

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES IN THE MARKETING DEPARTMENT OF SILK TOWN CONDOMINIUM GRAHA RAYA (PT. JAYA REAL PROPERTY, TBK.)

The Silk Town Condominium at Graha Raya (PT Jaya Real Property) is where the intern conducts professional work activities at Jl. Boulevard Silk Town No.7, Pd. Jagung Timur, North Serpong, South Tangerang, Banten. The intern performs professional work as a marketing intern for 2.5 months and is involved in both marketing and sales administration departments. In the marketing department, the intern tasks include creating Internal Office Memos and completing Handover Certificates (BAST). In the sales administration department, the intern is responsible for completing apartment unit numbers and types, updating the completeness of the Deed of Sale and Purchase (AJB) documents based on the checklist form, and organizing the requirements for AJB and land certificate (BN) into a consumer files.

Keywords: *Professional Work, Marketing, Internship, Silk Town Condominium, PT. Jaya Real Property*