

## **ABSTRACT**

**Eq Triputra (2019021144)**

### **IMPLEMENTATION OF PROFESSIONAL WORK IN THE FIELD OF HUMAN RESOURCES AND GENERAL AT PT MARGA TRANS NUSANTARA**

*Professional Work Activities are one of the obligations for Management students at Pembangunan Jaya University to feel directly involved in the world of work and gain experience. Professional Work Activities are also one of the requirements for graduation at Pembangunan Jaya University, with this Professional Work activity helping students apply the knowledge gained during lectures with practice*

*This Professional Work Report is made as an illustration when the practitioner does Professional Work at PT Marga Trans Nusantara. The purpose of this Professional Work is so that the practitioner can experience the real world of work. The practitioner has the opportunity to carry out professional work at PT Marga Trans Nusantara for 3 months, the practitioner works and helps in the Human Resources and General Division. Practitioners can experience directly in the process of checking the Company's Board Manual, inputting vehicle operating costs, toll gate inspections, and creating employee data files.*

**Keywords:** Professional Work, Marga Trans Nusantara, Human Resources and General, Board Manual, Operational Cost