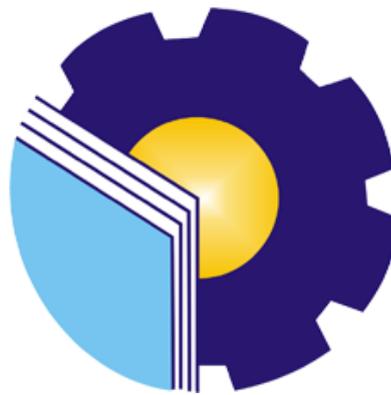


**ON THE JOB TRAINING REPORT
ZURI HOTEL MANAGEMENT
GRAND ZURI DUMAI**



Oleh :

MUHAMAD AKMAL
5203221161

**ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

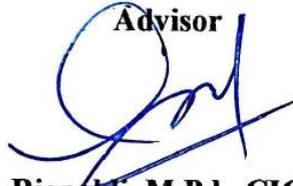
ACCEPTANCE SHEET

This is to certify that we have been examined the on the job training report of Muhamad Akmal Reg. Number 5203221161 who has done the on the job training at Grand Zuri Dumai started from January 20th to - May 23rd 2025. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and any all revisions required by the on the job training report examine committee had been made.

Bengkalis, May 23rd 2025

Accepted By:

Advisor



Rionaldi, M.Pd., CICS
NIP.198402122014041001

Approved By:

Head of English Study Program
State Polytechnic of Bengkalis



Ari Satria, M.Pd.B.I
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APPROVAL SHEET
ON THE JOB TRAINING REPORT
ZURI HOTEL MANAGEMENT
GRAND ZURI DUMAI

Written as one of the condition for completing on the job training

MUHAMAD AKMAL
5203221161

Dumai, May 23rd 2025

Grand Zuri Dumai,



Dimas Wira Kresna
General Manager

Advisor,



Rionaldi, M.Pd., CICS
NIP.198402122014041001

Approved by,

Head of Diploma-III English Study Program
State Polytechnic of Bengkalis



Ari Satria, M.Pd.BI
NIP: 198805172015041002

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During the writing process, there were many people involved. Therefore, thank you for all people who gave contribution, support and advice. In this great opportunity, the writer would like to say thank you to:

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2. Diah Paramita Sari, M.Pd as the Head of Language Department.
3. Ari Satria, M.Pd.B.I as the Head of English Study Program
4. Rionaldi, M.Pd., CICS_as the advisor of the on te job training.
5. Doris Sukma, M.Pd as the Coordinator of the on te job training.
6. All lecturers of Language Department
7. Special thanks for Ismail and Samsidar as parents who have given love,supports, and prayers when facing difficult time.
8. All my family who always support.
- 9.. My beloved classmate of English Study Program 2022.

Although the writer has given the best efforts to minimize the errors, this report is still imperfect and needs more revision. Therefore, any kind of advice and comments are accepted to improve the next writing. Finally, the writer hopes this report will be beneficial for the readers and the other students.

Bengkalis, May 23rd, 2025

Best Regards,

MUHAMAD AKMAL
Reg.Number:5203221161

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CHAPTER I

INTRODUCTION

1.1 Background Of The On The Job Training

On the job training or practical work is an activity for students to apply the knowledge they have gained during their education at State Polytechnic of Bengkalis in a field of work. The purpose of the on the job training is to improve the quality of individual students so that they are able to compete and get to know the world of work while improving the quality of State Polytechnic of Bengkalis graduates.

There are several departments in State Polytechnic of Bengkalis, in campus, one of which is the language department which has two study programs, one of which is the D III English study program which focuses on tourism and hospitality. The students are expected to have competencies and exposure in tourism and hospitality industry. Therefore, having on the job training in tourism and hospitality industries become the focus on the job training program.

Grand Zuri Dumai is the right choice having on the job training because it is in line with the focus of the study program. Besides that, it provides on the job training position that is in line with the profile of English Study Program that is tourism and hospitality staff. Grand Zuri Dumai, opened in 2006, is a great addition to Dumai and a wise choice for tourists. With its central location, the hotel offers quick access to all the city's important facilities. The hotel's excellent location provides quick access to the city's main tourist attractions. Grand Zuri Dumai is a 4 star hotel located on Jalan Sudirman no. 88, Dumai city, Riau, Indonesia. Grand Zuri is also a 4-star hotel with a classic design and strategic location. Apart from that, this hotel is also very famous in Dumai city and is often used as a stopover and many governments and companies hold meetings at this hotel.

On January 20th to may 23nd 2025, the author completed the on the job training. The author in placed in the sales and marketing department of Grand Zuri Dumai

I.2 Purposes Of The On The Job Training

The objectives of the on the job training conducted at Grand Zuri Dumai are as follows:

1. To find out tasks carried out at sales and marketing department of Grand Zuri Dumai
2. To find out the working systems and procedures applied at sales and marketing department of Grand Zuri Dumai

I.3 Significance's Of The On The Job Training

I.3.1 Significance For The On The Job Training

- a. Can compare the knowledge received in lectures with existing facts.
- b. Apply knowledge and insight into practice, especially in the fields of hospitality and business.
- c. Instill professional values in the world of work with direct practice in the real world.
- d. Develop mentality and self-confidence in facing the world of work.

I.3.2 Significance for State Polytechnic of Bengkalis

on the job training assists Polytechnic in improving the quality of graduates for the workforce every year The on the job training also helps the polytechnic improve accreditation and curriculum implementation in the following year.

I.3.3 Significance for Company

This on the job training program can improve the hotel's image because indirectly this report has promoted the hotel's brand. Apart from that, having on the job training can make it easier for hotels to find quality talent to hire.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

ZHM is a national hotel management company based in Pekanbaru, Riau. Managing several one to five star hotels in various cities since 1996. Currently has three brands, namely The Premiere, Grand Zuri, and Zuri Express. Zuri Hospitality Management (ZHM) is a national Hotel Group Management Company / Hotel Chain management based in Pekanbaru, Riau which owns and manages several hotels and resorts with status ranging from 1 star to 5 star spread from Pekanbaru, Duri, Dumai, Jababeka, Palembang, Padang, Jakarta, Bangka, Bali etc.

Grand Zuri Dumai, which opened in 2006, is a great addition to Dumai and a wise choice for tourists. With its central location, the hotel offers quick access to all the city's important facilities. The hotel's excellent location provides quick access to the city's main tourist attractions. Grand Zuri Dumai is a 4 star hotel located on Jalan Sudirman no. 88, Dumai city, Riau, Indonesia.

Initially this company was engaged in the operator and developer sector, until finally in 1996, it was given the opportunity and trust from investors to build the Grand Zuri Hotel the first on Jl. Teuku Umar No. 7, Pekanbaru, and manages the hotel itself. However, with the economic crisis in 1998, the development project was stopped, and only started operating again in 2003.

Until now there are three brands offered by Zuri Hospitality Management, namely "The Premiere with a 4 star position and a star 5, 'Grand Zuri' with a three star and four star position, and Zuri Express' which is a smart hotel with a 3 star position and below.



<https://id.trip.com/hotels/dumai-hotel-detail-691824/grand-zuri-dumai-dumai/review.html>

Figure 2.1 Grand Zuri Dumai Hotel

2.2 Vision and Mission

2.2.1 Vision

"To become a famous hotel in the global era and its love for local characteristics. Grand Zuri offers everything for consumers".

