

ABSTRACT

Fauzan Dwi Kuncoro (2019021028)

PROFESSIONAL JOB DESCRIPTION AS A DIVISION OF GENERAL HUMAN RESOURCES AND ASSETS OF PT. RAJAWALI NUSINDO

Professional work is one of the graduation requirements at Pembangunan Jaya University. In addition, professional work can also provide opportunities in the form of experience for students in the world of work. This professional work is carried out with the aim of giving a real picture to students related to the world of work in order to become excellent students in the world of work. PT. Rajawali Nusindo is a state-owned enterprise (BUMN). The company is engaged in trade and distribution. the practice of performing professional work as a general division and asset that is directed directly by the work supervisor. In addition, it also conducts various work practices as a data collection for various assets owned by the company such as buildings, vehicles, and equipment owned by the company, as well as identifying job invoices, printing bonds and archiving company employees.

Keywords: professional work, General and asset division, PT. Rajawali Nusindo