

ABSTRACT

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DATA PROCESSING ACTIVITIES OF HUMAN RESOURCE ARCHIVISTS OF THE MINISTRY OF AGRICULTURE OF THE REPUBLIC OF INDONESIA

In carrying out internship at the Minister of Agriculture of the Republic of Indonesia, practitioner gains new experience that is very valuable and will be very useful in the world of work. The purpose of implementing this internship is so that the practitioner can apply the theories obtained during lectures, and so that the practitioner can feel how the real world of work is.

While carrying out professional work at the Ministry of Agriculture of the Republic of Indonesia, Practitioners work under the supervision of work advisor. There, the practitioner has the opportunity to carry out internship in the Division of Human Resources Archives, the work activities include entering data from employees who have received positions or certificates from the ministry of agriculture, and also recording the retirement of each employee.

Keywords: professional work, human resource archivist, entering employee data