

ABSTRACT

Sabrina Shafa Maharani (2020021231)

PROFESSIONAL WORK ACTIVITIES OF ADMINISTRATIVE STAFF AT CV MARSHAL ENGINEERING FINANCE DIVISION

Professional work is a graduation requirement for students of Universitas Pembangunan Jaya. The professional work provided or organized by Universitas Pembangunan Jaya aims to develop the abilities of students to enter the workforce. Practitioners are given the opportunity to perform professional work as administrative staff at CV Marshal Engineering in the finance division. Professional work is conducted for a period of 3 months or 400 hours. In the professional work performed, practitioners are assigned tasks directly coordinating with the project coordinator regarding available stock and needed items, ordering necessary items from suppliers, serving and verifying supplier invoice documents for input into the company's database, recording each purchase of items for later preparation of weekly financial reconciliation reports, submission and recording for project labor payment, document archiving, and conducting project visits to ensure compliance with existing regulations. The implementation of this professional work provides extensive knowledge for practitioners and builds a sense of responsibility.

Keywords: Professional Work, Administrative Staff, Finance, CV Marshal Engineering