

ABSTRACT

Ellen Aryanta 2022021023

PROFESSIONAL WORK ACTIVITIES IN THE GENERAL AND ADMINISTRATION BUREAU OF THE REGIONAL SECRETARY OF DKI JAKARTA PROVINCE

Universitas Pembangunan Jaya offers Professional Internship to its students to see and analyze the real work environment. For six months, this work was carried out at the General and Administration Bureau of the Regional Secretariat of DKI Jakarta Province. The purpose of this work is to improve my understanding of management and archiving in government, especially in the General and Administration Bureau. Thus, this professional work practice is very helpful for students to gain a direct understanding of the real world of work. It also helps them apply what they have learned during college. In addition, it improves students' knowledge and experience, both academic and non-academic.

Keywords: Professional Work, General and Administration Bureau, Regional Government, DKI Jakarta