

APPRENTICESHIP REPORT
PT. BINA PERTIWI PEKANBARU BRANCH
BRANCH ADMINISTRATION DIVISION
PEKANBARU - RIAU

NUR AZURA
Reg. Number: 5504211028



ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025

APPROVAL SHEET
APPRENTICESHIP REPORT
PT. BINA PERTIWI PEKANBARU
BRANCH ADMINISTRATION DIVISION (BA)

Written as one of the condition for completing Apprenticeship

Nur Azura
5504211028

Pekanbaru – Riau, December 19th, 2024

PT. Bina Pertiwi Pekanbaru
Branch Administration Supervisor

Advisor


Anggi Kurniawan



Arita Destianingsih, M.Pd
NIP. 199012232024212036

Approved by:
Head of English for Business and Professional Communication Study Program
State Polytechnic of Bengkalis



Fanalisa Elfa, M.Pd
NIP. 198510082019032015

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Nur Azura, Reg Number 5504211028** who did the apprenticeship at PT. Bina Pertiwi Pekanbaru Branch, started from August 19th to December 19th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 08th, 2025

Acceptance by:

Advisor



Arita Destianingsih, M.Pd
NIP. 199012232024212036

Approved by:

Head of English for Business and Professional Communication Study Program
State Polytechnic of Bengkalis




Fanalisa Elfa, M.Pd
NIP. 198510082019032015

ACKNOWLEDGEMENT

Praise be to Allah, the Lord of all the worlds. First and foremost, I would like to say my sincere thanks to Allah, the Almighty, the Most Gracious, and the Most Merciful, for His blessings during my studies and who always provides health, both physical health and spiritual health, and provides opportunities for me to be able to complete the apprenticeship report.

All students at the State Polytechnic of Bengkalis are required to be involved in this apprenticeship program, especially the Language Departments, in order to apply their knowledge and experience to support knowledge that gained from lectures. Both the writers and the readers should find this report to be more creative and knowledgeable. I would like to express my gratitude to everyone who helped with the apprenticeship process up until the proper preparation of this report. On this occasion, the author would like to express gratitude to the parties concerned, namely:

1. Mr. Jhony Custer, ST., MT as the director of State Polytechnic of Bengkalis.
2. Mrs. Diah Paramita Sari, M.Pd as the head of Language Department.
3. Mrs. Fanalisa Elfa, M, Pd as the Head of D-IV English for Business and Professional Communication Study Program.
4. Mrs. Arita Destianingsih, M.Pd as the coordinator of the apprenticeship of English for Business and Professional Communication Study Program and also as my advisor of my job training program.
5. Mr. Anggi Kurniawan as apprenticeship mentor and Branch Administration Supervisor at PT. Bina Pertiwi Pekanbaru Branch.
6. Many thanks for Mrs. Ayu, Mrs. Anggun and Mrs. Putri and Mrs. Wulan as staff Branch Administration.
7. I offer my special thanks to my beloved father Rusli and mother Marlina and my younger brothers M. Reza Saputra and Muhammad Zikrul Hakim, also all my family members who always provide support, love, and prayer for me.
8. The last but not least, I am also very grateful to *someone* who have given me the best advice and always listened to my daily grievances, and shared happy and sad moment.

9. My deepest gratitude to all of my friends, I would like to offer my special thanks for your kindness and be the best always.

May Allah give the rewards to all the kindness and sincerity that has been shown. I realizes that this Apprenticeship Report may have something new for improvement, and I warmly welcome any feedback and suggestions. It is my sincere hope that this Apprenticeship Report will serve as a valuable resource for all interested parties in the future.

Bengkalis, December 19th 2024
Best Regards,

Nur Azura
Reg. Number: 5504211028

TABLE OF CONTENTS

COVER

APPROVAL SHEET	ii
ACCEPTANCE SHEET	iii
ACKNOWLEDGEMENT	iv
TABLE OF CONTENTS.....	vi
LIST OF FIGURES	viii
LIST OF TABLES	ix
LIST OF APPENDICES.....	x

CHAPTER I INTRODUCTION.....1

1.1 Background of the Apprenticeship	1
1.2 Purposes of the Apprenticeship	3
1.3 Significances of the Apprenticeship	3

CHAPTER II GENERAL DESCRIPTION OF THE COMPANY5

2.1 Company History	5
2.2 Vision and Mission.....	8
2.3 Kind Of Business	8
2.4 Organization Structure	11
2.5 The Working Process	13
2.6 Document Used for Activity	15

CHAPTER III SCOPE OF THE APPRENTICESHIP18

3.1 Job Description.....	18
3.2 System and Procedure	20
3.3 Place of Apprenticeship	28
3.4 Kind and Description of the Activity	28

CHAPTER IV CONCLUSIONS AND SUGGESTIONS	45
4.1 Conclusion	45
4.2 Suggestion.....	46
REFERENCES	48
LIST OF APPENDICES.....	49

LIST OF FIGURES

Figure 2. 1	PT. Bina Pertiwi.....	5
Figure 2. 2	PT. Bina Pertiwi.....	6
Figure 2. 3	Unit Sales of PT. Bina Pertiwi.....	9
Figure 2. 4	Spare Partsof PT. Bina Pertiwi	10
Figure 2. 5	Rental Service of PT. Bina Pertiwi.....	10
Figure 2. 6	Service of PT. Bina Pertiwi	11
Figure 2. 7	The Organization Structure of PT. Bina Pertiwi Pekanbaru.....	12
Figure 2. 8	The Working Process during Apprenticeship.....	15
Figure 2. 9	Document of Price list Product PT. Bina Pertiwi	16
Figure 2. 10	Document of Layout Emergency Response Plan (ERP)	16
Figure 2. 11	Document of Data Marine and Shipyard Industries Baatam	17
Figure 2. 12	Document of Asset Inspection Data	17
Figure 3. 1	Creating and Handling Content	18
Figure 3. 2	Updating Company Asset.....	19
Figure 3. 3	Managing Social Media Account	19
Figure 3. 4	Preparing the Sales Activities.....	20
Figure 3. 5	Designing for Graphic	20
Figure 3. 6	Process of Creating Content	22
Figure 3. 7	Process of Updating Company Asset	23
Figure 3. 8	Process of Social Media Management.....	25
Figure 3. 9	Process of Preparing the Sales Activities	26
Figure 3. 10	Process of Designing for Graphic.....	27

LIST OF TABLES

Table 3. 1	The working schedule of apprenticeship	28
Table 3. 2	Daily Activities from August 19 th to August 23 rd 2024.....	28
Table 3. 3	Daily Activities from August 26 th to August 30 th 2024.....	30
Table 3. 4	Daily Activities from September 02 nd to September 06 th , 2024	32
Table 3. 5	Daily Activities from September 09 th to September 13 rd , 2024.....	33
Table 3. 6	Daily Activities from September 16 th to September 20 th , 2024.....	34
Table 3. 7	Daily Activities from September 23 rd to September 27 th , 2024.....	35
Table 3. 8	Daily Activities from September 30 th to October 04 th , 2024	36
Table 3. 9	Daily Activities from October 07 th to October 11 st , 2024.....	37
Table 3. 10	Daily Activities from October 14 th to October 18 th , 2024	38
Table 3. 11	Daily Activities from October 21 st to October 24 th , 2024.....	40
Table 3. 12	Daily Activities from October 31 st to November 01 st , 2024	40
Table 3. 13	Daily Activities from November 04 th to November 08 th , 2024	41
Table 3. 14	Daily Activities from November 11 st to November 13 rd , 2024	42
Table 3. 17	Daily Activities from December 02 nd to December 06 th , 2024.....	43
Table 3. 19	Daily Activities from December 16 th to December 19 th , 2024	44

LIST OF APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter	49
Appendix 2 : Apprenticeship Letter.....	50
Appendix 3 : Evaluation Result	51
Appendix 4 : Certificate from the Company.....	52
Appendix 5 : List of Attendance	53
Appendix 6 : Daily Activities	58
Appendix 7 : Logbook	73
Appendix 8 : Documentation during Apprenticeship	79

CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

In today's era of global competition, education is expected to play a vital role in supporting all aspects needed to contribute thoughts and real work in developing the nation and state. Besides that, in an academic setting related to the field of study, an apprenticeship is an entire array of activities that includes both theoretical understanding and practical application of knowledge. Apprenticeship can improve students' understanding, expertise, and abilities while empowering them to face current issues by putting education concepts into practice. In order to ensure that students can comprehend and apply their academic knowledge of their chosen field, the apprenticeship is designed. It also gives students the opportunity to experience a professional setting and work environment that complements their course of study. An apprenticeship exposes students directly to the breadth of the working world, which is a learning process. The apprenticeship program represents one of the activities that has been implemented annually and is required for every student at State Polytechnic of Bengkalis.

State Polytechnic of Bengkalis established in 2000, holds the distinction of being the first polytechnic in Riau, Indonesia. The State Polytechnic of Bengkalis is a public vocational college located in Sungai Alam Village, Bengkalis, Riau. The college has eight main departments offering eighteen different study programs. These departments include Maritime, Business Administration, Information Technology, Mechanical Engineering, Electrical Engineering, Civil Engineering, Naval Engineering, and Language Department. The State Polytechnic of Bengkalis offers three levels of education that is D2 (2-year diploma), D3 (3-year diploma), and D4 (4-year diploma). One of its standout programs is in the Language Department, that provides D4 English for Business and Professional Communication study programs. The study program was created to develop professionals in field of study like public relations, marketing communications,

digital marketing, social media management, copywriting, content creation, and translation or interpreting.

One of the most important connections between academic learning and real-world situations in Indonesian higher education is the evolution of vocational education through the Diploma Four (D-IV) program. According to Kemendikbud's Ministry of Education and Culture, this program match scheme was created in cooperation with industry partners and ensures 60% practical and 40% theoretical learning. This program allows students to apply what they have learned in the classroom to real-world situations through strategic partnerships with top government agencies and corporations. Industry partners like PT Bina Pertiwi place a high value on the technical skills (hard skills) and soft skills (communicative, leadership, and teamwork) that students acquire through these collaborations. In addition to producing highly competent graduates, the program hopes to prepare students to lead, create, and innovate in their fields in the future. PT Bina Pertiwi, a part of PT United Tractors Tbk that specializes in the sale and rental of heavy equipment, provides students with special opportunities in this context through the application of apprenticeship. PT Bina Pertiwi's changing and globally-focused work environment enables students to apply their college-acquired academic understanding to practical processes at workplace.

Apprenticeship at PT Bina Pertiwi exposes interns to three primary areas, that are digital marketing and marketing communication. All of which are extremely pertinent to the needs of the contemporary industry. In addition to giving students the chance to practice their knowledge in a real-world business setting, this experience helps them better grasp digital marketing tactics and successful business communication concepts. However, the era of digitalization constantly evolving and understanding digital marketing strategies is becoming increasingly crucial. Students can learn the latest techniques in optimizing the company's online presence, analyzing digital marketing data, and designing effective campaigns for PT Bina Pertiwi's products. Besides that, the aspect of Marketing Communication gives students the opportunity to hone their skills in creating persuasive and effective messages for various audiences. They can be involved in the preparation

of promotional materials, management of the company's social media, and the development of communication strategies that support the business goals of PT Bina Pertiwi. This experience is very valuable in improving business communication skills in both Bahasa and English.

1.2 Purposes of the Apprenticeship

In general, the purpose of the apprenticeship is one of the activities for students of English for Business and Professional Communication study program in completing their studies. The objectives of conducting apprenticeship are to achieve the expected results, which are as follows:

1. To describe job descriptions during practical work
2. To explain practical workplace systems and procedures
3. To find out the obstacles and solutions during practical work
4. To fulfil the graduation requirements for the D-IV English for Business and Professional Communications study program at Language Department, State Polytechnic of Bengkalis.

1.3 Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis:

1. For Students

Students will gain the following benefits through participation in this apprenticeship program:

- a. Students have the opportunities to transform academic knowledge into practical work experience.
- b. Students can develop analytical and problem-solving capabilities in a professional setting.
- c. Students enable to establish professional networks and build their career portfolio.
- d. To help students acquire industry-specific skills aligned with their field of study.

- e. Students can develop professional communication competencies.

2. For Companies

Companies and institutions that accept students participating in apprenticeship programs also get the benefit from implementing these programs, including:

- a. Companies will get support from the student interns that provide invaluable to organizations by helping with daily tasks, optimizing methods of operation, and lowering the employee assignments.
- b. The company can improve the business's reputation in the field of education, the collaboration with educational institutions gives it access to a collect of potential employees whose abilities and professional work values have been established during their internship.
- c. The apprenticeship program can help academics and businesses find alternative candidates for employees who are renowned for their quality, commitment, and credibility, businesses and the education sector collaborate.

3. For State Polytechnic of Bengkalis

There are some benefits of the State Polytechnic of Bengkalis's implementation of the apprenticeship program:

- a. State Polytechnic of Bengkalis receives companies feedback and evaluations that related to curriculum development and learning processes for students who take part in Practical Work which can improve the quality of their graduates through practical work experience.
- b. Through apprenticeship programs, the State Polytechnic of Bengkalis can test their students' skills in real work situations, helping them see if students can apply what they learned in class.
- c. The State Polytechnic of Bengkalis can build stronger connections with companies, helping them understand what companies need and how to better prepare their students for work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

PT Bina Pertiwi is one of the leading companies in Indonesia operating in various strategic industrial sectors. Founded on November 15, 1976, the company has shown significant development for more than four decades. The main focus of PT Bina Pertiwi are Agriculture, Material Handling, Power and Energy, Construction Machinery, and After Market Parts Solution. This diversity of sectors reflects the company's commitment to providing comprehensive solutions for various industrial needs in Indonesia.



Figure 2. 1 PT. Bina Pertiwi
Source: PT. Bina Pertiwi

As a wholly owned by PT United Tractors Tbk (UT), which is also part of the PT Astra International Tbk, PT Bina Pertiwi has a strong foundation and support from its solid management team. This enables PT Bina Pertiwi to continue growing and innovating in providing the best services to its customers.

PT Bina Pertiwi has a network of branch offices spread across various strategic regions in Indonesia, one of which is the Pekanbaru branch. PT Bina Pertiwi's Pekanbaru branch plays an important role in the company's distribution and service strategy, especially for the central and northern Sumatra regions. This branch is responsible for supplying the areas of Padang, Pekanbaru Riau, and the Kepulauan Riau, Batam. With this wide coverage area, PT Bina Pertiwi's Pekanbaru

branch becomes an important center in supporting the industrial needs of the region, especially in the agricultural, forestry, and other industries that are the company's focus.

The presence of the Pekanbaru branch strengthens PT Bina Pertiwi's commitment to providing fast, efficient, and responsive services to customers in the Sumatra region. This aligns with the company's philosophy of building long-term partnerships with customers and providing solutions tailored to the specific needs of each region. The year 2019 became an important milestone in the history of PT Bina Pertiwi, where the company made a significant expansion by adding product lines previously managed by Andalan Multi Kencana. This strategic step was taken with the aim of strengthening the company's business position through diversification of business lines and products, particularly in the after-market sector focusing on the mining industry. This decision reflects the company's adaptive ability to respond to market dynamics and increasingly diverse customer needs.

The business expansion carried out by PT Bina Pertiwi is not only limited to adding product lines but also includes expanding service coverage. The company is present throughout Indonesia through a network of widely distributed branch offices and representatives. This comprehensive presence allows PT Bina Pertiwi to provide fast, efficient, and responsive services to customers in various strategic locations throughout the country.



Figure 2. 2 PT. Bina Pertiwi
Source: PT. Bina Pertiwi

One of PT Bina Pertiwi's competitive advantages lies in the quality of its human resources. The company is supported by a team of competent employees and solid management. The combination of deep industry experience and a high spirit of innovation allows PT Bina Pertiwi to continue to grow and adapt to dynamic market changes. PT Bina Pertiwi's commitment to customer service is manifested in various aspects of its operations. The company consistently strives to improve its reach and capabilities to meet diverse customer demands. This includes ensuring adequate availability of spare parts, providing reliable repair services, and maintenance services handled by certified mechanics. Furthermore, PT Bina Pertiwi also provides operator training programs, ensuring that customers not only get quality products but also the knowledge and skills to operate them optimally.

Innovation and continuous improvement have become a work ethic inherent in PT Bina Pertiwi's culture. The company is committed to continuously evaluating and refining every aspect of its business. The goal is to always be able to provide the best and leading solutions for customers, ensuring that PT Bina Pertiwi remains relevant and competitive amidst the ever-evolving industrial landscape. Throughout its journey, PT Bina Pertiwi has proven itself as a reliable and trustworthy business partner. The company not only focuses on product sales but also on building long-term relationships with customers. This approach is reflected in the company's business philosophy which emphasizes partnership, not just mere transactions. PT Bina Pertiwi strives to deeply understand the specific needs of each customer, allowing the company to offer truly customized and effective solutions.

As part of its commitment to sustainability and social responsibility, PT Bina Pertiwi is also active in various initiatives aimed at making a positive impact on society and the environment. The company realizes that business success must go hand in hand with contributions to sustainable development. Therefore, PT Bina Pertiwi continues to strive to integrate sustainability principles into every aspect of its operations, from product selection to daily business practices.

2.2 Vision and Mission

In order to achieve its objectives and provide a motivating factor for executing its programs, every company, including PT Bina Pertiwi, needs a vision and mission. PT Bina Pertiwi has the following vision and mission:

2.2.1 Vision

To become the leading and most trusted company in its industry in providing integrated solutions to customers.

2.2.2 Mission

1. Prioritize excellent partnership values with customers and suppliers, both domestic and international, in the Agriculture, Industrial, Construction, Mining, and Energy sectors.
2. Ensure products and services provided meet customer needs and support sustainability.
3. Provide the right environment for talent to continuously improve capabilities and productivity.
4. Sustainable shareholder value.
5. Become a source of pride for the nation and country.

2.3 Kind Of Business

PT Bina Pertiwi operates as an integrated solutions provider specializing in the field of Agriculture, Industrial, Construction, Mining, and Energy sectors. The company focuses on delivering comprehensive equipment and machinery solutions alongside innovative business support services. The company's operations include several activities as described below:

1. Unit Sales

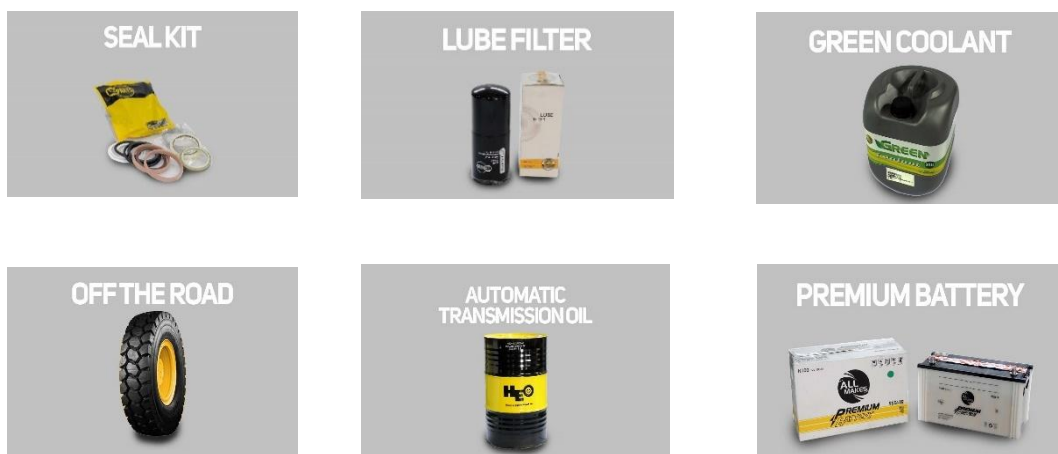
PT Bina Pertiwi offers a wide range of heavy equipment and machinery including tractors, combine harvesters, forklifts, gensets, light towers, telehandlers, and transporters. This diverse portfolio caters to various sectors such as agriculture, construction, and industrial applications, enabling customers to access high-quality equipment for their operational needs.



Figure 2. 3 Unit Sales of PT. Bina Pertiwi
Source: PT.Bina Pertiwi

2. Spare Parts Solutions & After-Sales

The company provides comprehensive after-sales support through their spare parts, offering genuine parts and components for all their equipment. This service includes various essential parts like undercarriage, ground engaging tools, filters, tires, fluid connector groups, batteries, and lubricants, ensuring optimal equipment performance and longevity.



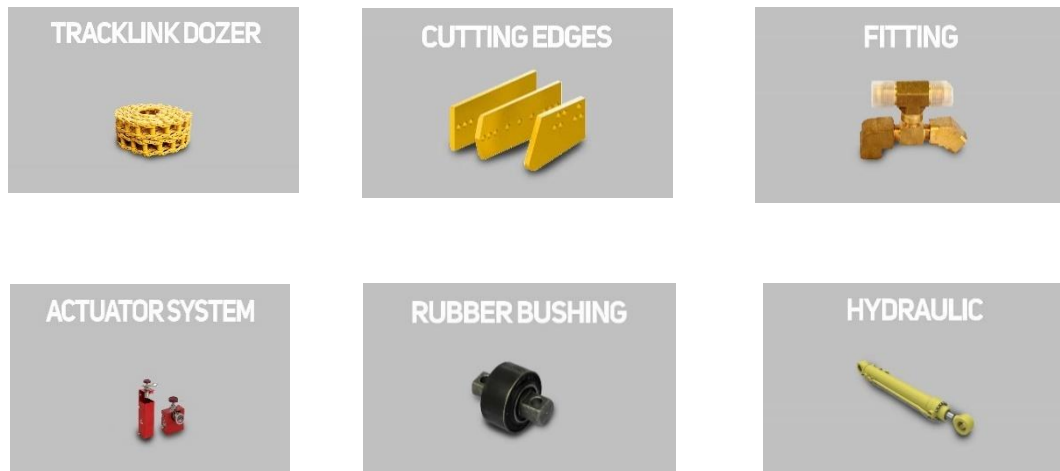


Figure 2. 4 Spare Partsof PT. Bina Pertiwi
Source: PT. Bina Pertiwi

3. Rental Services

PT Bina Pertiwi maintains a rental that allows customers to access their equipment without the need for full purchase. This flexible solution enables clients to obtain necessary machinery for specific project durations, providing a cost-effective alternative to purchasing.



Figure 2. 5 Rental Service of PT. Bina Pertiwi
Source: PT. Bina Pertiwi

4. Service Solutions

The company offers extensive maintenance and support services, including regular service packages, periodic maintenance contracts, lubricant analysis programs, full maintenance contracts, machine inspection programs, service calls, general overhaul, and genset installation services. This comprehensive service portfolio ensures their clients receive professional support throughout their equipment's lifecycle, maximizing operational efficiency and minimizing downtime.



Figure 2. 6 Service of PT. Bina Pertiwi
Source: PT. Bina Pertiwi

2.4 Organization Structure

The organization structure of PT. Bina Pertiwi showcasing how the company distributes responsibilities and authority throughout its various departments, with each unit having specific duties. The organizational arrangement that clearly delineates the functions and responsibilities of each department. Figure 2.7 below shows the organizational structure of PT. Bina Pertiwi Pekanbaru Branch as follows:

STRUKTUR ORGANISASI PT.BINA PERTIWI CABANG PEKANBARU

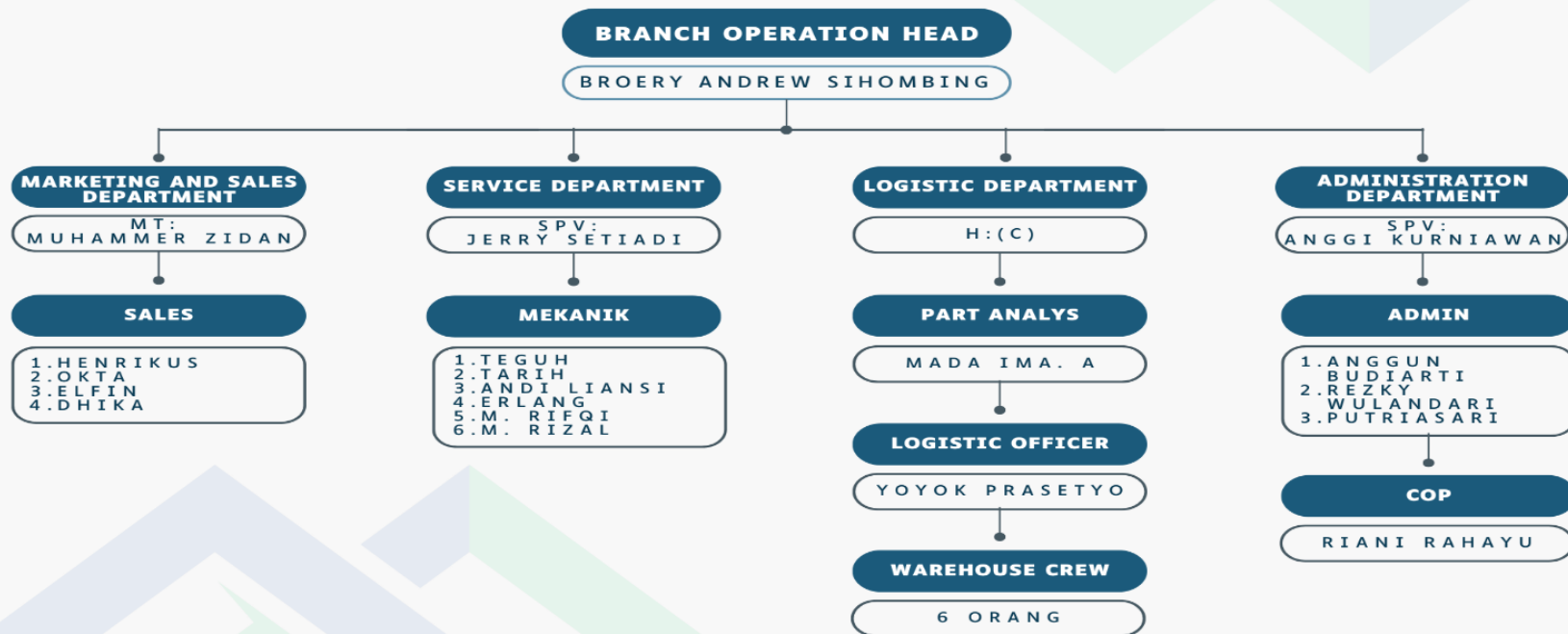


Figure 2. 7 The Organization Structure of PT. Bina Pertiwi Pekanbaru

Source: PT. Bina Pertiwi

2.5 The Working Process

The Branch Administration Division serves as the backbone of a company, acting as the central system that keeps everything running smoothly. Much like how our brain controls our body's functions, this division oversees and manages all the essential daily operations that keep the business functioning properly. Branch Administration Division make sure that different departments can work together effectively and that the company stays organized. One of the division's most important roles is handling all legal matters and making sure the company follows the rules. The Branch Administration Division also take care of writing and reviewing contracts, managing any complaints that come up, and ensuring that every part of the business follows local and national laws. This work is crucial because it helps protect the company from legal problems and keeps operations running within proper guidelines.

Beyond legal matters, the Branch Administration Division helps maintain smooth internal processes throughout the company. However, this division handle important paperwork, coordinate between different departments, and support the company's goals and strategies. By managing these essential tasks, that help create an organized and efficient workplace where other departments can focus on their specific jobs without worrying about administrative details. The work of Branch Administration Division, while often behind the scenes, is vital for the company's success and growth.

The Branch Administration Division also plays a key role in financial administration, managing accounts receivable, tracking and managing incoming payments, maintaining financial records, and ensuring timely collection of outstanding invoices. This function is critical for maintaining the organization's cash flow and financial health, as the team works closely with finance Division to reconcile accounts, manage billing processes, and implement effective financial tracking systems. Furthermore, the Branch Administration Division is responsible for comprehensive management of organizational infrastructure and assets, including maintaining and tracking company equipment and resources, managing office spaces and facilities, coordinating procurement of necessary supplies and

equipment, implementing maintenance schedules, and developing and updating asset management protocols.

In terms of safety and workplace culture, the Branch Administration Division develops and implements safety training programs, enforces workplace safety guidelines, creates initiatives to promote a positive work environment, manages employee well-being programs, and develops cultural integration strategies. Beyond these specific areas, the Branch Administration Division provides comprehensive operational assistance, managing communication systems, coordinating interdepartmental activities, supporting human resources functions, maintaining organizational documentation, and providing logistical support for various company initiatives.

However, in the modern technology-driven business landscape, the Branch Administration Division is also responsible for managing internal communication technologies, supporting digital infrastructure, implementing and maintaining administrative software systems, ensuring data management and protection, and supporting digital transformation initiatives. While often working behind the scenes, the Branch Administration Division is fundamental to an organization's success, creating a stable, efficient environment that allows other divisions to focus on their core business objectives. By providing comprehensive support, managing critical processes, and ensuring organizational efficiency, this division plays a strategic role in the company's overall performance and growth.

The Branch Administration also help plan for unexpected problems and changes in the company. This division make sure there are backup plans ready if something goes wrong, and help everyone adjust when the company needs to make the changes. The Branch Administration Division might work quietly in the background, but this work is very important. It's help keep everything organized so other departments can focus on their own work without worrying about these day-to-day details.

During the internship at PT Bina Pertiwi Pekanbaru, the author actively participated in numerous activities and projects, which are documented in this report as follow:

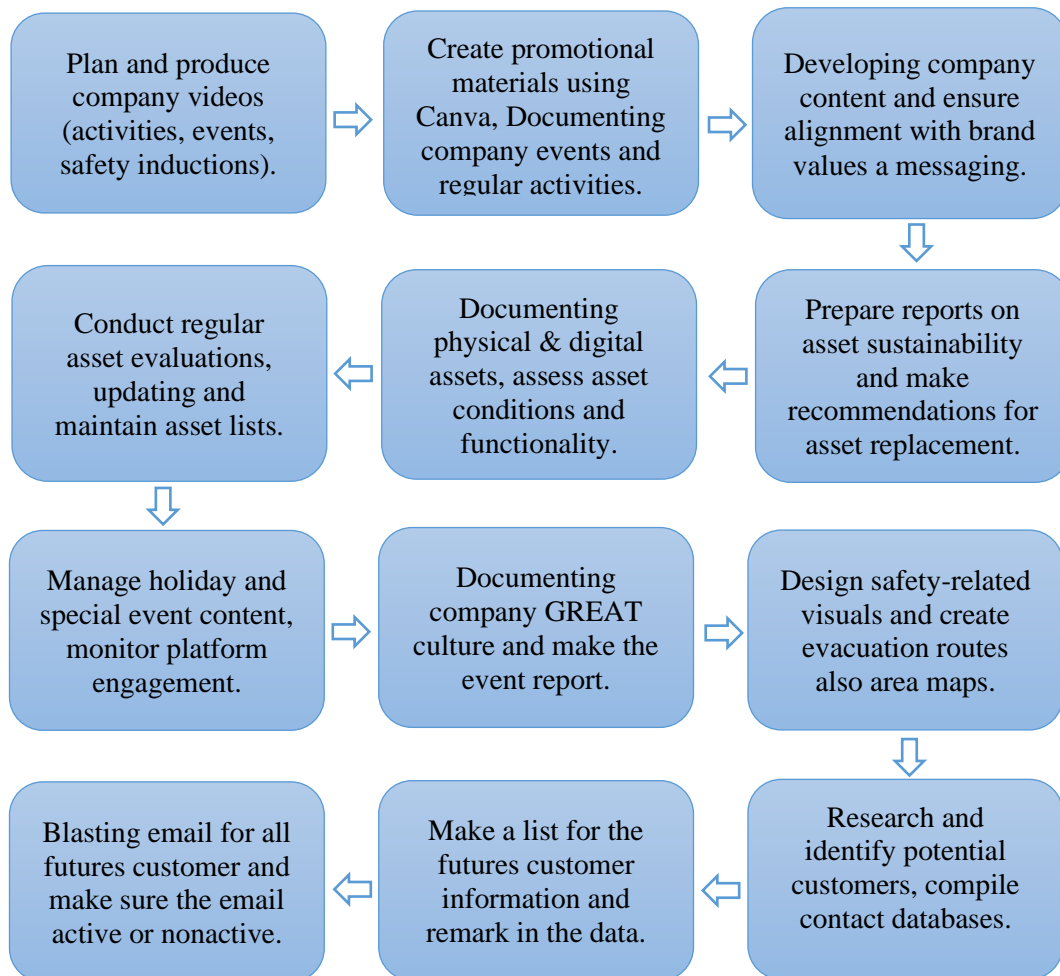


Figure 2. 8 The Working Process during Apprenticeship

Source: Processed data 2024

2.6 Document Used for Activity

During the author's apprenticeship at PT. Bina Pertiwi, specifically in the Branch Administration Division, author learned how to use and comprehend a number of documents for administrative task and the documents listed below:

1. Price list Product from Business Consultant

Price list is document or information containing a list of prices for products or services offered by a business. Price lists play an important role in helping

consumers and clients understand the applicable prices, making it easier for them to select and compare products or services that match their needs and budget.

PN	DESCRIPTION	QTY	Price Normal	Price Promo	Disc	Total Bulky	Total Paket	Qty Package
20Y-25-21100A	[OS]SWING CIRCLE ZX110 ITR	1	46,622,000	14,700,000	68%	210,000,000	480,000,000	21
203-25-62100A	SWING CIRCLE PC130F-7	1	46,622,000	14,097,000	70%	160,000,000		16
9169646A	[OS]SWING CIRCLE ZX210	1	52,806,000	22,372,000	58%	44,000,000		4
70701D1110UTP	CYL BOOM LEFT ASSY PC200	1	22,730,381	17,503,000	23%	17,500,000		1
70701D1120UTP	CYL BOOM RIGHT ASSY PC200	1	22,730,381	17,503,000	23%	17,500,000		1
70701D1130UTP	CYL ARM ASSY PC200	1	29,884,564	23,012,000	23%	23,000,000		1
70701D1140UTP	CYL BUCKET ASSY PC200	1	19,923,043	15,341,000	23%	15,500,000		1
Total			241,318,370	124,528,000		487,500,000		

Figure 2. 9 Document of Price list Product PT. Bina Pertiwi

Source: Processed data 2024

2. Layout Emergency Response Plan (ERP)

TKTD or Emergency Response Plan (ERP) is an essential element that must be possessed by any group or organization with high disaster risk. It serves as instructions or guidelines for employees during disasters or fires to safely exit the premises towards the assembly point.

