

## **ABSTRACT**

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### **"DESCRIPTION OF THE FINANCIAL SECTION ADMINISTRATION PROCESS AT PT. XYZ"**

*Professional Work (KP) is an activity carried out by students through professional work internships with the aim that students have provisions in entering the world of work. This professional work practice is carried out by practitioners at PT. XYZ finance department. While carrying out professional work, the practitioner understands the administrative processes that exist in the company. Practitioners also work under the supervision and guidance of superiors in the company. The role of the practitioner in assisting the administrative process in the company is very important, because as an administration practitioner is indirectly formed into someone who is agile, thorough and responsive to working conditions. Where the practitioner helps the company's administrative process, namely recaping and inputting data, checking, recapitulating and inputting Office Stationery (ATK), receiving documents and processing outgoing documents, journalizing banking company transactions, destroying documents, filing documents and receiving calls.*

**Keywords: Professional Work, Office Administration, Admin Section**