

APPRENTICESHIP REPORT
PT. BINA PERTIWI PEKANBARU
BRANCH ADMINISTRATION DEPARTMENT (BA)
PEKANBARU - RIAU

EKA JUNITA DARYA NINGSIH

Reg. Number : 5504211050



ENGLISH FOR BUSINESS AND PROFESIONAL COMMUNICATION
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS - RIAU
2024/2025

APPROVAL SHEET

**APPRENTICESHIP REPORT
PT. BINA PERTIWI PEKANBARU
BRANCH ADMINISTRATION DEPARTMENT (BA)**

Written as one of the requirements for completing the apprenticeship

Eka Junita Darva Ningsih
5504211050

Bengkalis, January 10th, 2025

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of **Eka Junita Darya Ningsih, Reg Number 5504211050** who did the apprenticeship at PT. Bina Pertiwi Pekanbaru, started from August 19Th to December 31Th 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Bengkalis, January 10th, 2025

Acceptance by:

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Bengkalis, January 10th 2025

Eka Junita Darya Ningsih

Reg. Number 5504211050

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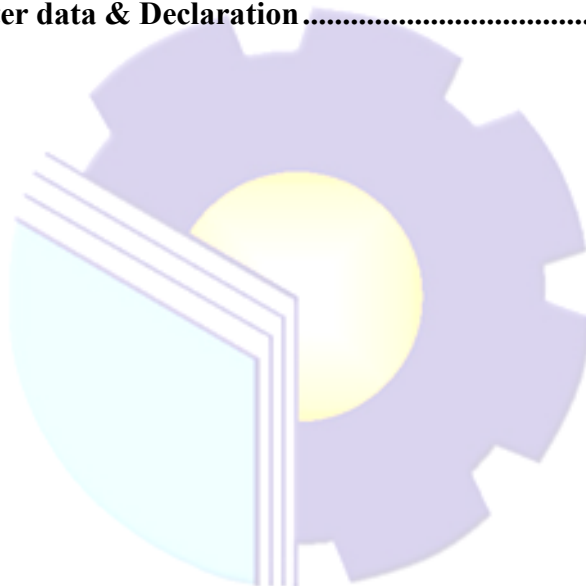
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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

In the current era, apprenticeships have been recognized as an effective workforce solution that combines practical on-the-job training with classroom learning. Apprenticeships can provide individuals with valuable skills and qualifications while meeting the evolving needs of employers. As the economy adapts to technological advances and labor market changes, apprenticeships continue to play a vital role in developing a skilled workforce capable of tackling contemporary challenges. Based on data from Britannica.

An apprenticeship is a structured training program that combines work experience with classroom learning, designed to equip individuals with the skills required for a particular trade or profession. The main objective of the internship program is to provide hands-on experience while ensuring that the student intern gains theoretical knowledge relevant to their field. Student interns will be well prepared to encourage personal development, communication skills, teamwork, and future careers, which often results in higher employment rates and better job prospects upon completion of the program.

The internship program is part of the educational curriculum at State Polytechnic of Bengkalis, which plays an important role in bridging the gap between academic knowledge and practical experience. Bengkalis State Polytechnic was established in 2000. The Bengkalis Regency Government, through the Gema Bahari Foundation, established a college under the name Bengkalis Shipbuilding Polytechnic. In its journey, the Bengkalis Shipbuilding Polytechnic changed its name to Politeknik Bengkalis and was under the Bangun Insani Foundation (YBI) Bengkalis, but in 2008, its status changed to a state polytechnic through the Regulation of the Minister of National Education. State Polytechnic of Bengkalis has a vision and mission to become a superior polytechnic oriented towards developing competent human resources in the fields of technology,

business, and industry. Therefore, until now, State Polytechnic of Bengkalis has continued to develop various study programs that are very relevant to the needs of the job market, both at the local, national, and international levels. Based on data from polbeng.ac.id

The programs at State Polytechnic of Bengkalis are designed to equip students with technical and non-technical skills, which are in line with the needs of industry at national and international levels. Through a practice-oriented curriculum, State Polytechnic of Bengkalis ensures and prepares students with practical skills so that graduates have relevant experience and up-to-date knowledge. Therefore, one of the effective ways to prepare students is through an internship program, so that students can practice the theoretical knowledge gained during lectures in real work situations so that they can better understand how these theories are applied in daily work. This internship experience is also an integral part of the educational journey, allowing for the development of critical thinking and problem-solving skills while working alongside experienced professionals in leading companies.

As such, State Polytechnic of Bengkalis offers a range of diploma programs designed to equip students with practical skills and theoretical knowledge that are essential to their careers. State Polytechnic of Bengkalis offers 18 diverse study programs, including the Diploma in English for Business and Professional Communication. The Diploma in English for Business and Professional Communication is designed to prepare students with the English language skills required in business and professional contexts. In today's era of globalization, the ability to communicate in English is becoming increasingly important for professionals in various fields. This diploma focuses not only on language acquisition but also on the application of communication skills in real business contexts. With an integrated curriculum, students not only learn the language but also understand important aspects of business communication, such as negotiation, presentation, and report writing.

As part of the curriculum, students of the Diploma in English for Business and Professional Communication at State Polytechnic of Bengkalis are required to

undergo an internship program. This program allows students to gain hands-on experience in the business and professional rlds. Thus, to carry out practical work activities for a maximum of six months and a minimum of four months. Therefore, the author chose PT. Bina Pertiwi Pekanbaru, as one of the places to carry out practical work activities for four months. During the implementation of practical work at PT. Bina Pertiwi Pekanbaru, the author got a place in the Branch Administration Department (BA) section.

The implementation of this practical work starts from 19 August 2024 to 31 December 2024. The implementation of this practical work is expected to improve students' technical skills and gain greater insight into the world of work and industry. An internship is a bridge that connects the academic world with the professional world and strengthens students' readiness to face future challenges.

1.2 Purposes of the Apprenticeship

Practical work is a series of activities to provide practical learning experience for students, which allows students to apply theoretical knowledge in a real business context. Students who carry out practical work can add insight and knowledge and improve student skills obtained in the classroom.

The purpose of the implementation of practical work activities for students of the State Polytechnic of Bengkalis are:

1. To enable the author to experience practical challenges at PT Bina Pertiwi.
2. To sharpen technical and soft skills, including project and time management, as well as communication, during practical work at PT Bina Pertiwi.
3. To apply academic knowledge in a real-world environment at PT Bina Pertiwi.
4. To deepen the author's understanding of corporate culture, workflow, and operational strategies at PT Bina Pertiwi.
5. To gain practical experience using marketing tools and technologies for brand management and marketing strategies at PT Bina Pertiwi.

1.3 Significances of the Apprenticeship

The benefits of practical work activities for students and State Polytechnic of Bengkalis and its company are:

1. For Students (Apprentices)
 - a. To give students practical experience that complements their theoretical knowledge.
 - b. To develop skills like teamwork, communication, and problem-solving.
 - c. To build professional networks that benefit future careers.
 - d. To gain industry experience that enhances academic learning.
2. For State Polytechnic of Bengkalis
 - a. Improving student learning outcomes in practical work programs to help institutions produce graduates with practical skills, thereby increasing their employability.
 - b. To improve curriculum relevance by ensuring that the practical work programs offered are relevant to the evolving needs of the industry.
 - c. For a continuous improvement process in enhancing the quality of education by aligning it to global standards and enhancing the institution's reputation with a well-structured internship program will have a positive impact.
3. For PT Bina Pertiwi Pekanbaru
 - a. To provide opportunities for the author to develop practical skills and knowledge relevant to the industry. By being directly involved in the company's operational activities, the author can apply the theory that has been learned in college into real practice, thereby increasing the company's competence.
 - b. To obtain new perspectives and fresh ideas that can contribute to innovation within the company.
 - c. To be able to improve the company's image in the eyes of the public and attract the attention of qualified prospective employees and business partners.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History

PT. Bina Pertiwi was established with a visionary goal to become a leading company in the agricultural and industrial sectors in Indonesia. Established on 15 November 1976, it focuses on agriculture, industry, construction, mining, and energy. Wholly owned by PT United Tractors, Tbk, which is also part of PT Astra International, Tbk. PT. Bina Pertiwi initially started as a small-scale agricultural equipment and supplies distribution business in Java. The founding members realized the huge potential of agricultural development in Indonesia and sought to create comprehensive solutions for farmers and agricultural businesses across the archipelago.

In 2019, PT. Bina Pertiwi added a product line previously handled by Andalan Multi Kencana. The addition of this product line was carried out to strengthen the business by adding a line of business and products, namely the aftermarket that focuses on the mining sector. This is done to answer diverse customer needs. Supported by competent employees and a solid management team, PT Bina Pertiwi is present throughout Indonesia through branch offices and representatives who are ready to serve customers.

Therefore, PT. Bina Pertiwi opened a branch in Pekanbaru as part of the company's strategic expansion to serve the market in the Sumatra region, especially in the plantation and forestry sectors, which are the main pillars of the regional economy. By opening a branch of PT. Bina Pertiwi in Pekanbaru, it can provide easy access for customers in Pekanbaru and surrounding areas while strengthening

the company's after-sales service network. Within a few years, the Pekanbaru branch managed to build a reputation as a reliable business partner.

In carrying out its operations, PT. Bina Pertiwi Pekanbaru is supported by a competent and experienced team, as well as complete facilities that include offices, workshops, and warehouses. This infrastructure allows PT. Bina Pertiwi Pekanbaru to provide fast and timely services to customers. With a commitment to provide total solutions, as well as providing training for heavy equipment operators to improve efficiency and productivity in the field.

Along with the development of technology, PT. Bina Pertiwi Pekanbaru also adopts digital systems to improve operational efficiency. One of them is the implementation of an integrated management system that simplifies the process of monitoring and maintaining heavy equipment in real-time. This step not only improves service quality but also helps customers manage their operational costs more effectively.

Besides focusing on services, PT. Bina Pertiwi Pekanbaru is also active in corporate social responsibility (CSR) activities. Programmes such as local workforce training, scholarships, and reforestation activities are part of the company's efforts to make a positive contribution to the surrounding community. This approach is in line with the company's vision to support sustainable economic development.

With more experience, PT. Bina Pertiwi Pekanbaru continues to be committed to becoming a trusted partner in the heavy equipment industry. Supported by the parent company, PT United Tractors, Tbk, as well as strategic partnerships with various international brands, which makes the branch one of the major players in the Sumatra region. Going forward, PT. Bina Pertiwi will always strive to provide the best service by increasing the reach and ability to meet customer demand through the availability of spare parts, repair services, and maintenance services handled by certified mechanics and equipped with operator training.

PT. Bina Pertiwi is also committed to continuous improvement in order to provide the best solutions for customers.