2.2.2 Mission:

1. "To contribute to the development of the quality of human resources in Indonesia, especially in the hospitality sector and to create wider employment opportunities".
2. In addition, Zuri Hotel Management also has a mission to provide professional, fast, responsive, accurate services, and provide competitive value.

2.3 Kind of Business

Grand Zuri Dumai is a three-star hotel located in Dumai City, Riau. Its main business is investment (lodging) for tourists and business people. The hotel also offers facilities such as a restaurant, room service, and concierge services.

a. Accommodation:

Grand Zuri Dumai provides rooms for guests who want to stay in Dumai.

b. Facilities:

In addition to accommodation, the hotel also has other facilities such as a restaurant for dining, room service for guest comfort in the room, and a concierge to assist guests with their travel needs.

c. Management:

Grand Zuri Dumai is part of the Grand Zuri Group Hotel Management, which also manages other hotels in various cities.

d. **Business Objectives:**

Grand Zuri Dumai operates to meet the accommodation needs of tourists visiting Dumai, both for tourism and business purposes.

2.4 Organization of Structure

The duties and responsibilities of each organization all structure areas follows:

1. General Manager

In the organizational structure of a hotel, the general manager is the highest leader in a hotel. His duties include being responsible for all hotel activities and supervising the performance of his subordinates.

2. Front Office

The front office is the part of an organization that is tasked with serving and providing information to customers and guests who want to stay overnight, as well as assisting with check-in and check-out. The front also plays an important role in service, which has the task of communicating with guests.

3. Housekeeping

Is part of an organization that is responsible for cleanliness and keeping guest rooms clean.

4. Engineering

This department is tasked with maintaining and maintaining the equipment and facilities in the hotel with the reassuring that they function well so that all operations run well.

5. Food & Beverage Products

Food and Beverage products are one of the departments in a hotel that is responsible for processing food from raw to ready to eat.

6. Food & Beverage Service

Responsible for serving and serving food and drinks to guest

7. Human Resources

Human Resources is a division in a large hotel that is responsible for the hotel's human resources and managing the employment system.

8. Accounting

Accounting is a position in a hotel that is responsible for the hotel's finances.

9. Sales and Marketing

In a hotel, there is also a Sales and Marketing division which is responsible for the sales and marketing of hotel products.

