

## **ABSTRACT**

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### **PROFESSIONAL ACTIVITIES AS A MANAGEMENT TRAINEE AT PT SUDIBONDO GROUP JAKARTA SELATAN**

*Professional work that is practiced at PT Sudibondo Group which is located at Jln. Kyai Maja, No. 7, Kramat pela, Kebayoran Baru, South Jakarta. When the practitioner does professional work at PT Sudibondo Group as a Management Trainee. During 3 (three) months of doing professional work, Practitioners are in 5 (five) sections in PT Sudibondo Group, namely in the Marketing, Finance, Administration, Marketing Support, and Human Capital & General Affairs sections. Each section of the practitioner has different tasks, starting from the Marketing section, the practitioner is given the task of managing e-commerce and creating scripts for product advertisements, in the Finance section, the practitioner is given the task of making bank vouchers and cash vouchers and making sales reports, in the Administration section. Practitioners are given the task of recapitulating documents and learning how to make petty cash, minutes of meeting, budget plans, and correspondence, in the Marketing Support section, Practitioners are given the task of finding references to skincare brand products and editing the company website, and in the last section, Human Resources. & General Affair Practitioners are given the task of studying the sections contained in Human Resources, learning about the recruitment process and employee layoffs, and learning about employee payroll.*

**Keywords:** Management Trainee, Marketing, Finance, Administration, Marketing Support, Human Capital & General Affair.