







Nama : Sulthan Tri Raha Al Ghani
 Bagian : PPIC
 Bulan : 2 s/d 7 Oktober
 No Rek. : 7140618688 BSI (Ex-BSM)

Tanggal	Hari	Jobdesc	Keterangan	Paraf
2-Oct	Senin	Melengkapi Rekap Surat Jalan	Bulan September	
		Input Photo SJ & Informasi pendukung ke ERP		
		Lock Delivery		
3-Oct	Selasa	Melanjutkan Rekap Surat Jalan	Bulan September	
		Input Photo SJ & Informasi pendukung ke ERP		
		Lock Delivery		
4-Oct	Rabu	Minta TTD ke Cost Control	Bon Deadstock Pak Eko	
			Surat jalan IAPC 3	
		Menyicil Rekap Surat Jalan	PC551 552	
		Membuat SJ manual, based on Packing List 8. PL LINE-800-GP-4-0018 (SO30 & SO219) ORI	01 SOL230030-KINE PROJECT LOTTE- PIPE ORI 073	
			02 SOL230030-KINE PROJECT LOTTE- PIPE ORI 073 MT	
			03 SOL230219-KINE PROJECT LOTTE- FITTING ORI 74 - 78	
			04 SOL230030-KINE PROJECT LOTTE- FITTING ORI 79	
5-Oct	Kamis	Membuat SJ ERP	05 SOL230219-KINE PROJECT LOTTE- FITTING ORI 79	
			01 SOL230030-KINE PROJECT LOTTE- PIPE ORI 073	
			02 SOL230030-KINE PROJECT LOTTE- PIPE ORI 073 MT	
			03 SOL230219-KINE PROJECT LOTTE- FITTING ORI 74 - 78	
			04 SOL230030-KINE PROJECT LOTTE- FITTING ORI 79	
		05 SOL230219-KINE PROJECT LOTTE- FITTING ORI 79		
		SOE230246 SUNRISE SADLE		
		Membuat SJ Non Interaccount	250 PT Sentral Tehnologi Managemen	
		Archiving evidence	Photo box SO 220 & 238	
		Input Identity Code ke Packing List	PACKING LIST LOTTE WP2 SOL230031	
		Input Material resin ke Packing List	8. PL LINE-800-GP-4-0018 (SO30 & SO219) ORI....	
Gathering Evidence	Photo delivery NOV (SOE230220 SOE230238)			
	Photo Signed SJ 553 554 555			
	Photo Box SOE230231			
Sharing Motivasi	"Bekerja Dengan Hati, Rezeki Mengikuti" by Bu Irni Hutagaol			
6-Oct	Jum'at	Membuat SJ ERP & Input Barcode ke ERP	NOV SOE230226	
			NOV SOE230231	
			NOV SOE230239	
		Memisahkan SJ Carbonize	Delivery 5 Oktober 2023 (NOV Singapore) (PC553, 554, 555)	
		Menyerahkan Carbonize ke Finance	556. ERP SOE230246 SUNRISE SADLE	
		Menyicil Rekap Surat Jalan	PC/553/10/2023 s/d PC/556/10/2023	
		Membuat SJ Manual Pengiriman 7 Oktober	557. ERP SOL230202 MATERIAL ACCETON	
		Membuat SJ ERP Pengiriman 7 Oktober		
		Gathering Evidence		
		7-Oct	Sabtu	
Photo box Sunrise Engineering SOE230246				
Photo box SOE230231				
Dinas antar OPC	Photo SJ IKPT PC 550 (2pages) + Slip Penerimaan Barang			
	Photo Product Material Acceton SOL230202			
	Photo box SOE230231			
Rekap Transfer Slip Product ke buku Cost Control	Mengantarkan SJ 312/IAPC3 & SJ 313/IAPC3			
Rekap ke Laporan Barang Jadi & Serah Terima Slip Product excel	Saucer Fitting 1 (06-10-2023)			
Rekap Mingguan				
Crosscheck & Lock Delivery				
SJ Komersial bulan Oktober				
Archiving Check list HSE & Truck and Container				

No. Nama Sulthan TRAGHAN

BAGIAN PPIC

BULAN October

SAKIT	IZIN	ALPA	LAMBAT	LAIN ²

Tgl.	Pagi		Siang		Lembur		Jam
	Masuk	Keluar	Masuk	Keluar	Masuk	Keluar	
1							
2	07:35	04:38					
3	07:28	04:40					
4	07:31	04:29					
5	07:30	04:38					
6	07:51	04:42					
7	07:47	01:30					
8							
9							
10							
11							
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14							
15							