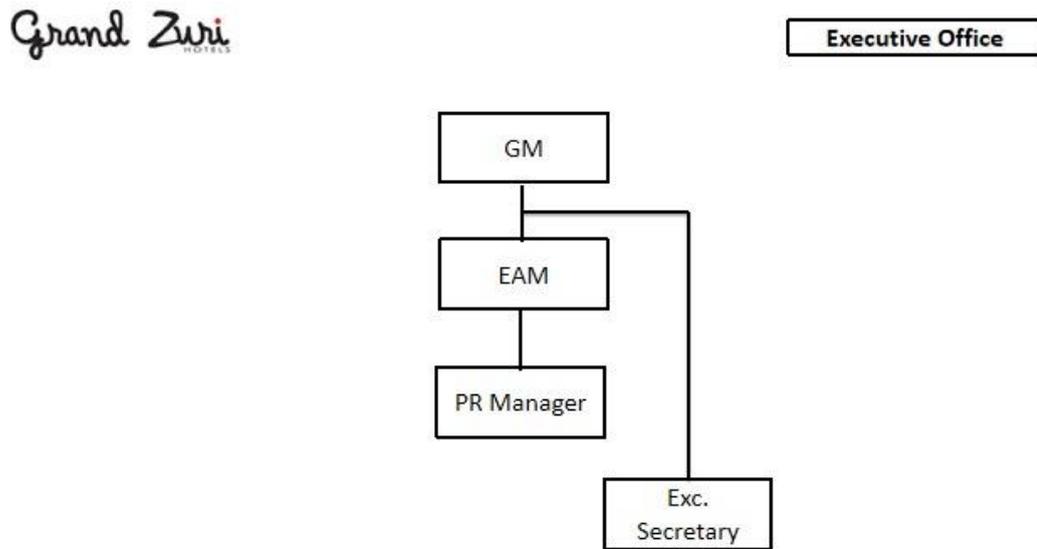


Figure 2.2 Structure of Executive Office

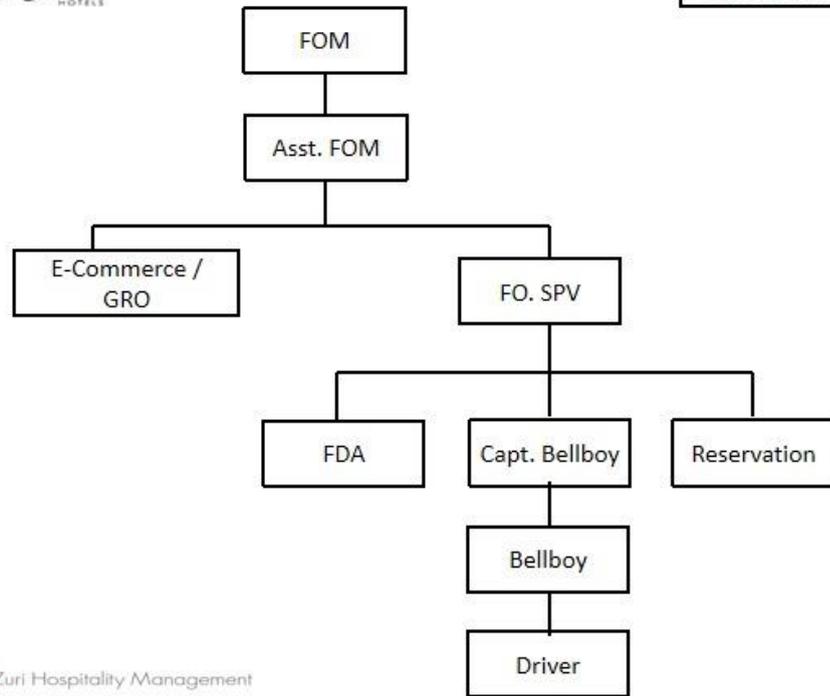


Figure 2.2 Structure of Front Office

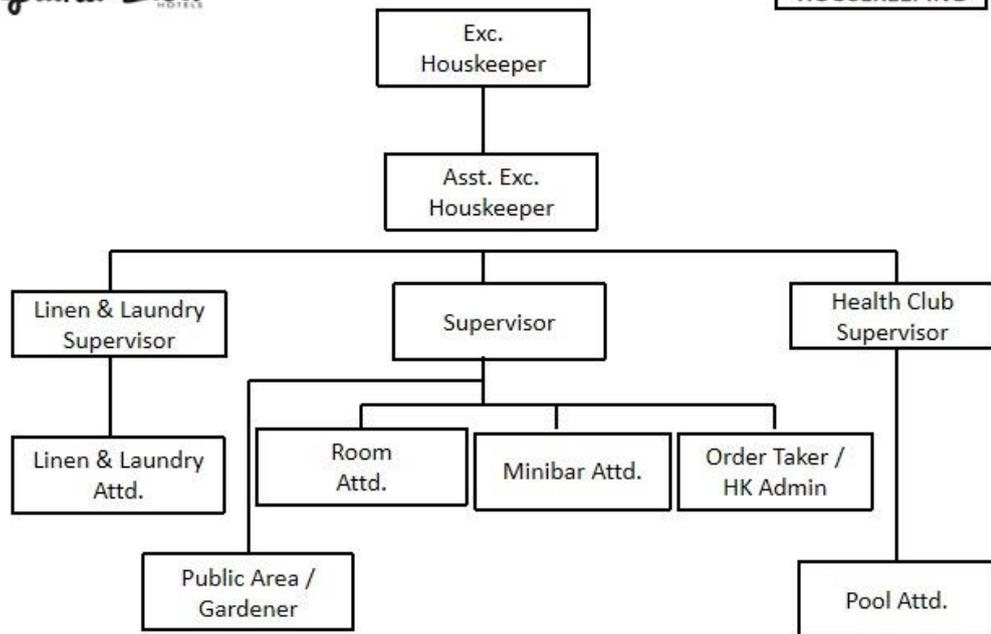


Figure 2.2 Structure of Housekeeping

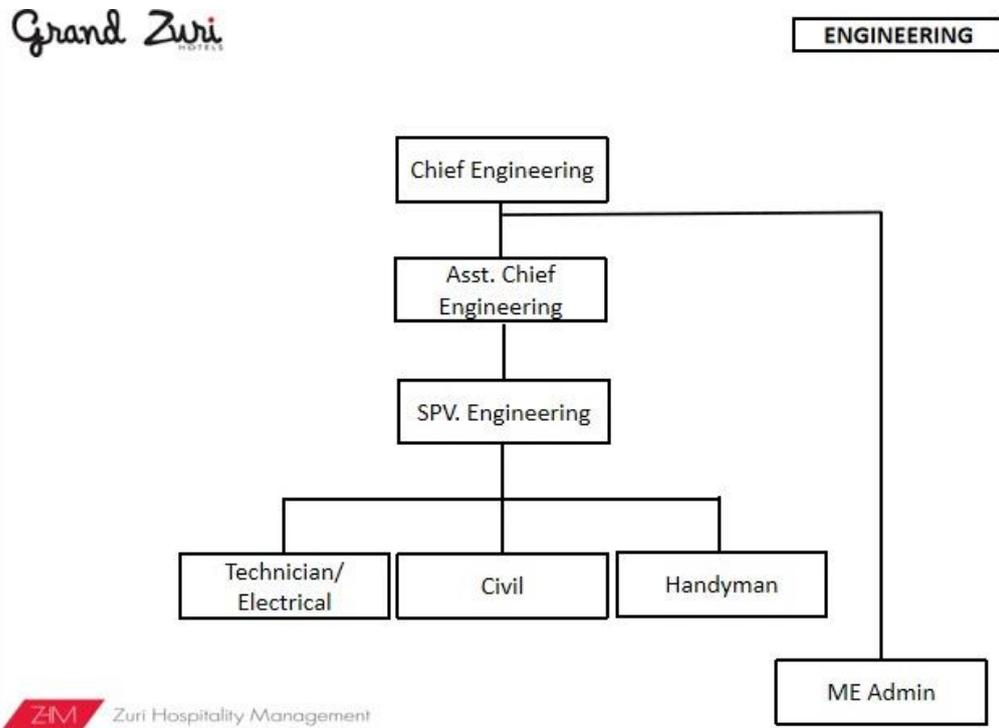


Figure 2.2 Structure of Engineering

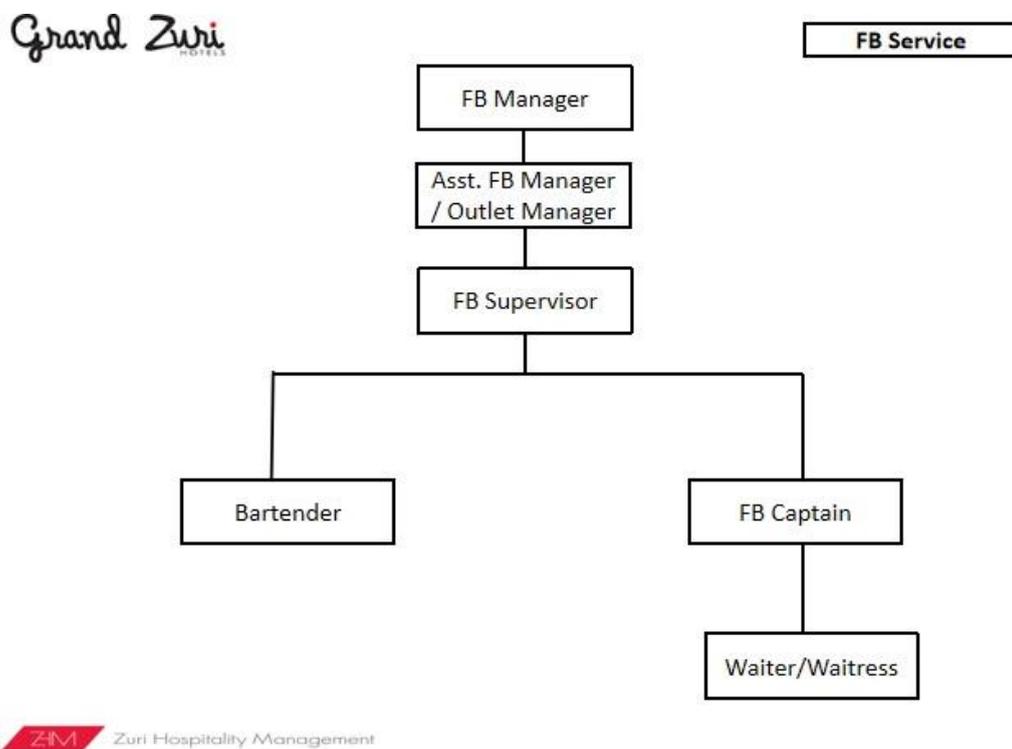


Figure 2.2 Structure of F&B Service

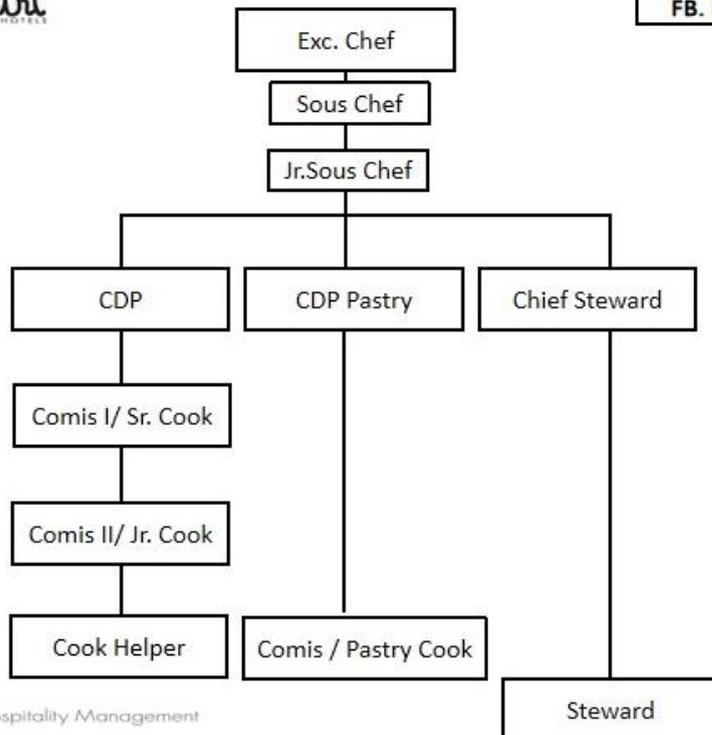


Figure 2.2 Structure of F&B Product

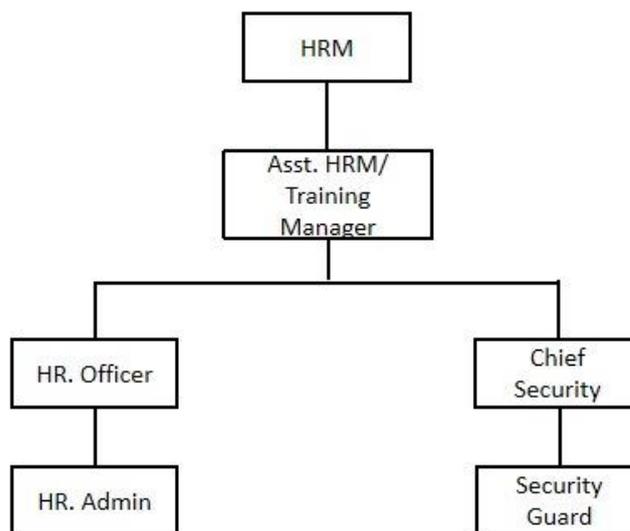


Figure 2.2 Structure of Human Resources

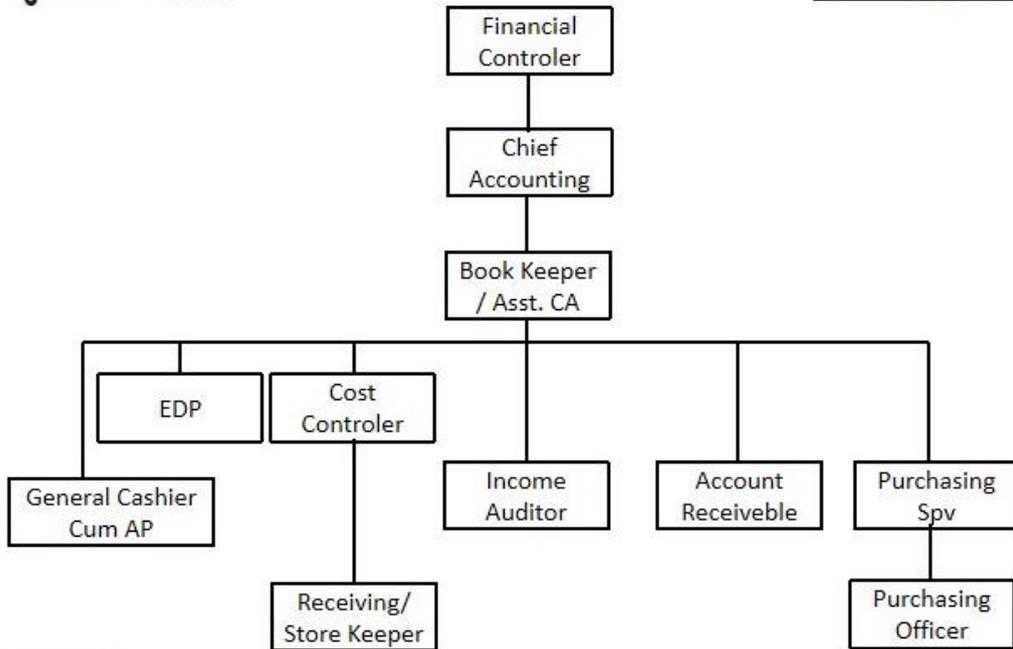


Figure 2.2 Structure of Accounting

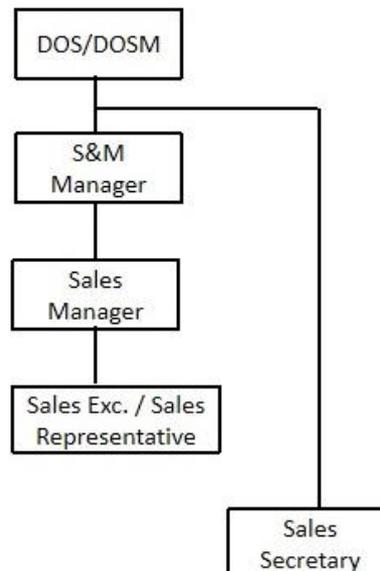


Figure 2.2 Structure of Sales Marketing

CHAPTER III

SCOPE OF ON THE JOB TRAINING

3.1 Tasks Carried Out At Sales And Marketing Department At Grand Zuri Dumai

This chapter explains several activities during the on the job training. The on the job training will be carried out for 4 months starting from 20 January to 23 June 2025 at the Grand Zuri Dumai Hotel's. During his on the job training at the hotel, the author was placed in the Department Sales and Marketing.

During the on the job training, a lot of knowledge is gained and new experiences can be taken and learned in the world of work. To make it clearer and easier to report activities that have been carried out, here are some descriptions of weekly activities.

3.1.1 Sales and Marketing Department

There were several jobs give Sales and Marketing Department namely:

