

ABSTRACT

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AKTIVITAS PRAKTIK KERJA PROFESI SEBAGAI ADMIN PROJECT PADA PT. PRIMA RAYA SOLUSINDO

PT Prima Raya Solusindo is a company engaged in the provision of outsourced manpower, managed services, and strategic partnership solutions to support the operational needs of various companies in Indonesia. The professional internship program conducted at this company serves as a platform for students to integrate academic knowledge with real-world work practices. The intern was placed in the People & Employment Outsourcing (PEO) division and was responsible for various administrative tasks such as attendance recapitulation, data entry into the Human Resource Information System (HRIS), payroll slip creation, and coordination with clients and the payroll team. Through these activities, the intern gained an in-depth understanding of workforce administration processes, the importance of data accuracy, and the strategic role of a Project Admin in ensuring smooth operational workflows. Moreover, this experience contributed to the development of essential soft skills, including discipline, responsibility, communication skills, and adaptability to professional work culture. This internship played a significant role in shaping the intern's readiness to enter a competitive and dynamic industrial environment.

Keywords: Internship, People & Employment Outsourcing, Project Administration, HRIS, Soft Skills, Hard Skills.