

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES OF THE PARTICIPATION ADMINISTRATION SECTION AT BPJS KETENAGAKERJAAN IN SOUTH TANGERANG

Internship Report in Marketing Management at BPJS Employment in South Tangerang, located at Jl. Cilenggang, Serpong Sub-District, South Tangerang City, Banten 15310. The internship period was from June 26, 2023, to September 8, 2023. The intern is a student of the Bachelor of Management Program, Faculty of Humanities and Business, Universitas Pembangunan Jaya. The purpose of the internship was to broaden insights, gain experience, and train oneself for future work. The intern carried out work activities at the BPJS Employment branch in South Tangerang. During the internship, the intern had the opportunity to assist in resolving data matching for new manpower for BPU & PU, perform document printing such as participant cards, certificates, and receipts, correct BPJS membership data, and complete PKBU membership data for IGI 2023. The internship provided extensive experience for the intern and offered insights into the professional work environment.

Keywords: *Work Activities, Work Force, Administration, BPJS Ketenagakerjaan*