rabu, 14 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archiving	  
298	Selasa, 13 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	permission	  
299	Senin, 12 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	permission	  
300	Minggu, 11 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Sunday Holidays	  
301	Sabtu, 10 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Archiving	  
302	Sabtu, 10 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training management staff	  
303	Jumat, 9 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Archiving	  
305	Kamis, 8 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Archiving	  
306	Kamis, 8 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archiving	  
307	Rabu, 7 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	archiving	  
308	Rabu, 7 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archiving	  
309	Selasa, 6 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archiving	  
310	Selasa, 6 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	training	  
311	Senin, 5 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archiving	  
312	Senin, 5 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Registering employees	  

313	Minggu, 4 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Sunday holidays	  
314	Sabtu, 3 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archiving	  
315	Sabtu, 3 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	Training	  
316	Jumat, 2 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	company introduction	  
317	Jumat, 2 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	K3 workplace safety socialization at Wilmar industrial estate - Dumai	  
318	Kamis, 1 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	company introduction	  
319	Kamis, 1 Agustus 2024	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211045 - Septriana Romauli Sitohang	company introduction	  
320	Selasa, 12 September 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training staff	  
321	Rabu, 6 September 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	input	  
322	Selasa, 5 September 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archive	  
323	Senin, 4 September 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archive	  
324	Minggu, 3 September 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	archive	  
325	Sabtu, 2 September 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training report	  
326	Kamis, 31 Agustus 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training report	  
327	Rabu, 30 Agustus 2023	198307112014041001 - Dr HALIM DWI PUTRA, S.Pd., M.AB.,CBPA,CPHRM, CPSM, CLMA,CBOA, QBSS, QIBP,CCBA	5504211051 - Octavia Herawati	training report	  



**Figure 4: Document of presentation**