## **ABSTRACT**

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## PROFESSIONAL WORK ACTIVITIES AT PT BANK SYARIAH INDONESIA BRANCH RADIO DALAM AS OPERATIONAL & SERVICE

In carrying out professional work at the company PT. Bank Syariah Indonesia, Tbk Radio Dalam branch, practitioners gain new experience that will be useful in the world of work. The aim of carrying out this professional work is so that practitioners can apply the theories obtained during lectures, and so that practitioners can experience what the real world of work is like. While carrying out professional work at the company PT. Bank Syariah Indonesia Tbk Radio Dalam branch, interns work under the supervision and mentoring of work supervisors. There, practitioners have the opportunity to carry out professional work activities in the Operational Support Division, work activities include searching for customers to open Bank Syariah Indonesia (BSI) accounts online, filing documents, tellemarketing, administering customer savings books, printing customer documents, scanning documents, offering BSI program to customers, sharing customer accounts, helping activate customer mobile banking.

Keywords: Fileing, Supporting Oprasional, Administration