

APPRENTICESHIP REPORT
PT. BUMI SIAK PUSAKO

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

APPROVAL SHEET
APPRENTICESHIP REPORT
PT. BUMI SIAK PUSAKO

This writing is as one of the requirements to complete the internship

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Bengkalis, 5th December 2024

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ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Nabila Salsabila**, Reg Number **5504211041** who did the apprenticeship at **PT. Bumi Siak Pusako**, started from 5 August 2024 to 5 December 2024. This report is used for partial fulfillment 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.

Bengkalis, 5th December 2024

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I humbly apologize if any errors or behaviors perceived as unpleasant were exhibited during the practical work at PT. Bumi Siak Pusako. With humility, I acknowledge the imperfections

within this report and welcome all constructive criticisms and suggestions with the anticipation that they will positively contribute to future improvements.

Despite my sincere efforts to minimize errors, this report acknowledges its imperfections and seeks constructive feedback for further refinement. In conclusion, I genuinely hope that this report proves beneficial to both readers and fellow students, and welcomes any input that can improve its quality.

Pekanbaru, 5th December 2024

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Politeknik Negeri Bengkalis is one of the state polytechnics located in Bengkalis, Riau, Indonesia. As the first Polytechnic in Riau, Politeknik Negeri Bengkalis was established in 2000. With the initial name “Politeknik Pelayaran Bengkalis”, the institution was established under the auspices of the Gema Bahari Foundation. On 29 July 2011, Politeknik Negeri Bengkalis officially became a state university based on the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning Pendirian, Organisasi dan Tata Kerja Politeknik Negeri Bengkalis. The inauguration was officially carried out by the Minister of Education and Culture of the Republic of Indonesia on December 26, 2011.

Politeknik Negeri Bengkalis has 18 (eighteen) Study Programs, consisting of 10 (ten) Diploma Three (D3) Programs in Ship Building Engineering, Ship Engineering Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Commercial Shipping Management, Business English, and Business Administration. In addition, there are 8 (eight) Diploma Four (D4) Programs in the fields of Machinery Production and Maintenance Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English for Business and Professional Communication, and Software Engineering.

Field Work Practice (PKL) or internship is one of the important elements in the education system of Politeknik Negeri Bengkalis which aims to bridge the world of education with the world of industry. This program allows students to understand and be directly involved in the activities of the real world of work, as well as apply the knowledge learned during lectures to daily practice in a professional environment.

In an era that continues to grow, the world of work requires human resources who have technical skills (Hard Skills) and qualified interpersonal abilities (Soft Skills). The internship program is expected to improve students' readiness to face competition in the job market. By

combining academic and professional experiences, students are prepared to become a competent and excellent workforce in their respective fields.

As part of this program, the apprentice underwent an internship at PT Bumi Siak Pusako, a company engaged in the oil and gas sector. The internship period lasted for four months, starting from August 5 to December 5, 2024, with placement in the Corporate Secretary (CORSEC) section.

During the internship, the apprentice was involved in various activities such as managing incoming and outgoing mail, verifying documents, creating disposition sheets, and assisting other administration. This experience not only provides practical insight into the world of work but also improves the apprentice's ability in terms of communication, time management, and other technical skills relevant to industry needs.

Through the internship at PT Bumi Siak Pusako, the apprentice has the opportunity to get to know the professional world more closely while developing her potential in a dynamic work atmosphere. The apprentice hopes that this experience will become a strong foundation for future career development and help her become a more confident, competent, and competitive individual in the world of work.

1.2 Purposes of the Apprenticeship

Practical Work is a series of activities that include an understanding of scientific theories or concepts applied in work in accordance with the professional field of study. Practical Work can add insight, knowledge, and skills to students, and can solve scientific problems in accordance with the theory obtained while in college.

The objectives of implementing Practical Work activities for Bengkalis State Polytechnic students are:

1. Knowing the job description carried out during practical work at PT Bumi Siak Pusako.
2. Provide an opportunity for the apprentice to find out the place of practical work at PT Bumi Siak Pusako.
3. Provide opportunities for writers to understand the work system and procedures at Bumi Siak Pusako.
4. Knowing the obstacles and solutions faced when carrying out practical work at Bumi Siak Pusako.

1.3 Significances of the Apprenticeship

The benefits of Practical Work activities for students and Politeknik Negeri Bengkalis are:

1. For the apprentice, the implementation of this Practical Work can provide information to the apprentice about job descriptions, work systems and procedures, where practical work is carried out, obstacles, and solutions while carrying out practical work at PT Bumi Siak Pusako, so as to improve skills and insights both in terms of hard skill and soft skill competencies.
2. For Politeknik Negeri Bengkalis, the implementation of this Practical Work is expected to create a good working relationship between Politeknik Negeri Bengkalis and PT Bumi Siak Pusako.
3. For the Company, the implementation of this Practical Work is expected to contribute ideas and reveal problems that arise and provide suggestions in solving them, so that in the end it can provide benefits for the development of the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Bumi Siak Pusako (BSP) founded on October 17 2001 has been committed to fulfilling the community's trust in managing the Coastal Plain Pekanbaru (CPP) Block with utmost professionalism and dedication.

On August 6, 2002, PT BSP and PT Pertamina signed a Production Sharing Contract (PSC) Cost Recovery agreement with the Upstream Oil and Gas Implementing Agency (BP Migas), now SKK Migas, to manage the CPP Block working area for 20 years starting August 9, 2002, with a Participating Interest (PI) of 50 percent each.

In managing the CPP Block PSC Cost Recovery, PT BSP and PT Pertamina formed a consortium of Joint Operating Entity PT Bumi Siak Pusako - Pertamina Hulu (BOB PT BSP - Pertamina Hulu). The cooperation pattern applied is Management Consortium and Operating Consortium cooperation which is covered by the Joint Management Agreement (JMA) and Joint Operating Agreement (JOA) as operational guidelines for BOB PT BSP - Pertamina Hulu.

Effective August 9, 2022 PT BSP was given the mandate by the government to manage the CPP Working Area (WK) based on a Gross Split Production Sharing Contract (PSC) with 100% BSP Participating Interest (PI) ownership.

The following is the Regional Regulation on the Establishment of PT Bumi Siak Pusako:

1. Regional Regulation of Siak Regency Number 6 of 2004 concerning Regional Owned Enterprises (BUMD) Limited Liability Company (PT) Bumi Siak Pusako (Regional Gazette of Siak Regency Year 2004 Number 10 Series E);
2. Regional Regulation of Siak Regency Number 9 of 2009 concerning Amendments to Regional Regulation of Siak Regency Number 6 of 2004 concerning Regional-Owned Enterprises (BUMD) Limited Liability Company (PT) Bumi Siak Pusako (Regional Gazette of Siak Regency of 2007 Number 9);

3. Siak District Regional Regulation Number 5 of 2020 concerning the Second Amendment to Siak District Regional Regulation Number 6 of 2004 concerning Regional-Owned Enterprises (BUMD) Limited Liability Company (PT) Bumi Siak Pusako (Siak District Regional Gazette of 2020 Number 5);

The shareholder composition of PT BSP as of December 31, 2021, is outlined in the Governor of Riau's Letter No. 500/Ekbang/22.12a dated April 30, 2008, as follows:

Table 1 Shareholder Composition PT. Bumi Siak Pusako

SHAREHOLDER	TOTAL SHARES	OWNERSHIP(%)
Pemprov Riau	1.800	18,07%
Siak	7.200	72,29%
Kampar	600	6,02%
Pelalawan	240	2,41%
Pemko Pekanbaru	120	1,21%
TOTAL	9.960	100%

Source : PT.BUMI SAIK PUSAKO (2024)

Effective from 9 August 2022, PT Bumi Siak Pusako (BSP) officially received a mandate from the government to manage the Coastal Plain Pekanbaru (CPP) Working Area (WK). This assignment gives PT BSP full ownership of a 100% Participating Interest (PI), making it the main manager in the operation of the working area. With the Gross Split Production Sharing Contract (PSC) scheme, PT BSP is not only responsible for ensuring the smooth exploration, production, and distribution of oil and gas in the CPP WK, but is also expected to apply efficiency and innovation in every activity. This mandate demonstrates the government's great trust in PT BSP as a Regional-Owned Enterprise (BUMD) that has the competence to optimally manage energy resources.

In its implementation, PT BSP continues to be committed to increasing its contribution to national energy security, supporting regional development, and promoting the principles of good corporate governance (GCG) and environmental sustainability. This makes the assignment not only a strategic responsibility but also an opportunity to demonstrate PT BSP's vital role in the national energy sector.

The following is an overview of the CPP Working Area (Riau Province):

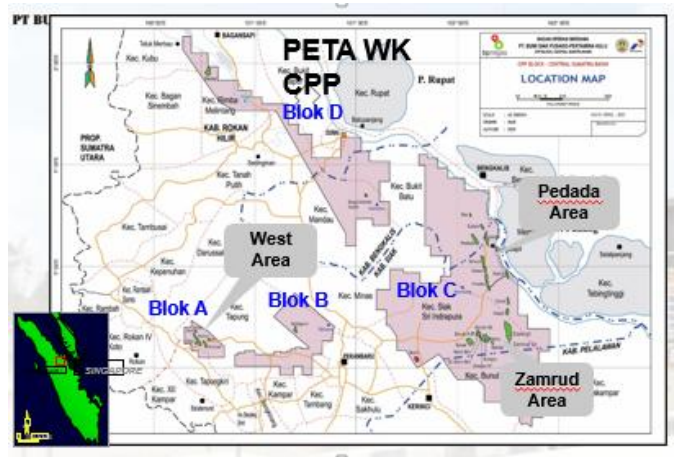


Figure 1 CPP Working Area PT. BUMI SIAK PUSAKO in Riau Province

Source : PT.BUMI SIAK PUSAKO (2024)

The following is an explanation of the Coastal Plain Pekanbaru (CPP) Working Area Map in Riau Province:

1. The Coastal Plain Pekanbaru (CPP) Working Area has a total area of 9,865.95 km². This area consists of oil fields, most of which are mature. One of the oldest fields, the Kasikan Field, has been in production since 1975. In total, there are 34 fields in the region, of which 28 are still actively producing today.
2. The region has a total of 704 operating wells. In terms of management, 21 fields are in the primary recovery stage and 7 fields have entered the secondary recovery stage. Among the secondary stage fields, 2 fields use the pressure maintenance method, while the other 5 fields apply the water flood method to increase production.

Oil and gas production activities in the CPP Working Area are divided into three main areas, namely:

1. Zamrud Area which includes 12 fields.
2. Pedada Area, which consists of 10 fields.
3. West Area which has 6 fields.

Most of the fields in this area are producing from multiple layers and are commingled. This shows the complexity and great potential of the CPP Working Area in supporting national oil and gas production in a sustainable manner.

2.2 Vision and Mission PT. Bumi Siak Pusako

2.2.1 Company Vision

PT Bumi Siak Pusako has a vision to become a leading and internationally reputable energy BUMD.

