

ABSTRACT

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Overview of Administrative Staff Activities at the Kharisma Insani KB Smart Children Foundation

The intern carried out a Professional Work that started on May 29, 2023 – August 25, 2023 at the Kharisma Insani KB Smart Children Foundation as an administrative staff. The foundation is located at Ktr. Kelurahan Jurangmangu Timur, Jl. Delima II No.13, Jurang Manggu Tim., Kec. Pd. Aren, South Tangerang City, Banten 15222. During this internship period, the intern had the opportunity to actively engage in various aspects of the foundation's administration and management. The intern's responsibilities included activities such as managing and archiving important documents, scheduling meetings and foundation activities, contributing to financial report preparation, and performing communication functions both internally and externally related to the foundation's activities. In addition to the main tasks, the intern was also responsible for compiling monthly activity reports, providing support in coordinating the foundation's programs, and carrying out other administrative tasks as needed and directed by the foundation.

Keywords: Administration, Coordination, Foundation Management, Communication