

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES IN THE HUMAN RESOURCES ADMINISTRATION SECTION AT PT PLN (PERSERO) WEST JAVA DEVELOPMENT PARENT UNIT (UIP JBB)”

PT PLN (Persero) West Java Development Parent Unit (JBB) is a business unit under PT PLN (Persero) which manages the working areas of DKI Jakarta and Banten to monitor the implementation of development in order to improve the performance of the implementation of network and power plant development. In the implementation of this Professional Work (KP) Pratik is given the opportunity to carry out tasks in the Human Resources Administration section. Human Resources Administration (HR) is an important part to achieve company goals effectively and efficiently by implementing strategies in the preparation, recruitment and selection of human resources (employees) and planning work competencies.

Where Practitioners are tasked with making reports on the realization and certification of training, recap attendance, and archiving documents. With this Professional Work program, it provides new knowledge and experience for practitioners and develops knowledge and skills, so that practitioners can implement academic learning that has been learned and obtained from the University to face the world of work in the future.

Keywords : Professional Work, Human Resources Administration.