1. Finding new customers (leads).
2. Making the Sales Reports
3. Doing Promotion & Branding

3.2 Working Systems and Procedures Applied at Sales and Marketing Department of Grand Zuri Dumai During On The Job Training

In this section there are several descriptions regarding the procedure for carrying out activities during the internship period. While doing approval at Grand Zuri Dumai Hotel. Some of the work the author has done is as follows:

1. Finding New Customers (Leads).

Finding new customers (leads) for a hotel as part of a sales and marketing strategy involves a combination of digital, offline, and relationship-building tactics. Here's a breakdown of effective ways to generate leads:

1). Making Sales Calls

Sales calls activities are direct hotel promotions by going into the field to visit companies and government for promotional activities, this is a daily activity to find customers who want to cooperate with the hotel.

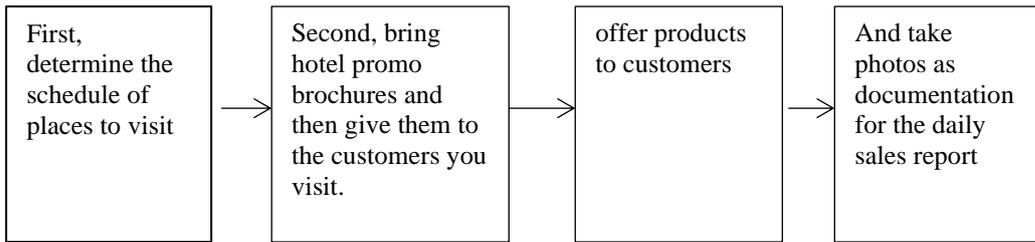


Figure 3.1 Sales Calls

2). Having Instagram Live

This activity usually also promotes promo packages using social media "Instagram" by doing live streaming, usually in addition to sales, it is also accompanied by other departments.

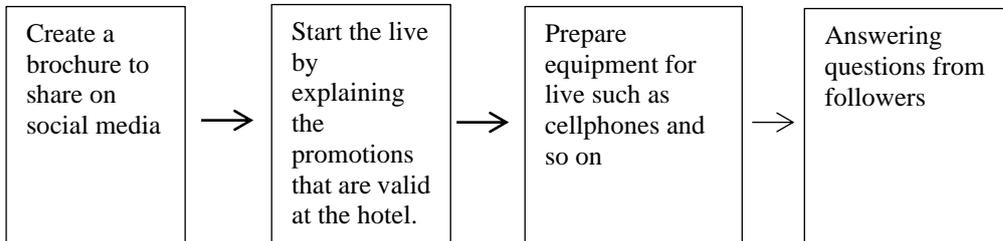


Figure 3.2 Live Instagram

3). Doing Sales Blitz

This is usually done when there are hotel promotions such as breaking fast packages and other promotions, by going directly to the field in crowded places and then distributing brochures to people.

