

## **ABSTRACT**

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### **ACTIVITIES OF THE GENERAL DEPARTMENT OF SUB-EMPLOYMENT DIRECTORATE GENERAL OF POTENTIAL DEFENSE, MINISTRY OF DEFENSE OF THE REPUBLIC OF INDONESIA**

*Professional Work Activities at the Directorate General of Defense Potential lasts for approximately three months. Professional Work Activities carried out by practitioners in the General Section and focusing on the Personnel Subdivision. The purpose of this professional work is so that students have an overview of the real world of work, and have experience armed with the knowledge that has been provided by the Pembangunan Jaya University. During professional work activities, practitioners are involved in activities related to personnel management or personnel administration. The role of administration is an important role for an organization. Therefore, to overcome problems in dealing with archiving at the Directorate General of Defense Potential, the practitioner participates in assisting the archiving of the Directorate General of Potthan, especially in the Personnel section.*

**Keyword: Administrative, Human Resources, Filing**