

## **ABSTRACT**

**Dina Novia Slami (2019021190)**

### **PROFESSIONAL WORK REPORT ACTIVITIES SYSTEM SUPPORT ADMIN IN THE BIG RICH GROUP COMPANY**

*Professional work practices are carried out at The Big Rich Group, South Jakarta – Kebayoran Lama. While carrying out professional work as a System Support Admin with the task of assisting client data administration activities and system documentation, the practitioner works under the supervision and guidance of the CTO. In carrying out professional work, Practitioners have quite an important role in administrative activities. Some of them help needs, complaints or other problems with client systems as well as managing client databases, assisting related department administration activities, checking system quality and analyzing systems. In addition, the practitioner also has the task of making system test report documents for each project and making weekly reports.*

**Keywords: Administration, Database, System Support Admin, Technology.**