

ABSTRAK

VALENTINO ARVEL PUTRA IWANTO (2022021028)

"AKTIVITAS KERJA PROFESI SEBAGAI ADMINISTRASI LEASING DI SINAR MAS LAND (INTERNATIONAL TRADE CENTER BUMI SERPONG DAMAI)"

The professional work was carried out at the International Trade Center Bumi Serpong Damai (ITC BSD) located at Jl. Pahlawan Seribu No.12, Lengkong Wetan, Serpong district, South Tangerang City, Banten 15310. ITC BSD is one of the modern trade centers under Sinar Mas Land. During the implementation of professional work, practitioner were placed as leasing administrator and involved in various activities such as making letter of offering, preparing monthly reports, managing lease agreement documents, and monitoring tenant data. In addition, practitioner also contributed to the coordination process between divisions and data archiving. This activity gives practitioner insight into the world of work and improves administrative skills, communication, discipline, and responsibility. Through this professional work, practitioner not only fulfill academic obligations, but also gain important provisions to face the world of work after graduation.

Keyword: Leasing, ITC BSD, Sinar Mas Land