

ABSTRACT

Professional Work is a course to give students a real picture of what the world of work is like. This course is also one of the graduation requirements at Pembangunan Jaya University. Practicing this professional work in Pondok Kacang Barat Village as an Administrator. During this professional work, the practitioner works on several things regarding Population Administration and Civil Registration, namely (Family Card, Death Certificate, and Marriage Certificate)

Keywords: Village, Administration, Population, Family Card, Death Certificate, Marriage Certificate