

**APPRENTICESHIP REPORT
PT. UNIMEGAH UTAMA RAYA
HOTEL UNIGRAHA
PT. RIAU ANDALAN PULP AND PAPER
PANGKALAN KERINCI – RIAU**

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**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
ENGLISH DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS
2024**

APPROVAL SHEET

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APPRENTICESHIP REPORT
PT RIAU ANDALAN PULP AND PAPER (PT. RAPP)
UNIGRAHA HOTEL**

Written as one of the conditions for completing Apprenticeship

Dina Mariana
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Pangkalan Kerinci, November 29th, 2024

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **DINA MARIANA** Reg. Number **5504211036** who has done the apprenticeship at PT Riau Andalan Pulp and Paper, in APRIL Learning Institute from July 17th to November 30th, 2024. This report is used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the apprenticeship report examine committee has been made.

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Pangkalan Kerinci, November 26th 2024

Author

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

An internship, also known as an apprenticeship, is an education and training program offered by a company or organization where participants will get guidance and supervision from freelancers to acquire specific skills. Internship programs usually last for a few weeks to a few months and are designed to provide real-world experience and skills related to the field of work of interest. The program also gives students the opportunity to apply knowledge gained in college and gain experience in the field.

Politeknik Negeri Bengkalis is the only vacation state Polytechnic in Riau which is under the auspices of the ministry of Education and Culture. Politeknik Negeri Bengkalis has eight departments including the Department of Marine Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Informatics, Maritime Engineering, Commercial Administration, and Language.

Politeknik Negeri Bengkalis has 21 study programs consisting of three D-II Study Program Including: Computer Network Administration, Machine Manufacturing Engineering, Welding and Fabrication Techniques. Furthermore, eight D-III Study program including: Shipping Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Informatics Engineering, English, Nautica and Commercial Shipping Management. State Polytechnic Bengkalis also has ten D-IV Study Programs including: Production and D-IV Study Programs including: Production and D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, Digital Business, International Business Administration, Public Financial Accounting, Software Engineering, Information Systems Security, Marine Architecture Engineering Technology, and English for Business and Professional Communication. Politeknik Negeri Bengkalis has a curriculum that is oriented towards the demands of a ready-to-use workforce with

a composition of 40% theory and 60% practice with a total of 110 to 150 Semester Credit Units (SKS) with a total of 22 to 32 effective learning hours.

Politeknik Negeri Bengkalis is designed to fulfill the requirements of a work force that is ready to use. There are two mandatory graduation requirements for students at Politeknik Negeri Bengkalis, Namely Final Report and Apprenticeship.

Apprenticeship is carried out in place that compatible with student's background. Language Departement consist of two study programs, Namely DIII Language and DIV English for Profesional Business Communication. An Apprenticeship program must be completed as one of requirements for graduation. As a result, Politeknik Negeri Bengkalis offers opportunities for students to learn on the job training through this program in order to help them to build professional skills in the scientific and technological domains. This program can also make sure that students are responsible, have a strong work ethic, and have the ability to adapt, especially in the Business Industry.

The author decided to pursue an apprenticeship opportunity at PT. RAPP because this company is one of the biggest companies in Indonesia and has many collaborartion and partnerships with international corporation. Most of the foreign staff stayed at Hotel Unigraha a business unit of PT. RAPP. This opportunity helps the author in implementing the knowledge and theoretical concepts that have been learned in class into practice in the world of work and in accordance with the fields of expertise such as English for business communication.

From July 17th to November 30th 2024. The author completed month apprenticeship program. During the period, the author was placed in the Front Office, Food Beverage Services, and General Management Office.

1.2 Purpose of Apprenticeship

1. To find out kind of Practical Experience in Hotel Unigraha
Apply the knowledge and skills learned in the classroom to real-world work settings, bridging the gap between theory and practice
2. Skill Development
To develop and enhance professional skills such as communication, teamwork, problem-solving, and technical abilities specific to the industry

3. Career Preparation

To build a professional and relevant work experience in a chosen field

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

This Program provides students with valuable Through this program student has opportunities to apply theoretical knowledge during lectures in to the real world of work and get the new knowledge.

1.3.2 Significance for Politeknik Negeri Bengkalis

Apprenticeship assists polytechnic in preparing quality of graduates' and preparation for the workforce. The apprenticeship thus helps the polytechnic develop and implement the curriculum.

1.3.3 Significance for the Company

Internship programs are mutually beneficial, offering growth opportunities for interns while allowing companies to meet immediate needs, innovate, and invest in their future workforce.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

2.1.1 Asia Pacific Resources International Limited (APRIL)

APRIL is a member of RGE Group which was founded by Sukanto Tanoto in 1973. Under this leadership, RGE Group has grown into a global group employing more than 70,000 people, with the total assets more than US\$35 billion and worldwide sales reach.

As one of the pioneers of responsible corporate citizenship, APRIL Group and its subsidiaries implement the 5C principles that Mr. Sukanto Tanoto believes in. Business practices must be good for the Community, Country, Climate, Customer and ultimately good for the Company. As such, corporate social responsibility is applied in APRIL Group's operations and management to promote environmental and community development.



Figure 2.1 A Path to Prosperity

Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

Through its subsidiaries in Indonesia, APRIL Group began plantation development in Riau Province, Sumatera Island and start its mill construction in 1993. At this time, Kerinci Village was home to 200 households, a population that

would grow to more than 200,000 people by 2010 as APRIL Group's business expansion, transforming Kerinci into a social and commercial regional hub.

Commercial pulp production commenced in 1995, followed by commercial paper production in 1998. From the beginning, the region's growth would mirror the growth of APRIL Group's operations in Indonesia, with the Pelalawan Regency established in 1999.

In 2010, APRIL Group's forestry operations was measured to contribute 6.9% of Riau Province's total economic output. APRIL Group has created approximately 90,000 employment opportunities, which when coupled with its initiative to deliver better access to education and social support in areas such as healthcare and housing, has seen improved living standards and a reduction in poverty levels of 30%



Figure 2.2 Showing the Seeds of Sustainable Forestry

Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

In 2002, APRIL Group implemented a comprehensive wood legality system that prevents illegal wood from entering the supply and production chains. The system verifies and traces wood from the company's fiber plantation to the mill site. APRIL Group also collaborated with World Wildlife Fund (WWF) to address illegal logging in Tesso Nilo and inked a moratorium on further road building and acacia plantation development in Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for all its fiber estates, pulp and paper mills.

In 2003, a decade after the company was established, APRIL Group published its first Sustainability Report, uniting the story of its community development initiatives alongside its commitment to sustainable forestry operations. In the same year, APRIL Group set up a Guangzhou branch to support growing operations in China.

In 2005, APRIL Group introduced voluntary High Conservation Value (HCV) assessments on its concessions for land use planning. The policy provides practical and responsible solutions to the challenges of deforestation and degradation. The APRIL Learning Institute was also established and APRIL Group received Green Proper Rating for environmental performance of mill as well as the Golden Flag Awards & Zero Accident Award for health and safety management in the mill from the Indonesian Government.



Figure 2.3 Growth and Recognition

Source: <https://www.aprilasia.com/id/tentang-april/sejarah>

In 2006, APRIL Group became a signatory to Principles of the UN Global Compact. In the same year, RAPP, a subsidiary of APRIL Group, was certified for Sustainable Plantation Forest Management (SPFM) under the Indonesian Ecolabel Institute's (LEI) standards. It was successfully re-certified under SPFM-LEI again in 2011 for further five years.

In 2007, APRIL through its subsidiaries became the first and only Indonesia company admitted to the World Business Council for Sustainable Development (WBCSD).

The 2008 completion of Pulp Line 3 made Riau as home to the largest integrated pulp and paper mill in the world, with a production capacity of 2.8 million tons per annum. The certified ISO 9001:8000 and ISO 14001 mills continued to invest in technology to ensure self-sufficient energy generation.

Since 2010, APRIL Group's production facilities have been certified under the Program for the Endorsement of Forest Certification (PEFC) Chain of Custody standards, ensuring that all raw materials coming into the mill are supplied from legal and from non-controversial sources. PaperOne™ product in 2010. APRIL also received certification from Hong Kong Green Label for its.

In October 2011, RAPP, a subsidiary of APRIL, was successfully certified by Bureau Veritas' standards for Origins and Legality of Timber (OLB), the first industrial plantation company in Asia to receive this certification. APRIL Group's OLB Standards for Forestry Companies certification covers its forestry operations and production facilities. RAPP's supply partners also successfully passed audits under OLB 'Chain of Custody-Acceptable Wood' Standards.

2.1.2 Hotel Unigraha

Hotel Unigraha is one of the hotels in Indonesia which is a business unit under APRIL Group. Hotel Unigraha, a Malay Riau vibes hotel located in Riau Complex, Pangkalan Kerinci. Established in 1996, built to meet the needs of business guest in order to stay closer to the project site and serves as meeting/event purpose for Riau Complex residence. Built with the concept of a three-star hotel, equipped with ballroom facilities for up to hundreds of people and six meeting rooms, the largest places suitable for MICE include Batam Room, Bintan Room, Bengkalis Room, Singkep Room, Sebangka Room, and Bakung Room. Hotel Unigraha has a total of 108 rooms with 3 different types of rooms, namely Deluxe Room, Junior Suite, Executive. Hotel Unigraha also provides other facilities, such as Restaurant, Lounge & Bar, Delicatessen, Meeting Room, Health Club, Swimming Pool, Laundry, and Business Center.

2.2. Vision and Mission

2.2.1 Vision

To become a world-class pulp and paper company with the best management and performance, the most profitable and sustainable and the first choice of consumers and employees.

2.2.2 Mission

1. Created and extended a regional business group led by international corporation with highly qualified person.
2. To be an industry leader in every operational aspect.
3. Maximize benefits for stakeholders while helping to promote local and regional socio-economic development;
4. Creating added value through a talented and motivated workforce and the effective use of technology.

2.3. Kind of Business

Currently the products that have been produced at PT. Riau Andalan Pulp and Paper has been sold to more than 70 countries around the world. Products produced by PT. Riau Andalan Pulp and Paper is BAKP (Bleached Acacia Kraft Pulp) and UCWF (Uncoated Wood Free Paper) which are commonly used in printing and photocopying ranging from 55 gsm to 150 gsm. The brand of paper produced at PT. Riau Mainstay Pulp and Paper is Dunia Mas, Copy&Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (Bright White Multi-Purpose Office).