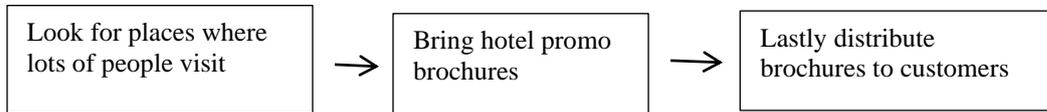


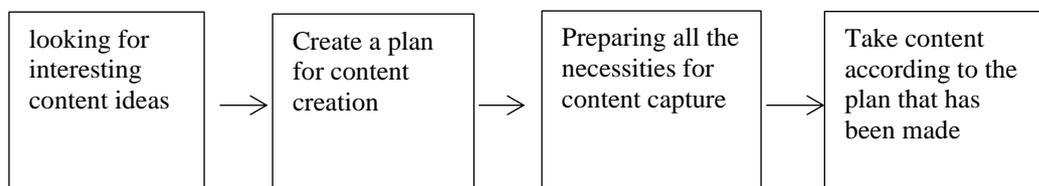
Figure 3.3 Sales Blitz

2. Doing Promotions & Branding

Promotion can be done in many ways, one of which is through digital marketing and direct promotion. In promotional activities via social media, hotels need to create content for promotions via the internet with a wide reach and must make the hotel branding better and more developed. There are several activities that are carried out before promoting content to the public, namely:

1). Taking Content Video

Usually done when there is an event. In this case, we take videos of ongoing activities such as meetings, breaking the fast together at weddings and other promotional content.

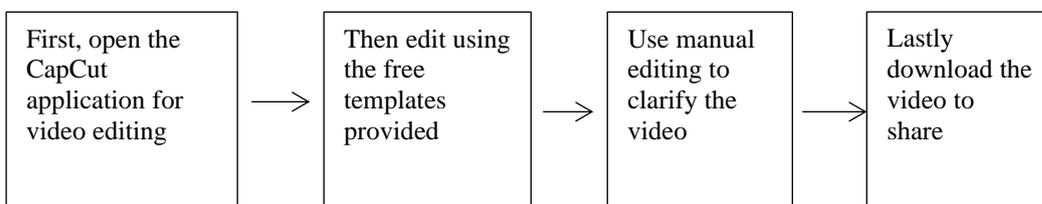




Figures 3.4 Taking the Content

2). Editing Video Content

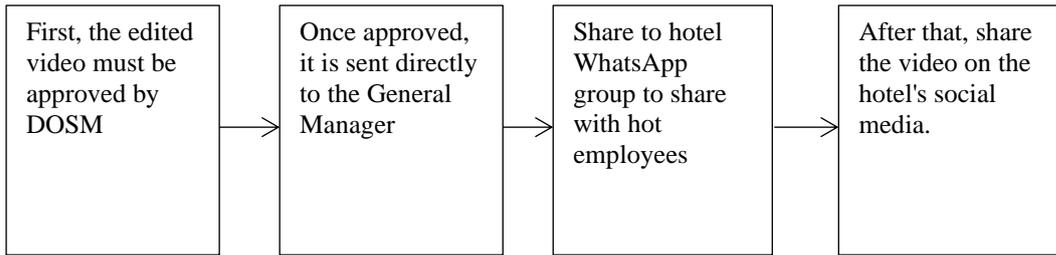
Every time there is an activity or event at Grand Zuri Dumai, we always create content that will be posted to social media, namely Instagram, using Cap Cut as an application for editing videos.



Figures 3.5 Editing Content

3). Publishing Content

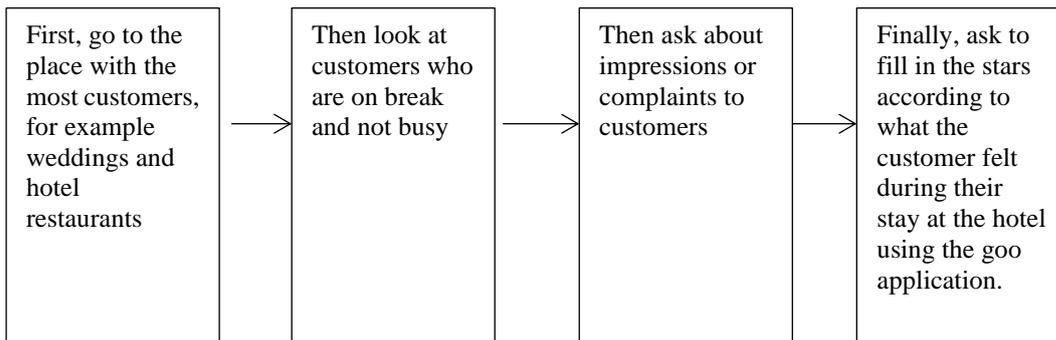
Publishing content to the hotel's social media such as Instagram, Tik Tok and others to create online promotions to be seen by many people and usually must be approved by DOSM before being published.



Figures 3.6 Publishing Content

4). Asking for the review hotel from the customer

This is usually done when there is an event, breakfast at a restaurant. In this case, we visit guests and ask about complaints or customer satisfaction with the service provided by the hotel and write it on Google in the form of stars and suggestions.





Figures 3.7 Review

3. Making the Sales Reports

In daily sales activities, sales are required to make daily activity reports for daily data which are then sent to the general manager.

1). Making the Daily Sales Report

By making all visits and activities of sales executives to companies and governments.

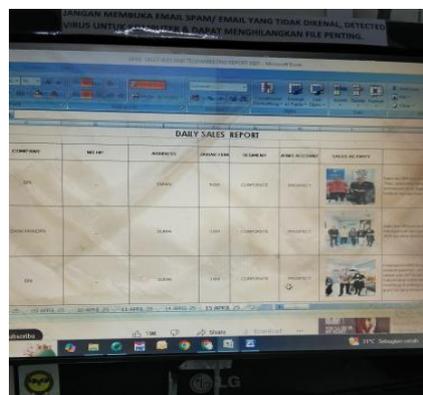
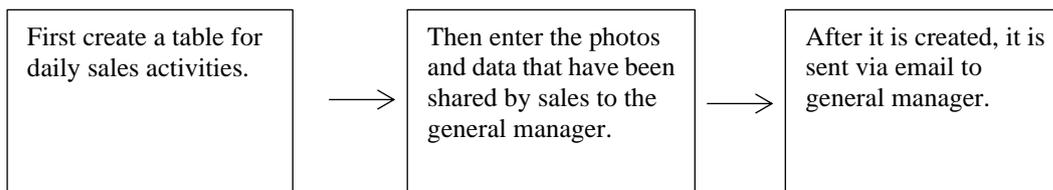


Figure 3.8 Daily Sales Report

3.4 Place Of On The Job Training

The on the job training starts on 20 January 2025 until 23 May 2025 which will be held at the Grand Zuri Dumai, Jl. Sudirman no 88 Dumai city, Riau. The various types and descriptions of daily activities at Grand Zuri Dumai can be seen in the table below:

No	Day/Date	Activity	Place
1	Monday, 20 th January	Having Introduction Work System	HR Office
2	Tuesday, 21 th January	Filling Facility Credit Creating the sales daily report	SM Office
3	Wednesday, 22 th January	Having the Morning Briefing Creating the sales daily report Asking for the review hotel from the customer	SM Office
4	Thursday 23 th January	Filling Document Asking for the review hotel from the customer	HR Office
5	Friday, 24 th January	Making the Internal Office Memo Creating the sales daily report Asking for the review hotel from the customer	SM Office
6	Saturday, 25 th January		Day Off
7	Sunday 26 th January		Day Off

8	Monday 27 th January	Making the BEO Asking for the review hotel from the customer	SM Office
9	Tuesday 28 th January	Making the BEO Asking for the review hotel from the customer	SM Office
10	Wednesday 29 th January		Day Off
11	Thursday 30 th January	Creating the sales daily report Asking for the review hotel from the customer	SM Office
12	Friday 31 th January	Making the BEO Creating the sales daily report Asking for the review hotel from the customer	SM Office

13	Saturday February	01 st		
14	Sunday February	02 nd		

15	Monday,03 rd February		Creating the sales daily report Asking for the review hotel from the customer	SM Office
16	Tuesday,04 th February		Creating the sales daily report Asking for the review hotel from the customer	SM Office
17	Wednesday,05 th February		Making the Exception form Creating the sales daily report Asking for the review hotel from the customer	SM Office
18	Thursday,06 th February		Making the BEO Creating the sales daily report Making the Exception form	SM Office
19	Friday,07 th February		Making the Internal Office Memo Creating the sales daily report Taking and editing Video Asking for the review hotel from the customer	SM Office
20	Saturday,08 th February			Day Off
21	Sunday,09 th February			Day Off

34	Monday, February	10 th	Creating the sales daily report Asking for the review hotel from the customer	SM Office
23	Tuesday, February	11 th	Making the BEO Making the Exception form Creating the sales daily report	SM Office
22	Wednesday, February	12 th	Creating the sales daily report Asking for the review hotel from the customer	SM Office
23	Thursday, February	13 th	Creating the sales daily report Making the	SM Office

	February	Exception form Asking for the review hotel from the customer	
24	Friday, 14 th February	Making the BEO Taking and editing Video Creating the sales daily report	SM Office
25	Saturday, 15 th February		Day Off
26	Sunday, 16 th February		Day Off

27	Monday, 17 th February	Making the Internal Office Memo Creating the sales daily report Asking for the review hotel from the customer Making the Exception form	SM Office
28	Tuesday, 18 th February	Creating the sales daily report Asking for the review hotel from the customer Making the Exception form	SM Office
29	Wednesday, 19 th February	Making the BEO Creating the sales daily report	SM Office
30	Thursday, 20 th February	Making the BEO Creating the sales daily report Making the Exception form	SM Office
31	Friday, 21 February	Making the BEO Creating the sales daily report Taking and editing Video	SM Office
32	Saturday, 22 February		Day Off
33	Sunday, 23 February		Day Off

34	Monday, 24 th February	Making the BEO Creating the sales daily report	SM Office
35	Tuesday, 25 th February	Having Instagram Live Creating the sales daily report	SM Office

		Making the Exception form	
36	Wednesday,26 th February	Making the Internal Office Memo Creating the sales daily report Asking for the review hotel from the customer	SM Office
37	Thursday,27 th February	Making the BEO Creating the sales daily report Taking and editing Video	SM Office
38	Friday,28 th February		
39	Saturday,01 February		Day Off
40	Sunday,02 March		Day Off

48	Monday, 10 th March	Making the Internal Office Memo Creating the sales daily report Asking for the review hotel from the customer	SM Office
49	Tuesday,11 th March	Making the Internal Office Memo Creating the sales daily report Making the Exception form	SM Office
50	Wednesday,12 th March	Making the BEO Creating the sales daily report Exception form	SM Office
51	Thursday,13 th March	Taking and editing Video Creating the sales daily report Asking for the review hotel from the customer	SM Office
52	Friday,14 th March	Having Instagram Live Creating the sales daily report Making the Exception form	SM Office
53	Saturday,15 th March		Day Off
54	Sunday,16 th March		Day Off

41	Monday, 03 March		
42	Tuesday, 04 th March		
43	Wednesday, 05 th March		
44	Thursday, 06 th March		
45	Friday, 07 th March		
46	Saturday, 08 th March		Day Off
47	Sunday, 09 th March		Day Off

55	Monday, 17 th March	Take and editing Video Creating the sales daily report Asking for the review hotel from the customer	SM Office
56	Tuesday, 18 th March	Making the BEO Creating the sales daily report Making the Exception form	SM Office
57	Wednesday, 19 th March	Making the BEO Creating the sales daily report	SM Office
58	Thursday, 20 th March	Making the Internal Office Memo Creating the sales daily report	SM Office
59	Friday, 21 th March	Taking and editing Video Creating the sales daily report Search the review hotel	SM Office
60	Saturday, 22 th March		Day Off
61	Sunday, 23 th March		Day Off

62	Monday, 24 th March	Making the Internal Office Memo Creating the sales daily report	SM Office
63	Tuesday, 25 th March	Making the BEO Creating the sales daily report Asking for the review hotel from the customer Doing Sales calls	SM Office
64	Wednesday, 26 th March	Taking and editing Video Asking for the review hotel from the customer	SM Office

69	Monday, 31 March		Day Off
70	Tuesday, 01 April		Day Off
71	Wednesday,02 April		
72	Thursday,03 April		
73	Friday,04 th April		
74	Saturday,05 th April	Taking and editing Video Creating the sales daily report Making the Exception form	SM Office
75	Sunday,06 th April		Day Off
		Creating the sales daily report Making the	
65	Thursday,27 th March		
66	Friday,28 th March		
67	Saturday,29 th March		Day Off
68	Sunday,30 th March		Day Off

76	Monday, 07 th April	Making the BEO Creating the sales daily report Making the Exception form	SM Office
77	Tuesday, 08 th April	Asking for the review hotel from the customer Making the Exception form Creating the sales daily report	SM Office
78	Wednesday,09 th April	Making the BEO Creating the sales daily report	SM Office
79	Thursday,10 th April	Taking and editing Video Creating the sales daily reportt	SM Office
80	Friday,11 th April	Making the Internal Office Memo Asking for the review hotel from the customer Creating the sales daily report	SM Office
81	Saturday,12 th April		Day Off
82	Sunday,13 th April		Day Off

90	Monday, 21 th April	Making the Internal Office Memo Creating the sales daily report Making the Exception form	SM Office
91	Tuesday, 22 th April	Making the BEO Creating the sales daily report	SM Office
92	Wednesday, 23 th April	Making the BEO Creating the sales daily report	SM Office
93	Thursday, 24 th April	Creating the sales daily report Making the Making Exception form	SM Office
94	Friday, 25 th April	Taking and editing Video Creating the sales daily report Asking for the review hotel from the customer	SM Office
95	Saturday, 26 th April		Day Off
96	Sunday, 27 th April		Day Off

97	Monday, 28 th April	Making the Internal Office Memo Creating the sales daily report	SM Office
98	Tuesday, 29 th April	Making the Internal Office Memo Creating the sales daily report Search the Asking for the review hotel from the customer	SM Office
99	Wednesday, 30 th April	Creating the sales daily report Asking for the review hotel from the customer Making the Exception form	SM Office
100	Thursday, 01 May		Day Off
101	Friday, 02 May	Taking and editing Video Creating the sales daily report	SM Office
102	Saturday, 03 May		Day Off
103	Sunday, 04 th May		Day Off

