

## **ABSTRACT**

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### **ADMIN OPERATION ACTIVITIES IN THE FUNDING DIVISION AT KOPERASI SIMPAN PINJAM TUNAS MULIA UNGGUL**

*This report discusses the Admin Operation activities in the Funding Division at Koperasi Simpan Pinjam Tunas Mulia Unggul (KSP TMU). Through direct experience, the intern gains a real picture of the working world and enhances their competence and professionalism. The intern carries out various tasks and responsibilities, such as managing membership data, processing daily transactions, managing term deposit databases, and preparing for the needs of other divisions. In addition, the intern also hones skills in operating Microsoft Excel applications and analyzing the workflow of transactions. This activity also helps the intern develop skills and professional networks. Overall, this experience provides valuable insights into the working world and forms a strong foundation for future careers.*

**Keywords:** Professional Work, Admin Operation, Savings and Loan Cooperative, Funding Division, Professional World, Experience, Skills.