Figure 2.5. Product Type PT. RAPP

Source: PT.Riau Andalan Pulp and Pape

2.4 Structur Organization of Hotel Unigraha

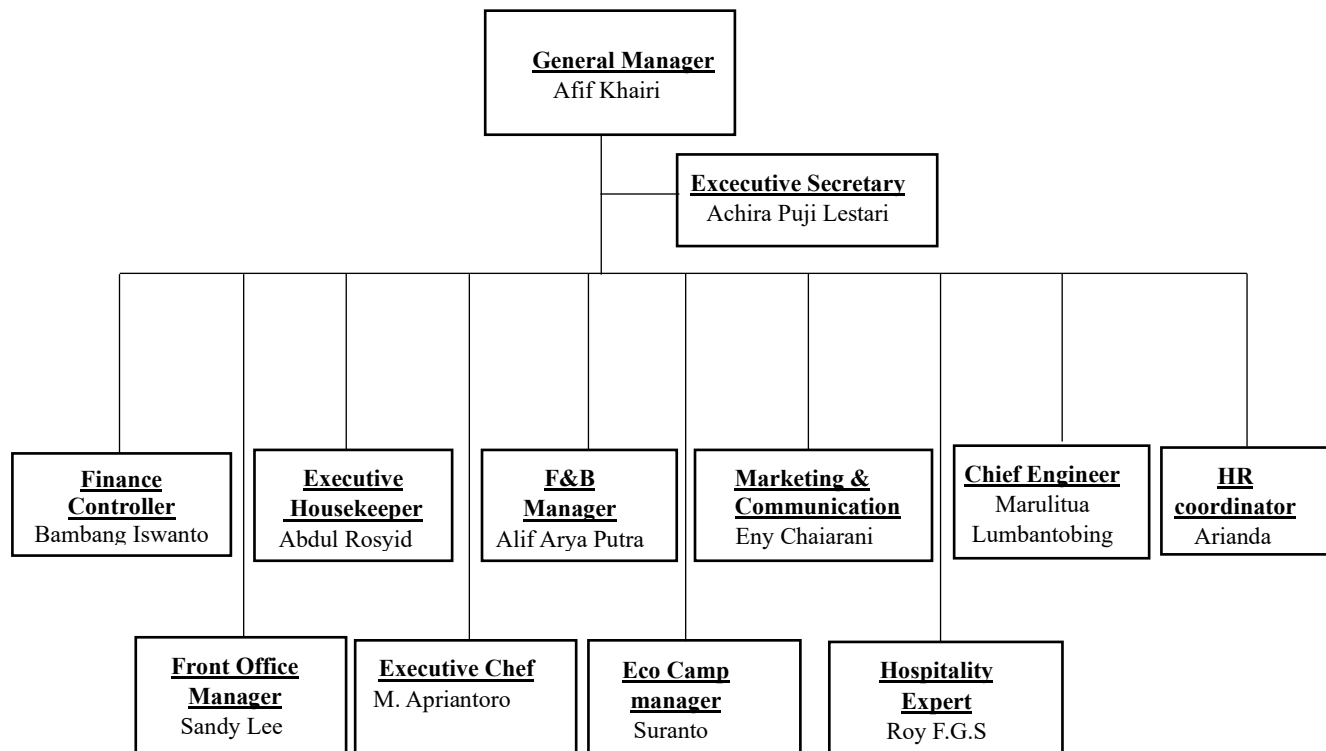


Figure 2.6 Hotel Unigraha Organizational Structure

Source: Hotel Unigraha-PT RAPP

The structural above, the author provides an overview of the division and implementation of the duties, authorities and responsibilities of each section. An overview of the structure of the division and implementation of duties of each part of the organization. The organization are follows:

1. General Manager (GM)

General Manager (GM) in a hotel is the top position in the hotel management hierarchy. They are responsible for managing the overall hotel operations and ensuring that all aspects of the business run seamlessly, running smoothly. The General Manager is the senior leader in a hotel who has the highest authority in making decisions and managing all aspects of operations. They are accountable to the hotel owner or corporate leadership. The responsibilities of a General Manager in a hotel are very diverse, covering key aspects such as

1. Daily Operations Management

GM is responsible for ensuring all hotel departments, such as the front desk, restaurant, housekeeping, and other facilities, operate smoothly. They monitor daily and coordinate with department heads to resolve issues as they arise.

2. Legal and Regulatory Compliance

GM must ensure that the hotel operates in compliance with all applicable laws and regulations, including health, safety and environmental regulations.

3. Meetings with Stakeholders

The GM can also interact with hotel owners, the board of directors, or corporate management to report on the development and results of hotel operation.

4. Monitor All Operation & Running well

2. Executive Secretary

An executive secretary, or executive secretary, is an administrative professional who provides direct support and assistance to executives or high-level management within an organization. This role involves variety administrative duties and responsibilities to help run daily operations and support strategic decisions at the executive level. Following are some general functions and duties of an executive secretary:

a. Communication

Provides external and internal communications on behalf of executives.

Drafting, checking, and responding to letters, emails, and calls.

b. Compile All Administration

Provide administrative tasks such as paper work, filing, document preparation, and information management. Manage electronic and physical filing system.

c. Meeting Organizer

Coordinate and plan events, meetings and conferences. Change all event details are well taken care of.

d. Confidentiality

Maintain the confidentiality of important information and company secrets. Hand over sensitive information with high security.

3. Finance

This department has an important role in ensuring the company's financial continuity, budget management, cash flow monitoring, and compliance with applicable financial regulations. At Hotel Unigraha GMO department includes Income Admin, Invoicing, Procurement, Cost Control, and Receiving.

1. Income Admin, income admin or revenue administrator has special responsibilities related to managing hotel revenue and finances
2. Invoicing, invoicing functions to create and handle invoices related to services and facilities at the hotel. some invoicing functions such as creating invoices, sending invoices, monitoring payments, handling pending bills, financial reconciliation and invoicing system management.
3. Procurement, at Hotel Unigraha Procurement functions is to obtain goods and services needed for company operations, selecting vendors or suppliers, negotiating contracts, ordering and purchasing, evaluating and monitoring vendor or supplier performance.
4. Cost Control, tasked with managing and monitoring expenditures to ensure they remain in accordance with the established budget. The cost control function in Hotel Unigraha context is very important to maintain profitability, increase operational efficiency, expenditure monitoring and

analysis, and controlling equipment and maintenance costs.

5. Receiving, receiving tasks are related to receiving, checking and recording goods or materials to maintain order and accuracy in the supply

4. Front Office

Front office is a department used in hotels to cover the many parts which deal with reservations, room allocation, reception, billing, and payments. The hotel's phone is the first point of contact for guests. The telephone first puts the guests through to reservations staffs, who take their booking and deal with any subsequent correspondence such as confirmations, amendments, or cancellations. The receptionist may help the guest register and get their room key when they arrive. The information contained in a guest's registration must be kept for a specific period of time and may be used for a range of follow-up communications aimed at persuading them to return at another time. The duties and responsibilities of each section under Front Office department are:

- a. Reservation: The main task of reservation staff is to accurately entering and processing all room reservations into the system while promoting hotel products and services and establishing and maintaining a positive hotel image by offering the highest level of customer care. Responsible for handling booking requests for rooms, selling rooms to prospective guest who make direct reservations via phone or email, according to the type of room they need, and at prices that are consistent with the normal rates offer by management.
- b. Reception: The duties and responsibilities of a receptionist are to providing information, room booking, check-in, payment, room transfer, check-out, and handling customer complaints. A receptionist must provide quick, precise, and friendly service so that guests can feel the comfort they want.
- c. Bell Boy: Responsible for handling guest luggage at Check-in and Check-Out, guest luggage storage, transportation booking for guest, delivering urgent letters or messages to guest rooms, and making

Welcome Drink transfer forms to the F&B service department.

- d. Health Club: is part of the Front Office department which functions as a facility provider in the form of a sports center located at Hotel Unigraha. The entire facility is free for guests staying at the hotel, while guests not staying at the hotel are charged and directed to make payments at the receptionist. It has several facilities such as Cardio Room, Lifting Room, Swimming Pool, and Sauna

5. House Keeping

Housekeeping in the hotel industry has a very important role in ensuring cleanliness, comfort and safety for guests, maintaining the cleanliness of rooms and public areas, ensuring guest comfort, linen and laundry management, maintenance and upkeep of room facilities.

6. Engineering

Engineering department in the Hotel Unigraha contributes significantly to guest comfort and safety as well as overall operational efficiency. Through good maintenance, efficient energy management and quick response to repairs, they help maintain the hotel's reputation and ensure a positive experience for guests

7. F&B Product

Food and beverage product (f&b product) department is responsible for managing and providing various food and beverage products for guest satisfaction. The main role of f&b product in a hotel includes several important aspects, which involve planning, managing and developing various culinary products, menu preparation and menu innovation

8. F&B Service

Food and beverage service department in hotels has a crucial role in providing a satisfying dining experience for guests. some of the main tasks of food & beverage service at the Hotel Unigraha are servin guests, table service,

food recommendations, setting tables, arranging rooms, maintaining the cleanliness of the service area. The food and beverage service department strives to provide an exceptional dining experience for hotelguest, creating a pleasant atmosphere, and maintaining high service standards.

9. Eco Camp

Hotel Unigraha there is a department called Eco Camp, a research location (resort) for Restorasi Ecosystem Riau (RER), a movement initiated by the APRIL Group to improve the ecosystem in one of the largest peat lands in Sumatra.

10. HRD-Hotel

Human Resources Development or what is often abbreviated as HRD is an important part of a company that focuses on managing aspects related to human resources or employees. HRD is responsible for various matters related to workforce management. The following is an explanation of HRD and its main tasks in a company.

11. Marketing & Communication

Marketing Communication is a field in charge of designing, managing, and delivering brand messages through various channels to build image, increase awareness, and support the achievement of business goals. Tasks include communication strategy, marketing campaigns, social media management, public relations, event organization, content creation, data analysis, and collaboration with creative and sales teams. Marcom aims to maintain brand message consistency and reach target audiences effectively.

12. Hospitality Exspert

Hospitality expert is a new part in Hotel Unigraha, responsibility to handling trainer event for employee Hotel Unigraha, giving excellent services, to ensure that the actual hospitality standards are applied in unigraha.

