

ABSTRACT

Putri Juliana Alike (2022021139)

WORK ACTIVITIES OF THE PURCHASING DIVISION AT KOTABI INDONESIAN TRUSTED CONVECTION

Professional work is a learning activity that aims to provide students with insight and practical understanding related to real activities in companies or agencies. In this activity, practitioners carry out professional work in the Purchasing Division at KOTABI Indonesian Trusted Convection, a company engaged in convection services and procurement of various types of clothing, which has been established since 2013.

During the professional work, practitioners are given the responsibility to support various tasks in the Purchasing Division, such as inputting reports on the purchase of production materials and job costing the materials used, recording the needs of materials that must be purchase, and performing financial reconciliation, as well as recapitulating shopping reports, including recording and recapitulating invoices. This activity provides hands-on experience in the process of procurement management and financial administration, which is useful for improving the practitioner's understanding in the world of work.

Keywords : Professional Work, KOTABI INDONESIA, Purchasing.