

ABSTRACT

GHANI ABDUR RAHMAN (2021021016)

PROFESSIONAL WORK ACTIVITIES IN THE GUNA BHAKTI CREDIT ADMINISTRATION SECTION AT BANK BJB PAMULANG SUPPORTING BRANCH OFFICE

Practitioners carry out professional work at Bank BJB Pamulang Sub Branch Office for one month in the Guna Bhakti Credit Administration (KGB) section located in the Pamulang Terrace Building Complex, Jl. Siliwangi Blok Sh No. 22 No. 1, Jl. Pamulang Terrace Building Complex, Jl. Pamulang Raya Number 1 Blok F, West Pamulang., Pamulang District, South Tangerang City, Banten 15417. Practitioners have duties and activities during professional work, namely: managing credit files for devotional services which are signed by Bank BJB leadership, checking the completeness of credit files, separating credit files, increasing credit forms, and serving customers. The aim of carrying out professional work is to increase students' knowledge, abilities and skills. In carrying out professional work, practitioners have obstacles, but these obstacles can be overcome by paying attention to the observing how employees work. This professional work report is written as an illustration of work that been carried out during professional work with the aim of fulfilling one of the requirements for a bachelor's degree in education and experience in banking.

Keywords: Administration, Credit for Bhakti, Bank