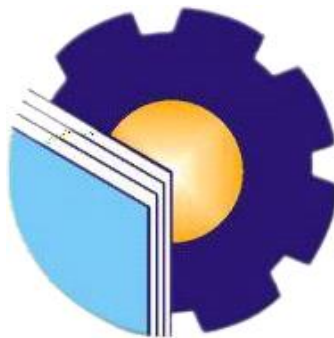


APPRENTICESHIP REPORT
AT ZURI HOTEL MANAGEMENT
GRAND ZURI DUMAI

RIZKA FATMAWATI
5203221165



ENGLISH STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025

APPROVAL SHEET
APPRENTICESHIP REPORT
ZURI HOTEL MANAGEMENT
GRAND ZURI DUMAI

Written as one of the condition for completing apprenticeship

RIZKA FATMAWATI

Reg Number : 5203221165

Dumai, May 23rd 2025

Grand Zuri Dumai,



Dimas Wira Kresna
General Manager

Advisor,





Boni Saputra, S.Pd., M.Pd
NIP.198804192014041001

Approved by,

Head of Diploma-III English Study Program

State Polytechnic of Bengkalis

Ari Satria, M.Pd.B.I
NIP.198805172015041002

ACCEPTANCE SHEET

This is certifying that we have been examined the apprenticeship report of **Rizka Fatmawati** Reg. Number 5203221165 who has done the apprenticeship at mercure Dumai Zuri Hotel Dumai Start from January 20 - Juny 23 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 apprenticeship report examine committed had been made.

Bengkalis, May 23rd 2025

Accepted by:

Advisor



Boni Saputra, S.Pd., M.Pd

NIP. 198804192014041001

Approved by:

Head of Diploma-III English Program

State Polytechnic of Bengkalis



Ari Satria, M.Pd.BI

NIP. 198805172015041002

ACKNOWLEDGEMENT

All praises to Almighty God because of His blessing and mercy the writing of this final project proposal can be completed on time.

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:

1. Johny Custer, S.T.,M.T. as the Director of State Polytechnic of Bengkalis.
2. Diah Paramita Sari, M.Pd as the Head of Language Department.
3. Ari Satria, M.Pd.Bi as the Head of English Study Program and the advisor of the final project proposal.
4. Doris Sukma, M.Pdas the Coordinator of final project proposal.
5. Boni Saputra, M,Pd,.M.Pd as the Advisor of Apprenticeship
6. All lecturers of Language Department
7. Special thanks for Sarwan and Sri Aini 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,

RIZKA FATMAWATI
Reg. Number: 5203221165

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CHAPTER I

INTRODUCTION

1.1 Background of Apprenticeship

Internship 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 internship 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.

In Bengkalis State Polytechnic, various departments, 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, therefore Grand Zuri Dumai is the right choice to carry out internship activities because it is in accordance with what has been learned, besides this hotel provides internship positions that are appropriate in their fields. This hotel is very famous in Indonesia including in ZHM (Zuri Hotel Management).

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. 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.

1.2 Purposes of Apprenticeship

The objectives of the internship conducted at Grand Zuri Dumai are as follows:

a . Skills Development:

Hospitality internships provide participants with the opportunity to develop technical skills, such as skills in promoting hotels, handling guest complaints, and others.

b. Knowledge Enhancement:

Interns also help participants understand hotel operational standards, work procedures, and various aspects of hotel management.

c. Work Experience:

Interns can gain real-world work experience in a hospitality environment, which will increase their future job opportunities.

d. Career Enhancement:

By gaining knowledge, skills, and work experience through internships, participants can prepare themselves for a career in the hospitality industry.

e. Hospitality Cultural Understanding:

Hospitality internships enable participants to understand the organizational culture and values of the hotel.

1.3 Significances of Apprenticeship

1.3.1 Significance for Apprentice

Through this program, apprentices gain more knowledge than students studying on campus because, during apprenticeship, they work directly in their respective fields. Apprentice can apply the knowledge they have learned and learn more new things, especially by practicing English and applying their hospitality. Apart from that, apprentices learn about how to be professional in the work.

