

APPRENTICESHIP REPORT

PT. BUMI SIAK PUSAKO

Wahyu Agung

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**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM ENGLISH
DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
BENGKALIS RIAU 2024**

APPROVAL SHEET

To certify that we have examined the apprenticeship report of **Wahyu Agung**, Reg Number **5504211042** who did the apprenticeship at **PT. Bumi Siak Pusako**, started from 5 August 2024 to 5 December 2024. This report is used for partial fulfillment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respects, and all revision required by the apprenticeship report examination committee have been made.

Pekanbaru, 5th December 2024

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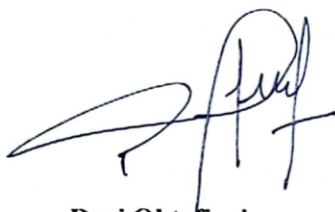


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APPRENTICESHIP REPORT **PT. BUMI SIAK PUSAKO**

This writing is one of the requirements to complete
the internship work that has been done

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With no less respect, I apologize if there are mistakes or behavior that is considered unpleasant. I did during my practical work at PT Bumi Siak Pusako. With humility, I acknowledge the imperfections within this report and welcomes all constructive criticism and suggestions with the anticipation that they will positively contribute to future improvements.

While every effort has been made to minimize errors, this report acknowledges imperfections and expects constructive feedback for further improvement. And welcomes constructive feedback for further improvement. Conclusion I sincerely hope that this report this report proves useful to readers and fellow students, and welcome any feedback that may improve its quality.

Pekanbaru, 5th December 2024

Wahyu Agung
Reg. Number 5504211042

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Politeknik Negeri Bengkalis (Polbeng) is one of the vocational university in Indonesia located in Bengkalis Regency, Riau Province. The polytechnic was originally named Politeknik Perkapalan Negeri Bengkalis and was established in 2000. The initial establishment aimed to meet the needs of skilled labor in the shipping and marine sector, given the geographical location of Bengkalis which is in the strategic area of the international trade route of the Malacca Strait.

In 2008, the status changed to Politeknik Negeri Bengkalis in accordance with the Decree of the Minister of National Education of the Republic of Indonesia. This name change also expanded the scope of study programs offered, not only focusing on shipping but also on engineering, business and information. Polbeng continues to grow until now it is one of the leading vocational higher education institutions in Riau and surrounding areas.

Politeknik Negeri Bengkalis has 18 (eighteen) Study Programs, consisting of 10 (ten) Diploma Three (D3) Programs in Ship Building Engineering, Ship Engineering Architecture, Mechanical Engineering, Civil Engineering, Informatics Engineering, Electrical Engineering, Nautical, Commercial Shipping Management, Business English, and Business Administration. In addition, there are 8 (eight) Diploma Four (D4) Programs in the fields of Machinery Production and Maintenance Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information Systems Security Engineering, English for Business and Professional Communication, and Software Engineering.

One of the important elements in the education system education system is the practice of field lectures (PKL) which aims to bridge the world of education with the world of industry. This program allows students to understand and be directly involved in the real world of work, as well as apply the knowledge learned during lectures to the world of industry. The real world of work, as well as applying the

knowledge that has been learned during lectures into daily practice in a professional environment.

Participated in the program, I interned at PT Bumi Siak Pusako, which is a company engaged in oil and gas drilling. The internship program lasts for four months, starting on August 5 and ending on December 5, 2024, and is placed in the corporate secretary (CORSEC) section. During these four months, the I am also gained new knowledge in doing several work tasks such as managing incoming and outgoing mail, verifying documents, creating disposition sheets, and assisting in the management of incoming and outgoing mail, verifying documents, creating disposition sheets, and assisting with other administrative tasks. Administration. This experience not only provided practical insights into the world of work but also improve the author's ability in communication, time management, and other technical skills.

From the experience of four months of internship at the company, it is hoped that it will provide job opportunities because it has built relationships and opened new insights and skills that will strengthen the foundation for future careers thanks to experience. it is hoped that in the future it can become an individual who is able to compete in the world of work.

1.2 Purpose of Apprenticeship

Internship is the perfect time and place to practice the theories that have been learned in college such as working in groups or individually, solving a problem, communication skills, practicing discipline and other knowledge.

The objectives of implementing Practical Work activities for Bengkalis State Polytechnic students are:

1. To know what work must be done at PT Bumi Siak Pusako
2. To find out the job procedures in the company PT Bumi Siak Pusako
3. To find out the difficulties and problem solving of a job in the company PT Bumi Siak Pusako

1.3 Significances of the Apprenticeship

There are three parties who benefit from the internship program, namely for students, for the State Polytechnic of Bengkalis, and for the company PT Bumi Siak Pusako:

1. For students, the implementation of this Practical Work can provide information to students about job descriptions, work systems and procedures, where practical work is carried out, constraints, and solutions while carrying out practical work at PT Bumi Siak Pusako, so as to improve abilities and insights both in terms of hard skills and soft skills competencies possessed.
2. For Polytechnic of Bengkalis, can build cooperation and relations between the university and the company PT Bumi Siak Pusako.
3. For the company, it is hoped that it can provide input or ideas for internship program participants who will help work which is expected to provide profitable development and progress for the company.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company History

In the early 2000s, when the spirit of regional autonomy was gaining ground in Indonesia, Riau Province faced a major challenge. The region was rich in natural resources, but the proceeds flowed out rather than directly impacting local communities. In the midst of this realization, a dream was born to manage its own resources for the welfare of the region. From that dream, on October 17, 2001, PT Bumi Siak Pusako (BSP) was established, a regionally-owned enterprise (BUMD) that became the pride of the Riau people. The name “Bumi Siak Pusako” was not chosen without reason. “Siak” is the name of a great kingdom that once flourished in Riau, while ‘Pusako’ symbolizes a precious heritage that must be preserved. The name symbolizes the hope of the Riau people to manage natural resources as a legacy for future generations. Since its inception, BSP has been tasked with pioneering oil and gas management in the Coastal Plains and Pekanbaru (CPP) Working Area (WK). However, BSP's journey has not been easy. As a new BUMD, BSP had to build everything from scratch—from infrastructure to trust. To ensure early success, BSP entered into a strategic partnership with Pertamina through a Joint Operating Board (BOB). Together, they embarked on petroleum exploration and production. Amidst the challenges of technology, human resources and competition, BSP continues to learn and grow.

As the years passed, BSP's dedication and hard work began to show results. The company not only managed to maintain stable oil production, but also began to record significant profits. At its peak, on August 9, 2022, BSP obtained a full mandate to manage the CPP WK with 100% Participating Interest (PI) ownership. With the Gross Split Production Sharing Contract (PSC) scheme, BSP became the first BUMD in Indonesia to fully manage a large oil and gas block independently. This moment was a turning point that established BSP as a symbol of energy independence in Riau. However, BSP's success is not only seen in terms of business. The company understands that its existence must bring tangible benefits to society. Since its inception, BSP has disbursed more than Rp80 billion in social responsibility (CSR) funds for education, health, infrastructure and local community empowerment. All of this is done with a strong commitment to

ensuring that the benefits of Riau's natural resources can be felt by all levels of society.

