

ABSTRACT

Adhila Suryaningsih 2022021112

**PROFESSIONAL WORK ACTIVITIES AS FINANCE, ACCOUNTING, AND TAX
IN THE SOUTH JAKARTA CONSTRUCTION UNIT**

This Professional Work Report is based on the direct experience gained by the intern during their internship at the Finance, Accounting, and Tax (FAT) Department, Accounts Receivable (A/R) section, at PT. XYZ, a construction company located in South Jakarta. The intern was involved in various activities related to managing the company's accounts receivable, such as entering lists of outstanding invoices, creating document transmittals, and filing bank vouchers and cash documents. Through these activities, the intern not only developed technical skills such as attention to detail in processing financial data but also soft skills such as communication, time management, and teamwork. Overall, this professional work experience provided a deep understanding and practical skills necessary to prepare the intern for entering the professional workforce, particularly in the field of finance.

Keywords: Professional Work, Accounts Receivable Management, Account Receivable, Finance Department, Accounting, and Tax, Construction.