2.5 Document Used for Activity

There were several documents used for activity while doing Apprenticeship, as follows:

2.5.1 Hardcopy Documents

1. Guest Folio: is a folio or room account intended for guests staying at the hotel.
2. Guarantee Letter: is a letter of guarantee that informs the Hotel that payment will be made by the guarantor of funds on behalf of the guest.
3. Laundry Price List: is a price list for the use of laundry facilities at Hotel Unigraha
4. Transportation Bill: is a price list for the use of transport facilities at Hotel Unigraha
5. Intern Department Transfer: is a form used to transfer items between departments and aim to fulfill the needs of goods needed by a department.
6. Daily Revenue Report: Is a document for all revenue hotel in specific day.
7. Receiving document: is a document request departement to cost center administration and general.
8. Form request food and beverage: is a daily sales ali café and food court notes
9. In house guest report: is a document us for greeters
10. Breakfast guest house list: is a document use for greeters to know the list of guests for breakfast.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, there are several descriptions of while carrying out apprenticeship. Apprenticeship was carried out for 5 months, starting from July 17th, to November, 30 2024, at the PT. RAPP in the Hotel Unigraha Business Unit. During apprenticeship at the hotel, the author was placed in the Front Office Department for 3 months, in the Food Beverage & services for 1 months and the General Manager Officer Department for 1 months.

During the implementation of the apprenticeship, there were many opportunities given by each department to the author to be able to complete the task. As well as a lot of new knowledge and experience that can be taken in the world of work. To make it clearer and easier to report the that have been carried out, here are some descriptions of weekly, so that any work done can be reported clearly in detail.

3.1.1 Front Office Department

There were several jobs given in the Front Office Department:

1. Welcoming guests
2. Answering phone calls
3. Handling guests and Posting payments
4. Filing document
5. Completing the foreigner registration form
6. Closing cashier

3.1 2 Food Beverage & Services Departement

There are several jobs given in the Food Beverage and Services Department:

1. Greeters
2. Taking orders
3. Closing cashier

3.1 3 General Manager Officer Departement

There are several jobs given in the General Manager Officer Department:

1. Credit to cost
2. Daily Revenue Report
3. Officer Check release
4. Receiving Credit To cost
5. Handling over Bill City Ledger to mill office
6. Handling over Expense claim to mill office
7. Handling Ceking Breakdown Buffet Breakfast & lunch

3.2 Place of Apprenticeship

Practical Work is carried out after students occupy semester VII, while the apprenticeship last for approximately 5 months at PT Riau Andalan Pulp and Paper (PT. RAPP) Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau 28300, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. The carried out by the author during practice is at Hotel Unigraha Business Unit, FO, FBS & GMO Departement. With working hour starting at 08.00 to 17.00 WIB for Monday-Friday and from 08.00 to 12.00 WIB for Saturday.

3.3 Kind and Description of the Actitivity

The daily activity at PT. RAPP in Hotel Unigraha business unit can be seen in the tables below:

Table 3.1 Daily Activities of July 17th to November 20th 2024

No	Date and time	Description of	Assignor
1	Wednesday, July 17 th 2024	1. Visiting PT. RAPP 2. Taining Safety Induction	Public Relation Mananger of PT. RAPP
2	Thrusday, July 18 th 2024	1. Signatured proposal internship and getting ID Badgage as an identification during the internship program.	PA Campus Relation Manag PT. RAPP
3	Friday, July 19 th 2024	1. Visiting Rumah Batik Bono	Public Relation Mananger of PT. RAPP
4	Saturday, July 20 nd 2024	DAY OFF	

Table 3.2 Daily Activities of July 22th to November 27 2024

No	Date and time	Description of	Assignor
1	Monday, July 22 nd 2024	1. Visiting April Learning Institute 2. Visiting Hotel Unigraha	Supervisor
2	Tuesday, July, 23 rd 2024	1. Understanding the fundamentals of front office 3. Filling	Supervisor
3	Wednesday, July 24 th 2024	1. Understanding Tipe room and price Hotel Unigraha 2. Filling	Supervisor
4	Thrusday, July 25 th 2024	1. Understanding Tipe room and price Hotel Unigrah 2. Filling	Supervisor
5	Friday, July 26 th 2024	1. Understanding tipe of payment (TP, RP, IC) 2. Filling	Supervisor
6	Saturday, July 27 th 2024	1. Understanding tipe of payment (TP, RP, IC) 2. Filling	Supervisor

Table 3.3 Daily Activities of July 29th to August, 3rd 2024

No	Date and time	Description of	Assignor
1	Monday, July 29 th 2023	1. Welcoming Guest 2. Handling membership health club 3. Filling 4. Understanding how to completing the local and foreigner guest registration form	Supervisor
2	Tuesday, July, 30 th 2024	1. Welcoming guest 2. Answering phone calls	Supervisor

		3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling	
3	Wednesday, July 31 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling	Supervisor
4	Thursday, August 1 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling	Supervisor
5	Friday, August 2 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling	Supervisor
6	Saturday, August 3 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling	Supervisor

Table 3.4 Daily Activities of August 5th to August, 10th 2024

No	Date and time	Description of	Assignor
1	Monday, August 5 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier	Supervisor
2	Tuesday, August 6 th 2024	1. Welcoming guest 2. Answering phone calls	Supervisor

		<ol style="list-style-type: none"> 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 	
3	Wednesday, August 7 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 	Supervisor
4	Thursday, August 8 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 	Supervisor
5	Friday, August 9 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 	Supervisor
6	Saturday, August 10 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 	Supervisor

Table 3.5 Daily Activities of August 12th to August 17th 2024

No	Date and time	Description of	Assignor
1	Monday, August 12 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 	Supervisor
2	Tuesday, August 13 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and 	Supervisor

		foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest	
3	Wednesday, August 14 th 2024	SICK	Supervisor
4	Thursday, August 15 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest	Supervisor
5	Friday, August 16 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest	Supervisor
6	Saturday, August 17 th 2024	PUBLIC HOLIDAY	

Table 3.6 Daily Activities of August 19th to August 24th 2024

No	Date and time	Description of	Assignor
1	Monday, August 19 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest	Supervisor
2	Tuesday, August 20 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and	Supervisor

		posting payments 5. Filling 6. Cek out Guest	
3	Wednesday, August 21 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest	Supervisor
4	Thrusday, August 22 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest	Supervisor
5	Friday, August 23 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest	Supervisor
6	Saturday, August 24 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest	Supervisor

Table 3.7 Daily Activities of August 26th to August 31th 2024

No	Date and Time	Description of	Assignor
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1	Monday, August 26 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 	Supervisor
2	Tuesday, August 27 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 	Supervisor
3	Wednesday, August 28 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 	Supervisor
4	Thrusday, August 29 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 	Supervisor
5	Friday, August 30 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 	Supervisor

6	Saturday, August 31 th 2024	DAY OFF
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Table 3.8 Daily Activities of September 2th to September 7th 2024

No	Date and time	Description of	Assignor
1	Monday, September 2 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest 	Supervisor
2	Tuesday, September 3 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest 	Supervisor
3	Wednesday, September 4 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest 	Supervisor
4	Thursday, September 5 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 	Supervisor

		5. Filling 6. Cek out Guest 7. Cek in Guest	
5	Friday, September 6 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
6	Saturday, September 7 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor

Table 3.9 Daily Activities of September 9th to September 14th 2024

No	Date and time	Description of	Assignor
1	Monday, September 9 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
2	Tuesday, September 10 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest	Supervisor

		and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	
3	Wednesday, September 11 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
4	Thrusday, September 12 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
5	Friday, September 13 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
6	Saturday, September 14 th 2024	DAY OFF	

Table 3.10 Daily Activities of September 16th to September 21th 2024

No	Date and time	Description of	Assignor
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1	Monday, September 16 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest 	Supervisor
2	Tuesday, September 17 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest 	Supervisor
3	Wednesday, September 18 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest 	Supervisor
4	Thrusday, September 19 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest 	Supervisor
5	Friday, September 20 th 2024	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and 	Supervisor

		posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	
6	Saturday, September 21 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor

Table 3.11 Daily Activities of September 23th to September 28th 2024

No	Date and time	Description of	Assignor
1	Monday, September 23 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
2	Tuesday, September 24 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
3	Wednesday, September 25 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments	Supervisor

		5. Filling 6. Cek out Guest 7. Cek in Guest	
4	Thrusday, September 26 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
5	Friday, September 27 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
6	Saturday, September 28 th 2024	DAY OFF	

Table 3.12 Daily Activities of September 30th to October 5th 2024

No	Date and time	Description of	Assignor
1	Monday, September 30 th 2024	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 7. Cek in Guest	Supervisor
2	Tuesday, October 1 th 2024	1. Greeters 2. Closing cashier	Supervisor
3	Wednesday, October 2 nd 2024	1. Greeters 2. Closing cashier	Supervisor

4	Thrusday, October 3 rd 2024	1. Greeters 2. Closing cashier	Supervisor
5	Friday, October 4 th 2024	1. Greeters 2. Closing cashier	Supervisor
6	Saturday, October 5 th 2024	1. Greeters 2. Closing cashier	Supervisor

Table 3.13 Daily Activities of October 7th to October 12th 2024

No	Date and time	Description of	Assignor
1	Monday, October 7 th 2024	1. Greeters 2. Closing cashier	Supervisor
2	Tuesday, October 8 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
3	Wednesday, October 9 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
4	Thrusday, October 10 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
5	Friday, October 11 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
6	Saturday, October 12 th 2024	DAY OFF	

Table 3.14 Daily Activities of October 14th to October 19th 2024

No	Date and time	Description of	Assignor
1	Monday, October 14 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
2	Tuesday, October 15 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor

3	Wednesday, October 16 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
4	Thrusday, October 17 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
5	Friday, October 18 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
6	Saturday, October 19 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor

Table 3.15 Activities of October 21th to October 26th 2024

No	Date and time	Description of	Assignor
1	Monday, October 21 st 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
2	Tuesday, October 22 nd 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
3	Wednesday, October 23 rd 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
4	Thrusday, October 24 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
5	Friday, October 25 th 2024	1. Greeters 2. Taking Order 3. Dusting 4. Closing cashier	Supervisor
6	Saturday, October 26 th 2024	DAY OFF	

Table 3.16 Activities of October 28th to November 2th 2024

No	Date and time	Description of	Assignor
1	Monday, October 28 th 2024	1. Credit to cost	Supervisor
2	Tuesday, October 29 th 2024	1. Credit to cost	Supervisor
3	Wednesday, October 30 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document	Supervisor
4	Thrusday, October 31 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document	Supervisor
5	Friday, November 1 st 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling over invoice to the Mill Office	Supervisor
6	Saturday, November 2 nd 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document	Supervisor

Table 3.17 Activities of November 4th to November 9th 2024

No	Date and time	Description of	Assignor
1	Monday, November 4 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor
2	Tuesday, November 5 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor
3	Wednesday, November 6 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor
4	Thrusday, November 7 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document	Supervisor

		4. Handling Email 5. Handling over invoice to the Mill Office	
5	Friday, November 8 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank	Supervisor
6	Saturday, November 9 th 2024	DAY OFF	