2.2 Vision and Mission

2.2.1 Vision

To be a leading & trustworthy company to provide integrated solution for the customer.

2.2.2 Mission

1. Focus on building partnership values through our customers and supplier—both local and global—of the Agriculture, Industrial, Construction, Mining, and Energy sectors.
2. Create sustainability of guaranteed products and service to meet customer needs.
3. Provide positive environment for the talents to grow and develop their capability & productivity.
4. Create sustainable shareholder value.
5. To be a pride of the nation.

To fulfil the mission and achieve the vision and strategy, all employees of Bina Pertiwi must be above average individuals who can be trusted, have high enthusiasm for growth and processes, be responsive and agile to various changes, be able to collaborate and respect each other to provide ground-breaking innovations and solutions.

All values are concluded in GREAT Culture: Growth-mindset, Respect, Excellent, Agile, Trustworthy.

2.3 Kind of Business

PT. Bina Pertiwi Pekanbaru is one of the branches of PT. Bina Pertiwi, a leading company in the field of heavy equipment distribution and agricultural solutions. Established as a subsidiary of PT United Tractors, Tbk, PT Bina Pertiwi focuses on providing products and services that support the agricultural, construction, industrial, and power generation sectors. The Pekanbaru branch

serves the needs of customers in Riau and surrounding areas, which have great potential in the agribusiness sector and natural resource-based industries.

In its operations, PT. Bina Pertiwi Pekanbaru provides modern agricultural solutions by marketing high-quality agricultural machinery as well as providing technical assistance to farmers and agribusiness actors. With a focus on innovation and sustainability, the company supports the creation of operational efficiency and increased productivity for its customers.

As a customer-oriented company, PT. Bina Pertiwi Pekanbaru not only sells products but also provides comprehensive after-sales services that include maintenance, repair, and supply of spare parts. These services are supported by trained and experienced experts to ensure customers' machines remain in optimal condition. With an extensive network and responsive service, PT. Bina Pertiwi Pekanbaru is committed to providing added value to customers through quality products, integrated solutions, and reliable services.

2.3.1 Products and services

PT. Bina Pertiwi Pekanbaru offers a range of products and services designed to meet the needs of diverse industries. The following are details regarding the products and services provided:

Figures 2. 1 Heavy Equipment



KUBOTA L4400



KUBOTA M108S



KUBOTA L5018



KUBOTA MX5100



COMBINE HARVESTER

KUBOTA DC70



Goods Lifting Machine

**KOMATSU
FB 25**



**KOMATSU
AE AM 50**



**KOMATSU
FD 200 FD 250**



**KOMATSU
DX 50**



**KOMATSU
EX 50**



**KOMATSU
AX 50 BX 50**



**KOMATSU
CX 50**



**KOMATSU
BR 50 SERIES**



GENSET

**KOMATSU
EGS 65**



**KOMATSU
EGS 120**



**KOMATSU
EGS 160**



**KOMATSU
EGS 240**



**KOMATSU
EGS 300**



**KOMATSU
EGS 380**



**KOMATSU
EGS 630**



**KOMATSU
EGS 850-2**



KIRLOSKAR GENSET AIR COOLED



KOMATSU EGS 1200



WEICHAI GENSET



LIGHT TOWER

WHEEL TYPE



SKID TYPE



TELEHANDLER

MST 940



MST 740














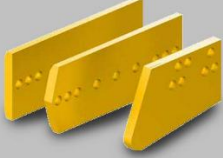



TRANSPORT






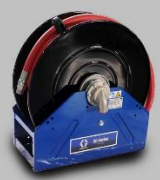

ATEX BP50D



Figures 2. 2 After-sales spare parts

UNDERCARRIAGE	
TRACK SHOE ASSY 	SEGMENT 
SHOE 	IDLER 
SHOE BOLT KIT 	SPROCKET 
TRACKLINK EXCAVATOR 	CARRIER ROLLER 
TRACKLINK DOZER 	

GROUND ENGAGING TOOLS	
BACKHOE BUCKET 	CAST LIP SYSTEM 
CUTTING EDGES 	CUTTING EDGES 
FRONT SHOVEL BUCKET 	WHEEL LOADER BUCKET 
TOOTH BUCKET 	
FILTER	
HYDRAULIC FILTER 	FUEL FILTER 

<p>LUBE FILTER</p> 	<p>AIR FILTER</p> 
<p>LUBE FILTER</p> 	
<p>TIRE</p>	
<p>TRUCK & BUS RADIAL</p> 	<p>TRUCK RADIAL</p> 
<p>OFF THE ROAD</p> 	<p>FARM BIAS</p> 
<p>OPTIONAL</p>	
<p>HOSE REEL</p> 	<p>FAST FILL</p> 

FUEL NOZZLE



ACTUATOR SYSTEM



CYLINDER TANK ASSY



LPRM



FLUID CONNECTOR GROUP

FITTING



BATTERY

HEAVY DUTY



BATTERY TRANSPORT












MAINTENANCE FREE HEAVY DUTY



MAINTENANCE FREE PREMIUM



<p>PREMIUM BATTERY</p> 	
<p>LUBRICANT</p>	
<p>DE'LUBE GREASE</p> 	<p>DE'LUBE GREASE SUPER CHASSIS</p> 
<p>DE'LUBE GREASE SUPER HD</p> 	<p>AUTOMATIC TRANSMISSION OIL</p> 
<p>ATTACHMENT</p>	
<p>BREAKER</p> 	<p>BUCKET</p> 
<p>CHEMICAL</p>	
<p>GREEN COOLANT</p> 	<p>ADERCO</p> 

ELECTRICAL	
<p>FOG LAMP</p> 	<p>INDICATOR LAMP</p> 
<p>LED WORK LAMP</p> 	<p>REAR COMBINATION LAMP</p> 
<p>SIDE MARKER LAMP</p> 	<p>STROBE LAMP</p> 
INTERNATIONAL STANDARD PARTS	
<p>SEAL KIT</p> 	<p>SERVICE KIT</p> 
UNDERCARRIAGE TRUCK	
<p>RUBBER BUSHING</p> 	<p>HUB BOLT KIT</p> 

	<div>SPRING</div> 	
	HYDRAULIC	
	<div>HYDRAULIC</div> 	

2.4 Organization Structure

The organizational structure of PT Bina Pertiwi, a business that sells agricultural equipment and associated technological solutions, is made to promote customer service and operational efficiency. One of PT Bina Pertiwi's strategic branches, the Pekanbaru Branch, adjusts its organizational structure to meet the demands of the Riau region's market, particularly in the plantation and agricultural industries.

The PT Bina Pertiwi Pekanbaru Branch is organized into multiple divisions that work together to guarantee efficient operations, customer satisfaction, and innovation in the offered goods and services. This branch's organizational structure likewise exhibits an effective task division and a defined hierarchy.

The following is a general overview of the organizational structure at PT Bina Pertiwi Pekanbaru Branch:



Figures 2. 3 Organization Structure

2.5 The Working Process

PT Bina Pertiwi Pekanbaru Branch operates within a structured and efficient work process that ensures the provision of high-quality services and products to its customers. The company focuses on several key areas, including sales, service, and after-sales support, which are an integral part of its operational framework.

1. Sales to Create Demand.

In order to create demand for the company's goods and services, the sales department is essential. To showcase the company's products, sales professionals interact with clients directly, online, and through other marketing initiatives. In order to develop strategic plans that stimulate demand, they examine consumer demands, market trends, and competition activities. Through the provision of customized solutions and the development of strong customer relationships, the sales department guarantees the consistent expansion of the company's clientele and product adoption.

2. Managing Customer Demand.

The company's attention turns to effectively managing client requests once they are generated. To guarantee prompt delivery of goods and services, the sales department collaborates closely with the logistics and service departments. Orders and requests are handled promptly, and customer satisfaction is given first priority by making sure that the products fulfill quality requirements. Maintaining regular contact with clients enables PT Bina Pertiwi Cabang Pekanbaru to keep an eye on orders and modify them in response to evolving needs, guaranteeing that client expectations are fulfilled on time.

3. Service Department Support (Warranty, Periodical Service, Repair, and Spare Parts Management).

The service department of PT Bina Pertiwi is crucial to helping clients after they make a purchase. The division oversees warranty claims, routine maintenance, and unit or damaged spare part repairs. Regular maintenance services are provided to guarantee that products continue to operate at their best, and a committed team of specialists is on hand to perform repairs. In order to ensure that clients are well served throughout the product lifecycle, the service department makes sure that spare parts are available and offers technical support. This division is dedicated to preserving the functionality and dependability of every product that is offered.

4. Logistics for Managing Spare Parts and Units in the Warehouse.

The logistics department is in charge of overseeing the warehouse's inventory of units and replacement parts. This includes keeping an eye on inventory levels, making sure that merchandise is restocked on time, and avoiding stockouts. Meeting client needs and guaranteeing that items are accessible when needed depend on effective management of spare parts and units. Logistics maintains precise records of inventory movements while collaborating closely with other departments, especially the service and sales departments, to guarantee that products are shipped on time.

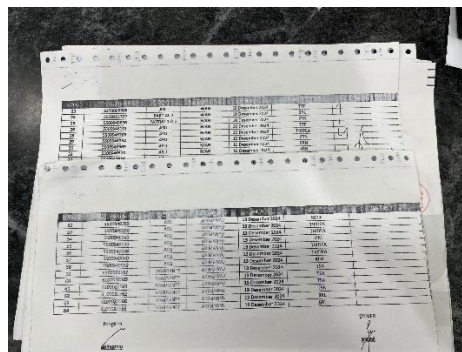
5. Administration Support

The Administrative Support Department is in charge of a number of administrative tasks that are essential to PT Bina Pertiwi Cabang Pekanbaru's efficient functioning. These duties include managing accounts receivable, addressing consumer complaints, handling legal issues, and making sure that reasonable credit terms are followed. This department is also in charge of asset management, infrastructure upkeep, safety procedures, and cultivating a positive workplace culture. Administrative support contributes to a healthy work environment while ensuring that the business functions safely, maintains organizational assets, and complies with rules.

2.6 Document Used for activity

During the internship at PT Bina Pertiwi Pekanbaru Branch in the Branch Administration Division, various documents are utilized to support administrative and operational activities. These documents play a crucial role in ensuring efficient workflows, proper record-keeping, and compliance with company policies. Below is an overview of the key documents used in the division:

1. Checking Goods Shipment Letter Number, to checking and confirm the delivery of goods from the supplier to the company. This document includes information such as product description, quantity, and delivery date.



Figures 2. 4 Goods Shipment Letter

2. Work Orders (WO), Work Orders are internal documents used to request and track specific tasks or projects within the company.



CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In an effort to explore the internship experience that lasted for four months at PT Bina Pertiwi Pekanbaru Branch, the author would like to provide a series of experiences gained during the internship, which began on 19 August and ended on 31 December 2024, where the author of the internship at PT Bina Pertiwi was assigned to the Branch Administration Department (BA).

In order to improve the quality of human resources, during the implementation of the internship program at PT Bina Pertiwi Pekanbaru Branch, the author gained many valuable experiences. Practical experience that provides the author with knowledge of new things that have not been learned, as well as providing an in-depth understanding of operations and management in the heavy equipment industry.

The internship schedule at PT Bina Pertiwi Pekanbaru Branch is as follows:

Table 3.1 Internship Schedul

No	Day	Office Hours	Break
1.	Monday	08.00 – 17.00	12.00 – 13.00
2.	Tuesday	08.00 – 17.00	12.00 – 13.00
3.	Wednesday	08.00 – 17.00	12.00 – 13.00
4.	Thursday	08.00 – 17.00	12.00 – 13.00
5.	Friday	08.00 – 17.30	11.20 – 13.00
6.	Saturday	Day Off	-
7.	Sunday	Day Off	-

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

1. Optimazing Company Asset Data Management
2. Checking Goods Shipment Letter Number, Archive data, & Checking purchase order number

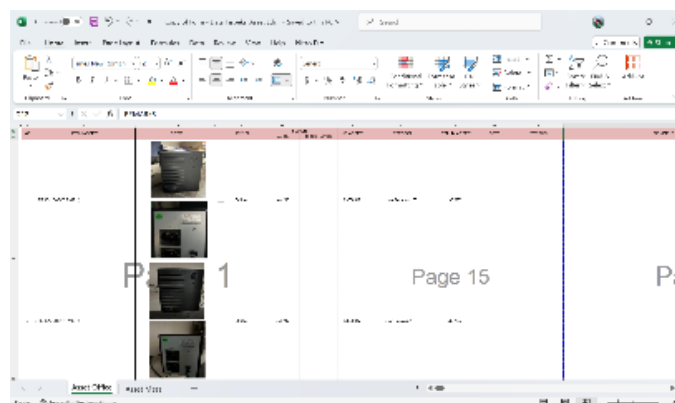
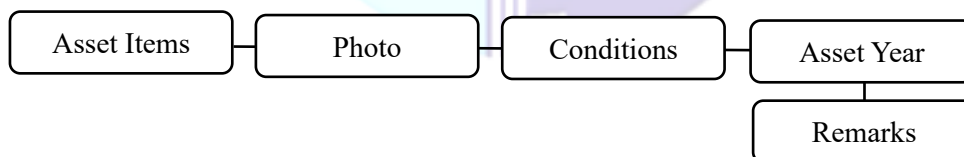
3. Taking notes during Have a GREAT Day
4. Recording Batam project conversations in Excel & complaining and sending email in blasting
5. Recaping master data & Recaping of official trip declaration

3.2 System and Procedure

There are several procedures used in the operational activities of PT Bina Pertiwi Pekanbaru Branch, which is one of the companies engaged in the distribution and supply of heavy equipment and after-sales services. In order to support the internship program, PT Bina Pertiwi has established clear systems and procedures to ensure that the learning process can take place effectively and efficiently. The systems and procedures are designed to provide practical experience to support the development of industry-relevant skills and competencies. The following are the main systems and procedures implemented:

3.2.1. Optimazing Company Asset Data Management

The Asset Inspection Data form is an important document used to record and assess the condition of company assets. The process of filling out this form is carried out periodically to ensure that all assets are in good condition and functioning optimally. The data recorded includes:



Figures 2. 5 Asset Data

3.2.2. Checking Goods Shipment Letter Number, Archive data, & Checking purchase order number

This procedure involves checking the delivery note number of the goods and archiving data relating to the delivery. Every item shipped must be accompanied by a delivery note that includes a unique number. The steps taken include:

1. Verifying the delivery note number with the data in the system.
2. Archiving shipping documents for future audit and tracking purposes.
3. Checking the purchase order number to ensure that the goods received match the order that has been submitted.

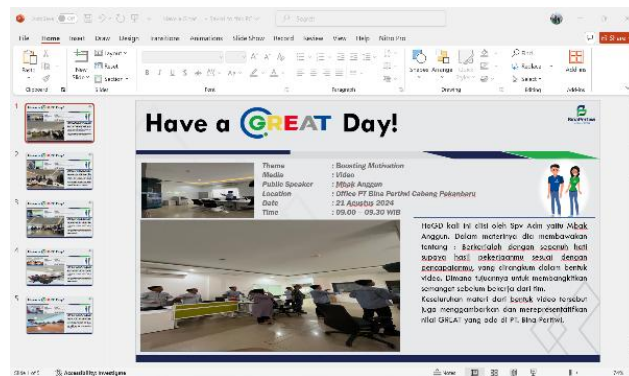


Figures 2. 6 Goods Shipment Letter, Archive data, Purchase order

3.2.3. Taking notes during Have a GREAT Day

The “Have a GREAT Day” report is an initiative to improve employee morale and productivity. This report covers:

- a. Daily review of team achievements.
- b. Identification of challenges faced during the workday.
- c. Action plan to address the issues at hand.



Figures 2. 7 Have a GREAT Day

3.2.4. Recording Batam project conversations in Excel & complaining and sending email in blasting

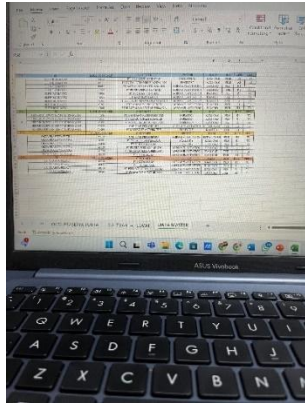
The Batam project is one of the strategic initiatives undertaken by PT Bina Pertiwi to expand its market reach. The initial step is to use email blasting regularly and with relevant content to ensure its effectiveness.



Figures 2. 8 Batam project & Email blasting

3.2.5. Recapping master data & recapping of official trip declaration

The task of recapitulating master data is to collect important information used for the management of company resources. This data includes information about employees, customers, suppliers, and products. Meanwhile, an official travel statement recap is a procedure to ensure accurate financial accountability and administrative management in reporting employee official travel. This data is important for budget management and future business trip planning and involves the process of collecting, verifying, and summarizing all statements submitted by employees or officials who travel for business.



Figures 2. 9 Master data & Declaration

3.3 Place of Apprenticeship

This practical work activity was carried out for 4 months, starting on August 19 and ending on December 31, 2024. The place of practical work is in the customer service section or customer order process, which is assigned as an assistant to manage and check the process of ordering goods. This practical work was carried out at the company PT Bina Pertiwi Pekanbaru Branch, which is located at JL Soekarno Hatta 151 Km 3.5, Pekanbaru, 28291, Labuh Baru Barat, Payung Sekaki, Pekanbaru City, Riau 28292, Indonesia.

3.4 Kind and Description of the Activity

The daily activities carried out in the company PT Bina Pertiwi Pekanbaru Branch can be seen in the table below:

Table 3.4. 1 Daily Activities Report Week 1 from August 19th, 2024, to 23rd, 2024

No	Day/Date	Activity	Place
1	Monday, August 19 th 2024	Introduction to the company PT Bina Pertiwi Pekanbaru Branch, and assigned to make a video.	Office Bina Pertiwi
2	Tuesday, August 20 th 2024	Meeting in explaining the tasks that will be carried out during the internship	Office Bina Pertiwi

3	Wednesday, August 21 st 2024	Participate in routine activities, namely Have a GREAT Day which is held every 2 weeks.	Office Bina Pertiwi
4	Thursday, August 22 nd 2024	Start searching and locating company assets	Office Bina Pertiwi
5	Friday, August 23 rd 2024	Start searching and locating company assets	Office Bina Pertiwi



Table 3.4. 2 Daily Activities Report Week 2 from August 26th, 2024, to 30th, 2024

No	Day/Date	Activity	Place
1	Monday, August 26 th 2024	Start searching and locating company assets	Office Bina Pertiwi
2	Tuesday, August 27 th 2024	Assigned to MC the Employee Farewell Event	MIT Coffe
3	Wednesday, August 28 th 2024	Working on assignments for Project Batam	Office Bina Pertiwi
4	Thursday, August 29 th 2024	Continuing to search for assets located in the Bina Pertiwi office	Office Bina Pertiwi
5	Friday, August 30 th 2024	Continuing to search for assets located in the Bina Pertiwi office	Office Bina Pertiwi

Table 3.4. 3 Daily Activities Report Week 3 from September 02nd, 2024, to 06th, 2024

No	Day/Date	Activity	Place
1	Monday, September 02 nd 2024	Continuing to search for assets located in the Bina Pertiwi office	Office Bina Pertiwi
2	Tuesday, August 03 rd 2024	Working on assignments for Project Batam	Office Bina Pertiwi
3	Wednesday, September 04 th 2024	Participate in routine activities, namely Have a GREAT Day which is held every 2 weeks. Have a GREAT Day Report	Office Bina Pertiwi
4	Thursday, September 05 th 2024	Assigned to create master data to make it easier for employees	Office Bina Pertiwi
5	Friday, September 06 th 2024	Assigned to MC the Employee Farewell Event	Office Bina Pertiwi

Table 3.4. 4 Daily Activities Report Week 4 from September 09th, 2024, to 13th, 2024

No	Day/Date	Activity	Place
1	Monday, September 09 th 2024	Assigned to create master data to make it easier for employees	Office Bina Pertiwi

2	Tuesday, September 10 th 2024	Assigned to create master data to make it easier for employees	Office Bina Pertiwi
3	Wednesday, September 11 th 2024	Update assets located at Bina Pertiwi office	Office Bina Pertiwi
4	Thursday, September 12 th 2024	Evaluation meeting about the next task to be done	Office Bina Pertiwi
5	Friday, September 13 th 2024	Working on assignments for Project Batam	Office Bina Pertiwi

Table 3.4. 5 Daily Activities Report Week 5 from September 17th, 2024, to 20th, 2024

No	Day/Date	Activity	Place
1	Monday, September 16 th 2024	-	-
2	Tuesday, September 17 th 2024	Create video concept text	Office Bina Pertiwi
3	Wednesday, September 18 th 2024	Studying the company profile of PT Bina Pertiwi	Office Bina Pertiwi
4	Thursday, September 19 th 2024	Recap of Official Trip Data	Office Bina Pertiwi
5	Friday, September 20 th 2024	Update Project Batam Support	Office Bina Pertiwi

Table 3.4. 6 Daily Activities Report Week 6 from September 23rd, 2024, to 27th, 2024

