APPRENTICESHIP REPORT ASOSIASI PENGUSAHA INDONESIA-BUSINESS CONSULTANT CERTIFIED INTERNSHIP AND INDEPENDENT STUDY

(MSIB)

<u>RAHMAT SABANI</u> 5404201316



APPLIED BACHELOR DEGREE OF INTERNATIONAL BUSINESS ADMINISTRATION STUDY PROGRAM BUSINESS ADMINISTRATION DEPARTMENT STATE POLYTECHNIC OF BENGKALIS 2024

APPRENTICESHIP REPORT ASOSIASI PENGUSAHA INDONESIA (BUSINESS CONSULTANT)

Written as one of the conditions for completing apprenticeship

RAHMAT SABANI 5404201316

Surabaya, June, 30, 2024

DPP APINDO UMKM Merdeka East Java Province Advisor

Aslakhul Umam

Yanisha Dwi Astari, M.Hum NIP. 1993001142022032010

Approved By:

Head of International Business Administration Study Program

Wan/Junita Raflah, B.Sc., M.Ec. Dev NIP. 198406142018032001

ACKNOWLEDGEMENT

Praise to the presence of Allah SWT for His mercy and grace so that the activities and reports of this job training can be carried out and completed properly. This practical work is one of the activities for Bengkalis State Polytechnic students in completing studies carried out at the end as one of the requirements to obtain an applied bachelor's degree in the International Business Administration Study Program, Business Administration Department, State Polytechnic of Bengkalis. Do not forget that the author also sends blessings and greetings to the great Prophet Muhammad SAW, who is the guideline of life for Muslims around the world.

- 1. Mr. Johny Custer, ST, MT. as Director of Politeknik Negeri Bengkalis.
- 2. Mr. Armada, ST, MT. as Deputy Director I of Politeknik Negeri Bengkalis.
- 3. Mrs. Supriati, ST, M.Si. as Head of the Business Administration Department.
- 4. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev. as the Head of the International Business Administration Study Program.
- 5. Mr. M. Alkadri Perdana, B.Sc., M.Sc. as the Apprenticeship Coordinator.
- 6. Ms. Yanisha Dwi Astari, M.Hum. as Apprenticeship Advisor.
- 7. Mr. Aswandi S.Pd., M.Pd. as MSIB Program Supervisor.
- 8. Mr. Ronald Walla, as Chairman of the MSME Division of Apindo.
- 9. Mr. Herry Darmawan as Field Mentor
- 10. Mrs. Susilaningsih Arifin, M.M as the owner of MSME UD. Dede Satoe
- 11. All Employees of Apindo UMKM Merdeka
- 12. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during lectures.
- 13. Especially for both parents who have given a lot of sacrifice, support, prayers, time, energy and materials to help and provide convenience during lectures to realize the ideals for them.
- 14. Dear brother and sister who always give encouragement and advice in completing the thesis on time.

All parties who have been present in the author's life, who cannot mentioned 15. one by one.

The Author realizes that in the preparation of this apprenticeship report is still far from perfect, both in terms of preparation, language, and writing. Therefore, the author highly expect criticism and constructive suggestion to become a reference for writers in the future. Hopefully apprenticeship report is useful for both writers and readers.

Bengkalis, July 15th 2024

Author

Rahmat Sabani

5404201316

TABLE OF CONTENTS

CO	VER	i
AP	PROVAL SHEET	ii
AC	KNOWLEDGEMENT	iii
TA	BLE OF CONTENTS	v
LIS	ST OF TABLES	vii
LIS	ST OF FIGURES	viii
LIS	ST OF APPENDICES	ix
СН	APTER I INTRODUCTION	1
1.1	Background of the Apprenticeship	1
1.2	Purpose of Apprenticheship	3
СН	1.3 Significances of Apprenticheship	
2.1	Company Profile	5
2.2	Vision & Mision	9
	2.2.1 Vision	9
	2.2.2 Mision	9
2.3	Kind of Business	10
2.4	Organizational Structure	15
2.5	The Working Process	16
2.6	Documents Used for Activity	19
СН	APTER III SCOPE OF THE APPRENTICESHIP	25
3.1	Job Descriptions	25
3.2	System and Procedures	27
	3.2.1 The Work System	27
	3.2.2 The Work Procedure	28
3.3	Place of Apprenticheship	35
3.4	Description of the Activity	36
3.5	Obstacles and Solutions	48
	3.5.1 Obstacles	48