2.2.2 Company Mission

PT Bumi Siak Pusako has a mission to provide added value to the community and local government, become one of the drivers of regional economic growth, and form and empower professional human resources in the energy business. In addition, the company is committed to managing the upstream and downstream oil and gas industry professionally while optimizing the potential of regional resource wealth to support sustainable development.

2.3 Kind of Business

PT Bumi Siak Pusako (BSP) is a Regional-Owned Enterprise (BUMD) that has an important role in managing the oil and gas industry in the Coastal Plain Pekanbaru (CPP) Block. Recognized as one of the leading energy companies in Indonesia, PT BSP is trusted by the government as a Cooperation Contractor (KKKS) to oversee the upstream and downstream operations of oil and gas production. Using the Gross Split Production Sharing Contract scheme, PT BSP has 100% Participating Interest (PI), thus having full apprenticeship and control over the management and operation of the CPP Block.

The company's main activities include exploration, development, production, and distribution of oil and gas. These operations are supported by state-of-the-art production facilities, efficient transportation systems, and well-organized crude oil marketing strategies. Crude oil extracted by PT BSP is further processed by strategic partners such as Pertamina into finished products that fulfil people's energy needs. Driven by a commitment to innovation and operational efficiency, PT BSP continues to improve its productivity while ensuring the sustainability of its operations.

In addition to achieving production targets, PT BSP emphasizes the principles of good corporate governance (GCG) and corporate social responsibility (CSR). The company plays an

active role in driving regional development by positively impacting the local economy through sustainable resource management. PT BSP's operational focus in Riau Province significantly contributes to economic growth by creating jobs and promoting the welfare of local communities.

As an integral part of Indonesia's energy sector, PT BSP demonstrates an unwavering commitment to supporting national energy security. By maintaining a balance between economic progress, environmental preservation and community development, PT BSP reinforces its role as a responsible and innovative leader in the energy industry.

2.4 Organizational Structure of PT. Bumi Siak Pusako

2.4.1 Structure Organizes Holding

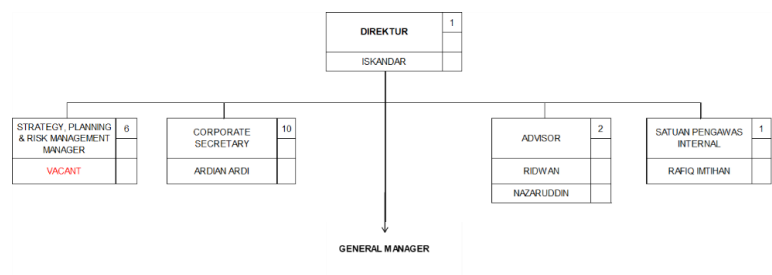


Figure 2 Structure Organizes Holding

Source : PT.BUMI SAIK PUSAKO (2024)

2.4.2 Structure Organizes Operational

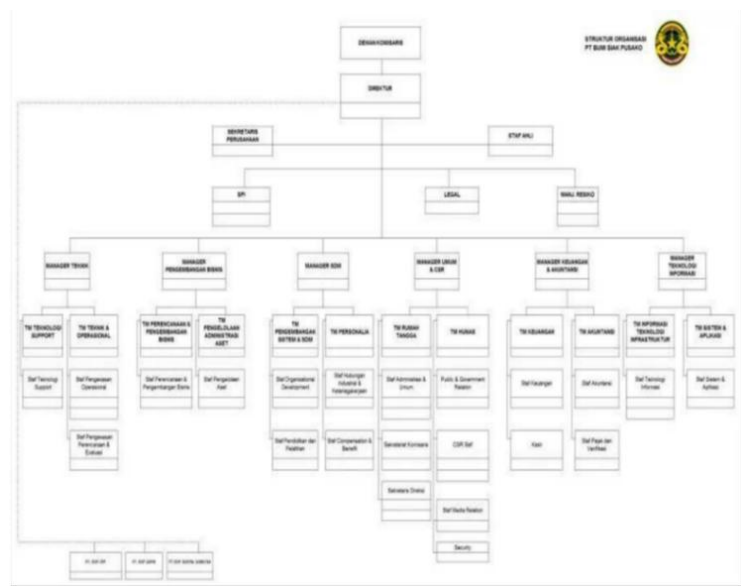


Figure 3 Structure Organizes Operational

Source : PT.BUMI SAIK PUSAKO (2024)

The functions and responsibilities of each division at PT Bumi Siak Pusako are as follows:

1. SPRM (Strategic Planning and Risk Management):

This division is responsible for formulating strategic planning, managing, and developing business activities for the short, medium, and long term. SPRM also coordinates legal aspects to ensure all business activities are in line with the company's objectives and legal framework.

2. Corporate Secretary

This division is tasked with leading, managing, and coordinating corporate communications, public relations, corporate social responsibility (CSR), good corporate governance (GCG), and legal functions. The Corporate Secretary ensures compliance with applicable laws and regulations while optimally supporting the company's operational activities.

3. Exploration Division

The Exploration Division focuses on developing short and long-term exploration strategies and policies aimed at discovering new economic reserves. Its activities are critical in ensuring the sustainability of the company through the identification of future resource opportunities.

4. Exploitation (Exploitation)

The Exploitation Division is responsible for planning, directing, controlling, and evaluating all exploitation and development activities. The division ensures that the company meets production targets while adhering to efficiency and quality standards.

5. Production Operations

This division oversees ongoing production activities in the company's operational areas. This division ensures the achievement of production targets while maintaining predetermined standards, quality, and cost effectiveness.

6. Drilling & Workover Division

The Drilling & Workover Division plans and executes drilling, workover, and well service activities. These activities, along with their supporting elements, follow strict standards to ensure that production targets are effectively achieved.

7. Operation Support

This division handles engineering, construction, and maintenance activities related to production facilities. It also manages power distribution operations, ensuring all activities are aligned with achieving production targets.

8. Human Resources Management (HRM)

The HRM division directs, controls, and evaluates policies, plans, and implementation related to human resource management. The main objective is to ensure a professional and high-performing workforce that supports the company's business and operational activities.

9. Supply Chain Management (SCM)

The SCM division is responsible for managing the supply chain efficiently. This includes ensuring optimal quality, price, and timing for goods and services to support smooth operations and achieve business objectives.

10. Finance

The Finance Division controls and evaluates financial management and accounting activities. It ensures the availability of funds for operations and oversees the transfer and delivery of produced oil to designated parties.

11. Information and Communication Technology (ICT)

The Information and Communication Technology Division plans, directs, supervises, and evaluates the use of information and communication systems. The division ensures reliable, efficient, and secure operations to support overall business activities.

12. Quality, Health, Safety & Environment (QHSE)

This division plans, coordinates, and evaluates activities related to the QHSE program. It ensures the implementation of safety, health, and environmental standards in the company's operations in order to comply with applicable regulations.

13. Internal Audit

Internal Audit Division Plans, directs, coordinates, and evaluates all audit activities so that the company's activities can lead to the achievement of goals in accordance with the principles of Good Corporate Governance.

14. External Affair

External Affair division Plan, coordinate and implement communication and community relations and legal and security activities to ensure good relations with the surrounding community and the security of BSP operations.

2.5 The Working Process

Bumi Siak Pusako (BSP), a state-owned enterprise (SOE) with strategic interests in the oil and gas sector in Indonesia, has an important role in the Coastal Plain Zone (CPP) of Pekanbaru, Riau Province. The organization was formed in 2001 and focuses on handling energy supply with professionalism and dedication. Taking one step at a time. BSP, as a major electricity provider, not only concentrates on functional efficiency, but also engages in tangible participation in regional and broader economic development.

BSP's operational endeavors comprise of various integrated stages, from resource prospecting to the identification of hydrocarbon reserves. This stage involves the application of contemporary technology and scientific techniques to identify locations with potential oil and gas reserves. Once reserves are identified, BSP proceeds with infrastructure development, including drilling wells and constructing facilities necessary for the extraction process.

The core activities of BSP, or the Bharuch-Sindh region, revolve around drilling and extracting oil and natural gas through well systems specifically set up for continuous operations. Once the crude oil is obtained, a separation process is carried out to remove the water and gas components. The extracted pure crude oil is then allocated to warehouses or collaborators such as Pertamina for further refining into utilities ready for use by the community.

BSP's production target in the next half decade is to reach 10,000 to 15,000 barrels per day, a target that illustrates the company's huge impact on national energy needs. Besides focusing on activity, BSP also focuses on sustainability and effective jurisdiction. The business systematically carries out maintenance and repair of manufacturing machinery, such as pumping systems to ensure the stability and productivity of the manufacturing methodology. 2016 to avoid bribery. This demonstrates the company's dedication to transparent operations and integrity.

PT Bumi Siak Pusako takes a comprehensive strategy, not only meeting national electricity needs, but also promoting economic development, ecological integrity and improving the quality

of life of local communities. Your role significantly upholds the cornerstone of the energy sector, ensuring national energy security.

2.6 Document Used for Activity

In the course of practical work, there are several documents required to complete the assigned work. These documents are as follows:

1. A disposition sheet is a document used to record important information related to incoming mail, such as subject, date, number, sender origin, agenda number, and date received.

Figure 4 Disposition Sheet
Source: Personal Data

2. The CSR proposal checklist sheet is a document that records all the files and requirements that must be completed by the applicant before the CSR proposal is processed.

Figure 5 Completeness List Sheet
Source: Personal Data

- The Bank Riau Kepri Syariah transfer sheet is used to record, verify, and process money transfer transactions between accounts after the submitted documents are approved.

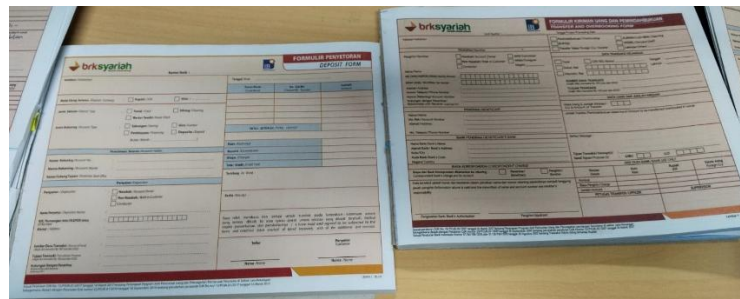


Figure 6 Bank Transfer Sheet

Source: Personal Data

- Notes are used to record and prove expenses that have been made, such as the cost of breakfast, lunch, and afternoon meals used by coaches during service.



Figure 7 Notes

Source: Google Picture

- Receipts are used as proof of payment for expenses for activities or purchases of goods for divisional or company needs.