1.3.2 Significance for State Polytechnic of Bengkalis

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

1.3.3 Significance for Company

This apprenticeship program can improve the hotel's image because indirectly this report has promoted the hotel's brand. Apart from that, having apprenticeship 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 Jakarta, Riau. Managing several one to five star hotels in various cities in Indonesia 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 Jakarta, Riau which owns and manages several hotels and resorts with status ranging from 1 star to 5 stars spread from Pekanbaru, Duri, Dumai, Jababeka, Palembang, Padang, Jakarta, Bangka, Bali etc.

Grand Zuri Dumai is one of the hotels in Dumai located at Jalan Sudirman No. 88 Kota Dumai, Grand Zuri Dumai, which opened in 2006, is an excellent addition to Dumai and a wise choice for travelers. With its strategic location, the hotel offers quick access to all the city's essential amenities. The hotel has 109 rooms with standard, superior, and deluxe types. A four-star hotel in Dumai, Riau, Indonesia. The hotel offers various facilities such as a swimming pool, fitness center, restaurant, building rental, 24-hour room service, and free WiFi access. Strategically located, the hotel offers quick access to all the city's essential amenities. The hotel's very strategic location provides quick access to the city's main tourist attractions.

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".

2.2Mission:

- 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 four-star hotel located in Dumai City, Riau. Grand Zuri Dumai is a type of business managed by a group and engaged in providing accommodation for guests, namely lodging, restaurants, swimming pools, building rentals, and gyms.



Figure 2. 2 Room Accommodation



Figure 2. 3 Restaurants



Figure 2. 4 Swimming pools



Figure 2. 5 Ballroom

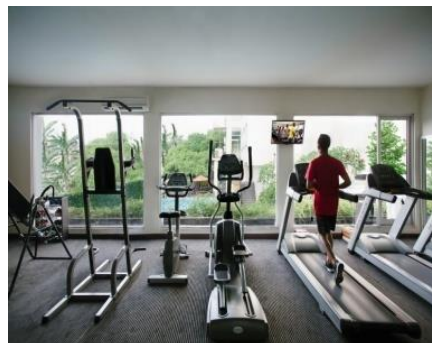


Figure 2.6 Fitnes (gym)

Organizational structure is an arrangement used to definetasks, position and relationships with in an organization in a company.

The author completed 4 month sofpractical workat Grand Zuri Dumai asanintern. from20 January to 23 May 2025. Internships are carried out in the Departement Accounting. The organizational structure of Grand Zuri Dumai can beseen below:

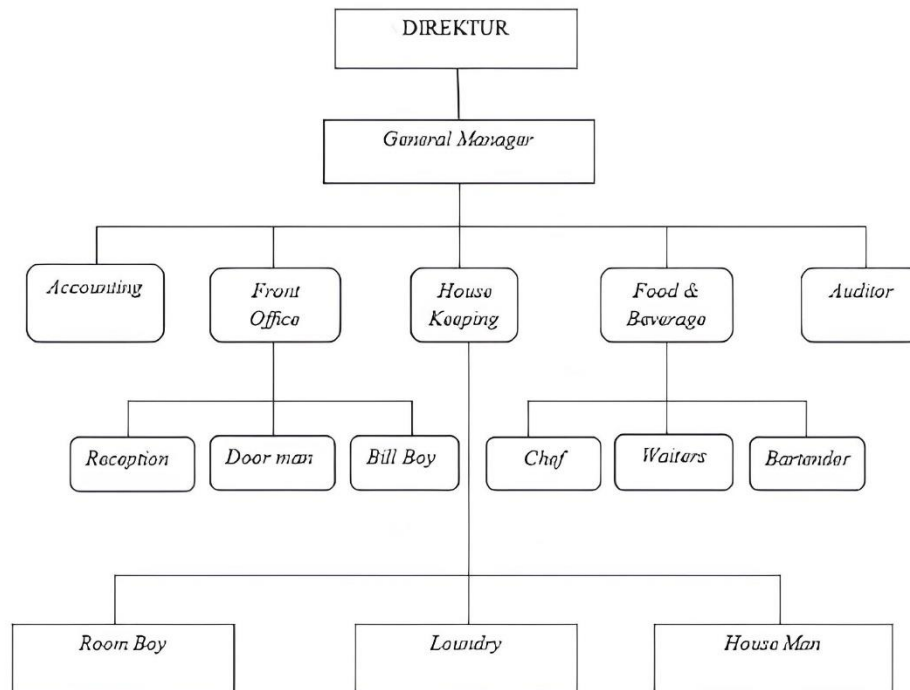


Figure 2.7 Structur Organizational Company

Grand Zuri Dumai offers accommodation services, provides food and drinks and otherservices. This hotel has 9 departments, each department has different tasks. In practical work,the author is placed in the Departement Accounting.The duties and responsibilities of each organizational structureareas 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 withcheck-inand 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 aim of ensuring that they function well so that all operations run well.