In 2022, BSP made history with a net profit of IDR381 billion, the highest in the company's history. This is not only a financial achievement, but also proof that good natural resource management can bring great benefits to the region. Now, under visionary leadership and the full support of the community, PT Bumi Siak Pusako continues to move forward. With a magnificent head office in Pekanbaru and a dedicated team of professionals, BSP is committed to preserving and developing the energy heritage of Riau Province. BSP's story is one of courage, perseverance and big vision. From the land of Lancang Kuning, PT Bumi Siak Pusako proves that with passion and hard work, big dreams can come true.

2.2 Vision and Mission PT. Bumi Siak Pusako

2.2.1 Company Vision

PT Bumi Siak Pusako has a vision to become a leading and internationally reputable energy BUMD.

2.2.2 Company Mission

PT Bumi Siak Pusako has a mission to provide added value to the community and local government, become one of the drivers of regional economic growth, and form and empower professional human resources in the energy business. In addition, the company is committed to managing the upstream and downstream oil and gas industry professionally while optimizing the potential of regional resource wealth to support sustainable development.

2.3 Kind of Business

PT Bumi Siak Pusako has an important role in managing the oil and gas industry in the Coastal Plain Pekanbaru (CPP) Block. And trusted by the government as a cooperation contractor (KKKS) to oversee oil production from upstream to downstream. Using a production sharing contract scheme PT BSP has 100% full control over the authority and management of the CPP Block.

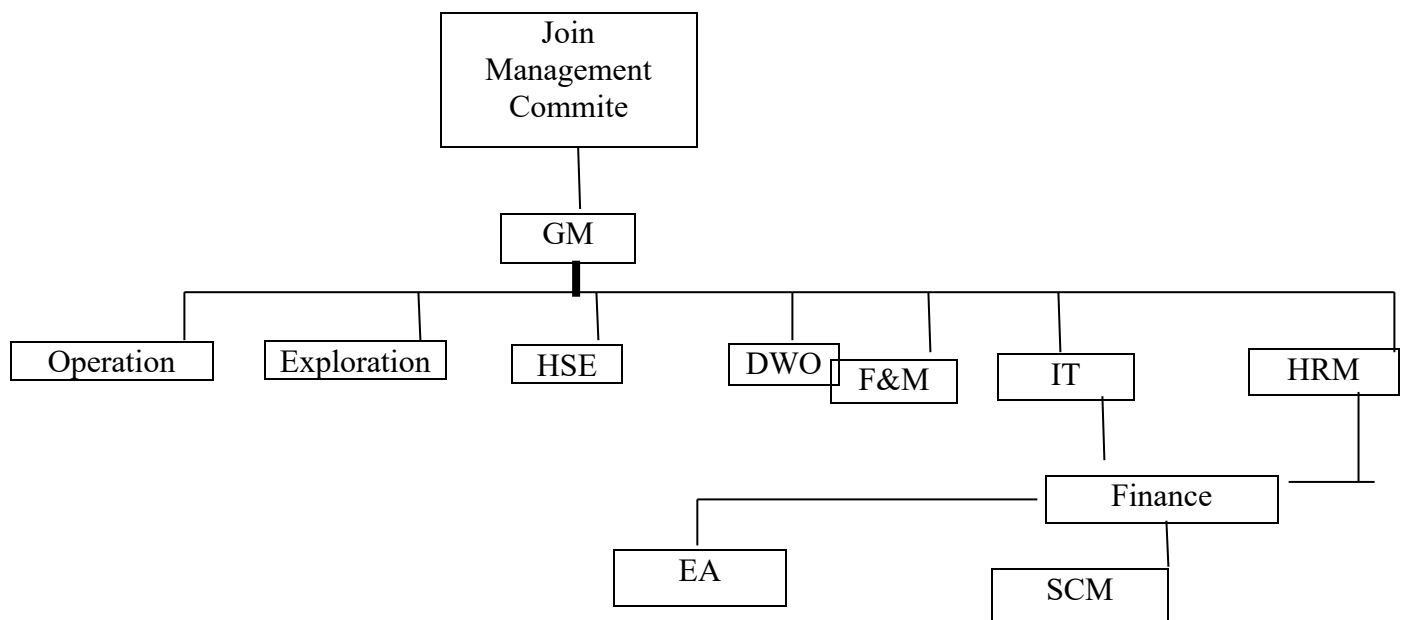
The company's main activities include exploration, development, production, and distribution of oil and gas. These operations are supported by state-of-the-art

production facilities, efficient transportation systems, and well-organized crude oil marketing strategies. Crude oil extracted by PT BSP is further processed by strategic partners such as Pertamina into finished products that fulfils people's energy needs. Driven by a commitment to innovation and operational efficiency, PT BSP continues to improve its productivity while ensuring the sustainability of its operations.

The Company plays an active role in driving regional development by positively impacting the local economy through sustainable resource management. Through sustainable resource management, PT BSP's operational focus in Riau Province significantly contributes to economic growth by creating jobs and improving the welfare of local communities by emphasizing good corporate governance (GCG) and Corporate Social Responsibility (CSR).

To demonstrate its unwavering commitment to supporting national energy security as an integral part of Indonesia's energy sector, PT BSP maintains a balance between economic progress, environmental preservation and community development. Economic progress, environmental preservation and community development, PT BSP strengthens its role as a responsible and innovative leader in the energy industry.

2.4 Organizational Structure of PT. Bumi Siak Pusako



The functions and responsibilities of each division at PT Bumi Siak Pusako are as follows:

1. Operation, An operational team specializing in exploration and production in the CPP WK. The team is led by a field manager and consists of technicians, engineers and oil and gas experts.
2. Exploration, The Exploration Division focuses on developing short and long-term exploration strategies and policies aimed at discovering new economic reserves. Its activities are critical in ensuring the sustainability of the company through the identification of future resource opportunities.
3. HSE (Health, Safety, and Environment), To ensure work safety and provide education on safety regulations, HSE will also always monitor and make reports in order to respond quickly in the event of an emergency that should threaten the health and safety of workers.
4. DWO (Drilling, Work over, and Operation), ensures the smooth process of exploration, drilling, and maintenance of oil and gas wells. This division plays a strategic role in supporting the sustainability of the company's oil and gas production.
5. F&M (Finance and Management) within PT Bumi Siak Pusako (BSP) is responsible for managing the company's finances and ensuring good governance in operational management. This division plays a strategic role in supporting financial stability, operational efficiency, and the achievement of the company's business targets.
6. IT (Information Technology) within PT Bumi Siak Pusako (BSP) plays an important role in supporting the company's operations by providing reliable technology infrastructure, managing information systems, and driving digital transformation.
7. Human Resources Management (HRM) Division within PT Bumi Siak Pusako (BSP) has an important role in managing human resources to ensure employees can contribute optimally to the achievement of company goals. This division is responsible for workforce management, competency development, welfare, and industrial relations.
8. Finance Division at PT Bumi Siak Pusako (BSP) plays an important role in managing the company's finances to ensure operational stability, efficiency and sustainability. The division is responsible for various financial aspects,

including planning, monitoring, and reporting, as well as supporting the company's strategic decision-making.

