

ABSTRACT

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Activities Administrasi Operasional Program at the CV. Moda Fave Sejati

Professional work practices are carried out at CV. Moda Fave Sejati. Professional work is one of the activities carried out by students to find out the real world of work. While carrying out professional work, the practitioner becomes an Administration staff with the task of assisting the company's operational processes. Practicing working under the supervision and guidance of the work. In carrying out professional work, internships have an important role in the process of operating the company's operations. Some of them, such as creating various documents, replying to messages and inquiries, and entering databases. In addition, the practitioner also gets learning in terms of communication, working with a team and time management.

Keywords : Professional Work, Administrative, Document, Operational