5. Food & Beverage Products

F and B 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/Personnel

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.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

This chapter explains several activities during the apprenticeship. The internship will be carried out for 4 months starting from 20 January to 23 Juni 2025 at the Grand Zuri DumaiHotel's.During his internship at the hotel, the author was placed in the Accounting Departement.

During the internship, 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.

3.2 Accounting Department

The Accounting Department is responsible for all aspects of the hotel's finances, including recording transactions, preparing financial reports, and managing assets. This department plays a vital role in ensuring the sustainability and success of the hotel business.

The main tasks of the Accounting department in a hotel include:

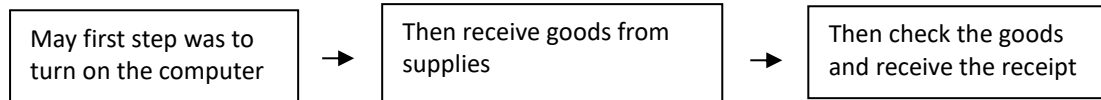
1. Receiving Invoice
2. Checking Remittance cashier FO and FO
3. Taking Feedback Review Hotel
4. Market Survey
5. Checking Supply
6. Training Power Pro

3.3 System and Procedure

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

1. Receiving Invoice

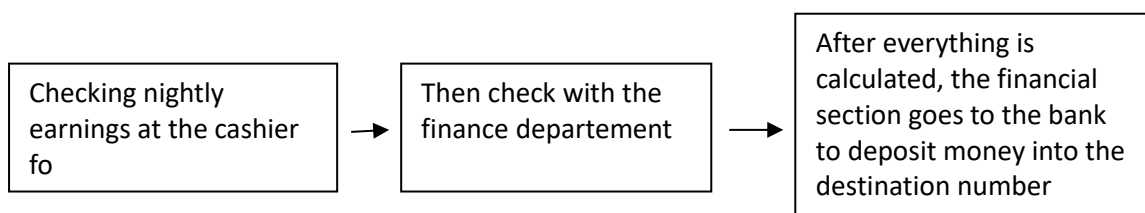
Receiving receipt usually refers to receiving report or receiving document which is used to record and control goods received by the receiving department after purchase by the purchasing department. This document is used to ensure the quality and quantity of goods received in accordance with the order.



Figures 3.1 Receiving Receipt

2. Checking Remittance cashier FO and FB

Remittance checks from Front Office (FO) and Food & Beverage (FB) cashiers are carried out every morning by the accounting department in the cashier section and aim to ensure that all cash transactions have been calculated and sent appropriately to the central cashier or bank.



Figures 3.2 Checking Remittance

3. Taking Feedback Review Hotel

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.

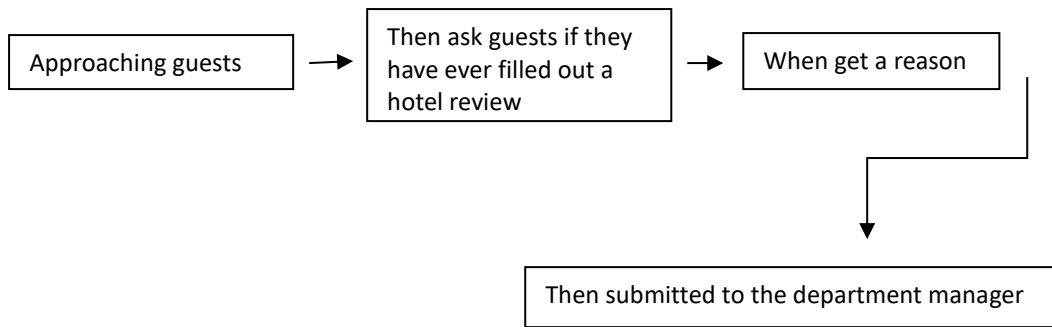


Figure 3.3 Taking Feedback Review Hotel

4. Market Survey

Market surveys are usually conducted every two weeks and are assigned by purchasing and cost control to compare market prices.