Figure 8 Receipts

Source: Google Picture

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

The internship schedule at PT. Bumi Siak Pusako is as follows:

Table 2 Internship Schedule

No	Office Hours	Office Hours	Break
1.	Monday	07:30-16:30	12:00-01:00
2.	Tuesday	07:30-16:30	12:00-01:00
3.	Wednesday	07:30-16:30	12:00-01:00
4.	Thursday	07:30-16:30	12:00-01:00
5.	Friday	07:30-16:30	11:30-01:00
6.	Saturday	Day Off	-
7.	Sunday	Day Off	-

Source: Processed Data, (2024)

In general, I was involved in various administrative tasks, including recording and managing documents and monitoring the completeness of files. I record and recap incoming or outgoing letters, write fund transfers, and receive complete files from applicants. I also organize the files in accordance with the applicable regulations and draft the necessary agreements. If any files were rejected, I made a list of rejected files and prepared a reply letter for the applicant. I was also responsible for checking the completeness of the documents and contacting the applicant if there were any deficiencies.

Furthermore, I wrote notes and receipts for transactions made, as well as compiled a transfer list that included files and funds that would later be processed for check creation. I also checked the completeness of files such as ID cards, decrees, and account photocopies. Once all the files were complete, I delivered them to the finance department for further processing. All of these activities helped support the smooth and efficient administration at the company where I did my internship.

The following are the details of the tasks that the apprentice performed during the internship:

- 1) Recording and managing incoming mail and outgoing mail
- 2) Write fund transfers
- 3) Receive complete files from the applicant
- 4) Organizing files in accordance with applicable regulations
- 5) Arranging necessary agreements
- 6) Making a list of rejected files and preparing a reply letter for the applicant
- 7) Checking the completeness of documents and contacting the applicant if there are any deficiencies
- 8) Preparing memorandum and proof of transaction
- 9) Compile a transfer list for files and funds to be processed for cheque making
- 10) Checking the completeness of documents such as KTP, SK, and account photocopies
- 11) Submitting complete files to the finance department for further processing

3.2 System and Procedure

There are several procedures used in the operational activities of PT Bumi Siak Pusako, especially in the CORSEC or Corporate Secretary section. At PT Bumi Siak Pusako, the apprentice is given several apprenticeships and responsibilities to carry out the following tasks:

3.2.1 Recording of Incoming Proposals in the CORSEC Entry Book

One of the procedures used in the operational activities of PT Bumi Siak Pusako, especially in the Corporate Secretary (CORSEC) section, is to record incoming proposal data into the Entry Book. The first procedure carried out is to receive and check each incoming proposal to ensure the completeness of the document before it is recorded. This book is used to document all proposals received by CORSEC, especially proposals requesting financial assistance. Information recorded in the Incoming Book includes the Incoming Letter Number, Letter Origin, Letter Purpose, Letter Subject, Entry Date, and Letter Recipient. This recording process is done carefully to ensure that all proposals are well documented and in accordance with applicable procedures.

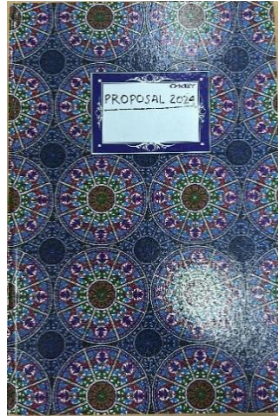


Figure 9 CORSEC Entrance Book 2024

Source: Processed Data (2024)

The recording of these proposals aims to facilitate sorting and file management in the future. With the data organized in the Entry Book, the CORSEC team can quickly find the information needed, check the completeness of the file, and determine follow-up steps as needed. This procedure not only helps ensure transparency in proposal management, but also supports the team's work efficiency in handling company administrative documents.

No.	Tanggal Surat	Nomor Surat	Isi Surat	Status
101	10/10/2024	101/10/2024	Surat permohonan bantuan dana	Proses
102	11/10/2024	102/10/2024	Surat permohonan bantuan dana	Proses
103	12/10/2024	103/10/2024	Surat permohonan bantuan dana	Proses
104	13/10/2024	104/10/2024	Surat permohonan bantuan dana	Proses
105	14/10/2024	105/10/2024	Surat permohonan bantuan dana	Proses
106	15/10/2024	106/10/2024	Surat permohonan bantuan dana	Proses
107	16/10/2024	107/10/2024	Surat permohonan bantuan dana	Proses
108	17/10/2024	108/10/2024	Surat permohonan bantuan dana	Proses
109	18/10/2024	109/10/2024	Surat permohonan bantuan dana	Proses
110	19/10/2024	110/10/2024	Surat permohonan bantuan dana	Proses
111	20/10/2024	111/10/2024	Surat permohonan bantuan dana	Proses
112	21/10/2024	112/10/2024	Surat permohonan bantuan dana	Proses
113	22/10/2024	113/10/2024	Surat permohonan bantuan dana	Proses
114	23/10/2024	114/10/2024	Surat permohonan bantuan dana	Proses
115	24/10/2024	115/10/2024	Surat permohonan bantuan dana	Proses
116	25/10/2024	116/10/2024	Surat permohonan bantuan dana	Proses
117	26/10/2024	117/10/2024	Surat permohonan bantuan dana	Proses
118	27/10/2024	118/10/2024	Surat permohonan bantuan dana	Proses
119	28/10/2024	119/10/2024	Surat permohonan bantuan dana	Proses
120	29/10/2024	120/10/2024	Surat permohonan bantuan dana	Proses
121	30/10/2024	121/10/2024	Surat permohonan bantuan dana	Proses
122	31/10/2024	122/10/2024	Surat permohonan bantuan dana	Proses
123	01/11/2024	123/11/2024	Surat permohonan bantuan dana	Proses
124	02/11/2024	124/11/2024	Surat permohonan bantuan dana	Proses
125	03/11/2024	125/11/2024	Surat permohonan bantuan dana	Proses
126	04/11/2024	126/11/2024	Surat permohonan bantuan dana	Proses
127	05/11/2024	127/11/2024	Surat permohonan bantuan dana	Proses
128	06/11/2024	128/11/2024	Surat permohonan bantuan dana	Proses
129	07/11/2024	129/11/2024	Surat permohonan bantuan dana	Proses
130	08/11/2024	130/11/2024	Surat permohonan bantuan dana	Proses
131	09/11/2024	131/11/2024	Surat permohonan bantuan dana	Proses
132	10/11/2024	132/11/2024	Surat permohonan bantuan dana	Proses
133	11/11/2024	133/11/2024	Surat permohonan bantuan dana	Proses
134	12/11/2024	134/11/2024	Surat permohonan bantuan dana	Proses
135	13/11/2024	135/11/2024	Surat permohonan bantuan dana	Proses
136	14/11/2024	136/11/2024	Surat permohonan bantuan dana	Proses
137	15/11/2024	137/11/2024	Surat permohonan bantuan dana	Proses
138	16/11/2024	138/11/2024	Surat permohonan bantuan dana	Proses
139	17/11/2024	139/11/2024	Surat permohonan bantuan dana	Proses
140	18/11/2024	140/11/2024	Surat permohonan bantuan dana	Proses
141	19/11/2024	141/11/2024	Surat permohonan bantuan dana	Proses
142	20/11/2024	142/11/2024	Surat permohonan bantuan dana	Proses
143	21/11/2024	143/11/2024	Surat permohonan bantuan dana	Proses
144	22/11/2024	144/11/2024	Surat permohonan bantuan dana	Proses
145	23/11/2024	145/11/2024	Surat permohonan bantuan dana	Proses
146	24/11/2024	146/11/2024	Surat permohonan bantuan dana	Proses
147	25/11/2024	147/11/2024	Surat permohonan bantuan dana	Proses
148	26/11/2024	148/11/2024	Surat permohonan bantuan dana	Proses
149	27/11/2024	149/11/2024	Surat permohonan bantuan dana	Proses
150	28/11/2024	150/11/2024	Surat permohonan bantuan dana	Proses
151	29/11/2024	151/11/2024	Surat permohonan bantuan dana	Proses
152	30/11/2024	152/11/2024	Surat permohonan bantuan dana	Proses
153	01/12/2024	153/12/2024	Surat permohonan bantuan dana	Proses
154	02/12/2024	154/12/2024	Surat permohonan bantuan dana	Proses
155	03/12/2024	155/12/2024	Surat permohonan bantuan dana	Proses
156	04/12/2024	156/12/2024	Surat permohonan bantuan dana	Proses
157	05/12/2024	157/12/2024	Surat permohonan bantuan dana	Proses
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159	07/12/2024	159/12/2024	Surat permohonan bantuan dana	Proses
160	08/12/2024	160/12/2024	Surat permohonan bantuan dana	Proses
161	09/12/2024	161/12/2024	Surat permohonan bantuan dana	Proses
162	10/12/2024	162/12/2024	Surat permohonan bantuan dana	Proses
163	11/12/2024	163/12/2024	Surat permohonan bantuan dana	Proses
164	12/12/2024	164/12/2024	Surat permohonan bantuan dana	Proses
165	13/12/2024	165/12/2024	Surat permohonan bantuan dana	Proses
166	14/12/2024	166/12/2024	Surat permohonan bantuan dana	Proses
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168	16/12/2024	168/12/2024	Surat permohonan bantuan dana	Proses
169	17/12/2024	169/12/2024	Surat permohonan bantuan dana	Proses
170	18/12/2024	170/12/2024	Surat permohonan bantuan dana	Proses
171	19/12/2024	171/12/2024	Surat permohonan bantuan dana	Proses
172	20/12/2024	172/12/2024	Surat permohonan bantuan dana	Proses
173	21/12/2024	173/12/2024	Surat permohonan bantuan dana	Proses
174	22/12/2024	174/12/2024	Surat permohonan bantuan dana	Proses
175	23/12/2024	175/12/2024	Surat permohonan bantuan dana	Proses
176	24/12/2024	176/12/2024	Surat permohonan bantuan dana	Proses
177	25/12/2024	177/12/2024	Surat permohonan bantuan dana	Proses
178	26/12/2024	178/12/2024	Surat permohonan bantuan dana	Proses
179	27/12/2024	179/12/2024	Surat permohonan bantuan dana	Proses
180	28/12/2024	180/12/2024	Surat permohonan bantuan dana	Proses
181	29/12/2024	181/12/2024	Surat permohonan bantuan dana	Proses
182	30/12/2024	182/12/2024	Surat permohonan bantuan dana	Proses
183	31/12/2024	183/12/2024	Surat permohonan bantuan dana	Proses
184	01/01/2025	184/01/2025	Surat permohonan bantuan dana	Proses
185	02/01/2025	185/01/2025	Surat permohonan bantuan dana	Proses
186	03/01/2025	186/01/2025	Surat permohonan bantuan dana	Proses
187	04/01/2025	187/01/2025	Surat permohonan bantuan dana	Proses
188	05/01/2025	188/01/2025	Surat permohonan bantuan dana	Proses
189	06/01/2025	189/01/2025	Surat permohonan bantuan dana	Proses
190	07/01/2025	190/01/2025	Surat permohonan bantuan dana	Proses
191	08/01/2025	191/01/2025	Surat permohonan bantuan dana	Proses
192	09/01/2025	192/01/2025	Surat permohonan bantuan dana	Proses
193	10/01/2025	193/01/2025	Surat permohonan bantuan dana	Proses
194	11/01/2025	194/01/2025	Surat permohonan bantuan dana	Proses
195	12/01/2025	195/01/2025	Surat permohonan bantuan dana	Proses
196	13/01/2025	196/01/2025	Surat permohonan bantuan dana	Proses
197	14/01/2025	197/01/2025	Surat permohonan bantuan dana	Proses
198	15/01/2025	198/01/2025	Surat permohonan bantuan dana	Proses
199	16/01/2025	199/01/2025	Surat permohonan bantuan dana	Proses
200	17/01/2025	200/01/2025	Surat permohonan bantuan dana	Proses

Figure 10 Contents of the CORSEC Entrance Book 2024

Source: Processed Data (2024)

3.2.2 Funding Proposal Disposition Sheet Creation

Work using disposition sheets involves recording important information related to incoming letters or proposals, such as the subject of the letter, date of the letter, letter number, origin of the letter, agenda number, and date received. This disposition sheet is designed to systematically record all proposals requesting funding assistance, making it easier for the

Corporate Secretary (CORSEC) team to sort and follow-up. After the incoming proposal data is recorded, the information will be written back on the disposition sheet to provide direction and follow-up recommendations to superiors.

