

## **ABSTRACT**

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### **GENERAL AFFAIR, PERSONAL BENEFIT DAN ORGANIZATION DEVELOPMENT HUMAN CAPITAL PT BUMITAMA GUNAJAYA AGRO**

*While carrying out professional work at PT. Bumitama Gunajaya Agro division of Human Capital for Organization Development (OGDV), General Affairs (GA), and Personal Benefit. Practitioners have the opportunity to assist the Human Capital division in carrying out employee data for promotions, transfers, or rotations or called Manpower Planning (MPP), making employee job profiles, inputting flight ticket data for services, inputting official vehicle seepage invoice data, making user guides and help with unfinished work. While carrying out professional work at PT. Bumitama Gunajaya Agro, the practitioner works under the supervision and guidance of mentors from Organization Development, General Affairs, and Personal Benefit which makes this professional work a lot of experience and forms attitudes and mentality in the real world of work, besides helping practitioners to be brave and have responsibility. the answer given. Practitioners have also gained a lot of knowledge in carrying out these professional work activities.*

**Keywords:** organization Development, General Affair, Personal Benefit