

ABSTRACT

Axel Aryo Widikdo (2020021193)

Professional Work Activity in the Administrative Division of the National Land Agency Regional Office in West Jakarta

This Professional Work Activity report details the practitioner's experiences during an internship at the National Land Agency (BPN) in West Jakarta, specifically within the Administrative Division. The objective of the internship was to understand the role and functions of this division in supporting the overall operations of the BPN. Over the three-month period, the practitioner was involved in various administrative activities, including correspondence management, archive maintenance, and the organization of internal meetings. Primary tasks encompassed document management, agenda preparation, and overall coordination of administrative activities. Additionally, the practitioner participated in a project involving the restructuring of archives, document categorization, and the establishment of a numbering system. This report's findings provide a comprehensive overview of the vital role played by the Administrative Division in ensuring the smooth operation and administration of BPN in West Jakarta. Furthermore, it highlights the practitioner's contribution in supporting these tasks.

Keywords: *National Land Agency (BPN), Management, Operations, and Administrati*