No Agenda	Diterima Tanggal	Tingkat Surat	Disposisi	
		R	P	B
Diterima Kepada:	Act	Tgl	Indo	File
General Manager				
Corporate Secretary				
SPRM Manager				
Kepala SPH				
Finance & ICT Manager				
HCM Manager				
Staff Ahli				
Director Secretary				

Figure 11 Disposition sheet
Source: Processed Data (2024)

This procedure aims to ensure that each proposal is handled properly and in accordance with the company's operational procedures. With the disposition sheet, the process of filing and managing proposals becomes more structured, so that documents can be forwarded easily to superiors for the evaluation process and decision on granting financial assistance. This neat documentation not only supports work efficiency, but also helps maintain transparency in the management of proposals received by the company.

No Agenda	Diterima Tanggal	Tingkat Surat	Disposisi	
		R	P	B
Diterima Kepada:	Act	Tgl	Indo	File
General Manager				
Corporate Secretary				
SPRM Manager				
Kepala SPH				
Finance & ICT Manager				
HCM Manager				
Staff Ahli				
Director Secretary				

Figure 12 Completed and Forwarded Disposition Sheet
Source: Processed Data (2024)

3.2.3 Management of Outbound Entry Book of Proposal Reply Letters

The recording of letters related to proposals requesting funding assistance is done in the outgoing entry book. This book contains information such as number, letter number, date created, subject matter or answer to the proposal, as well as the purpose of the letter indicating where the answer letter will be given. Outgoing letters recorded include various types, such as requests for Accountability Reports (LPJ), invitations, answers to sponsorships, or decisions related to financial assistance, both approved and rejected.

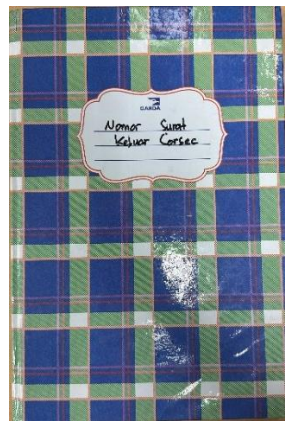


Figure 13 CORSEC 2024 Outgoing Book
Source: Processed Data (2024)

This recording procedure aims to ensure that every document is handled properly and in accordance with company procedures. By systematically recording all outgoing mail, the CORSEC team can monitor the proposal follow-up process with transparency. In addition, this recording makes it easier to find documents in the future and ensures that the information provided to partners or applicants is always accurate and timely. This process supports operational efficiency and maintains the company's professionalism in handling each incoming proposal.

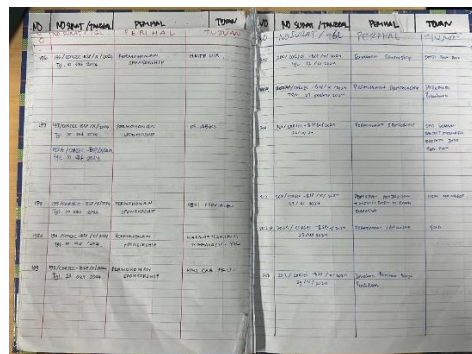


Figure 14 Contents Of The CORSEC 2024 Outgoing Book
Source: Processed Data (2024)

3.2.4 Drafting the CSR Agreement

The apprentice is given the responsibility of creating a contract script that includes important information, such as the CSR number, date of creation, and origin of the proposal, name of the institution or applicant, as well as the proposed fee recommended by an apprenticeship institution, such as a governor or regent. This engagement script is then entered into the CORSEC 2024 engagement script book to ensure organized and accountable documentation.

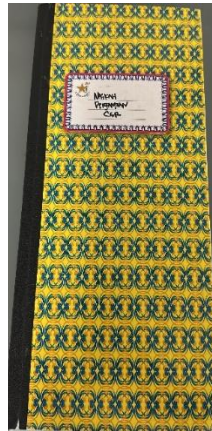


Figure 15 CSR Agreement Document Book 2024

Source: Processed Data (2024)

The process of creating an agreement script aims to ensure that every activity carried out by the company is in accordance with applicable regulations and can be accounted for transparently. Neat and systematic document management is very important in maintaining the integrity and accountability of PT Bumi Siak Pusako in carrying out CSR programmers that benefit the community.

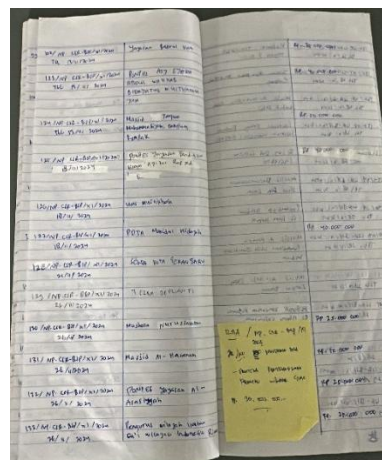


Figure 16 Contents of the CSR Agreement Document Book 2024

Source: Processed Data (2024)

3.2.5 Writing in the Financial Book and Submitting it

The apprentice's task involves recording the assisted files into the company's finance book. This recording includes some important information, such as the date the file was submitted, the name of the receiving division (usually the finance division), the SES number, the name of the beneficiary, the name of the activity or assistance provided, and the amount of funds approved. After all the information is recorded correctly, the file is then submitted to the finance division for further processing.



Figure 17 CORSEC 2024 Financial Book

Source: Processed Data (2024)

After the file is submitted, the apprentice ensures that the file received is complete and accompanied by a receipt or recipient's signature as proof that the file has been received. This process is crucial to ensure the company's administration remains organised, accurate and accountable, thus supporting transparent financial and grant management.

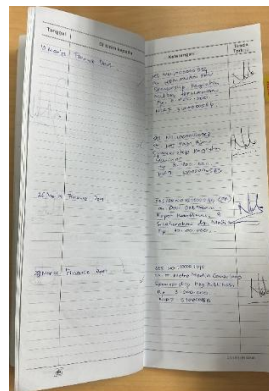


Figure 18 Contents of the CORSEC 2024 Financial Book

Source: Processed Data (2024)

3.2.6 Compilation of CSR Files

The task was to compile the CSR files that had been funded according to the transfer date. This process begins by sorting the files by CSR number, month, and year of receipt. The purpose of this is to facilitate the search and sorting of files according to a predetermined order, so that file management becomes more organised and efficient. After that, the files are arranged in box files that have been labelled by month and year, to facilitate organisation and searching in the future.



Figure 19 CSR Files are Organized in a Box File

Source: Processed Data (2024)

A well-organised CSR archive is essential to ensure that every document is clearly recorded and accounted for. With an organised sorting system, operational activities at PT Bumi Siak Pusako can run more efficiently, as well as facilitate the process of verification and searching for documents needed quickly and precisely.

3.3 Place of Apprenticeship

This practical work activity was carried out at the company PT Bumi Siak Pusako which is located at the Surya Dumai Building on the 4th, 6th and 8th floors, Jl. Sudirman No. 395, Pekanbaru. The place of practical work is in the office located on the 6th floor, under the Corporate Secretary. The Corporate Secretary's responsibilities include leading, managing, and coordinating activities that include corporate communication functions, public relations, CSR, GCG, and legal aspects in order to comply with applicable laws and regulations, as well as supporting the company's operational activities to the fullest. The practical work was carried out for four months, starting from 5 August to 5 December 2024.

3.4 Kind and Description of the Activity

The daily activities at PT. Bumi Siak Pusako, can be seen in the tables below:

Table 3 Daily Activities report week 1 from August 5 to August 9, 2024

No	Date	Activities	Place of Employment
1	Monday 5 August 2024	Introduce divisions and supervisors	Office
2	Wednesday 7 August 2024	Received incoming proposals and made a disposition sheet	Office
3	Thursday 8 August 2024	Coordinate Document Submission	Office
4	Friday 9 August 2024	Reflection Activities 2 Years Of Management Transfer Wk Cpp Block Cpp Pt Bumi Siak Puaso and Yasinan activity	Office

Source : Processed Data (2024)

Table 4 Daily Activities report week 2 from August 12 to August 16, 2024

No	Date	Activities	Place of Employment
1	Monday 12 August 2024	Received incoming proposals and made a disposition sheet	Office
2	Tuesday 13 August 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
3	Thursday 15 August 2024	Attended The Seminar From Rsia Medika Rumbai	Office
4	Friday 16 August 2024	Yasinan activity	Office

Source : Processed Data (2024)

Table 5 Daily Activities report week 3 from August 19 to August 23, 2024

No	Date	Activities	Place of Employment
1	Monday 19 August 2024	Received incoming proposals and made a disposition sheet	Office
2	Tuesday 20 August 2024	Proposal Scanning and Submission	Office
3	Wednesday 21 August 2024	Submit Assisted Proposal To Finance	Office
4	Thursday 22 August 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
5	Friday 23 August 2024	Yasinan activity	Office

Source : Processed Data (2024)

Table 6 Daily Activities report week 4 from August 26 to August 30, 2024

No	Date	Activities	Place of Employment
1	Monday 26 August 2024	Outgoing Letter Recapitulation	Office
2	Tuesday 27 August 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
3	Wednesday 28 August 2024	Proposal Scanning and Submission	Office
4	Thursday 29 August 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
5	Friday 30 August 2024	Yasinan activity	Office

Source : Processed Data (2024)

Table 7 Daily Activities report week 5 from September 2 to September 6, 2024

No	Date	Activities	Place of Employment
1	Monday 2 September 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2	Tuesday 3 September 2024	Reputulate The Official Transport	Office
3	Wednesday 4 September 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
4	Thursday 5 September 2024	Sport Talk Seminar With Focus Fit	Office
5	Friday 6 September 2024	Yasinan activity	Office

Source : Processed Data (2024)

