

ABSTRACT

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WORK ACTIVITIES IN THE HUMAN RESOURCES AND GENERAL AFFAIRS (HRGA) DIVISION AT PT ANDALAN AUTO PRIMA (HYUNDAI)

Kerja Profesi (KP) is an internship program implemented by universities to encourage students to go directly into the industrial world, which will later be useful for students when looking for work after graduating from college. Universitas Pembangunan Jaya as intern's university also requires its students to undertake KP as one of the graduation requirements. Intern had the opportunity to carry out KP activities in the Human Resources and General Affairs (HRGA) Division at PT Andalan Auto Prima, a leading automotive company whose head office is located in the Mampang Prapatan area, South Jakarta. Intern was positioned as a Human Resources Intern, which alligns with intern's area of concentration, namely Human Resources Management. During the implementation of KP, intern was responsible for administrative activities in the Human Resources Division, such as inputting employee data, recapping employee database, registering insurance for employees, assessing the performance of sales employees, and managing other company data. This KP activity was a useful experience, because intern received new insights regarding the world of work and the Human Resources field itself, improved necessary hard-skills and soft-skills, and built relations.

Keywords: *Internship Program, Human Resources Management, HR Administrative*