

ABSTRACT

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Aktivitas Kerja Profesi Pada Divisi *Corporate Secretary* Di PT Nusantara Infrastructure Tbk

This professional work report is prepared as an accountability document for the internship activities carried out in the Corporate Secretary Division at PT Nusantara Infrastructure Tbk. The main objective of this professional work program is to gain practical experience, understand corporate work dynamics, and develop competencies in corporate communication, public information management, and corporate governance. During the internship period, the author was involved in various activities such as preparing annual reports, submitting information disclosures to the Financial Services Authority (OJK) and the Indonesia Stock Exchange (IDX), drafting meeting minutes, and participating in corporate social responsibility (CSR) programs.

Through direct involvement in these processes, the author gained a deeper understanding of the strategic role of the Corporate Secretary division in bridging communication between the company, shareholders, regulators, and the public.

This report is expected to provide real insights into the implementation of Corporate Secretary functions in a publicly listed company and its contribution to transparency and good corporate governance.

Keywords: professional work, corporate secretary, corporate communication, corporate governance, PT Nusantara Infrastructure Tbk