

ABSTRACT

Putri Hellya Azzahra (2020021202)

AKTIVITAS KERJA PROFESI PADA DIVISI HUMAN CAPITAL & GENERAL AFFAIR DI PT NURARIA PROPERTI INDONESIA

Professional Work is an activity that aims to provide a direct picture of what the work environment is like for Pembangunan Jaya University students. Apart from that, this activity can also increase students' insight, knowledge, skills and experience and train students to find solutions to problems faced in the real world of work. While carrying out professional work at PT Nuraria Properti Indonesia, intern carries out work under the guidance and supervision of the Human Capital & General Affairs section. In this activity, practitioners have the opportunity to communicate and contribute directly in carrying out work in the Human Capital & General Affairs division, such as recapitulating absences, recruiting employees, making employee work contracts, making submissions and others.

Keywords : *Human Capital & General Affairs, Recapitulation, Recruitment, Employment Contract*