

ABSTRACT

AGNES SILABAN (2020021141)

PROFESSIONAL WORK ACTIVITIES AS AN ADMIN SUPPORT AT PT TATA PALMO ENERGI

During the professional work placement at PT Tata Palmo Energi, the author worked under the supervision and guidance of the company's administrative team. PT Tata Palmo Energi is a company engaged in the supply of spare parts for drilling and production in the oil and gas industry. Throughout the internship, the author was directly involved in various administrative activities that support the company's operations, such as managing incoming and outgoing documents, inputting inventory data, and recording and reporting daily transactions.

In addition, the author assisted with internal company activities including scheduling deliveries, corresponding with clients, and archiving important documents. The activities and responsibilities carried out in the role of admin support provided a deeper understanding of the importance of accuracy, time management, and effective coordination among departments in a company operating in a technical and logistics-based sector. Through this experience, the author gained valuable practical knowledge regarding administrative processes in the spare parts industry for drilling and production, and recognized the essential role of administration in supporting the smooth operation of the business.

Keywords: Admin Support, Spare Parts for Drilling, Production, Operational Administration