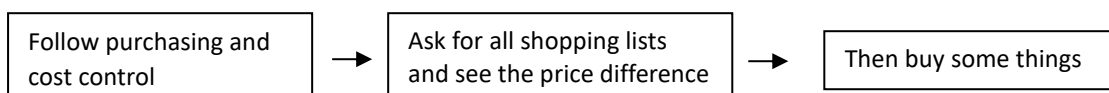




Figure 3.4 Market Survey

5. Checking Supply

Checking Supply is a warehouse that provides various types of food ingredients that are ordered by the kitchen every time they need ingredients to be processed into food.

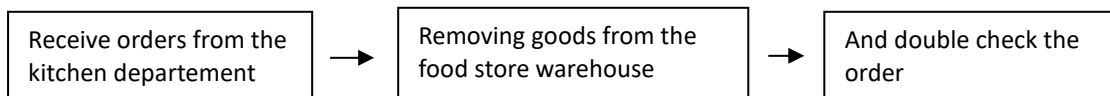


Figure 3.5 Checking Supply

6. Training Power Pro

Training Power Pro at the hotel explaining the check in reservation of guests staying at the hotel.

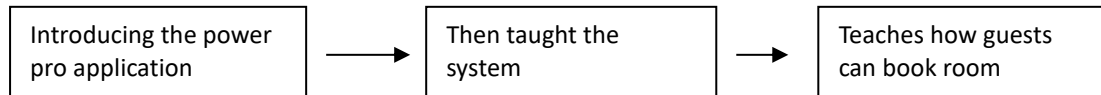


Figure 3.6 Training Power Pro

3.4 Place Of Apprenticeship

The internship 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 January	Introduction Work System	HR Office
2	Tuesday, 21 January	Receiving Invoice	Store Office
3	Wednesday, 22 January	Sending package	Tiki
4	Thursday 23 January	Removeing goods from the ware house	General Store
5	Friday, 24 January	Signing Paid Stamp	Back Office
6	Saturday, 25 February		Day Off
7	Sunday 26 February		Day Off

8	Monday 27 Januari		Day Off
9	Tuesday 28 Januari	Receiving Receipt	Store Office
10	Wednesday 29 Januari		Day Off
11	Thursday 30 Januari	Taking Signature Approval	FBS Office
12	Friday 31 Januari	Removeing goods from the ware house	Food Store
13	Saturday, 01 February		Day Off
14	Sunday 02 February		Day Off

15	Monday, 03 February	Signing Paid Stamp	Back Office
16	Tuesday, 04 February	Signing Paid Stamp	Back Office
17	Wednesday, 05 February	Receiving Invoice	Store Office
18	Thursday, 06 February	Signing Paid Stamp	Back Office
19	Friday, 07 February	Receiving Invoice	Store Office
20	Saturday, 08 February		Day Off
21	Sunday, 09 February		Day Off

34	Monday, 10 February	Signing Paid Stamp	Back Office
23	Tuesday, 11 February	Observing Cash Deposit	Bank BCA
22	Wednesday, 12 February	Observing Cash Deposit	Bank BCA
23	Thursday, 13 February	Receiving Invoice	Store Office
24	Friday, 14 February	Receiving Invoice	Store Office

25	Saturday,15 February		Day Off
26	Sunday,16 February		Day Off

27	Monday, 17 February	Receiving Invoice	Store Office
28	Tuesday,18 February	Check hotel towel items	House Kiping
29	Wednesday,19 February	Receiving Invoice	Store Office
30	Thursday,20 February	Receiving Invoice	Store Office
31	Friday,21 February	Requesting validation signature	Cheff and FBS
32	Saturday,22 February		Day Off
33	Sunday,23 February		Day Off

