

## **ABSTRACT**

### **PROFESSIONAL WORK ACTIVITIES OPERATION DEPARTMENT WEST CATERING PROJECT AS SECRETARY AT PT. PANGANSARI UTAMA**

Professional Work (KP) is one of the programs or activities organized by Universitas Pembangunan Jaya, which aims to introduce students to the world of work and the form of application of material that has been learned while sitting in college. Practice doing professional work in the Operation Division at PT. MAIN FOOD. Practice carrying out professional work for approximately 3 months, starting from March 1th, 2023 – May 31th, 2023. In this professional work, practitioners participate, especially in the Secretary section. However, at certain times Practitioners are also involved to participate in the planning part of the catering project.

During this Professional Work, the main focus of practice is on managing catering service operations which is the company's core business. Practice plays an important role in maintaining smooth operations, from arranging supervisor meeting schedules, archiving important documents, to analyzing reports from all project locations. In addition, practitioners can also interact with various related parties, build networks, and broaden their horizons about the catering service industry.

Overall, professional work as a secretary at PT Pangansari Utama offers valuable opportunities for practitioners to apply theoretical knowledge that has been learned in higher education and develop skills relevant to the world of work.

**Keywords:** Analyze, Operational, Meeting