Table 3.18 Activities of November 11th to November 16th 2024

No	Date and time	Description of	Assignor
1	Monday, November 11 st 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor
2	Tuesday, November 12 nd 2024	SICK	
3	Wednesday, November 13 ^{trd} 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor
4	Thrusday, November 14 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor
5	Friday, November 15 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor
6	Saturday, November 16 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Supervisor

Table 3.19 Activities of November 18th to November 23th 2024

No	Date and time	Description of	Assignor
1	Monday, November 18 th 2024	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Handling over invoice to the Mill Office 	Supervisor
2	Tuesday, November 19 th 2024	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Cheking Breakdown Breakfast 4. Handling Email 	Supervisor
3	Wednesday, November 20 th 2024	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Handling over invoice to the Mill Office 4. Handling Expense Claim to the Mill Office 5. Handling Bill city Ledger to the Mill Office 	Supervisor
4	Thrusday, November 21 st 2024	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Cheking Breakdown Lunch 4. Handling Email 	Supervisor
5	Friday, November 22 nd 2024	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Cheking Breakdown Breakfast 4. Handling Email 	Supervisor
6	Saturday, November 23 rd 2024	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Cheking Breakdown Breakfast 4. Handling Email 	Supervisor

Table 3.20 Activities of November 25th to November 30th 2024

No	Date and time	Description of	Assignor
1	Monday, November 25 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to the Mandiri Bank	Supervisor
2	Tuesday, November 26 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Cheking Breakdown Breakfast 4. Handling Email	Supervisor
3	Wednesday, November 27 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Cheking Breakdown Breakfast 4. Handling Email	Supervisor
4	Thrusday, November 28 th 2024	1. Credit to Cost 2. Taking Daily Flash Report 3. Checking Breakdown Breakfast 4. Handling Email	Supervisor
5	Friday, November 29 th 2024	Presentation Apprenticeship report	Supervisor
6	Saturday, November 30 th 2024	1. Credit to Cost	Supervisor

3.4 System and Procedures

3.4.1 Front Office Department

The working procedures done at Front Office Department which are follows:

a. Welcoming Guests

Welcoming guests in a hotel is a process creating positif first impression and making gguest fee valued and comfortable from the moment they arrive.

Important things to consider when greeting guests include:

- Smile

- Excellent Body language
- Communication skill
- Etiquette
- Eye contact
- Hotel Knowledge

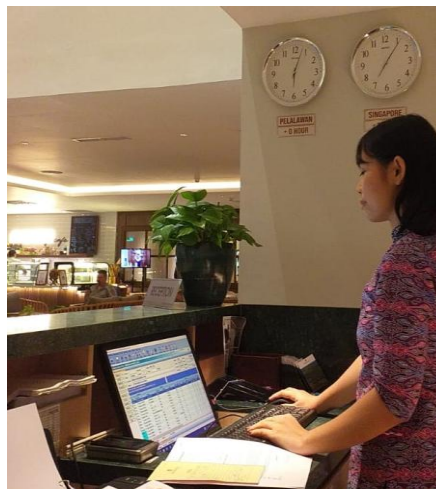


Figure 3.1. Welcoming Guest

Source: Unigraha hotel 2024

b. Answering Phone Calls

This activity focuses on delivering excellent service guest and ensuring they need and to provide services to guests before their stay, upon arrival, during their stay, and after they leave the hotel. The following are the procedures:

- Answer incoming calls promptly, ensuring they are picked up within three rings
- Use the appropriate standard greetings when responding to both internal and external calls
- Asking about the caller's purpose or subject
- Provide accurate information about what the caller is asking
- When finished, conclude the call with a polite thank you or farewell greetings



Figure 3.2. Answering Phone Calls
Source: Unigraha hotel 2024

c. Serving Guests Payment and Posting Payments

All payment carried out by guests are recorded or posted into system, to accurate financial tracking by the Finance Department. These payments may include charge for room payments, transportation, health club facilities, laundry, palm restaurant, delicatessen and so on. Here are some of the procedures:

- Welcoming Guest
Greet the guest warmly to create a positive experience
- Providing information, such as prices
Clearly inform the guest about applicable prices for services or item they may be paying
- Guiding the Payment Process
Directing guest to complete their payment through the available methods such as, cash, QR, Credit & Debit Card
- Posting Payments
Once the payment is completed, the amount should be posted in to the system.



Figure 3.3. Serving Guest
Source: Unigraha hotel 2024

d. Filling Document

Filling is a process of organizing archives document using a certain system, so the document can be found again easily and quickly if needed at any time. This activity includes Filing out the Guest Folio, Bill, Guarantee Letter and putting into file cabinet. The following are the working procedures:

- Separating documents according to their classification
- Putting the document in to the cabinet according to the room number



Figure 3.4. Filling Document
Source: Unigraha hotel 2024

e. Completing Foreigner Registration Form

Completing the contents of Foreigner Registration Form in the form of the guest's country of origin and passport number. Here are the working procedures:

- Collecting guest's hard copy passport
- Collecting the Foreigner Registration Form that has been signed by the guest
- Filling out in the blanks such as passport number, passport issue date, and country of origin Putting it into the basket.

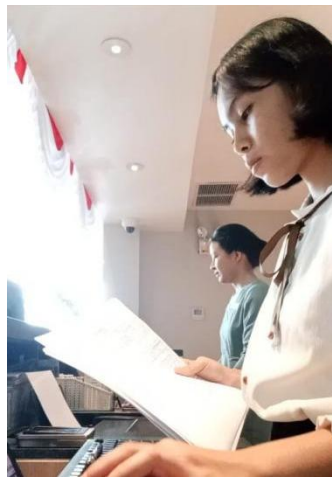


Figure 3.5. Completing Registration

Source: Unigraha hotel 2024

f. Helping closing cashier

Closing Cashier is carried out by staff when switching shifts with other staff.

This activity includes helping staff to organize Guest Folio according to the type of payment made. The following are the working procedures:

- Staff is printing the payment summary that has been posted to the system.
- Organizing the Guest Folio sequentially according to the type of payment made



Figure 3.6. Helping Closing Cashier
Source: Unigraha hotel 2024

3.4.2 Food Beverage & Services Departement

a. Greeters

Greeters is an activity at hotel that responsible for welcoming and providing services to guest upon their arrival. The following are the working procedures:

- Welcoming guest
- Offering recommendation
- Helping
- Creating a positive impression.



Figure 3.7. Greeter
Source: Unigraha hotel 2024

b. Taking Orders

Taking orders is an important part of restaurant service that ensures the dining experience for guests runs smoothly and meets their expectations. The following are the working procedures:

- Welcoming guest
- Recording the order guest
- Repeat the order guest
- Posted the ordered guest to System Power pro palm resto



Figure 3.8. Taking Order

Source: Unigraha hotel 2024

c. Helping Closing Cashier

Closing Cashier is carried out by staff when switching shifts with other staff. This activity includes helping staff to organize restaurant bill. The following are the working procedures:

- Staff is printing the payment summary that has been posted to the system.
- Organizing the restaurant bill and making noting accurate bill number summary

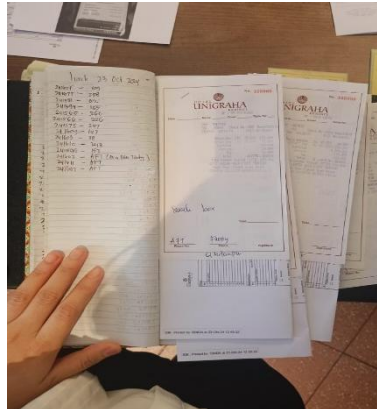


Figure 3.9. Closing Cashier
Source: Unigraha hotel 2024

3.4.3 General Manager Officer Departement

a. Checking Inventory

Checking Inventory at Hotel Unigraha aims to support a cost control to monitoring the daily sales performace of outleats such us Palm Restaurant, Delicatessen, Food Court. Ali Café and Square 8. The following are the working procedures:

- Login into Power Pro system
- Select Report on the Bar Menu
- Click Inventory
- Select the outlet from which the data will be taken
- Set the date period
- Preview Report and Check the data

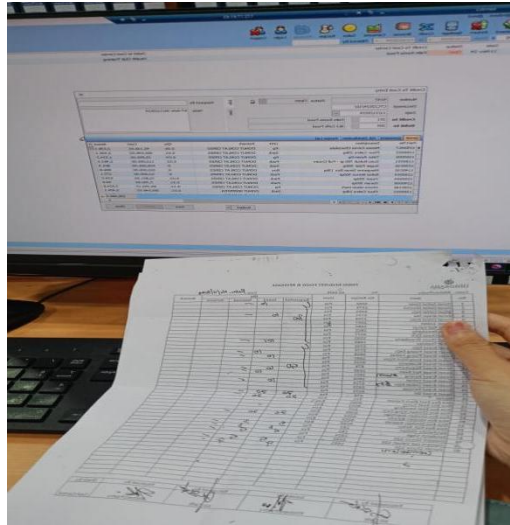


Figure 3.10. Checking Inventory
Source: Unigraha hotel 2024

b. Daily Revenue Report

Daily revenue report is Unigraha Hotel document that summarizes the income generate by various departements and services within the hotel during a specific day. That's include such us Palm breakfast room, palm restaurant food, Food court, Ali café, Banquet food. This report helps management track financial performance and make informed decision. The following are the working procedures:

- Login in to Power Pro FO and print the income report for a specific day
- Login to the power pro inventory system
- Select sales on the bar menu
- Klik import and adjust the date one day previously
- Klik report, open sales, input manual palm breakfast room (IC, TP, RP)
- Save file to the daily revenue report file
- Sending email the daily revenue report today, wich has been adjusted for the cost of previously day, to all head of departemen of hotel.



Figure 3.11. Daily Revenue Report

Source: Unigraha hotel 2024

c. Officer Check release

Officer check release is an employee consumption by head manager in Unigraha hotel, refers to verifying the consumption made by employees, such as food, drinks and other facilities in line with hotel Policies. Cost Control Check is completed, the data employee consumption can be approved for further finance processes.

d. Credit to cost

The Credit to Cost Hotel Unigraha refers to the ratio that compares the revenue generated by a specific department or service to the expenses incurred to operate that department or provide the service. This metric is used to assess the operational efficiency and profitability of the hotel's various departments.

e. Handling over bill city ledger to mill office

The city ledger bill is a transaction bill that occurred on that day, the cost of which are charged to guest company and must be submitted to the mill office to be charge.