104	Monday, 05 th May	Creating the sales daily report Asking for the review hotel from the customer	SM Office
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		Making the Exception form	
105	Tuesday, 06 th May	Making the BEO Creating the sales daily report	SM Office
106	Wednesday,07 th May	Making the BEO Creating the sales daily report	SM Office
107	Thursday,08 th May	Making the BEO Creating the sales daily report	SM Office
108	Friday,09 th May	Making the BEO Creating the sales daily report Search the Asking for the review hotel from the customer	SM Office
109	Saturday,10 th May		Day Off
110	Sunday,11 th May		Day Off

111	Monday, 12 th May		Day Off
112	Tuesday, 13 th May	Creating the sales daily report Making the Exception form	SM Office
113	Wednesday,14 th May	Taking and editing Video Creating the sales daily report	SM Office
114	Thursday,15 th May	Making the Internal Office Memo Creating the sales daily report	SM Office
115	Friday,16 th May	Taking and editing Video Asking for the review hotel from the customer Creating the sales daily report	SM Office
116	Saturday,17 th May		Day Off
117	Sunday,18 th May		Day Off

118	Monday, 19 th May	Making the BEO Creating the sales daily report	SM Office
119	Tuesday, 20 th May	Making the BEO Asking for the review hotel from the customer Creating the sales daily report	SM Office
120	Wednesday,21 th May	Making the Internal Office Memo Creating the sales daily report	SM Office
121	Thursday,22 th May	Making the BEO Asking for the review hotel from the customer	SM Office

		Creating the sales daily report	
122	Friday, 23 th May	Having Instagram Live Creating the sales daily report	SM Office

CHAPTER IV

CONCLUSIONS AND SUGGESTIONS

4.1 Conclusions

After carrying out an on the job training program at Grand Zuri Dumai Hotel, there were several conclusions as follows:

1. Tasks Carried Out at Sales and Marketing Department at Grand Zuri Dumai.

There were several jobs given to the Sales and Marketing Department namely:

1. Finding new customers (leads).
2. Making the Sales Reports
3. Doing Promotion & Branding

2. During his on the job training at the Sales and Marketing Department of Grand Zuri Dumai, the author learned various work systems and procedures implemented to ensure smooth operations and target achievement. Starting from managing prospects and customer relationships, the negotiation process, to marketing strategy planning and campaign implementation, everything is done in a structured and organized manner. The use of a customer management system, market analysis, and coordination in organizing events are the keys to the department's success in attracting and retaining customers. By implementing these procedures, the department is able to carry out its duties effectively and support the development of the hotel business as a whole.

All work procedures carried out during the on the job training at Grand Zuri Dumai Hotel are carried out in accordance with the regulations set by the hotel.

4.2 Suggestions

1. During my on the job training at Grand Zuri Dumai, I felt that I gained a lot of useful experience, especially in guest service, operational management, and marketing strategy. However, there are several things that can be improved:

A more structured initial briefing program is needed for interns so that they are better prepared and understand hotel operational standards. Improving mentoring and routine evaluation from supervisors or field

supervisors so that interns get more targeted feedback. There needs to be more opportunities for interns to be directly involved in marketing and sales activities (sales & marketing), such as participating in promotions or creating digital content.

2. From my on the job training experience, I would like to convey some suggestions for study programs:

Diploma three English Study program are expected to provide more practical preparation before students undergo on the job trainings, such as soft skills training, business communication, and work simulations in the hotel industry. There needs to be closer cooperation between the campus and the hotel, so that students get appropriate and quality on the job training places. Regular monitoring and guidance from the supervising lecturer is needed to ensure that the on the job training process runs well and is in accordance with learning objectives.

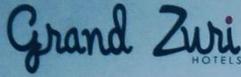
3. During my on the job training, I realized the importance of discipline, good communication, and the ability to adapt quickly. Therefore, some suggestions for myself in the future:

I need to improve my foreign language skills (especially English) so that I can communicate with foreign guests more confidently. I need to continue developing my technical and digital skills, especially in hotel marketing such as the use of social media, promotional design, and customer data analysis.

REFERENCES

<https://.zhmhotels.com+1zhmhotels.com+1>

Appendix On te Job Training Letter



SURAT KETERANGAN **No.570/HGZ-Dmi/HRD/V/2025**

Yang bertanda tangan di bawah ini menerangkan bahwa:

Nama : Muhamad Akmal
Tempat/ Tgl. Lahir : Tanjung Padang/ 01 Juli 2003
Alamat : Jl.Sungai Hiyu Desa Tanjung Padang,Kec.Tasik Putri
Puyu,Kab.Kepulauan Meranti.Riau

Telah melakukan Kerja Praktek pada perusahaan kami, PT. Hotel Grand Zuri sejak tanggal 20 Januari sampai dengan 23 Mei 2025 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya.Demikian agar yang berkepentingan maklum.

Dumai, 23 Mei 2025



Dimas Wira Kresna
General Manager

Appendix Certificate



Appendix On the Job Training Assessment

**LEMBAR PENILAIAN MAGANG OLEH
INDUSTRI/PERUSAHAAN
GRAND ZURI DUMAI**

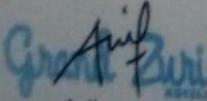
Nama Mahasiswa : Muhamad Akmal
NIM : 5203221161
Program Studi : D3 Bahasa Inggris
Institusi : Politeknik Negeri Bengkalis

No	Aspek yang dinilai	Bobot Persentase	Nilai Diberikan	Nilai Akhir
1.	Kedisiplinan	20%	80	16
2.	Pelaksanaan Tanggung jawab	25%	81	20,25
3.	Penyesuaian diri	10%	80	8
4.	Hasil kerja	30%	87	26,1
5.	Perilaku secara umum	15%	88	13,2
Total Jumlah (1+2+3+4+5)		100%	-	83,55 = A

Keterangan:
A : Istimewa (81-100)
B+ : Sangat Baik (71-80)
B : Baik (66-70)
C+ : Cukup Baik (61-65)
C : Cukup (56-60)
D : Kurang (41-55)
E : Sangat Kurang (0-40)

Catatan:
Secara keseluruhan, muhammad akmal telah menjalankan program magang dengan baik dan menunjukkan potensi yang menjanjikan untuk berkembang di dunia kerja

Dumai, 21 Mei 2025


Arika
DOSM

Appendix List of Attendance


KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
 Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714
 Telepon: (0766) 7008877, Faksimile (0766) 8001000
 Laman: <http://www.polbng.ac.id>

ABSENSI MAHASISWA PESERTA MAGANG
POLITEKNIK NEGERI BENGKALIS

Nama : Muhamad Akmal
 NIM : 5203221161
 Jurusan/Prodi : D3 Bahasa Inggris
 Lokasi Magang : Grand Zuri Dumai

No	Bulan	Hari ke-																Paraf Pengawas
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
1	Januari	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
					AB	AB	AB	AB	AB	HL	HL	HL	AB	HL	AB	AB		
2	Februari	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		HL	HL	AB	AB	AB	AB	AB	HL	HL	AB	AB	AB	AB	AB	HL	HL	
		17	18	19	20	21	22	23	24	25	26	27	28					
			AB	AB	AB	HL	HL	AB	AB	AB	AB	AB						


