

ABSTRACT

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PROFESSIONAL WORK REPORT AS AN ADMINISTRATION DURING PANDEMIC IN COMPANIES MINISTRY OF EDUCATION AND RESEARCH CULTURE OF DIKTI CENTER CURRICULUM.

While carrying out professional work at the Ministry of Education and research at the center of the curriculum center, he works directly under the supervision and guidance of the head of household substance in the company and is directly involved in the implementation of data input, data processing, checking office needs and checking the office environment in substance. corporate household, ministry of education and culture, research, higher education, curriculum center. My daily work is to help with daily tasks in checking the stock of goods needed by the office, processing data for inputting book titles and correspondence to later be given to the head of household substance in the company.

keywords: data processing, checking office needs, correspondence.

