

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES IN THE HUMAN CAPITAL BUSINESS PARTNER DIVISION AT PT. PERTAMINA TRANS KONTINENTAL

The Professional Work (KP) program is a learning initiative by Universitas Pembangunan Jaya aimed at providing students with work experience in fields relevant to their major. The intern carried out the professional work program in the Human Capital Business Partner division at PT Pertamina Trans Kontinental. PT Pertamina Trans Kontinental is an Indonesian company engaged in maritime services, established on September 9, 1969. The professional work program was conducted for approximately one month, totaling 184 (one hundred eighty-four) working hours, from July 1, 2024, to July 31, 2024. During this program, the intern was given responsibilities such as data entry, sourcing training programs, preparing presentation materials, and serving as part of the committee for an industrial campus visit. This professional work provided a deep understanding of the critical role of the Human Capital Business Partner in supporting the sustainability of a company. Through this experience, the intern gained direct exposure to the workplace, particularly in the Human Capital division. Challenges encountered during the program, such as cross-division coordination and problem-solving, helped develop professional attitudes and adaptability. The results of this professional work highlight that the role of the Human Capital Business Partner is essential in managing human resources, especially in fostering and supporting employee productivity.

Keywords: *Professional internship, Data entry, Searching for training, Presentation materials, Campus visit committee*