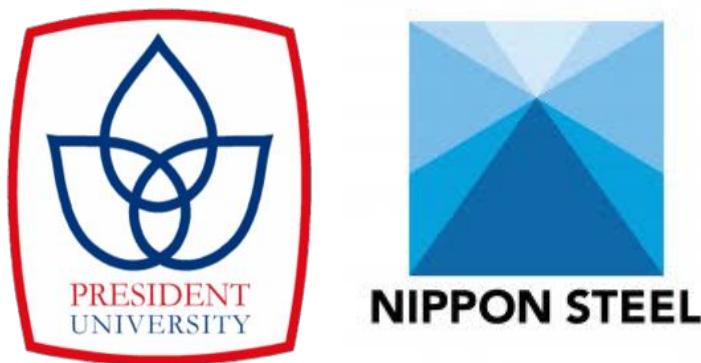


**INTERNSHIP FINAL REPORT AT**  
**PT NIPPON STEEL CHEMICAL AND MATERIAL,**  
**CIKARANG, JAWA BARAT**



**By**  
**Alysa Milano**  
**Student ID No. 001202300089**

**An Internship Report submitted to the Faculty of Computer Science,  
President University, in partial fulfillment of the requirements of a  
Bachelor's Degree in Computer Science Major in Information Technology**

**From the Period of  
August 18<sup>th</sup> - Dec 7<sup>th</sup> 2025**

## COMPANY'S RECOMMENDATION LETTER



# NIPPON STEEL

PT. NIPPON STEEL Chemical And Material Indonesia

Kawasan Industri Jababeka Tahap 3, Jl. Tekno 3, Blok E3 A&B  
Desa Pasir Gombong, Cikarang Utara - Bekasi, Jawa Barat - Indonesia, 17530  
Telp. : +62-21-8984 2617



Bekasi, 14 August 2025

No. : 093/LC-NSCMJ/VIII/2025

Attachment : -

Subject : Confirmation of Acceptance for Internship Placement

To :

President University

Jababeka Education Park, Jl. Ki Hajar Dewantara

Kabupaten Bekasi, 17550

Dear Sir/Madam,

This letter is to confirm the acceptance of participants in the Internship Program (*Praktik Kerja Lapangan*) at PT NIPPON STEEL CHEMICAL AND MATERIAL INDONESIA. The program will be conducted in a hybrid format (onsite and online), with the following details regarding the participants and program duration:

No.	Name	Faculty	Placement	Duration
1	Brilian Maulani Putri	Environmental Engineering	HSE	18 Aug - 7 Dec 2025
2	Alysa Milano	Computer Science	IT	18 Aug - 7 Dec 2025
3	Fatih Nabila Zahara	Business	HRGA	18 Aug - 7 Dec 2025
4	Delika Putri Nender	Law	Legal Compliance	18 Aug - 7 Dec 2025
5	Ignatius David Fernando	Environmental Engineering	HSE	1 Sept – 21 Dec 2025
6	Sonya Alexandra Paleng	Computer Science	IT	1 Sept – 21 Dec 2025
7	Maliq Arrafi Saldek	Law	Legal Compliance	1 Sept – 21 Dec 2025

We look forward to welcoming all participants to our team and trust that this program will bring mutual benefits through practical and optimal learning experiences for students, while also contributing positively to the growth and development of the industrial sector.

Sincerely,

PT NIPPON STEEL CHEMICAL AND MATERIAL INDONESIA



Yayan Heryana  
Manager HRGA

## **APPROVAL LETTER BY INTERNSHIP UNIVERSITY ADVISOR**

In my capacity as the university internship mentor, I declare that Alysa Milano, majoring in the Information Technology Study Program, has fulfilled the Internship Final Report submission requirement and has passed the Internship Final Presentation.

Cikarang, Indonesia, January 19<sup>th</sup>, 2026



Rosalina, S.Kom., M.Kom.  
Internship Advisor

## LETTER OF INTERNSHIP COMPLETION



# CERTIFICATE OF INTERNSHIP COMPLETION

This certificate is proudly presented to

*Alysa Milano*

**Faculty of Computer Science**

Student of President University, has successfully completed an Internship in the  
General Affair Division

**PT NIPPON STEEL CHEMICAL AND MATERIAL INDONESIA**

Internship Period: **18 August 2025 to 7 December 2025**

A handwritten signature in black ink.

**Teddy Tedjo P.**  
Supervisor General Affair

A handwritten signature in black ink.

**Yayan Heryana**  
Manager HRGA



Kanno Mitsuru

President Director

## PREFACE

This report is written to fulfill the academic requirements of the internship program at PT Nippon Steel Chemical and Material Indonesia, Faculty of Computer Science, President University. The internship provided valuable experience in applying academic knowledge in a professional working environment, particularly through involvement in system development activities within the Human Resources and General Affairs (HRGA) and Legal Departments. I would like to express my sincere gratitude to everyone who supported me during the internship and the preparation of this report, especially:

1. God Almighty, for His blessings and strength throughout this journey.
2. My family, for their continuous support, prayers, and encouragement.
3. Rosalina, S.Kom., M.Kom., as my academic advisor, for her guidance, advice, and feedback during the completion of this report.
4. Teddy Tedjo Prabowo, as my company supervisor, for his guidance and support during the internship period.
5. All staff of PT Nippon Steel Chemical and Material Indonesia, especially the General Affairs and Legal teams, for their assistance and cooperation during my internship.
6. My friends, for their motivation and support throughout the internship period.

I realize that this report still has limitations and may require further improvement. Therefore, any suggestions and constructive feedback are highly appreciated. This report can be useful and serve as a reference for future students who will undertake an internship program.

Cikarang, Indonesia, January 19<sup>th</sup>, 2026



Alysa Milano

## TABLE OF CONTENTS

COMPANY'S RECOMMENDATION LETTER.....	2
APPROVAL LETTER BY INTERNSHIP UNIVERSITY ADVISOR.....	3
TABLE OF CONTENTS.....	5
LIST OF FIGURES.....	7
CHAPTER I INTRODUCTION.....	8
1.1 Backgrounds.....	8
1.2 Objectives of the Internship.....	8
1.3 Benefits of the Internship.....	9
1.3.1 Benefits for Student.....	9
1.3.2 Benefits for the University.....	9
1.3.3 Benefits for the Company.....	9
CHAPTER II COMPANY PROFILE.....	10
2.1 History of the Organization.....	10
2.2 Vision, Mission & Objectives.....	10
2.2.1 Vision.....	10
2.2.2 Mission.....	11
2.2.3 Objective.....	11
2.3 Organization Charts.....	11
2.4 Core Organization Activities.....	11
2.5 Product and Services.....	12
2.6 Review of the Organization Growth and Trend.....	12
CHAPTER III INTERNSHIP ACTIVITIES.....	13
3.1 Job Description.....	13
3.2 Main Activities.....	13
3.2.1 General Affairs Management System (GAMS).....	13
3.2.2 Regulatory Compliance System (RCS).....	13
3.4 Monthly Activities.....	14
3.4.1 August.....	14
3.4.2 September.....	14
3.4.3 October.....	14
3.4.4 November.....	15
3.4.4 December.....	15

