

ABSTRACT

Nurul Aulia Chairunnisa (2020021149)

DESCRIPTION OF THE WORK PROCESS AT PT. YXG - GENERAL SERVICES DEPARTMENT

Professional Internship is an activity designed to provide insights into the professional world and an avenue to apply the theories and knowledge acquired during academic studies. The Professional Internship is a critical prerequisite for undergraduate students to fulfill before completing their Bachelor's degree (S1). The intern had the opportunity to engage in a 400-hour internship within the General Services department of a National Retail Company, applying learned skills to facilitate the department's operations. During the internship, the intern was tasked with overseeing security outsourcing, from vendor price comparisons to creating Work Orders and Cooperation Agreements, as well as managing monthly billing. Additionally, the intern handled scheduling meetings, preparing financial reports for the department, addressing employee travel needs, and submitting requests for departmental purchases.

In the course of the internship, the intern observed that the approval process for these documents was still conducted manually, leading to various challenges that impeded workflow.

Keywords: Professional Internship, General Services, National Retail Company