

ABSTRACT

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IMPLEMENTATION OF PROFESSIONAL WORK AS A HUMAN RESOURCE ADMIN AT TUSCANY BOUTIQUE HOTEL

Professional work is one of the student's efforts to go directly into the world of work that they will face in the future. This professional work activity aims to increase the value of students, students demand to have a good understanding and attitude during work activities, practices that are not obtained during the learning process with lecturers in college and improve abilities because we learn in the world of work.

The internship at Tuscany Boutique Hotel lasted for 3 months working in the Human Resource Development (HRD) division. The purpose of this professional work is to learn and increase knowledge as well as to understand in real terms and in detail the theories that practitioners have received in college. While doing professional work at Tuscany Boutique Hotel, while carrying out professional work activities, the practitioner works under the auspices of Mrs. Sebrina Kartikasary as Human Resource manager (HRM). In this opportunity, the practitioner has the opportunity to become a Human Resource to work and assist in the process of collecting Employee Data Administration, providing services to employees, and conducting the recruitment process.

Keywords: *Professional Work, Recruitment, Human Resource, administration, employee service, Tuscany Boutique Hotel*