9. EA (Exploration and Appraisal) within PT Bumi Siak Pusako (BSP) has an important role in identifying, evaluating, and managing potential oil and gas resources, which is the core of the company's business. This division is tasked with ensuring the continuation of oil and gas operations with a focus on exploring new areas and optimizing the potential of existing reserves.
10. SCM (Supply Chain Management) within PT Bumi Siak Pusako (BSP) plays an important role in efficiently managing the supply chain to support the company's operations. As a company engaged in the oil and gas industry, this division is responsible for procurement, logistics and material management, as well as ensuring all operational needs are met on time at an optimal cost.

It is a division of a unified organizational structure in the company PT Bumi Siak Pusako with various functions and interests of each division that all work together to provide the best for the company.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Jobs Description

Within a week PT Bumi Siak Pusako has 5 working days starting from Monday to Friday, can be seen in the following table:

Table 1

Table 1. Internship Schedule

no	Office day	Office hour	Break
1.	Monday	07:30-16:30	12:00-13:00
2.	Tuesday	07:30-16:30	12:00-13:00
3.	Wednesday	07:30-16:30	12:00-13:00
4.	Thursday	07:30-16:30	12:00-13:00
5.	friday	07:30-16:30	12:00-13:00

I was given the opportunity to directly do various important jobs with full guidance from mentors such as managing incoming and outgoing mail, being entrusted with managing the company's social media accounts, searching for positive and negative company news from various media, being entrusted with being a documentary team and also a content editor, making reply letters from incoming letters, and making a recap of outgoing letters.

In addition, I was given the trust to contact people and related parties when there were missing requirements from the incoming proposal. I was also given the opportunity to go to the finance division to continue the proposal letter that had been approved. The following are the details of the tasks during the internship:

1. Make disposition sheets from incoming letters and then recapitulated them into the incoming letter book.

2. Being an editor for graphic design such as making national holiday greetings
3. Manage the company's Instagram account and make posts from the graphic design that has been made, not forgetting to interact with followers.
4. Make a letter of agreement to be assisted or rejected from the proposals that have been submitted.
5. Scan the approved file to be assisted and then given to the finance division.
6. Make a letter requesting an accountability report for the assistance funds that have been provided.
7. Recap files and check files and reorganize according to the year for bookkeeping purposes.
8. Become a photographer when there is an important day or event at the office.
9. Search for news about the company sourced from various media.

3.2 Place of Apprenticeship

The internship program is carried out at PT Bumi Siak Pusako which is located at the Surya Dumai building on the 4th, 6th, 8th floor number 95 Jend Sudirman street Pekanbaru. The exact location of my internship is on the 6th floor of the building with the CSR division. The Corporate Secretary's responsibilities include leading, managing, and coordinating activities that include corporate communication functions, public relations, CSR, GCG, and legal aspects in order to comply with applicable laws and regulations, as well as supporting the company's operational activities to the fullest. The practical work was carried out for four months, starting from 5 August to 5 December 2024.

3.3 System and Procedure

The following are some of the operational procedures that exist in the company, especially in the corporate secretary section (CORSEC). The author is given several authorities and responsibilities to carry out the following tasks:

3.3.1 Receive Incoming Proposals or Letters

The proposal or letter that has been sent to the company will be received through security and sign the recap book in the security if the proposal or letter has been received.

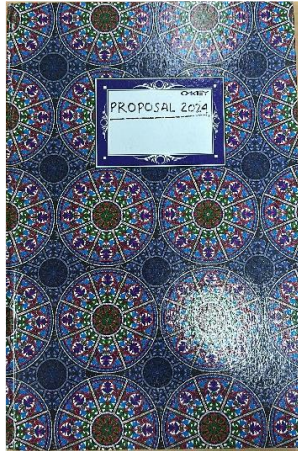


Figure 1. incoming proposal book

3.3.2 Create a Disposition Sheet

The letter or proposal that has been received is then made into a disposition sheet by recording the important information contained in the letter such as the letter number, the origin of the letter, the date the letter was sent, the subject of the letter, and the date of receipt of the letter.

No Agenda	Diterima Tanggal	Tingkat Surat		
		R	P	B
Diteruskan Kepada :	Act	Top	Info	File
General Manager				
Corporate Secretary				
SPRM Manager				
Kepala SPI				
Finance & ICT Manager				
HCM Manager				
Staf Ahli				
Director Secretary				

Figure 2. Disposition Sheet

3.3.3 Recap Incoming Letters or Proposals

Letters that have been made disposition sheets are then recapitulated into the annual incoming mail recap book. The same thing as making a disposition sheet,

making a recap also records important information such as letter number, letter origin, letter subject, date sent and date received. If so, the letter that has been made with the disposition sheet can be submitted to the company manager to be checked whether it is appropriate to be assisted or not.

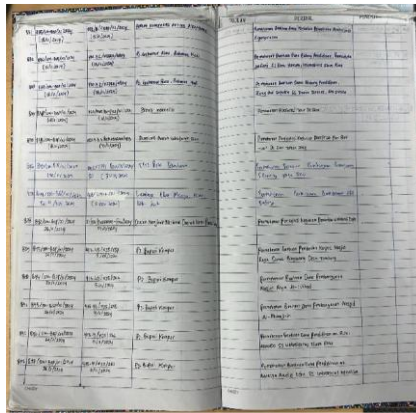


Figure 3. Recapitulation Book

3.3.4 Make a Reply Letter

Letters or proposals that have been examined by the manager and have been determined to be assisted or rejected are then returned to the writer for a reply letter. letters or proposals that have been approved for assistance are then made a recommendation letter by noting important things such as the purpose of the allocation of aid funds, the date of the organization and the agreement to be responsible. if the recommendation letter has been made, an official company stamp must be given.

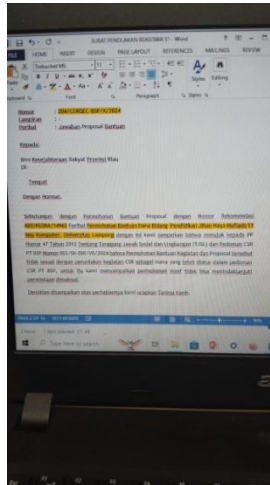


Figure 4. Answering Letter

3.3.5 Submission to Finance

Letters or proposals that are approved for assistance will be scanned and then submitted to the finance division on the 8th floor and do not forget to ask for a signature as proof that the file has been submitted.



Figure 5. Finance Book

That is the operational procedure specifically for the CORSEC Division during my 4-month internship at PT Bumi Siak Pusako. However, there is a final procedure, namely that if the funds for assistance have been realized, the recipient is required to make an accountability report (LPJ) letter no later than 4 months after the

assistance is received, but if within 4 months they still have not received the LPJ, they must make a request for an accountability report to the recipient.

