

## ABSTRACT

**Muhammad Alif Rizky Putra (2022021045)**

*Professional Work (KP) is an activity designed to give insight into the working environment and enhance knowledge and skills in human resource development. Students can apply the theories they have learnt in lectures to actual practical practices through this experience. One of the graduation requirements of Pembangunan Jaya University is professional work, which attempts to give students the abilities businesses need to compete in the marketplace. In this instance, the practitioner completed about 846 hours of professional work in the Corporate Secretary department of PT Jaya Real Property, Tbk. Practicum acquired expertise in hiring, managing personnel data, and other facets of human resource management throughout the curriculum.*

**Keywords:** Corporate Secretary, Internship, PT Jaya Real Property, Tbk