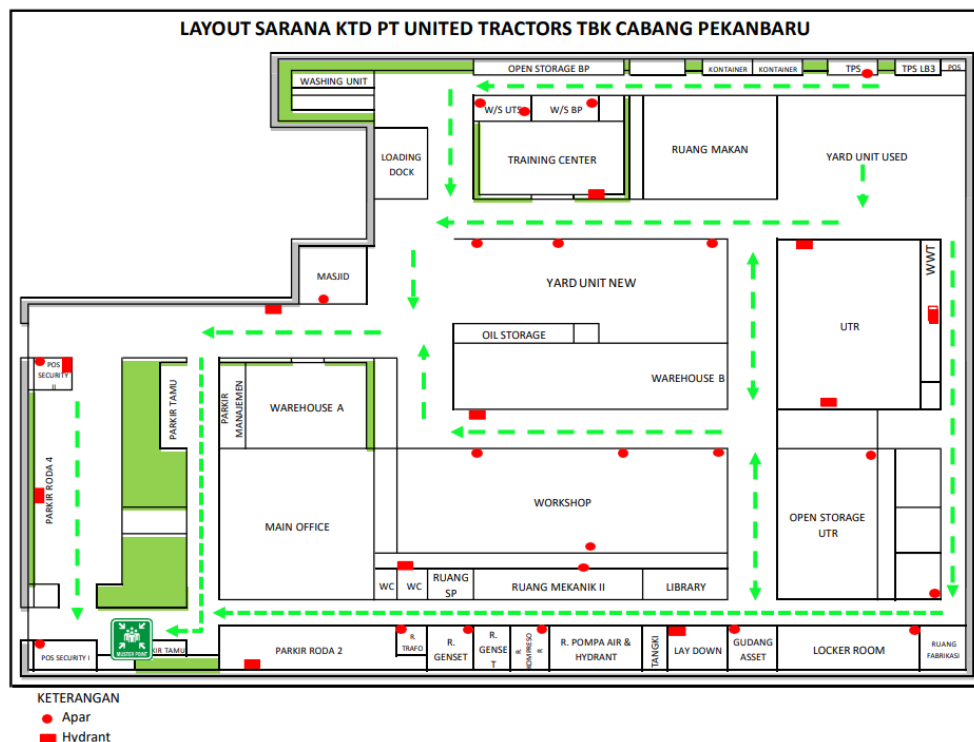


Figure 2. 10 Document of Layout Emergency Response Plan (ERP)

Source: Processed data 2024

3. Data Marine and Shipyard Industries Batam

Marine and Shipyard Industries in Batam is a document containing data or information about potential customers who will be offered products or services from Bina Pertiwi according to their field of business.



Figure 2. 11 Document of Data Marine and Shipyard Industries Baatam
Source: Processed data 2024

4. Asset Inspection Data

Asset inspection data is a document to be filled out based on survey tasks or physical condition assessment of an asset, to create data that can be used in the management (governance) of the asset efficiently and effectively throughout its lifecycle.

BinaPertiwi		FORM									
		INSPEKSI ASSET KANTOR									
PERUSAHAAN : PT BINA PERTIWI		Tanggal : 21 Agustus 2024		Mengetahui		Mengetahui ADH				Membuat	
TEAM PENGECEKAN		Lokasi : Office PT. Bina Pertiwi		Branch Manager						Nur Azura	
1	4	Alamat : J.L. Soekarno Halte 151 Km 3.5, Pekanbaru, 28231, Labuh Baru Barat, Payung Sekaki, Pekanbaru City, Biau 28232		Teguh I Wibowo		Anggi Kurniawan				Hafiz Nawali	
2	5										
3	6										
NO.	ITEM ASSET	FOTO	LOKASI	KONDISI		KATEGORI ASSET	NO ASSET	TAHUN ASSET	DATE	STATUS	REMARK
				LAYAK	TIDAK LAYAK						
1	UPS ICA 1200VA PKB (1)		Office PT. Bina Pertiwi		Tidak Layak	LVA-PERALATAN IT	93000046	2021	28-Aug-24	Close	Finish
2	UPS ICA 1200VA PKB (2)		Office PT. Bina Pertiwi		Tidak Layak	LVA-PERALATAN IT	93000047	2021	28-Aug-24	Close	Finish
3	UPS ICA 1200VA PKB (3)		Office PT. Bina Pertiwi		Tidak Layak	LVA-PERALATAN IT	93000048	2021	28-Aug-24		Finish
4	UPS ICA 1200VA PKB (4)		Office PT. Bina Pertiwi		Tidak Layak	LVA-PERALATAN IT	93000049	2021	28-Aug-24		Finish

Figure 2. 12 Document of Asset Inspection Data
Source: Processed data 2024

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This apprenticeship program was held at PT. Bina Pertiwi Pekanbaru for four months, started from August 19th until December 19th, 2024. During the apprenticeship, the author assigned to the Branch Administration Division (BA). Several duties for apprenticeship participant are assigned during the apprenticeship as explain in the following:

1. Creating and handling content for digital marketing and company content

The process of creating various digital materials like videos, social media posts, and promotional designs to market the company online. This includes making content for company activities, safety guides, and business communications using tools like Canva.

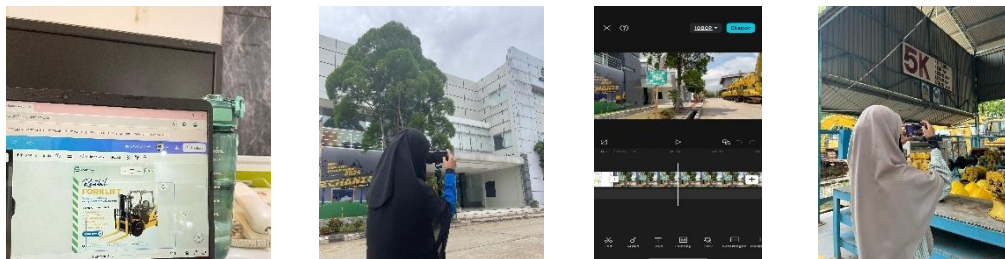


Figure 3. 1 Creating and Handling Content

Source: Processed data 2024

2. Updating company asset

The systematic tracking and documentation of both digital and physical company assets. This involves maintaining detailed records of asset location, condition, and operational status to help with financial planning and decision-making.

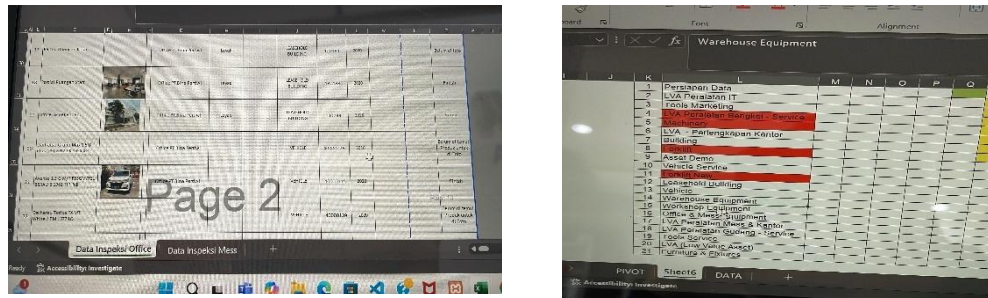


Figure 3. 2 Updating Company Asset
Source: Processed data 2024

3. Managing social media for company account

Creating and managing content for company social media accounts, especially for special events, anniversaries, and holidays. The goal is to show the company's culture and connect with stakeholders through platforms like Instagram.

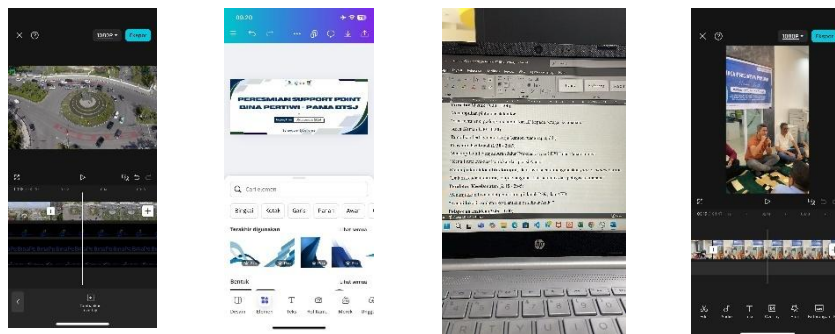


Figure 3. 3 Managing Social Media Account
Source: Processed data 2024

4. Preparing the sales activities

Supporting the sales team by researching potential customers, preparing contact information, and creating targeted email marketing campaigns to help generate new business opportunities.

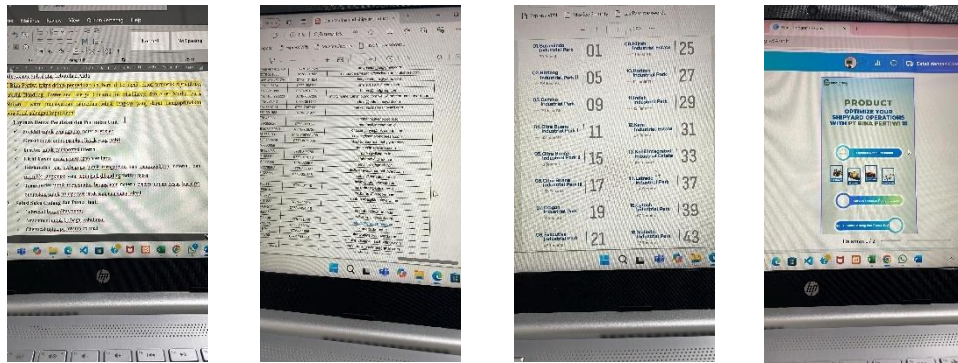


Figure 3. 4 Preparing the Sales Activities

Source: Processed data 2024

5. Designing for graphic of the company guidelines

Creating visual materials for company use, including safety-related designs like evacuation routes, marketing materials like banners, and other visual communications that maintain the company's professional image.

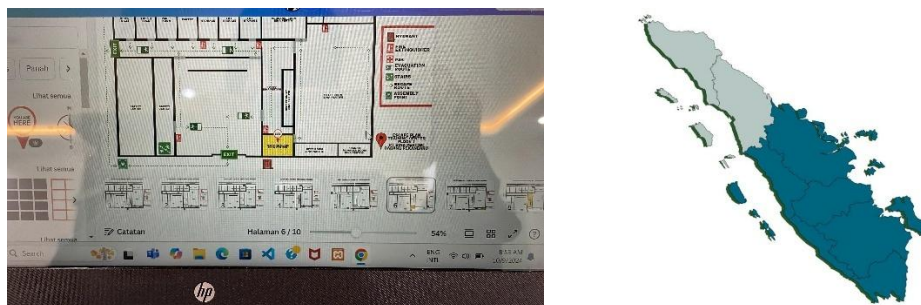


Figure 3. 5 Designing for Graphic

Source: Processed data 2024

This is a routine task that is finished in four months. The purpose of this activities is to exposure to the company's administrative operations and sales, also contribute to core business functions.

3.2 System and Procedure

PT Bina Pertiwi Pekanbaru Branch rely well-defined on systems and procedures to ensure the efficient and consistent execution of their operations. Systems and procedures are the standard procedures and processes used in a

company for completing a specific tasks and activities. In order to complete the many responsibilities assigned during the internship, the author must adhere to the system and procedure. The processes that are followed during job training activities at PT. Bina Pertiwi Pekanbaru Branch, that assigned as apprentice of Branch Administration Division are as follows:

1. Creating and handling content for digital marketing and company content

The job duties include many aspects of digital marketing and content creation, with an emphasis on producing engaging multimedia and visual material that effectively represents the company's marketing aims and branding. It includes creating various types of company videos, creating social media posts, and using Canva to design promotional items like posters. The process of creating content entails producing a variety of media assets, such as recordings of regular activities, event documentation, safety induction, company profile, and other crucial business communications. Creating outstanding, attractive material that highlights the business's activities, basic values, and competent abilities across various digital platforms is the main objective.

The authors started the content creation process through in-depth discussions with mentor to determine the video concept. During these discussions, the authors wrote detailed narratives for the video concept which underwent several revisions with mentor guidance to ensure alignment with creating and handling content for digital marketing and company content objectives. The narrative development phase focused on effectively representing the company's marketing aims and branding strategy.

After finalizing the concept and narrative, the authors proceeded with video production, collaborating with intern colleagues for the shooting process. The footage was then edited using CapCut software, a meticulous process that spanned approximately one week. The editing phase required multiple revisions based on mentor feedback to ensure the final product met professional standards and effectively communicated the company's core values and competencies across various digital platforms. This thorough approach resulted in high-quality content suitable for purposes ranging from regular activity documentation to safety

induction videos and company profiles.

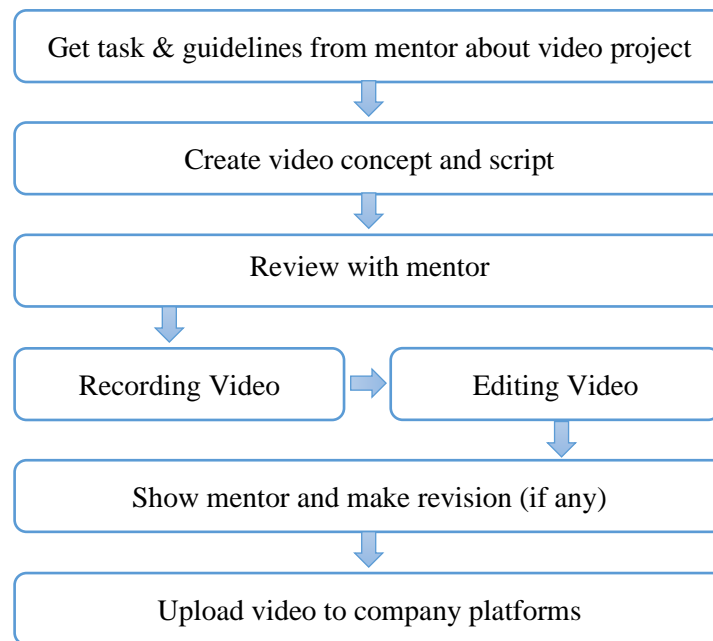


Figure 3. 6 Process of Creating Content

Source: Processed data 2024

The flowchart above describes the activity of digital marketing or online marketing, is the promotion of brands to connect with potential customers using the internet and other forms of digital communication. This includes not only email, social media, and web-based advertising, but also text and multimedia messages as a marketing channel.

2. Updating company asset

The first stage of the asset inspection procedure begins with searching for assets based on the asset number recorded in the inspection data. The intern must ensure the asset number matches the physical asset in the field, then document the asset's condition through photos or videos. After documentation is complete, the information obtained is immediately input into the asset inspection data form document carefully and completely, including physical details and current conditions of the asset.

Next, the intern needs to consult with supervisors or mechanics responsible for operating and maintaining the asset. During this stage, the intern gathers in-depth information about operational conditions, maintenance history, and potential problems that may arise from each supervisor or mechanic according to their field of expertise. Information obtained from this discussion is then recorded as remarks in the asset inspection data form, which will become an important reference for necessary follow-up maintenance or repairs.

This is one crucial task about asset management, which includes the analytical evaluation, documentation, and review of the company's both digital and physical assets. Maintaining a large asset list and manually documenting and keeping accurate documentation of all the company's assets belong to the duties. A thorough evaluation of each asset's location, functioning properly, and operational sustainability is necessary for this process. Determining whether assets need to be replaced or are still suitable for use requires a thorough procedure, which is required for the function. Keeping accurate and current information about assets ensures the optimal potential use of assets, improves in financial planning, and supplies important information for company strategic decision-making.

