

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES OF THE HUMAN RESOURCES AND GENERAL AFFAIRS DIVISION AT PT. MFI SINAR INVESTAMA

The author carried out internship program at PT. MFI SINAR INVESTAMA which is located at Jl. Panglima Polim No.101, RT.1/RW.5, Kramat Pela, Kec. Kby. Baru, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta. The internship program was carried out on March 6, 2025 to July 18, 2025. During the internship, the intern was placed in the Human Resources and General Affairs division or General Administration and HR at PT. MFI Sinar Investama, during the activity the author received a deeper understanding of the combination of Human Resources and General Affairs in the world of work. The author studied the flow and process of making letters such as work contracts, paklaring letters, internship acceptance letters and making Purchase orders, settlement letters, cash requests and then making draft letters. The author also sorted physical data and soft files. With this activity, the author carried out by gaining broad insight and with the hope that this activity would prepare the author for the world of work in the future.

Keywords: HRGA, Human Resources, General Affair, internship