

## ABSTRACT

AGUS SAPUTRA (2020021058)

### **PROFESSIONAL WORK ACTIVITIES AS MANAGEMENT TRAINEE AT AUTO 2000 PERMATA HIJAU BRANCH**

*Professional work that Practitioners carry out at Auto 2000 which is located at Jl. Raya Kebayoran Lama No. 28 RT6/RW2, North Grogol, Kec. Kb. Orange, West Jakarta. At the time the author did an internship at Auto 2000 as a Management Trainee. During the 6 (six) months of carrying out the internship the writer studied in 3 (three) sections in the Auto 2000 Permata Hijau Branch, namely in the Unit Administration, Billing Service Administration, and Finance sections. In each division, the writer has different tasks, starting from the Administration section of the writing unit, the writer is given the task of inputting customer data into the Auto 2000 system. in the Billing Service Administration section, create a tax invoice and upload it to the Auto 2000 system and also take inventory of materials and spare parts. And in the Finance section it makes incoming and outgoing reports and it also makes receipt reports and also monitors receipts given by the Unit administration.*

**Keywords:** Admin, Service, Finance,