34	Monday, 24 February	Receiving Invoice	Store Office
35	Tuesday,25 February	Food Packing	EVENT TKBM
36	Wednesday,26 February	Signing Paid Stamp	Back Office
37	Thursday,27 February	Signing Paid Stamp	Back Office
38	Friday,28 February		Day Off
39	Saturday,01 February		Day Off
40	Sunday,02 March		Day Off

41	Monday, 03 March		DAY Off
42	Tuesday,04 March	Observing Cash Deposit	Bank BCA
43	Wednesday,05 March	Scanning Documents	Back Office
44	Thursday,06 March	Requesting Validation Signature	Cheff and FBS
45	Friday,07 March	Shopping For Hotel Needs	Purchasing
46	Saturday,08 March		Day Off

47	Sunday,09 March		Day Off
----	-----------------	--	---------

48	Monday, 10 March	Observing Cash Deposit	Bank BCA
49	Tuesday,11 March	Receiving Supplies	Store Office
50	Wednesday,12 March	Receiving Supplies	Store Office
51	Thursday,13 March	Confirming The Original Receipt and the copy	Back Office
52	Friday,14 March	Checking Remittance Money FO and FBS	Receptionis
53	Saturday,15 March		Day Off
54	Sunday,16 March		Day Off

55	Monday, 17 March	Receiving Supplies	Store Office
56	Tuesday, 18 March	Shopping For Hotel Needs	Purchasing
57	Wednesday,19 March	Taking Feedback Review Hotel	
58	Thursday,20 March	Receiving Supplies	Store Office
59	Friday,21 March	Receiving Invoice	Back Office
60	Saturday,22 March		Day Off
61	Sunday,23 March		Day Off

62	Monday, 24 March	Receiving Invoice	Store Office
63	Tuesday, 25 March	Receiving Supplies	Store Office
64	Wednesday,26 March		Day Off
65	Thursday,27 March		Day Off

66	Friday,28 March		Day Off
67	Saturday,29 March		Day Off
68	Sunday,30 March		Day Off

69	Monday, 31 March		Day Off
70	Tuesday, 01 April		Day Off
71	Wednesday,02 April		Day Off
72	Thursday,03 April		Day Off
73	Friday,04 April		Day Off
74	Saturday,05 April		Day Off
75	Sunday,06 April		Day Off

76	Monday, 07 April	Signing Paid Stamp	Back Office
77	Tuesday, 08 April	Signing Paid Stamp	Back Office
78	Wednesday,09 April	Checking Remittance Money FO and FBS	Receptionis
79	Thursday,10 April	Receiving Supplies	Store Office
80	Friday,11 April	FB Server Bill Checking	Back Office
81	Saturday,12 April		Day Off
82	Sunday,13 April		Day Off

83	Monday, 14 April	Receiving Invoice	Store Office
84	Tuesday, 15 April	Checking Remittance Money FO and FBS	Receptionis
85	Wednesday,16 April	FB Server Bill Checking	Back Office

86	Thursday,17 April	FB Server Bill Checking	Back Office
87	Friday,18 April		Day Off
88	Saturday,19 April		Day Off
89	Sunday,20 April		Day Off

90	Monday, 21 April	Receiving Invoice	Store Office
91	Tuesday, 22 April	Signing Paid Stamp	Back Office
92	Wednesday,23 April	Receiving Invoice	Store Office
93	Thursday,24 April	Receiving Invoice	Store Office
94	Friday,25 April	Receiving Invoice	Store Office
95	Saturday,26 April		Day Off
96	Sunday,27 April		Day Off

97	Monday, 28 April	Receiving Invoice	Store Office
98	Tuesday, 29 April	Market survey	PurchasingAnd Cost control
99	Wednesday,30 April	Receiving Invoice	Store Office
100	Thursday,01 May		Day Off
101	Friday,02 May	Receiving Invoice	Store Office
102	Saturday,03 May		Day Off
103	Sunday,04 May		Day Off

104	Monday, 05 May	Signing Paid Stamp	Back Office
105	Tuesday, 06 May	Confirming The Original Receipt and the copy	Back Office

106	Wednesday,07 May	Training Power PRO	Back Office
107	Thursday,08 May	Receiving Invoice	Store Office
108	Friday,09 May	Receiving Invoice	Store Office
109	Saturday,10 May		Day Off
110	Sunday,11 May		Day Off

