

ABSTRACT

Fatimah Azzahra (2018021062)

KERJA PROFESI DI PT SAKURA ANUGRAH PRATAMA SEBAGAI ADMINISTRASI KEUANGAN DAN KEPEGAWAIAN

Intership at PT. Sakura Anugrah Pratama. Management study program, majoring in economics, faculty of business and humanities, Universitas Pembangunan Jaya. 21 June – 3 September 2021. Intership is held at PT. Sakura Anugrah Pratama for 3 months starting from June 21, 2021 to September 3, 2021, with 6 working days with a 2-day WFH system and 4 days WFO every 08.00 WIB - 16.00 WIB at PT. Sakura Anugrah Pratama which is located at Jalan Raya Pasar Minggu No. 2F, Pancoran, Jakarta, South Jakarta 12550. The activities carried out by the practitioner during intership in general are assisting the input of incoming and outgoing letters at the secretariat for innovation management. The purpose of carrying out professional work is to get an overview of the real world of work, familiarize practitioners with the culture of working in companies that are very different from the learning culture in terms of time management, communication skills, and being able to work together in a team, as well as to prepare themselves to become human resources. quality because they have knowledge, skills and expertise in accordance with current developments. The writing of this professional work report is made as a description of the results of a job that has been done during professional work with the aim of fulfilling one of the requirements for obtaining a bachelor's degree in education, as well as to increase knowledge and experience while carrying out professional work, so that it can increase the abilities and skills of the practitioner at work.

Keywords: *Intership, Knowledge, Experience*