

## **ABSTRACT**

Fauziah Putri Delima (2022021107)

### **PROFESSIONAL WORK ACTIVITIES AS FINANCE AND COLLECTION DIVISION AT PT. XXX**

This professional work report describes the experience of the intern during the professional work in the Finance and Collection Division of PT. XXX for four months. This activity aims to provide understanding and practical skills in corporate financial management, as well as being a means of applying the theory obtained during lectures at the Management Study Program, Universitas Pembangunan Jaya.

During the professional work, the intern was directly involved in various activities such as inputting invoices from vendors, creating invoices, preparing monthly bills, assisting in managing the Budget Plan (RAB) documents, to communicating with residents regarding collections. Through this involvement, the intern gained insight into the importance of accurate transaction recording, utilization of financial information systems, and cross-divisional coordination in maintaining the company's operational efficiency.

The implementation of this professional work not only improves technical skills in the financial field, but also trains non-technical skills such as professional communication, time management, and teamwork. Thus, professional work provides a positive contribution in shaping the intern's readiness to face the real world of work.

**Keywords:** Professional Work, Finance and Billing, Invoice, Bill of Quantities, Financial Management.