3.6 Tools and Technologies Used.....	15
3.7 Result of Internship Activities.....	15
CHAPTER IV PERSONAL RESULTS/EVALUATION/POINT LEARNED.....	17
4.1 Overview of Personal Results and Evaluation.....	17
4.2 Was the Internship Worthwhile?.....	17
4.3 Understanding the Application of Theory and Industry Practices.....	17
4.3.1 Application of Academic Knowledge.....	17
4.3.2 Understanding of Industry Practices.....	18
4.4 Technical Knowledge and Skills Gained.....	18
4.4.1 Technical Skills.....	18
4.4.2 Tools and Technologies Mastery.....	18
4.5 Personal Strengths and Weaknesses.....	18
4.6 Personal Growth and Development.....	19
4.7 Impact of Internship on Future Career Plan.....	19
CHAPTER V CONCLUSION AND RECOMMENDATION.....	20
5.1 Conclusion.....	20
5.2 Recommendation.....	20
5.2.1 Recommendation for the Company.....	20
5.2.2 Recommendation for Future Internship Programs.....	21
REFERENCES.....	22
APPENDICES.....	23
APPENDIX A – Internship Agreement.....	23
APPENDIX B – Internship Job Description.....	25
APPENDIX C – GAMS System Diagrams.....	27
APPENDIX D – RCS System Diagrams.....	30
APPENDIX E – System Implementation & Screenshots.....	32

## LIST OF FIGURES

Figure 2.1 Logo of the Company.....	10
Figure 2.2 Organization Chart.....	11
Figure C.1 GAMS Workflow Flowchart.....	27
Figure C.2 Use Case Diagram of GAMS.....	28
Figure C.3 Block Diagram of GAMS.....	28
Figure C.4 ERD of GAMS.....	29
Figure D.3 ERD of RCS.....	30
Figure D.1 Use Case Diagram of RCS.....	31
Figure D.2 Block Diagram of RCS.....	31
Figure D.3 ERD of RCS.....	32
GitHub Link.....	32
Figure E.1 GAMS Admin Dashboard Interface.....	33
Figure E.2 GAMS User Item Request Form.....	33
Figure E.3 GAMS Stock Management Page.....	34
Figure E.4 Regulatory Compliance System (RCS) Dashboard.....	34
Figure E.5 RCS CSV Import and Data Preview Page.....	34
Figure E.6 Example of CSV File Used for Data Import in RCS.....	35

# **CHAPTER I**

## **INTRODUCTION**

### **1.1 Backgrounds**

An internship is an important part of the university curriculum that allows students to gain practical experience in a real working environment. Through the internship program, students can apply the knowledge learned during their studies and understand how professional activities are carried out in the industry.

This internship was conducted at PT Nippon Steel Chemical and Material Indonesia, a manufacturing company that requires effective management of its operational and administrative activities. During the internship period, several processes in the Human Resources and General Affairs (HRGA) Department and the Legal Department were still handled manually. As a result, data processing and monitoring were not always efficient and could potentially lead to errors.

Based on these conditions, the internship focused on supporting system development activities to help improve existing work processes. The main activities involved participating in the development of the General Affairs Management System (GAMS) and the Regulatory Compliance System (RCS). Through this internship, the author gained practical experience in system development while contributing to the company's efforts to improve efficiency and data management.

### **1.2 Objectives of the Internship**

The objectives of the internship program are as follows:

- To provide students with practical experience by applying academic knowledge in a real working environment.
- To understand the workflow and professional responsibilities within the Human Resources and General Affairs (HRGA) Department and the Legal Department.
- To develop technical skills related to system development, particularly in supporting internal company systems.
- To gain insight into how information systems can help improve work efficiency and data management in the company.
- To prepare students for future professional careers by developing problem-solving skills, responsibility, and work discipline.

## **1.3 Benefits of the Internship**

The internship program provides various benefits for multiple stakeholders.

### **1.3.1 Benefits for Student**

The internship provides students with practical experience, improves technical and soft skills, and enhances readiness for future professional careers.

### **1.3.2 Benefits for the University**

For the university, the internship program strengthens the relevance of academic curricula by aligning theoretical knowledge with industry needs. It also enhances collaboration between the university and industry partners.

### **1.3.3 Benefits for the Company**

For the host company, the internship program provides additional support in daily activities and offers opportunities to contribute to student development. It also helps the company identify potential future talent.

## CHAPTER II

## COMPANY PROFILE

### 2.1 History of the Organization



Figure 2.1 Logo of the Company

Founded in 2012, PT Nippon Steel Chemical & Material Indonesia operates as a Foreign Investment Company (PMA) and forms an integral part of the Nippon Steel Chemical & Material Group. The company is dedicated to supporting a more sustainable future by manufacturing extra-thin metal substrates for catalytic converters. These products are designed to provide high emission-reduction efficiency, enhanced power performance, and a compact structure, making them key components for many leading global motorcycle and automotive manufacturers.

The company is strategically situated in the Jababeka Industrial Area Phase 3, Tekno 3 Block E3 A&B, West Java Province, allowing for efficient distribution, strong supply chain integration, and close collaboration with partners in the automotive industry. PT Nippon Steel Chemical & Material Indonesia consistently demonstrates its commitment to product quality, operational excellence, and customer satisfaction. This dedication is reinforced through continuous improvement efforts and compliance with internationally recognized management systems. The company has also successfully obtained several certifications, including:

- ISO 9001:2015 (Quality Management System)
- ISO 14001:2015 (Environmental Management System)
- Occupational Safety and Health (SMK3)
- PROPER Certification in environmental compliance

These certifications reflect the company's dedication to safe operations, environmental responsibility, and sustainable industrial practices.

### 2.2 Vision, Mission & Objectives

#### 2.2.1 Vision

- Becoming the number one Metal Substrate Plant in the World.
- Creating human talent to be able to compete in the global market.

## 2.2.2 Mission

- Sustaining sales and profit growth in the local market.
- Achieving quality standards covering quality, cost, delivery, and after-sales service by fulfilling customers' requirements.
- Optimizing the capability of the organization to create a learning organization.

## 2.2.3 Objective

The objective of PT Nippon Steel Chemical & Material Indonesia is to deliver high-quality products that meet customer and regulatory requirements while maintaining operational efficiency, environmental responsibility, and sustainable business growth.

To become the world's leading metal substrate manufacturing plant while developing human resources capable of competing at a global level.

## 2.3 Organization Charts

An organizational structure functions as a framework that determines how a company is organized, including its hierarchy and internal relationships. It defines the arrangement of departments, roles, and responsibilities, and explains how authority, accountability, and duties are distributed within the organization. Through this structure, employees gain a clear understanding of their roles, decision-making authority, and the contributions they make to support the company's overall operations.

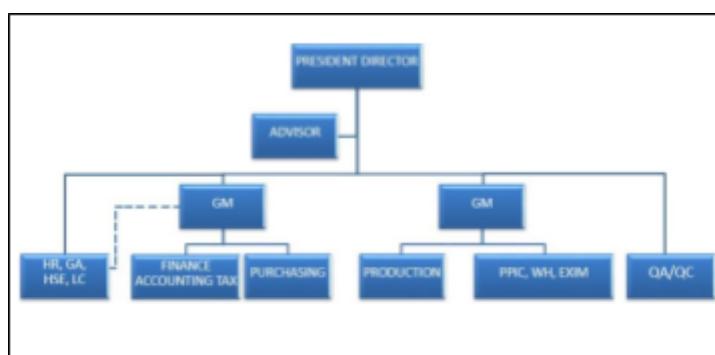


Figure 2.2 Organization Chart

## 2.4 Core Organization Activities

The core activities of PT Nippon Steel Chemical & Material Indonesia focus on the production of extra-thin metal substrates for catalytic converters. These activities include production planning, manufacturing processes, and quality control to ensure that products meet technical specifications and environmental standards. Advanced manufacturing technology is applied to support product durability and emission-reduction performance.