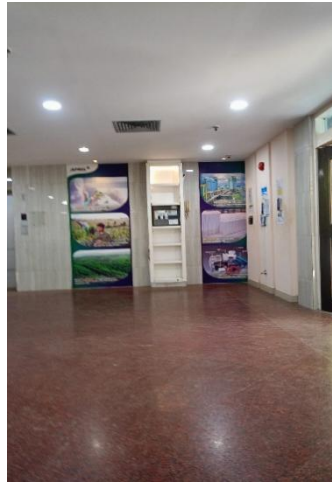


Figure 3.12. Mill Office
Source: PT. RAPP

f. Handling over expence claim to mill office

The expence claim is a request for reimbursement of expenses incurred by an employee or related party for work or business activities. In Unigraha hotel, an expense claims is typically used to request reimbursement to costs such as transportation, event employee, and other expenses related to job duties.

Figure 3.13. Expence Claim
Source: Hotel Unigraha

g. Handling checking breakdown breakfast & lunch buffet.

This process is usually done to ensure that all expenses related to providing the breakfast and lunch buffet are accurately recorded, including food ingredients, the number of guests, and other operational costs. This check is important for cost control and ensuring that the services provided align with the established budget.



Figure 3.13. Checking buffet
Source: Hotel Unigraha

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program at PT. Riau Andalan Pulp and Paper in Hotel Unigraha there is some conclusion as follow:

1. There were some kinds of job done during the apprenticeship in Front Office Department; Welcoming guests, answering phone calls, serving guests payment and posted payments, filing document, completing the foreigner registration form, and helping closing cashier, serving cek in and cek in out the guest. In Food Beverage and services; greeters, taking orders, helping closing cashier. In General Manager Departemen, posted credit to cost, daily revenue report, posted credit to cost the receiving form, handling over bill city ledger to mill office, handling over expense claim to mill office, and observation.
2. There were Hard Documents and Electronic Document used for activity while doing apprenticeship program. hard document such as: guest folio, guarantee letter, laundry price list, bill, inter department transfer, transportation bill, daily revenue report, store request, form request beverage and food, sales report, receiving form, daily inventory square 8 form, breakfast in house guest list form, in house guest report.

4.2 Suggestion

Don't hesitate to ask if there's something you don't understand. The ability to ask questions shows curiosity and a willingness to learn."

REFERENCES

PT. Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/>.
accessed on November 01st, 2024.

State Polytechnic of Bengkalis Profile., <http://polbeng.ac.id/>, Accessed on
November 01st, 2024.

APPENDICES

Appendix 1: Certificated of Internship



Certificate of Completion

This Certified that

DINA MARIANA

student of :

POLITEKNIK NEGERI BENGKALIS

Study Program : Language Department

(Diploma IV: English for Professional Business Communication)

Has successfully completed on the job Training at

Hotel Unigraha in Department of :

Front Office, FB Service, GMO

From July 17th, 2024 - November 30th, 2024



Hotel Unigraha, Telephone (62) 0761-95 555 Facsimile (62) 0761 95 666 PO. BOX 0511319 Pekanbaru - Riau, Sumatera - Indonesia 28300

Appendix 2 Evaluation Form

PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK HOTEL UNIGRAHA

NAMA : Dina Mariana
NIM : 5504211036
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Kampus : Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1	Disiplin	20%	78
2	Tanggungjawab	25%	85
3	Penyesuaian diri	10%	82
4	Hasil kerja	30%	82
5	Perilaku Secara Umum	15%	85
	Total Jumlah	100%	82,4

Keterangan :

Nilai : Kriteria
81-100 : Istimewa
71-80 : Baik sekali
66-70 : Baik
61-65 : Cukup Baik
56-60 : Cukup

Catatan:

Secara keseluruhan Dina Mariana memiliki Attitude yang baik serta memiliki tanggung jawab terhadap pekerjaan yang diberikan.

Hal-hal yang perlu ditingkatkan adalah kepercayaan diri serta kedisiplinan yang lebih baik lagi untuk meraih cita-cita yang lebih cemerlang/ diinginkan

Pangkalan Kerinci, 29 November 2024



Appendix 3. List of Attendance

ABSENSI MAGANG HOTEL UNIGRAHA PER JULY – DESEMBER 2024

Name : Dina Mariana

Bulan : July 2024

Date	Time In	Time Out	Sign
1 11/07/24 22/07	14:00	17:00	<i>Handwritten signature</i>
2 23/07/24	08:00	17:00	<i>Handwritten signature</i>
3 24/07/24	08:00	17:00	<i>Handwritten signature</i>
4 25/07/24	08:00	17:00	<i>Handwritten signature</i>
5 26/07/24	08:00	17:00	<i>Handwritten signature</i>
6 27/07/24	08:00	17:00	<i>Handwritten signature</i>
7 28/07/24	08:00	17:00	<i>Handwritten signature</i>
8 29/07/24	08:00	17:00	<i>Handwritten signature</i>
9 30/07/24	08:00	17:00	<i>Handwritten signature</i>
10 31/07/24	08:00	17:00	<i>Handwritten signature</i>
11		/	
12			
13			
14			
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29			
30			
31			

ABSENSI MAGANG HOTEL UNIGRAHA PER JULY – DESEMBER 2024

Name : Dina Mariana

Bulan : Agustus 2024

Date	Time In	Time Out	Sign
1	08:00	17:00	Inf
2	08:00	17:00	Inf
3	08:00	17:00	Inf
4	SUNDAY	SUNDAY	SUNDAY
5	08:00	17:00	Inf
6	08:00	17:00	Inf
7	08:00	17:00	Inf
8	08:00	17:00	Inf
9	08:00	17:00	Inf
10	08:00	12:00	Inf
11	SUNDAY	SUNDAY	SUNDAY
12	08:00	17:00	Inf
13	08:00	17:00	Inf
14	08:00 -	17:00 -	SICK
15	08:00	17:00	Inf
16	08:00	17:00	Inf
17	08:00	12:00	Inf
18	SUNDAY	SUNDAY	SUNDAY
19	08:00	17:00	Inf
20	08:00	17:00	Inf
21	08:00	17:00	Inf
22	08:00	17:00	Inf
23	08:00	17:00	Inf
24	08:00	12:00	Inf
25	SUNDAY	SUNDAY	SUNDAY
26	08:00	17:00	Inf
27	08:00	17:00	Inf
28	08:00	17:00	Inf
29	08:00	17:00	Inf
30	08:00	17:00	Inf
31	08:00	12:00	Inf

f

ABSENSI MAGANG HOTEL UNIGRAHA PER JULY – DESEMBER 2024

Name : Dina Mariana

Bulan : September 2024

Date	Time In	Time Out	Sign
1	SUNDAY	SUNDAY	SUNDAY
2	08:00	17:00	Inf
3	08:00	17:00	Inf
4	08:00	17:00	Inf
5	08:00	17:00	Inf
6	08:00	17:00	Inf
7	08:00	12:00	Inf
8	SUNDAY	SUNDAY	SUNDAY
9	08:00	17:00	Inf
10	08:00	17:00	Inf
11	08:00	17:00	Inf
12	08:00	17:00	Inf
13	08:00	17:00	Inf
14	-	-	Sick
15	ABSEN SUNDAY	SUNDAY	SUNDAY
16	08:00	17:00	Inf
17	08:00	17:00	Inf
18	08:00	17:00	Inf
19	08:00	17:00	Inf
20	08:00	17:00	Inf
21	08:00	12:00	Inf
22	SUNDAY	SUNDAY	SUNDAY
23	08:00	17:00	Inf
24	08:00	17:00	Inf
25	08:00	17:00	Inf
26	08:00	17:00	Inf
27	08:00	17:00	Inf
28	08:00	-	-
29	SUNDAY	SUNDAY	SUNDAY
30	08:00	17:00	Inf
31			

9

ABSENSI MAGANG HOTEL UNIGRAHA PER JULY – DESEMBER 2024

Name : Dina Mariana

Bulan : September 2024

Date	Time In	Time Out	Sign
1	SUNDAY	SUNDAY	SUNDAY
2	08:00	17:00	Inf
3	08:00	17:00	Inf
4	08:00	17:00	Inf
5	08:00	17:00	Inf
6	08:00	17:00	Inf
7	08:00	12:00	Inf
8	SUNDAY	SUNDAY	SUNDAY
9	08:00	17:00	Inf
10	08:00	17:00	Inf
11	08:00	17:00	Inf
12	08:00	17:00	Inf
13	08:00	17:00	Inf
14	-	-	SICK
15	08:00 SUNDAY	SUNDAY	SUNDAY
16	08:00	17:00	Inf
17	08:00	17:00	Inf
18	08:00	17:00	Inf
19	08:00	17:00	Inf
20	08:00	17:00	Inf
21	08:00	12:00	Inf
22	SUNDAY	SUNDAY	SUNDAY
23	08:00	17:00	Inf
24	08:00	17:00	Inf
25	08:00	17:00	Inf
26	08:00	17:00	Inf
27	08:00	17:00	Inf
28	08:00	-	-
29	SUNDAY	SUNDAY	SUNDAY
30	08:00	17:00	Inf
31			

f

ABSENSI MAGANG HOTEL UNIGRAHA PER JULY – DESEMBER 2024

Name : Dina Mariana

Bulan : Oktober 2024

Date	Time In	Time Out	Sign
1	08:00	17:00	<i>[Signature]</i>
2	08:00	17:00	<i>[Signature]</i>
3	08:00	17:00	<i>[Signature]</i>
4	08:00	17:00	<i>[Signature]</i>
5	08:00	12:00	<i>[Signature]</i>
6	SUNDAY	SUNDAY	SUNDAY
7	08:00	17:00	<i>[Signature]</i>
8	08:00	17:00	<i>[Signature]</i>
9	08:00	17:00	<i>[Signature]</i>
10	08:00	17:00	<i>[Signature]</i>
11	08:00	17:00	<i>[Signature]</i>
12	-	-	-
13	SUNDAY	SUNDAY	SUNDAY
14	-	-	SICK
15	08:00	17:00	<i>[Signature]</i>
16	08:00	17:00	<i>[Signature]</i>
17	08:00	17:00	<i>[Signature]</i>
18	08:00	17:00	<i>[Signature]</i>
19	08:00	17:00	<i>[Signature]</i>
20	SUNDAY	SUNDAY	SUNDAY
21	08:00	17:00	<i>[Signature]</i>
22	08:00	17:00	<i>[Signature]</i>
23	08:00	17:00	<i>[Signature]</i>
24	08:00	17:00	<i>[Signature]</i>
25	08:00	17:00	<i>[Signature]</i>
26	-	-	-
27	SUNDAY	SUNDAY	SUNDAY
28	08:00	17:00	<i>[Signature]</i>
29	08:00	17:00	<i>[Signature]</i>
30	08:00	17:00	<i>[Signature]</i>
31	08:00	17:00	<i>[Signature]</i>