No	Day/Date	Activity	Place
1	Monday, September 23 th 2024	Update assets located at Bina Pertiwi office	Office Bina Pertiwi
2	Tuesday, September 24 th 2024	Update assets located at Bina Pertiwi office	Office Bina Pertiwi
3	Wednesday, September 25 th 2024	Blasting Email Cust Marine and Shipyard Industries Batam	Office Bina Pertiwi
4	Thursday, September 26 th 2024	Update assets located at Bina Pertiwi office	Office Bina Pertiwi
5	Friday, September 27 th 2024	Update Blasting Email Industrial Estate in Batam	Office Bina Pertiwi

Table 3.4. 7 Daily Activities Report Week 7 from September 30th, 2024, to October 04th, 2024

No	Day/Date	Activity	Place
1	Monday, September 30 th 2024	Report company assets PT Bina Pertiwi Branch Pekanbaru	Office Bina Pertiwi
2	Tuesday, October 01 st 2024	Continuing to search for company assets at PT Bina Pertiwi's office	Office Bina Pertiwi
3	Wednesday, October 02 nd 2024	Finishing blasting email industrial estate in batam	Office Bina Pertiwi
4	Thursday, October 03 rd 2024	Archive Shipment Letter Data	Office Bina Pertiwi
5	Friday, October 04 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi

Table 3.4. 8 Daily Activities Report Week 8 from October 07th, 2024, to 11th, 2024

No	Day/Date	Activity	Place
1	Monday, October 07 th 2024	Company Asset Data Input	Office Bina Pertiwi
2	Tuesday, October 08 th 2024	Company Asset Data Input	Office Bina Pertiwi
3	Wednesday, October 09 th 2024	Creating a script	Office Bina Pertiwi
4	Thursday, October 10 th 2024	Update assets data located at Bina Pertiwi office	Office Bina Pertiwi
5	Friday, October 11 th 2024	Update assets data located at Bina Pertiwi office	Office Bina Pertiwi

Table 3.4. 9 Daily Activities Report Week 9 from October 14th, 2024, to 18th, 2024

No	Day/Date	Activity	Place
1	Monday, October 14 th 2024	Take Video Safety Induction Indoor	Office Bina Pertiwi

2	Tuesday, October 15 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
3	Wednesday, October 16 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
4	Thursday, October 17 th 2024	Take Video Safety Induction Outdoor	Office Bina Pertiwi
5	Friday, October 18 th 2024	Update assets data located at Bina Pertiwi office	Office Bina Pertiwi

Table 3.4. 10 Daily Activities Report Week 10 from October 21st, 2024, to 25th, 2024

No	Day/Date	Activity	Place
1	Monday, October 21 st 2024	Update assets data located at Bina Pertiwi office	Office Bina Pertiwi
2	Tuesday, October 22 nd 2024	Update assets data located at Bina Pertiwi office	Office Bina Pertiwi
3	Wednesday, October 23 rd 2024	Have a GREAT Day Report	Office Bina Pertiwi
4	Thursday, October 24 th 2024	Take Video Safety Induction Outdoor	Office Bina Pertiwi
5	Friday, October 25 th 2024	Report company assets PT Bina Pertiwi Branch Pekanbaru	Office Bina Pertiwi

Table 3.4. 11 Daily Activities Report Week 11 from October 28th, 2024, to November 01st, 2024

No	Day/Date	Activity	Place
1	Monday, October 28 th 2024	Design commemorating the youth oath day for PT Bina Pertiwi Pekanbaru Branch	Office Bina Pertiwi
2	Tuesday, October 29 th 2024	-	-
3	Wednesday, October 30 th 2024	Take Video Have a great day and Safety Talk	Warehouse

4	Thursday, November 31 st 2024	Editing Video: Have a GREAT Day MHS Bina Pertiwi Cabang Pekanbaru	Office Bina Pertiwi
5	Friday, October 01 st 2024	MC of Retirement Preparation Period Event for Bina Pertiwi Branch Pekanbaru Employees	Office Bina Pertiwi

Table 3.4. 12 Daily Activities Report Week 12 from November 04th, 2024, to 08rd, 2024

No	Day/Date	Activity	Place
1	Monday, November 04 th 2024	Creating Video Concepts for the 48 th Anniversary of PT Bina Pertiwi	Office Bina Pertiwi
2	Tuesday, November 05 th 2024	PT Bina Pertiwi 48 th Anniversary Video Concept Finishing Meeting	Office Bina Pertiwi
3	Wednesday, November 06 th 2024	Day 1: Take Video of PT Bina Pertiwi's 48 th Anniversary	Office Bina Pertiwi
4	Thursday, November 07 th 2024	Day 2: Take Video of PT Bina Pertiwi's 48 th Anniversary	Workshop Office Bina Pertiwi
5	Friday, November 08 th 2024	Report company assets PT Bina Pertiwi Branch Pekanbaru	Office Bina Pertiwi

Table 3.4. 13 Daily Activities Report Week 13 from November 11th, 2024, to 15th, 2024

No	Day/Date	Activity	Place
1	Monday, November 11 th 2024	Day 3: Take Video of PT Bina Pertiwi's 48 th Anniversary	Office Bina Pertiwi
2	Tuesday, November 12 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
3	Wednesday, November 13 th 2024	Take Video Have a GREAT Day and Safety Talk	Warehouse
4	Thursday, November 14 th 2024	Report company assets PT Bina Pertiwi Branch Pekanbaru	Office Bina Pertiwi

5	Friday, November 15 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
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Table 3.4. 14 Daily Activities Report Week 14 from November 18th, 2024, to 22nd, 2024

No	Day/Date	Activity	Place
1	Monday, November 18 th 2024	MC of the 48 th Anniversary Event of PT Bina Pertiwi Pekanbaru Branch	Office Bina Pertiwi
2	Tuesday, November 19 th 2024	Checking Goods Shipment Letter Number & Checking Purchase Order Number	Office Bina Pertiwi
3	Wednesday, November 20 th 2024	Report company assets PT Bina Pertiwi Branch Pekanbaru	Office Bina Pertiwi
4	Thursday, November 21 st 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
5	Friday, November 22 nd 2024	Archive Shipment Letter Data	Office Bina Pertiwi

Table 3.4. 15 Daily Activities Report Week 15 from November 25th, 2024, to 29th, 2024

No	Day/Date	Activity	Place
1	Monday, November 25 th 2024	Checking & Archive Shipment Letter Data	Office Bina Pertiwi
2	Tuesday, November 26 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
3	Wednesday, November 27 th 2024	-	-
4	Thursday, November 28 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
5	Friday, November 29 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi

Table 3.4. 16 Daily Activities Report Week 16 from December 02nd, 2024, to 06th, 2024

No	Day/Date	Activity	Place
1	Monday, December 02 nd 2024	Monthly Data Report Have a Great Day	Office Bina Pertiwi
2	Tuesday, December 03 rd 2024	Checking Number & Archive Purchase Order (PO) Data	Office Bina Pertiwi
3	Wednesday, December 04 th 2024	Update assets data located at Bina Pertiwi office	Office Bina Pertiwi
4	Thursday, December 05 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
5	Friday, December 06 th 2024	Photo Editing	Office Bina Pertiwi

Table 3.4. 17 Daily Activities Report Week 17 from December 09th, 2024, to 13th, 2024

No	Day/Date	Activity	Place
1	Monday, December 09 th 2024	Checking Invoice Number	Office Bina Pertiwi
2	Tuesday, December 10 th 2024	Archive Shipment Letter Data	Office Bina Pertiwi
3	Wednesday, December 11 th 2024	Report company assets PT Bina Pertiwi Branch Pekanbaru	Office Bina Pertiwi
4	Thursday, December 12 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
5	Friday, December 13 th 2024	Archive Shipment Letter Data	Office Bina Pertiwi

Table 3.4. 18 Daily Activities Report Week 18 from December 16th, 2024, to 20th, 2024

No	Day/Date	Activity	Place
1	Monday, December 16 th 2024	Checking and Pack Goods in the Warehouse	Warehouse

2	Tuesday, December 17 th 2024	Recap of Official Trip Data	Office Bina Pertiwi
3	Wednesday, December 18 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi
4	Thursday, December 19 th 2024	Farewell & Release of Zura Interns	Office Bina Pertiwi
5	Friday, December 20 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi

Table 3.4. 19 Daily Activities Report Week 19 from December 23rd, 2024, to 27th, 2024

No	Day/Date	Activity	Place
1	Monday, December 23 th 2024	Annual Report or Sales Team Annual Recap	Office Bina Pertiwi
2	Tuesday, December 24 th 2024	Finishing Annual Report or Sales Team Annual Recap	Office Bina Pertiwi
3	Wednesday, December 25 th 2024	-	-
4	Thursday, December 26 th 2024	-	-
5	Friday, December 27 th 2024	Checking Goods Shipment Letter Number	Office Bina Pertiwi

Table 3.4. 20 Daily Activities Report Week 20 from December 30th, 2024, to 31st, 2024

No	Day/Date	Activity	Place
1	Monday, December 30 th 2024	Improvement and completion of assignments Have a GREAT Day	Office Bina Pertiwi
2	Tuesday, December 31 st 2024	Completion of company asset tasks and report of company assets of PT Bina Pertiwi Pekanbaru Branch	Office Bina Pertiwi

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

From the report provided, it is clear that PT Bina Pertiwi Pekanbaru Branch is an Astra Group subsidiary of PT United Tractors, Tbk, which operates in the field of providing innovative solutions in agricultural, industrial, and construction equipment. Since its establishment, the company has demonstrated a consistent commitment to delivering quality products and services, aligning its operations with its core values and principles.

PT Bina Pertiwi Pekanbaru Branch has a vision to be a leading and trusted partner in the industry it serves, driving sustainable growth and development. This vision is supported by its mission, which emphasizes excellent customer service, innovation, and a strong focus on environmental responsibility. The company's historical achievements demonstrate its ability to adapt to market dynamics and consistently meet clients' evolving needs.

In conducting its business, PT Bina Pertiwi Pekanbaru Branch places significant emphasis on the protection and development of the workforce and community, as well as the safety of the environment and company assets. A company that focuses on the distribution of heavy equipment and agricultural machinery, PT Bina Pertiwi has successfully expanded its operational reach by providing high-quality after-sales services and supporting various industrial sectors, especially in the agricultural and plantation sectors. Over time, PT Bina Pertiwi Pekanbaru Branch has become one of the significant branches in supporting regional economic growth and meeting the needs of the growing market. With a commitment to innovation, optimal customer service, and a deep understanding of local needs, the company continues to grow and adapt to changing times.

