

ABSTRACT

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HUMAN RESOURCES ADMINISTRATION ACTIVITIES AT PT. PLN (PERSERO) UIP JBB

Practitioners are given the opportunity to do professional work at PT. PLN West Java Development Main Unit (UIP JBB), professional work is carried out for approximately 3 months. Practitioners work under the supervision and guidance of the Head of Finance, Budget and General Affairs. In carrying out professional work, Practitioners get the opportunity to participate and be directly involved in the management of human resource administration. During its implementation, Practitioners are given several jobs related to the management of human resource administration, such as recording completeness of archives, recording employee external training certificates, inputting employee dossiers, and recapitulating absent meetings. The implementation of professional work went smoothly even though there were several obstacles, such as checking the completeness of the archives, inadequate work desks, inputting archives, and internet connection problems. However, the implementation of Professional Work can provide a lot of experience and knowledge for Practitioners related to the world of work.

Keywords: Professional Work, Human Resources Administration, Archives