## **2.5 Product and Services**

PT Nippon Steel Chemical & Material Indonesia focuses on the production of high-quality extra-thin metal substrates for catalytic converters, aimed at reducing emissions and enhancing engine efficiency. These substrates are developed using advanced stainless-steel foil technology that can endure extremely high temperatures, strong vibrations, and harsh exhaust environments. Owing to their durability, high emission-reduction performance, and compact design, the company's products are widely utilized by leading motorcycle manufacturers and are supplied to major brands such as Honda, Yamaha, Kawasaki, Suzuki, and Astra Honda Motor (AHM).

## **2.6 Review of the Organization Growth and Trend**

Since its establishment, PT Nippon Steel Chemical & Material Indonesia has experienced steady growth driven by increasing demand for environmentally friendly automotive components. The company continues to strengthen its position in the market by maintaining product quality, improving operational efficiency, and complying with international standards. The growing focus on emission reduction and sustainability in the automotive industry presents positive opportunities for the company's future development. With continuous improvement initiatives and commitment to sustainable practices, PT Nippon Steel Chemical & Material Indonesia is well-positioned to maintain stable growth and competitiveness in the industry.

## **CHAPTER III**

## **INTERNSHIP ACTIVITIES**

### **3.1 Job Description**

During the internship period at PT Nippon Steel Chemical and Material Indonesia, I was assigned to support system development activities within the Human Resources and General Affairs (HRGA) Department and the Legal Department. My responsibilities mainly focused on backend development tasks to support internal company systems.

The tasks included developing and managing backend functions, handling database structures, and ensuring proper data processing according to system requirements. I was also involved in testing system features, fixing errors, and supporting system integration to ensure that the applications functioned properly and could be used effectively by users.

Through these responsibilities, I gained experience in understanding how information systems support daily operational activities and contribute to improving efficiency in a professional working environment. The detailed documentation related to the internship implementation is provided in **Appendix B**.

### **3.2 Main Activities**

The internship involved two main system development projects aimed at improving internal operational processes and data management.

#### **3.2.1 General Affairs Management System (GAMS)**

One of the main activities during the internship was supporting the development of the General Affairs Management System (GAMS), which was designed to assist the HRGA Department in managing daily operational activities. This system focuses on organizing data related to item requests, stock management, scheduling, and reporting in a centralized system.

During the development process, I supported features that allow users to submit and track item requests in a structured manner. I was also involved in ensuring that stock data could be monitored properly and that reports could be generated to support operational needs. Through the implementation of GAMS, HRGA operational activities can be managed more efficiently and transparently. The related system documentation and implementation results are presented in **Appendix C**.

#### **3.2.2 Regulatory Compliance System (RCS)**

Another main activity was supporting the development of the Regulatory Compliance System (RCS) in collaboration with the Legal Department. This system was developed to help manage regulations, licenses, and agreements by organizing compliance-related documents in one system.

I was involved in supporting features that allow authorized users to store, manage, and monitor regulatory documents, including tracking document status and validity. With the implementation of RCS, the Legal Department can more easily monitor compliance requirements and coordinate with other departments when needed. The related system features and implementation results are presented in **Appendix D**.

### **3.4 Monthly Activities**

#### **3.4.1 August**

In August, the internship activities focused on the initial stage of the project, including program introduction, requirement analysis, and system planning. The main activities included participating in the kick-off program, discussing system requirements with supervisors, and mapping system workflows for the General Affairs Management System (GAMS) and Regulatory Compliance System (RCS).

To complete these activities, I applied an observation and requirement analysis approach by reviewing existing processes and creating flowcharts and initial web designs. The tools used during this stage included documentation tools and diagram visualization to support system planning and requirement clarification.

#### **3.4.2 September**

During September, the activities focused on system design and the early stage of backend development. I was involved in supporting the creation of database structures, preparing backend logic, and assisting in the development of system features for GAMS.

These activities were carried out by applying backend development methods, including database design and API preparation. I used Node.js, Express.js, and MySQL to support backend development and ensure that the system structure matched the defined requirements.

#### **3.4.3 October**

In October, the main activities continued with further backend development and system improvement for both GAMS and RCS. I assisted in developing system features, handling data processing, and supporting system testing to ensure functionality and data accuracy.

The work was completed by implementing backend logic, validating data, and performing testing and debugging processes. Tools such as Postman were used to test APIs, while MySQL was used to check database consistency and data integrity.

#### 3.4.4 November

During November, the activities focused on system integration and refinement. I was involved in combining backend modules, improving existing code, and fixing bugs found during system testing, particularly for the Regulatory Compliance System (RCS).

To complete these tasks, I applied debugging and code refactoring methods to improve system performance and stability. Collaboration with other team members was also carried out to ensure that the integrated system features worked properly.

#### 3.4.4 December

In the final month of the internship, the activities focused on system finalization, documentation, and presentation. I assisted in fixing code formatting, finalizing system features, and preparing materials for the final internship presentation.

These activities were completed through final system testing, reviewing system outputs, and coordinating with supervisors. The internship concluded with the final presentation, where the developed systems and internship outcomes were presented.

The related documentation and presentation materials are provided in **Appendix E**.

## 3.6 Tools and Technologies Used

The tools and technologies used during the internship include:

- Backend: Node.js, Express.js
- Database: MySQL
- Frontend: React.js, Tailwind CSS
- UI/UX Design: Figma
- Testing: Postman
- Hosting: VPS Hostinger

### **3.7 Result of Internship Activities**

The internship resulted in the development of two internal systems. GAMS was successfully developed and prepared for operational use by the HRGA Department. RCS reached the final trial and deployment preparation stage.

Screenshots and documentation of the implemented system features, provided with the company's consent, are presented in **Appendix F**.

## **CHAPTER IV**

### **PERSONAL RESULTS/EVALUATION/POINT LEARNED**

#### **4.1 Overview of Personal Results and Evaluation**

This chapter presents my personal evaluation and learning outcomes obtained from the internship program at PT Nippon Steel Chemical and Material Indonesia. The discussion focuses on evaluating the internship experience, understanding the implementation of academic knowledge in real-world situations, identifying technical skills gained, and reflecting on personal development as well as future career plans.

#### **4.2 Was the Internship Worthwhile?**

The internship experience was worthwhile because it provided direct exposure to a professional working environment. Through my involvement in real system development projects, I gained practical experience that could not be fully achieved through classroom learning alone.

Participating in the development of the General Affairs Management System (GAMS) and the Regulatory Compliance System (RCS) helped me understand how information systems can be applied to support operational efficiency and compliance management within a company. Overall, the internship offered meaningful learning opportunities and valuable professional experience.

#### **4.3 Understanding the Application of Theory and Industry Practices**

##### **4.3.1 Application of Academic Knowledge**

The internship significantly enhanced the student's understanding of how academic theories are applied in real-world scenarios. Knowledge gained from courses such as system analysis, database systems, and software engineering was directly implemented during the system development process.

Through activities such as requirement analysis, system design, development, and testing, the student was able to bridge the gap between theoretical concepts and practical implementation in an industrial setting.

#### **4.3.2 Understanding of Industry Practices**

In addition to technical implementation, the internship provided insight into industry practices, including inter-department coordination, documentation standards, and workflow management. The student gained a clearer understanding of how HRGA and Legal departments collaborate to support company operations and compliance requirements.

This experience helped the student better comprehend professional standards and work processes within an industrial environment.

### **4.4 Technical Knowledge and Skills Gained**

#### **4.4.1 Technical Skills**

During the internship, I gained various technical skills related to system development, including:

- Web-based application development
- Backend and frontend integration
- Database design and data management
- System testing and debugging

I also learned practical development approaches such as requirement analysis, problem-solving, and iterative testing

#### **4.4.2 Tools and Technologies Mastery**

In terms of tools and technologies, I gained hands-on experience using backend development frameworks, database management systems, and testing tools to support system implementation.

