

ABSTRACT

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ACTIVATION OF OPERATIONAL ADMIN PROFESSIONAL PT TIKI TANGERANG

Professional work is a job that describes the process of working in the industrial world. what are the stages of looking for new things and knowing how to solve them. professional work is the start of working in a company, before when we were in college we only knew theory. with professional work we have learned directly to jump into the world of industry. at this time I had the opportunity to do an internship at PT TIKI TANGERANG, with a duration of 400 hours. Here are taught how to evaluate what employees need to do, the first task, knowing the accuracy of employee attendance, knowledge in the field of employees, productivity of employee work, employee initiatives about work, attitudes and personality of employees at work, cooperation between fellow divisions, noting the quality of employees at work, knowing the honesty of employees at work.

Keywords. Professional work, Human Resources, PT TIKI Tangerang