Table 8 Daily Activities report week 6 from September 9 to September 13, 2024

No	Date	Activities	Place of Employment
1	Monday 9 September 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2	Tuesday 10 September 2024	Make An Agreement Script, Integrity Pact And Statement Letter	Office
3	Thursday 12 September 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
4	Friday 13 September 2024	Yasinan Activity	Office

Source : Processed Data (2024)

Table 9 Daily Activities report week 7 from September 17 to September 20, 2024

No	Date	Activities	Place of Employment
1	Tuesday 17 September 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2	Wednesday 18 September 2024	Recap Of Rejected Csr Files	Office
3	Thursday 19 September 2024	Make An Agreement Script, Integrity Pact And Statement Letter	Office
4	Thursday 19 September 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
5	Friday 20 September 2024	Yasinan Activity	Office

Source : Processed Data (2024)

Table 10 Daily Activities report week 8 from September 23 to September 27, 2024

No	Date	Activities	Place of Employment
1	Monday 23 September 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
2	Tuesday 24 September 2024	Health Check	Office
3	Wednesday 25 September 2024	List Of Csr Proposal Completeness	Office
4	Thursday 26 September 2024	Make An Agreement Script, Integrity Pact And Statement Letter	Office
5	Friday 27 September 2024	Yasinan Activity	Office

Source : Processed Data (2024)

Table 11 Daily Activities report week 9 from September 30 to October 4, 2024

No	Date	Activities	Place of Employment
1	Monday 30 September 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2	Tuesday 1 October 2024	Proposal Scanning And Submission	Office
3	Wednesday 2 October 2024	Make An Agreement Script, Integrity Pact And Statement Letter	Office
4	Thursday 3 October 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
5	Friday 4 October 2024	Yasinan Activity	Office

Source : Processed Data (2024)

Table 12 Daily Activities report week 10 from October 7 to October 11, 2024

No	Date	Activities	Place of Employment
1	Monday 7 October 2024	List Of Csr Proposal Completeness	Office
2	Tuesday 8 October 2024	Proposal Scanning And Submission	Office
3	Wednesday 9 October 2024	Ruang Kerja	Office
4	Thursday 10 October 2024	Make An Agreement Script, Integrity Pact And Statement Letter	Office
5	Friday 11 October 2024	Yasinan Activity	Office

Source : Processed Data (2024)

Table 13 Daily Activities report week 11 from October 14 to October 18, 2024

No	Date	Activities	Place of Employment
1	Monday 14 October 2024	Managing Incoming Proposals And Preparing Disposition Sheets	Office
2	Tuesday 15 October 2024	Submit Assisted Proposal To Finance	Office
3	Wednesday 16 October 2024	Make An Attachment To The Rejected File Answer Letter	Office
4	Thursday 17 October 2024	PT BSP 23 rd Anniversary	Office
5	Friday 18 October 2024	Yasinan Activity	Office

Source : Processed Data (2024)

CHAPTET IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

From the report provided, it can be seen that PT Bumi Siak Pusako is an oil and gas company located in Pekanbaru, Riau Province, with a focus on exploration, production, and management of energy assets in Riau and surrounding areas. As a regionally-owned company, PT Bumi Siak Pusako has a strategic role in optimally managing natural resources to make a significant contribution to the local government as well as the local community. The company has a vision to become a leading and internationally reputable energy BUMD, and has a mission to provide added value to the community and local government, become one of the main drivers of regional economic growth, form and empower professional human resources in the energy sector, manage the upstream and downstream oil and gas industry professionally, and optimize the maximum potential of regional resource wealth.

In running its business, PT Bumi Siak Pusako strongly prioritizes the implementation of corporate social responsibility (CSR) with a focus on community development, environmental preservation, and improving the quality of human resources. In addition, the company is also committed to operational sustainability through the implementation of high work safety standards and operational efficiency in all aspects of its business. As part of its responsibility to stakeholders, the company actively develops and implements programmer that aim to support operational sustainability and have a positive impact on the surrounding community.

During the internship period, the apprentice was given responsibilities in various administrative and operational tasks under the Corporate Secretary (CORSEC) division. These tasks included verification of incoming CSR proposals, creation of disposition sheets for each incoming proposal, implementation of CSR activities in the field such as visits to communities and partners, administrative data management using Microsoft Excel, and preparation of weekly reports summarizing all daily activities. The apprentice followed a structured internship schedule, complied with the company's operational procedures, and was directly involved in coordinating

CSR activities. This experience provided a deep insight into the application of corporate communication, CSR management, and data management in an energy company.

In conclusion, from the report, it can be concluded that PT Bumi Siak Pusako has carried out its operational activities effectively with a focus on efficiency, sustainability, and social responsibility. To improve operational performance and effectiveness in the future, the company can continue to strengthen employee training programs, improve the effectiveness of CSR programmer implementation, and adopt new technologies to support operational efficiency and sustainable resource management.

4.2 Suggestion

The suggestion for the company is to continue developing strategic partnerships with stakeholders such as Pertamina and other oil and gas companies, as well as staying abreast of technological developments and regulatory changes in the oil and gas industry. By continuing to innovate, improve service quality, and expand cooperation networks, PT Bumi Siak Pusako can maintain its position as a leading energy company and make a greater contribution to regional and national economic growth.

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- Saputra, D. (2024). Prinsip Kerja *Governor Diesel Engine Black Star* di Powerplant PT. BUMI SIAK PUSAKO (BSP).

APPENDICES

Appendix 1: Apprenticeship Acceptance Letter



PT. BUMI SIAK PUSAKO

Gedung Surya Dumai Lt. 6 Jalan Jendral Sudirman No. 395
Pekanbaru 28116 - INDONESIA



Telepon : (62-761) 855764

Facsimile: (62-761) 855765

Pekanbaru, 30 Juli 2024

NO : 1035 /HCM/VII/2024
Perihal : Persetujuan Permohonan Kerja Praktek

Kepada Yth.
Wakil Direktur I
Politeknik Negeri Bengkalis

Bapak Armada.,ST.,MT

Ref Wakil Direktur I Politeknik Negeri Bengkalis Tanggal 15 Juli 2024 dengan perihal Permohonan Kerja Praktek kami dapat menerima mahasiswa-mahasiswi tersebut dengan data sebagai berikut:

No.	Nama	NIM	Prodi	Waktu dan Tempat Magang
1	Nabila Salsabila	5504211041	D4 B.Ingggris	Waktu: - 01 Agustus s/d 28 Desember 2024
2	Wahyu Agung	5504211042	D4 B.Ingggris	Tempat : - Coorporate Secretary Departemen Mentor : - Ibu Yusrina Ermayanti

Demikian kami sampaikan, atas perhatian dan kerjasama Saudara, kami ucapkan terima kasih.

PT. Bumi Siak Pusako
HCM Manager,



Rahmah Selwawati
#01059422

Appendix 2: Internship Withdrawal Letter



KEMENTERIAN PENDIDIKAN SAINS,
DAN TEKNOLOGI
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714
Telepon: (0766) 7008877, Faximile (0766) 8001000
Laman : <http://www.polbeng.ac.id>, E.Mail : polbeng.ac.id

Nomor : ~~6594~~ /PL.31/TU//2024

11 Desember 2024

Hal : Penarikan Mahasiswa Kerja Praktek (KP)

Yth. Pimpinan PT. BSP Pedada

Jl. Bandar Sungai, Kec. Sabak Auh, Kabupaten Siak, Riau 28771

Dengan Hormat,

Sehubungan telah dilaksanakannya kerja praktek untuk mahasiswa Politeknik Negeri Bengkalis melalui keterlibatan secara langsung dalam berbagai kegiatan di perusahaan, yang mana bahwa kerja praktek mahasiswa Politeknik Negeri Bengkalis yang semula dimulai pada tanggal 1 Agustus s/d 28 Desember 2024 bersama ini kami mohon maaf berdasarkan peraturan akademik pelaksanaan kerja praktek mahasiswa dilaksanakan selama 4 bulan dan terhitung selesai pada tanggal 5 Desember 2024, maka dengan ini kami bermaksud menarik kembali mahasiswa peserta kerja praktek sebelum waktu yang telah ditentukan.

Adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Jurusan
1	Nabila Salsabila	5504211041	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2	Wahyu Agung	5504211042	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Selanjutnya kami sampaikan penghargaan dan terima kasih atas kesempatan yang telah diberikan kepada mahasiswa/i kami untuk kerja praktek di PT. BSP Pedada sehingga terlaksana sebagai mana mestinya.

Demikian surat ini kami disampaikan, atas perhatian serta kerjasamanya diucapkan terima kasih.

Wakil Direktur I,

Romadhoni, ST., MT
NIP. 198404072019031008

Contact Person:
Arita Desianingsih (085265543122)
NIP. 199012232024212036

Appendix 3: Internship Certificate Letter



PT. Bumi Siak Pusako

Gedung Surya Dumai Lt. 6
Jl. Jendral Sudirman No. 395 Pekanbaru 28116
Telepon : (62-761) 855764 Facsimile : (62-761) 855765 http : //www.bsp.co.id



SURAT KETERANGAN KERJA PRAKTEK Nomor: 1423 /HCM/XII/2024

Yang bertanda tangan dibawah ini:

Nama : Rahmah Selviawati
Jabatan : HCM Manager

Menerangkan bahwa Mahasiswa dibawah ini:


Nama : Nabila Salsabila
Asal Universitas : Politeknik Negeri Bengkalis

Bahwa yang bersangkutan telah melaksanakan Kerja Praktek di Departemen Corporate Secretary (CORSEC) di PT Bumi Siak Pusako mulai tanggal 01 Agustus s/d 05 Desember 2024.

Selama melaksanakan Kerja Praktek yang bersangkutan telah melaksanakan tugas dan tanggung jawab dengan baik.

Demikian surat keterangan ini kami buat untuk dapat dipergunakan sebagaimana mestinya.