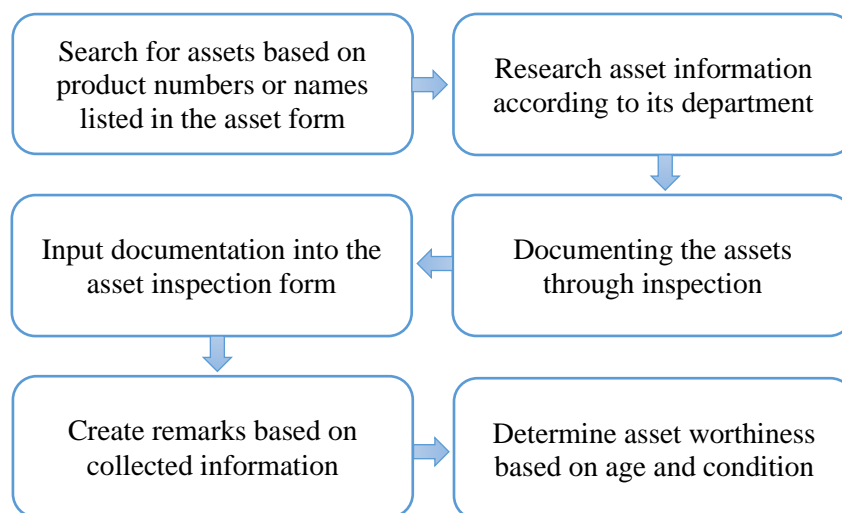


Figure 3. 7 Process of Updating Company Asset
Source: Processed data 2024

According to the flowchart's description, updating company asset is activities that can change the status of an asset by updating its end-date and setting the status to 'EXPIRED'. To update an asset, must source file must include the values that let the import process identify the existing records.

3. Managing social media for company account

Social media management was another key aspect of the responsibilities. Developed content strategies that went beyond simple posting, aiming to tell the company's story. This meant creating meaningful posts for important occasions like company anniversaries, religious holidays, and special events. The aim was to showcase the human side of the organization, using platforms like Instagram to connect with stakeholders and highlight the company's culture and achievements.

The social media management process begins with an important discussion with the sales department regarding flash sale pricing and discount strategies. During these meetings, key decisions are made about promotional offers that will drive engagement and sales through social media channels. Once the pricing strategy is finalized, the next step involves creative design work using Canva, ensuring all visuals align with the company's established posting themes and brand identity.

After design completion, the content goes through several stages of refinement and review. This includes caption writing, which needs to effectively communicate the sales offerings while maintaining brand voice, followed by thorough editing of photos and videos for both stories and posts. Each piece of content is carefully crafted to meet the company's quality standards and reviewed by mentors for feedback and necessary revisions before final publication on social media platforms.

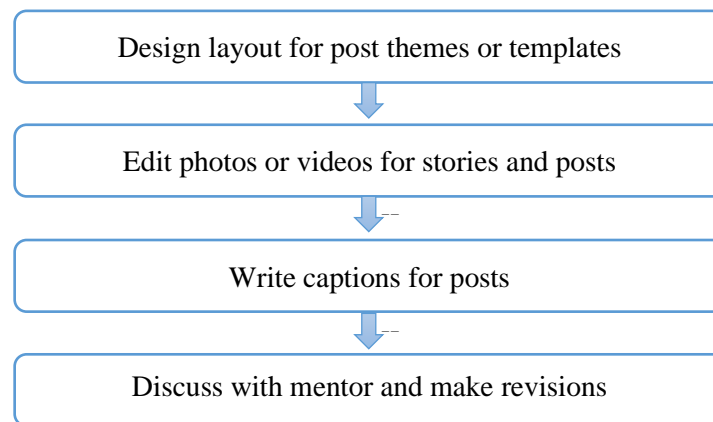


Figure 3. 8 Process of Social Media Management

Source: Processed data 2024

As shown in the flowchart above, social media management is the process of creating, scheduling, analyzing and engaging with content posted on social media platforms.

4. Preparing the Sales Activities

Supporting the sales team was an exciting challenge that required to be proactive and detail-oriented. Also conducted extensive research to identify future customers, carefully compiling contact information and preparing personalized email information. Using targeted email marketing techniques, author helped business consultants expand the company's customer base and generate new business opportunities. This involved crafting compelling messages that would catch the attention of potential clients and support the team's sales efforts.

The process of supporting sales activities begins with a thorough filtering of potential customers based on PT Bina Pertiwi's specific field of study and target market. This crucial first step involves detailed research and analysis to identify prospects who align with the company's business focus, ensuring that marketing efforts are directed toward the most relevant potential clients. Customer data is carefully compiled and organized to create a targeted database that the sales team can effectively utilize.

Following the customer filtering process, the next phase involves crafting personalized email content that resonates with the identified prospects. These emails are thoughtfully composed to highlight PT Bina Pertiwi's value proposition and services, incorporating compelling messaging that speaks directly to the potential customers' needs and interests. Once the email content is finalized and approved, the communication is systematically distributed to the filtered list of prospects, maintaining professional communication standards and tracking engagement to support the sales team's follow-up efforts.

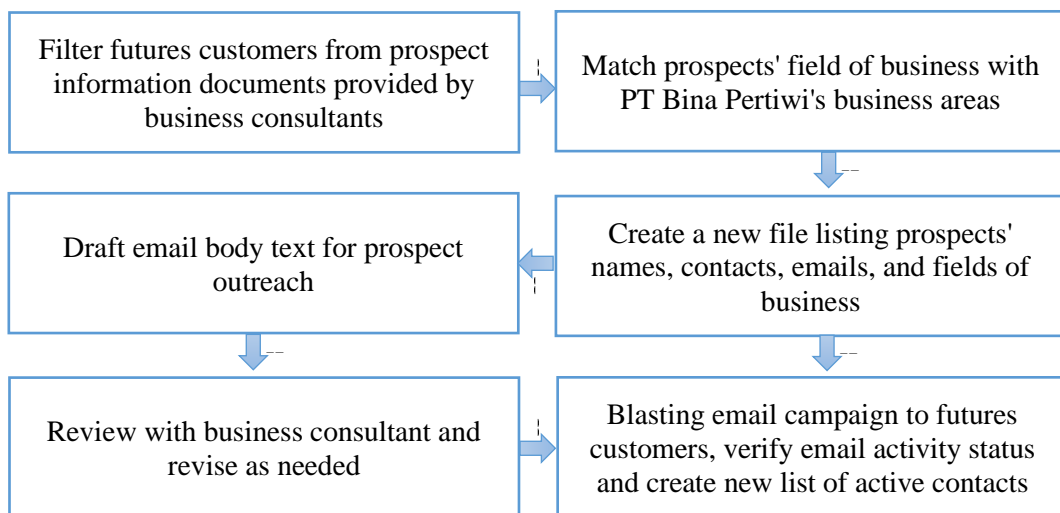


Figure 3. 9 Process of Preparing the Sales Activities

Source: Processed data 2024

The flowchart above explains how the process of the data filtering, that described the process of narrowing down the most relevant information from a large dataset using specific conditions or criteria. However, the other activities that email blast (or e-blast) is a term used in email marketing to describe the act of sending a single email message to a large email list simultaneously.

5. Designing for Graphic of the Company Guidelines

Graphic design was another critical area of the duties, where the apprentice created essential visual communication materials. This included designing important safety-related visuals like evacuation routes and area maps, as well as

large-format marketing materials such as backdrop and event banners. The graphic design process begins under careful guidance from mentors who outline specific design requirements for creating evacuation route signs, office banners, and event backdrops. The initial phase involves a thorough study of existing United Tractors' corporate design guidelines to ensure all new materials align with the established visual identity. This research phase is crucial for maintaining consistency across all design elements while adhering to company standards.

Once the research phase is complete, the creative process moves forward using design tools like Canva and Pixellab to develop the visual materials. The designs prioritize both functionality and aesthetics - particularly for safety-related materials like evacuation routes, which must be clear and easily understood while maintaining professional appearance. Each design undergoes thorough review with mentors, who provide feedback for necessary revisions to ensure the final products effectively serve their intended purpose, whether that's providing clear safety guidance or enhancing event spaces with visually appealing backdrops and banners. The following diagram explains the graphic design process for the company guidelines:

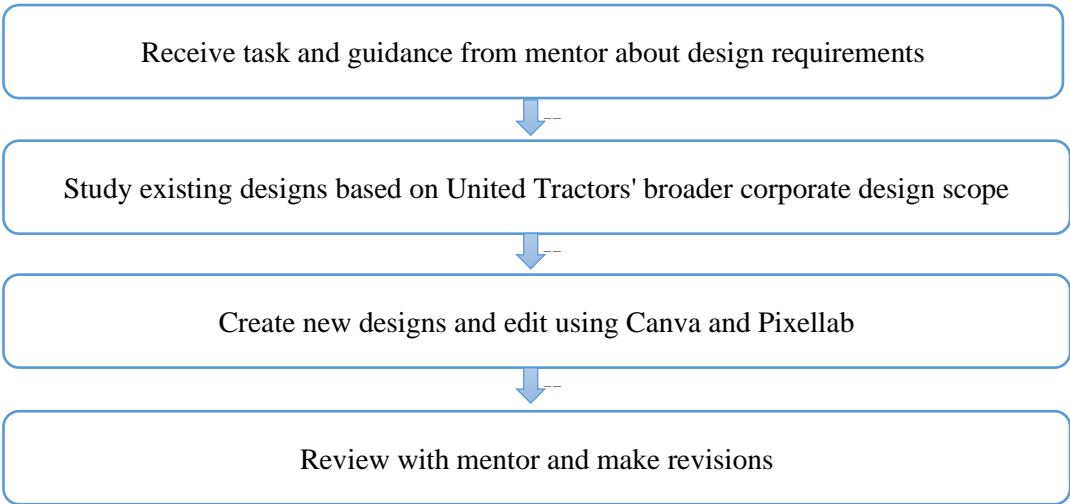


Figure 3. 10 Process of Designing for Graphic
Source: Processed data 2024

Based on the above flowchart, graphic design is an important method of presenting data in an appealing and informative way. Companies use graphic design to interest new and potential customers in whatever they want to share.

3.3 Place of Apprenticeship

This Apprenticeship activity is carried out at PT. Bina Pertiwi which is situated at JL. Soekarno Hatta 151 Km 3.5, Pekanbaru, 28291, Labuh Baru Barat, Payung Sekaki, Pekanbaru, Riau Province. From August 19th until December 19th, 2024. During Apprenticeship the author is placed in the Branch Administration Division. The company has set the schedule or time of implementation of Apprenticeship are as follows:

Table 3. 1 The working schedule of apprenticeship at PT. Bina Pertiwi Pekanbaru

No.	Day	Working Hours	Break
1.	Monday - Thursday	08:00 – 17:00	12:00 – 13:00
2.	Friday	08:00 – 17:30	12:00 – 13:30
3.	Saturday - Sunday	Holiday	Holiday

Source: Processed data 2024

3.4 Kind and Description of the Activity

The activities that completed during the apprenticeship at PT. Bina Pertiwi Pekanbaru are listed in the table below:

Table 3. 2 Daily Activities from August 19th to August 23rd 2024

Day	Activity	Place
Monday, August 19 th , 2024	<ol style="list-style-type: none"> 1. Introduction, there was an introduction to all the employees. Also provided with an understanding of the company, ranging from the company profile to the company culture. 2. Creating a Video on the 5K Implementation Regarding Recycling Used Tires. 	Office Bina Pertiwi
Tuesday, August 20 th , 2024	<ol style="list-style-type: none"> 1. Meetings with mentor to discuss the assigned tasks for long-term prospects based on the career aspirations of the study program. 	

	<ol style="list-style-type: none"> 2. Task Digital Marketing Project in the Batam Area 3. Corporate Asset Management 	Office Bina Pertiwi
Wednesday, August 21 st , 2024	<ol style="list-style-type: none"> 1. Documenting video the GREAT Culture Event at the Company 2. Create a narration script 3. Video Editing 	Office Bina Pertiwi
Thursday, August 22 nd , 2024	<ol style="list-style-type: none"> 1. Asset Documentation and Inventory in the Bina Pertiwi Office Area 2. Inputting the asset information 3. Assessing asset utilization and condition 	Office Bina Pertiwi
Friday, August 23 rd , 2024	<ol style="list-style-type: none"> 1. Gathering Email Contacts of Potential Customers in the Batam Shipyard Field 2. Filtering Email Contacts 3. Compiling the Email Address, cross-checked, and verified the email addresses to ensure their accuracy and currency. 	Office Bina Pertiwi

Source: Processed data 2024

The table above maintains some activities during the first week of apprenticeship at PT Bina Pertiwi. The activities are started with introduction that involve welcoming and explanation of the company, ranging from the company profile to the company culture. On the second day, Tuesday, August 20th 2024, the activities continue with meetings with mentor to discuss the assigned tasks for long-term prospects based on the career aspirations of the study program, as well as tasks related to digital marketing project in the Batam area and corporate asset management.

The activities on Wednesday, August 21st, 2024 saw the apprentice documenting a GREAT Culture Event at the company, creating a narration script, and video editing. On Thursday, August 22nd, 2024, the activities focused on asset documentation and inventory in the Bina Pertiwi office area, inputting asset information, and assessing asset utilization and condition. Last, on Friday, August 23rd, 2024, the apprentice worked on gathering email contacts of potential customers in the Batam shipyard field, filtering the contacts, and compiling the email addresses, cross-checking and verifying their accuracy and currency.

In addition, the following is the schedule of tasks that the author completed during the Field Apprenticeship implementation at PT. Bina Pertiwi Pekanbaru in the Branch Administration Division between August 26th to August 30th, 2024 as follow:

Table 3. 3 Daily Activities from August 26th to August 30th 2024

Day	Activity	Place
Monday, August 26 th , 2024	<ol style="list-style-type: none"> 1. Drafting Email Text to be Sent to futures Customers 2. Reviewed the information gathered about the futures customers, including their company names, industry segments, and field of business. 	Office Bina Pertiwi
Tuesday, August 27 th , 2024	<ol style="list-style-type: none"> 1. Event MC Responsibilities for the MSDH Employee Farewell 2. Created a rundown that outlined the sequence of events and activities for the farewell program. 	Mit Kafe
Wednesday, August 28 th , 2024	<ol style="list-style-type: none"> 1. Documenting and Inputting Asset Inventory in the Bina Pertiwi Workshop Area 2. Captured detailed information of assets such as model numbers, serial numbers, physical condition, and operational status. 	Workshop Bina Pertiwi
Thursday, August 29 th , 2024	<ol style="list-style-type: none"> 1. Design the Maulid Nabi greeting for BP's Instagram 2. Prepare the Maulid Nabi greeting file in the appropriate format for Instagram 3. Conduct final review of the Maulid Nabi design and content 	Office Bina Pertiwi
Friday, August 30 th , 2024	<ol style="list-style-type: none"> 1. Meeting with Mentor and CEO on Batam Project Progress 2. Presented the list of potential shipyard customers in Batam. 3. Revised the draft email body text based on the CEO's feedback. 	Office Bina Pertiwi

Source: Processed data 2024

During the week of August 26th to August 30th, 2024, the author worked on a several tasks at different locations. The week started at the Bina Pertiwi Office, where creating strategy for communication for future customers was the main priority. In order to carry out this, mindful email text drafting and an extensive review of the the future customers company background and industry requirements were required. The author also took on the task of Master of Ceremonies for an MSDH Employee Farewell at Mit Kafe in the middle of the week, when the duties were redirected to event management. A thorough event rundown that accurately outlined a sequence of activities for the farewell program had been created as a result of all of the planning and preparation that went into this task.

After that, the office moved to the Bina Pertiwi Workshop, where an important management task was completed. The author spent time recording and entering a thorough asset inventory. In order to maintain the company information, this process required documenting complicated asset details such as model numbers, serial numbers, physical condition evaluations, and operational status. The author got back to the Bina Pertiwi Office and switched to a creative project that involved creating a Maulid Nabi greeting for the business' Instagram account. Design creation, file preparation in the proper format, and a thorough final review to make sure the content adhered with the necessary standards were all included in this task.

Moreover, this week concluded with a meeting involving the mentor and CEO, focusing on the Batam Project's progress. During this meeting, the author presented a curated list of potential shipyard customers in Batam and subsequently refined the draft email text based on direct feedback from the CEO. This demonstrates the author's adaptability and commitment to incorporating leadership insights into strategic communication efforts.

Therefore, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from September 02nd to September 06th, 2024 as follows:

Table 3. 4 Daily Activities from September 02nd to September 06th, 2024

Day	Activity	Place
Monday, September 02 nd , 2024	<ol style="list-style-type: none">1. Design a promotional flyer for BP's products to be posted on Instagram.2. Gather any necessary information about the specific product to be featured, such as product name, key features, pricing, and any relevant imagery.3. Sketch out a few initial layout concepts for the flyer	Office Bina Pertiwi
Tuesday, September 03 rd , 2024	<ol style="list-style-type: none">1. Presenting the asset data in an Excel table format as per the company's provided template.2. Documenting and Inputting Asset Inventory in the Bina Pertiwi Workshop Area	Warehouse Bina Pertiwi
Wednesday, September 04 th , 2024	<ol style="list-style-type: none">1. Documentation Video Creation for the Company's GREAT Culture Event2. Video recording and editing	Office Bina Pertiwi

Source: Processed data 2024

Based on the table above, the activities on the first week on September focus on digital marketing, specifically creating a promotional flyer for the company's Instagram platform, the week got underway at the Bina Pertiwi Office. This task required several steps: obtaining comprehensive product details, such as the product's name, unique features, price, and obtaining pertinent images. The author suggested a strategic approach to visual communication and brand representation by spending time to creating initial layout concepts.

