

ABSTRACK

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PROFESSIONAL WORK ACTIVITIES OF THE STORE OPERATIONAL DIVISION AT PT INDOMARCO PRISMATAMA (INDOMARET CEGER 4) PARUNG BRANCH.

This Professional Work Report was prepared as an illustration of the work carried out while carrying out professional work, which aims to fulfill the graduation requirements at Pembangunan Jaya University. While carrying out professional work at PT Indomarco Prismatama (Indomaret Ceger 4) Parung Branch, the intern worked in the Operational Store Division. The work carried out by practitioners starts from carrying out all shop operations, carrying out all activities related to customer service, recapping goods waybill from distribution centers and suppliers, processing goods coming from distribution centers and suppliers, checking goods sent according to the processing list. goods, carry out cleanliness of shop shelves, check the items displayed on each shelf using the Person Responsible for Undisplayed Item Shelves (PJR ITT) program, check the cleanliness of shop toilets, return goods, deposit shop sales money to Company owned ATM. Filling in store administration books such as sales books, cancel sales, variance plus mines, body checks, handover of safes, special products and others. Inputting empty stock on office stationery (ATK), making offers to make Indomaret members to consumers, preparing activities for holding shop events, holding briefings with shop employees. During the implementation of professional work, practitioners are guided by the Chief of Store (CIF). Even though they experience obstacles during the implementation of professional work, practitioners can overcome these obstacles.

Keywords: Professional Work, PT Indomarco Prismatama, Operational Store.