ABSENSI MAGANG HOTEL UNIGRAHA PER JULY – DESEMBER 2024

Name : Dina Mariana

Bulan : November 2024


Date	Time In	Time Out	Sign
1	08:00	17:00	ad
2	08:00	17:00	ad
3	SUNDAY	SUNDAY	SUNDAY
4	08:00	17:00	ad
5	08:00	17:00	ad
6	08:00	17:00	ad
7	08:00	17:00	ad
8	SICK	SICK	SICK
9	08:00	12:00	ad
10	SUNDAY	SUNDAY	SUNDAY
11	08:00	08:00	ad
12	08:00	17:00	ad
13	08:00	17:00	ad
14	08:00	17:00	ad
15	08:00	17:00	ad
16	08:00	12:00	ad
17	SUNDAY	SUNDAY	SUNDAY
18	08:00	17:00	ad
19	08:00	17:00	ad
20	08:00	17:00	ad
21	08:00	17:00	ad
22	08:00	17:00	ad
23	08:00	12:00	ad
24	SUNDAY	SUNDAY	SUNDAY
25	08:00	17:00	ad
26	08:00	17:00	ad
27	National Holiday	National Holiday	National Holiday
28	08:00	17:00	ad
29	08:00	17:00	ad
30	08:00	17:00	ad
31	08:00	FINISH	

Appendix 4. Daily activities Apprenticeship

DAY: WEDNESDAY

DATE: JULY 17th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Training safety Induction		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Introduction to safety in the work are for employees and interns at the safety training center

DAY: THURSDAY

DATE: JULY 18th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Visiting Rukan PT. RAPP	Tengku Kespandiar	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Signatured proposal internship and getting ID Badgace as an identification during the internship program.

DAY: FRIDAY

DATE: JULY 19th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Visiting Rumah Batik Bono	Tengku Kespandiar	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Rumah Batik bono is one of community Development by PT. RAPPIN 2013. This program serves as a platform for batik artisans in Pelalawan Regency, Riau, to develop their batik-making skills and produce batik unique to the region.

DAY: MONDAY

DATE: JULY 22nd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Visiting April Learning Institute 2. Visiting Hotel Unigraha	Tengku Kespandiar	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		April Learning Institute (ALI) is the employee training and development center owned by APRIL Group.

DAY: TUESDAY

DATE: JULY 23rd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Understanding the fundamentals of front office 2. Filling	Sandy Lee	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Frist day as as an internship in Unigraha Hotel, the author just doing understanding the fundamentals of front office such us, type room, departement, facilities ect.

DAY: WEDNESDAY

DATE: JULY 24th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Understanding Tipe room and price Hotel Unigrah 2. Filling		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Second day, next to know the price of type room, price halth club, laundry, transportation price and also learning about grouping the document to filling.

DAY: THRUSDAY

DATE: JULY 25th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Understanding Tipe room and price Hotel Unigrah 2. Filling		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Activity in Hotel

DAY: FRIDAY

DATE: JULY 26th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> Understanding tipe of payment (TP, RP, IC) Filling 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		<p>Intern Company (IC), = PT. RAPP</p> <p>Related Party (RP) = Asia Pacific Rayon, PT. Eastindo Services.</p> <p>Third Party (TP) = payment by personal.</p>

DAY: SATURDAY

DATE: JULY 27th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Understanding tipe of payment (TP, RP, IC) 2. Filling		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Next day Learning about tipe of payment Intern Company (IC) and Related Party (RP) = payment by company uses city ledger Third Party (TP) = payment by personal.

DAY: MONDAY

DATE: JULY 29th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Welcoming Guest 2. Posted health club bill 3. Understanding how to completing the local and foreigner guest registration form		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		The author had been giving excellent first impression, posting all payment to power pro system, with righ code, and learn to completing registration of the guest

DAY: TUESDAY

DATE: JULY 30th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming Guest 2. Handling membership health club 3. Filling 4. Understanding how to completing the local and foreigner guest registration form 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		The author had been giving excellent first impression, posting all payment to power pro system, with righ code, and learn to completing registration of the guest

DAY: WEDNESDAY

DATE: JULY 31th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Posting payments 5. Filling		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		The author had been giving excellent first impression, posting all payment to power pro system, with righ code, and learn to completing registration of the guest

DAY: THRUSDAY

DATE: AUGUST 1st 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Welcoming guest 2. Answering phone calls 3. Serving guest payment and posting payments 4. Filling		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: FRIDAY

DATE: AUGUST 2nd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity

DAY: SATURDAY

DATE: AUGUST 3rd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity

DAY: MONDAY

DATE: AUGUST 5th 2024

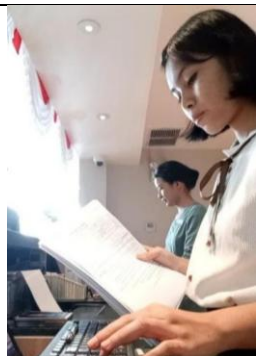
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity

DAY: TUESDAY

DATE: AUGUST 6th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity

DAY: WEDNESDAY

DATE: AUGUST 7th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity

DAY: THURSDAY

DATE: AUGUST 8th 2024

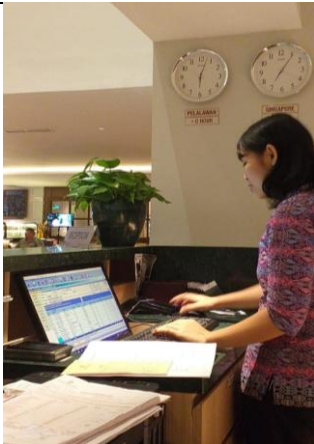
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity

DAY: FRIDAY

DATE: AUGUST 9th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: SATURDAY

DATE: AUGUST 10th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Posted laundry bill 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: MONDAY

DATE: AUGUST 12nd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		

DAY: TUESDAY

DATE: AUGUST 13rd 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		

DAY: THURSDAY

DATE: AUGUST 15th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Training 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activity, always giving excellent first impression, bring best information who guest needed, posting all payment to power pro system, with right code, filling document with tidy. Following training to improve knowledge in front office.

DAY: FRIDAY

DATE: AUGUST 16th 2024

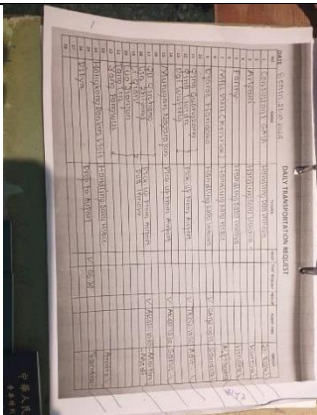
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activity, always giving excellent first impression, bring best information the guest needed, use standar greetings when answer phone, posting all payment to power pro system, with righ code, filling document with tidy.

DAY: SATURDAY

DATE: AUGUST 19th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Handling request transportation guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Is an activity that handling request transportation hotel guest to mill office, APY, Airport and also to another public place that guest needed.

DAY: MONDAY

DATE: AUGUST 20th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1	 <p>The image shows three passports standing upright: a red Malaysian passport, a green Taiwanese passport, and a grey Hong Kong passport. In front of them is a handwritten logbook with entries for 'Hong Kong', 'Yang Pangwita', 'Hongkong Bankers Visit', 'Handling Satu Hake', 'Ditya', 'Drop to Airport', and '06:30'.</p>	Daily routine activity, always giving excellent first impression, bring best information the guest needed, posting all payment to power pro system with righ code, filling document with tidy.

DAY: WEDNESDAY

DATE: AUGUST 21st 2024

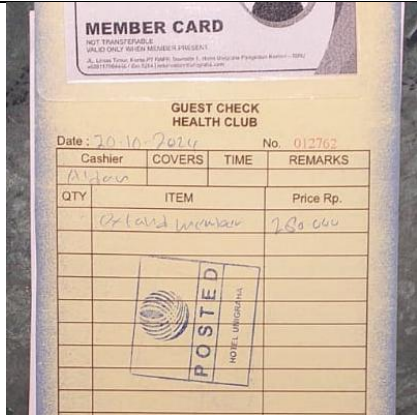
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Posted transportation bills 6. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest.

DAY: THRUSDAY

DATE: AUGUST 22nd 2024

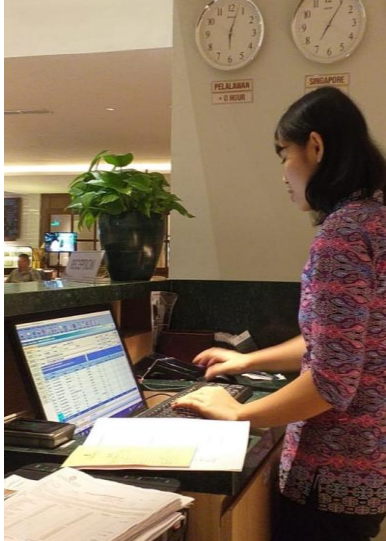
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Cek out Guest 6. Posted payment the health club membership 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest.

DAY: FRIDAY

DATE: AUGUST 23th 2024

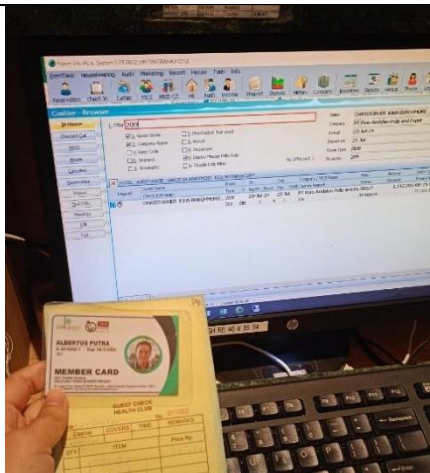
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest.

DAY: SATURDAY

DATE: AUGUST 24th 2024

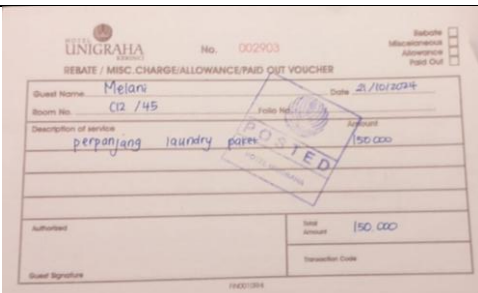
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Welcoming guest 2. Answering phone calls 3. Cek out Guest 4. Serving health club membership		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest.

DAY: MONDAY

DATE: AUGUST 26th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek in Guest 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest.