The author continued the asset management initiative from the previous week by moving to the Bina Pertiwi Warehouse in the middle of the week. Presenting the previously gathered asset data in an organized Excel table format while following the company's specifically template was an important target. In order to accurately record and input the asset inventory for the workshop area, this task required accuracy and close attention to detail. On the other hand, the author worked on a documentation video project about the company's GREAT Culture

Event at the Bina Pertiwi Office. This demonstrated the author's ability with multimedia and how to use visual storytelling to explain the culture of the company. It involved both video recording and editing.

Moreover, the table below is a list of the tasks or activities the author completed while carrying out the Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in the Branch Administration Division from September 09th to September 13rd, 2024 as follows:

Table 3. 5 Daily Activities from September 09th to September 13rd, 2024

Day	Activity	Place
Monday, September 09 th , 2024	<ol style="list-style-type: none"> 1. Asset Inspection Data Input, this process involved carefully documenting each asset's current status, condition, and any notable observations. 2. Capturing visual and descriptive information about the company's assets 	Office Bina Pertiwi
Tuesday, September 10 th , 2024	<ol style="list-style-type: none"> 1. Asset Data Pivoting, the focus was on transforming the raw asset data into a pivot table format. 2. Creating a pivot table, the author likely enabled easier summarization, cross-referencing, and visualization of the asset data, making it more accessible and meaningful for decision-making purposes. 	Office Bina Pertiwi
Wednesday, September 11 st , 2024	<ol style="list-style-type: none"> 1. Asset disposal data sorting, identifying and categorizing disposed assets. 2. Adding specific disposal notations to the asset inspection column, providing clear documentation of each asset's final disposition status. 	Office Bina Pertiwi
Thursday, September 12 nd , 2024	<ol style="list-style-type: none"> 1. Evaluation meeting and new task assignment, presented the previously completed tasks, offering a detailed overview of the work accomplished. 2. Assignment of a new project: preparing an email blast targeting potential customers in the 	Office Bina Pertiwi

	Riau region.	
Friday, September 13 rd , 2024	<ol style="list-style-type: none"> 1. Creating a design for promoting Bina Pertiwi's products. 2. The task included careful consideration of design elements, brand messaging, product highlights, and overall visual appeal to effectively communicate the company's offerings to potential customers. 	Office Bina Pertiwi

Source: Processed data 2024

According to the above table, the second week of September assigned work is asset management. The process began on Monday with a detailed asset inspection data input session. Continuing the asset management project, Tuesday focused on data transformation through pivot table creation. However, the asset management workflow progressed on Wednesday with a focused effort on asset disposal data sorting. Then, on Thursday during an evaluation meeting where the author presented previously completed tasks and received new task. Last day, author designing a promotional flyer for Bina Pertiwi's products.

Therefore, from September 16th to September 20th, 2024, the author completed the following tasks or activities as part of the Field Apprenticeship program at PT. Bina Pertiwi Pekanbaru in the Branch Administration Division:

Table 3. 6 Daily Activities from September 16th to September 20th, 2024

Day	Activity	Place
Monday, September 16 th , 2024	Holiday for Maulid Nabi Muhammad	-
Tuesday, September 17 th , 2024	<ol style="list-style-type: none"> 1. Content writing assignment, creating content for the company's Safety Induction. 2. Designing the conceptual framework for the Safety Induction video, 	Office Bina Pertiwi
Wednesday, September 18 th , 2024	<ol style="list-style-type: none"> 1. Continued the asset management project, specifically focusing on the workshop area. 2. Identifying and search dokumenting assets that may have been previously overlooked or 	Workshop Bina Pertiwi

	not fully documented.	
Thursday, September 19 th , 2024	<ol style="list-style-type: none"> 1. Creating some social media design for Bina Pertiwi's Instagram. 2. The task for design instagram post template, reels design, and story design. 	Office Bina Pertiwi
Friday, September 20 th , 2024	<ol style="list-style-type: none"> 1. Extending the asset management project to the office area. 2. Identifying and documenting previously undocumented assets. 	Office Bina Pertiwi

Source: Processed data 2024

In the third week on September, the author did some activities. There are related to focused content writing assignment for the video company's Safety Induction. Next day, the author continued the focus shifted to asset management in the Workshop and Office Bina Pertiwi include documentation project, conducting a detailed search and identification of assets that may have been previously overlooked.

Further, the table below is the schedule of tasks that the author completed during the Field Apprenticeship implementation at PT. Bina Pertiwi Pekanbaru in the Branch Administration Division from September 23rd to September 27th, 2024 as follows:

Table 3. 7 Daily Activities from September 23rd to September 27th, 2024

Day	Activity	Place
Monday, September 23 rd , 2024	<ol style="list-style-type: none"> 1. Creating a promotional video for Bina Pertiwi product. 2. Branding and Call-to-Action, also provide contact information or links to more detailed product information. 	Office Bina Pertiwi
Tuesday, September 24 th , 2024	<ol style="list-style-type: none"> 1. Filtering customer emails to determine if they are active or inactive. 2. Email validation process, like verify email format accuracy. 	Office Bina Pertiwi
Wednesday, September 25 th ,	<ol style="list-style-type: none"> 1. Blasting emails to futures customers Shipyard area at Batam to promote Bina Pertiwi 	

2024	products. 2. Research and segment the target audience	Office Bina Pertiwi
Thursday, September 26 th , 2024	1. Blasting emails to futures customers in the Batam Industrial area. 2. Make research to Batam field of business.	Office Bina Pertiwi
Friday, September 27 th , 2024	1. Sorting asset data between office and mess areas 2. Inputting asset into data excel formats.	Office Bina Pertiwi

Source: Processed data 2024

According to the above table, the last week of September task and activities are about digital marketing strategy and input data company asset. Moreover, the list of tasks or activities completed by the the author during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from September 30th to October 04th, 2024 as follows:

Table 3. 8 Daily Activities from September 30th to October 04th, 2024

Day	Activity	Place
Monday, September 30 th , 2024	1. Creating a flash sale product flyer for promotion. 2. Determine and discuss with sales division for key promotional elements like discount percentage, limited-time offer, unique selling proposition, and product benefits.	Office Bina Pertiwi
Tuesday, October 01 st , 2024	1. Creating a product catalog for promotion. 2. Discuss with mentor for design template layout and visual design and make revision.	Office Bina Pertiwi
Wednesday, October 02 nd , 2024	1. Finding assets in the Tools Service. 2. Inputting data asset into Excel, and determining the viability of each asset.	Office Bina Pertiwi
Thursday, October 03 rd , 2024	1. Creating a Weekend Sale promotional flyer. 2. Make concept brainstorming and design drafts.	Office Bina Pertiwi
Friday, October 04 th , 2024	1. Discuss with mentor about design evacuation route plan for company building. 2. Creating a design at canva apps for the	Office Bina Pertiwi

	building's evacuation route.	
--	------------------------------	--

Source: Processed data 2024

The above table describe how the activities in first week of October, the author's assigned work was primarily focused on marketing materials and asset management. The process began on Monday, September 30th, 2024, with creating a flash sale product flyer, including discussions with the sales division to determine key promotional elements. Continuing the marketing efforts, Tuesday was dedicated to creating a product catalog for promotion, which involved discussing design template layouts and visual designs with a mentor and making necessary revisions.

Next, on Wednesday the focus shifted to Tools Service asset management, where the author worked on finding assets and inputting data into Excel while assessing each asset's viability. The workflow progressed on Thursday with the creation of a Weekend Sale promotional flyer, which involved concept brainstorming and design draft development. Finally, on Friday, the author engaged in discussions with their mentor regarding the design of an evacuation route plan for the company building, followed by creating the design using Canva apps.

Additionally, the table below is a list of the tasks or activities the author completed while carrying out the Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in the Branch Administration Division from October 07th to October 11st, 2024 as follows:

Table 3. 9 Daily Activities from October 07th to October 11st, 2024

Day	Activity	Place
Monday, October 07 th , 2024	1. Design Layout of K3 (Occupational Safety and Health) Facilities at PT Bina Pertiwi Pekanbaru Branch 2. Creating a design for safety induction direction signs in the company area.	Office Bina Pertiwi
Tuesday, October 08 th , 2024	1. Inputting Company Assets in BP Mess Area. 2. Documenting and inputting asset data in the BP mess for company asset inspection	Office Bina Pertiwi

	purposes.	
Wednesday, October 09 th , 2024	<ol style="list-style-type: none"> 1. K3 Area Design Based on Office Rooms. 2. Creating a design such as evacuation route layout within rooms and providing direction signs for exits. 	Office Bina Pertiwi
Thursday, October 10 th , 2024	<ol style="list-style-type: none"> 1. Inputting Company Assets in BP Mess Area. 2. Matching asset item names with those listed in the asset inspection. 	Office Bina Pertiwi
Friday, October 11 st , 2024	<ol style="list-style-type: none"> 1. Design Wind Direction Indicators on K3 Facility Layout at PT Bina Pertiwi Pekanbaru Branch. 2. Providing information on the K3 location map by indicating wind directions as a reference. 	Office Bina Pertiwi

Source: Processed data 2024

During the second week of October, the author immersed themselves in crucial safety and asset management initiatives at PT Bina Pertiwi Pekanbaru Branch. Beginning October 07th, 2024, efforts concentrated on enhancing workplace safety through comprehensive K3 facility layout design and safety signage implementation. The midweek saw a seamless blend of asset management tasks in the BP Mess Area, including thorough documentation and data entry, alongside the development of detailed room-specific evacuation routes. The week's accomplishments culminated in the strategic placement of wind direction indicators on the K3 facility layout, marking a significant step toward improved workplace safety protocols.

Therefore, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from October 14th to October 18th, 2024 as follows:

Table 3. 10 Daily Activities from October 14th to October 18th, 2024

Day	Activity	Place
Monday, October 14 th , 2024	<ol style="list-style-type: none"> 1. Take safety induction video and recording video for editing purposes. 2. Continue editing video based on company 	Office Bina Pertiwi

	needed.	
Tuesday, October 15 th , 2024	<ol style="list-style-type: none"> 1. Evacuation route design revision, make a correcting edit after review by a mentor. 2. Discuss the result with mentor after revision. 	Office Bina Pertiwi
Wednesday, October 16 th , 2024	<ol style="list-style-type: none"> 1. Product promotion flyer design revision by improving the flyer design according to mentor's suggestions. 2. Discuss the result with mentor after revision. 	Office Bina Pertiwi
Thursday, October 17 th , 2024	<ol style="list-style-type: none"> 1. Take safety induction video project part II, recording video in the outdoor area of Bina Pertiwi Office 2. Continue editing video based on company needed. 	Office Bina Pertiwi
Friday, October 18 th , 2024	<ol style="list-style-type: none"> 1. Revise narrative and take safety induction video, by improving video narrative as per mentor's guidance and recording missing video segments. 2. Discuss the result with mentor after revision. 	Office Bina Pertiwi

Source: Processed data 2024

The third week of October centered on multimedia content development and design refinements at PT Bina Pertiwi Pekanbaru Branch. Starting October 14th, 2024, the author focused on capturing and editing safety induction video footage to meet company specifications. The following days were dedicated to revising various projects, including fine-tuning the evacuation route design and enhancing promotional flyer designs based on mentor feedback. The week progressed with additional outdoor video recording sessions for the safety induction project's second phase, concluding with narrative improvements and the capture of supplementary footage as per mentor guidance.

Moreover, the list of tasks or activities completed by the the author during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from October 21st to October 24th, 2024 as follows:

Table 3. 11 Daily Activities from October 21st to October 24th, 2024

Day	Activity	Place
Monday, October 21 st , 2024	1. Editing safety introduction video, with creating video intro as an initial logo introduction for PT Bina Pertiwi.	Office Bina Pertiwi
Tuesday, October 22 nd , 2024	1. Inputting company service tools assets at pt bina pertiwi, like inputting asset names and determining asset locations with service supervisor.	Workshop Bina Pertiwi
Wednesday, October 23 rd , 2024	1. Have great day event minutes, creating a summary of what was discussed during the have great day event and filling out event report form.	Office Bina Pertiwi
Thursday, October 24 th , 2024	1. Safety Induction Video Editing at the initial stage. 2. Discuss with mentor for the result that day.	Office Bina Pertiwi

Source: Processed data 2024

Beginning from October 21st, 2024, the author focused on enhancing the safety introduction video by creating an opening sequence featuring the company logo. The following day shifted to hands-on asset management at the workshop, working alongside the service supervisor to document and locate service tools. Midweek activities included creating detailed documentation of the Have Great Day event, followed by initial editing work on the safety induction video on Thursday.

Futhermore, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from October 31st to November 01st, 2024 as follows:

Table 3. 12 Daily Activities from October 31st to November 01st, 2024

Day	Activity	Place
Thursday, October 31 st , 2024	1. Creating banner for employee retirement preparation to support and communicate the retirement preparation process for employees.	Office Bina Pertiwi

Friday, November 01 st , 2024	<ol style="list-style-type: none"> 1. Editing retirement preparation event documentation video. 2. Developing concept for bina pertiwi anniversary video. 	Office Bina Pertiwi
--	---	---------------------

Source: Processed data 2024

According to the above table, the author's focus shifted to creating promotional materials for employee retirement preparation. The week extended into November 01st, where the author balanced editing the retirement preparation event documentation while developing creative concepts for the upcoming Bina Pertiwi anniversary video.

Moreover, the list of tasks or activities completed by the the author during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from November 04th to November 08th, 2024 as follows:

Table 3. 13 Daily Activities from November 04th to November 08th, 2024

Day	Activity	Place
Monday, November 04 th , 2024	<ol style="list-style-type: none"> 1. Design anniversary banner for Bina Pertiwi, likely featuring the company's branding, history, and achievements. 	Office Bina Pertiwi
Tuesday, November 05 th , 2024	<ol style="list-style-type: none"> 1. Meeting for Anniversary Video Concept and finalize the creative direction, storyline, and narrative approach for the company's anniversary video. 	Office Bina Pertiwi
Wednesday, November 06 th , 2024	<ol style="list-style-type: none"> 1. Recording and Editing Anniversary Video of Bina Pertiwi for the company's anniversary celebration and initial video editing process. 2. Discuss with mentor about the progress of editing video. 	Office and Workshop Bina Pertiwi
Thursday, November 07 th , 2024	<ol style="list-style-type: none"> 1. Continue for take video and editing for the company's anniversary video, and for capturing additional scenes. 	Warehouse Bina Pertiwi
Friday, November 08 th , 2024	<ol style="list-style-type: none"> 1. Continue for editing anniversary video of Bina Pertiwi, further refinement and post-production work on the anniversary video. 	Office Bina Pertiwi

Source: Processed data 2024

The table above explain the author activities when in the first week of November, that was dedicated entirely to anniversary preparations and video production. Beginning November 04th, 2024, the author focused on designing commemorative banners that showcased the company's legacy and achievements. The following day involved a crucial meeting to solidify the anniversary video's creative direction and narrative structure. The middle of the week saw the commencement of video production, with recording sessions at both the office and workshop locations, accompanied by ongoing mentor consultations. The project expanded to include footage from the warehouse on Thursday, with Friday devoted to intensive post-production work on the anniversary video.

The following table shows the schedule of tasks that the author completed during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from November 11st to November 13rd, 2024 as follows:

Table 3. 14 Daily Activities from November 11st to November 13rd, 2024

Day	Activity	Place
Monday, November 11 st , 2024	1. Editing Bina Pertiwi Anniversary Video	Office Bina Pertiwi
Tuesday, November 12 nd , 2024	1. Finishing Video Editing	Office Bina Pertiwi
Wednesday, November 13 rd , 2024	1. Recording "Have a GREAT Day" and safety talk videos	Warehouse Bina Pertiwi

Source: Processed data 2024

According to the table above, the second week of November focused on content creation and production. The week commenced on Monday at the Bina Pertiwi office with video editing tasks for the Bina Pertiwi Anniversary project. Continuing with the multimedia work, Tuesday was dedicated to finalizing and completing the video editing process at the same location. The workflow progressed

on Wednesday with a shift to the Bina Pertiwi warehouse, where the author conducted recording sessions for "Have a GREAT Day" and safety talk videos.

Then, the agenda of activities or work that has been carried out by the author during the the Field Apprenticeship implementation at PT. Bina Pertiwi Pekanbaru in the Branch Administration Division from December 02nd to December 06th, 2024 as follows:

Table 3. 15 Daily Activities from December 02nd to December 06th, 2024

Day	Activity	Place
Monday, December 02 nd , 2024	1. Designing banners for Bina Pertiwi support point inauguration	Office Bina Pertiwi
Tuesday, December 03 rd , 2024	1. Designing formal banners for Building Inauguration ceremony	Office Bina Pertiwi
Wednesday, December 04 th , 2024	1. Designing Bina Pertiwi Event Invitations	Office Bina Pertiwi
Thursday, December 05 th , 2024	1. Editing Safety Induction Video	Office Bina Pertiwi
Friday, December 06 th , 2024	1. Continuing Safety Induction Video editing	Office Bina Pertiwi

Source: Processed data 2024

The activities on the first week of December involve design and content creation. The week began on Monday at the Bina Pertiwi office with the author designing banners specifically for the Bina Pertiwi support point inauguration event. Continuing with design work, Tuesday was dedicated to creating formal banners for the Building Inauguration ceremony at the same location. The workflow progressed on Wednesday as the author developed event invitations for Bina Pertiwi at the office. The latter part of the week shifted focus to video production, with Thursday initiating the editing process for the Safety Induction Video, which continued through Friday to ensure its completion.

