

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES AS AN OFFICE ADMINISTRATION STAFF AT PT KREASI CIPTA KAHURIPAN (KCK)

Professional work practices are carried out at PT Kreasi Cipta Kahuripan located in Tangerang regency. PT Kreasi Cipta Kahuripan is a company engaged in manufacturing that produces carton boxes used as packaging. While carrying out professional work as an office administrative staff, the practice works under the supervision and guidance of the General Administration. In carrying out professional work, practice has an important role in carrying out several tasks at once and supporting operational activities. Some of them help manage production schedules, solve administrative problems by coordinating the preparation of reports, correspondence or proofreading. In addition, the practice also has the task of managing the delivery schedule every day to help the production & delivery department.

Keywords: Professional Work, Carton box, Manufacturing, Administration, Production, Packaging.