

## **ABSTRACT**

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### **PROFESSIONAL WORK ACTIVITIES IN THE HUMAN RESOURCES DEPARTMENT AT X HOSPITAL**

*The Professional Work Program provides students with real-world experience to better understand workplace dynamics and apply the knowledge gained during their academic studies. The intern completed a six-month Human Resources (HR) Department placement at X Hospital. Throughout this period, the intern was involved in various human resource administration tasks, including verifying and completing employee documents, overtime data entry, certificate generation for mandatory training, and onboarding and orientation processes for new employees. The intern also participated in verifying key documents such as academic diplomas and professional licenses (STR/SIP) for healthcare personnel.*

*In addition to developing technical competencies in human resource management, the internship contributed to the intern's professional growth through direct involvement in workplace communication, team coordination, and disciplined task execution. The hospital's dynamic environment offered valuable insights into the importance of accuracy, confidentiality, and interdepartmental collaboration. The overall experience gained during the internship serves as a vital foundation for entering the professional world with greater confidence and competence.*

**Keywords:** Professional, Human Resources (HR), Hospital