During the internship period, the author was assigned to perform administrative tasks such as creating company asset reports, checking numbers and check purchase orders for goods delivery letters, and archiving monthly data. The

author followed a structured internship work schedule and was responsible for complying with the company's operational procedures. In conclusion, from the report, it can be concluded that PT Bina Pertiwi Pekanbaru Branch has upheld its legacy of excellence by utilizing its rich history and strong corporate philosophy to ensure its position as a trusted partner for stakeholders in Pekanbaru and beyond.

4.2 Suggestion

Based on the results of the research and analysis that has been carried out, it is recommended that PT Bina Pertiwi Pekanbaru Branch further optimize the internship and practical work program for students. Given the history of the company's establishment, which began as a small business focused on the distribution of agricultural equipment to develop into one of the major players in the industry, the experience gained by interns is very valuable. Therefore, the company should provide more opportunities for students to be directly involved in various projects, as well as provide more intensive mentorship. This will not only improve students' skills and knowledge but can also make a positive contribution to the company's future development.

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APPENDICES


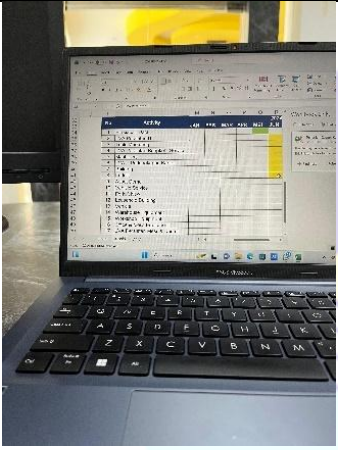
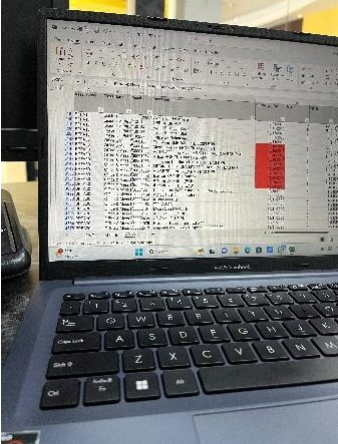
Appendix 1 : WEEKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 19-23 August 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		The first day of self-introduction at PT Bina Pertiwi Pekanbaru is for all employees who are in the office and given direction or learning about things in PT Bina Pertiwi Pekanbaru. After completing the introduction on the first day, we were immediately given the task of making a video on the utilization of used goods.
2.		Meetings to explain the tasks to be performed during the internship serve as an important platform for interns to gain a comprehensive understanding of the roles and responsibilities assigned to each intern and a discussion of expected outcomes and results. In addition, internship mentors explain the tools, resources, and support systems available to assist interns in successfully completing tasks.

3.		<p>Participate in 'Have a GREAT Day,' an exciting and highly anticipated biweekly event designed to foster a sense of community, encourage collaboration, and inspire positivity through interactive and motivational programs that emphasize personal development, teamwork, and shared goals, creating a dynamic atmosphere where everyone can recharge, connect, and grow together.</p>
4.		<p>Initiate the search and location of company assets for the start of a systematic process to identify, track, and manage all physical assets owned by the company, ensuring accurate documentation, efficient utilization, and enhanced security by providing clear visibility into the availability and condition of assets, but also supporting compliance with regulatory requirements and standards.</p>
5.		<p>Initiate the search and location of company assets for the start of a systematic process to identify, track, and manage all physical assets owned by the company, ensuring accurate documentation, efficient utilization, and enhanced security by providing clear visibility into the availability and condition of assets, but also supporting compliance with regulatory requirements and standards.</p>




WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 26-30 August 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Initiate the search and location of company assets for the start of a systematic process to identify, track, and manage all physical assets owned by the company, ensuring accurate documentation, efficient utilization, and enhanced security by providing clear visibility into the availability and condition of assets, but also supporting compliance with regulatory requirements and standards.
2.		Assigned as the master of ceremonies for the employee farewell event, ensuring a smooth flow of the program while creating a warm and engaging atmosphere to honor departing colleagues.

3.		Working on assignments for Project Batam involves an in-depth engagement with various tasks and responsibilities aimed at contributing to the development and successful implementation of initiatives related to this project.
4.		The continuous search for existing assets at Bina Pertiwi office requires an in-depth and systematic process aimed at identifying, tracking, and managing all physical assets owned by the company, ensuring the condition of assets that support compliance with regulatory requirements and standards.
5.		The continuous search for existing assets at Bina Pertiwi office requires an in-depth and systematic process aimed at identifying, tracking, and managing all physical assets owned by the company, ensuring the condition of assets that support compliance with regulatory requirements and standards.


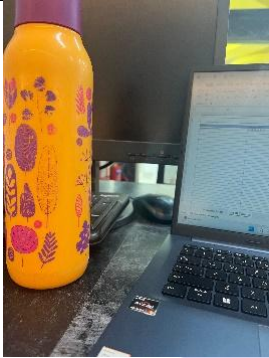

WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 02-06 September 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		The continuous search for existing assets at Bina Pertiwi office requires an in-depth and systematic process aimed at identifying, tracking, and managing all physical assets owned by the company, ensuring the condition of assets that support compliance with regulatory requirements and standards.
2.		Working on assignments for Project Batam involves an in-depth engagement with various tasks and responsibilities aimed at contributing to the development and successful implementation of initiatives related to this project.

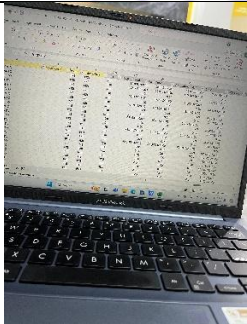
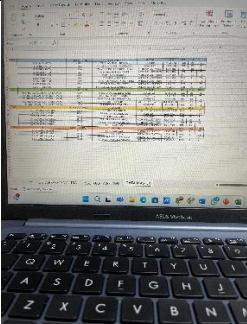
3.		Have a GREAT Day Report is designed to motivate, evaluate, and summarize achievements with a focus on positive aspects, goals achieved, and improvement plans for the next day. The report aims to help increase productivity and maintain morale.
4.		Assigned to create and organize master data to streamline processes, ensuring that employees can easily access and manage essential information for improved efficiency and productivity.
5.		Assigned as the master of ceremonies for the employee farewell event, ensuring a smooth flow of the program while creating a warm and engaging atmosphere to honor departing colleagues.



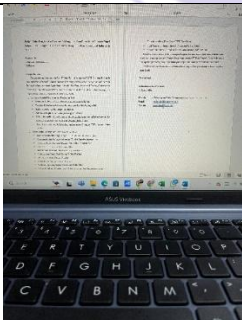
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 09-13 September 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Assigned to create and organize master data to streamline processes, ensuring that employees can easily access and manage essential information for improved efficiency and productivity.
2.		Assigned to create and organize master data to streamline processes, ensuring that employees can easily access and manage essential information for improved efficiency and productivity.

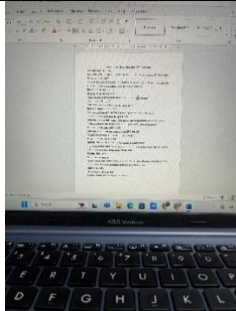
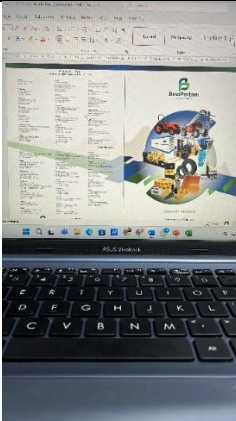
3.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.
4.		Evaluation meetings focus on reviewing the progress of current tasks and identifying areas for improvement. Upcoming tasks are discussed, priorities set, and expectations clarified to ensure smooth execution to improve performance, and deadlines reinforced to stay on track for successful completion.
5.		Working on assignments for Project Batam involves an in-depth engagement with various tasks and responsibilities aimed at contributing to the development and successful implementation of initiatives related to this project.


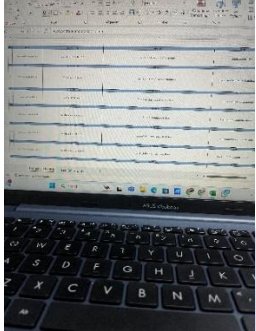
WEAKLY ACTIVITIES APPRENTICESHIP

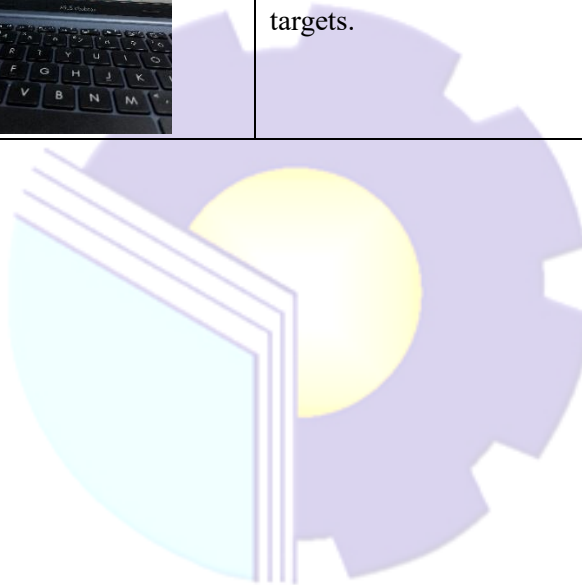
Days : Monday- Friday

Date : 16-20 September 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.	-	-
2.		Create a video concept text that processes the organization of ideas and narrative for a video that includes elements such as theme, storyline, visual style, and key messages, resulting in a structured creative guide for video production.
3.		Create a video concept text that processes the organization of ideas and narrative for a video that includes elements such as theme, storyline, visual style, and key messages, resulting in a structured creative guide for video production.

4.		Official Travel Data Recap of official travel activities, including detailed information on purpose, needs, participants, expenses, and results. This document provides a clear picture to ensure accountability, transparency, and efficient analysis of the organization's travel operations.
5.		The latest update on Project Batam Support includes increased collaboration with strategic partners to ensure the smooth and successful completion of the project according to the set targets.

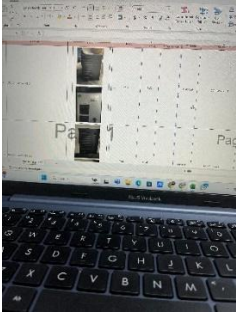



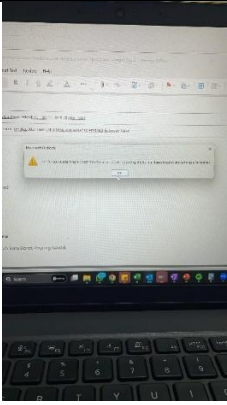

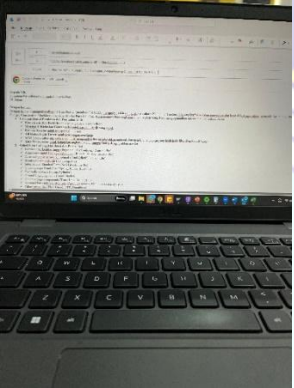
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 23-27 September 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.
2.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.