3.4 Kind and Description of the Activity

The daily activities at PT. Bumi Siak Pusako, can be seen in the tables below:

Table 2. Daily Activities report week 1 from August 5 to August 9, 2024

No	Date	Activities	Place
1.	Monday 5 Augustus 2024	Introduce divisions and supervisors	Office
2.	Tuesday 6 August 2024	Received incoming proposals and made a disposition sheet	Office
3.	Wednesday 7 Augustus 2024	Scanning Document	office
4.	Thursday 8 Augustus	Making Disposition Sheet	Office
5.	Friday 9 Augustus 2024	Reflection Activities 2 Years Of Management Transfer Wk Cpp Block Cpp Pt Bumi Siak Pusako and Yasinan activity	Office

Table 3. Daily Activities report week 2 from August 12 to August 16, 2024

No	Date	Activities	Place
1.	Monday 12 Augustus 2024	Scanning Document	Office
2.	Tuesday 13 August 2024	Making Video and Editing	Office
3.	Wednesday 14 Augustus 2024	Recapitulation of Letter	office
4.	Thursday 15 Augustus	Making Design Graphics	Office

5.	Friday 16 Augustus 2024	Making Design Graphics and post On Instagram	Office
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Table 4. Daily Activities report week 2 from August 19 to August 23, 2024

No	Date	Activities	Place
1.	Monday 19 Augustus 2024	Making Disposition Sheet	Office
2.	Tuesday 20 August 2024	Making a Reply Letter	Office
3.	Wednesday 21 Augustus 2024	Scanning Letter and Proposal	office
4.	Thursday 22 Augustus	Making Disposition sheet	Office
5.	Friday 23 Augustus 2024	Making Disposition sheet	Office

Table 5. Daily Activities report week 3 from August 26 to August 30, 2024

No	Date	Activities	Place
1.	Monday 26 Augustus 2024	Making a Reply Letter	Office
2.	Wednesday 28 Augustus 2024	Making Recommendation Letter	office
3.	Thursday 29 Augustus	Making Disposition sheet	Office
4.	Friday 30 Augustus 2024	Make a Positive News Recap	Office

Table 6. Daily Activities report week 4 from September 2 to September 6, 2024

No	Date	Activities	Place
1.	Monday 2 September 2024	Recap incoming and outgoing mail	Office
2.	Wednesday 3 September 2024	Making Recommendation Letter	office
3.	Thursday 4 September 2024	Editing For Instagram Content	Office
4.	Friday 6 September 2024	Make a Positive News Recap	Office

Table 7. Daily Activities report week 5 from September 9 to September 13, 2024

No	Date	Activities	Place
1.	Monday 9 September 2024	Making Disposition Sheet	Office
2.	Tuesday 10 September 2024	Making Recommendation Letter	Office
3.	Wednesday 11 September 2024	Making News Cutouts	office
4.	Thursday 12 September 2024	Scanning Letter and Proposal	Office
5.	Friday 13 September 2024	Recap incoming and outgoing mail	Office

Table 8. Daily Activities report week 6 from September 17 to September 19, 2024

No	Date	Activities	Place
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1.	Tuesday 17 September 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2.	Wednesday 18 September 2024	Recap Of Rejected Csr Files	Office
3.	Thursday 19 September 2024	Searching for positive news about the company from various news media	office

Table 9 Daily Activities report week 7 from September 23 to September 27, 2024

No	Date	Activities	Place
1.	Monday 23 September 2024	Weekly Recapitulation Incoming Mail In Microsoft Excel	Office
2.	Tuesday 24 September 2024	Scanning Document	Office
3.	Wednesday 25 September 2024	Recap Positive News	office
4.	Thursday 26 September 2024	Scanning Letter and Proposal	Office
5.	Friday 27 September 2024	Proposal Scanning And Submission	Office

Table 10 Daily Activities report week 8 from October 1 to October 4, 2024

No	Date	Activities	Place
1.	Tuesday 1 October 2024	Proposal Scanning And Submission	Office
2.	Wednesday 2 October 2024	Proposal Scanning And Submission	office

3.	Thursday 3 October 2024	Scanning Letter and Proposal	Office
4.	Friday 4 October 2024	Proposal Scanning And Submission	Office

Table 11 Daily Activities report week 9 from October 7 to October 11, 2024

No	Date	Activities	Place
1.	Monday 7 October 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2.	Tuesday 8 October 2024	Proposal Scanning And Submission	Office
3.	Wednesday 9 October 2024	Ruang Kerja	office
4.	Thursday 10 October 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
5.	Friday 11 October 2024	Proposal Scanning And Submission	Office

Table 12 Daily Activities report week 10 from October 14 to October 18, 2024

No	Date	Activities	Place
1.	Monday 14 October 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2.	Wednesday 16 October 2024	Managing Incoming Proposals And Preparing Disposition Sheets	Office
3.	Thursday 17 October 2024	PT BSP 23rd Anniversary	office
4.	Friday 18 October 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office

Table 13 Daily Activities report week 11 from October 22 to October 25, 2024

No	Date	Activities	Place
1.	Tuesday 22 October 2024	Proposal Scanning And Submission	Office
2.	Wednesday 23 October 2024	Ruang Kerja	office
3.	Thursday 24 October 2024	Weekly Duplicate Incoming Mail In Microsoft Excel	Office
4.	Friday 25 October 2024	Proposal Scanning And Submission	Office

Table 14 Daily Activities report week 12 from October 22 to November 1, 2024

No	Date	Activities	Place
1.	Monday 28 October 2024	Received Incoming Proposals And Made A Disposition Sheet	Office
2.	Tuesday 29 October 2024	Proposal Scanning And Submission	Office
3.	Wednesday 30 October 2024	Ruang Kerja	office
4.	Friday 1 November 2024	Proposal Scanning And Submission	Office

Table 15 Daily Activities report week 13 from November 4 to November 7, 2024

No	Date	Activities	Place
1.	Monday 4 November 2024	Making Disposition Sheet	Office
2.	Tuesday 5 November 2024	Making Recommendation Letter	Office
3.	Wednesday 6 November 2024	Making News Cutouts	office
4.	Thursday 7 November 2024	Scanning Letter and Proposal	Office

3.5 Obstacle

At first, the most difficult thing was feeling awkward to communicate with fellow office employees and still confused about the work procedures that must be done. Besides that at the beginning it will be difficult to remember people's names and positions because sometimes these people are needed.

3.6 Solution

Behind a difficulty there must be a solution. maybe at the beginning everything will feel unfamiliar because we are in a new place and new people but we must be able to adapt in a way not to be shy about starting communication with others so that we can build relationships and chemistry.

To quickly adapt to a new place, have an open mindset by accepting change as a natural process, learn about the new environment by observing local customs and norms, and establish good relationships by introducing yourself and engaging in social activities. Improve communication skills through active listening and, if necessary, learning the local language. Adjust to new habits with flexibility, establish consistent routines, and focus on the positives. Do not hesitate to ask for help from people around you or mentors if you encounter difficulties, handle stress wisely, and conduct regular self-evaluations to ensure progress. With a proactive and patient attitude, you will find it easier to feel comfortable and become part of the place.

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

During my internship program at PT Bumi Siak Pusako in the Corporate Social Responsibility (CSR) Division, I gained valuable experience about the company's strategic role in supporting sustainable development and creating harmonious relationships with the surrounding community. The CSR Division has the responsibility to design and implement social programs that have a direct impact on community welfare, such as education, health, environmental preservation, and economic empowerment.

BSP's CSR division plays an important role in designing and executing social programs that are aligned with the company's vision to support community welfare and environmental sustainability. During my internship, I was involved in various programs such as local community economic empowerment, educational activities such as scholarships and training, health programs, and environmental conservation initiatives. One of the highlights was BSP's need-based approach, where each program is designed after an in-depth analysis process to ensure its usefulness and relevance to the local community.