111	Monday, 12 May		Day Off
112	Tuesday, 13 May		Day Off
113	Wednesday,14 May	Receiving Supplies	Store Office
114	Thursday,15 May	Iventory linen	Ballroom
115	Friday,16 May	Receiving Supplies	Store Office
116	Saturday,17 May		Day Off
117	Sunday,18 May		Day Off

118	Monday, 19 May	Checking Remittance Money FO and FBS	Receptionis
119	Tuesday, 20 May	Observing Cash Deposit	Bank BCA
120	Wednesday,21 May	Receiving Invoice	Store Office
121	Thursday,22 May	Receiving Invoice	Store Office
122	Friday,23 May	Receiving Invoice	Store Office
123	Saturday,24 May		Day Off
124	Sunday,25 May		Day Off

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

During the internship at Grand Zuri Dumai Hotel, the author was actively involved in various administrative and operational activities, including Receiving Invoice, remittance checking from FO and FB cashiers, guest review evaluations, market surveys, and food store management. The author also participated in monthly communication meetings and training sessions such as Power Pro. These experiences have enhanced the author's understanding of hotel operations, improved interpersonal communication skills, and provided practical knowledge related to hospitality, finance, and inventory systems.

4.2 Suggestions

The most important thing is to always be disciplined, responsible and professional in your work.