### **4.5 Personal Strengths and Weaknesses**

The internship helped me better understand my personal strengths and weaknesses. One of my strengths is adaptability, especially in learning new systems and adjusting to different tasks. I was also able to work collaboratively with team members and communicate effectively during the internship.

However, I realized that I need to improve my time management skills and deepen my technical understanding in certain areas of system development. Identifying these weaknesses helped me recognize areas for improvement and supported my personal development.

## **4.6 Personal Growth and Development**

The internship contributed positively to my personal growth. I became more disciplined, responsible, and confident in handling assigned tasks. Exposure to a professional working environment also improved my communication skills and professional attitudes, which are important for future career readiness.

## **4.7 Impact of Internship on Future Career Plan**

The internship experience influenced my future career plans by providing clearer insight into career opportunities in the field of information systems and system development. Through hands-on experience in system development, I became more motivated to improve my technical skills and pursue a career aligned with technology and digital systems.

## **CHAPTER V**

## **CONCLUSION AND RECOMMENDATION**

### **5.1 Conclusion**

The internship program at PT Nippon Steel Chemical and Material Indonesia provided valuable experience in applying academic knowledge in a real working environment. Through involvement in the development of the General Affairs Management System (GAMS) and the Regulatory Compliance System (RCS), I gained a practical understanding of how information systems are used to support operational and compliance-related activities within a company.

In addition to technical experience, the internship also helped develop professional skills such as responsibility, discipline, communication, and teamwork. Overall, the internship program contributed positively to both technical learning and personal development and served as an important part of the academic learning process.

### **5.2 Recommendation**

Based on the internship experience and project implementation, several recommendations can be proposed for future improvement.

#### **5.2.1 Recommendation for the Company**

First, it is suggested that the company continues to evaluate and improve the developed systems to ensure they remain aligned with operational needs. Regular system updates and maintenance may help improve system performance and reliability over time.

Second, providing clear system documentation or simple user guidelines could help users better understand system features and reduce potential errors during system usage. This may support smoother system adoption, especially for new users.

These recommendations are provided based on the internship experience and are intended to support continuous improvement while respecting the company's existing policies and procedures.

### 5.2.2 Recommendation for Future Internship Programs

Based on the internship experience, the university may consider strengthening cooperation with industry partners to ensure that internship assignments are relevant to current industry practices. Closer alignment between academic learning and industry needs can help students better prepare for their internship activities.

In addition, providing more practical preparation before the internship period, such as technical briefings or introductory training related to system development, may help students adapt more quickly to the working environment. This improvement could enhance the effectiveness of the internship program and better support student readiness for professional careers.

## **REFERENCES**

PT Nippon Steel Chemical and Material Indonesia. *Company Profile, Vision, Mission, and Products.*<https://www.nipponsteel-chem.co.jp/en/>

PT Nippon Steel Chemical and Material Indonesia. *Metal Substrates for Catalytic Converters.*<https://www.nipponsteel-chem.co.jp/en/products/>

# APPENDICES

## APPENDIX A – Internship Agreement



Form No	ICC/06/INT/ICF/2011
Revision	03
Form Title	Internship Agreement



### INTERNSHIP AGREEMENT

#### A. Student Personal Details

Full Name	:	ALYSA MILANO
Study Program	:	Informatics
Student ID	:	001202300089
Concentration	:	Internet of Things
Mobile Phone Number	:	+6285163699757
Current Address	:	Perum Graha Astra, Jalan Cisadane IV A, Blok M8 No 21 rumah warna hijau, yang ada cctv di kanopinya (Blok M8 No 21)
Email Address	:	milanofamily05@gmail.com, alysa.milano@student.president.ac.id
Home Number	:	

#### B. Organization Information

Organization/Company's Name	:	Nippon Steel Chemical and Material Indonesia
Type of Industry	:	Manufacturing
Office Phone Number	:	+622189842617
Fax Number	:	-
Address	:	Jl. Tekno Raya No.3 Blok E3 A&B, Pasirgombong, Kec. Cikarang Utara, Kabupaten Bekasi, Jawa Barat 17530
Website Address	:	nscm.nipponsteel.com
Country Representative	:	Indonesia

#### C. Internship Coordinator

Please state the contact person who is responsible for coordinating internship program in the organization/company that hires the intern.

Name	:	Yayan Heryana
Department	:	HRGA
Position	:	Manager
Office Phone Number	:	081119163864
Mobile Phone Number	:	081119163864
Email Address	:	yayan@nmsj.co.id



Form No	ICC/06/INT/ICF/2011
Revision	03
Form Title	Internship Agreement

#### D. Internship Placement

Department	:	HRGA
Work Hours per day	:	8 Hour/Day
Internship Duration	:	15 Weeks
Starting Date	:	2025-08-18
Finishing Date	:	2025-12-07
Name of Immediate Supervisor	:	Teddy Tedjo Prabowo
Supervisor Job Title	:	General Affair Supervisor
Supervisor office number	:	081181129658
Supervisor email address	:	teddy.jai@nscmj.co.id

#### E. Internship Entitlement

- Monthly Allowance

*This form is the agreement made among the three parties, which are the institution, intern, and President University for the internship cooperation during the specified period. By signing this form, each party agrees on the terms and conditions which may affect the internship as stipulated by the institution and/or President University. Any information obtained as the result of the internship shall be regarded as confidential which can only be issued to the public upon the consent and acknowledgement from the respective institution and/or President University.*

On-Site Supervisor



Signed and duly stamped

Name : Teddy Tedjo Prabowo

Date : 29 - 09 - 2025

Intern

A handwritten signature of the intern, Alysa Milano, over a horizontal line.

Name : ALYSA MILANO

Date : 29 - 09 - 2025

## APPENDIX B – Internship Job Description



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

Student's Name	:	ALYSA MILANO
Institution/Company	:	Nippon Steel Chemical and Material Indonesia
Department	:	HRGA
Supervisor's Name	:	Teddy Tedjo Prabowo
Supervisor's Position/Job Title	:	General Affair Supervisor
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

The overall purpose of my internship was to develop and maintain the backend of the GA and Legal departments by developing two systems: the General Affair Management Systems (GAMS) and the Regulatory Compliance System (RCS). My role focused on building the APIs, managing the database structure, integrating backend logic with the frontend, handling data processing, and ensure that all system modules functioned smoothly and accurately.

### B. Description of Duties and Responsibilities

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

I was responsible for creating backend endpoints, designing and managing MySQL Databases, connecting the backend with the frontend, fixing bugs, handling CSV export and import processes, validating data accuracy, and ensuring that all system features run properly. I also provided support during testing and deployment, and collaborated closely with other teams to meet system requirements.

### 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

I gained knowledge in backend development, API handling, database design, data mapping, server configuration, and understanding the operational workflow of the GA and Legal Departments. I also learned how backend logic supports real business processes

#### Skills

Hard skills:

- Node.js and Express.js backend management
- MySQL database management
- API integration and data validation
- CSV import/export processing
- Debugging and backend troubleshooting
- Version control and deployment workflow

**Soft skills:**

Learned include teamwork, communication, requirements analysis, and problem solving.

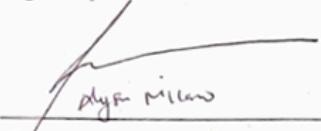
**Attitude**

I maintained a responsible and proactive attitude, showed willingness to learn, communicated regularly with mentors and teams, and adapted quickly when facing system errors or tight deadlines. I stayed consistent in completing tasks and ensuring system stability.