DAY: TUESDAY

DATE: AUGUST 27th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek in Guest 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest.

DAY: WEDNESDAY

DATE: AUGUST 28th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest

DAY: THURSDAY

DATE: AUGUST 29th 2024

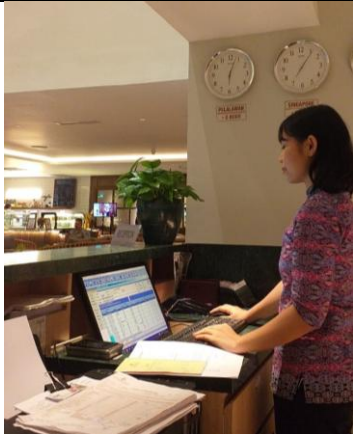
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Briefing 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in out guest

DAY: FRIDAY

DATE: AUGUST 30th 2024

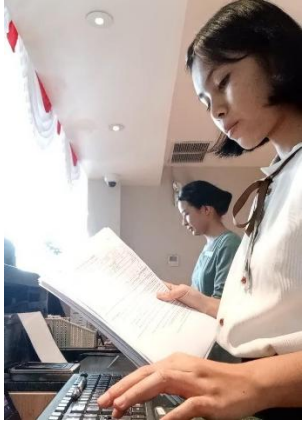
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest.

DAY: MONDAY

DATE: SEPTEMBER 2nd 2024

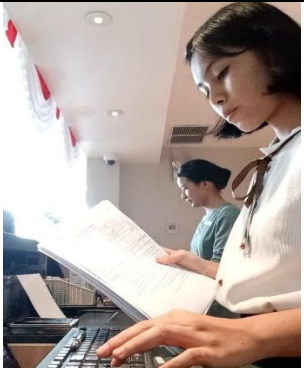
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek in Guest 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest

DAY: TUESDAY

DATE: SEPTEMBER 3rd 2024

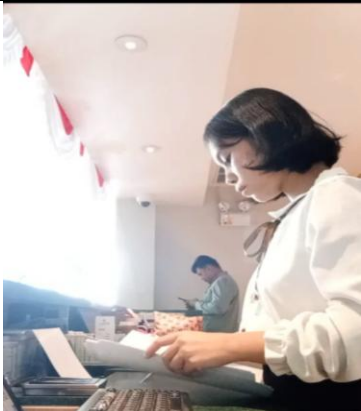
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: WEDNESDAY

DATE: SEPTEMBER 4th 2024

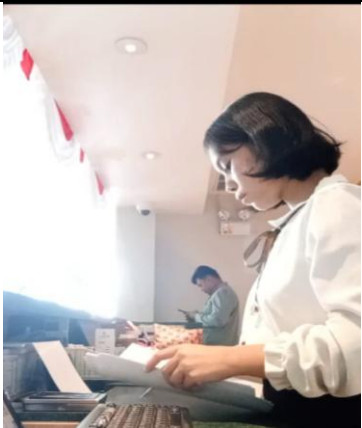
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Cek in guest 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: THURSDAY

DATE: SEPTEMBER 5th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: FRIDAY

DATE: SEPTEMBER 6th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: SATURDAY

DATE: SEPTEMBER 7th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 		
Notes by industrial coach			-


NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: MONDAY

DATE: SEPTEMBER 9th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

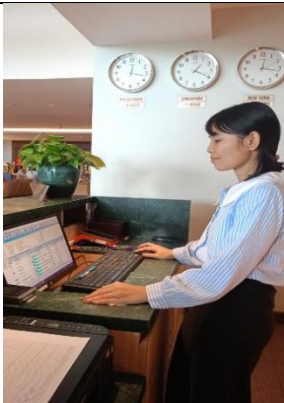
NO	WORKING	EXPLANATION
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1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.
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DAY: TUESDAY

DATE: SEPTEMBER 10th 2024

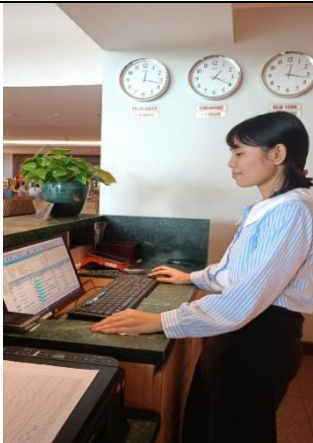
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: WEDNESDAY

DATE: SEPTEMBER 11th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: THRUSDAY

DATE: SEPTEMBER 12th 2024

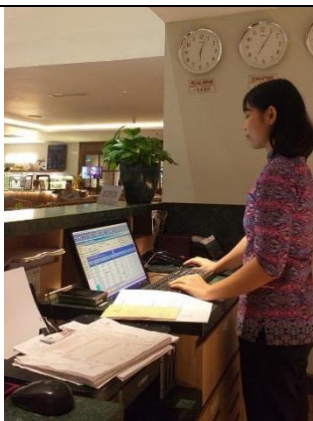
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: FRIDAY

DATE: SEPTEMBER 13th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, and posting all payment.

DAY: MONDAY

DATE: SEPTEMBER 16th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: TUESDAY

DATE: SEPTEMBER 17th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Cek out Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: WEDNESDAY

DATE: SEPTEMBER 18th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: THURSDAY

DATE: SEPTEMBER 19th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone and posting all payment.

DAY: RFIDAY

DATE: SEPTEMBER 20th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: SATURDAY

DATE: SEPTEMBER 21th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Completing the local guest and foreigner registration form 3. Serving guest payment and posting payments 		
Notes by industrial coach			-

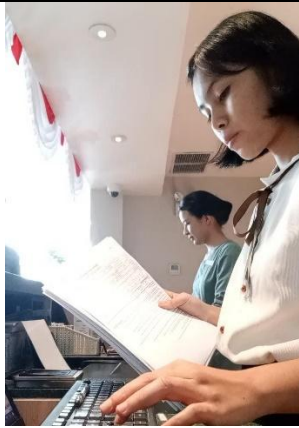
NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: MONDAY

DATE: SEPTEMBER 23rd 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE

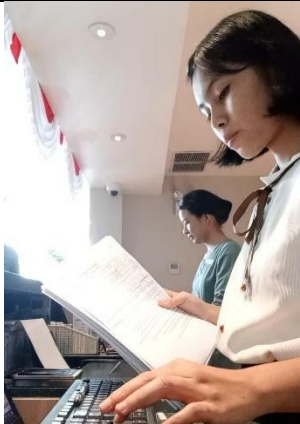
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: TUESDAY

DATE: SEPTEMBER 24th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: WEDNESDAY

DATE: SEPTEMBER 25th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: THURSDAY

DATE: SEPTEMBER 26th 2024

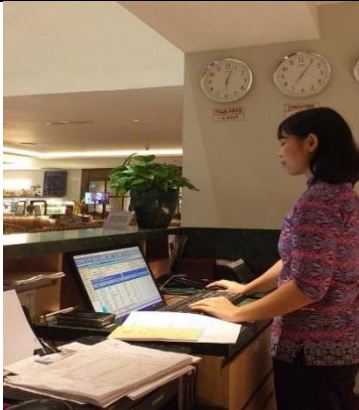
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: FRIDAY

DATE: SEPTEMBER 27th 2024

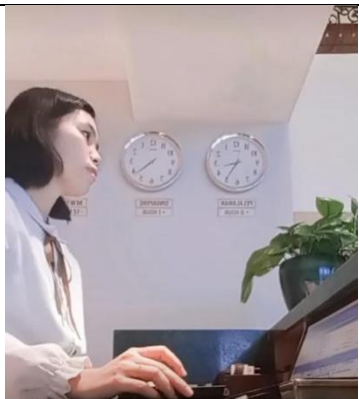
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 6. Closing Cashier 7. Cek out Guest 8. Cek in Guest 		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAY: MONDAY

DATE: SEPTEMBER 30th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Welcoming guest 2. Answering phone calls 3. Completing the local guest and foreigner registration form 4. Serving guest payment and posting payments 5. Filling 		
Notes by industrial coach			-


NO	WORKING	EXPLANATION
1		Daily Routine Activity, welcoming guest with excellent first impression, use standar greeting when answer the phone, posting all payment, serving cek in and cek in out guest, filling document with tidy.

DAILY ACTIVITY IN FOOD BEVERAGE AND SERVICE DEPARTEMENT

DAY: TUESDAY

DATE: OCTOBER 1st 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. And also, the author helping to process the final transaction reports.

DAY: WEDNESDAY

DATE: OCTOBER 2nd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. And also, the author helping to process the final transaction reports.

DAY: WEDNESDAY


DATE: OCTOBER 2nd 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. And also, the author helping to process the final transaction reports.


DAY: THURSDAY
DATE: OCTOBER 3rd 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greeting every one with a warm smile, and assisting them with any they need. And also, the author helping to process the final transaction reports.

DAY: FRIDAY
DATE: OCTOBER 4th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. And also, the author helping to process the final transaction reports.

DAY: SATURDAY

DATE: OCTOBER 5th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greeting every one with a warm smile, and assisting them with any they need. And also, the author helping to process the final transaction reports.

DAY: MONDAY

DATE: OCTOBER 7th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greeting every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: TUESDAY

DATE: OCTOBER 8th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: WEDNESDAY

DATE: OCTOBER 9th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: THURSDAY

DATE: OCTOBER 10th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: FRIDAY

DATE: OCTOBER 11th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: MONDAY

DATE: OCTOBER 14th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: TUESDAY

DATE: OCTOBER 15th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: WEDNESDAY

DATE: OCTOBER 16th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: THURSDAY

DATE: OCTOBER 17th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Greeter 2. Taking order 3. Dusting 4. Closing cashier 	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: FRIDAY

DATE: OCTOBER 18th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: SATURDAY

DATE: OCTOBER 19th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: MONDAY

DATE: OCTOBER 21th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Greeter 2. Taking order 3. Dusting 4. Closing cashier 	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: TUESDAY

DATE: OCTOBER 22th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: WEDNESDAY

DATE: OCTOBER 23th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: THURSDAY

DATE: OCTOBER 24th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Greeter 2. Taking order 3. Dusting 4. Closing cashier 	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: FRIDAY

DATE: OCTOBER 25th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: SATURDAY

DATE: OCTOBER 26th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Greeter 2. Taking order 3. Dusting 4. Closing cashier	Alifh Arya Putra	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		As a greeter the author have responsibility to create a welcoming and friendly atmosphere by greetings every one with a warm smile, and assisting them with any they need. The author helping to process the final transaction report and also practice to taking order

DAY: MONDAY

DATE: OCTOBER 28th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: TUESDAY

DATE: OCTOBER 29th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	2. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: MONDAY

DATE: OCTOBER 28th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: WEDNESDAY

DATE: OCTOBER 30th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: THRUSDAY

DATE: OCTOBER 31th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: FRIDAY

DATE: NOVEMBER 1st 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: TUESDAY

DATE: NOVEMBER 2nd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: MONDAY

DATE: NOVEMBER 4th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: TUESDAY

DATE: NOVEMBER 5th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: WEDNESDAY

DATE: NOVEMBER 6th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to cost	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: THURSDAY

DATE: NOVEMBER 7th 2024

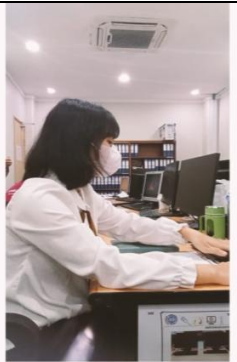
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Taking Daily Flash Report 2. Archieving Document 3. Handling Email 4. Handling over invoice to the Mill Office 5.	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Credit to cost is an activity transfer cost from departement to departement, doing by cost controller.

