

## **ABSTRACT**

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**“PROFESSIONAL WORK ACTIVITIES IN HUMAN RESOURCES DEPARTMENT AT FOUR POINTS BY SHERATON HOTEL JAKARTA, THAMRIN”**

*Managing, developing, and empowering human resources is an absolute necessity to achieve long-term goals and maintain the sustainability of an organizational entity. Therefore, a profound understanding of the importance of human resources serves as a strong foundation for the sustainable success of an organization. The trainee is placed in the Human Resources Department at the Four Points by Sheraton Jakarta, Thamrin. During the execution of the Professional Work Program, the trainee follows a schedule of 5 working days and 2 days off. The working hours for the trainee are from 09 AM - 18 PM, totaling 9 hours with a breakdown of 8 working hours and 1-hour break. All trainees are required to attend an Orientation Day held for 1 day at the beginning of the industrial work practice, aiming to provide an introduction to the hotel, including discussions on its history, facilities, rules, and knowledge of safety and security. The trainee is entrusted with completing administrative tasks in the Human Resources department, and the professional work supervisor, in a friendly manner, shares insights and knowledge with the trainee. The trainee is given the opportunity to present ideas, opinions, and think creatively.*

**Keywords:** *Human Resources, Professional Work Program, Hotel, Human Capital*