



**AN INTERNSHIP REPORT
AT PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.
KANTOR CABANG TAKALAR UNIT PATTALLASSANG**

**Submitted to the Faculty Language and Literature,
Universitas Negeri Makassar
As the Partial Fulfilment of the Requirements for the Diploma III Degree**

**by:
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**BAHASA INGGRIS D-III STUDY PROGRAM
ENGLISH DEPARTMENT
FACULTY OF LANGUAGES AND LITERATURE
UNIVERSITAS NEGERI MAKASSAR
2020**

PENGESAHAN SEMINAR AKHIR LAPORAN PKL

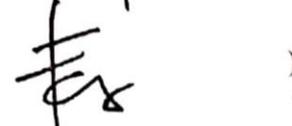
Laporan dengan judul **AN INTERNSHIP REPORT AT PT. BANK RAKYAT INDONESIA (PERSERO) Tbk. KANTOR CABANG TAKALAR UNIT PATTALLASSANG** atas nama **Intan Rezkia Sukri, NIM 1752132018**, diterima oleh Panitia Seminar Akhir Laporan PKL Program Studi Bahasa Inggris D-III, Jurusan Bahasa Inggris, Fakultas Bahasa dan Sastra, Universitas Negeri Makassar, dengan SK No. 200/UN36.5/EP/2020 untuk memenuhi persyaratan guna memperoleh gelar Ahli Madya pada Program Studi Bahasa Inggris D-III pada tanggal 21 Januari 2020.

Makassar, 21 Januari 2020

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**Judul : AN INTERNSHIP REPORT AT PT.BANK RAKYAT INDONESIA
(PERSERO) Tbk. KANTOR CABANG TAKALAR UNIT
PATTALLASSANG**

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ACKNOWLEDGEMENT

Assalamu Alaikum Warahmatullahi Wabarakuhu

Firstly, I would like to say Alhamdulillah Rabbil Alamin and praise is upon to Allah SWT who has given me blessings, strength, health, and guidance, so that I am able to finish my study in Business English Study Program, Faculty of Languages and Literature, Universitas Negeri Makassar. Salam and shalawat are due to the highly chosen prophet, Muhammad SAW, His family, and followers till the end of this world.

Many problems have been faced in finishing this report. And those problems would not have been solved without help, motivation, supports, critics, and advices from many people. It would be an honor to express my deepest appreciation and thanks to my beloved parents for their love, sacrifice, advice, and pray during my study, and also to all my lovely brothers and sister for supporting me. A great gratitude is also addressed to:

1. Prof. Dr. H. Husain Syam, M.TP as the Rector of Universitas Negeri Makassar.
2. Dr. Syukur Saud, M.Pd as the Dean of Languages and Literature Faculty, Universitas Negeri Makassar.
3. Samtidar, M.Ed., Tesol. Ed.D as the Head of English Department Language and Literature Faculty.
4. Dr. Fatimah Hidayahni Amin, M.Pd., M.A as the Head of Business English Study Program, as well as her academic advisor and supervisor who always gives guidance, help advice, correction, and suggestion in this writing.

My great thanks for the Head of Bank BRI Takalar, Mr. Ridwan, who gave me the chance, help, and support to conduct internship there and all the staff who have contribute the experience.

I would also like to express most thanks to all of the lecturers in English Department, particularly lecturers at Business English Study Program who had shared their knowledge during my study in Universitas Negeri Makassar, and thanks to all of my friends in Business English Study Program, for their help, friendship, encouragement, suggestion, and togetherness.

Finally, I offer my thanks and apologies for all people whose name could not be mentioned here for their help, services, ideas, suggestion, and advice in completing this report. I wish this writing will be useful to all of us. May Allah SWT bless us forever. Aamiin

Wassalamualaikum Warahmatullahi Wabarakatuhu.

Makasaar, 8 Januari 2020

The Writer

CHAPTER I

INTRODUCTION

A. Background

Welcoming the globalization era, known as free market, each individual has to prepare oneself to be realizable, especially in the field of science and technology. Ability to master the technology is required by both adequate knowledge and practices, in order to face the demanding global world which is that full of competition. In this case, the role of English is needed both in controls and communication technology to interact directly. As a means of global communication, English language should be actively controlled, whether oral or written communication.

With the free market, every individual is required to be reliable in communication. Language is very instrumental in mastering both technology-based communication and interacting directly. The use of English is very important to be able to adapt and keep pace with the increasingly advanced global development.

Before the intern conducted internship activity, she prepared some skills and were taught English, such as:

1. Business English Vocabulary.
2. English for Banking and Finance.
3. Computer skills
4. English for Accounting.
5. Financial Management.

