

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES AS A CORPORATE PARTNERSHIP STAFF AT PT INFINITI ENERGI INDONESIA

The intern completed a four-month Professional Work Program at PT Infiniti Energi Indonesia as a Corporate Partnership staff, located at Ruko Northridge Business Center, South Tangerang City. During the program, the intern was directly involved in various activities, such as establishing strategic partnerships, preparing proposal offers, drafting Non-Disclosure Agreements (NDA) and Memorandums of Understanding (MoU), as well as supporting the execution of expo events. The intern also collaborated across departments, including Digital Marketing, Human Resources, and Sales Engineering. This experience served as an opportunity to apply management knowledge, particularly in marketing, business communication, and leadership. Through this program, the intern gained not only technical insights and operational experience but also enhanced soft skills such as teamwork, negotiation, and adaptability to a professional work culture. This report is prepared as an academic accountability and documentation of the Professional Work activities.

Keywords: Corporate Partnership, Management, Professional Work