**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,



Signature and Name of Intern

Date: 16 Januari 2026

Acknowledged by,



Signature and Name Duly Stamped

Date: 16 Januari 2026

## APPENDIX C – GAMS System Diagrams

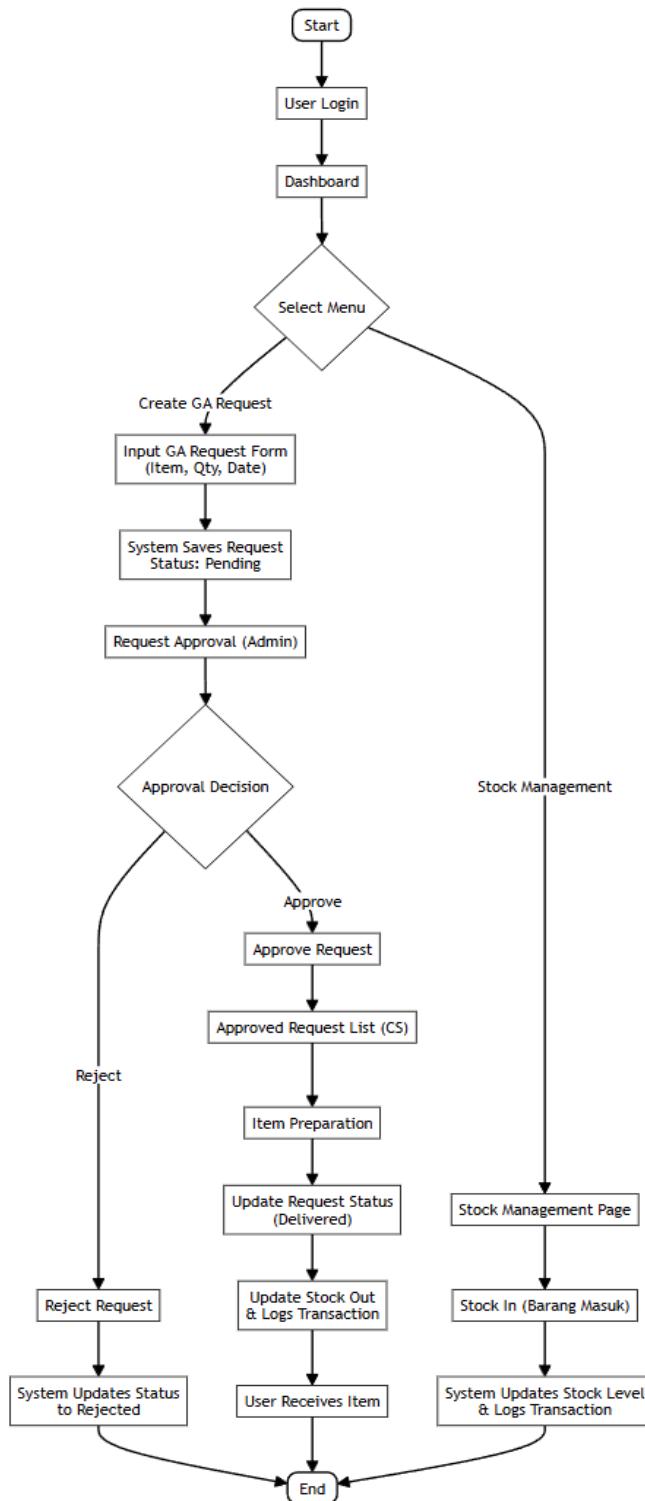


Figure C.1 GAMS Workflow Flowchart

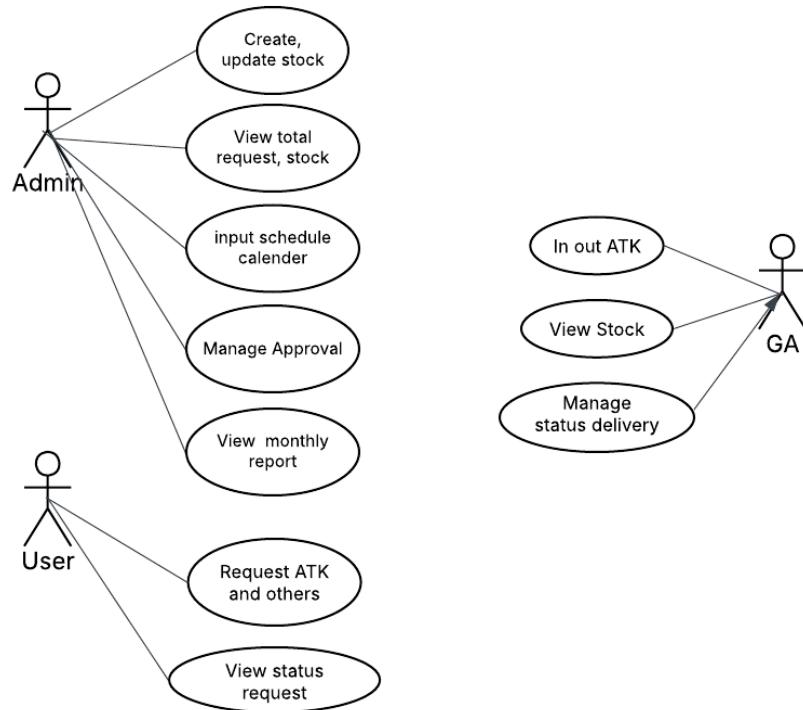


Figure C.2 Use Case Diagram of GAMS

