

ABSTRACT

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WORK ACTIVITIES OF THE INDUSTRIAL RELATIONS SECURITY MANAGEMENT DIVISION PROFESSIONAL ACTIVITIES AT PT.XYZ

While doing professional work at PT XYZ, the author worked under the supervision of the Industrial Relations Security Management section. In carrying out the work, the author analyzes employee attendance data every day, and performs, tidying up employee leave files at the end of the month. In this professional work activity, the writer knows the general part about activities in Industrial Relations Security management such as, carrying out routine activities carried out every week such as physical & spiritual activities, these activities outside of work in order to reduce employees feeling stressed and tired at work. The activities and responsibilities of the Industrial Relations Security Management division are focused on maintaining a harmonious relationship between the company, government, and workers.

Keywords: *Industrial Relations, Human Resources, Analyzing data.*