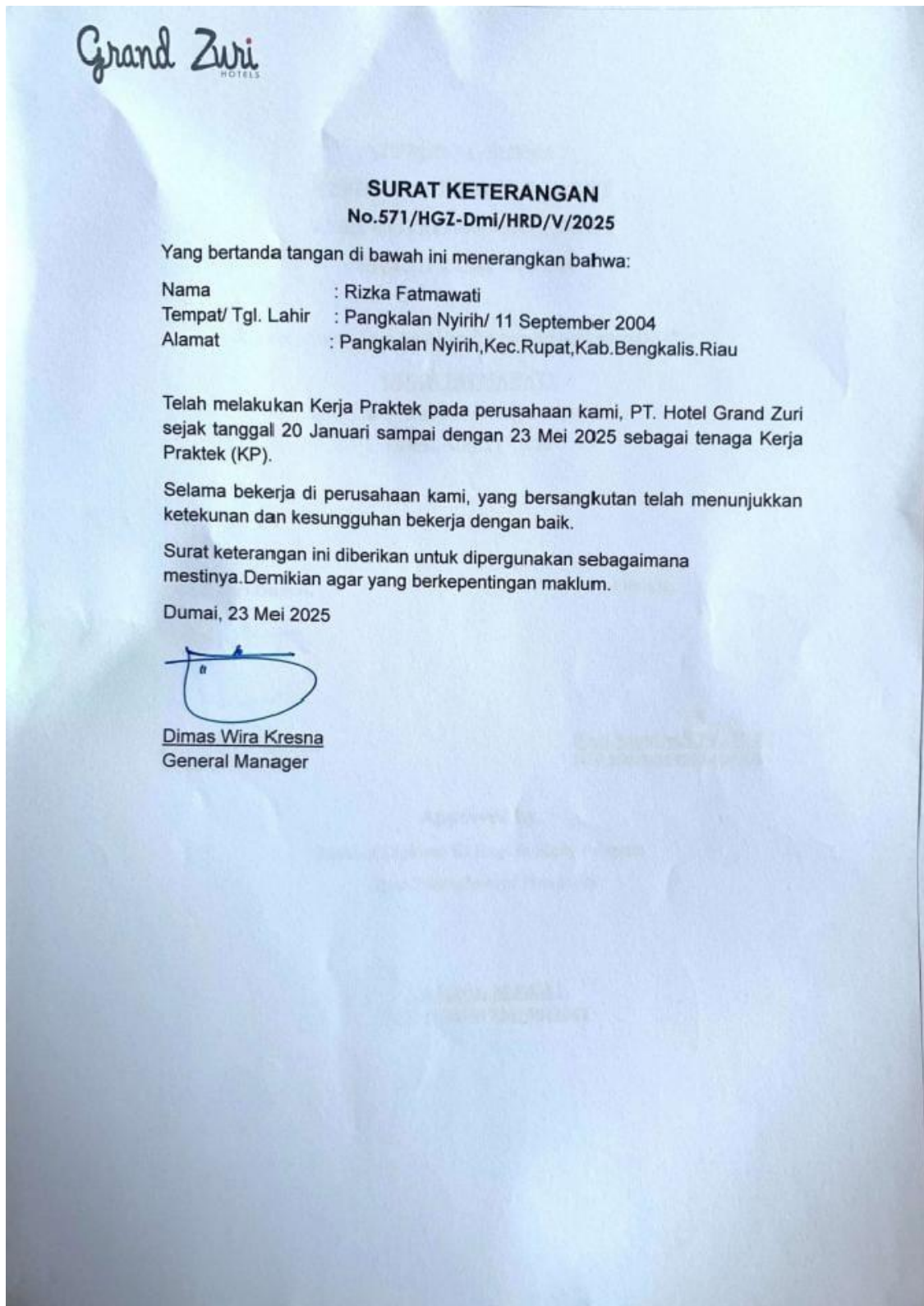
REFERENCES

Hotel Grand Zuri Dumai <https://www.zhmhotels.com/hotel/grand-zuri-dumai/>

Panduan KP Polbeng <https://www.scribd.com/document/357518923/Panduan-KP-Polbeng>

APPENDICES

Appendix 1 : Apprenticeship Letter



Appendix 2 : Certificated of Internship



Appendix 3 : Evaluation From

LEMBAR PENILAIAN MAGANG OLEH INDUSTRI/PERUSAHAAN GRAND ZURI DUMAI

Nama Mahasiswa : Rizka Fatmawati
NIM : 5203221165
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%	75	18,75
3.	Penyesuaian diri	10%	90	9
4.	Hasil kerja	30%	80	24
5.	Perilaku secara umum	15%	80	12
Total Jumlah		100%	-	79,75 = B+

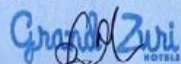
Keterangan:

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:

Rizka Fatmawati selama Magang di Hotel Grand Zuri Dumai dinilai Sangat Baik. Ia mampu menyelesaikan tugas yang diberikan dengan baik.

Dumai, June 20 2025


DUMAI

Darmawati
Chief Accounting


Appendix 5: List of Attendance





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

ABSENSI MAHASISWA PESERTA MAGANG
POLITEKNIK NEGERI BENGKALIS

Nama : Rizka Fatmawati
NIM : 5203221165
Jurusan/Prodi : D3 Bahasa Inggris
Lokasi Magang : Grand Zuri Dumai

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


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

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

Appendix 6 : Logbook of Activity in SIAKAD

Data Kegiatan

Peserta

Pembimbing

Rincian Kegiatan

Periode Akademik

Jenis Kegiatan

Nama Kegiatan

2024 Genap

Kerja Praktek/PKL

Kerja Praktik Lapangan




















































Unit

Instansi

































Kelompok



D3 Bahasa Inggris








Grand Zuri Hotel



































































No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Senin, 19 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Check Remittance Money FO and FBS	  
2	Jumat, 16 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Receive Goods	  
3	Kamis, 15 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Iventory linen	  
4	Rabu, 14 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Receive Goods	  
5	Jumat, 9 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	Receiving Bon	  
6	Jumat, 9 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
7	Kamis, 8 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
8	Kamis, 8 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
9	Rabu, 7 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	training	  
10	Rabu, 7 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	lom	  
11	Selasa, 6 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	bon	  
12	Selasa, 6 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
13	Senin, 5 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
14	Senin, 5 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take video	  
15	Jumat, 2 Mei 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
16	Jumat, 2 Mei 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
17	Rabu, 30 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
18	Rabu, 30 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	REVIEW	

































19	Selasa, 29 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	market survey	  
20	Selasa, 29 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	sales report	  
21	Senin, 28 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
22	Senin, 28 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat IOM	  
23	Jumat, 25 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek bill	  
24	Jumat, 25 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
25	Kamis, 24 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
26	Kamis, 24 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Exception form	  
27	Rabu, 23 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
28	Rabu, 23 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
29	Selasa, 22 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  


