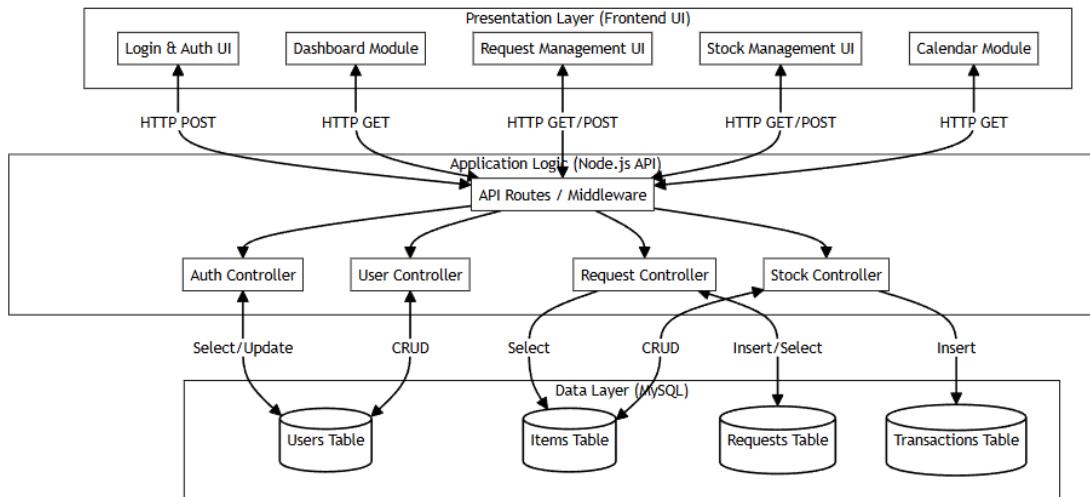


Figure C.3 Block Diagram of GAMS

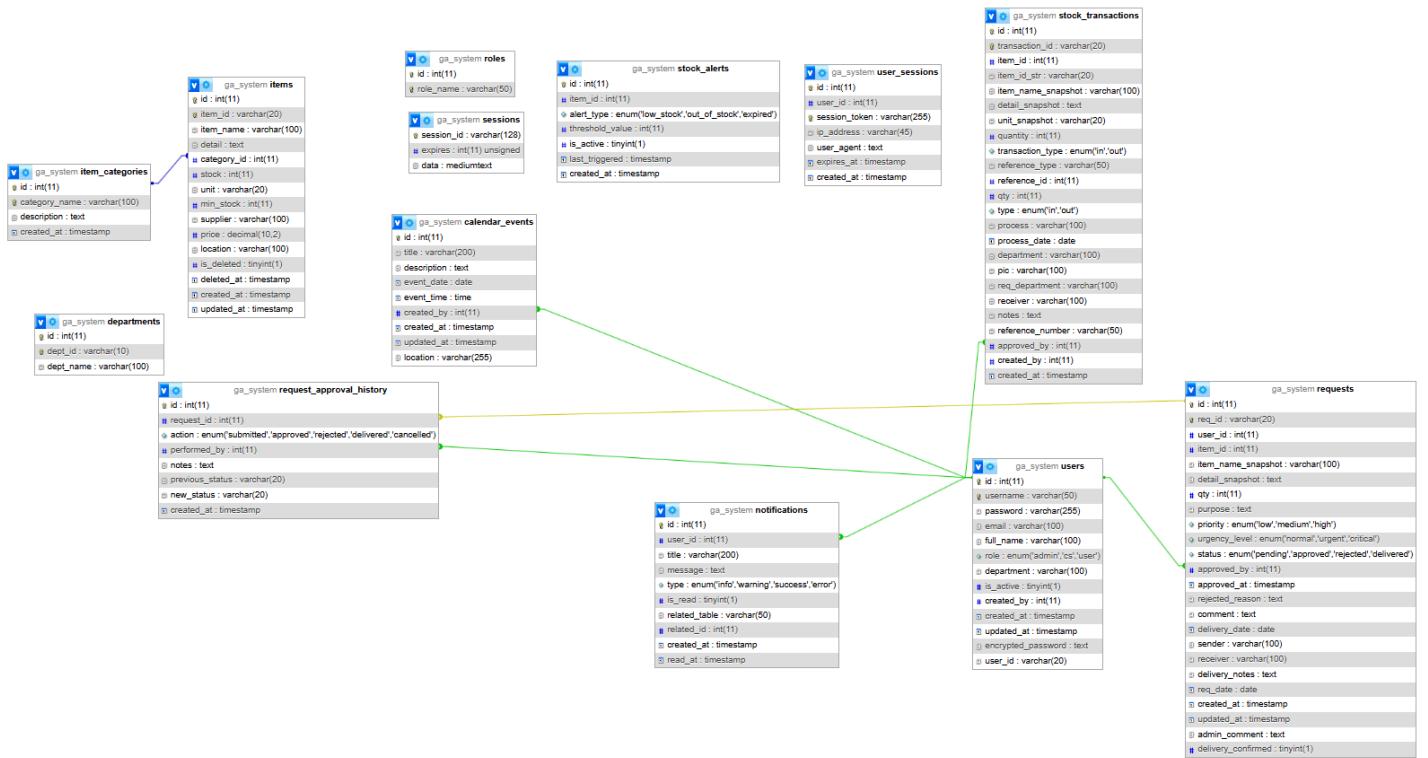


Figure C.4 ERD of GAMS

## APPENDIX D – RCS System Diagrams

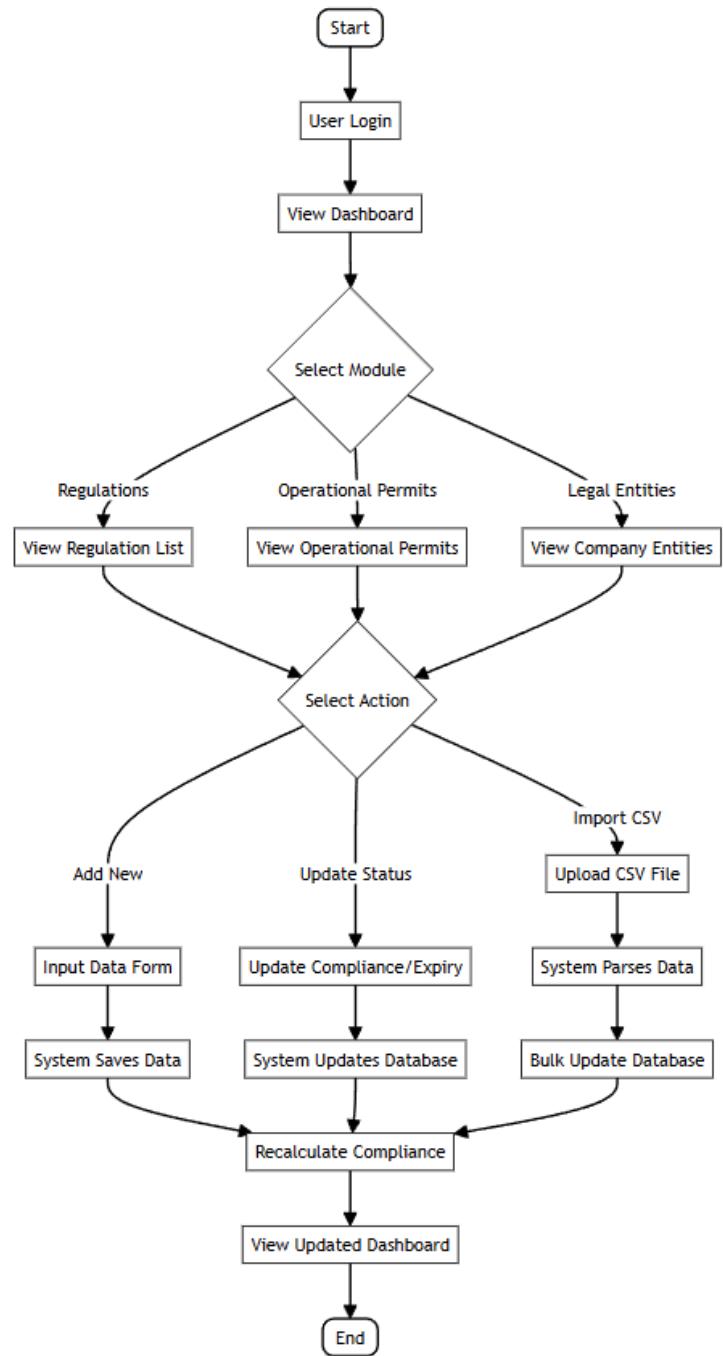


Figure D.3 ERD of RCS

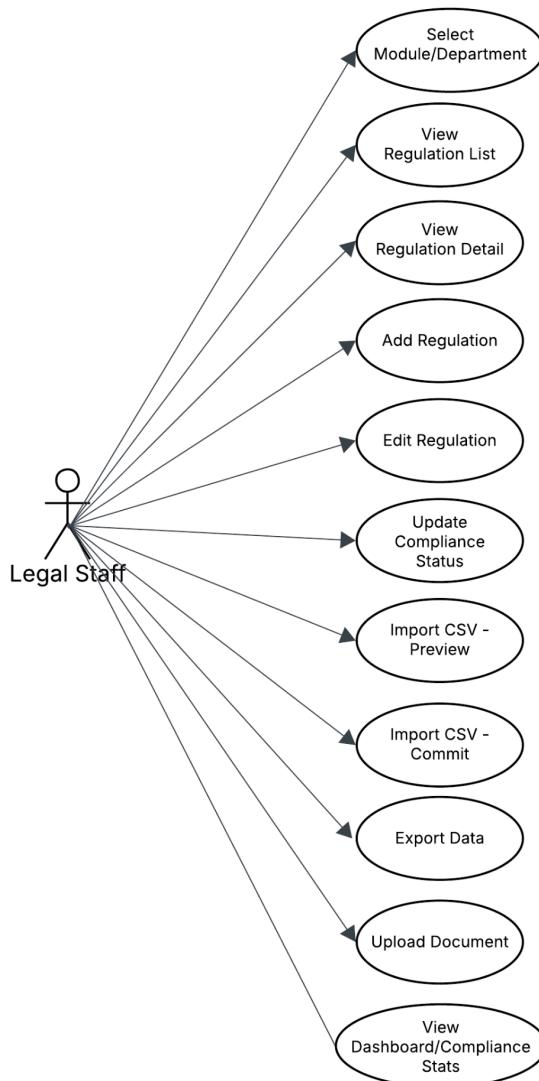


Figure D.1 Use Case Diagram of RCS

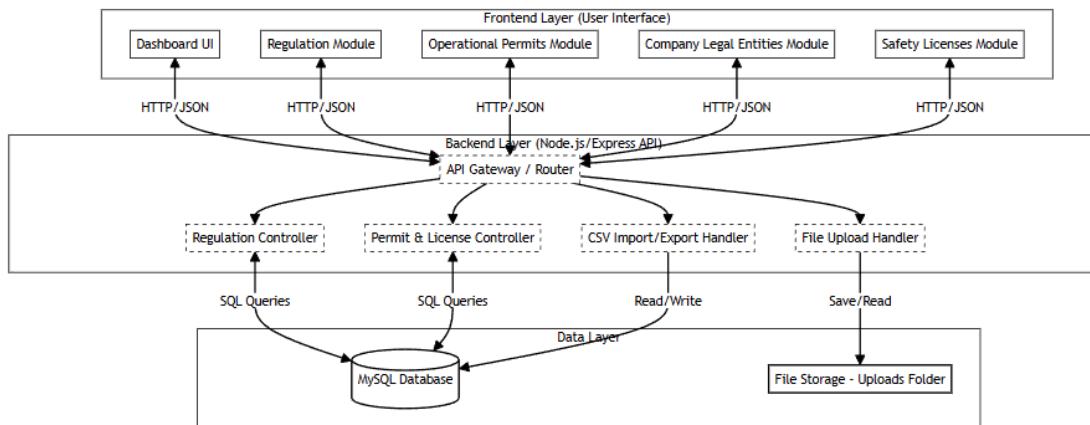


