

## ABSTRAK

Tami Nuryanti (2016031048)

### **PROSES KERJA HUMAN RESOURCES DEPARTEMENT TRAINING AND GENERAL AFFAIR KRISTAL HOTEL JAKARTA**

*Selama melaksanakan kerja profesi (KP) di Kristal Hotel Jakarta. Praktikan bekerja pada bagian training dan general affair. Praktikan bekerja dibawah bimbingan dan pengawasan dari Pembimbing Kerja yaitu Agus Sugiarto sebagai Director of Human Resources dan Aulia Rahmann sebagai Human Resource Departement Secretary and Training Coordinator. Selama melaksanakan kerja profesi Praktikan berkesempatan untuk berpartisipasi dan mengawasi training untuk karyawan yang diselenggarakan di Kristal Hotel Jakarta. Aktivitas dan tanggung jawab Praktikan selama melaksanakan kerja profesi yaitu menginput meal recapitulation setiap hari, berpartisipasi dan mengawasi jalannya training, menginput data trainee, menghubungi trainee, melakukan orientasi perusahaan pada trainee, menginput foto trainee, menghitung dan menginput nilai trainee, mengunjungi katering kantin karyawan dan memeriksa serta mendata loker karyawan.*

*Kata kunci : training, menginput data, trainee*

## **ABSTRACT**

Tami Nuryanti (2016031048)

### **WORK PROCESS OF HUMAN RESOURCES TRAINING AND GENERAL AFFAIR DEPARTMENT IN KRISTAL HOTEL JAKARTA**

*During the internship period in Kristal Hotel Jakarta. The writer works in the training and general affair function. The writer works under the guidance and supervision by Agus Sugiarto as Director of Human Resources and Aulia Rahmann as the Human Resource Department Secretary and Training Coordinator. During the internship period, the writer have the opportunity to participate in and supervise training for employees held at Kristal Hotel Jakarta. The writer activities and responsibilities during the internship period is inputting meal recapitulation every day, participating and supervising training, inputting trainee data, contacting trainees, give the trainee company orientation, inputting trainee photos, counting and inputting trainee grades, visiting employee canteen catering and checking and registering employee lockers.*

*Keywords: training, inputting data, trainees*