

No. Nama Rani melati Suci

BAGIAN AR

BULAN September

| SAKIT | IZIN | ALPA | LAMBAT | LAIN ² |
|-------|------|------|--------|-------------------|
| | | | | |

| Tgl. | Pagi | | Siang | | Lembur | | Jam |
|------|-------|--------|------------|--------|--------|--------|-----|
| | Masuk | Keluar | Masuk | Keluar | Masuk | Keluar | |
| 1 | 07.29 | 17.06 | <i>Out</i> | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | 07.40 | 17.06 | <i>Out</i> | | | | |
| 5 | 07.35 | 17.09 | <i>Out</i> | | | | |
| 6 | 07.40 | 17.06 | <i>Out</i> | | | | |
| 7 | 07.25 | 17.05 | <i>Out</i> | | | | |
| 8 | 07.18 | 17.35 | <i>Out</i> | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | 07.40 | 17.03 | <i>Out</i> | | | | |
| 12 | | | | | | | |
| 13 | 07.30 | 17.08 | <i>Out</i> | | | | |
| 14 | 07.30 | 17.06 | <i>Out</i> | | | | |
| 15 | 07.27 | 17.36 | <i>Out</i> | | | | |



LAPORAN KEGIATAN MAGANG

Nama : Rani Melati Suci
 Bagian : Finance AR
 No. Rekening: 1560016328686 -Mandiri A/n Rani Melati Suci

| No | Tanggal | JOBDESK | PARAF |
|----|-----------|--|-------|
| 1 | 11/9/2023 | 1. Filling dokumen invoice bulan agustus dan september | |
| | | 2. Buat so baru dan buat jurnal di accuate atas SOE230212 PCE/09066/2023B | |
| | | 3. Buat so baru dan buat jurnal di accuate atas SOE2302125PCE/09066/2023C | |
| | | 4. Rekap surat jalan per tgl 11-09-2023 | |
| | | 5. Buat revisi Billing Claim RAPP FL3B PO NO: 9100000774 progress BA 30 | |
| | | 6. Buat Billing Claim RAPP PB5 PO NO : 9100009489 progress BA 4 | |
| | | 7. Buat invoice KINE PROJECT SOL230030 PCL/09249/2023 | |
| | | 8. Buat jurnal accurate atas invoice kine project PCL/09249/2023 | |
| 2 | 13/09/23 | 1. Buat Invoice Harrosa PCL/09251-2023 | |
| | | 2. Buat Jurnal accurate untuk invoice Harrosa | |
| | | 3. Buat Billing Claim APR untuk SOC230001 PO NO : P1H13_ON-PP1644 PROGRESS 2 | |
| | | 4. Rekap surat jalan per tgl 13-09-2023 | |
| | | 5. Buat penerimaan non product di ERP untuk customer HAROSSA untuk invoice bulan juni - agustus 2023 | |
| | | 6. Buat progress claim kine project progress 5 | |
| | | 7. Buat penerimaan di ERP penerimaan bulan juni 2023 | |
| 3 | 14/09/23 | 1. Buat penerimaan ERP atas penerimaan bulan juni, juli, agustus 2023 | |
| | | 2. Buat invoice BVI SOL230199 PCL/09244/2023 | |
| | | 3. Buat so baru dan buat jurnal di accuate atas SOL230199 PCL/09244/2023 | |
| 4 | 15/9/23 | 1. Updated Rekap revenue week 3 | |
| | | 2. Updated monitoring so cut of september week 3 | |
| | | 3. buat penerimaan erp bulan agustus | |
| | | 4. buat invoice RAPP PB5 PCL/09253/2023, FL3B PCL/09254/2023, | |
| | | 5. Buat invoice APR PCL/09252/2023 | |
| | | 6. Buat Report Mingguan OS AR SALES per 15 september2023 | |
| | | 7. Cek di ERP Progress produksi yang sedang berjalan dan yang belum di produksi | |
| | | 8. Buat Power point atas weekly report OS AR SALES per 15 September 2023 | |