

ABSTRACT

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**PROFESSIONAL WORK ACTIVITIES AS ACCOUNTS RECEIVABLE
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This report is based on the professional work experience conducted at PT Jaya Konstruksi Manggala Pratama, Tbk. for five months in the Accounts Receivable Management section of the Finance Department. The main objective of this program is to provide direct understanding of the financial administration processes in a construction company, particularly in accounts receivable and financial document management. The intern was involved in various tasks such as creating bank and insurance guarantees, amending guarantees, opening and transferring accounts, updating signature specimens, issuing Domestic Documentary Credit (SKBDN), and preparing payment proofs using the SIMPRO system. In addition, the intern participated in the preparation, verification, and archiving of documents that serve as the legal basis for financial transactions. Challenges faced included document discrepancies, urgent requests, and limited work equipment, which were addressed through interdepartmental coordination and the use of digital systems. This experience emphasized the importance of administrative accuracy, effective communication, and work discipline. As suggestions, the company is encouraged to improve hardware and mentorship systems. The university is expected to enhance technical preparation prior to internships. Interns are advised to be more proactive, adaptive to workplace dynamics, and meticulous in document management. This report highlights the significance of integrating academic theory with practical work experience as essential preparation for entering the professional world.

Keywords: Professional Work, Accounts Receivable Management, Finance Department, Financial Administration, Corporate Finance, Document Management, Document Filing, Financial Transactions.