

ABSTRACT

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WORKING ACTIVITIES OF TRAINEE MANAGEMENT SYSTEM IN PT. SUDIBONDO GROUP

Professional Work internship program implemented at PT Sudibondo Group. Within three months of carrying out Professional Work as a management trainee with the task of assisting the work of each field at PT Sudibondo Group, namely five fields, namely finance, administration, marketing support, human capital, and marketing. PT Sudibondo Group is a start-up that works in the field of export and trading. While doing professional work, the practitioner has an important role in helping the work of each field and on the other hand the practitioner also gains more knowledge about each field at PT Sudibondo Group. The practitioner helps make financial vouchers in the finance department, assists in filing important company documents, helps input payroll manually in the human capital section, helps make wood catalogs and looks for skincare product references in the marketing support section, and helps make segmentation, targeting, and positioning the company's skincare products.

Keywords: financial vouchers, manual payroll, wood catalogs, STP product.