Figure D.2 Block Diagram of RCS

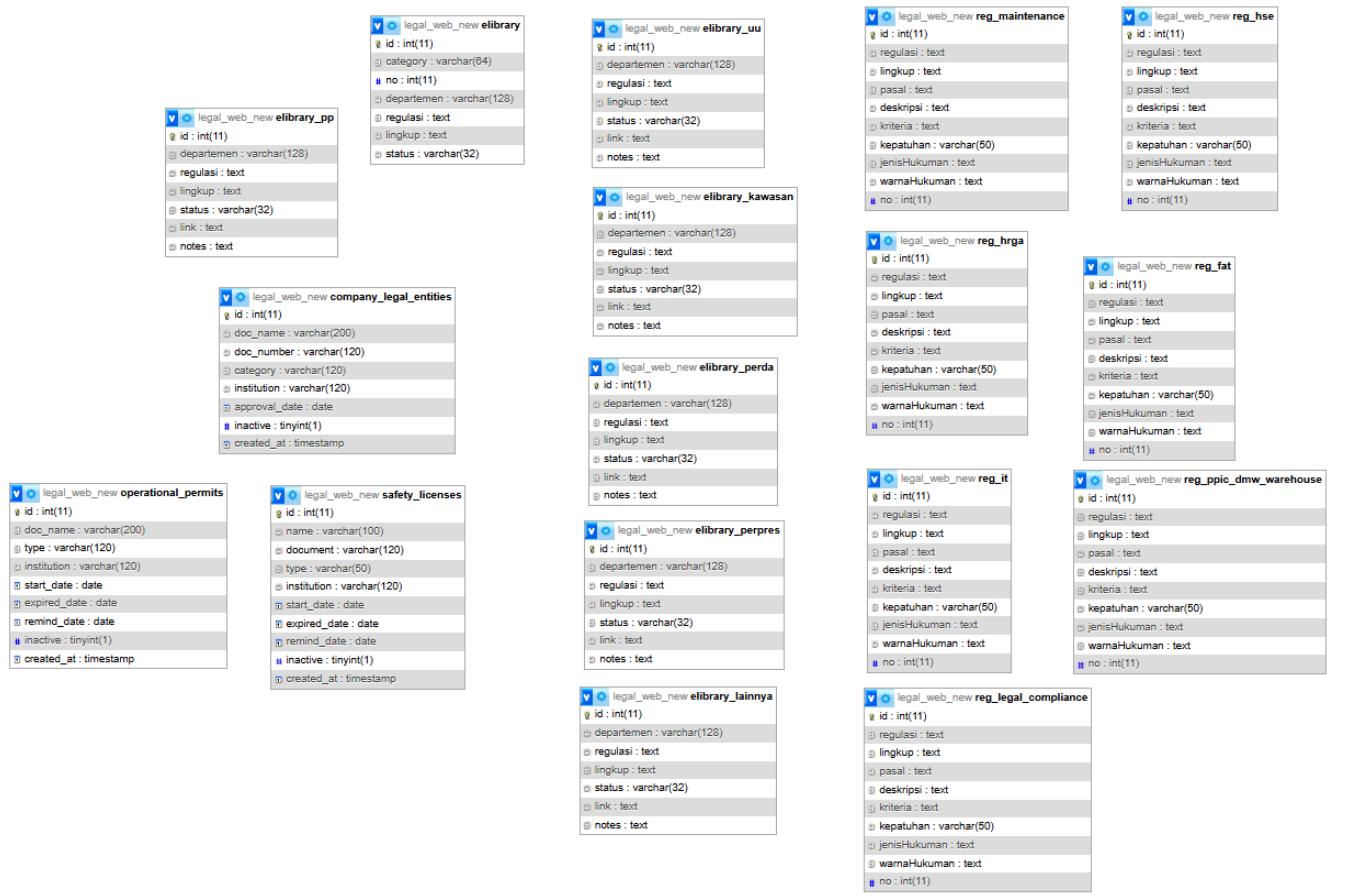


Figure D.3 ERD of RCS

## APPENDIX E – Finalization and Presentation Materials



## APPENDIX F – System Implementation & Screenshots

GitHub Link

General Affairs Management Systems:

<https://github.com/alyshanel/AlysaMilanoManagementSystem>

Regulatory Compliance Systems:

