

ABSTRACT

This report is the result of six months of professional work at PT Bank BJB Syariah BSD Branch Office (KCP). This activity aims to provide students with real work experience and integrate classroom theory with practical work experience. Interns were assigned to the supporting unit, which plays a crucial role in ensuring the smooth operation of bank activities through document management, customer data entry, archiving, and account reporting. During the program, interns were directly involved in administrative processes such as marking account opening forms, preparing contract documents, and assisting with data entry for the SLIK system and archiving. In addition to facing challenges such as limited proficiency in Microsoft Excel and an unstructured filing system, interns also gained significant insights into the importance of attention to detail and work ethics. Through this professional work experience, students are expected to enhance their readiness for the workforce and strengthen their understanding of professional work systems.

Keywords: Professional Work Experience, Bank BJB Syariah, Supporting Units, Administration, Data Filing