

**APPRENTICESHIP REPORT**  
**PT. BUMI LAKSAMANA JAYA**  
**(PERSERODA)**

**SCINDY PUTRI FEBRIANTI AWIACITRA**  
**5404221487**



**APPLIED BACHELOR DEGREE OF INTERNASIONAL**  
**BUSINESS ADMINISTRATION STUDY PROGRAM**  
**BUSINESS ADMINISTRATION DEPERTMEN**  
**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS-RIAU**

**2026**

**APPROVAL SHEET**  
**APPRENTICESHIP REPORT**  
**PT. BUMI LAKSAMANA JAYA**  
**(PERSERODA)**

Written as one of the conditions for completing apprenticeship:

**SCINDY PUTRI FEBRIANTI AWIACITRA**  
**5404221487**

Bengkalis, May 31<sup>st</sup>, 2026

**Manager Of HRD**  
**PT . Bumi Laksamana Jaya**

  
**Sasli Rais**  
**NIK.00112234351**

**Advisor**

  
**Muhammad Fuad Asrofillah, S.E., m.m.**  
**NIP. 199304202022031007**

**Approved by:**  
**Head of International Business**  
**Program Study Administration**

  
**Muhammad Fuad Asrofillah, S.E., m.m.**  
**NIP. 199304202022031007**

## ACKNOWLEDGMENT

First of all, I would like to express my deepest gratitude to God Almighty for His blessings and guidance, which enabled me to complete this internship report on time. This report is prepared as a requirement for the internship program **at** PT Bumi Laksamana Jaya (Perseroda), conducted from February 2nd, 2026 Until May 31st, 2026.

During the internship, I gained valuable experience in both technical and soft skills, including discipline, responsibility, teamwork, and professional ethics. This program greatly helped me to better understand real work environments related to my field of study.

I would also like to thank all parties who supported and guided me during the internship and the preparation of this report. Their help and encouragement were very meaningful in completing this report.

1. Mr. Johny Custer ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Romadhoni, S.T.,M.T., as Vice Director for Academic Affairs at State Polytechnic of Bengkalis. Ms. Supriati S.St., M.Si as Chair of the Department of Business Administration.
3. Ms. Supriati, S.ST., M.Si as the Head of the Business Administration Department.
4. Mr M.Fuad Asrofillah, S.E., M.M. Dev as the Head of the International Business Administration Study Program.
5. Mr M.Fuad Asrofillah, S.E., M.M. as the advisor of this Apprenticeship Report.
6. Mrs. Yanisha Dwi Astari, S.S., M.Hum. as the academic advisor of Class B, International Bussiness Administration.
7. Mr M. Alkadri Perdana, B.IT., M.Sc .,as the Apprenticeship coordinator of the Internasional Bussiness Administration Study Program.
8. Mr Abdul Rahman, as the CEO of PT.Bumi Laksamana Jaya (perseroda) for granting permission and the opportunity to carry out the internship.
9. Mr.Sasli Rais ,as Manager of PT.Bumi Laksamana Jaya (perseroda).

10. Ms beby Nofika sandi, Ms Srikandi wulandari sitompul, Mrs tya dwi panjaini, Mr yofan rafiolla as the hr and umum of PT. Bumi Laksamana Jaya (perseroda), who provide guidance throughout the intership.
11. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.
12. To my beloved mother, Tumijem (Alm.), who now rests peacefully in God's embrace. I was not able to give you the happiness and pride you truly deserved, nor show you my final achievement, and I could not have you by my side until my graduation day. This internship is lovingly dedicated as the fulfillment of your last wish, as you always hoped that I would complete my education. Thank you for your endless love, prayers, and sacrifices in giving birth to me, caring for me, and raising me with unconditional affection. Thank you for guiding me to reach this point in my life, even though in the end I must continue this journey on my own, without your presence beside me.
13. My first love and my role model, Kadeni's father. He did not have the opportunity to experience education up to university level, but he was able to educate the author, motivate him, and provide support until the author was able to complete his studies to a bachelor's degree.
14. To my older brother and sister Sri Wahyu Tresnowati, Rio Ananda Adeskawanto, Ricky Afridinata, Reno Jualianto Saputra, Serli Putri Mardianis Nitami, Sella Putri Agustiwardarni, thank you for your moral and material support, thank you also for all the motivation and support given to the author so that the author was able to complete his studies to a bachelor's degree.
15. To my beloved nephews and nieces, Anugrah Rizki Habibi Pratama, Alula Farzana Ayunindi Inara, Shaka Mahadana Renka, Abizar mahendra zyvaro aditya thank you for your funny writings which make the author enthusiastic and always make the author happy so that the author is enthusiastic about working on until it is finished.
16. Thank you to fellow writers Siti wardiyanti, Wianda Rahmalita, Zulaika, Feby

Emy Tiana, sumiati, who always provide endless support and assistance in all matters during the completion of this internship.