As a Business English Study Program student, the writer carried out internship at bank to apply the knowledge, to be involved in particular company, and apply her skills that have been learnt at campus into real work through internship activities.

Based on the illustration above, the writer would like to describe how she conducted her internship at PT. Bank Rakyat Indonesia (Persero) Tbk. Kanca Takalar, Unit Pattallassang.

B. Objectives of the Internship

The objectives of the internship are:

1. To give comparison to students about theory and practice about banking activity.
2. To provide opportunities for students to improve, expand, and strengthen their skills in preparation for job application in accordance with the needs of educational programs.
3. To keep good cooperation between Universitas Negeri Makassar, particularly Business English Study Program and PT. Bank Rakyat Indonesia (Persero) Tbk, Kanca Takalar, Unit Pattallassang.

C. The Significances of The Internship as Follows:

1. Theoretically

It gives insightful contribution to the concept of the objects: Management and Computer skills.

2. Practically

It gives practices to communicate with customers and work system or management of Bank BRI.

CHAPTER II

GENERAL DESCRIPTION

A. General Description Of PT. Bank Rakyat Indonesia Unit Pattallassang

The first, BRI was established in Purwokerto, Central Java by Raden Arya Wiratmadja. The name was *Hulp-en Spaarbank der Inlandshe Bestuurs Ambtenaren* or *Helping Bank*. The director of BRI, in December 1/1982 with a decree: S.67 DIR /12? 1982, decided that the anniversary of BRI was December 16, 1895. The government considered that it was important to establish the unit office of PT. BANK RAKYAT INDONESIA all over Indonesia including the branch office. PT. Bank BRI Kanca Takalar.

It is necessary to open unit offices. PT. Bank Rakyat Indonesia branch office of Takalar has seven working units, namely: Tamalate, Galsong, Palleko, Canrego, Pattallassang, Buludoang, and Bontoramba. BRI Unit Pattallassang has established since 1989 and began to reap the benefits the following years. The presence of BRI is expected to act as the nearest financial institution for the community

PT. Bank Rakyat Indonesia Unit Pattallassang Takalar is located at Jl. Tikolla Dg. Leo, no. 116 Takalar South Sulawesi. BRI Unit Pattallassang is one of the BRI Units spread across municipalities in Takalar with number of personnel consisting of four officials including the head of Unit, Head of Credit, Deskman, and Teller.

PT. Bank BRI Unit Pattallassang has also participated as a reference for the micro business world success it can be expected to save banks in the event of a global crisis. PT. Bank BRI Unit Pattallassang always presents and serve customers with a sincere heart for the sake of the integrity of trust in society.

B. The Organization Structure

The organization structure of PT. Bank BRI Takalar Unit Pattallassang is as follow:

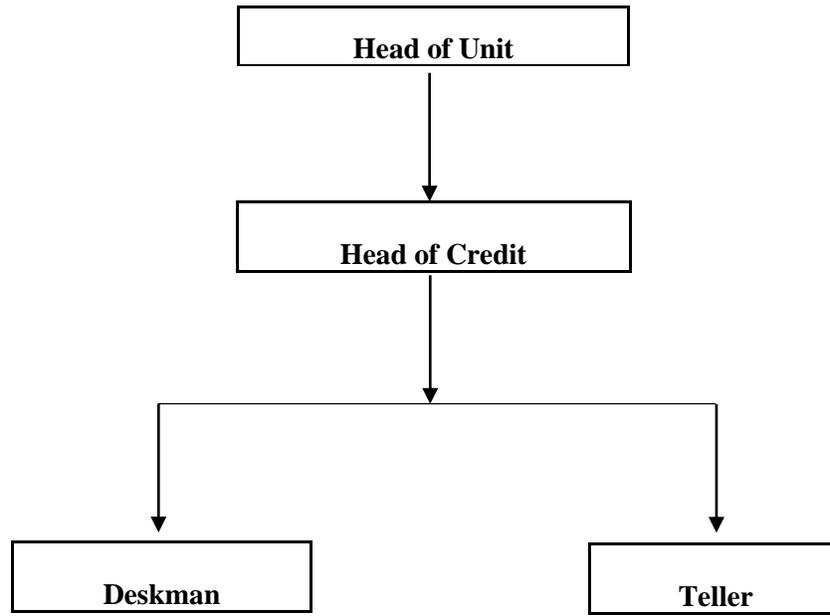


Figure 2.1 Organization Structure

C. The Activities of Organizational Structure

1. The Head of Unit

- a) Directing all his members to work a maximum of operational activities in each bank every day. Where every day before starting work all gathered in a room to pray first.
- b) Saving all transaction data banks in the safe file.
- c) Providing assistance to each employee which is in trouble or experiencing difficulty in doing activity.
- d) Checking all transaction conducted on line via computer and are done directly to all customers.