Pekanbaru, 03 Desember 2024
HCM Manager


Rahmah Selviawati

Appendix 4: Certificated Of Internship



Appendix 5: Evaluation Form



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon : (+62766) 24566, Fax: (+62766) 800 1000
Laman : <http://www.polbeng.ac.id>, Email : polbeng@polbeng.ac.id

LEMBAR PENILAIAN KERJA PRAKTEK MAHASISWA

1. Nama Mahasiswa / NIM : Nabila Salsabila / 5504211041
2. Periode Kerja Praktek : 5 Agustus s/d 5 Desember 2024
3. Pembimbing : Ahmad Bakhrisy
4. Lembaga / Perusahaan : PT Bumi Siak Pusako

5. Tabel Penilaian

NO	MATERI PENILAIAN	NILAI ANGKA
1	Pemahaman terhadap Pekerjaan	A _D
2	Kemampuan Menyelesaikan Pekerjaan	A _B
3	Keterampilan Bekerja	B
4	Disiplin Kerja	B
5	Kemampuan Bekerja Sama (team work)	A _B
6	Kemampuan Mengambil Keputusan	B
7	Kemampuan Berkomunikasi	B
8	Sikap dan Perilaku	A
9	Kerajinan dan Ketekunan	A
10	Percaya Diri	B

Koversi Nilai:

A = 81 - 100
AB = 71 - 80
B = 66 - 70
BC = 61 - 65
C = 51 - 60
D = 41 - 50
E = 0 - 40

6. Komentar:

lebih kreatif me office (word, excel, ppt).
dan kemampuan percaya diri dan Berkomunikasi

Pekanbaru, 5 Desember 2024
Pembimbing Kerja Praktek

(Ahmad Bakhrisy)
CSR & Relation Officer
PT. Bumi Siak Pusako

Appendix 6: List of Attendance

ATTENDANCE LIST OF PRACTICAL WORK OF BENGKALIS STATE POLYTECHNIC STUDENTS

PT. BUMI SIAK PUSAKO

Name : Nabila Salsabila

Nim : 5504211041

Date	Days	Remark	Signature
5 August 2024	Monday	Present	<i>Nabila</i>
6 August 2024	Tuesday	Present	<i>Nabila</i>
7 August 2024	Wednesday	Present	<i>Nabila</i>
8 August 2024	Thursday	Present	<i>Nabila</i>
9 August 2024	Friday	Present	<i>Nabila</i>
12 August 2024	Monday	Present	<i>Nabila</i>
13 August 2024	Tuesday	Present	<i>Nabila</i>
14 August 2024	Wednesday	Present	<i>Nabila</i>
15 August 2024	Thursday	Present	<i>Nabila</i>
16 August 2024	Friday	Present	<i>Nabila</i>
19 August 2024	Monday	Present	<i>Nabila</i>
20 August 2024	Tuesday	Present	<i>Nabila</i>
21 August 2024	Wednesday	Present	<i>Nabila</i>
22 August 2024	Thursday	Present	<i>Nabila</i>
23 August 2024	Friday	Present	<i>Nabila</i>
26 August 2024	Monday	Present	<i>Nabila</i>
27 August 2024	Tuesday	Present	<i>Nabila</i>
28 August 2024	Wednesday	Present	<i>Nabila</i>
29 August 2024	Thursday	Present	<i>Nabila</i>
30 August 2024	Friday	Present	<i>Nabila</i>
2 September 2024	Monday	Present	<i>Nabila</i>
3 September 2024	Tuesday	Present	<i>Nabila</i>


4 September 2024	Wednesday	Present	<i>Nabila</i>
5 September 2024	Thursday	Present	<i>Nabila</i>
6 September 2024	Friday	Present	<i>Nabila</i>
9 September 2024	Monday	Present	<i>Nabila</i>
10 September 2024	Tuesday	Present	<i>Nabila</i>
11 September 2024	Wednesday	Present	<i>Nabila</i>
12 September 2024	Thursday	Present	<i>Nabila</i>
13 September 2024	Friday	Present	<i>Nabila</i>
17 September 2024	Tuesday	Present	<i>Nabila</i>
18 September 2024	Wednesday	Present	<i>Nabila</i>
19 September 2024	Thursday	Present	<i>Nabila</i>
20 September 2024	Friday	Present	<i>Nabila</i>
23 September 2024	Monday	Present	<i>Nabila</i>
24 September 2024	Tuesday	Present	<i>Nabila</i>
25 September 2024	Wednesday	Present	<i>Nabila</i>
26 September 2024	Thursday	Present	<i>Nabila</i>
27 September 2024	Friday	Present	<i>Nabila</i>
30 September 2024	Monday	Present	<i>Nabila</i>
1 October 2024	Tuesday	Present	<i>Nabila</i>
2 October 2024	Wednesday	Present	<i>Nabila</i>
3 October 2024	Thursday	Present	<i>Nabila</i>
4 October 2024	Friday	Present	<i>Nabila</i>
7 October 2024	Monday	Present	<i>Nabila</i>
8 October 2024	Tuesday	Present	<i>Nabila</i>
9 October 2024	Wednesday	Present	<i>Nabila</i>
10 October 2024	Thursday	Present	<i>Nabila</i>
11 October 2024	Friday	Present	<i>Nabila</i>
14 October 2024	Monday	Present	<i>Nabila</i>

15 October 2024	Tuesday	Present	us
16 October 2024	Wednesday	Present	us
17 October 2024	Thursday	Present	us
18 October 2024	Friday	Present	us
21 October 2024	Monday	Present	us
22 October 2024	Tuesday	Present	us
23 October 2024	Wednesday	Present	us
24 October 2024	Thursday	Present	us
25 October 2024	Friday	Present	us
28 October 2024	Monday	Present	us
29 October 2024	Tuesday	Present	us
30 October 2024	Wednesday	Present	us
31 October 2024	Thursday	Present	us
1 November 2024	Friday	Present	us
4 November 2024	Monday	Present	us
5 November 2024	Tuesday	Present	us
6 November 2024	Wednesday	Present	us
7 November 2024	Thursday	Present	us
8 November 2024	Friday	Present	us
11 November 2024	Monday	Present	us
12 November 2024	Tuesday	Present	us
13 November 2024	Wednesday	Present	us
14 November 2024	Thursday	Present	us
15 November 2024	Friday	Present	us
18 November 2024	Monday	Present	us
19 November 2024	Tuesday	Present	us
20 November 2024	Wednesday	Present	us
21 November 2024	Thursday	Present	us

22 November 2024	Friday	Present	us
25 November 2024	Monday	Present	us
26 November 2024	Tuesday	Present	us
28 November 2024	Thursday	Present	us
29 November 2024	Friday	Present	us
2 December 2024	Monday	Present	us
3 December 2024	Tuesday	Present	us
4 December 2024	Wednesday	Present	us
5 December 2024	Thursday	Present	us

Pekanbaru, 5th December 2024

CSR & Relation Officer



Ahmad Bakarisy
 NIK. 01036715


Appendix 7: Weekly Activities Apprenticeship




DAILY ACTIVITIES PRACTICAL WORK (KP)

Days : Monday – Friday

Date : Agustus 5-9 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Introduce divisions and supervisors	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Received incoming proposals and made a disposition sheet		
3	Coordinate Document Submission		
4	Reflection Activities 2 Years Of Management Transfer Wk Cpp Block Cpp Pt Bumi Siak Pusaso and Yasinan activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		On my first day of internship at PT Bumi Siak Pusako in the CSR division, I immediately sensed the dedication of the team. I'm excited to learn from experts, assist in verifying proposals, and participate in CSR activities, hoping to contribute to the company's social programs and grow professionally.



2		<p>My first job involved receiving and classifying incoming mails, writing disposition reports, and acting as a liaison between the administration department and HCM. I ensured accurate, timely communication and smooth processing of documents, which taught me the importance of precision, coordination, and effective communication.</p>
3		<p>In addition to managing correspondence, I also acted as a liaison between the administration department and HCM. By creating letter receipts and submitting them to HCM, I ensured that every document was properly recorded and the process went smoothly. This experience taught me the importance of coordination and communication between departments.</p>
4		<p>The 2-Year Reflection on the Transfer of Management of WK CPP Block organised by PT Bumi Siak Pusako began with the reading of Surah Yasin on Friday. The event brought together management, employees and stakeholders to review the achievements and challenges of the past two years. Zoom sessions with BSP Pedada and BSP Zamrut enabled in-depth discussions on future strategies, fostering stronger co-operation and fresh ideas for sustainable resource development.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday – Friday
Date : Agustus 12-16 2024

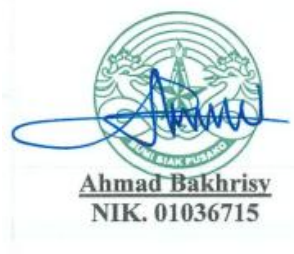
No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Received incoming proposals and made a disposition sheet	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Weekly Duplicate Incoming Mail In Microsoft Excel		
3	Attended The Seminar From Rsia Medika Rumbai		
4	Yasinan activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		I handled incoming proposals and created disposition sheets, organising key points for review by relevant departments.
2		I handled incoming proposals, created disposition sheets, and organised key points for review by the relevant departments. After that, I collated the data into Microsoft Excel. Every Friday, I submit a weekly summary report to my supervisor to ensure all tasks are properly tracked and reviewed.




3		<p>I attended a seminar at RSIA Medika Rumbai on mental and physical health, learning how to balance the two for a better life. The speakers shared tips on managing stress through meditation, exercise, and a healthy diet, providing me with valuable insights for everyday wellness.</p>
4		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

DAILY ACTIVITIES **PRACTICAL WORK (KP)**

Days : Monday- Friday
Date : Agustus 19-23 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Received incoming proposals and made a disposition sheet	Ahmad Bakhrisy	
2	Proposal Scanning and Submission		
3	Submit Assisted Proposal To Finance		
4	Weekly Duplicate Incoming Mail In Microsoft Excel		
5	Yasinan activity		
Industry Mentor Note:			

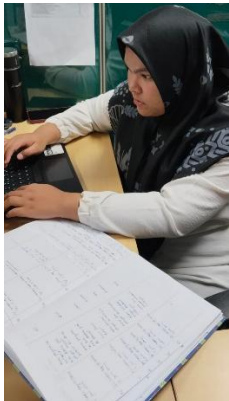
NO	SHOP DARWING	DESCRIPTION
1		I managed incoming proposals and prepared disposition sheets, summarising key points for evaluation by the relevant departments.
2		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team.





3		<p>I help submit proposals to the finance department, ensuring all necessary documents are complete and aligned with financial requirements.</p>
4		<p>I processed the incoming proposals, prepared disposition sheets, and organised the key points to be assessed by the relevant departments. After that, I collated the data in Microsoft Excel. Every Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are accurately monitored and evaluated.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Day : Monday - Friday
Date : Agustus 26-30 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Outgoing Letter Recapitulation	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Received Incoming Proposals And Made A Disposition Sheet		
3	Proposal Scanning and Submission		
4	Weekly Duplicate Incoming Mail In Microsoft Excel		
5	Yasinan activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		I am in charge of recapitulating outgoing letters that include letter number, date, and subject. The outgoing letter data is recorded neatly and systematically using Microsoft Excel to facilitate archiving and tracking. In addition, I also entered the data into Excel to facilitate the process of searching and analysing the data in the future.

2		<p>I oversaw incoming proposals and created disposition sheets, condensing essential points for review by the appropriate departments.</p>
3		<p>Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team. ubah kalimatnya tetapi masih bermakna seperti kata diatas dan ubah ke inggris britania.</p>
4		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

DAILY ACTIVITIES PRACTICAL WORK (KP)

Days : Monday- Friday
Date : September 2-6 2024

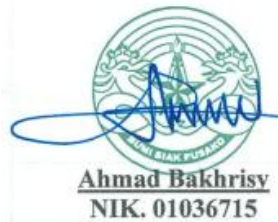
No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Received Incoming Proposals And Made A Disposition Sheet	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Reputulate The Official Transport		
3	Weekly Duplicate Incoming Mail In Microsoft Excel		
4	Sport Talk Seminar With Focus Fit		
5	Yasinan activity		
Industry Mentor Note:			


NO	WORK	DESCRIPTION
1		I oversaw incoming proposals and created disposition sheets, condensing essential points for review by the appropriate departments.
2		This task involves recapitulating and organising apprenticeised transport used in the company's operations. I ensure that transport data is neatly recorded and organised for reporting and monitoring purposes.



