

ABSTRACT

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IMPLEMENTATION OF ADMINISTRATIVE SKILLS IN SUPPORTING PROFESSIONAL TRAINING PROCESS AT PT GENTA ILMU TUNAS CIPTA

PT Genta Ilmu Tunas Cipta is a company engaged in the field of training and human resource development consulting. The company upholds a core value known as the Chain of Kindness, which reflects its commitment to continuously generating a positive impact through the development of a service-oriented mindset, the strengthening of work ethics, and the improvement of human resource quality. This value serves as the foundation for both its business activities and internal work culture.

The implementation of the professional work program at PT Genta Ilmu Tunas Cipta provided the intern with valuable experience and insights into the professional work environment. The intern was assigned to an administrative role, assisting in data processing and document preparation, including gathering references and managing training support materials. Throughout the program, the intern also encountered various challenges that required adaptability and problem-solving skills in order to complete assigned tasks effectively.

This internship experience enabled the intern to enhance technical competencies and develop the ability to solve problems independently. It is expected that this experience will serve as a valuable asset in preparing for future career opportunities.

Keywords: Professional Work, Administration, Training, Human Resources