2. The Head of Credit

- a) Serving customers who want to apply for credit or borrow money to the bank.
- b) Checking the customers delinquent credit payments each month and collecting data and then report it to the leader.
- c) Charging customers to pay their credit bills via phone or billing information directly to the address where they lived.

3. Teller

- a) Assisting customers who want to conduct financial transaction like saving money, take money and pay the credit.
- b) Printing a detailed financial transaction each day by bank.
- c) Making bank financial statement and report all data to the leader of the bank or the head of unit.

4. Deskman or Customers Service

- a) Serving customers in opening new accounts for both individuals and non-individuals.
- b) Serving customers to request activation of an ATM card and PIN (Personal Identification Number) at the time of capture card.
- c) Serving customers in the savings balance checking.
- d) Serving in charging credit installment payment slip.
- e) Serving time checking installment.

D. Positions and Personnel

- 1. Head of Unit : Irwansyah Hakim
- 2. Head of Credit : 1). Puspowiarno

2). Erni Andriani

3). Muh. Husain

4). Wirayatman

5). Muh. Rizal Amir

6). Nurhadi

7). Muh. Rizal Rahman

8). Syamsul Rijal

3. Deskman : 1). Rizamayanti

2.) Hastuti

3). Amy BT. Haeruddin

4. Teller : 1). Nurbaety

2). Sheyl

3). Juwani Utami

E. Job Description

The intern was placed at Deskman in Bank BRI Unit Pattallassang. There are some things to do. Such us:

1. Maintaining CIF

Customer Information System (CIF) is data / file that contains customer information BRI in full contained in the BRINETs system. CIF must be made before the customer

The same as CIF maintenance. This insurance can be issued if the customer information is complete. ASKRINDO is insurance for borrower KUR (Kredit Usaha Rakyat)

4. Approving insurance submissions on AKSRINDO

Before customer data is sent to ASKRINDO, the unit head must approve the request for insurance issuance so that insurance can be issued using an account specifically used by the unit head

5. Procedures of filling withdrawal slip

If the customers want to withdraw money, they must fill the withdrawal slip number 01. First they must write down the date in that day. And the customers write down the account number and name. After that the customer write down how much money they want to withdraw, and amount in words. And the last, customers sign on the withdrawal slip.

6. Procedures of filling deposit slip

If the customers want to deposit money, they must fill the deposit slip number 02. First, the customers must write down the date and then customers write down the account number and name. And then they write down the amount of money they want to deposit and amount in words. And the last, the customers sign on the deposit slip.

7. Procedures of sending money

If the customers want to send money, they must fill the deposit slip number 02 same like Procedures of filling deposit slip. First, the customers must write down the date and then customers write down the account number who wants to sending money

and name. And then they write down the amount of money they want to send and amount in words. And the last, the depositor sign on the deposit slip.

8. Printing a savings book

BRI savings books given to customers are used to find out transaction history and conduct cash transactions at tellers. To find out the history of transactions in the savings account BRI is by doing a print first Print savings books can only be done at BRI branch offices, in all BRI offices in Indonesia. Print passbook can be done at the teller and deskman desk. To print a passbook, the bank uses the BRINET application by entering the special code used to print a passbook in the trade code. Then input the account number, the passbook serial number, the last balance in the passbook, and the last line when printing the passbook last time.

NAMA	ERMA SUSILAWATI	KARTU IDENTITA	[REDACTED]
TGL PEMBUKAAN	[REDACTED]	STATUS	Open
SALDO BUKU BESAR	[REDACTED]	TGL TRANSAKSI TERAKHIR	[REDACTED]
JUMLAH DIBLOKIR	[REDACTED]		
SALDO YG TERSEDIA	[REDACTED]		
JUMLAH INKASO	0.00		
BUNGA BULAN BERJALAN	0.00	PAJAK ATAS BUNGA	0.00
TOTAL TERHUTANG	0.00		
JML DAPAT DIBAYAR	[REDACTED]	TRANS. YG BELLIM DI CETAK	2

Figure 2.3 Before Printing

9. Registering KUR/KUPEDES loans

KUPEDES / KUR loan registration functions to find out the loan document that enter and exit, and make it easier for the bank to find the customer's file number, because in one unit less than 5,000 saved loan files.