3		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
4		<p>I gained knowledge about healthy lifestyles delivered by Lia and Iqbal. They provided various tips and tricks, such as the importance of regular exercise, maintaining a balanced diet, and how to manage stress for better physical and mental health.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Tuesday - Friday
Date : September 9-13 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Received Incoming Proposals And Made A Disposition Sheet	Ahmad Bakhrisy	
2	Make An Agreement Script, Integrity Pact And Statement Letter		
3	Weekly Duplicate Incoming Mail In Microsoft Excel		
4	Yasinan Activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		I oversaw incoming proposals and created disposition sheets, condensing essential points for review by the appropriate departments.
2	-	<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.</p> <p>(Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).</p>



3		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
4		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Tuesday - Friday
Date : September 17-20 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Received Incoming Proposals And Made A Disposition Sheet	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Recap Of Rejected Csr Files		
3	Make An Agreement Script, Integrity Pact And Statement Letter		
4	Weekly Duplicate Incoming Mail In Microsoft Excel		
5	Yasinan Activity		
Industry Mentor Note:			


NO	SHOP DARWING	DESCRIPTION
1		I oversaw incoming proposals and created disposition sheets, condensing essential points for review by the appropriate departments.
2		I recapitulated the CSR proposal files that were rejected. These rejections included assistance for education, development, and other activities that did not fulfil administrative requirements. Some proposals were rejected because the files were incomplete or did not fulfil the requirements by the deadline.




3	-	<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties. (Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).</p>
4		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday- Friday
Date : September 23-27 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Weekly Duplicate Incoming Mail In Microsoft Excel	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	List Of Csr Proposal Completeness		
3	Make An Agreement Script, Integrity Pact And Statement Letter		
4	Health Check		
5	Yasinan Activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.

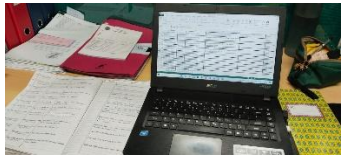

2		MT (Material Transfer) is a proof of delivery or return of an item in the format provided by the company, this letter is also signed by the sender and recipient of the material. Proof of delivery is used so that the material sent have a clear delivery process and clear information on who the recipient of the material is.
3	-	<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.</p> <p>(Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).</p>
4		I participate in the routine health check programme that the company organises for all employees every month. The programme includes blood sugar, blood pressure and uric acid checks, which aim to monitor general health and support employee well-being. Through this programme, the company seeks to prevent health risks early on and ensure every employee can work with optimal physical condition.
5		Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday- Friday
Date : 30-4 October 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Received Incoming Proposals And Made A Disposition Sheet		 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Proposal Scanning And Submission		
3	Make An Agreement Script, Integrity Pact And Statement Letter		
4	Weekly Duplicate Incoming Mail In Microsoft Excel		
5	Yasinan Activity		
Industry Mentor Note:			

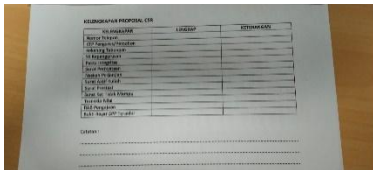

NO	SHOP DARWING	DESCRIPTION
1		I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.
2.		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team. ubah kalimatnya tetapi masih bermakna seperti kata diatas dan ubah ke inggris britania.

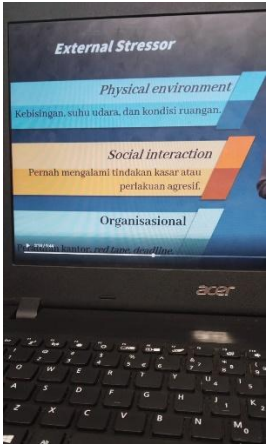


3	-	<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.</p> <p>(Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).</p>
4		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

DAILY ACTIVITIES PRACTICAL WORK (KP)

Days : Monday- Friday
Date : October 7-11 2024

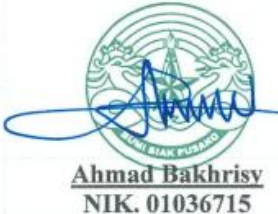
No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	List Of Csr Proposal Completeness	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Proposal Scanning And Submission		
3	Ruang Kerja		
4	Make An Agreement Script, Integrity Pact And Statement Letter		
5	Yasinan Activity		
Industry Mentor Note:			


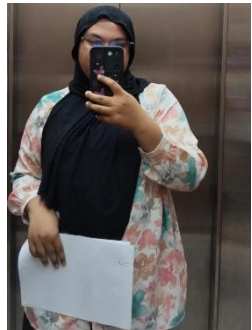
NO	SHOP DARWING	DESCRIPTION
1		I am in charge of checking the completeness of documents for each CSR proposal submitted, ensuring completeness such as mobile phone number, management decree, photocopy of ID card of the applicant/committee, photocopy of account, and RAB. For education assistance, additional documents that are checked include transcripts of grades, letters of achievement / underprivileged certificates, and active college letters. This task ensures that all documents comply with the provisions before further processing.
2		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team. ubah kalimatnya tetapi masih bermakna seperti kata diatas dan ubah ke inggris britania.

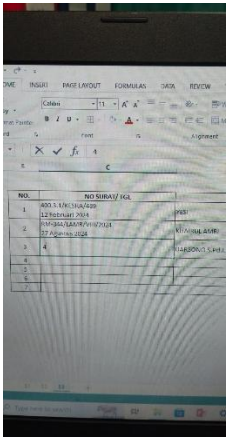


3		<p>I assisted the coach in setting up a workspace designed to support employees in dealing with stress in the workplace. This involved learning from videos and PDF materials that explained strategies and techniques for managing stress. In addition, I also worked through the questions given to test my understanding of the material. This experience helped me understand how to promote a healthier and more productive work environment for employees.</p>
4		<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.</p> <p>(Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday- Friday
Date : October 14-18 2024

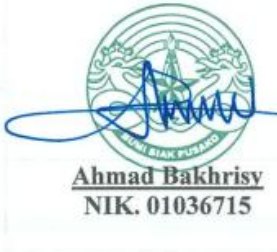
No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Managing Incoming Proposals And Preparing Disposition Sheets	Ahmad Bakhrisy	
2	Submit Assisted Proposal To Finance		
3	Make An Attachment To The Rejected File Answer Letter		
4	PT BSP 23 rd Anniversary		
5	Yasinan Activity		
Industry Mentor Note:			


NO	SHOP DARWING	DESCRIPTION
1		I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.
2		I help submit proposals to the finance department, ensuring all necessary documents are complete and aligned with financial requirements.





3		<p>I was in charge of making a list of files to be included as attachments in the reply letter for rejected proposals. This was done using Microsoft Excel, where I recorded proposal details such as the name of the applicant, the type of assistance requested, and the reason for rejection.</p>
4		<p>PT Bumi Siak Pusako (BSP) celebrated its 23rd anniversary by holding a commemorative event filled with inspirational lectures and reflections on the company's journey. The event continued with the cutting of tumpeng or yellow rice as a symbol of gratitude for the positive achievements in 2024. The event brought employees and management together, emphasising BSP's commitment to continue growing and contributing to the region.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

DAILY ACTIVITIES
PRACTICAL WORK (KP)

Days : Monday- Friday
Date : October 21-25 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make An Agreement Script, Integrity Pact And Statement Letter	Ahmad Bakhrisy	
2	Ruang Kerja		
3	Weekly Duplicate Incoming Mail In Microsoft Excel		
4	Health Socialisation Seminar		
5	Yasinan Activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.</p> <p>(Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).</p>


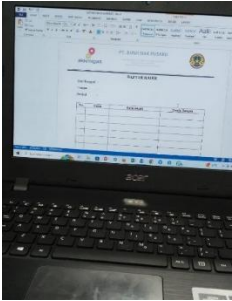


2		<p>I continued to assist the coach in setting up a workspace that supports employees in dealing with workplace stress. This time, the activity was more in-depth, where I discussed the learning outcomes from the previous videos and PDF materials with the coach, and made recommendations for strategies to implement in the workspace. I also worked on follow-up questions to reinforce my understanding of stress management techniques.</p>
3		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
4		<p>I participated in a health socialisation seminar aimed at raising awareness about the importance of taking care of your body to avoid cervical cancer. The socialisation includes information on causes, risk factors and prevention methods, such as the importance of getting vaccinated against HPV, undergoing regular check-ups such as pap smears, maintaining a healthy diet, exercising regularly and avoiding risky behaviours.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday- Friday
Date : 28-1 November 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Archiving Administrative Documents	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Make An Agreement Script, Integrity Pact And Statement Letter		
3	Peduli Sesama Blood Donation Activity		
4	Make Attendance List Of Participants		
5	LPJ Document Management		
6	Yasinan Activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		I was in charge of collating the cheques or transfer receipts into the documents that PT BSP had helped me with. After that, I arranged the documents into box files in a neat and organised manner according to the month and year.
2		I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.




3		<p>I participated in the Peduli Sesama Blood Donation activity organised for employees working at the Surya Dumai Building, including PT Bumi Siak Pusako (BSP). This activity aims to help fulfil the need for blood while showing the company's social concern for the community. As a blood donor participant, I received a souvenir as an appreciation for my participation.</p>
4		<p>I was in charge of making the attendance list for the food distribution activity to the community in Siak. This task involved recording participants' names, personal data, and ensuring that attendance was accurately recorded. The attendance list is used as a supporting document in the activity report, as well as ensuring that the assistance is right on target.</p>
5		<p>I was tasked with taking 10 documents each for 2020 and 2019 that were complete with the Accountability Report (LPJ). After I copied the documents according to the supervisor's instructions, I reorganised the files in a neat and structured manner in their original place.</p>
6		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

DAILY ACTIVITIES
PRACTICAL WORK (KP)

Days : Monday- Friday
Date : November 4-8 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Weekly Duplicate Incoming Mail In Microsoft Excel	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Make An Agreement Script, Integrity Pact And Statement Letter		
3	Make An Agreement Script, Integrity Pact And Statement Letter		
4	Received Incoming Proposals And Made A Disposition Sheet		
5	Yasinan Activity		
Industry Mentor Note:			


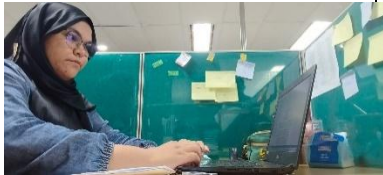
NO	SHOP DARWING	DESCRIPTION
1		I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.
2		I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.




