

## **ABSTRACT**

Khresna Adityo Fathor (2021021068)

### ***Work Activities as General Affairs at PT. Global Urban Essentials***

While carrying out professional work at PT Global Urban Esensial, the intern worked in the HR team as a GA (General Affairs) apprentice under the guidance and mentoring of Mrs. Virly Aprida. PT.Global Urban Essential operates in the health technology sector under the auspices of the Dexa Group. Practitioners have the opportunity to learn and carry out general affairs operational functions to manage work area facilities as well as, submit invoice bill payments, manage grab voucher needs, maintain the work area, support ISO implementation, support ongoing renovation projects, support the internalization of company culture through internal activities , as well as supporting employee needs. In addition to carrying out functions and duties as general affaris, interns also receive training and other activities that can develop the practitioner's skills.

**Keywords:** Professional Work, PT.Global Ruban Esensial, *General Affairs*, HRD, GUE Ecosystem