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 Telepon: (0766) 7008877, Faksimile (0766) 8001000
 Laman: <http://www.polbng.ac.id>

No	Bulan	Hari ke-																Paraf Pengawas
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
3	Maret	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		HL	HL	i	i	i	i	i	HL	HL	AB	AB	AB	AB	AB	HL	HL	
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
		AB	AB	AB	AB	AB	HL	HL	AB	AB	AB	i	i	HL	HL	HL		
4	April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		HL	Cuti	Cuti	Cuti	AB	HL	AB	AB	AB	AB	AB	AB	HL	AB	AB	AB	
		17	18	19	20	21	22	23	24	25	26	27	28	29	30			
		AB	HL	HL	HL	AB	AB	AB	AB	AB	HL	HL	AB	AB	AB			
5	Mei	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
		HL	AB	HL	HL	AB	AB	AB	AB	AB	HL	HL	HL	AB	AB	AB	AB	
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
		HL	HL	AB	AB	AB	AB	AB										



KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS
Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28714
Telepon: (0766) 7008877, Faksimile: (0766) 8001000
Laman: <http://www.polbeng.ac.id>

1. Isi Akomodasi para mahasiswa
2. Pengawasan disiplin para setiap bulan dan di akhir perodenagang
3. Jika sakit, hari libur, cuti, atau di rumah
Sakit = S
izin = I
Alpha = A
Hari libur = HL

Dumai, 23 Mei 2025
HR Manager


Suasno

Appendix logbook Siakad

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Jumat, 23 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Live Instagram	  
2	Kamis, 22 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	beo	  
3	Kamis, 22 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
4	Rabu, 21 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	sales report	  
5	Rabu, 21 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
6	Selasa, 20 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	beo	  
7	Selasa, 20 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cash deposit	  
8	Senin, 19 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Check remittance money fo dan fbs	  
9	Senin, 19 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
10	Senin, 19 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Check Remittance Money FO and FBS	  
11	Jumat, 16 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
12	Jumat, 16 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Receive Goods	  
13	Kamis, 15 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
14	Kamis, 15 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Iventory linen	  
15	Rabu, 14 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
16	Rabu, 14 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Receive Goods	  
17	Selasa, 13 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
18	Jumat, 9 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Receiving Bon	  
19	Jumat, 9 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
20	Kamis, 8 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
21	Kamis, 8 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
22	Rabu, 7 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	training	  

23	Rabu, 7 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	IOM	  
24	Selasa, 6 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	bon	  
25	Selasa, 6 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
26	Senin, 5 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
27	Senin, 5 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take video	  
28	Jumat, 2 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
29	Jumat, 2 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
30	Rabu, 30 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
31	Rabu, 30 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	REVIEW	  
32	Selasa, 29 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	market survey	  
33	Selasa, 29 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	sales report	  
34	Senin, 28 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
35	Senin, 28 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat IOM	  
36	Jumat, 25 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek bill	  
37	Jumat, 25 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
38	Kamis, 24 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
39	Kamis, 24 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Exception form	  
40	Rabu, 23 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
41	Rabu, 23 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
42	Selasa, 22 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
43	Selasa, 22 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing flyer flash sale	  
44	Senin, 21 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Confirmation letter	  

45	Kamis, 17 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek bill	  
46	Kamis, 17 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take foto	  
47	Rabu, 16 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek bill	  
48	Rabu, 16 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take video event	  
49	Selasa, 15 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek remittance	  
50	Selasa, 15 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
51	Senin, 14 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
52	Senin, 14 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Corporate rate	  
53	Sabtu, 12 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
54	Jumat, 11 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek bill	  
55	Jumat, 11 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
56	Kamis, 10 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
57	Kamis, 10 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing flayer flash sale	  
58	Rabu, 9 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	pengecekan	  
59	Rabu, 9 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
60	Selasa, 8 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
61	Selasa, 8 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
62	Senin, 7 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
63	Senin, 7 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
64	Sabtu, 5 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
65	Rabu, 26 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
66	Selasa, 25 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek barang	  

Activate Windows
Go to Settings to activate

Activate Windows
Go to Settings to activate

67	Selasa, 25 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales calls	  
68	Senin, 24 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
69	Senin, 24 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales calls	  
70	Jumat, 21 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
71	Jumat, 21 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
72	Kamis, 20 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
73	Kamis, 20 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
74	Rabu, 19 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	review hotel	  
75	Rabu, 19 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	iftar with back office	  
76	Selasa, 18 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	purchasing	  
77	Selasa, 18 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	   <small>Activated by    Go to Settings to activate</small>
78	Senin, 17 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
79	Senin, 17 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
80	Jumat, 14 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek uang	  
81	Jumat, 14 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
82	Kamis, 13 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	mencocokkan receiving	  
83	Kamis, 13 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
84	Rabu, 12 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
85	Rabu, 12 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
86	Selasa, 11 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
87	Selasa, 11 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take video konten bukber	  
88	Senin, 10 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stor tunai	   <small>Activated by    Go to Settings to activate</small>

89	Senin, 10 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat Permintaan Discount Allowance	  
90	Jumat, 7 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	purchasing	  
91	Kamis, 6 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	tanda tangan	  
92	Rabu, 5 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	scan	  
93	Selasa, 4 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stor tunai	  
94	Kamis, 27 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
95	Kamis, 27 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
96	Rabu, 26 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
97	Rabu, 26 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
98	Selasa, 25 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	packing makanan	  
99	Selasa, 25 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales Blitz	  
100	Senin, 24 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
101	Senin, 24 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membantu Dep. FBP	  
102	Jumat, 21 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	tanda tangan	  
103	Jumat, 21 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
104	Kamis, 20 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
105	Kamis, 20 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
106	Rabu, 19 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving	  
107	Rabu, 19 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Communication meeting	  
108	Selasa, 18 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	serah terima	  
109	Selasa, 18 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
110	Senin, 17 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
111	Senin, 17 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  

112	Jumat, 14 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
113	Jumat, 14 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
114	Kamis, 13 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receivning bon	  
115	Kamis, 13 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Filling Dokumen	  
116	Rabu, 12 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stor tunai	  
117	Rabu, 12 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
118	Selasa, 11 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stor tunai	  
119	Selasa, 11 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Live Instagram	  
120	Senin, 10 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
121	Senin, 10 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
122	Jumat, 7 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	barang	  
123	Jumat, 7 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat BEO	  
124	Kamis, 6 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
125	Kamis, 6 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
126	Rabu, 5 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	barang	  
127	Rabu, 5 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving	  
128	Rabu, 5 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
129	Selasa, 4 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
130	Selasa, 4 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
131	Senin, 3 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel	  
132	Senin, 3 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
133	Jumat, 31 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Beverage store dan food store	  
134	Jumat, 31 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
135	Kamis, 30 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Tanda tangan	  

136	Kamis, 30 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	
137	Selasa, 28 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Bon	
138	Selasa, 28 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	
139	Sabtu, 25 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Receiving bon	
140	Jumat, 24 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Stempel paid	
141	Jumat, 24 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat IOM	
142	Kamis, 23 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	General store	
143	Kamis, 23 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Filling Dokumen	
144	Rabu, 22 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Antar paket	
145	Rabu, 22 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Briefing Pagi	
146	Selasa, 21 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Food store	
147	Selasa, 21 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Filling facility credit	
148	Senin, 20 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Pengenalan sistem kerja	
149	Senin, 20 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Pengenalan sistem kerja	