17. To my fellow students at the State Polytechnic of Bengkalis, especially those in the International Business Administration Study Program '22B, who have offered support and collaboration throughout the completion of this thesis. The author would like to apologize to all the parties mentioned above for any mistakes that may appear.
18. Lastly, thank you to a simple woman who has big dreams but sometimes it is difficult to understand what is in her head, namely the author myself, Scindy Putri Febrianti awiaCitra, a youngest child who is walking into the age of 22, is very stubborn and full of ambition but her nature is like a child her age, thank you for trying hard to convince and strengthen yourself that you can complete this study until it is finished, always be happy with yourself, celebrate your presence as a blessing wherever you set foot, don't waste the efforts and prayers that you always calm down, Allah has planned and given the best portion to walk his life, may the steps of goodness always accompany you and may Allah always protect your every step and keep you in his environment, Allah amen

I realize that this report is still far from perfect. Therefore, I would greatly appreciate any constructive criticism and suggestions for future improvement. Finally, I hope this report will be useful for readers and can serve as a helpful reference for future internship programs.

Bengkalis, 21 Agustus 2026  
Author



**Scindy Putri Febrianti Awiacitra**  
**NIM.5404221487**

## TABLE OF CONTENTS

|                                                            |            |
|------------------------------------------------------------|------------|
| <b>COVER</b>                                               |            |
| <b>APPROVAL SHEET .....</b>                                | <b>i</b>   |
| <b>ACKNOWLEDGEMENT .....</b>                               | <b>ii</b>  |
| <b>TABLE OF CONTENTS.....</b>                              | <b>vi</b>  |
| <b>LIST OG FIGURES.....</b>                                | <b>vii</b> |
| <b>LIST OF TABLE .....</b>                                 | <b>ix</b>  |
| <b>LIST OF APPENDICES .....</b>                            | <b>x</b>   |
| <b>CHAPTER I INTRODUCTION .....</b>                        | <b>1</b>   |
| 1.1 Background of the Apprenticeship .....                 | 1          |
| 1.2 Purpose of the Apprenticeship .....                    | 2          |
| 1.3 Significances of the Apprenticeship .....              | 3          |
| <b>CAHPTER II GENERAL DESCRIPTION OF THE COMPANY .....</b> | <b>5</b>   |
| 2.1 Company History .....                                  | 5          |
| 2.2 Visions and mission.....                               | 6          |
| 2.2.1 Vision of Company .....                              | 6          |
| 2.2.2 Missions of Company .....                            | 6          |
| 2.3 Kind of Business .....                                 | 7          |
| 2.4 Organizational Structure .....                         | 8          |
| 2.5 The Working Process .....                              | 12         |
| 2.6 Documents Used for Activity .....                      | 13         |
| <b>CHAPTER III SCOPE OF THE APPRENTICESHIP .....</b>       | <b>17</b>  |
| 3.1 Job Description .....                                  | 17         |
| 3.2 Systems and Procedures .....                           | 17         |
| 3.2.1 Systems .....                                        | 17         |
| 3.2.2 Procedures .....                                     | 18         |
| 3.3 Place and Time of Apprenticeship .....                 | 20         |
| 3.3.1 Place of Apprenticeship .....                        | 21         |
| 3.3.2 Time of Apprenticeship .....                         | 21         |

|                                                       |           |
|-------------------------------------------------------|-----------|
| 3.4 Kind and Description of the Activity.....         | 22        |
| 3.5 Obstacle and Solution of the Apprenticeship. .... | 37        |
| 3.5.1 Obstacle .....                                  | 38        |
| 3.5.2 Solution .....                                  | 38        |
| <b>CHAPTER IV CONCLUSIONS AND SUGGESTIONS .....</b>   | <b>40</b> |
| 4.1 Conclusions .....                                 | 40        |
| 4.2 Suggestion .....                                  | 40        |
| <b>REFERENCES.....</b>                                | <b>42</b> |
| <b>APPENDICES .....</b>                               | <b>43</b> |
| <b>WRITER BIOGRAPHY. ....</b>                         | <b>60</b> |

