

## ABSTRAK

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### **AKTIVITAS KERJA UNIT HUMAN CAPITAL MANAGEMENT PT. GARUDA INDONESIA (PERSERO) TBK.**

*Selama melaksanakan kerja profesi di PT. Garuda Indonesia (Persero) Tbk., Praktikan bekerja di bawah pengawasan serta bimbingan Human Capital Management. Aktivitas atau tanggung jawab unit Human Capital management PT. Garuda Indonesia (Persero) Tbk. terfokus pada pengembangan strategi, sistem, struktur, share values, kebijakan dan layanan Human Capital untuk peningkatan produktivitas pegawai.*

*Dalam kerja profesi, Praktikan berkesempatan untuk turut berpartisipasi dan terlibat langsung dalam melaksanakan fungsi Employee Services, Corporate Culture, dan Employee Information Management. Di dalam unit Employee Services ini Praktikan melakukan beberapa kegiatan seperti mengeksekusi Surat Perintah Perjalanan Dinas (SPPD), sponsor pembuatan paspor, sponsor pembuatan visa, membantu pelayanan pegawai untuk employee insurance, serta melayani pegawai melalui call center dan email center. Sedangkan dalam Corporate Culture Praktikan membantu pelaksanaan survei implementasi corporate culture di perusahaan dan membuat gamification untuk seluruh karyawan. Dan pada Employee Information Management penulis ditugaskan untuk membantu pengelolaan kepegawaian dengan software SAP.*

*Kata kunci: Employee Services, Corporate Culture, Employee Information Management*

*During the internship in PT. Garuda Indonesia Tbk, I worked under the supervision of Human Capital Management (HCM). All the works of HCM is focusing on strategy developments, systems, structures, share values, policies, and services for rising the productivity of the employees.*

*During the internship, I had a chance to involve in three work units such as Employee Services, Corporate Culture, and Employee Information Management. In this Employee Services unit, I did several works like executing the SPPD, passport and visa releasing process, employee insurance services, call and email center. Meanwhile in Corporate Culture, I did a survey for Corporate Culture implementation and also a gamification for all employees. And I did some works for other employees in developing SAP software.*

*Keywords: Employee Services, Corporate Culture, Employee Information Management*