

APPRENTICESHIP REPORT

PT. IVO MAS TUNGGAL
DIVISION MANAGEMENT REPRESENTATIVE,
GENERAL AFFAIR and ENGINEERING

RIA ANGGESTI

5404221543



APPLIED BACHELOR DEGREE OF INTERNATIONAL
BUSINESS ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS

2026

APPROVAL SHEET

PT. IVO MAS TUNGGAL
DIVISION MANAGEMENT REPRESENTATIVE, GENERAL
AFFAIR and ENGINEERING

Written as of the conditions for completing Apprenticeship

RIA ANGGESTI
5404221543

Dumai, June 30, 2026

MR Sect. Head

PT Ivo Mas Tunggal-Lubuk Gaung
Dumai

Advisor

 **PT. IVO MAS TUNGGAL**
LUBUK GAUNG REFINERY

Fernando Setiawan Sihotang



Yunelly Asra, S.S, MM, CPISC
NIP.197507012012122001

Approved by,

Head of International Business Administration Study Program


Muhammad Fuad Asrofillah, S.E., M.M
NIP. 199304202022031007

ACKNOWLEDGMENT

The author expresses his gratitude to Almighty God for all His blessings, grace, and gifts, granting him good health, opportunity, and the smooth running of his internship and timely completion of his internship report at PT. IVO MAS TUNGGAL. The internship ran from February 3 to June 30, 2026.

The author also expresses his deepest gratitude to all employees of PT. IVO MAS TUNGGAL for their kindness, friendly attitude, and support throughout the internship. The opportunity to be part of the PT. IVO MAS TUNGGAL work environment has been a valuable and meaningful experience.

In the process of preparing this report, the author realizes that it would not have been possible to complete it successfully without the assistance, direction, guidance, and support of various parties. Therefore, the author takes this opportunity to express his sincere appreciation and gratitude to all parties who have participated and contributed to the completion of this internship report. These parties include:

1. Mr. Johny Custer, S.T., M.T., as the Director of the State Polytechnic of Bengkalis.
2. Mr. Romadhoni, S.T., M.T., as Deputy Director I of the State Polytechnic of Bengkalis.
3. Ms. Nurhazana, S.E., M.Sc as the Head of the Business Administration Department.
4. Mr. Muhammad Fuad Asrofillah, S.E., M.M as the Head of the International Business Administration Study Program.
5. Ms. Yunelly Asra, SE, MM, CPISC as the advisor of this apprenticeship report.
6. Mr. Muhammad Fuad Asrofillah, S.E., M.M as the academic advisor of Class C, International Business Administration.
7. Mr. M. Alkadri Perdana, B.IT., M.Sc., as the Apprenticeship Coordinator of the International Business Administration Study Program.
8. The author would like to express his deepest gratitude to his beloved parents, Mr. Hamseli and Mrs. Elin. Thank you for every prayer you have said, every sweat you have shed, and every endless support that has been the author's strength until now.

9. Thank you also to my beloved sister, Viga Virasia, for the material support and encouragement that makes me want to move forward and not give up easily.
10. The author extends sincere gratitude to PT IVO MAS TUNGGAL (Lubuk Gaung, Dumai) for providing the opportunity to undertake an internship and for offering invaluable work experience across several departments.
11. The author extends sincere gratitude to the field mentor/supervisor for providing extensive guidance, direction, and knowledge throughout the internship. Thanks to this mentorship, the author gained an understanding of various work activities—particularly document management, administration, and other supporting tasks within the company. The author also wishes to thank all employees of the department for their assistance, guidance, and warm welcome during the internship.
12. The author would like to thank Awi, Nazifa Fitri, and Mutiara Indah Safitri for their support and motivation. He also thanks his classmates in ABI 8C for their assistance and cooperation, and his fellow interns for their camaraderie and the valuable experiences they shared during the internship.

Bengkalis, 01, 002026



Ria Anggesti
5404221543

TABLE OF CONTENTS

APPROVAL SHEET	ii
ACKNOWLEDGMENT	iii
LIST OF FIGURES.....	vi
LIST OF TABLES.....	vii
LIST OF APPENDICES	viii
CHAPTER I INTRODUCTION	1
1.1Background of the Apprenticeship	1
1.2Purpose of the Apprenticeship.....	2
1.3Significances of the Apprenticeship	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	5
2.1 Company History	5
2.2 Visi dan Misi PT. Ivo Mas Tunggal.....	7
2.3 Kind Of Business.....	7
2.4 Organizational Structure of the General Affairs, Engineering, and Management Representative Departments at PT Ivo Mas Tunggal.....	8
2.5 Work System	11
2.6 Document Used for Activity.....	12
CHAPTER III SCOPE OF THE APPRENTICESHIP.....	15
3.1 Job Description.....	15
3.2 System and Procedures.....	16
3.3 Place and Time of Apprenticeship	26
3.4 Kind and Description of the Activity.....	27
3.5 Obstacle and Solution of the Apprenticeship	43
CHAPTER IV CONCLUSIONS AND SUGGESTIONS.....	44
4.1 Conclusions	44
4.2 Suggestions.....	44
REFERENCES	47
APPENDICES	48