3.5.2 Solutions	49
CHAPTER IV CONCLUSIONS AND SUGGESTION	50
4.1 Conclusions	49
4.2 Suggestion	50
REFERENCES	52
APPENDICES	53

LIST OF TABLES

Table 3.1 Work Schedule of MSME UD. Dede Satoe Sambal	36
Table 3.2 Table Activity of February 16 th 2024 to February 25 th 2024	36
Table 3.3 Table Activity of February 26 2024 to March 3 2024	37
Table 3.4 Table Activity of march 4 th 2024 to March 10 th 2024	38
Table 3.5 Table Activity of march 11st 2024 to March 17th 2024	38
Table 3.6 Table Activity of march 18 th 2024 to March 24 th 2024	39
Table 3.7 Table Activity of march 25 th 2024 to March 31 st 2024	39
Table 3.8 Table Activity of April 1st 2024 to April 7th 2024	40
Table 3.9 Table Activity of April 8 th 2024 to April 14 th 2024	40
Table 3.10 Table Activity of April 15st 2024 to April 21st 2024	41
Table 3.11 Table Activity of April 22 nd 2024 to April 28 th 2024	41
Table 3.12 Table Activity of April 29 th 2024 to May 5 th 2024	42
Table 3.13 Table Activity of May 6 th 2024 to May 12 nd 2024	43
Table 3.14 Table Activity of May 13 rd 2024 to May 19 th 2024	43
Table 3.15 Table Activity of May 20 th 2024 to May 26 th 2024	44
Table 3.16 Table Activity of May 27 th 2024 to june 2 nd 2024	45
Table 3.17 Table Activity of June 3 rd 2024 to June 9 th 2024	45
Table 3.18 Table Activity of June 10 th 2024 to June 16 th 2024	46
Table 3.19 Table Activity of June 17 th 2024 to June 23 rd 2024	47
Table 3 20 Table Activity of June 24 th 2024 to June 30 th 2024	47

LIST OF FIGURES

Figure 2.1 1. Logo Asosiasi Pengusaha Indonesia	5
Figure 2.2 Logo UMKM Merdeka	6
Figure 2.3 Logo UD. Dede Satoe Sambal	7
Figure 2.3 MSME products UD Dede Satoe Sambal	9
Figure 2.4 Organizational Structure	16
Figure 2.6 Certifcate HALAL,PIRT,BPOM,HACCP	20
Figure 2.7 Letter of Cooperation Agreement	21
Figure 2.8 Customer Name Data Document	22
Figure 2.9 HACCP Manual Document	23
Figure 2.10 Long-term Planning Document	24
Figure 3.1 Flowchart Preparation of Financial Statements	28
Figure 3.2 Flowchart Creation and submission of a Processing Eligibility Letter	er 28
Figure 3.3 Flowchart SIAPIK system training	29
Figure 3.4 Flowchart Calculation of BEP, ROA, and Cost of Goods Sold	29
Figure 3.5 Flowchart Stock Opname	30
Figure 3.6 Production Employee Training	30
Figure 3.7 Revising the HACCP Manual	31
Figure 3.8 SWOT analysis	31
Figure 3.9 Flowchart Branding	32
Figure 3.10 Flowchart Product Offerings	32
Figure 3.11 Flowchart Creating taglines and slogans for MSMEs	33
Figure 3.12 Flowchart Use of the ITPC platform	33
Figure 3.13 Flowchart Website Optimization	33
Figure 3.14 Flowchart Marketplace optimization	34
Figure 3.15 Flowchart Content Creation	34
Figure 3.16 Flowchart Marketing Ad Creation	35
Figure 3.17 Flowchart Product additions on the InaExport website	35
Figure 3.18 Flowchart Data transfer to SIAPIK financial system	35

LIST OF APPENDICES

Appendix 1. Apprenticeship application letter	52
Appendix 2 Certificate	54
Appendix 3 Monthly Assessment Form	55
Appendix 4 List of Attendance	57
Appendix 5 Figure of Apprenticeship	59