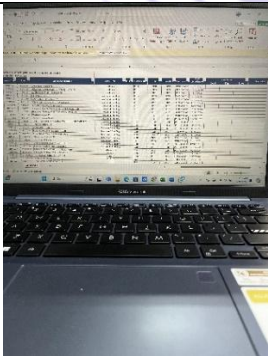

3.		Cust Marine and Shipyard Industries Batam Email Blast is an effective communication strategy to deliver the latest information, offers, and updates to customers in the industry with the aim of strengthening business relationships and supporting business growth through relevant and targeted messages.
4.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.
5.		Cust Marine and Shipyard Industries Batam Email Blast update is an effective communication strategy to deliver the latest information, offers, and updates to customers in the industry with the aim of strengthening business relationships and supporting business growth through relevant and targeted messages.



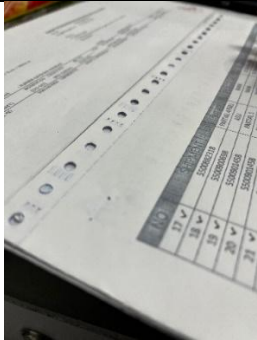
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 30-04 October 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		The report on company assets of PT Bina Pertiwi Branch Pekanbaru provides a comprehensive overview of the organization's asset management, including detailed records, valuation, and utilization of assets to support operational efficiency and business sustainability.
2.		The continuous search for existing assets at Bina Pertiwi office requires an in-depth and systematic process aimed at identifying, tracking, and managing all physical assets owned by the company, ensuring the condition of assets that support compliance with regulatory requirements and standards.

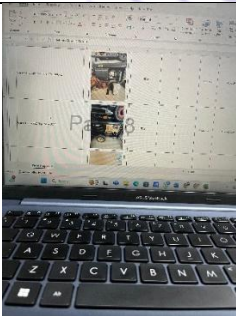

3.		Finishing blasting email industrial estate in Batam is a process of email communication method designed to give a strong and memorable last impression to the audience. Used in marketing strategies, it aims to encourage action, such as purchase, registration, or participation, by offering additional value, important reminders, or interesting information before the offer or campaign ends.
4.		Archive Shipment Letter data is the process of systematically managing and storing shipping letter documents for easy access, tracking, and archive management to support more efficient and accurate administration.
5.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.

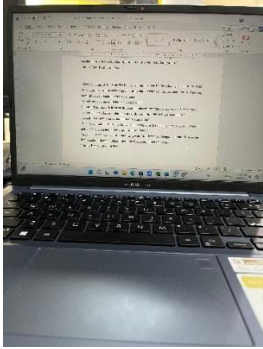
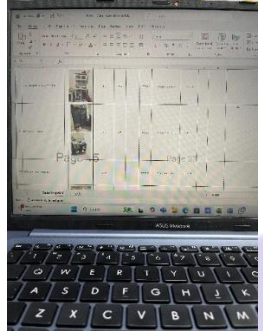
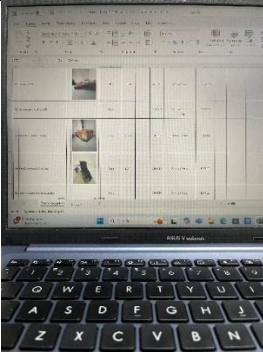
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 07-11 October 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Company Asset Data Input is a systematic process for recording, managing, and updating company asset information, including physical details, location, and operational status, to ensure accuracy and efficiency in overall asset management.
2.		Company Asset Data Input is a systematic process for recording, managing, and updating company asset information, including physical details, location, and operational status, to ensure accuracy and efficiency in overall asset management.



3.		Scripting a safety induction video involves creating a clear and engaging narrative that educates employees or visitors on workplace safety protocols.
4.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.
5.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.

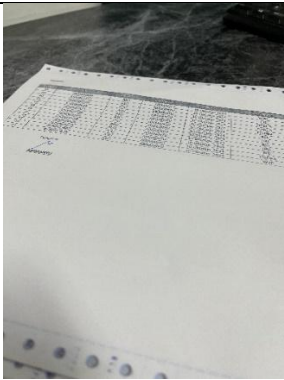

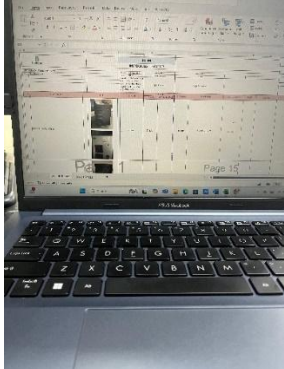
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 14-18 October 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		An Indoor Safety Induction Video Recording designed or to be created to educate employees and visitors on essential safety protocols and emergency procedures in an indoor environment.
2.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.

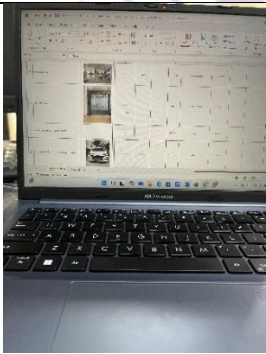
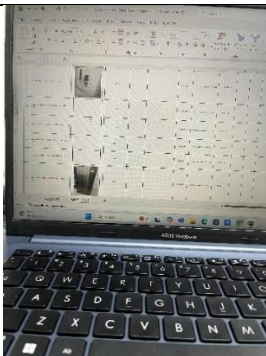
3.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.
4.		Outdoor Safety Induction Video recordings are designed or to be made to educate employees and visitors on essential safety protocols and emergency procedures in an indoor environment.
5.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.



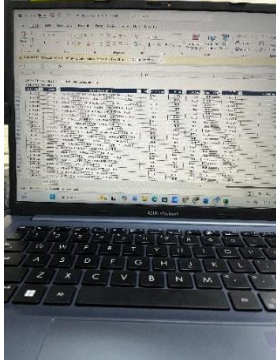
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 21-25 October 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.
2.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.

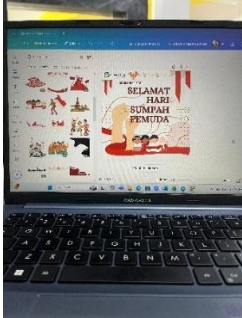

3.		<p>Participate in 'Have a GREAT Day,' an exciting and highly anticipated biweekly event designed to foster a sense of community, encourage collaboration, and inspire positivity through interactive and motivational programs that emphasize personal development, teamwork, and shared goals, creating a dynamic atmosphere where everyone can recharge, connect, and grow together.</p>
4.		<p>Outdoor Safety Induction Video recordings are designed or to be made to educate employees and visitors on essential safety protocols and emergency procedures in an indoor environment.</p>
5.		<p>The report on company assets of PT Bina Pertiwi Branch Pekanbaru provides a comprehensive overview of the organization's asset management, including detailed records, valuation, and utilization of assets to support operational efficiency and business sustainability.</p>



WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 28-01 November 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Create a design to commemorate Youth Pledge Day at PT Bina Pertiwi Pekanbaru Branch that carries the theme of the spirit of unity and nationality, illustrating the diversity of Indonesia that is united in one determination.
2.	-	Vacation due to illness
3.		Tasked with capturing clear and stable quality video to ensure that every important detail is captured well.

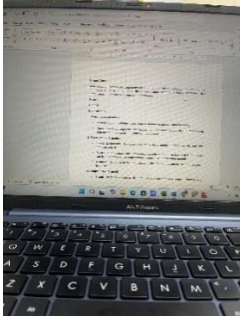

4.		Creative video editing that presents inspiring and energizing moments in a dynamic and engaging visual format.
5.		Assigned as the master of ceremonies for the employee farewell event, ensuring a smooth flow of the program while creating a warm and engaging atmosphere to honor departing colleagues.



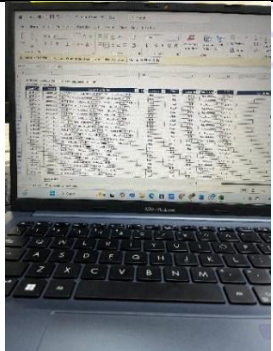
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 04-08 November 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Conceptualized an innovative video to celebrate PT Bina Pertiwi's 48 th anniversary, showcasing the company's journey, achievements, and commitment to excellence through creative storytelling and visual appeal.
2.		Held a finishing meeting to finalize the concept of the company's 48th anniversary video, which focuses on the spirit towards a brighter future.


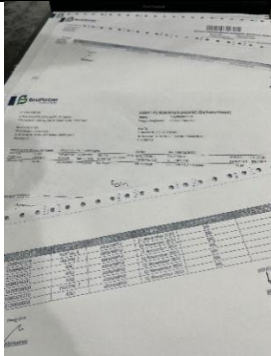
3.		On the first day, our focus was assigned to shoot a high-quality video in accordance with the agreed concept for PT Bina Pertiwi's 48th anniversary celebration.
4.		On the second day, our focus was assigned to shoot a high-quality video according to the agreed concept for PT Bina Pertiwi's 48th anniversary celebration.
5.		The report on company assets of PT Bina Pertiwi Branch Pekanbaru provides a comprehensive overview of the organization's asset management, including detailed records, valuation, and utilization of assets to support operational efficiency and business sustainability.


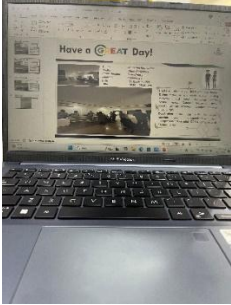
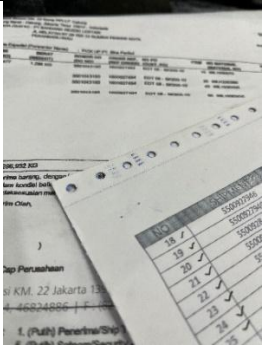
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 11-15 November 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		On the third day, our focus was assigned to shoot a high-quality video in accordance with the agreed concept for PT Bina Pertiwi's 48th anniversary celebration.
2.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.


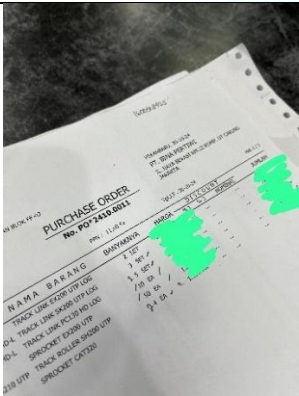
3.		Tasked with capturing clear and stable quality video to ensure that every important detail is captured well.
4.		Have a GREAT Day Report is designed to motivate, evaluate, and summarize achievements with a focus on positive aspects, goals achieved, and improvement plans for the next day. The report aims to help increase productivity and maintain morale.
5.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.