10. Opening application

In the opening of savings accounts, bank needs to ensure sufficient confidence with whom the bank does business relationships. The bank needs to ensure complete data and prospective customers with the right information. At Bank Rakyat Indonesia, the prospective customer's data and information must be poured into a standard form APL-01 model and CIF-01. In addition to data and information on potential borrowers must also submit supporting documents such as identification of applicant, certificate of establishment and the changes, a copy of Company Registration, Business License as SIUP, SIUJK or other appropriate license business customers.

CHAPTER III

SPECIFIC DESCRIPTION

A. Place of the internship

The intern had done her internship at PT. Bank BRI Unit Pattallassang located in Jl. Tikolla Dg. Leo Takalar, South Sulawesi. The location is very strategic because it is in the city of Pattallassang.

B. Time of The Internship

The intern conducted an internship in Bank BRI Takalar for two months, from June 24 to August 24, on Monday until Friday, with the following office hours.

1. Office Hour

The office hours are obligated by the staff to come on time at 07.30 am to go home at 17.00 pm.

2. Break Time

The break time is sometimes used by staff to eat and do prayer because the available time is only one hour from Monday until Thursday: 12.00 pm – 13.00 pm, and one and a half hours Friday: 12.00 pm-13.30 am.

But at the end of the month or the last working day of the month, working day will be longer.

C. Internship Procedure

I. Before Internship

Before conducting the internship, the intern did the following steps:

1. Sending internship application letter.

2. Confirming the acceptance of agreement.
3. Signing the statement of agreement from Bank BRI to Business English Study Program.

II. During Internship

Observation

To collect data by observation, the intern observed the employee's skills, position and operational system in Bank BRI.

Interview

During the internship, the intern did the interviews to the employees of company by giving some questions, which were able to give accurate information, such as: what the activities of Bank BRI.

Documentation

The intern read the official website of the organization to get more complete information that is <http://eform.bri.co.id>.

CHAPTER IV

OUTCOMES AND BENEFITS

After having an internship at Bank BRI Unit Pattallassang, the intern got many experiences and knowledge of how the working situation in Bank BRI. There are some outcomes and benefits derive from the internship:

A. Outcomes

The intern was placed at Deskman in Bank BRI Unit Pattllassang. Some knowledge and skills that the writer did during the internship in assisting the officer to do some responsibilities are as follows:

1. English

Imputing data in System BRINET, BRINET EKSPRESS, application WEB should use English vocabulary passively, Examples: Remittance, Miscellaneous, Notional Pooling, and Demand Deposit.

2. Computer and Application

Maintaining data after the customer opens current accounts, changing as system with a new PIN for registration, making a borrowing receipt, registering borrowers name and give the base number, and updating customer data that has a passbook, especially for customers who have long used their savings book.

3. Management

Organizing : Compiling loan documents, Arranging customer guarantees in accordance with the numbering rules when registering loan application.

Managing : Numbering and registering the loan application file, and registering the loan that has been realized.

4. Communication

Communicating with elderly customer and staff politely and using Makassarnese if needed. Example: Nia” akulle ku baliang ki?, apa ki paralluang?

5. Interpersonal Skills

Performing two most professional behaviors:

Being discipline and patient towards all the working activities in the office. For example, the intern was obliged to come at 08.000 am and finish the activities at 17.00 pm. Another case is, the intern was directed to be patient to face and listen to the unexpected conditions of the customers.

B. Benefits

During conducting an internship at Bank BRI Unit Pattallassang Takalar Regency, South Sulawesi. Writer gets some benefit, as follow:

1. The Intern

With an internship, the intern get more information about various character of each customers, and more know about how to serve the customers, especially in the bank.

2. Student of Business English Study Program

With an internship, student get a lot of work relationships and add work experience.

3. Business English Study Program

With an internship, Business English Study Program get evaluation material for courses taught by practice in the field in order to have mutual attachment.

4. Universitas Negeri Makassar

With an internship, Universitas Negeri Makassar has more work relation.

5. Bank BRI Unit Pattalassang

With an internship, Bank BRI Unit Pattalassang got more helped in completing the task.

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusion

There are five skills that have been practiced and understood when conducting internship at Bank BRI Unit Pattallassang. They are: English (Imputing data in System BRINET, BRINET EKSPRESS, application WEB should use English vocabulary passively), Computer and Application (Maintaining data after the customer opens current accounts, changing as system with a new PIN for registration, making a borrowing receipt, registering borrowers name and give the base number, and updating customer data that has a passbook, especially for customers who have long used their savings book), Management (Compiling loan documents, Arranging customer guarantees in accordance with the numbering rules when registering loan application, numbering and registering the loan application file, and registering the loan that has been realized), Communication (Communicating with elderly customer and staff politely and using Makassarnese if needed), and Interpersonal Skills (Discipline and Patience).

