

ABSTRACT

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DESCRIPTION OF WORK PROCESS FLOW IN THE HRD SECTION OF PT. XXX

Professional Work (KP) is an activity that aims to provide an overview of the world of work and a means to apply the theory and knowledge that has been learned during college. Professional work is one of the main prerequisites for students to complete their undergraduate studies (S1). Practitioners have the opportunity to do professional work in the Human Resources department at the National Retail Company and have the opportunity to apply the knowledge they have learned to help smooth work in the Human Resources department. While carrying out professional work, interns are tasked with processing the procurement of goods from searching for goods, determining prices, making Order Letters (SP), as well as registering new partner suppliers. During the Internship, the trainee was involved in employee file archiving, office management, and administration, as well as assisting in data processing. Moreover, the trainee fulfilled HR duties by registering employee social security services and analyzing employee benefits at PT XXX."

Keywords : Professional Work, Human Resources, National Retail Company, Branch