

ABSTRACT

Mihzan Marcelino Isma (2018081001)

WAHANA HONDA WEB CONSOLE ADMIN

The professional work program which is a subject under the Information Studies program at Pembangunan Jaya University is carried out by the practitioner for a period of three months from 6 June 2022 to 6 September 2022. The practitioner acts as an admin staff with the administrative process work on the Wahana web console. In carrying out this task, the practitioner performs several tasks, including inputting motorcycle sales data and accessories, inputting motorcycle service data, inputting customer personal data, checking and changing data that has been inputted, to participating in exhibitions and sales promotions. required to be thorough, focused, and able to make the right decisions, besides that the practitioner must coordinate with other colleagues in the administrative process carried out such as admin staff, admin coordinator, to the marketing team. Coordination is carried out with the aim that the inputted data is in harmony and there are no errors in the data interpretation process. The professional work that is carried out, of course, there are challenges faced by the practitioner such as the inability of the practitioner to manage the web console directly, so that the practitioner is less accustomed to adapting to the work environment, but the practitioner is able to find solutions to these problems until after completing the professional work carried out, the practitioner gets a lot of experience and also add competence in the field of administration.

Keywords: Administration, Admin, Web Digital