

ABSTRACT

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MANAGING EMPLOYEE ADMINISTRATION AT PT ALIRAN KARYA BENGKULU

Establish cooperation between the parties involved, namely universities obtained in lectures, and get feedback to improve the curriculum according to the needs in the world of work and the demands of the times. This report also explains the placement of practitioners in the Regency Government Office, namely in the economic administration section. The tasks carried out by the practitioner include carrying out archival management activities, namely receiving incoming letters, sending outgoing letters, carrying out archiving activities and carrying out data input activities for the list of tables of regional data collection into the Microsoft Office Excel program. This report also explains the obstacles faced by practitioners while carrying out kp activities, namely when there are difficulties in recovering archives because they are not arranged systematically. The writing of this report also describes how to overcome these obstacles by rearranging the archives that are still in a random state and not in sequence according to the system used. After all the archives are neat, well organized and sequential, it is followed by the process of recovering the required archives quickly and precisely to facilitate the activities carried out by the practitioner

Keywords: Administration, Employees, Constraints