3		<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties.</p> <p>(Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).</p>
4		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday- Friday
Date : November 11-15 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Recording Outgoing Letter Number	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Make An Agreement Script, Integrity Pact And Statement Letter		
3	Received Incoming Proposals And Made A Disposition Sheet		
4	Proposal Scanning And Submission		
5	Yasinan Activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		I was in charge of numbering the outgoing letters and recording them in the outgoing book in accordance with the applicable procedures. This activity ensures that every outgoing letter is well-documented to facilitate tracking in the future.
2		I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties. (Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).




3		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
4		<p>Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team. ubah kalimatnya tetapi masih bermakna seperti kata diatas dan ubah ke inggris britania.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

DAILY ACTIVITIES PRACTICAL WORK (KP)

Days : Monday- Friday
Date : November 18-22 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Make An Agreement Script, Integrity Pact And Statement Letter	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	CSR Accountability Report Follow-Up		
3	Writing CSR Assistance Cheques		
4	Weekly Duplicate Incoming Mail In Microsoft Excel		
5	Yasinan Activity		
Industry Mentor Note:			



NO	SHOP DARWING	DESCRIPTION
1		I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties. (Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).
2		I am in charge of contacting participants or proposers who have received CSR grants in the last 30 days to request an Accountability Report (LPJ). This activity aims to ensure the use of funds in accordance with the designation and document the results.



3		<p>I was in charge of writing cheques according to the recipient's name, bank name, and the transfer amount that had been determined for CSR assistance. This activity was done carefully to ensure the accuracy of the data before the disbursement process.</p>
4		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday- Friday
Date : November 25-29 2024


No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Management Of Cheques And Documents	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Make An Agreement Script, Integrity Pact And Statement Letter		
3	Ruang Kerja Time Managemen		
4	Yasinan Activity		
Industry Mentor Note:			

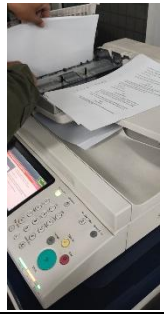


NO	SHOP DARWING	DESCRIPTION
1		I was in charge of collating the processed cheques and placing them on the transferred files. After that, I reorganised the documents into box files neatly by year, month, and date.
2		I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalise the mutual understanding and commitment between the two parties. (Documents Are Confidential, Therefore No Documentation Will Be Used As Authentic Evidence).
3		I assisted the coach in setting up a workspace designed to increase productivity through the application of effective time management. This involved learning materials from videos and PDF documents that discussed time


		management techniques, such as task prioritisation, schedule management, and distraction avoidance. In addition, I also worked on questions related to the material to reinforce my understanding.
4		Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.

**DAILY ACTIVITIES
PRACTICAL WORK (KP)**

Days : Monday- Thursday
Date : December 2-5 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1	Proposal Scanning And Submission	Ahmad Bakhrisy	 <u>Ahmad Bakhrisy</u> NIK. 01036715
2	Submit Assisted Proposal To Finance		
3	Checking and Preparation of LPJ		
4	Weekly Duplicate Incoming Mail In Microsoft Excel		
Industry Mentor Note:			

NO	SHOP DARWING	DESCRIPTION
1		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team. ubah kalimatnya tetapi masih bermakna seperti kata diatas dan ubah ke Inggris britania.
2		I help submit proposals to the finance department, ensuring all necessary documents are complete and aligned with financial requirements.
3		I was tasked with checking the Accountability Reports (LPJ) of the files that had received assistance from PT Bumi Siak Pusako (BSP) during the period January to November 2024. After ensuring the completeness and accuracy of the documents, I reassembled the files into box files organised by month, date, and year.

4		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
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Appendix 8: Daily Activities of Apprenticeship

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Beranda

Jadwal

Akademik

Tingkat Akhir

Hasil Studi

Tingkat Akhir

Kegiatan Pendukung

Rincian Kegiatan

Rincian Kegiatan

Cari Kegiatan

Kembali ke Daftar

Tambah

Data Kegiatan

Peserta

Pembimbing

Rincian Kegiatan

Periode Akademik

Jenis Kegiatan

Nama Kegiatan

2024 Ganjil

Kerja Praktek/PKL

magang kerja praktek

Unit

Instansi


































Kelompok


































D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional





































BUMI SIAK PUSAKO















No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Kamis, 5 Desember 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	<div><div></div><div></div><div></div></div>
2	Rabu, 4 Desember 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	CHECKING AND PREPARATION OF LPJ	<div><div></div><div></div><div></div></div>
3	Selasa, 3 Desember 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	SUBMIT ASSISTED PROPOSAL TO FINANCE	<div><div></div><div></div><div></div></div>
4	Senin, 2 Desember 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	<div><div></div><div></div><div></div></div>


































5	Jumat, 29 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	<div><div></div><div></div><div></div></div>
6	Kamis, 28 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RUANG KERJA TIME MANAGEMEN	<div><div></div><div></div><div></div></div>
7	Selasa, 26 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	<div><div></div><div></div><div></div></div>
8	Senin, 25 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGEMENT OF CHEQUES AND DOCUMENTS	<div><div></div><div></div><div></div></div>
9	Jumat, 22 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	<div><div></div><div></div><div></div></div>
10	Kamis, 21 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	<div><div></div><div></div><div></div></div>
11	Rabu, 20 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WRITING CSR ASSISTANCE CHEQUES	<div><div></div><div></div><div></div></div>
12	Selasa, 19 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	CSR ACCOUNTABILITY REPORT FOLLOW-UP	<div><div></div><div></div><div></div></div>
13	Senin, 18 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	<div><div></div><div></div><div></div></div>
14	Jumat, 15 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	<div><div></div><div></div><div></div></div>
15	Kamis, 14 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	<div><div></div><div></div><div></div></div>


































16	Rabu, 13 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
17	Selasa, 12 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
18	Senin, 11 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECORDING OUTGOING LETTER NUMBER	  
19	Jumat, 8 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  
20	Kamis, 7 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
21	Rabu, 6 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
22	Selasa, 5 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
23	Senin, 4 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
24	Jumat, 1 November 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  
25	Kamis, 31 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
26	Rabu, 30 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE ATTENDANCE LIST OF PARTICIPANTS	  


































27	Selasa, 29 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PEDULI SESAMA BLOOD DONATION ACTIVITY	  
28	Senin, 28 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	ARCHIVING ADMINISTRATIVE DOCUMENTS	  
29	Jumat, 25 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  
30	Kamis, 24 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	HEALTH SOCIALISATION SEMINAR	  
31	Rabu, 23 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
32	Selasa, 22 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
33	Senin, 21 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RUANG KERJA 2	  
34	Jumat, 18 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  
35	Kamis, 17 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PT BSP 23RD ANNIVERSARY	  
36	Rabu, 16 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN ATTACHMENT TO THE REJECTED FILE ANSWER LETTER	  
37	Selasa, 15 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	SUBMIT ASSISTED PROPOSAL TO FINANCE	  

38	Senin, 14 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGING INCOMING PROPOSALS AND PREPARING DISPOSITION SHEETS	  
39	Jumat, 11 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  
40	Kamis, 10 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
41	Rabu, 9 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	  
42	Selasa, 8 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RUANG KERJA	  
43	Senin, 7 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	  
44	Jumat, 4 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  
45	Kamis, 3 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	  
46	Rabu, 2 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
47	Selasa, 1 Oktober 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
48	Senin, 30 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
49	Jumat, 27 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  

50	Kamis, 26 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
51	Rabu, 25 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
52	Selasa, 24 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
53	Senin, 23 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	LIST OF CSR PROPOSAL COMPLETENESS	  
54	Jumat, 20 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
55	Kamis, 19 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
56	Rabu, 18 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECAP OF REJECTED CSR FILES	  
57	Selasa, 17 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
58	Senin, 16 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAULID OF THE PROPHET MUHAMMAD SAW	  
59	Jumat, 13 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
60	Kamis, 12 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  

61	Rabu, 11 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGING INCOMING PROPOSALS AND PREPARING DISPOSITION SHEETS	  
62	Selasa, 10 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
63	Senin, 9 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
64	Jumat, 6 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	SPORT TALK SEMINAR WITH FOCUS FIT	  
65	Kamis, 5 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
66	Rabu, 4 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	REPITULATE THE OFFICIAL TRANSPORT	  
67	Selasa, 3 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGING INCOMING PROPOSALS AND PREPARING DISPOSITION SHEETS	  
68	Senin, 2 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
69	Jumat, 30 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
70	Kamis, 29 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	  
71	Rabu, 28 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGING INCOMING PROPOSALS AND PREPARING DISPOSITION SHEETS	  

72	Selasa, 27 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
73	Senin, 26 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
74	Jumat, 23 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	ADVANCED WEEKLY DUPLICATE OF INCOMING MAILS IN MICROSOFT EXCEL	  
75	Kamis, 22 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
76	Rabu, 21 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	SUBMIT ASSISTED PROPOSAL TO FINANCE	  
77	Selasa, 20 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	  
78	Senin, 19 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
79	Jumat, 16 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	YASINAN ACTIVITY	  
80	Kamis, 15 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	ATTENDED THE SEMINAR FROM RSIA MEDIKA RUMBAI	  
81	Rabu, 14 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
82	Selasa, 13 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	OPTIMISATION OF INCOMING LETTER DISPOSITION PROCESS IN TM CBR RELATION ENVIRONMENT	  

83	Senin, 12 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
84	Jumat, 9 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat lembar disposisi	  
85	Jumat, 9 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	REFLECTION ACTIVITIES 2 YEARS OF MANAGEMENT TRANSFER WK CPP BLOCK PT BUMI SIAK PUASO	  
86	Kamis, 8 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Scan Berkas	  
87	Kamis, 8 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	COORDINATE DOCUMENT SUBMISSION	  
88	Rabu, 7 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat Lembar Disposisi	  
89	Rabu, 7 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
90	Selasa, 6 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Scan berkas	  
91	Selasa, 6 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	INTRODUCTION TO THE CSR DIVISION	  
92	Senin, 5 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Perkenalan perusahaan	  
93	Senin, 5 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	INTRODUCTION OF PT BUMI SIAK PUASO	  

Appendix 9: Revision List



KEMENTERIAN PENDIDIKAN TINGGI, SAINS
DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon : (+62766) 24566, Fax: (+62766) 800 1000
Laman : <http://www.polbeng.ac.id>, Email : polbeng@polbeng.ac.id

KARTU BIMBINGANKERJA PRAKTIK (KP)

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Perusahaan/Instansi : PT. Bumi Siak Pusako

No.	Tanggal	Revisi	Paraf Pembimbing
1	Thursday, 9 th of January 2025	Cover, approval sheet, apprenticeship report program hat pusako, new redgements.	
2	Tuesday, 14 th of January 2025	Table of contents, change author text to apprentice, change the page.	
3	Wednesday, 15 th of January 2025	Activity Table is assigned a member signature, change the sub-checker to be correct.	
4	Thursday, 16 th of January 2025	Revise the Appendix VII, Revised daily activity table.	
5	Friday, 17 th of January 2025	Revision of Paragraphs and Vocabulary.	

Bengkalis, 9 Januari 2025

Pembimbing KP

A. Malik, M.Ed. TESL., CSIS

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