B. Suggestions

Before the writer closes the report writing, she gives some suggestions for student of Business English study program, Business English study program, and the company as follows:

- I. Suggestion for student of Business English study program:
 - a. The students should prepare themselves to face the working world at internship place.
 - b. Looking for internships that are closely related to the study program.

II. Suggestion for Business English study program:

- a. Study Program should provide a briefing for the students, what should they do and prepare to make the internship more efficient and also to enlarge their knowledge especially for business subject.
- b. The writer hope the study program can make a meeting and discuss how the student arranges a report of internship easily.

III. Suggestion for the company:

- a. In completing the report, the employee or head office in the company needs give more tasks, and explain the main points of the activities for the writer.
- b. Objectivity in providing evaluations are important points that the writer can see the capabilities and shortcomings during the process of internship.
- c. Assertiveness in guiding the student in the process of internship is required in order students know how important the discipline.

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PANDUAN LAPORAN PKL BE. 2020.

APPENDICES

1. Attendance List

**PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BUSINESS ENGLISH
DAFTAR HADIR MAHASISWA PRAKTEK KERJA LAPANGAN**

Nama : Intan Rezkia Sukri
 Nim : 1752132018
 Tempat/Unit PKL : BRI Unit Pattallassang Kab. Takalar
 Waktu PKL : 24 Juni – 24 Agustus

Minggu Pertama

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 24 Juni 2019	07.15	05.10		
2	Selasa, 25 Juni 2019	07.15	05.00		
3	Rabu, 26 Juni 2019	07.15	05.15		
4	Kamis, 27 Juni 2019	07.20	05.10		
5	Jum'at, 28 Juni 2019	07.15	05.10		

Minggu Kedua

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 1 Juli 2019	07.15	05.00		
2	Selasa, 2 Juli 2019	07.10	05.15		
3	Rabu, 3 Juli 2019	07.15	05.18		
4	Kamis, 4 Juli 2019	07.20	05.20		
5	Jum'at, 5 Juli 2019	07.15	05.10		

Minggu Ketiga

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 8 Juli 2019	07.15	05.10		
2	Selasa, 9 Juli 2019	07.15	05.00		
3	Rabu, 10 Juli 2019	07.20	05.15		
4	Kamis, 11 Juli 2019	07.13	05.18		
5	Jum'at, 12 Juli 2019	07.10	05.10		

Minggu Keempat

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 15 Juli 2019	07.00	05.15		
2	Selasa, 16 Juli 2019	07.10	05.18		
3	Rabu, 17 Juli 2019	07.15	05.10		
4	Kamis, 18 Juli 2019	07.00	05.15		
5	Jum'at, 19 Juli 2019	07.15	05.10		sakit

Minggu Kelima

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 22 Juli 2019				Sakit
2	Selasa, 23 Juli 2019	07.15	08.10		
3	Rabu, 24 Juli 2019	07.13	05.15		
4	Kamis, 25 Juli 2019	07.15	05.12		
5	Jum'at, 26 Juli 2019	07.15	05.00		

Minggu Keenam

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 29 Juli 2019	07.15	05.10		
2	Selasa, 30 Juli 2019	07.10	05.00		
3	Rabu, 31 Juli 2019	07.10	05.15		
4	Kamis, 1 Agustus 2019	07.8	05.17		
5	Jum'at, 2 Agustus 2019	07.10	05.00		

Minggu ketujuh

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 5 Agustus 2019	07.15	05.00		
2	Selasa, 6 Agustus 2019	07.12	05.00		
3	Rabu, 7 Agustus 2019	07.15	05.13		
4	Kamis, 8 Agustus 2019	07.10	05.00		
5	Jum'at, 9 Agustus 2019	07.15	05.12		

Minggu kedelapan

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 12 Agustus 2019	07.13	05.13		
2	Selasa, 13 Agustus 2019	07.10	05.12		
3	Rabu, 14 Agustus 2019	07.15	05.00		
4	Kamis, 15 Agustus 2019	07.15	05.06		
5	Jum'at, 16 Agustus 2019	07.10	05.13		

Minggu kesembilan

No	Hari / Tanggal	Masuk	Keluar	Paraf	Keterangan
1	Senin, 19 Agustus 2019				Sakit
2	Selasa, 20 Agustus 2019				Sakit
3	Rabu, 21 Agustus 2019	07.13	05.12		
4	Kamis, 22 Agustus 2019	07.15	05.15		
5	Jum'at, 23 Agustus 2019	07.10	05.00		