## LIST OF FIGURES

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| Figure 2.1 Logo PT.Bumi Laksamana Jaya (Perseroda) .....                       | 5  |
| Figure 2.2 Organization Structure PT.Bumi Laksamana Jaya (Perseroda).....      | 8  |
| Figure 2.3 Data Entry for Office Files and Gas Stations.....                   | 13 |
| Figure 2.4 drafting company regulations .....                                  | 14 |
| Figure 2.5 Prepare a draft analysis and determination of business travel ..... | 15 |
| Figure 2.6 canva .....                                                         | 16 |
| Figure 3.1 flowchart of procedure outgoing correspondance. ....                | 18 |
| Figure 3.2 flowchart of procedure Assisted in Prepering. ....                  | 19 |
| Figure 3.3 flowchart of procedure outgoing Scanned and converted. ....         | 19 |
| Figure 3.4 flowchart of procedure photocopying and printing. ....              | 20 |
| Figure 3.5 flowchart of procedure Organized documents.....                     | 20 |
| Figura 3.6 Office PT. Bumi Laksamana Jaya (Perseroda).....                     | 21 |

## LIST OF TABLES

|                                                                                              |    |
|----------------------------------------------------------------------------------------------|----|
| Table 3.1 Apprenticeship Schedule .....                                                      | 21 |
| Table 3.2 Activities from February 02 <sup>nd</sup> to February 06 <sup>th</sup> , 2026..... | 22 |
| Table 3.3 Activities from February 09 <sup>nd</sup> to February 13 <sup>th</sup> , 2026..... | 23 |
| Table 3.4 Activities from February 16 <sup>nd</sup> to February 20 <sup>th</sup> , 2026..... | 23 |
| Table 3.5 Activities from February 23 <sup>nd</sup> to February 27 <sup>th</sup> , 2026..... | 24 |
| Table 3.6 Activities from March 02 <sup>nd</sup> to March 06 <sup>th</sup> , 2026 .....      | 25 |
| Table 3.7 Activities from March 09 <sup>nd</sup> to March 13 <sup>th</sup> , 2026 .....      | 26 |
| Table 3.8 Activities from March 16 <sup>nd</sup> to March 20 <sup>th</sup> , 2026 .....      | 27 |
| Table 3.9 Activities from March 23 <sup>nd</sup> to March 27 <sup>th</sup> , 2026 .....      | 27 |
| Table 3.10 Activities from March 30 <sup>nd</sup> to March 31 <sup>th</sup> , 2026 .....     | 28 |
| Table 3.11 Activities from April 01 <sup>nd</sup> to April 03 <sup>th</sup> , 2026 .....     | 29 |
| Table 3.12 Activities from April 06 <sup>nd</sup> to April 10 <sup>th</sup> , 2026 .....     | 30 |
| Table 3.13 Activities from April 13 <sup>nd</sup> to April 17 <sup>th</sup> , 2026 .....     | 31 |
| Table 3.14 Activities from April 20 <sup>nd</sup> to April 24 <sup>th</sup> , 2026 .....     | 32 |
| Table 3.15 Activities from April 27 <sup>nd</sup> to May 01 <sup>th</sup> , 2026.....        | 33 |
| Table 3.15 Activities from May 04 <sup>nd</sup> to May 08 <sup>th</sup> , 2026.....          | 34 |
| Table 3.18 Activities from May 11 <sup>nd</sup> to May 15 <sup>th</sup> , 2026 .....         | 35 |
| Table 3.19 Activities from May 18 <sup>nd</sup> to May 22 <sup>th</sup> , 2026 .....         | 36 |
| Table 3.20 Activities from May 25 <sup>nd</sup> to May 29 <sup>th</sup> , 2026 .....         | 36 |

## **LIST OF APPENDICES**

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Appendix 1: Letter of Approval for the Internship Program. ....   | 43 |
| Appendix 2: Documentation with Employees. ....                    | 44 |
| Appendix 3: List of Attendance for Apprenticeship activities..... | 45 |
| Appendix 4:Daily activities of the Apprenticeship.....            | 49 |
| Appendix 5:Apprenticeship Assesment Sheet. ....                   | 59 |