In addition, I also learned about the importance of managing relationships with various stakeholders, including local communities, local governments, business partners, and non-governmental organizations. BSP places transparency and good communication as key to the success of its CSR programs. I saw how the company builds community trust through direct engagement, focus group discussions (FGDs), and supervision of program implementation. The internship experience also provided a broader understanding of the challenges companies face in integrating social and environmental sustainability with competitive business operations. BSP strives to balance its business responsibilities as an oil and gas company with its environmental and social impacts. One of the flagship initiatives that I learned about is the environmental impact mitigation program through reforestation and responsible waste management, which is part of the company's commitment to sustainability.

Overall, the internship at PT Bumi Siak Pusako, particularly in the CSR Division, provided a clear picture of how corporate social responsibility can be a key pillar in supporting regional development and improving the company's image. This

experience not only enriched my knowledge of CSR implementation in the oil and gas industry but also built my awareness of the importance of collaboration and innovation in supporting sustainability. BSP has shown that business success can go hand in hand with significant contributions to society and the environment, making it a real example for other companies.

4.2 Suggestion

To support the development of PT Bumi Siak Pusako CSR Division, the company is advised to be more innovative in creating sustainable community needs-based programs, such as technology entrepreneurship training and MSME digitalization initiatives, as well as increasing collaboration with stakeholders such as NGOs, local communities, and educational institutions. Optimizing digital technology for program monitoring, increasing team capacity through training, and more active promotion through social media and sustainability reports are also important to strengthen the company's image. In addition, companies can increase funding allocations for priority programs such as education and health, develop environmental education, and involve communities in every stage of the program to ensure the effectiveness and sustainability of CSR initiatives, while strengthening relationships with local communities.

For the English for Business and Professional Communication Study Program State Polytechnic of Bengkalis to better direct their students in the apprenticeship program and visit occasionally to see firsthand the work of students, it doesn't need to be too frequent but once in two months is enough. This aims to make the party in charge communicate more to the mentors of apprentices at the practice site to exchange information to hear how far the apprentices have progressed.

REFERENCES

Aulianissa, N. (2023). PT Bumi Siak Pusako Zapin Bagian Proyek, Operasi, Dan Pengembangan Usaha.

Prayoga, C. (2024). Prinsip Kerja Kompresor Turbin di Power Plant PT Bumi Siak Pusako (BSP).

Putri, F. N. (2023). Laporan Kerja Praktik PT Bumi Siak Pusako Zapin Bagian HSE (Health Safety and Environment).

APPENDICES

Appendix 1: Apprenticeship Acceptance Letter



Pekanbaru, 30 Juli 2024

NO : 1035 /HCM/VII/2024
Perihal : Persetujuan Permohonan Kerja Praktek

Kepada Yth.
Wakil Direktur I
Politeknik Negeri Bengkalis

Bapak Armada.,ST.,MT

Ref Wakil Direktur I Politeknik Negeri Bengkalis Tanggal 15 Juli 2024 dengan perihal Permohonan Kerja Praktek kami dapat menerima mahasiswa-mahasiswi tersebut dengan data sebagai berikut:

No.	Nama	NIM	Prodi	Waktu dan Tempat Magang
1	Nabila Salsabila	5504211041	D4 B.Ingggris	Waktu: - 01 Agustus s/d 28 Desember 2024
2	Wahyu Agung	5504211042	D4 B.Ingggris	Tempat : - Coorporate Secretary Departemen Mentor : - Ibu Yusrina Ermayanti

Demikian kami sampaikan, atas perhatian dan kerjasama Saudara, kami ucapkan terima kasih.

PT. Bumi Siak Pusako
HCM Manager,



Rahmah Selmanwati
#01059422

Appendix 2: Internship Withdrawal Letter



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

Nomor : ~~6594~~/PL.31/TU//2024

11 Desember 2024

Hal : Penarikan Mahasiswa Kerja Praktek (KP)

Yth. Pimpinan PT. BSP Pedada

Jl. Bandar Sungai, Kec. Sabak Auh, Kabupaten Siak, Riau 28771

Dengan Hormat,

Sehubungan telah dilaksanakannya kerja praktek untuk mahasiswa Politeknik Negeri Bengkalis melalui keterlibatan secara langsung dalam berbagai kegiatan di perusahaan, yang mana bahwa kerja praktek mahasiswa Politeknik Negeri Bengkalis yang semula dimulai pada tanggal 1 Agustus s/d 28 Desember 2024 bersama ini kami mohon maaf berdasarkan peraturan akademik pelaksanaan kerja praktek mahasiswa dilaksanakan selama 4 bulan dan terhitung selesai pada tanggal 5 Desember 2024, maka dengan ini kami bermaksud menarik kembali mahasiswa peserta kerja praktek sebelum waktu yang telah ditentukan.

Adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Jurusan
1	Nabila Salsabila	5504211041	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2	Wahyu Agung	5504211042	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Selanjutnya kami sampaikan penghargaan dan terima kasih atas kesempatan yang telah diberikan kepada mahasiswa/i kami untuk kerja praktek di PT. BSP Pedada sehingga terlaksana sebagai mana mestinya.

Demikian surat ini kami disampaikan, atas perhatian serta kerjasamanya diucapkan terima kasih.

Wakil Direktur I,

Romadhoni, ST., MT
NIP. 198404072019031008

Contact Person:
Arita Desianingsih (085265543122)
NIP. 199012232024212036

Appendix 3: Internship Certificate Letter



PT. Bumi Siak Pusako
Gedung Surya Dumai Lt. 6
Jl. Jendral Sudirman No. 395 Pekanbaru 28116
Telepon : (62-761) 855764 Facsimile : (62-761) 855765 http : //www.bsp.co.id

SURAT KETERANGAN KERJA PRAKTEK
Nomor: 474 /HCM/XII/2024

Yang bertanda tangan dibawah ini:

Nama : Rahmah Selviawati
Jabatan : HCM Manager

Menerangkan bahwa Mahasiswa dibawah ini:

Nama : Wahyu Agung
Asal Universitas : Politeknik Negeri Bengkalis

Bahwa yang bersangkutan telah melaksanakan Kerja Praktek di Departemen Coorporate Secretary (CORSEC) di PT Bumi Siak Pusako mulai tanggal 01 Agustus s/d 05 Desember 2024.

Selama melaksanakan Kerja Praktek yang bersangkutan telah melaksanakan tugas dan tanggung jawab dengan baik.

Demikian surat keterangan ini kami buat untuk dapat dipergunakan sebagaimana mestinya.


Pekanbaru, 03 Desember 2024
HCM Manager


Rahmah Selviawati

Appendix 4: Internship Certificate Letter



Appendix 5: Evaluation Form



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

LEMBAR PENILAIAN KERJA PRAKTEK MAHASISWA

1. Nama Mahasiswa / NIM : Wahyu Agung / 5504211042
 2. Periode Kerja Praktek : 5 Agustus s/d 5 Desember 2024
 3. Pembimbing : Devi Oktafiani
 4. Lembaga / Perusahaan : PT BumiSiakPusako

NO	MATERI PENILAIAN	NILAI ANGKA
1	Pemahaman terhadap Pekerjaan	71
2	Kemampuan Menyelesaikan Pekerjaan	75
3	Keterampilan Bekerja	71
4	Disiplin Kerja	70
5	Kemampuan Bekerja Sama (team work)	71
6	Kemampuan Mengambil Keputusan	70
7	Kemampuan Berkomunikasi	75
8	Sikap dan Perilaku	71
9	Kerajinan dan Ketekunan	70
10	Percaya Diri	71

5. Tabel Penilaian

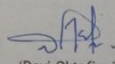
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A = 81 - 100
 AB = 71 - 80
 B = 66 - 70
 BC = 61 - 65
 C = 51 - 60
 D = 41 - 50
 E = 0 - 40


6. Komentar:

KEDEPANNYA AGAR DISIPLIN KERJA LEBIH DITINGKATKAN.