DAY: FRIDAY

DATE: NOVEMBER 8th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: MONDAY

DATE: NOVEMBER 11st 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank	Rico Marbun	
Notes by industrial coach			-


NO	WORKING	EXPLANATION
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1		Daily routine activities
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DAY: TUESDAY

DATE: NOVEMBER 12nd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: WEDNESDAY

DATE: NOVEMBER 13rd 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: THRUSDAY

DATE: NOVEMBER 14th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: FRIDAY

DATE: NOVEMBER 15th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank 	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: SATURDAY

DATE: NOVEMBER 16th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: MONDAY

DATE: NOVEMBER 18th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Rico Marbun	
Notes by industrial coach			-


NO	WORKING	EXPLANATION
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1		Daily routine activities
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DAY: TUESDAY

DATE: NOVEMBER 19th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 5. Depositing Cash to Mandiri Bank 	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: WEDNESDAY

DATE: NOVEMBER 20th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Handling over invoice to the Mill Office 4. Handling Expense Claim To the Mill Office 5. Handling Bill city Ledger to the Mill Office	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: THURSDAY

DATE: NOVEMBER 21st 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: FRIDAY

DATE: NOVEMBER 22nd 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email 	Rico Marbun	
Notes by industrial coach			-


NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: SATURDAY

DATE: NOVEMBER 23th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	<ol style="list-style-type: none"> 1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 	Rico Marbun	


	4. Handling Email		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: MONDAY

DATE: NOVEMBER 25th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Rico Marbun	
Notes by industrial coach			-


NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: TUESDAY

DATE: NOVEMBER 26th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
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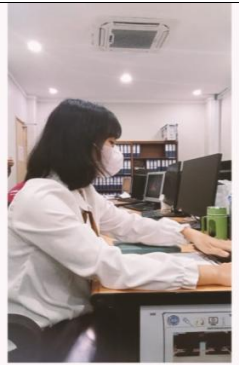
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: THURSDAY

DATE: NOVEMBER 28th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Taking Daily Flash Report 3. Archieving Document 4. Handling Email	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: FRIDAY

DATE: NOVEMBER 29th 2024


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. PRESENTATION		
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

DAY: SATURDAY

DATE: NOVEMBER 30th 2024

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	1. Credit to Cost 2. Archieving Document	Rico Marbun	
Notes by industrial coach			-

NO	WORKING	EXPLANATION
1		Daily routine activities

Appendix 5. Daily Activities Siakad State Politechnic of Bengkalis

polbeng.siakadcloud.com/siakad/set_kegiatankn/1133

Pembimbing Rincian Kegiatan

Nama Kegiatan magang kerja praktek Kelompok

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Sabtu, 30 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CTC INVENTORY	
2	Kamis, 28 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
3	Selasa, 26 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
4	Senin, 25 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
5	Jumat, 22 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
6	Kamis, 21 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
7	Rabu, 20 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	OBSERVASI FOOD	
8	Sabtu, 16 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	INVENTORY STORE	
9	Sabtu, 9 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	

Show hidden icons

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Politeknik Negeri Bengkalis

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 2024 Ganjil

Unit D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Jenis Kegiatan Kerja Praktek/PKL

Instansi PT Riau Andalan Pulp and Paper (RAPP)































Nama Kegiatan magang kerja praktek














Kelompok















































































No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Sabtu, 30 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CTC INVENTORY	

















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






10	Jumat, 8 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
11	Kamis, 7 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
12	Rabu, 6 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
13	Selasa, 5 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
14	Senin, 4 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DAILY FLASH REPORT	
15	Sabtu, 2 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CTC INVENTORY	
16	Sabtu, 2 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	pengawas ujian DLP	
17	Jumat, 1 November 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CTC INVENTORY	
18	Kamis, 31 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CTC INVENTORY	
19	Rabu, 30 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CTC INVENTORY	




























30	Rabu, 16 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	GREETERS	  
31	Selasa, 15 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	GREETERS	  
32	Selasa, 15 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	TRY TO MAKE A GLASS OF DRINK	  
33	Senin, 14 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	GREETERS	  
34	Jumat, 11 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	membuat materi training evaluation	  
35	Jumat, 11 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	GREETERS	  
36	Kamis, 10 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM RIAK ILMU (BELAJAR DARI TANDA SEKECIL APAPUN)	  
37	Kamis, 10 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	membuat materi training evaluation dan mengowas ujian DLP	  
38	Kamis, 10 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	GREETERS	  
39	Rabu, 9 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	COMPILE DATA KUESIONER MAHASISWA JURUSAN TEKNIK ELEKTRO	  

			Maharani		
40	Rabu, 9 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	membuat materi training evaluation	  
41	Rabu, 9 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	GREETERS	  
42	Selasa, 8 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MEMBUAT MODUL AJAR CANVA CLASS (BASIC)	  
43	Selasa, 8 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	membuat materi training evaluation	  
44	Selasa, 8 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	TRY TO MAKE A GLASS OF DRINK	  
45	Senin, 7 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211032 - Sakina Shepia Maharani	MENGEDIT KONTEN VIDEO (MANUSIA SPECIAL KARNA OTAKNYA)	  
46	Senin, 7 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211044 - Syarina Reviati Sofyan	membuat materi training evaluation	  
47	Senin, 7 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST.,MM	5504211036 - Dina Mariana	GREETERS	  
48	Sabtu, 5	8943540022 - TENGKU	5504211036 - Dina	GREETERS	  

50	Jumat, 4 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	GREETERS	  
51	Jumat, 4 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	pengawas ujian DLP	  
52	Kamis, 3 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	DOKUMENTASI ACARA JOB FAIR SMK 1 MEMPUA SIAK	  
53	Kamis, 3 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	GREETERS	  
54	Kamis, 3 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	pengawas ujian DLP	  
55	Rabu, 2 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM RIAK ILMU TENTANG (MANUSIA SPESIAL KARENA OTAKNYA)	  
56	Rabu, 2 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	GREETERS	  
57	Selasa, 1 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	EVALUASI NILAI DAN HASIL KELAS ENGLISH CORNER MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
58	Selasa, 1 Oktober 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	DASAR-DASAR FOOD SERVICE DEPARTEMEN	  
59	Kamis, 26 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	mengawas ujian DLP, mengimput data, english corner	  
60	Rabu, 25 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4	  
61	Rabu, 25 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
62	Rabu, 25 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	mengimput data, english corner	  
63	Selasa, 24 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 4	  
64	Selasa, 24 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	PENGISI ACARA SHARING SESSION PRODUCT KNOWLEDGE	  
65	Selasa, 24 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
66	Selasa, 24 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	sharing session, mengawas ujian DLP	  
67	September 2024	KESPANDIAR, ST_MM	Sakina Shepia Maharani	BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3	  
68	Kamis, 19 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
69	Kamis, 19 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	english corner	  
70	Rabu, 18 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3	  
71	Rabu, 18 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
72	Rabu, 18 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	english corner	  
73	Selasa, 17 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS MINGGU 3	  
74	Selasa, 17 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
75	September 2024	KESPANDIAR, ST_MM	Syarina Reviati Sofyan	english corner	  

90	Selasa, 17 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK IN VISITORS	  
91	Selasa, 17 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	english corner	  
92	Jumat, 13 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
93	Jumat, 13 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR/BU	  
94	Jumat, 13 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	english corner	  
95	Kamis, 12 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
96	Kamis, 12 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR/BU	  
97	Kamis, 12 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	memilah data dan english corner	  

106	Senin, 9 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MC VISIT DAN STUDY PABRIK MAHASISWA UNIVERSITAS GADJAH MADA	  
107	Senin, 9 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU VENDOR/BU	  
108	Senin, 9 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211044 - Syarina Reviati Sofyan	safety training, diskusi dan arahan pembagian divisi dari pembimbing	  
109	Minggu, 8 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MERINGKAS ARTIKEL THE SAGE GUIDE	  
110	Sabtu, 7 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENDESAIN FLYER UCAPAN (SELAMAT DAN SUKSES)	  
111	Sabtu, 7 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MEMBUAT KONTEN VIDEO SHARING SESSION BOOK BATCH 3	  
112	Sabtu, 7 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
113	Jumat, 6 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 4 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  

122	Senin, 2 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENDESAIN KARTU UCAPAN TERIMA KASIH/HADIAH	  
123	Senin, 2 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAWASI KARYAWAN UJIAN (DLP) DRIVING LICENCE PROCESS	  
124	Senin, 2 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
125	Sabtu, 31 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
126	Jumat, 30 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MASTER OF CEREMONY ACARA KULIAH TAMU PAK BUDI HARIANSYAH DI UNIVERSITAS RIAU	  
127	Jumat, 30 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
128	Kamis, 29 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	TAKE KONTEN VIDEO INSTAGRAM 2 (DUNNING KRUGGER EFFECT)	  
129	Kamis, 29 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	ARSIP BILL LAUNDRY	  
130	Rabu, 28 Agustus 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MONITOR KELAS ENGLISH CORNER KARYAWAN	  

114	Jumat, 6 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
115	Jumat, 6 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
116	Kamis, 5 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 3 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
117	Kamis, 5 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
118	Rabu, 4 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 2 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
119	Rabu, 4 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  
120	Selasa, 3 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211032 - Sakina Shepia Maharani	MENGAJAR TRAINING KELAS ENGLISH CORNER BATCH 1 MAHASISWA D3 TEKNOLOGI PULP DAN KERTAS	  
121	Selasa, 3 September 2024	8943540022 - TENGKU KESPANDIAR, ST_MM	5504211036 - Dina Mariana	CEK OUT TAMU	  

