

ABSTRACT

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WORK ACTIVITIES OF PERSONNEL, GENERAL AND LEGAL SECTION AT PT JAYA BETON INDONESIA

One of the compulsory subjects that must be followed by students of Pembangunan Jaya University is the Professional Work Course (KP). The purpose of this Professional Work Course is to foster a sense of student involvement in the world of work directly in accordance with the fields studied during the lecture period. It is hoped that from this Professional Work (KP) activity, the students can apply the knowledge gained during lectures into the world of work and can be directly involved by devoting themselves to the company. Professional Work carried out by students is carried out for three months. During this three months, the practitioner carried out professional work activities at the company PT Jaya Beton Indonesia. The work carried out in the field of Human Resources. The work carried out by the practitioner includes preparing a recap of employee absences, making employee absences reports, preparing company licensing certificates, filling in the registration number for proof of payment and inputting professional certification certificates. From the work carried out, of course it is related to the concentration of the major taken by the practitioner, namely Human Resources Management, so that the practitioner can feel the new experiences in the world of work and gain knowledge of how the world of work out there.

Keyword : Professional Work, Human Resources, World of Work