Pekanbaru, 5 Desember 2024
 Pembimbing Kerja Praktek


 (Devi Oktafiani)
 CSR & Relation Officer
 PT. BumiSiakPusako

Appendix 6: List of Attendance
























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

**ATTENDANCE LIST OF PRACTICAL WORK OF BENGKALIS STATE
POLYTECHNIC STUDENTS**

PT. BUMI SIAK PUSAKO

Name : Wahyu Agung
Nim : 5504211042

Date	Days	Remark	Signature
5 August 2024	Monday	Present	
6 August 2024	Tuesday	Present	
7 August 2024	Wednesday	Present	
8 August 2024	Thursday	Present	
9 August 2024	Friday	Present	
12 August 2024	Monday	Present	
13 August 2024	Tuesday	Present	
14 August 2024	Wednesday	Present	
15 August 2024	Thursday	Present	
16 August 2024	Friday	Present	
19 August 2024	Monday	Present	
20 August 2024	Tuesday	Present	
21 August 2024	Wednesday	Present	
22 August 2024	Thursday	Present	
23 August 2024	Friday	Present	
26 August 2024	Monday	Present	
27 August 2024	Tuesday	Permissions	-
28 August 2024	Wednesday	Present	
29 August 2024	Thursday	Present	
30 August 2024	Friday	Present	
2 September 2024	Monday	Present	
3 September 2024	Tuesday	Present	

DOCUMENTATION

Appendix 8: Recommendation Letter

Insert Page Layout Formulas

Calibri 11 A A

Font Alignment Number

Wrap Text Merge & Center

B	C	D	E	F	G	H
MOHON	:	Obor Cipta Consulting - Jakarta	TGL.TERIMA	:		7/24/2024
A	:	-	NO.REKAP	:		138
AMATAN	:	-				
BUPATEN / KOTA	:	Pekanbaru				
O.SURAT	:	21/12-07-2024/HGN				
PERIHAL / KEGIATAN	:	Sponsorship Kegiatan Hari Guru Nasional				
TGL. KEGIATAN	:	24-Nov-24				
NO.HP PANITIA	:	082 90451183				
BIAYA YANG DIAJUKAN	:	-				
JENIS PROGRAM BIDANG	:					

I. PEMOHON	
1. Nama Pengusul	Dikenal / Jelas
2. Status dan Jabatan	Tomas / Instansi / Pejabat
3. Alamat Telp./Fax/HP	Jelas / Tidak Jelas
II. ORGANISASI PELAKSANA	
4. Bentuk Organisasi	Government / OKP-LSM / Profesi
5. Level Organisasi Pemohon	Ring I / Ring II / Ring III
III. KEGIATAN	
Sosial Masyarakat / Organisasi / Kalimat / Berorganisasi	

Ready

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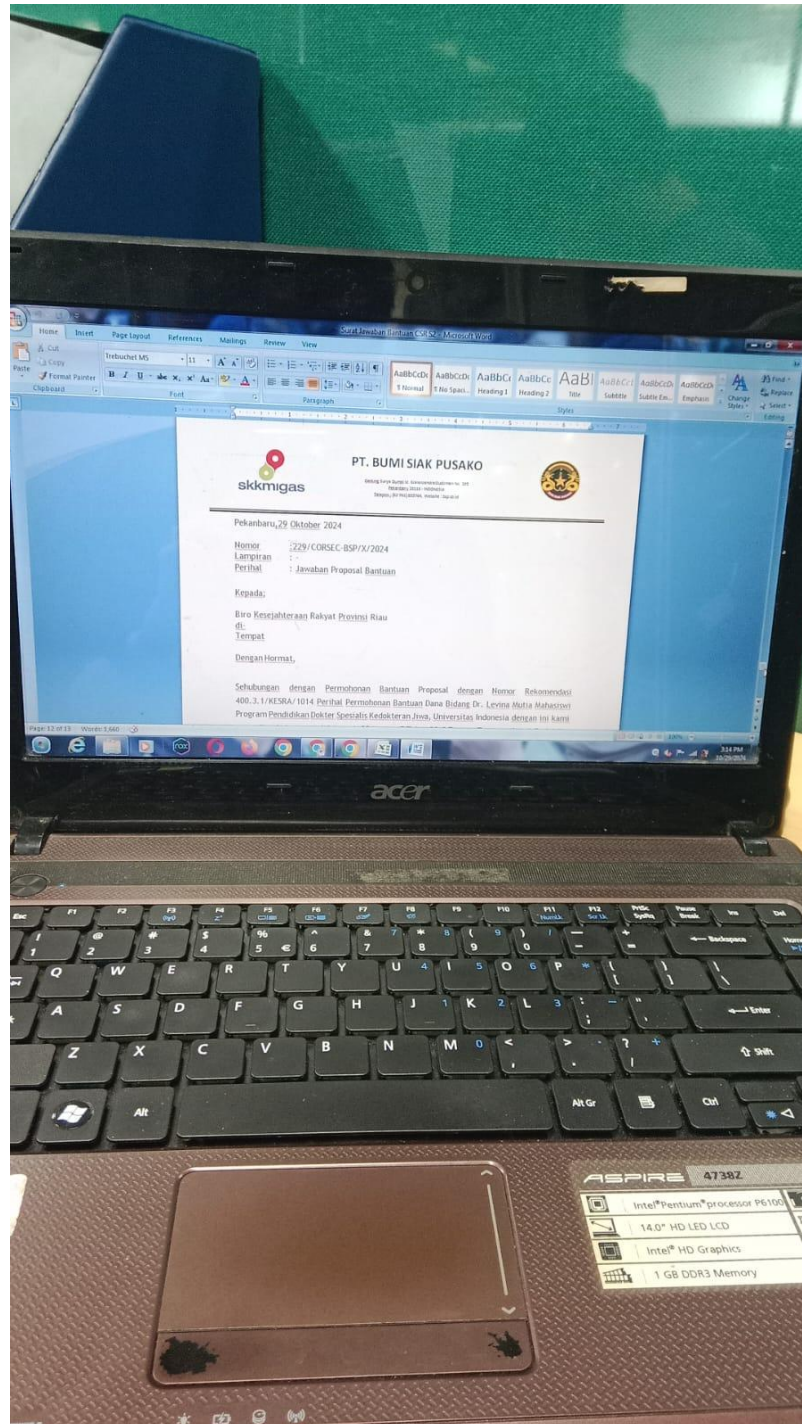
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2 3 4 5 € 6 7

