

ABSTRACT

Professional Work is an activity that is required by the University of Pembangunan Jaya campus to provide an overview for students to get to know the world of work, can provide opportunities for students to apply the theory that has been obtained in college within the scope of the agency/company.

While carrying out professional work at the Ministry of Maritime Affairs and Fisheries (KKP) for approximately 6 months, the practitioner has the opportunity to participate as one of the general teams to manage archives, correspondence and housekeeping within the scope of the Mina Bahari Building 5-7th Floor.

Practitioners gain a lot of experience after carrying out professional work activities, including mental training in the world of work, discipline, thoroughness and knowledge of archiving from the Ministry of Marine Affairs and Fisheries.

Keywords: Professional Work, Archives, correspondence, housekeeping

