

## ABSTRACT

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### ***INTERSHIP IN CV. BUANA DISTRINDO AS ADMINISTRATION SUPPORT TO RECORD THE PURCHASE AND SALES OF PRODUCTS***

*During my internship at CV. Buana Distrindo, practitioner work under the supervision and guidance from Administrative Staff. In profession work, practitioner get a chance to help assist in making reports approve the goods. Practitioner also had the opportunity to gain knowledge in recording the availability and sale of goods in the company CV. Buana Distrindo. Practitioner also had the opportunity to archive documents that are useful for admin activities. Administrative staff activities are responsible for the reporting of goods within the company. Within the administrative staff there are divided into several parts of work, such as in the field of goods, and release of goods.*

*Keywords: Administration, Finance, Field of Goods, Sales of Goods*