

ABSTRACT

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ANALYSIS OF BUSINESS PROCESSES ON SPONSORSHIP AND REIMBURSE APPROVALS AT PT BANK SYARIAH INDONESIA

During the implementation of Professional Work (KP) activities at Bank Syariah Indonesia as part of wholesale support in the Infrastructure & Business Support division in the Corporate Finance & Solution Group work unit. In this case, the practitioner analyzes the business process in the sponsorship and reimburse approval process, namely the practitioner analyzes the current process to find shortcomings and minimize existing obstacles. With this analysis, practitioners can provide suggestions and ideas as a form of improvement in this process to understand more specifically each running process. In addition to the analysis, practitioners also learned from the main activities of the company to find out more in-depth company information regarding the company's organizational structure and corporate governance. Practitioners are also introduced to the scope of work of the Corporate Finance & Solution (CFS) work unit. Practitioners gain a thorough understanding of the operations of Bank Syariah Indonesia (BSI), especially in the context of transaction processing. This understanding includes the steps involved in submitting a transaction recap and reimburse process at BSI. During this process, practitioners were directed to use pdf format files with a maximum size of 5 MB when uploading documents into the system. As part of the learning, practitioners are given an in-depth insight into how each stage of the process is carried out and the importance of proper understanding in compiling and understanding transaction recaps. In addition, practitioners are also given a detailed understanding of the procedures involved in the reimburse process, including the requirements and procedures for uploading documents that must be adhered to in accordance with applicable standards at BSI.

Keywords: Professional Work and Business Process Analysis