

ABSTRACT

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Professional Work Report (KP) on Sub –Coordinator of General Bureau Archives and Procurement of the Secretariat General of The Ministry of Agriculture RI

This Professional Work (KP) is carried out at the Ministry of Agriculture of the Republic of Indonesia, DKI Jakarta City Government in the General and Procurement Sub-Section for 2 months starting from June 14, 2021 to August 30, 2021, with 5 working days with a 3 day WFO system and 2 days WFH every 07.30 WIB - 15.30 WIB at the Department of Agriculture, City Government of DKI Jakarta, having its address at Jl. Jl. Harsono RM. 3, Ragunan, South Jakarta 12550 (Lt. 3). Activities carried out by practitioners during street vendors in general are helping to process incoming and outgoing letters, scanning incoming mail, separating documents according to code and date, entering document data according to code and date, and archiving incoming mail. During the PKL activity, the practitioner experienced some difficulties in working such as instructions in presenting conflicting tasks and the location of the arrangement of office equipment that is not right greatly affects the performance of the practitioner. So in this case the practitioner have to make decisions by looking at who holds the highest power of the people who do the task. Then how to overcome the obstacles the second is that the practitioner is more professional on tasks has been given. The purpose of implementing the Field Work Practice is to get an overview of the real world of work, familiarize the practitioner with the culture of working in a company that is very different from the learning culture in terms of time management, communication skills, and teamwork, as well as to prepare themselves to become quality human resources because they have knowledge, skills and expertise in accordance with existing developments at the moment. The writing of this Field Work Practice report is made as an illustration of the work that has been done during street vendors with the aim of fulfilling one of the requirements to obtain a Bachelor of Education degree, as well as to add knowledge and experience while carrying out street vendors, so that they can increase the abilities and skills of practitioners at work. Keywords: Professional Work (KP), Knowledge, Experience and Organization