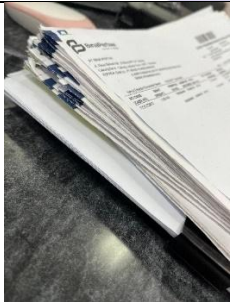
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 18-22 November 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Assigned to be the master of ceremonies during the 48th Anniversary of PT Bina Pertiwi in each branch, including Pekanbaru, by ensuring a festive atmosphere and smooth flow of the event, in order to make the event memorable for all attendees.
2.		The process of verifying the goods delivery letter number to ensure data accuracy, delivery status, and conformity of goods sent according to official documents. And checking purchase order numbers to ensure transactions have been recorded correctly, the validity of purchase documents, and order fulfillment according to customer requests.

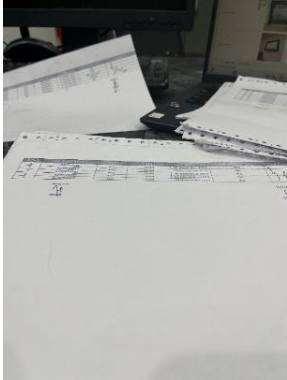
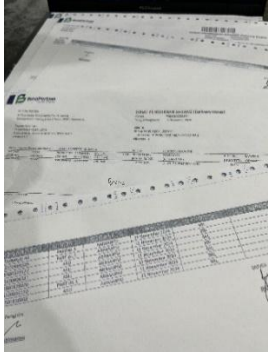
3.		Have a GREAT Day Report is designed to motivate, evaluate, and summarize achievements with a focus on positive aspects, goals achieved, and improvement plans for the next day. The report aims to help increase productivity and maintain morale.
4.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.
5.		Archive shipment letter data is the process of systematically managing and storing shipping letter documents for easy access, tracking, and archive management to support more efficient and accurate administration.

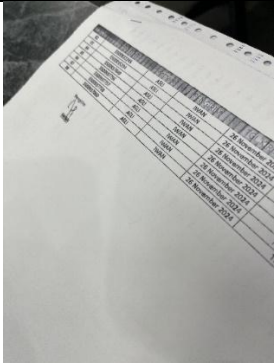
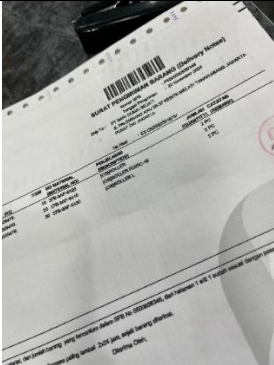
WEAKLY ACTIVITIES APPRENTICESHIP

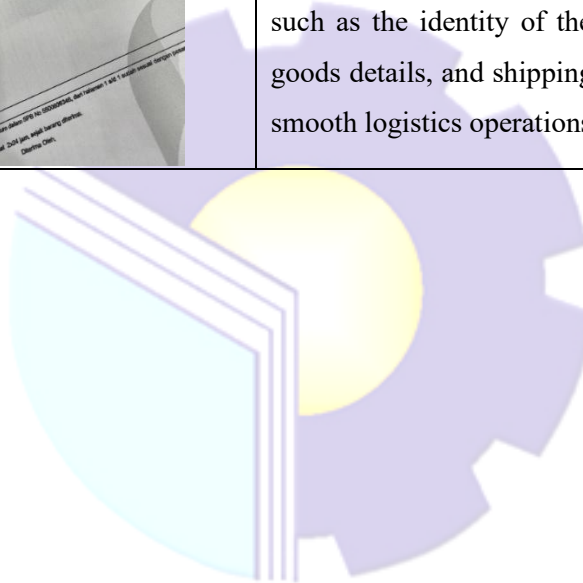
Days : Monday- Friday

Date : 25-29 November 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		The process of checking and archiving shipment data to ensure that all shipment-related information is accurately recorded, neatly documented, and can be easily accessed in the future. Aim to verify the completeness and validity of delivery data and maintain a structured filing system for audit and tracking purposes.
2.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.
3.	-	Election Red Date Holiday

4.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.
5.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.





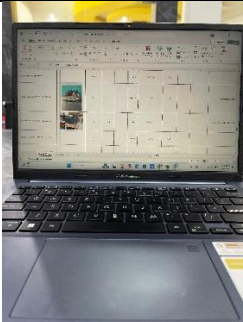
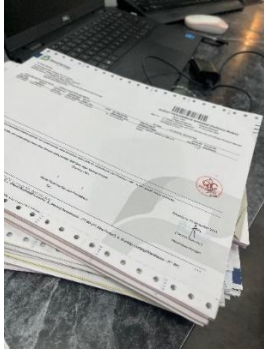

WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 02-06 December2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Have a GREAT Day Report is designed to motivate, evaluate, and summarize achievements with a focus on positive aspects, goals achieved, and improvement plans for the next day. The report aims to help increase productivity and maintain morale.
2.		Check number verification process and purchase order data storage to ensure transaction accuracy and proper documentation. This process helps in monitoring payments and makes it easier to search and reference data in the future.

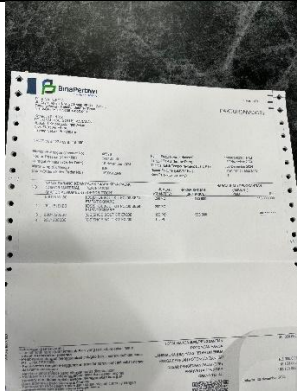
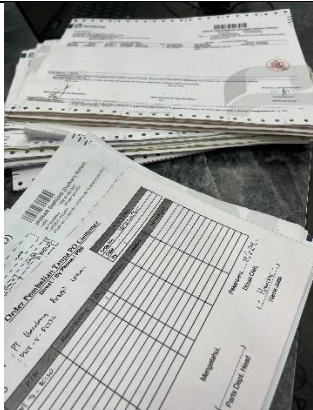
3.		Update assets located at the Bina Pertiwi office involves a thorough inventory check and modernization of office equipment, ensuring that all assets are properly recorded, maintained, and upgraded to meet operational needs and enhance workplace efficiency.
4.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.
5.		Assigned to edit photos into videos and to turn ordinary photos into visually stunning works.

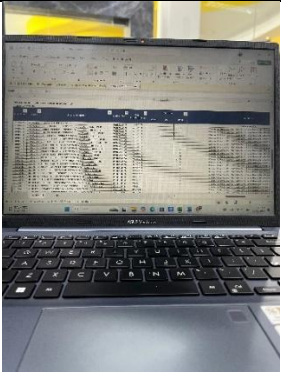


WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 09-13 December 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		The process of verifying or checking invoice numbers to ensure that the information contained in the invoice matches the transaction or order placed. Aims to avoid recording or payment errors and ensure that payments can be processed correctly and in accordance with the data recorded in the system.
2.		Archive shipment letter data is the process of systematically managing and storing shipping letter documents for easy access, tracking, and archive management to support more efficient and accurate administration.

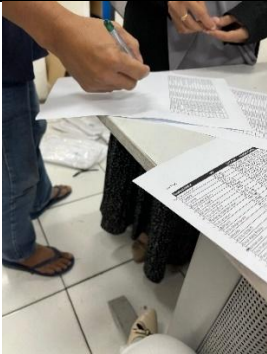

3.		The report on company assets of PT Bina Pertiwi Branch Pekanbaru provides a comprehensive overview of the organization's asset management, including detailed records, valuation, and utilization of assets to support operational efficiency and business sustainability.
4.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.
5.		Archive shipment letter data is the process of systematically managing and storing shipping letter documents for easy access, tracking, and archive management to support more efficient and accurate administration.

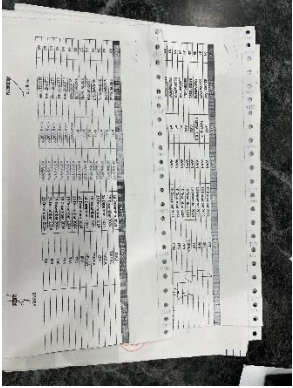

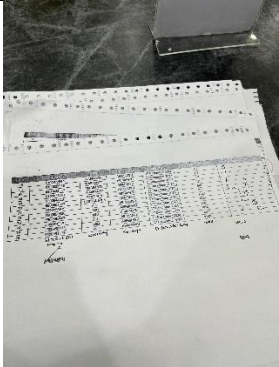
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 16-20 December 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		The process of ensuring that products are thoroughly checked for quality and accuracy before they are safely packed for shipment. This includes verifying the quantity, condition, and specifications of each item, followed by organized packaging to prevent damage during shipment.
2.		Official Travel Data Recap of official travel activities, including detailed information on purpose, needs, participants, expenses, and results. This document provides a clear picture to ensure accountability, transparency, and efficient analysis of the organization's travel operations.

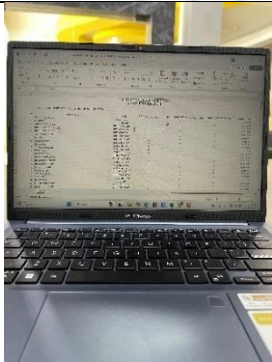
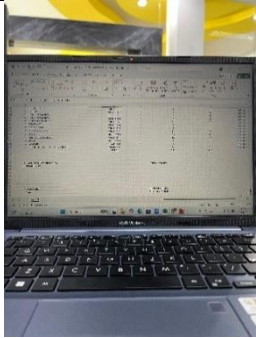
3.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.
4.		The farewell event was held to recognize the valuable contribution and dedication to the achievements during the internship period, as well as provide an opportunity to say thank you for the hard work and commitment.
5.		Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.

