

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES AS AN HR ADMINISTRATOR IN THE GARMENT INDUSTRY AT KONVEKSI TOKO ABI (KOTABI)

This internship report is based on the student's experience during the professional work program at Konveksi Toko Abi (KOTABI), a company engaged in garment manufacturing services, specifically within the Human Capital Division. The objective of this program was for the student to apply theories and concepts gained during academic studies into real-world practice, particularly in the area of human resource administration. During the internship, the student encountered several challenges, including limited access to internal company documents, difficulties in adapting to the work rhythm, and a mismatch between assigned tasks and academic background. These challenges were addressed by improving accuracy, adopting a proactive attitude, and maintaining effective communication with the field supervisor. Through this experience, the student gained insight into HR administrative management, preparation of employment contracts (PKWT), KPI management, and the digitalization of recruitment processes using Google Forms. Overall, this program provided benefits in the form of enhanced technical skills, analytical abilities, and professional workplace behavior. Suggestions are provided for the company to offer broader learning opportunities for interns, and for the university to expand its network of internship partners. In conclusion, this internship served as a practical learning platform to strengthen students' readiness to enter the professional world.

Keywords: *internship, HR administration, KPI, PKWT, digital recruitment, human capital*