

ABSTRACT

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IMPLEMENTATION OF PROFESSIONAL WORK IN THE FIELDS OF FINANCE, PERSONNEL, AND ORGANIZATIONAL MANAGEMENT AT KEMENTERIAN LINGKUNGAN HIDUP AND KEHUTANAN DIREKTORAT JENDERAL PERHUTANAN SOSIAL AND KEMITRAAN LINGKUNGAN

While carrying out professional work at Kementerian Lingkungan Hidup dan Kehutanan, the practitioner works under the guidance of the Head of the Personnel Sub-Section etters according to the letter number, recapitulating job investment data, photocopying or duplicating letters, picking up, delivering, and checking the completeness of the DUPAK file, inputting employee data into the Simpeg application, monitoring outgoing letters on a spreadsheet and uploading letters to Google Drive, inputting absent hours employees when they enter and leave, make a checklist of employees who will retire.

Keywords: *Professional Work, Kementerian Lingkungan Hidup dan Kehutanan, monitoring, letters*