Takalar, 24 Agustus 2019
Pemimbing Teknis

Irwanah Hakim
KAUNIT

2. Daily Journal

**PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BUSINESS ENGLISH
AGENDA HARIAN PRAKTEK KERJA LAPANGAN**

Nama : Intan Rezkia Sukri
 Nim : 1752132018
 Tempat/Unit PKL : BRI Unit Pattallassang Kab. Takalar
 Waktu PKL : 24 Juni – 24 Agustus

Minggu Pertama

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 24 Juni 2019	- Meyusun File Pensiunan Taspen - Me-Maintenance CIF		
2	Selasa, 25 Juni 2019	- Menyusun Berkas - Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
3	Rabu, 26 Juni 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
4	Kamis, 27 Juni 2019	- Menyusun Berkas - Me-Maintenance CIF		
5	Jum'at, 28 Juni 2019	- Membuat Asuransi di Portal ASKRINDO - Me-Maintenance CIF		

Minggu Kedua

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 1 Juli 2019	- Membuat Slip Penarikan dan Penyetoran - Me-Maintenance CIF		
2	Selasa, 2 Juli 2019	- Membuat Slip Penarikan dan Penyetoran - Me-Maintenance CIF		
3	Rabu, 3 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
4	Kamis, 4 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 5 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		

Minggu Ketiga

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 8 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
2	Selasa, 9 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
3	Rabu, 10 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
4	Kamis, 11 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 12 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mendaftar Pinjaman Nasabah Pada Buku Register		

Minggu Keempat

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 15 Juli 2019	- Mencari Berkas - Membuat Asuransi di Portal Mikro Brins		
2	Selasa, 16 Juli 2019	- Mencari Berkas - Membuat Asuransi di Portal Mikro Brins		
3	Rabu, 17 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
4	Kamis, 18 Juli 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
5	Jum'at, 19 Juli 2019	-		sakit

Minggu Kelima

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 22 Juli 2019	-		Sakit
2	Selasa, 23 Juli 2019	- Menyusun Berkas - Membuat Slip Penyetoran dan Penarikan		
3	Rabu, 24 Juli 2019	- Menyusun Berkas		

		- Me-Maintenance CIF		
4	Kamis, 25 Juli 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 26 Juli 2019	- Membuat Slip Penarikan dan Penyctoran - Mencetak dan Mengecek Buku Tabungan		

Minggu Keenam

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 29 Juli 2019	- Menerima Berkas Permohonan Pinjaman - Mendaftar Dokumen Pinjaman ke Buku Register SKPP		
2	Selasa, 30 Juli 2019	- Me-Maintenance CIF		
3	Rabu, 31 Juli 2019	- Memfoto Penerima Pensiunan - Meyusun Berkas - Me-Maintenance CIF		
4	Kamis, 1 Agustus 2019	- Memfoto Penerima Pensiunan - Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Me-Maintenance CIF		
5	Jum'at, 2 Agustus 2019	- Memfoto Penerima Pensiunan - Menerima Berkas Permohonan Pinjaman - Mendaftar Dokumen Pinjaman ke Buku Register SKPP		

Minggu ketujuh

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 5 Agustus 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mendaftar Realisasi Pinjaman ke Buku SKPD		
2	Selasa, 6 Agustus 2019	- Mencari Nomor Berkas Nasabah - Mengarahkan Nasabah Untuk Tanda Tangan Pencairan		
3	Rabu, 7 Agustus 2019	- Memfoto Penerima Pensiunan - Meyusun Berkas - Me-Maintenance CIF		
4	Kamis, 8 Agustus 2019	- Mencetak dan Mengecek Buku Tabungan		

		- Me-Maintenance CIF		
5	Jum'at, 9 Agustus 2019	- Membuat Slip Penarikan dan Penyetoran - Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		

Minggu Kedelapan

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 12 Agustus 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mendaftar Realisasi Pinjaman ke Buku SKPD		
2	Selasa, 13 Agustus 2019	- Me-Maintenance CIF		
3	Rabu, 14 Agustus 2019	- Meyusun Berkas - Me-Maintenance CIF		
4	Kamis, 15 Agustus 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 16 Agustus 2019	- Mengarahkan Nasabah Untuk Tanda Tangan Pencairan - Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		

Minggu Kesembilan

No	Hari / Tanggal	Uraian Kegiatan	Paraf Pembimbing	Ket
1	Senin, 19 Agustus 2019			Sakit
2	Selasa, 20 Agustus 2019			sakit
3	Rabu, 21 Agustus 2019	- Me-Maintenance CIF		
4	Kamis, 22 Agustus 2019	- Mencetak dan Mengecek Buku Tabungan - Me-Maintenance CIF		
5	Jum'at, 23 Agustus 2019	- Me-Maintenance CIF		