<https://github.com/alyshanel/Compliance-System-Alysa-Milano>

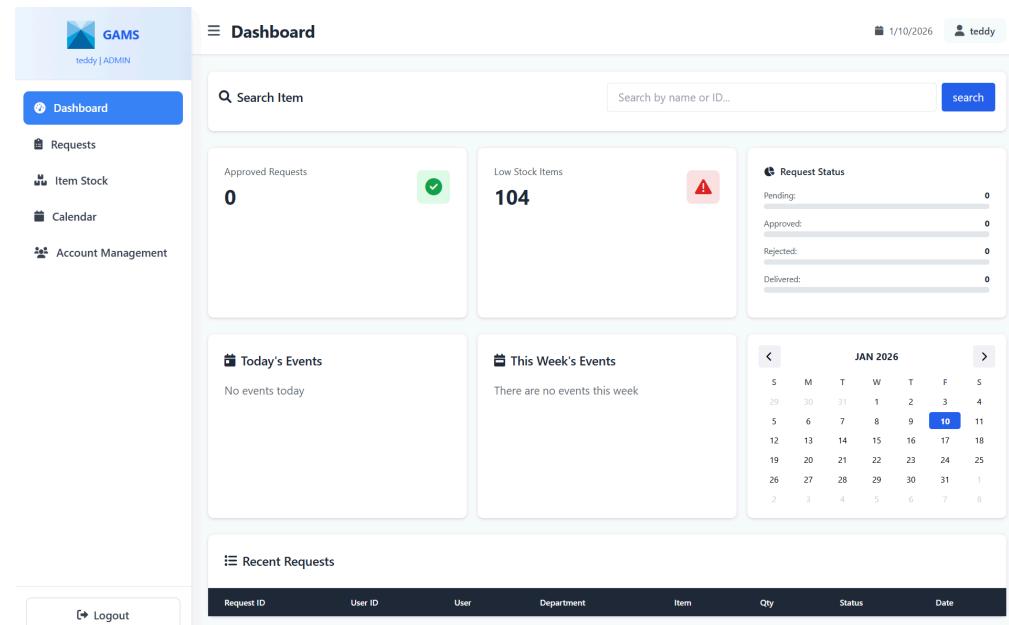


Figure F.1 GAMS Admin Dashboard Interface

The screenshot shows the GAMS User Item Request Form. On the left is a sidebar with a blue header 'Requests' and a 'New Request' button. The main area has a dark gray background. At the top center is a 'New Request' modal with fields for 'Request Date' (01/10/2026), 'Item Name' (search bar), 'Detail' (text area), 'Purpose' (text area), 'Quantity' (input field), and 'Unit' (input field). Below the modal is a table of recent requests. To the right is a table of item requests with columns: Comment, Reasons for Rejection, CS Notes, Delivery Date, and Sender. The table includes rows for various items like 'PAPER FASTENER JENIA PUTIH', 'ALAT TULIS', 'HRGA Legal', 'osa', 'boleh?', 'DELIVERED', 'okay osa', 'sudah pak', '2025-10-14', 'CS - nur', and 'tidak'.

Figure F.2 GAMS User Item Request Form

The screenshot shows the 'Item Stock Management' section of the GAMS application. On the left sidebar, under 'Item Stock', there is a blue button labeled '+ Add Stock'. At the top right, there are buttons for '+ Add Stock', 'Report', and 'Export'. Below these are search and filter options: 'Search item by name or ID...' with a magnifying glass icon, 'Filter Stock', and a dropdown menu set to 'All Stock'. The main area displays a table titled 'Items Stock List' with the following data:

Item ID	Item Name	Detail	Stock	Unit	Min Stock	Status	Actions
ITM030	Acco Paper Fastener JENIA Putih	Alat Tulis	56	box	20	Normal	<span>Stock</span> <span>Details</span> <span>Delete</span>
GA-0001	Adapter		0	pcs	10	Out of Stock	<span>Stock</span> <span>Details</span> <span>Delete</span>
GA-0002	Amplop Nippon		0	pcs	10	Out of Stock	<span>Stock</span> <span>Details</span> <span>Delete</span>
GA-0003	Artline Stamp Pad Ink		0	pcs	10	Out of Stock	<span>Stock</span> <span>Details</span> <span>Delete</span>
ITM027	Bambi A4	Alat Tulis	113	pcs	100	Normal	<span>Stock</span> <span>Details</span> <span>Delete</span>
ITM028	Bambi F4	Alat Tulis	105	pcs	50	Normal	<span>Stock</span> <span>Details</span> <span>Delete</span>
ITM002	Baterai Alkaline A3	Elektronik	81	pcs	20	Normal	<span>Stock</span> <span>Details</span> <span>Delete</span>
GA-0004	Battery		0	pcs	10	Out of Stock	<span>Stock</span> <span>Details</span> <span>Delete</span>
GA-0005	Binder Clip		0	pcs	10	Out of Stock	<span>Stock</span> <span>Details</span> <span>Delete</span>

Figure F.3 GAMS Stock Management Page



Figure F.4 Regulatory Compliance System (RCS) Dashboard

The screenshot shows the 'Import Review' section of the RCS application. The title is 'Import Review' and the subtitle is 'Review and Manage Imported Data'. It indicates that the category is 'undang-undang' and shows 27 imported items, 27 duplicates, and 0 new items. There is a link to 'Back to E Library'. Below this, a table titled 'Duplicates Detected' lists three entries:

NO	DEPARTMENT	REGULATION	REGULATION SCOPE	STATUS	LINK	NOTES	ACTIONS
1	HRGA	Undang-Undang Nomor	Ketengagak/joon	Tidak Berlaku	https://www.hukumonline		<span>Delete</span> <span>Save</span>
2	HRGA	Undang-Undang Nomor	Keselamatan Kerja	Berlaku	https://www.hukumonline		<span>Delete</span> <span>Save</span>
3	HRGA	Undang-Undang Nomor	Kesehatan	Berlaku	https://www.hukumonline	Telah Dicabut Sebagian	<span>Delete</span> <span>Save</span>

Figure F.5 RCS CSV Import and Data Preview Page

A screenshot of a Microsoft Excel spreadsheet titled "elibrary-undang-undang-2026-01-1...". The ribbon menu shows "Home" is selected. The status bar at the bottom displays a warning message: "POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve th". The table has columns labeled A through J. Column A is "NO", column B is "DEPART", column C is "REGULASI", column D is "LINGKUP REGULASI", column E is "STATUS", column F is "LINK", and column G is "NOTES". Rows 2 through 5 contain data: Row 2: NO 1, DEPART HRGA, REGULASI Undang-Und Ketenagakerjaan, LINGKUP REGULASI Tidak Berlaku, STATUS Berlaku, LINK <https://www.hukumonline.com/pusatdata/detail/1314>; Row 3: NO 2, DEPART HRGA, REGULASI Undang-Und Keselamatan Kerja, LINGKUP REGULASI Berlaku, STATUS Berlaku, LINK <https://www.hukumonline.com/pusatdata/detail/715/>; Row 4: NO 3, DEPART HRGA, REGULASI Undang-Und Kesehatan, LINGKUP REGULASI Telah Dicabut Sebagian, STATUS Berlaku, LINK <https://www.hukumonline.com/pusatdata/detail/126>; Row 5: NO 4, DEPART HRGA, REGULASI Undang-Und Bangunan Gedung, LINGKUP REGULASI Berlaku, STATUS Berlaku, LINK <https://www.hukumonline.com/pusatdata/detail/126>.

NO	DEPART	REGULASI	LINGKUP REGULASI	STATUS	LINK	NOTES
2	1 HRGA	Undang-Und Ketenagakerjaan		Tidak Berlaku	<a href="https://www.hukumonline.com/pusatdata/detail/1314">https://www.hukumonline.com/pusatdata/detail/1314</a>	
3	2 HRGA	Undang-Und Keselamatan Kerja		Berlaku	<a href="https://www.hukumonline.com/pusatdata/detail/715/">https://www.hukumonline.com/pusatdata/detail/715/</a>	
4	3 HRGA	Undang-Und Kesehatan		Berlaku	<a href="https://www.hukumonline.com/pusatdata/detail/126">https://www.hukumonline.com/pusatdata/detail/126</a>	Telah Dicabut Sebagian
5	4 HRGA	Undang-Und Bangunan Gedung		Berlaku	<a href="https://www.hukumonline.com/pusatdata/detail/126">https://www.hukumonline.com/pusatdata/detail/126</a>	

Figure F.6 Example of CSV File Used for Data Import in RCS