

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES IN THE SALES SUPPORT SECTION AT PT PERKASA TEHNIK MANDIRI

Professional work is one of the main prerequisites for students to complete a bachelor's degree program (S1). Professional work carried out by all students of Pembangunan Jaya University with a weight of 3 credits. Professional work is carried out for a maximum of 8 hours per day with a minimum total of 400 hours or approximately 3 months. Practitioners have the opportunity to do professional work at PT Perkasa Teknik Mandiri in the Sales Support Division. Activities carried out by practitioners during professional work are making offer letters for customers, conducting customer follow-up, setting product/service prices for promotion, recording product/service prices, and assisting in document recapitulation. The purpose of carrying out professional work is to know and experience the working atmosphere directly in the work environment so that the practitioner can distinguish the culture of the learning environment from the culture of the work environment in terms of the time provisions that apply in the company.

Keywords: Professional Work, Offer Letters, Follow Up Customers, Products/services