

## **ABSTRACT**

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### **PROFESSIONAL WORK ACTIVITIES AS FINANCE STAFF IN RETAIL OFFICE OPERATIONS AT PT. XYZ IN SOUTH TANGERANG CITY**

*Professional Work (PW) is an activity that aims to provide students with a comprehensive understanding of the world of work to apply the theories they have learned during lectures. The intern carries out professional work as a financial staff in a retail office for more than 400 hours, where this activity is relevant to the scientific field studied by the intern, namely marketing. While carrying out professional work activities, interns learn the process of checking cash and bank vouchers, checking input on financial programs, and controlling prize spending. This experience provides practitioners with in-depth insight into Retail Office operations and the demands of professionalism in the field of product sales.*

*Keywords: Professional Work, Retail Office, Marketing, Document Management, Accountant, Records Management.*