Takalar, 24 Agustus 2019

Pembimbing Teknis



Irwansyah Hakim
KAUNIT

3. Evaluation Form

PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BUSINESS ENGLISH
DAFTAR NILAI PESERTA PRAKTEK KERJA LAPANGAN

Nama Peserta : Intan Rezkia Sukri
Tempat/Unit Kerja : BRI Unit Pattallassang Kab. Takalar
Waktu PKL : 24 Juni – 24 Agustus

No.	Komponen Yang Dinilai	Nilai	Keterangan
I	Sikap		
	1. Penampilan	100	A
	a. Kebersihan		
	b. Keterampilan		
	2. Disiplin	90	A
	3. Perilaku	100	A
	a. Sopan santun		
	b. Kejujuran		
	c. kerjasama		
	4. Ketelitian	90	A
	5. Tanggung Jawab	100	A
	6. Inisiatif	90	A
	a. Kreatifitas		
	b. Aktivitas		
II	Prestasi		
	1. Pengerahuan	90	A
	2. Keterampilan	90	A
	JUMLAH		

Nilai = $\frac{750}{8} = 93.75$ ()

Nilai Predikat = A ()

Mengetahui,
Ketua Prodi Business English
Jurusan Bahasa Inggris FBS UNM


Dr. Ismail Hidayat Amin, M.pd.M.A
NIR. 19830222 200501 2 002

Takalar, 24 Agustus 2019
Pembimbing Teknis

KANTOR UNIT
PATTALLASSANG
TAKALAR
Irwansyah Hakim
KAUNIT

PELAKSANAAN PRAKTEK KERJA LAPANGAN
PROGRAM STUDI BUSINESS ENGLISH
DAFTAR PENGAMATAN PESERTA PRAKTEK KERJA LAPANGAN

Nama Peserta : Intan Rezkia Sukri
Tempat/Unit Kerja : BRI Unit Pattallassang Kab. Takalar
Waktu PKL : 24 Juni – 24 Agustus

No.	Komponen Yang Diamati	Nilai	Ketereangan
1.	Keterampilan	Sangat Baik	Dipertahankan
2.	Pengetahuan / Teori Yang Sesuai	Sangat Baik	Dikembangkan
3.	Sikap	Baik	Dipertahankan
4.	Lain – Lain	komunikatif	Dipertahankan

Takalar, 24 Agustus 2019
Pembimbing Teknis


Irwansyah Hakum
 KAUNIT

4. Internship Product

PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.

SLIP PENYETORAN
DEPOSIT SLIP

..... 20

BritAma BritAma Dollar Simpedes Simaskot Giro Tabungan Haji Pinjaman

Disetor ke/ Deposit to	Tunai/Ceki/BG/ Cash/Cheque	Jumlah / Amount
Nomor Rekening / Acc. No.		
Nama / Name		
Kanca/ KCP / BRI Unit/Branch	Sub Total	
Mata Uang / Currency <input type="checkbox"/> Rupiah <input type="checkbox"/> Valas/Forex	Kurs / Rate **	
Penyetor / Depositor	Biaya / Charges **	
Nama / Name	Total	
Alamat / Address	Terbilang / Amount in words :	
Sumber Dana/Source of Fund*		
Keterangan / Remarks :	Teller	TT. Penyetor/Depositor's signature

Sesuai Peraturan Bank Indonesia yang berkaitan dengan Prinsip Mengenai Nasabah :
* Khusus diisi bagi nasabah yang tidak memiliki rekening di BRI dengan jumlah penyetoran > Rp. 100 juta tunai dan disertai fotocopy identitas.
** Diisi oleh bank.

Transaksi dianggap sah apabila slip penyetoran ini divalidasi dan dibubuhi tanda tangan teller
Lembar 1 untuk bank
Lembar 2 untuk nasabah

Deposit Slip / 02

PT. BANK RAKYAT INDONESIA (PERSERO) Tbk.