Futhermore, the agenda of activities or work that has been carried out by the author during the implementation of Field Apprenticeship at PT. Bina Pertiwi Pekanbaru in Branch Administration Division from December 16th to December 19th, 2024 as follows:

Table 3. 16 Daily Activities from December 16th to December 19th, 2024

Day	Activity	Place
Monday, December 16 th , 2024	1. Editing Organizational Structure & Safety Video	Office Bina Pertiwi
Tuesday, December 17 th , 2024	1. Designing Sumatra Island Map showing Bina Pertiwi's Field of Business Areas	Office Bina Pertiwi
Wednesday, December 18 th , 2024	1. Recording video and revising Safety Induction Video	Office Bina Pertiwi
Thursday, December 19 th , 2024	1. Finishing video project editing and Internship Farewell	Office Bina Pertiwi

Source: Processed data 2024

In the last week of the internship, the tasks included diverse multimedia projects. The week began on Monday at the Bina Pertiwi office, where the author focused on editing both the Organizational Structure and Safety Video content. Moving to Tuesday, the work shifted to geographic visualization as the author designed a detailed map of Sumatra Island highlighting Bina Pertiwi's business operation areas. The workflow continued on Wednesday with additional video production, including new recordings and revisions to the Safety Induction Video.

The internship concluded on Thursday with the completion of pending video editing projects, accompanied by the fulfillment of internship completion procedures, which included the submission of the apprenticeship report and the receipt of the internship certificate, followed by a farewell celebration marking the end of the author's time at PT. Bina Pertiwi.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

The following conclusions were made achievable by the practical work experiences offered by PT. Bina Pertiwi Pekanbaru:

1. The job training program was carried out by PT Bina Pertiwi Pekanbaru's Branch Administration Division. The program ran for four months, from August 19th, 2024, to December 19th, 2024.
2. The author's completed several kinds of tasks during the practical work program at Branch Administration Division PT. Bina Pertiwi Pekanbaru, such as:
 - a. Creating and managing content for digital marketing initiatives
 - b. Managing and updating company assets
 - c. Handling social media management responsibilities
 - d. Supporting sales activity preparation
 - e. Designing graphics according to company guidelines
3. According to the author's conclusion, achievement in the current workplace requires both technical and soft skills. Throughout the internship, creative thinking, administrative skills, and digital marketing skills were essential. Soft skills like communication, teamwork, adaptability, and time management were also essential for carrying out tasks properly and supporting the goals of the business.
4. The expected target of the work during the apprenticeship in the Branch Administration Division was to gain comprehensive understanding of administrative and marketing management concepts. This involved mastering digital content creation, understanding company branding guidelines, and developing proficiency in various business tools and software used by the company.

4.2 Suggestion

After completing an apprenticeship at PT. Bina Pertiwi Pekanbaru, the following are some suggestions to be made:

1. For Students

Students preparing for apprenticeships should take proactive steps before beginning their journey. First and foremost, they should invest time in familiarizing themselves with fundamental digital marketing tools and design software, as these skills form the foundation of their work. Developing strong time management abilities is crucial, as they'll need to juggle multiple responsibilities and deadlines efficiently. Throughout the apprenticeship, students should demonstrate initiative by continuously seeking to expand their skill set and actively requesting feedback from their mentors. Additionally, maintaining professional communication standards across all platforms is essential for creating a positive impression and ensuring effective collaboration.

2. For the Company

Companies can enhance their apprenticeship programs through several key improvements. Implementing a structured training program would help apprentices better understand company guidelines and procedures, leading to more efficient onboarding. Organizations should create more opportunities for apprentices to participate in strategic planning meetings, fostering deeper understanding of business operations. Establishing clear performance metrics for apprenticeship tasks would provide better guidance and measurement of progress. Furthermore, companies should evaluate their current software and tool access policies, considering expanded availability to ensure apprentices have the resources needed to perform their duties effectively.

3. For the Institution

Educational institutions play a vital role in preparing students for successful apprenticeships. They should focus on strengthening their curriculum alignment

with current industry practices, particularly in areas like digital marketing and content creation. Developing stronger partnerships with companies ensures students receive relevant practical experience that matches industry needs. The institution should offer pre-internship workshops that focus on professional workplace conduct and essential software skills, preparing students for real-world scenarios. Additionally, implementing regular monitoring and evaluation systems for apprenticeship programs helps maintain quality and identify areas for improvement.

4. For the Author

Personal development remains crucial for long-term success in the field. The author should commit to continuously improving the digital marketing and design skills through ongoing learning and practice. Staying current with business administration and marketing trends ensures relevance in a rapidly evolving industry. Maintaining detailed documentation of learned experiences creates valuable reference material for future situations. Finally, nurturing and expanding professional networks established during the apprenticeship can lead to valuable opportunities and collaborations in the future.






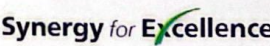
REFERENCES

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

Bina Pertiwi. (2024). Branch offices. PT Bina Pertiwi. Available on <https://www.binapertiwi.co.id/contact/branch>. Accessed on Desember 10th, 2024.

LIST OF APPENDICES

Appendix 1 : Apprenticeship Acceptance Letter

														
		Pekanbaru, 29 Juli 2024												
Nomor:	: LBP/BP-PKB/0001/VII/2024													
Lampiran	: -													
Perihal	: Penerimaan Praktek Kerja Lapangan													
Kepada Yth, Pimpinan Jurusan Bahasa Inggris POLITEKNIK NEGERI BENGKALIS Di tempat														
Sehubungan dengan surat nomor : 3338/PL.31/TU/2024 tanggal 09 Juli 2024 dan 3447/PL.31/TU/2024 tanggal 18 Juli 2024, maka bersama surat ini kami bersedia memberi kesempatan untuk melaksanakan Praktik Kerja Lapangan (PKL) kepada mahasiswi di bawah ini:														
<table border="1"><thead><tr><th>No</th><th>Nama</th><th>NIM</th><th>Jurusan</th></tr></thead><tbody><tr><td>1</td><td>EKA JUNITA DARYA NINGSIH</td><td>5504211050</td><td>D4 Bahasa Inggris</td></tr><tr><td>2</td><td>NUR AZURA</td><td>5504211028</td><td>D4 Bahasa Inggris</td></tr></tbody></table>	No	Nama	NIM	Jurusan	1	EKA JUNITA DARYA NINGSIH	5504211050	D4 Bahasa Inggris	2	NUR AZURA	5504211028	D4 Bahasa Inggris		
No	Nama	NIM	Jurusan											
1	EKA JUNITA DARYA NINGSIH	5504211050	D4 Bahasa Inggris											
2	NUR AZURA	5504211028	D4 Bahasa Inggris											
terhitung mulai tanggal 19 Agustus 2024 sampai dengan 31 Desember 2024.														
Demikian surat ini kami sampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.														
Hormat Kami, PT Bina Pertiwi Cabang Pekanbaru														
  Anggi Kurniawan Branch Administration Supervisor														
Head Office : Jl. Raya Bekasi KM. 22 Jakarta 13910 - Indonesia T : 1500072 (Customer Care) www.binapertiwi.co.id														
														

Appendix 2 : Apprenticeship Letter



SURAT KETERANGAN
KET/BP-PKB02/0001/XII/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di PT. Bina Pertiwi Cabang Pekanbaru,
menerangkan bahwa:

Nama	: Nur Azura
NIM/NIS	: 5504211028
Jurusan/Prodi	: Bahasa / D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Perguruan Tinggi	: Politeknik Negeri Bengkalis
Waktu PKL	: 19 Agustus 2024 – 19 Desember 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 19 Agustus 2024 – 19 Desember 2024 di PT. Bina Pertiwi Cabang Pekanbaru.

Demikian surat keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Pekanbaru, 19 Desember 2024
Hormat Kami,
PT. Bina Pertiwi Cabang Pekanbaru



Anggi Kurniawan
Branch Administration Supervisor

Head Office :
Jl. Raya Bekasi KM. 22 Jakarta 13910 - Indonesia
T : 1500072 (Customer Care)
www.binapertiwi.co.id

Synergy for Excellence

Appendix 3 : Evaluation Result

EVALUATION RESULT FROM JOB TRAINING PT. BINA PERTIWI PEKANBARU BRANCH

Name : Nur Azura
Student's Identity No. : 5504211028
Study Program : D4 English for Business and Professional Communication
Collage : State Polytechnic of Bengkalis

No.	Assesement Aspect	Percentage	Scores
1.	Discipline	20%	85
2.	Responsibility	25%	90
3.	Adjustment/Adaptation	10%	83
4.	Work Result	30%	93
5.	Behavior in General	15%	90
	Total (1+2+3+4+5)	100%	441

Average = 88,20

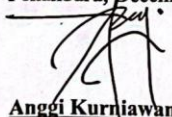
Explanation :

Score : Criteria
81-100 : Excellence
71-80 : Very Good
66-70 : Good
61-65 : Good Enough
56-60 : Enough

Note:

.....
.....
.....

Pekanbaru, December 19th, 2024



Anggi Kurniawan
Apprenticeship Mentor

Appendix 4 : Certificate from the Company



Appendix 5 : List of Attendance



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

ABSENSI KERJA PRAKTEK PT BINA PERTIWI CABANG PEKANBARU

Nama	NIM	Minggu 3				
		19 Agustus	20 Agustus	21 Agustus	22 Agustus	23 Agustus
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 4				
		26 Agustus	27 Agustus	28 Agustus	29 Agustus	30 Agustus
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Pekanbaru, 30 Agustus 2024
Pembimbing Perusahaan/Instansi

Anggi Kurniawan
Branch Administration Supervisor



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

Nama	NIM	Minggu 1				
		02 September	03 September	04 September	05 September	06 September
Nur Azura	5504211028				Sakit	Sakit
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 2				
		09 September	10 September	11 September	12 September	13 September
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 3				
		16 September	17 September	18 September	19 September	20 September
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 4				
		23 September	24 September	25 September	26 September	27 September
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Pekanbaru, 27 September 2024
Pembimbing Perusahaan/Instansi

Anggi Kurniawan
Branch Administration Supervisor



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

Nama	NIM	Minggu 1				
		30 September	01 Oktober	02 Oktober	03 Oktober	04 Oktober
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 2				
		07 Oktober	08 Oktober	09 Oktober	10 Oktober	11 Oktober
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 3				
		14 Oktober	15 Oktober	16 Oktober	17 Oktober	18 Oktober
Nur Azura	5504211028					
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 4				
		21 Oktober	22 Oktober	23 Oktober	24 Oktober	25 Oktober
Nur Azura	5504211028					Izin
Eka Junita Darya Ningsih	5504211050					

Nama	NIM	Minggu 5				
		28 Oktober	29 Oktober	30 Oktober	31 Oktober	01 November
Nur Azura	5504211028	Izin	Izin	Izin		
Eka Junita Darya Ningsih	5504211050		Izin			

Pekanbaru, 31 Oktober 2024
Pembimbing Perusahaan/Instansi

Anegi Kurniawan
Branch Administration Supervisor



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

Nama	NIM	Minggu 1				
		04 November	05 November	06 November	07 November	08 November
Nur Azura	5504211028	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Nama	NIM	Minggu 2				
		11 November	12 November	13 November	14 November	15 November
Nur Azura	5504211028	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	Sakit	Sakit
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Nama	NIM	Minggu 3				
		18 November	19 November	20 November	21 November	22 November
Nur Azura	5504211028	Sakit	Sakit	Sakit	Sakit	Sakit
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Nama	NIM	Minggu 4				
		25 November	26 November	27 November	28 November	29 November
Nur Azura	5504211028	Sakit	Sakit		Sakit	Sakit
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>	<i>[Signature]</i>

Pekanbaru, 29 November 2024

Pembimbing Perusahaan/Instansi

[Signature]

Anggi Kurniawan

Branch Administration Supervisor



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

Nama	NIM	Minggu 1				
		02 Desember	03 Desember	04 Desember	05 Desember	06 Desember
Nur Azura	5504211028	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Nama	NIM	Minggu 2				
		09 Desember	10 Desember	11 Desember	12 Desember	13 Desember
Nur Azura	5504211028	Sakit	Sakit	Sakit	Sakit	Sakit
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Nama	NIM	Minggu 3				
		16 Desember	17 Desember	18 Desember	19 Desember	20 Desember
Nur Azura	5504211028	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	-
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Nama	NIM	Minggu 4				
		23 Desember	24 Desember	25 Desember	26 Desember	27 Desember
Nur Azura	5504211028	-	-	-	-	-
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Nama	NIM	Minggu 5				
		30 Desember	31 Desember			
Nur Azura	5504211028	-	-			
Eka Junita Darya Ningsih	5504211050	<i>[Signature]</i>	<i>[Signature]</i>			






Pekanbaru, 31 Desember 2024
Pembimbing Perusahaan/Instansi




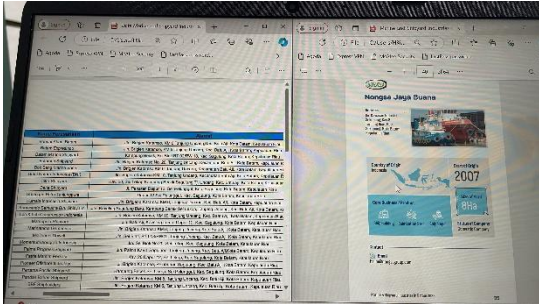
[Signature]
Angel Kurniawan
Branch Administration Supervisor

Appendix 6 : Daily Activities

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : August 19th to August 23rd 2024

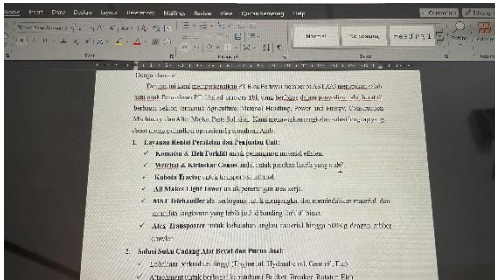

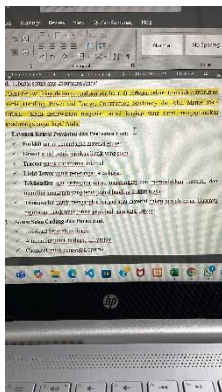
Day	Activity	Place	Approved by Mentor
Monday, August 19 th , 2024	1. Introduction, there was an introduction to all the employees. Also provided with an understanding of the company, ranging from the company profile to the company culture. 2. Creating a Video on the 5K Implementation Regarding Recycling Used Tires.	Office Bina Pertiwi	
Tuesday, August 20 th , 2024	1. Meetings with mentor to discuss the assigned tasks for long-term prospects based on the career aspirations of the study program. 2. Task Digital Marketing Project in the Batam Area 3. Corporate Asset Management	Office Bina Pertiwi	
Wednesday, August 21 st , 2024	1. Documenting video the GREAT Culture Event at the Company 2. Create a narration script 3. Video Editing	Office Bina Pertiwi	
Thursday, August 22 nd , 2024	1. Asset Documentation and Inventory in the Bina Pertiwi Office Area 2. Inputting the asset information 3. Assessing asset utilization and condition	Office Bina Pertiwi	
Friday, August 23 rd , 2024	1. Gathering Email Contacts of Potential Customers in the Batam Shipyard Field 2. Filtering Email Contacts 3. Compiling the Email Address, cross-checked, and verified the email addresses to ensure their accuracy and currency.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	   	<p>During the first week at PT. Bina Pertiwi, the intern was introduced to the company's operations and worked on creating a video project about the 5K Implementation while also participating in valuable mentoring sessions, and then documenting the company's GREAT Culture Event and managing office assets and inventory. Intern also get a task about digital marketing project, that included gathering and organizing contact information for potential customers in the Batam Shipyard Field.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP




Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : August 26th to August 30th 2024

