

ABSTRACT

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WORKING ACTIVITIES OF GENERAL AFFAIR IN PT MAYORA INDAH TBK.

Practitioners are given the opportunity to do professional work at PT Mayora Indah Tbk., professional work is carried out for approximately 6 months. In professional work, Practitioners have the opportunity to participate and be directly involved in making purchase orders, recap the issue of employee flight tickets, and check, review, as well as approve BIOP. The purpose of the practitioner doing professional work is to increase the knowledge, experience, abilities and skills of students in the world of work according to management competencies, especially in the field of HR (Human Resources).

Keywords: Purchase Order, Ticket Recap, Flight Voucher, Check, Review, Approve, Human Resources.