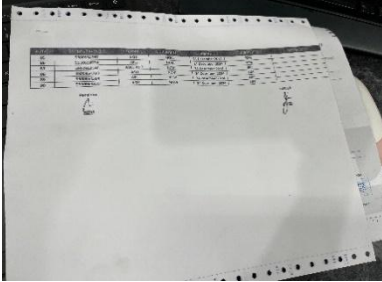
WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 23-27 December 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Assigned to create an annual report that summarizes the achievements, activities, and progress of the sales team over the past year. This report includes an analysis of sales performance, goals achieved, challenges faced, and strategies implemented to achieve targets.
2.		Settlement creates an annual report that summarizes the achievements, activities, and progress of the sales team over the past year. This report includes an analysis of sales performance, goals achieved, challenges faced, and strategies implemented to achieve targets.
3.	-	-
4.	-	-

5.		<p>Checking Goods Shipment Letter Number is a process of verifying goods shipment letter numbers to ensure the authenticity and accuracy of information related to shipments, such as the identity of the sender, recipient, goods details, and shipping routes, to support smooth logistics operations.</p>
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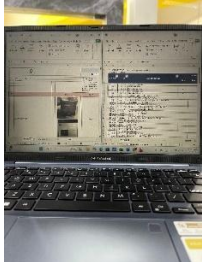


WEAKLY ACTIVITIES APPRENTICESHIP

Days : Monday- Friday

Date : 30-31 December 2024

No	DESCRIPTION ACTIVITIES	GIVE DUTY	SIGNATURE
1.		Anggi Kurniawan	
2.			
3.			
4.			
5.			
Industry Mentor Note :			

No	SHOP DARWING	DESCRIPTION
1.		Completion of Have a GREAT Day tasks by focusing on quality improvement and tasks submitted on time, in order to achieve better results.
2.		Completion of company asset tasks and company asset reports at PT Bina Pertiwi Pekanbaru Branch involving accurate recording processes, effective asset management, and company operational goals.

Appendix 2 : Daily Activities

SIM Akademik
Politeknik Negeri Bengkalis

Tingkat Akhir > Kegiatan Pendukung > Rincian Kegiatan

Rincian Kegiatan

Carli Kegiatan


Kembali ke Daftar
Tambah



















Data Kegiatan
Peserta
Pembimbing
Rincian Kegiatan

Periode Akademik: 2024 Ganjil
Unit: D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional PT BINA PERTIWI
Jenis Kegiatan: Kerja Praktek/PKL
Instansi:
Nama Kegiatan: magang kerja praktek
Kelompok:

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Selasa, 31 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Completion of company asset tasks and report of company assets of PT Bina Pertiwi Pekanbaru Branch	
2	Senin, 30 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Improvement and completion of assignments Have a GREAT Day	
3	Jumat, 27 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	
4	Selasa, 24 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Finishing Annual Report or Sales Team Annual Recap	
5	Senin, 23 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Annual Report or Sales Team Annual Recap	
6	Jumat, 20 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Check Goods Shipment Letter Number	
7	Kamis, 19 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Finishing Editing Video dan Perpisahan Magang	
8	Kamis, 19 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Perpisahan & Pelepasan Magang Zura	
9	Rabu, 18 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Take video dan Revisi Video Safety Induction	
10	Rabu, 18 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Check Goods Shipment Letter Number	
11	Selasa, 17 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Peta Pulau Sumatera Area Field of Business Bina Pertiwi	
12	Selasa, 17 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Deklarasi Perjalanan Dinas	
13	Senin, 16 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	check and pack goods in the warehouse	
14	Senin, 16	199012232024212036 -	5504211028 -	Editing Struktur Organisasi	

	Desember 2024	ARITA DESTIANINGSIH, M.Pd	Nur Azura	& Video Safety	
15	Jumat, 13 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Arsip Data SPB (Surat Pengiriman Barang) Perbulan	  
16	Kamis, 12 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  
17	Rabu, 11 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report Data Asset Pekanbaru	  
18	Selasa, 10 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Arsip Data SPB (Surat Pengiriman Barang)	  
19	Senin, 9 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek Invoice	  
20	Jumat, 6 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Editing Photo	  
21	Jumat, 6 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing Video Safety Induction	  
22	Kamis, 5 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing Video Safety Induction	  
23	Kamis, 5 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  
24	Rabu, 4 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Update Asset Perusahaan	  
25	Rabu, 4 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Desain Undangan Acara Bina Pertiwi	  
26	Selasa, 3 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek Number & Arsip Data Purchase Order (PO)	  
27	Selasa, 3 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Spanduk Formal kegiatan Peresmian Gedung	  
28	Senin, 2 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Spanduk Peresmian support point Bina Pertiwi	  
29	Senin, 2 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report Data Bulanan Have a Great Day	  
30	Jumat, 29 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Arsip Data SPB (Surat Pengiriman Barang)	  
31	Kamis, 28 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  
32	Selasa, 26 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  
33	Senin, 25 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek & Arsip Data SPB (Surat Pengiriman Barang)	  
34	Jumat, 22 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Arsip Data SPB (Surat Pengiriman Barang)	  
35	Kamis, 21 November	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  

	2024	M.Pd	Darya Ningsih		
36	Rabu, 20 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report Data Have a Great Day	  
37	Selasa, 19 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek Number & Arsip Data Purchase Orde (PO)	  
38	Senin, 18 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	MC Acara HUT 48Th PT Bina Pertiwi Cabang Pekanbaru	  
39	Jumat, 15 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  
40	Kamis, 14 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report Have a Great Day	  
41	Rabu, 13 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Take Video have a great day and Safety Talk	  
42	Rabu, 13 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Take Video Have a GREAT Day and safety talk	  
43	Selasa, 12 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (Surat Pengiriman Barang)	  
44	Selasa, 12 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Finishing Editing Video	  
45	Senin, 11 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Day 3 Take Video HUT 48 PT Bina Pertiwi	  
46	Senin, 11 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing Video HUT BP	  
47	Jumat, 8 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Editing Video HUT BP	  
48	Jumat, 8 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Report Data Asset Pekanbaru	  
49	Kamis, 7 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Day 2 Take Video HUT 48 PT Bina Pertiwi	  
50	Kamis, 7 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Take Video dan Editing Video HUT BP Part 2	  
51	Rabu, 6 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Day 1 Take Video HUT 48 PT Bina Pertiwi	  
52	Rabu, 6 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - 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	  

	2024	M.Pd	Darya Ningsih	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	  
62	Senin, 28 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Design	  
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 Graet 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 Aset Perusahaan tools servicePT 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 SPB (Surat Pengiriman Barang)	  
77	Rabu, 16 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Revisi Design Flyer Promosi Produk BP	  

		M.Pd			
78	Selasa, 15 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Cek SPB (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	Arsip 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	  

		M.Pd	Darya Ningsih		
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 Asset 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	5504211050 - 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 Aset 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	Mendesain 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 Aset 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	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita	Konsep Video	  

	2024	M.Pd	Darya Ningsih		
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	  
123	Kamis, 12 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Meeting	  
124	Rabu, 11 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Memilah Data Aset yang sudah Disposal	  
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 Aset	  
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 Aset 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	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Pembuatan Video Dokumentasi pada acara GREAT Culture Perusahaan	  
133	Rabu, 4 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Have a Greet Day	  
134	Selasa, 3 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Warehouse BP	  
135	Selasa, 3 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Project Batam	  
136	Senin, 2 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Design Flyer Promosi Produk BP	  
137	Senin, 2 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Asset Perusahaan	  
138	Jumat, 30 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Meeting bersama Mentor dan CEO mengenai Progress Project Batam	  
139	Jumat, 30 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Asset Perusahaan	  
140	Kamis, 29 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Asset Perusahaan	  

141	Kamis, 29 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Membuat Design Ucapan Maulid Nabi untuk Instagram BP	  
142	Rabu, 28 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Project Batam	  
143	Rabu, 28 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Workshop BP	  
144	Selasa, 27 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Menjadi MC Pada Acara Perpisahan Karyawan	  
145	Selasa, 27 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	MC Pada acara Perpisahan Karyawan MSDH	  
146	Senin, 26 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Mencari Asset Perusahaan	  
147	Senin, 26 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Membuat Teks badan Email yang akan dikirim ke Calon Customer	  
148	Jumat, 23 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Membuat Data Asset Perusahaan	  
149	Jumat, 23 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Mendata Email calon Customer di field Shipyard Batam	  
150	Kamis, 22 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Membuat Data Asset Perusahaan	  
151	Kamis, 22 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Menginput Aset Perusahaan di area Office BP	  
152	Rabu, 21 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Have a Greet Day	  
153	Rabu, 21 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Pembuatan Video Dokumentasi pada acara GREAT Culture Perusahaan	  
154	Selasa, 20 Agustus 2024	199012232024212036 - 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	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Meeting berkaitan tugas selama magang dengan jangka panjang	  
156	Senin, 19 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211050 - Eka Junita Darya Ningsih	Perkenalan di PT Bina Pertiwi	  
157	Senin, 19 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211028 - Nur Azura	Introduction dan Tugas Pembuatan Video Penerapan 5K Perusahaan tentang Daur Ulang Ban Bekas	  

Appendix 3 : 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:

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



SURAT KETERANGAN
KET/BP-PKB02/0002/XII/2024

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

Nama	: Eka Junita Darya Ningsih
NIM/NIS	: 5504211050
Jurusan/Prodi	: Bahasa / D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Perguruan Tinggi	: Politeknik Negeri Bengkalis
Waktu PKL	: 19 Agustus 2024 – 31 Desember 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan **Baik** sejak tanggal 19 Agustus 2024 – 31 Desember 2024 di PT. Bina Pertiwi Cabang Pekanbaru.

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

Pekanbaru, 31 Desember 2024
Hormat Kami,
PT. Bina Pertiwi Cabang Pekanbaru


BinaPertiwi
member of **ASTRA**

Anggi Kurniawan
Branch Administration Supervisor

Appendix 4 : Certificated Of Internship



Appendix 5 : Evaluation Form

EVALUATION RESULT FROM JOB TRAINING PT. BINA PERTIWI PEKANBARU BRANCH

Name : Eka Junita Darya Ningsih
Student's Identity No. : 5504211050
Study Program : D4 English for Business and Professional Communication
Collage : State Polytechnic of Bengkalis

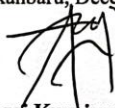
No.	Assesement Aspect	Percentage	Scores
1.	Discipline	20%	85 %
2.	Responsibility	25%	90 %
3.	Adjustment/Adaptation	10%	85 %
4.	Work Result	30%	91 %
5.	Behavior in General	15%	90 %
	Total (1+2+3+4+5)	100%	88,2 %

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

Note:

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

Pekanbaru, December 31st, 2024



Anggi Kurniawan
Apprenticeship Mentor

Appendix 6 : 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



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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	<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 2				
		09 September	10 September	11 September	12 September	13 September
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 3				
		16 September	17 September	18 September	19 September	20 September
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>

Nama	NIM	Minggu 4				
		23 September	24 September	25 September	26 September	27 September
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>

Pekanbaru, 27 September 2024

Pembimbing Perusahaan/Instansi

Anggi Kurniawan
Branch Administration Supervisor



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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

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Branch Administration Supervisor



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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

Anggi Kurniawan
Branch Administration Supervisor



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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 Sakit	10 Desember Sakit	11 Desember Sakit	12 Desember Sakit	13 Desember Sakit
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 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>

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 7 : Documentation During The Internship