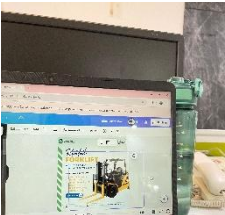


Day	Activity	Place	Approved by Mentor
Monday, August 26 th , 2024	1. Drafting Email Text to be Sent to futures Customers 2. Reviewed the information gathered about the futures customers, including their company names, industry segments, and field of business.	Office Bina Pertiwi	
Tuesday, August 27 th , 2024	1. Event MC Responsibilities for the MSDH Employee Farewell 2. Created a rundown that outlined the sequence of events and activities for the farewell program.	Mit Kafe	
Wednesday, August 28 th , 2024	1. Documenting and Inputting Asset Inventory in the Bina Pertiwi Workshop Area 2. Captured detailed information of assets such as model numbers, serial numbers, physical condition, and operational status.	Workshop Bina Pertiwi	
Thursday, August 29 th , 2024	1. Design the Maulid Nabi greeting for BP's Instagram 2. Prepare the Maulid Nabi greeting file in the appropriate format for Instagram 3. Conduct final review of the Maulid Nabi design and content	Office Bina Pertiwi	
Friday, August 30 th , 2024	1. Meeting with Mentor and CEO on Batam Project Progress 2. Presented the list of potential shipyard customers in Batam. 3. Revised the draft email body text based on the CEO's feedback.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	  	<p>Last week in August, the intern focused on drafting business emails and analyzing potential customer information for future business opportunities. Then, helped organize the MSDH Employee Farewell event while also documenting asset inventory in the workshop area. The intern created social media content by designing Maulid Nabi greetings for Instagram. Finally, met with the Mentor and CEO to present the Batam Project progress and potential shipyard customers, incorporating feedback to improve the work.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : September 02nd to September 06th, 2024

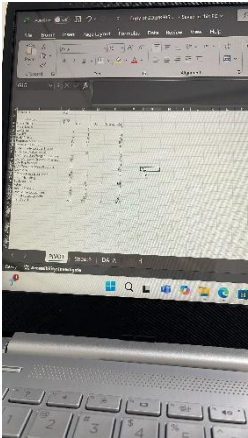
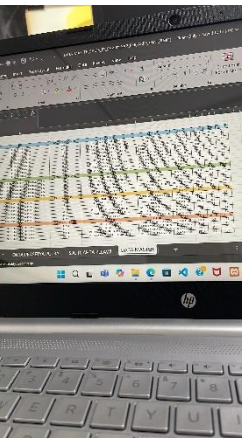
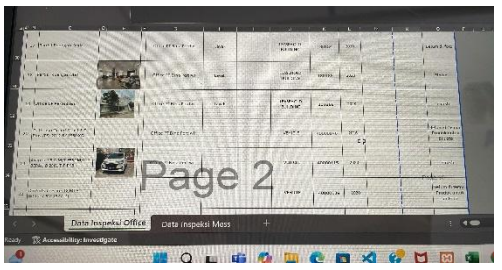
Day	Activity	Place	Approved by Mentor
Monday, September 02 nd , 2024	1. Design a promotional flyer for BP's products to be posted on Instagram. 2. Gather any necessary information about the specific product to be featured, such as product name, key features, pricing, and any relevant imagery. 3. Sketch out a few initial layout concepts for the flyer	Office Bina Pertiwi	
Tuesday, September 03 rd , 2024	1. Presenting the asset data in an Excel table format as per the company's provided template. 2. Documenting and Inputting Asset Inventory in the Bina Pertiwi Workshop Area	Warehouse Bina Pertiwi	
Wednesday, September 04 th , 2024	1. Documentation Video Creation for the Company's GREAT Culture Event 2. Video recording and editing	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	  	<p>The first week in September, the intern began by designing promotional content for Instagram, gathering product information and creating initial layout concepts for promotional flyers. The intern also managed asset data by presenting it in Excel format and conducting inventory documentation in the workshop area. Make task about video production for the Company's GREAT Culture Event, which included both recording and editing.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP





Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : September 09th to September 13th, 2024

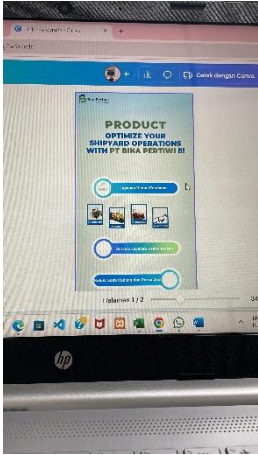
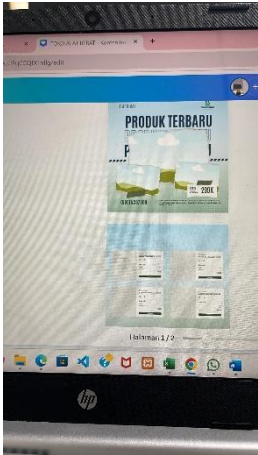
Day	Activity	Place	Approved by Mentor
Monday, September 09 th , 2024	1. Asset Inspection Data Input, this process involved carefully documenting each asset's current status, condition, and any notable observations. 2. Capturing visual and descriptive information about the company's assets	Office Bina Pertiwi	
Tuesday, September 10 th , 2024	1. Asset Data Pivoting, the focus was on transforming the raw asset data into a pivot table format. 2. Creating a pivot table, the author likely enabled easier summarization, cross-referencing, and visualization of the asset data, making it more accessible and meaningful for decision-making purposes.	Office Bina Pertiwi	
Wednesday, September 11 th , 2024	1. Asset disposal data sorting, identifying and categorizing disposed assets. 2. Adding specific disposal notations to the asset inspection column, providing clear documentation of each asset's final disposition status.	Office Bina Pertiwi	
Thursday, September 12 th , 2024	1. Evaluation meeting and new task assignment, presented the previously completed tasks, offering a detailed overview of the work accomplished. 2. Assignment of a new project: preparing an email blast targeting potential customers in the Riau region.	Office Bina Pertiwi	
Friday, September 13 th , 2024	1. Creating a design for promoting Bina Pertiwi's products. 2. The task included careful consideration of design elements, brand messaging, product highlights, and overall visual appeal to effectively communicate the company's offerings to potential customers.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	  	<p>In second week of September, the intern focused on asset management tasks, beginning with detailed asset inspection and documentation including visual and descriptive information. The intern also managed asset disposal data by categorizing and documenting the final status of disposed assets. The week concluded with an evaluation meeting to review completed work and received a new assignment to prepare email marketing campaigns targeting potential customers in the Riau region.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : September 16th to September 20th, 2024

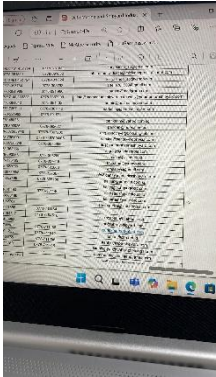
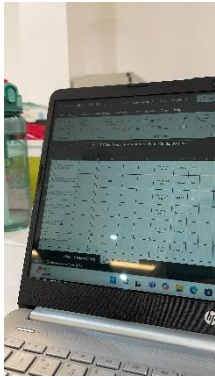
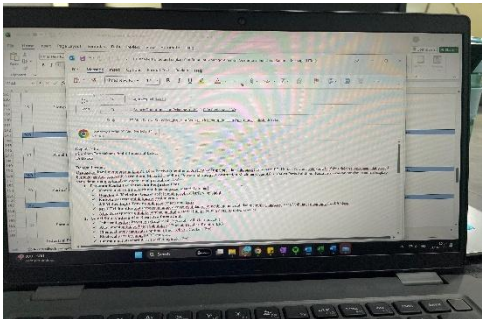
Day	Activity	Place	Approved by Mentor
Monday, September 16 th , 2024	Holiday for Maulid Nabi Muhammad	-	
Tuesday, September 17 th , 2024	1. Content writing assignment, creating content for the company's Safety Induction. 2. Designing the conceptual framework for the Safety Induction video.	Office Bina Pertiwi	
Wednesday, September 18 th , 2024	1. Continued the asset management project, specifically focusing on the workshop area. 2. Identifying and search dokumenting assets that may have been previously overlooked or not fully documented.	Workshop Bina Pertiwi	
Thursday, September 19 th , 2024	1. Creating some social media design for Bina Pertiwi's Instagram. 2. The task for design instagram post template, reels design, and story design.	Office Bina Pertiwi	
Friday, September 20 th , 2024	1. Extending the asset management project to the office area. 2. Identifying and documenting previously undocumented assets.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	 	<p>On third week of September, the work given focused on content development for Safety Induction and asset management documentation. The intern was assigned to create content and conceptual framework for Safety Induction video, while also documenting overlooked assets in both workshop and office areas. Additionally, tasks included creating social media designs for Bina Pertiwi's Instagram, including templates for posts, reels, and stories.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : September 23rd to September 27th, 2024

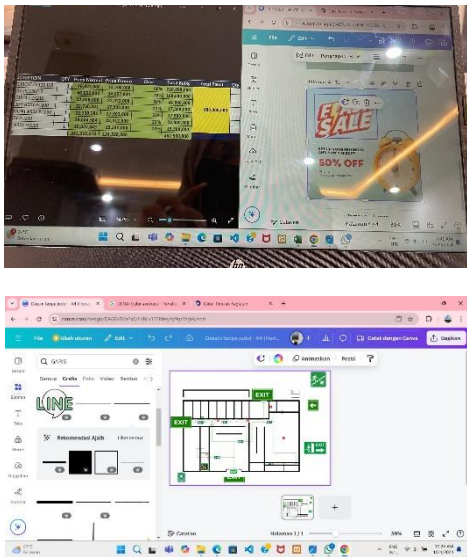
Day	Activity	Place	Approved by Mentor
Monday, September 23 rd , 2024	1. Creating a promotional video for Bina Pertiwi product. 2. Branding and Call-to-Action, also provide contact information or links to more detailed product information.	Office Bina Pertiwi	
Tuesday, September 24 th , 2024	1. Filtering customer emails to determine if they are active or inactive. 2. Email validation process, like verify email format accuracy.	Office Bina Pertiwi	
Wednesday, September 25 th , 2024	1. Blasting emails to futures customers Shipyard area at Batam to promote Bina Pertiwi products. 2. Research and segment the target audience	Office Bina Pertiwi	
Thursday, September 26 th , 2024	1. Blasting emails to futures customers in the Batam Industrial area. 2. Make research to Batam field of business.	Office Bina Pertiwi	
Friday, September 27 th , 2024	1. Sorting asset data between office and mess areas 2. Inputting asset into data excel formats.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	  	<p>On last week of September, the work given is focused on marketing and data management tasks. The intern was assigned to create promotional video content and handle email marketing campaigns, particularly targeting the Batam area's shipyard and industrial customers. Last, tasks included customer email verification, along with asset data management which involved sorting and inputting data into Excel format.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : September 30th to October 04th, 2024


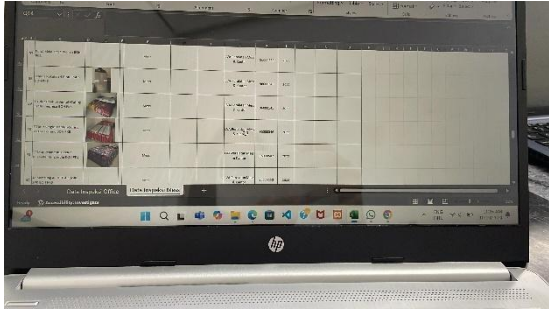
Day	Activity	Place	Approved by Mentor
Monday, September 30 th , 2024	1. Creating a flash sale product flyer for promotion. 2. Determine and discuss with sales division for key promotional elements like discount percentage, limited-time offer, unique selling proposition, and product benefits.	Office Bina Pertiwi	
Tuesday, October 01 st , 2024	1. Creating a product catalog for promotion. 2. Discuss with mentor for design template layout and visual design and make revision.	Office Bina Pertiwi	
Wednesday, October 02 nd , 2024	1. Finding assets in the Tools Service. 2. Inputting data asset into Excel, and determining the viability of each asset.	Office Bina Pertiwi	
Thursday, October 03 rd , 2024	1. Creating a Weekend Sale promotional flyer. 2. Make concept brainstorming and design drafts.	Office Bina Pertiwi	
Friday, October 04 th , 2024	1. Discuss with mentor about design evacuation route plan for company building. 2. Creating a design at canva apps for the building's evacuation route.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.		<p>First week in October, the intern was assigned to create various marketing materials including flash sale flyers and product catalogs, with emphasis on key promotional elements and design templates. The tasks also included asset management for Tools Service, involving data input and viability assessment. Next, work was done on safety infrastructure by designing an evacuation route plan for the company building using Canva apps.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : October 07th to October 11th, 2024



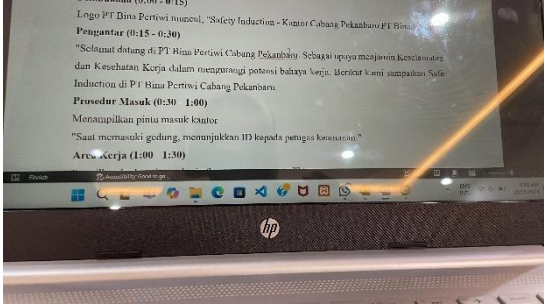
Day	Activity	Place	Approved by Mentor
Monday, October 07 th , 2024	1. Design Layout of K3 (Occupational Safety and Health) Facilities at PT Bina Pertiwi Pekanbaru Branch 2. Creating a design for safety induction direction signs in the company area.	Office Bina Pertiwi	
Tuesday, October 08 th , 2024	1. Inputting Company Assets in BP Mess Area. 2. Documenting and inputting asset data in the BP mess for company asset inspection purposes.	Office Bina Pertiwi	
Wednesday, October 09 th , 2024	1. K3 Area Design Based on Office Rooms. 2. Creating a design such as evacuation route layout within rooms and providing direction signs for exits.	Office Bina Pertiwi	
Thursday, October 10 th , 2024	1. Inputting Company Assets in BP Mess Area. 2. Matching asset item names with those listed in the asset inspection.	Office Bina Pertiwi	
Friday, October 11 th , 2024	1. Design Wind Direction Indicators on K3 Facility Layout at PT Bina Pertiwi Pekanbaru Branch. 2. Providing information on the K3 location map by indicating wind directions as a reference.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	 	<p>Second week in October, intern concentrated on designing K3 facility layouts and safety induction directional signs, followed by detailed company asset documentation in the BP Mass Area. The intern also developed K3 area designs for office rooms, including evacuation routes and directional signage. The week concluded with matching asset inventory data and creating wind direction indicators for the K3 facility layout, enhancing overall workplace safety measures.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP





Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : October 14th to October 18th, 2024


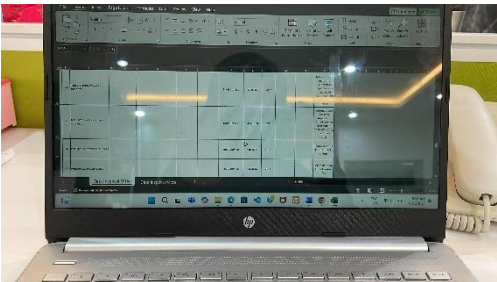
Day	Activity	Place	Approved by Mentor
Monday, October 14 th , 2024	1. Take safety induction video and recording video for editing purposes. 2. Continue editing video based on company needed.	Office Bina Pertiwi	
Tuesday, October 15 th , 2024	1. Evacuation route design revision, make a correcting edit after review by a mentor. 2. Discuss the result with mentor after revision.	Office Bina Pertiwi	
Wednesday, October 16 th , 2024	1. Product promotion flyer design revision by improving the flyer design according to mentor's suggestions. 2. Discuss the result with mentor after revision.	Office Bina Pertiwi	
Thursday, October 17 th , 2024	1. Take safety induction video project part II, recording video in the outdoor area of Bina Pertiwi Office 2. Continue editing video based on company needed.	Office Bina Pertiwi	
Friday, October 18 th , 2024	1. Revise narrative and take safety induction video, by improving video narrative as per mentor's guidance and recording missing video segments. 2. Discuss the result with mentor after revision.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	  	<p>The activities for the third week in October began with safety induction video production and editing, followed by evacuation route design revisions. The intern also worked on product promotion by developing flyer designs under mentor guidance. Then, safety video recordings were made in outdoor areas, with the final days dedicated to improving video narratives and implementing mentor feedback to ensure quality standards.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP



Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : October 21st to October 24th, 2024



Day	Activity	Place	Approved by Mentor
Monday, October 21 st , 2024	1. Editing safety introduction video, with creating video intro as an initial logo introduction for PT Bina Pertiwi.	Office Bina Pertiwi	
Tuesday, October 22 nd , 2024	1. Inputting company service tools assets at pt bina pertiwi, like inputting asset names and determining asset locations with service supervisor.	Workshop Bina Pertiwi	
Wednesday, October 23 rd , 2024	1. Have great day event minutes, creating a summary of what was discussed during the have great day event and filling out event report form.	Office Bina Pertiwi	
Thursday, October 24 th , 2024	1. Safety Induction Video Editing at the initial stage. 2. Discuss with mentor for the result that day.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	 	<p>The activities in this week began with editing a safety induction video and creating an intro logo. The intern then worked on documenting company service tools and their locations at the workshop. Mid-week involved creating meeting minutes from a great day event and summarizing discussions. The week concluded with initial stage editing of the Safety Induction Video, followed by a review session with the mentor.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : October 31st to November 01st, 2024

Day	Activity	Place	Approved by Mentor
Thursday, October 31 st , 2024	1. Creating banner for employee retirement preparation to support and communicate the retirement preparation process for employees.	Office Bina Pertiwi	
Friday, November 01 st , 2024	1. Editing retirement preparation event documentation video. 2. Developing concept for bina pertiwi anniversary video.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	 	<p>The activities last week in October carried out with designing a banner for employee retirement preparation communications. The week concluded with editing retirement event documentation videos and developing concepts for the Bina Pertiwi anniversary video project.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP




Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : November 04th to November 08th, 2024


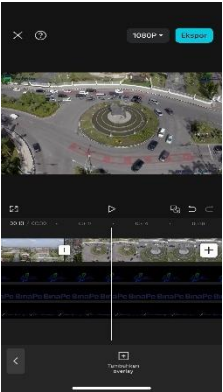
Day	Activity	Place	Approved by Mentor
Monday, November 04 th , 2024	1. Design anniversary banner for Bina Pertiwi, likely featuring the company's branding, history, and achievements.	Office Bina Pertiwi	
Tuesday, November 05 th , 2024	1. Meeting for Anniversary Video Concept and finalize the creative direction, storyline, and narrative approach for the company's anniversary video.	Office Bina Pertiwi	
Wednesday, November 06 th , 2024	1. Recording and Editing Anniversary Video of Bina Pertiwi for the company's anniversary celebration and initial video editing process. 2. Discuss with mentor about the progress of editing video.	Office and Workshop Bina Pertiwi	
Thursday, November 07 th , 2024	1. Continue for take video and editing for the company's anniversary video, and for capturing additional scenes.	Warehouse Bina Pertiwi	
Friday, November 08 th , 2024	1. Continue for editing anniversary video of Bina Pertiwi, further refinement and post-production work on the anniversary video.	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.		<p>Activities began with designing an anniversary banner and finalizing the anniversary video concept, including creative direction and storyline, followed by recording and initial editing sessions. The latter part of the week focused on additional video captures at various locations and concluded with further refinements to the anniversary video production.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP






Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : November 11st to November 13rd, 2024

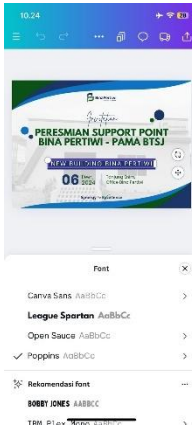
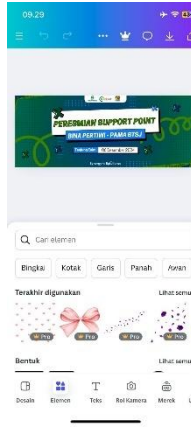
Day	Activity	Place	Approved by Mentor
Monday, November 11 st , 2024	1. Editing Bina Pertiwi Anniversary Video	Office Bina Pertiwi	
Tuesday, November 12 nd , 2024	1. Finishing Video Editing	Office Bina Pertiwi	
Wednesday, November 13 rd , 2024	1. Recording "Have a GREAT Day" and safety talk videos	Warehouse Bina Pertiwi	

No.	Pictures of Activity	Description
1.	 	<p>For this week, the first two days were dedicated to completing the Bina Pertiwi Anniversary Video project, with final editing and finishing. However, concluded with recording new content for "Have a GREAT Day" program and safety talk videos at the warehouse location.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP





Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : December 02nd to December 06th, 2024

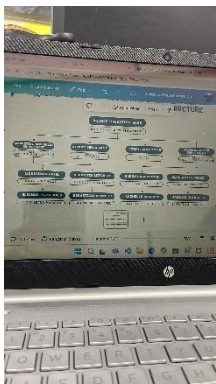

Day	Activity	Place	Approved by Mentor
Monday, December 02 nd , 2024	1. Designing banners for Bina Pertiwi support point inauguration	Office Bina Pertiwi	
Tuesday, December 03 rd , 2024	1. Designing formal banners for Building Inauguration ceremony	Office Bina Pertiwi	
Wednesday, December 04 th , 2024	1. Designing Bina Pertiwi Event Invitations	Office Bina Pertiwi	
Thursday, December 05 th , 2024	1. Editing Safety Induction Video	Office Bina Pertiwi	
Friday, December 06 th , 2024	1. Continuing Safety Induction Video editing	Office Bina Pertiwi	

No.	Pictures of Activity	Description
1.	 	<p>The activities for first week in Desember carried out creating various designs: banners for the support point inauguration, formal banners for the Building Inauguration ceremony, and event invitations. The latter part of the week was dedicated to editing and finalizing the Safety Induction Video project.</p>

WEEKLY ACTIVITIES OF THE APPRENTICESHIP

Intern Name : Nur Azura
 Intern Position : Branch Administration Division
 Business Unit : PT. Bina Pertiwi Pekanbaru
 Mentor Name : Anggi Kurniawan
 Period : December 16th to December 19th, 2024

Day	Activity	Place	Approved by Mentor
Monday, December 16 th , 2024	1. Editing Organizational Structure & Safety Video	Office Bina Pertiwi	
Tuesday, December 17 th , 2024	1. Designing Sumatra Island Map showing Bina Pertiwi's Field of Business Areas	Office Bina Pertiwi	
Wednesday, December 18 th , 2024	1. Recording video and revising Safety Induction Video	Office Bina Pertiwi	
Thursday, December 19 th , 2024	1. Finishing video project editing and Internship Farewell	Office Bina Pertiwi	

























No.	Pictures of Activity	Description
1.	 	<p>Last week for apprenticeship, the intern worked on safety video editing and created organizational content, including a Sumatra Island business map. The program concluded with final video editing tasks and farewell activities, all completed at the Bina Pertiwi office under mentor supervision.</p>

Appendix 7 : Logbook

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Selasa, 31 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Completion of company asset tests and report of company assets of PT Bina Pertiwi Pekanbaru Branch	
2	Senin, 26 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Improvement and completion of assignments Have a GREAT Day	
3	Jumat, 27 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Cek SPB (Surat Pengiriman Barang)	
4	Selasa, 24 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Finishing Annual Report or Sales Team Annual Recap	
5	Senin, 23 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Annual Report or Sales Team Annual Recap	
6	Jumat, 20 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Check Goods Shipment Letter Number	
7	Kamis, 19 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210028 - Nur Azura	Finishing Editing Video dan Perpisahan Magang	
8	Kamis, 19 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Perpisahan & Pelepasan Magang Zura	

9	Rabu, 18 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210028 - Nur Azura	Take video dan Revisi Video Safety Induction	
10	Rabu, 18 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Check Goods Shipment Letter Number	
11	Selasa, 17 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210028 - Nur Azura	Design Peta Pulau Sumatera Area Field of Business Sina Pertiwi	
12	Selasa, 17 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Deklarasi Perjalanan Dinas	
13	Senin, 16 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	check and pack goods in the warehouse	
14	Senin, 16 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210028 - Nur Azura	Editing Struktur Organisasi & Video Safety	
15	Jumat, 13 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Arsip Data SPB (Surat Pengiriman Barang) Perbulan	
16	Kamis, 12 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Cek SPB (Surat Pengiriman Barang)	
17	Rabu, 11 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Report Data Asset Pekanbaru	

18	Selasa, 10 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Arsip Data SPB (Surat Pengiriman Barang)	
19	Senin, 9 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Cek Invoice	
20	Jumat, 6 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Editing Photo	
21	Jumat, 6 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210028 - Nur Azura	Editing Video Safety Induction	
22	Kamis, 5 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210028 - Nur Azura	Editing Video Safety Induction	
23	Kamis, 5 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Cek SPB (Surat Pengiriman Barang)	
24	Rabu, 4 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Update Asset Perusahaan	
25	Rabu, 4 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210028 - Nur Azura	Desain Undangan Acara Bina Pertiwi	
26	Selasa, 3 Desember 2024	19901232024210036 - ARITA DESTIANINGSIH, M.Pd	5504210050 - Eka Junita Darya Ningish	Cek number & Arsip Data Purchase Order (PO)	

		Desember 2024	DESTIANINGSIH, M.Pd	Junila Darya Ningsih	(PO)	
27	Selasa, 3 Desember 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Design Spanduk Formal kegiatan Peresmian Gedung	  	
28	Senin, 2 Desember 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Design Spanduk Peresmian support point Bina Pertiwi	  	
29	Senin, 2 Desember 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Report Data Bulanan Have a Great Day	  	
30	Jumat, 29 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Arsip Data SPB (Surat Pengiriman Barang)	  	
31	Kamis, 28 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  	
32	Selasa, 26 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  	
33	Senin, 25 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Cek & Arsip Data SPB (Surat Pengiriman Barang)	  	
34	Jumat, 22 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Arsip Data SPB (Surat Pengiriman Barang)	  	

35	Kamis, 21 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	
36	Rabu, 20 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Report Data Have a Great Day	
37	Selasa, 19 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Cek Number & Arsip Data Purchase Order (PO)	
38	Senin, 18 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	MC Acara HUT 48th PT Bina Pertiwi Cabang Pekanbaru	
39	Jumat, 15 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	
40	Kamis, 14 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Report Have a Great Day	
41	Rabu, 13 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Take Video have a great day and Safety Talk	
42	Rabu, 13 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Take Video Have a GREAT Day and safety talk	

44	Selasa, 12 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Finishing Editing Video	
45	Senin, 11 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Day 3 Take Video HUT 48 PT Bina Pertiwi	
46	Senin, 11 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Editing Video HUT BP	
47	Jumat, 8 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Editing Video HUT BP	
48	Jumat, 8 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Report Data Asset Pekanbaru	
49	Kamis, 7 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Day 2 Take Video HUT 48 PT Bina Pertiwi	
50	Kamis, 7 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Take Video dan Editing Video HUT BP Part 2	
51	Rabu, 6 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421050 - Eka Junila Darya Ningsih	Day 1 Take Video HUT 48 PT Bina Pertiwi	
52	Rabu, 6 November 2024	199012232024210336 - ARITA DESTIANINGSIH, M.Pd	550421028 - Nur Azura	Take Video dan Editing Video HUT BP	

53	Selasa, 5 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Meeting Konsep Video HUT BP dan Narasi Video	
54	Selasa, 5 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Meeting Finishing Konsep Video HUT 48 PT Bina Pertiwi	
55	Senin, 4 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Spanduk HUT BP	
56	Senin, 4 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Membuat Konsep Video Untuk HUT 48 PT Bina Pertiwi	
57	Jumat, 1 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	MC Acara Masa Persiapan Pensiun Karyawan Bina Pertiwi Cabang Pekanbaru	
58	Jumat, 1 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing Video Dokumentasi Acara Persiapan Pensiun, dan membuat Konsep Video HUT Bina Pertiwi	
59	Kamis, 31 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Spanduk Masa Persiapan Pensiun Karyawan	
60	Kamis, 31 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Editing Video Have a GREAT Day MHS Bina Pertiwi Cabang Pekanbaru	
61	Rabu, 30 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Take Video Have a great day and safety talk	

63	Jumat, 25 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report asset pekanbaru	
64	Kamis, 24 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing Video Safety Induction	
65	Kamis, 24 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Take Video Outdoor	
66	Rabu, 23 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report Have a Great Day	
67	Rabu, 23 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Notulen acara Have Greet Day	
68	Selasa, 22 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Data Asset Mess	
69	Selasa, 22 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Asset Perusahaan tools service PT Bina Pertiwi	
70	Senin, 21 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Asset Data Leasehold Building	
71	Senin, 21 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing introduction Video Safety	

72	Jumat, 18 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Update assets data located at Bina Pertiwi office	
73	Jumat, 18 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Revisi Narasi dan Take Video Safety Induction	
74	Kamis, 17 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Take Video Outdoor	
75	Kamis, 17 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Take Video Safety Induction Part II	
76	Rabu, 16 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Arsip Data SP8 (Surat Pengiriman Barang)	
77	Rabu, 16 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Revisi Design Flyer Promosi Produk BP	
78	Selasa, 15 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SP8 (Surat Pengiriman Barang)	
79	Selasa, 15 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Revisi Design Jalur Evakuasi	
80	Senin, 14 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Take Video Indoor	

		81	Senin, 14 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Take Video Safety Induction	
		82	Jumat, 11 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Asset Furniture	
		83	Jumat, 11 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Petunjuk Arah Mata Angin pada Layout Sarana KTD PT Bina Pertiwi Cabang Pekanbaru	
		84	Kamis, 10 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Asset LVA	
		85	Kamis, 10 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Mess BP	
		86	Rabu, 9 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Skrip	
		87	Rabu, 9 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Area KTD Berdasarkan Ruangan Office	
		88	Selasa, 8 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Input Data Asset	
		89	Selasa, 8 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Mess BP	

		90	Senin, 7 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Input Data Asset	
		91	Senin, 7 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Layout Sarana KTD PT Bina Pertiwi Cabang Pekanbaru	
		92	Jumat, 4 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek Surat Pengiriman Barang	
		93	Jumat, 4 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Denah Jalur Evakuasi Gedung Perusahaan	
		94	Kamis, 3 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Ansip Data Surat Pengiriman Barang	
		95	Kamis, 3 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Flyer Promosi Produk BP	
		96	Rabu, 2 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Finishing blasting email industrial estate in Batam	
		97	Rabu, 2 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di Tools Service	
		98	Selasa, 1 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Aset Perusahaan	

		99	Selasa, 1 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Flyer Promosi Produk BP	
		100	Senin, 30 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report asset pekanbaru	
		101	Senin, 30 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Flyer Promosi Produk BP	
		102	Jumat, 27 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Blasting Email Industrial Estate in Batam	
		103	Jumat, 27 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Data Aset Area Mess	
		104	Kamis, 26 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Menemukan & Membuat Data Aset Perusahaan	
		105	Kamis, 26 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Blasting Email Industrial Batam	
		106	Rabu, 25 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Blasting Email Shipyard	

107	Rabu, 25 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	55042110250 - Eka Junita Darya Ningsih	Blasting Email Cust Marine and Shipyard Industries Batam	
108	Selasa, 24 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Checking Email Customer	
109	Selasa, 24 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Asset Perusahaan	
110	Senin, 23 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Video Promosi	
111	Senin, 23 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Membuat Data Asset Perusahaan	
112	Jumat, 20 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Asset Perusahaan di area Office BP	
113	Jumat, 20 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Project Batam	
114	Kamis, 19 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Mendesign Layout Instagram BP	

115	Kamis, 19 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Deklarasi Perjalanan Dinas	
116	Rabu, 18 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Asset Perusahaan di area Workshop BP	
117	Rabu, 18 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Company Profile	
118	Selasa, 17 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Content Writer	
119	Selasa, 17 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Konsep Video	
120	Jumat, 13 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing Flyer Promosi Product	
121	Jumat, 13 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Project Batam	
122	Kamis, 12 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Meeting Evaluasi, dan Pemberian tugas baru	

124	Rabu, 11 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Memilih Data Asset yang sudah Disposisi	
125	Rabu, 11 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Membuat Data Asset Perusahaan	
126	Selasa, 10 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Pivot data Asset	
127	Selasa, 10 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Data Master	
128	Senin, 9 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Data Inspeksi Asset BP	
129	Senin, 9 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Data Master	
130	Jumat, 6 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Menjadi MC Pada Acara Perpisahan Karyawan	
131	Kamis, 5 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Data Master	

132	Rabu, 4 September 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Pembuatan Video Dokumentasi pada acara GREAT Culture Perusahaan	
133	Rabu, 4 September 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Have a Greet Day	
134	Selasa, 3 September 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Warehouse BP	
135	Selasa, 3 September 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Project Batam	
136	Senin, 2 September 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Flyer Promosi Produk BP	
137	Senin, 2 September 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Aset Perusahaan	
138	Jumat, 30 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Meeting bersama Mentor dan CEO mengenai Progress Project Batam	
139	Jumat, 30 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Aset Perusahaan	

140	Kamis, 29 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Aset Perusahaan	
141	Kamis, 29 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Membuat Design Ucapan Maulid Nabi untuk Instagram BP	
142	Rabu, 28 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Project Batam	
143	Rabu, 28 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Workshop BP	
144	Selasa, 27 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Menjadi MC Pada Acara Perpisahan Karyawan	
145	Selasa, 27 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	MC Pada acara Perpisahan Karyawan MSDH	
146	Senin, 26 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Aset Perusahaan	
147	Senin, 26 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Membuat Teks badan Email yang akan dikirim ke Calon Customer	
148	Jumat, 23 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Membuat Data Aset Perusahaan	

149	Jumat, 23 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Mendata Email calon Customer di field Shipyard Batam	
150	Kamis, 22 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Membuat Data Aset Perusahaan	
151	Kamis, 22 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Office BP	
152	Rabu, 21 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Have a Greet Day	
153	Rabu, 21 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Pembuatan Video Dokumentasi pada acara GREAT Culture Perusahaan	
154	Selasa, 20 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Meeting in explaining the tasks that will be carried out during the internship	
155	Selasa, 20 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Meeting berkaitan tugas selama magang dengan jangka panjang	
156	Senin, 19 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Parkendian di PT Bina Partwi	
157	Senin, 19 Agustus 2024	199012232024210036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Introduction dan Tugas Pembuatan Video Penerapan 5K Perusahaan tentang Daur Ulang Ban Bekas	

Appendix 8 : Documentation during Apprenticeship

Farewell Event for Intern

