



Form No	ICC/08/INT/DES/2011
Revision	01
Form Title	Internship Job Description

Student's Name	:	TITO ALEXSTA
Institution/Company	:	PT Helios Informatika Nusantara
Department	:	Cloud Technical
Supervisor's Name	:	Lugina Muhammad
Supervisor's Position/Job Title	:	Team Leader - Technical Cloud
Working Hours	:	8 Hours

A. Summary of the Job

Please explain the overall purpose of your job during the internship period. This might include the main project that you do during the internship

Acquire the basic mastery of technical roles in IT business to deliver project development, testing, implementation, maintenance, and project documentation in a 6+6 months program.

B. Description of Duties and Responsibilities

Please explain the responsibilities that you are expected to perform during the internship period

- Complete the given syllabus
- Create a showcase based on the given syllabus
- Write monthly reports for managed service
- Become technical support and perform troubleshooting activity for Helios customer
- Deploy cloud solution to a customer based on architect-proposed solutions
- Visit Customer (onsite job)

C. Required Knowledge and Skills

Please state the required technical knowledge, skills, and attitude, that you perceive is required to perform the duties successfully

Knowledge

- Microsoft 365
- Basic troubleshooting
- Azure

Skills

- Company Introduction
- Basic IT
- Office 365 Solutions Portfolio
- Cloud computing (IaaS, PaaS, SaaS)
- Networking
- Identity management

Attitude

- 7 fundamental Practices of Highly Effective Person

- Communication Skill
 - Problem Solving and Decision Making
 - Customer Focus
 - Planning and Organizing
 - Presentation and Public Speaking
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Student Agreement of Responsibilities:

This job description has been explained to me clearly, and I understand and agree to the duties and responsibilities stated.

Agreed by,

Acknowledged by,

Signature and Name of Intern
Date:

Signature and Name Duly Stamped
Date: