

ABSTRACT

Diah Puji Aryanti (2019021265)

PROFESSIONAL WORK ACTIVITIES (KP) IN THE OPERATIONAL ADMINISTRATIVE DIVISION AND SAMPLE ROOMS IN PUTRI MANDIRA CONVESTA SERVICES

While carrying out professional work at the Putri Mandira Convection, Practitioners work under the supervision and guidance of the Operations Administration and the Sample Room. In professional work, the practitioner has the opportunity to participate and be directly involved in the implementation of Operational Administration and Sample Room activities at the Putri Mandira Convection such as making master samples, fitting processes, clothing production processes, packing processes, and production shipments and assisting marketing division tasks for online meetings or offline regarding model design details for master samples.

The activities or responsibilities of the Operational Administration Division and Sample Room at the Putri Mandira Convection focus on the internal public, namely customer relations and the production department to keep operational processes running smoothly. In the implementation of professional work, the practitioner knows how to solve problems, communicate, control production, time management, teamwork and how to adapt directly to the new environment in the company.

Keywords: Professional Work, Operational Administration, Sample Room.