

## **ABSTRACT**

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***PROFESSIONAL WORK ACTIVITIES IN THE SUPERVISION SECTION (III & IV) AT KPP PRATAMA KOSAMBI***

*Practice in carrying out Professional Work (KP) at KPP Pratama Kosambi for 6 months. This work practice is under the supervision and guidance of Mrs. Inayah. In carrying out KP, you have the opportunity to work on tax bill administration (STP), assist Account Representatives (AR), administer PHTB validation. In administrative activities for incoming or outgoing letters given by the supervisor at the KPP Pratama Kosambi office, as well as delivering the tax bill (STP) and selecting the STP according to the letter number and sending it into the package box that was prepared late by the office. This professional work report is written as a description of work that has been carried out during professional work with the aim of fulfilling one of the requirements for obtaining a bachelor's degree in education, as well as to increase knowledge and experience.*

*Keywords: Supervision, Administration, Account Representative (AR).*