

ABSTRACT

This report is based on the professional internship undertaken by the student at PT Kumala Cemerlang Abadi (Wuling Jakarta), an automotive company serving as an official dealer for Wuling Motors. The student was assigned to the Administration Division, particularly in the Invoice Administration section, and was directly involved in various administrative activities supporting the vehicle sales process. These tasks included preparing the Vehicle Ownership Transfer Tax (BBN) reports, unit sales reports, vehicle invoice submissions, vehicle document registration (STNK and BPKB), as well as printing and archiving official documents.

Through this internship, the student gained hands-on experience in applying academic theories to real-world business practices and developed both technical and non-technical skills, such as administrative accuracy, understanding of automotive business workflows, time management, teamwork, and professional communication. Various challenges were encountered during the internship, including delays in data collection, document discrepancies, and technical issues, which were addressed through coordination, systematic documentation, and mentorship from internal staff.

Overall, this professional internship provided a valuable opportunity for the student to prepare for the professional world with greater readiness and competence. It also served as a bridge between academia and industry, helping to produce graduates who are skilled and adaptable to the evolving demands of the modern workforce, especially in the dynamic and technology-driven automotive sector.

Keywords: *Automotive industry, Invoice administration, Professional internship, Student internship, work experience, Wuling.*