30	Selasa, 22 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing flyer flash sale	  
31	Senin, 21 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Confirmation letter	  
32	Kamis, 17 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek bill	  
33	Kamis, 17 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take foto	  
34	Rabu, 16 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek bill	  
35	Rabu, 16 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take video event	  
36	Selasa, 15 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	cek remittance	  
37	Selasa, 15 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
38	Senin, 14 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd., M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
39	Senin, 14 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Corporate rate	  
40	Sabtu, 12 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
































41	Jumat, 11 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek DIII	  
42	Jumat, 11 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
43	Kamis, 10 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
44	Kamis, 10 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing flayer flash sale	  
45	Rabu, 9 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	pengecekan	  
46	Rabu, 9 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
47	Selasa, 8 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
48	Selasa, 8 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
49	Senin, 7 April 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
50	Senin, 7 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
51	Sabtu, 5 April 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
52	Rabu, 26 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  







53	Selasa, 25 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
54	Selasa, 25 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales calls	  
55	Senin, 24 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
56	Senin, 24 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales calls	  
57	Jumat, 21 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
58	Jumat, 21 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
59	Kamis, 20 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
60	Kamis, 20 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
61	Rabu, 19 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	review hotel	  
62	Rabu, 19 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Iftar with back office	  
63	Selasa, 18 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	purchasing	  

64	Selasa, 18 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
65	Senin, 17 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
66	Senin, 17 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
67	Jumat, 14 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek uang	  
68	Jumat, 14 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
69	Kamis, 13 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	mencocokkan receiving	  
70	Kamis, 13 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
71	Rabu, 12 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
72	Rabu, 12 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
73	Selasa, 11 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	cek barang	  
74	Selasa, 11 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Take video konten bukber	  
75	Senin, 10 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stor tunai	  
76	Senin, 10 Maret 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat Permintaan Discount Allowance	  
77	Jumat, 7 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	purchasing	  
78	Kamis, 6 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	tanda tangan	  
79	Rabu, 5 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	scan	  
80	Selasa, 4 Maret 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stor tunai	  
81	Kamis, 27 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
82	Kamis, 27 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
83	Rabu, 26 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
84	Rabu, 26 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
85	Selasa, 25 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	packing makanan	  

86	Selasa, 25 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales Blitz	  
87	Senin, 24 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
88	Senin, 24 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membantu Dep. FBP	  
89	Jumat, 21 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	tanda tangan	  
90	Jumat, 21 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
91	Kamis, 20 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
92	Kamis, 20 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Review Hotel	  
93	Rabu, 19 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving	  
94	Rabu, 19 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Communication meeting	  
95	Selasa, 18 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	serah terima	  
96	Selasa, 18 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  

97	Senin, 17 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
98	Senin, 17 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
99	Jumat, 14 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving bon	  
100	Jumat, 14 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
101	Kamis, 13 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receivning bon	  
102	Kamis, 13 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Filling Dokumen	  
103	Rabu, 12 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stor tunai	  
104	Rabu, 12 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
105	Selasa, 11 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stor tunai	  
106	Selasa, 11 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Live Instagram	  
107	Senin, 10 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  

108	Senin, 10 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
109	Jumat, 7 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	barang	  
110	Jumat, 7 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat BEO	  
111	Kamis, 6 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
112	Kamis, 6 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
113	Rabu, 5 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	barang	  
114	Rabu, 5 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	receiving	  
115	Rabu, 5 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Sales report	  
116	Selasa, 4 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel paid	  
117	Selasa, 4 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Editing video	  
118	Senin, 3 Februari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	stempel	  

119	Senin, 3 Februari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
120	Jumat, 31 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Beverage store dan food store	  
121	Jumat, 31 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Beo	  
122	Kamis, 30 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Tanda tangan	  
123	Kamis, 30 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
124	Selasa, 28 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Bon	  
125	Selasa, 28 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat video atau konten	  
126	Sabtu, 25 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Receiving bon	  
127	Jumat, 24 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	Stempel paid	  
128	Jumat, 24 Januari 2025	198402122014041001 - RIONALDI, S.Pd, M.Pd, CICS	5203221161 - Muhamad Akmal	Membuat IOM	  
129	Kamis, 23 Januari 2025	198804192014041001 - BONI SAPUTRA, S.Pd, M.Pd	5203221165 - Rizka Fatmawati	General store	 