Appendix 9: Positive News Recap

EVIDENCE BERITA POSITIF DI MEDIA TAHUN 2024				
No	Tanggal	Media	Judul Berita	Link
1.	07 Januari 2024	Prokopim Pemerintah Kabupaten Bengkalis	Wabup Bagus Santoso Bantu Bersama PT. Bumi Siak Pusako Bantu Warga Terdampak Banjir	https://prokopim.bengkalis.go.id/web/etalib/berita/15463/wabup-bagus-santoso-bersama-pt-bumi-siak-pusako-bantu-warga-terdampak-banjir-di-siak-kecil
2.	19 Februari 2024	Top Business.id	Bumi Siak Pusako Mulai Incar Pasar Internasional	https://www.topbusiness.id/2024/02/19/bumi-siak-pusako-mulai-incar-pasar-internasional.html
3.	5 Maret 2024	Sumatra bisnis.com	Momen Penutupan Bulan K3, BSP Gelar Jalan Sehat Bersama Karyawan dan Mitra Kerja	https://sumatra.bisnis.com/read/20240305/533/1746852/momen-penutupan-bulan-k3-bsp-gelar-jalan-sehat-bersama-karyawan-dan-mitra-kerja
4.	6 Maret 2024	Kamparsatu.com	PT. Bumi Siak Pusako Kembali Terima Penghargaan Dalam Indonesia Best BUMD Awards 2024	https://www.kamparsatu.com/2024/03/pt-bumi-siak-pusako-kembali-terima.html
5.	7 Maret 2024	Sumatra bisnis.com	Apresiasi Mitra Pendukung Operasional Perusahaan, BSP Gelar Vendor Day	https://sumatra.bisnis.com/read/20240307/533/1747472/apresiasi-mitra-pendukung-operasional-perusahaan-bsp-gelar-vendor-day?utm_source=desktop&utm_medium=search
6.	27 Maret 2024	Riauapos.jawapos.com	PT BSP Kembali Raih Bintang 5, Terima 3 Penghargaan Dalam Ajang TOP BUMD Awards 2024	https://riaupos.jawapos.com/siak/2254467012/pt-bsp-kembali-raih-bintang-5-terima-3-penghargaan-dalam-ajang-top-bumd-awards-2024
			Perkuat Silaturahmi, PT. BSP Buka Pusa	https://www.haliriau.com/read-otanami

Appendix 10: Reply a Proposal



Appendix 10: Disposition Sheet

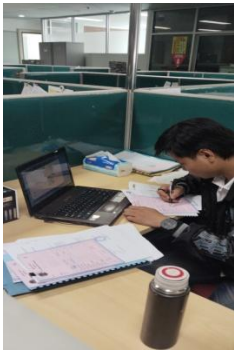


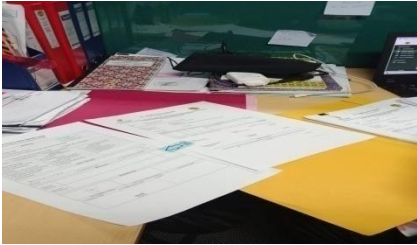


Appendix 11: Design Graphics





Appendix 12: Proposal and Letter Recap



No	DESCRIPTIONACTIVITIES	GIVEDUTY	SIGNATURE
1	Receivedincomingproposals andmadeadispositionsheets	Devi Oktafiani	
2	ProposalScanningand Submission		
3	SubmitAssistedProposalTo Finance		
4	WeeklyDuplicateIncoming Mail In Microsoft Excel		
5	Yasinan activity		
IndustryMentor Note:			

NO	SHOP DARWING	DESCRIPTION
1		On my first day of internship at PT Bumi Siak Pusako in the CSR division, I immediately sensed the dedication of the team. I'm excited to learn from experts, assist in verifying proposals, and participate in CSR activities, hoping to contribute to the company's social programs and grow professionally.



2		<p>My first job involved receiving and classifying incoming mails, writing disposition reports, and acting as a liaison between the administration department and HCM. I ensured accurate, timely communication and smooth processing of documents, which taught me the importance of precision, coordination, and effective communication.</p>
3		<p>In addition to managing correspondence, I also acted as a liaison between the administration department and HCM. By creating letter receipts and submitting them to HCM, I ensured that every document was properly recorded and the process went smoothly. This experience taught me the importance of coordination and communication between departments.</p>
4		<p>The 2-Year Reflection on the Transfer of Management of WK CPP Block organised by PT Bumi Siak Pusako began with the reading of Surah Yasin on Friday. The event brought together management, employees and stakeholders to review the achievements and challenges of the past two years. Zoom sessions with BSPPedada and BSPZamrutenabled in-depth discussions on future strategies, fostering stronger co-operation and fresh ideas for sustainable resource development.</p>




No	DESCRIPTIONACTIVITIES	GIVEDUTY	SIGNATURE
1	Receivedincomingproposals andmadeadispositionsheet	Devi Oktafiani	
2	ProposalScanningand Submission		
3	SubmitAssistedProposalTo Finance		
4	WeeklyDuplicateIncoming Mail In Microsoft Excel		
5	Yasinan activity		
IndustryMentor Note:			

NO	SHOPDARWING	DESCRIPTION
1		I managed incoming proposals and prepared disposition sheets, summarising key points for evaluation by the relevant departments.
2		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team.


3		I help submit proposals to the finance department, ensuring all necessary documents are complete and aligned with financial requirements.
4		I processed the incoming proposals, prepared disposition sheets, and organised the key points to be assessed by the relevant departments. After that, I collated the data in Microsoft Excel. Every Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are accurately monitored and evaluated.
5		Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.





No	DESCRIPTION ACTIVITIES	GIVEDUTY	SIGNATURE
1	OutgoingLetter Recapitulation	Devi Oktafiani	
2	ReceivedIncomingProposals AndMadeADisposition Sheet		
3	ProposalScanningand Submission		
4			
5	Yasinan activity		
IndustryMentor Note:			

NO	SHOPDARWING	DESCRIPTION
1		I managed incoming proposals and prepared disposition sheets, summarising key points for evaluation by the relevant departments.
2		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team.



3		I help submit proposals to the finance department, ensuring all necessary documents are complete and aligned with financial requirements.
4		I processed the incoming proposals, prepared disposition sheets, and organised the key points to be assessed by the relevant departments. After that, I collated the data in Microsoft Excel. Every Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are accurately monitored and evaluated.
5		Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.




No	DESCRIPTION ACTIVITIES	GIVEDUTY	SIGNATURE
1	Make An Agreement Script, IntegrityPact And Statement Letter	Devi Oktafiani	
2	RuangKerja		
3	WeeklyDuplicateIncoming Mail In Microsoft Excel		
4	HealthSocialisation Seminar		
5	Yasinan Activity		
IndustryMentor Note:			

NO	SHOPDARWING	DESCRIPTION
1		<p>I draft agreements, integrity pacts, and letters of intent that outline the terms between the BSP and the beneficiary. These documents were created to ensure confidentiality and protect sensitive information, as well as formalize the mutual understanding and commitment between the two parties. (DocumentsAreConfidential,ThereforeNo DocumentationWillBeUsedAsAuthentic Evidence).</p>



2		<p>I continued to assist the coach in setting up a workspace that supports employees in dealing with workplace stress. This time, the activity was more in-depth, where I discussed the learning outcomes from the previous videos and PDF materials with the coach, and made recommendations for strategies to implement in the workspace. I also worked on follow-up questions to reinforce my understanding of stress management techniques.</p>
3		<p>I handled the incoming proposals, created disposition sheets, and organised the key points for review by the relevant departments. Subsequently, I compiled the data in Microsoft Excel. Each Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are monitored and assessed accurately.</p>
4		<p>I participated in a health socialisation seminar aimed at raising awareness about the importance of taking care of your body to avoid cervical cancer. The socialisation includes information on causes, risk factors and prevention methods, such as the importance of getting vaccinated against HPV, undergoing regular check-ups such as pap smears, maintaining a healthy diet, exercising regularly and avoiding risky behaviours.</p>
5		<p>Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.</p>



