

Ananda Zahra Prilia (2020021176)

**PROFESSIONAL WORK ACTIVITIES AS ADMINISTRATIVE STAFF AT PT.
VITECH ASIA**

ABSTRACT

This Professional Work Report provides an overview of practical experience as administrative staff at PT. Vitech Asia. The Professional Work Program is an integral part of the Pembangunan Jaya University curriculum which aims to provide students with a direct understanding of the world of work. The main aim of this KP is to provide practical work experience before entering the professional world and deepen knowledge related to the administrative field. Within a three month period, practitioners are directly involved in carrying out various administrative tasks such as document management, correspondence management, providing stationery, and carrying out transaction activities at the bank. It is hoped that this report can provide more insight into the implementation of professional work in a technology company environment such as PT. Vitech Asia.

Keywords : Professional Work Program, Administrative Staff, PT. Vitech Asia