

ABSTRACT

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AKTIVITAS KERJA PROFESI PADA DIVISI HUMAN RESOURCE DI PT MANGGALA GELORA PERKASA

As long as the practitioner carries out professional work activities at PT Manggala Gelora Perkasa, the practitioner works under the direction and guidance of ASS. Manager of the Human Resource Department (HRD), Mrs. Irma Fitrya. In carrying out these professional work activities, practitioners are given the opportunity to participate in the implementation of the HRD function at PT Manggala Gelora Perkasa, such as performing employee administrative personnel duties and assisting in registering employees in employee training.

The activities that practitioners do at PT Manggala Gelora Perkasa in the HRD field are focused on administrative management activities. These activities include updating employee personnel data, helping to register employees who take part in training (training), besides that the practitioner also helps to tidy up the documents in the HRD division so that later they can be easily searched and arranged neatly.

Keywords: : Human Resource Department, Kerja Profei, PT. Manggala Gelora Perkasa