No	DESCRIPTION ACTIVITIES	GIVEDUTY	SIGNATURE
1	OutgoingLetter Recapitulation	Devi Oktafiani	
2	ReceivedIncomingProposals AndMadeADisposition Sheet		
3	ProposalScanningand Submission		
4			
5	Yasinan activity		
IndustryMentor Note:			

NO	SHOPDARWING	DESCRIPTION
1		I managed incoming proposals and prepared disposition sheets, summarising key points for evaluation by the relevant departments.
2		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team.





























































3		I help submit proposals to the finance department, ensuring all necessary documents are complete and aligned with financial requirements.
4		I processed the incoming proposals, prepared disposition sheets, and organised the key points to be assessed by the relevant departments. After that, I collated the data in Microsoft Excel. Every Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are accurately monitored and evaluated.
5		Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.

No	DESCRIPTION ACTIVITIES	GIVEDUTY	SIGNATURE
1	Managing Incoming Proposal	Devi Oktafiani	
2	ListOfCsrProposal Completeness		
3	MakeAnAgreementScript, IntegrityPactAndStatement Letter		
4	Proesing Incoming Proposal		
5	Yasinan Activity		
IndustryMentor Note:			




















































NO	SHOPDARWING	DESCRIPTION
1		I managed incoming proposals and prepared disposition sheets, summarising key points for evaluation by the relevant departments.
2		Before submitting the assisted proposals to Finance, I scanned the documents and shared them with my supervisors, and created a receipt to confirm their collection by the Finance team.
























3		I help submit proposals to the finance department, ensuring all necessary documents are complete and aligned with financial requirements.
4		I processed the incoming proposals, prepared disposition sheets, and organised the key points to be assessed by the relevant departments. After that, I collated the data in Microsoft Excel. Every Friday, I submit a weekly summary report to my supervisor to ensure that all tasks are accurately monitored and evaluated.
5		Every Friday morning, we gather for Yasinan, read Surat Yasin and listen to sermons from respected ustad, which provide valuable insights to strengthen our faith.

Appendix 13 : Daily Activities of Apprenticeship

59	Jumat, 13 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	REKAP SURAT	  
60	Jumat, 13 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
61	Kamis, 12 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	SCAN BERKAS	  
62	Kamis, 12 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
63	Rabu, 11 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	GUNTINGAN BERITA	  
64	Rabu, 11 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGING INCOMING PROPOSALS AND PREPARING DISPOSITION SHEETS	  
65	Selasa, 10 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	MEMBUAT SURAT REKOMENDASI PROPOSAL	  
66	Selasa, 10 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
67	Senin, 9 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat Lembar Disposisi	  
68	Senin, 9 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
69	Jumat, 6 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	SCAN BERKAS	  
70	Jumat, 6 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	SPORT TALK SEMINAR WITH FOCUS FIT	  
71	Kamis, 5 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
72	Rabu, 4 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	EDITING	  
73	Rabu, 4 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	REPITULATE THE OFFICIAL TRANSPORT	  
74	Selasa, 3 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	MEMBUAT SURAT REKOMENDASI PROPOSAL	  
75	Selasa, 3 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGING INCOMING PROPOSALS AND PREPARING DISPOSITION SHEETS	  
76	Senin, 2 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	REKAP SURAT	  
77	Senin, 2 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
78	Jumat, 30 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  

85	Senin, 26 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
86	Jumat, 23 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	MEMBUAT LEMBARAN DISPOSISI	  
87	Jumat, 23 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	ADVANCED WEEKLY DUPLICATE OF INCOMING MAILS IN MICROSOFT EXCEL	  
88	Kamis, 22 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat Lembar Disposisi	  
89	Kamis, 22 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
90	Rabu, 21 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Scan berkas	  
91	Rabu, 21 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	SUBMIT ASSISTED PROPOSAL TO FINANCE	  
92	Selasa, 20 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	SURAT JAWABAN PROPOSAL	  
93	Selasa, 20 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	PROPOSAL SCANNING AND SUBMISSION	  
94	Senin, 19 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat Lembar Disposisi	  
95	Senin, 19 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
96	Jumat, 16 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	DESIGN GRAFIS CONTENT	  
97	Jumat, 16	197010052021211004 -	5504211041 -	YASINAN ACTIVITY	  

	Agustus 2024	TESL	Nabila Salsabila		
98	Kamis, 15 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	DESIGN GRAFIS	  
99	Kamis, 15 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	ATTENDED THE SEMINAR FROM RSIA MEDIKA RUMBAI	  
100	Rabu, 14 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	REKAP SURAT	  
101	Rabu, 14 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
102	Selasa, 13 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	VIDEO CONTENT	  
103	Selasa, 13 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	OPTIMISATION OF INCOMING LETTER DISPOSITION PROCESS IN TM CBR RELATION ENVIRONMENT	  
104	Senin, 12 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	SCAN BERKAS	  
105	Senin, 12 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
106	Jumat, 9 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat lembar disposisi	  
107	Jumat, 9 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	REFLECTION ACTIVITIES 2 YEARS OF MANAGEMENT TRANSFER WK CPP BLOCK PT BUMI SIAK PUASO	  
108	Kamis, 8 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Scan Berkas	  
109	Kamis, 8 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	COORDINATE DOCUMENT SUBMISSION	  
110	Rabu, 7 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat Lembar Disposisi	  
111	Rabu, 7 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
112	Selasa, 6 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Scan berkas	  
113	Selasa, 6 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	INTRODUCTION TO THE CSR DIVISION	  
114	Senin, 5 Agustus 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Perkenalan perusahaan	  

65	Selasa, 10 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	MEMBUAT SURAT REKOMENDASI PROPOSAL	  
66	Selasa, 10 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
67	Senin, 9 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	Membuat Lembar Disposisi	  
68	Senin, 9 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MAKE AN AGREEMENT SCRIPT, INTEGRITY PACT AND STATEMENT LETTER	  
69	Jumat, 6 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	SCAN BERKAS	  
70	Jumat, 6 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	SPORT TALK SEMINAR WITH FOCUS FIT	  
71	Kamis, 5 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN MICROSOFT EXCEL	  
72	Rabu, 4 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	EDITING	  
73	Rabu, 4 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	REPITULATE THE OFFICIAL TRANSPORT	  
74	Selasa, 3 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	MEMBUAT SURAT REKOMENDASI PROPOSAL	  
75	Selasa, 3 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	MANAGING INCOMING PROPOSALS AND PREPARING DISPOSITION SHEETS	  
76	Senin, 2 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211042 - Wahyu Agung	REKAP SURAT	  
77	Senin, 2 September 2024	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	RECEIVED INCOMING PROPOSALS AND MADE A DISPOSITION SHEET	  
78	Jumat, 30 Agustus	197010052021211004 - A MALIK, S.Pd. M.Ed. TESL	5504211041 - Nabila Salsabila	WEEKLY DUPLICATE INCOMING MAIL IN	