SLIP PENARIKAN
WITHDRAWAL SLIP

..... 20

BritAma BritAma Dollar Simpedes Simaskot Tabungan Haji

No. Rekening / Account No.	Mata Uang/Currency		Jumlah/Amount
Kanca/KCP/BRI Unit / Branch	<input type="checkbox"/> Rupiah		
Nama/Name	<input type="checkbox"/> Valas / Forex	Kurs / Rate *	
Alamat/Address		Biaya / Charges *	
Penarikan / Withdrawal		Jumlah / Amount	
<input type="checkbox"/> Tunai/Cash	Terbilang / Amount in Words :		
<input type="checkbox"/> Peminahbukuan			
No. Rek. / Transfer to Acc.No			
Atas Nama/Beneficiary Name			
Kanca/KCP/BRI Unit / Branch			
	Disahkan / Approved	Teller	TT. Penarik / Customer's Signature

* Diisi oleh Bank / Bank use only

Transaksi dianggap sah apabila slip penarikan ini divalidasi dan dibubuhi tanda tangan teller

Withdrawal Slip / 01

FORMULIR PEMBUKAAN REKENING PERORANGAN (AR-01)
OPEN ACCOUNT FORM INDIVIDUAL



ISI DENGAN HURUF CETAK DAN BERI TANDA (✓) PADA KOTAK PILIHAN YANG SESUAI
 BE FILLED BY BLOCK LETTERS AND TICKED (✓) IN THE APPROPRIATE SELECTION BOX

CIF

Nama Lengkap
 Full Name

Nama sesuai Kartu ID
 Name on ID

DATA NASABAH/ CUSTOMER DATA

1. DATA PRIBADI/ PERSONAL DATA

BARU
 NEW

PENKINIAN
 UPDATE

Jenis Kelamin
 Gender

Pria
 Male

Wanita
 Female

Kewarganegaraan
 Citizenship

WNI/Residen

WNA/Non Residen

Tempat Lahir
 Place of Birth

Tanggal Lahir
 Birth Date

Nama Gadis Ibu Kandung
 Mother's Maiden Name

Jenis Identitas
 ID Type

KTP/ Identity Card

Passport/ Passport ID

Kartu Pelajar/ Student ID

Nomor Identitas
 ID Number

Tanggal terbit/ Date of Issue

Tanggal Kadaluarsa/ Expiry Date

Alamat Sesuai Identitas
 Address on the ID

RT/ RW
 Kecamatan
 Propinsi

Kelurahan/ Desa
 Kota/ City
 Kode Pos/ Postal Code

Pendidikan Terakhir
 Latest Educational Background

SD/ Elementary
 SLTP/ Junior High
 SLTA/ Senior High

Diploma/ Degree
 S1/ Bachelor
 S2/ Magister

S3/ Doctorate
 Tidak Sekolah/ Non Formal Education

Agama
 Religion

Islam
 Protestan
 Katolik
 Lajang
 Single

Budha
 Hindu
 Kong Hu Cu
 Kawin
 Married

Lainnya/ Others

Status Pernikahan
 Marital Status

Hobi
 Hobby

Alamat Domisili
 Domicile Address

RT/ RW
 Kecamatan
 Propinsi

Kelurahan/ Desa
 Kota/ City
 Kode Pos/ Postal Code

Informasi Kontak
 Contact Information

Telepon
 Telephone

Handphone
 Mobile

Sosial Media
 Social Media

Facebook
 Twitter
 Instagram
 Lainnya/ Others

Faksimili
 Facsimile

Email
 Email

Email/ ID
 Email/ ID
 Email/ ID

2. INFORMASI KONTAK DALAM KEADAAN DARURAT (WAJIB DIISI)

Nama
 Name

Hubungan dengan Nasabah
 Relationship

Nomor Telepon
 Phone Number

Alamat
 Address

3. DATA PEKERJAAN/ JOB INFORMATION

Tipe Pekerjaan
 Type of Work

PNS/ Government
 TNI/ POLRI Army/ Police

Peg. Swasta/ Owned Enterprise
 Wiraswasta/ Entrepreneur

Peg. BUMN/ State Enterprise
 Lainnya/ Others

Profesional
 Professional

Nama Kantor/ Tempat Pekerjaan
 Office/ Place of Work

Bidang Pekerjaan
 Field of Work

Jabatan
 Job Position

Lama Bekerja
 Length of Work

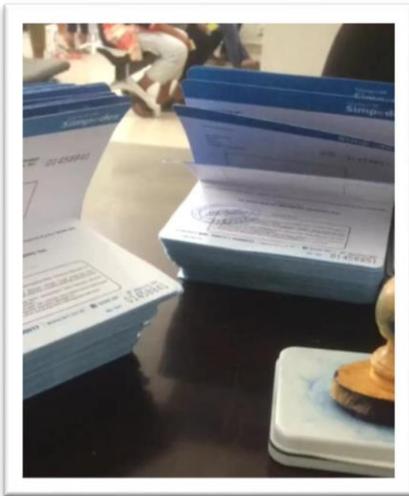
Tahun

Bulan

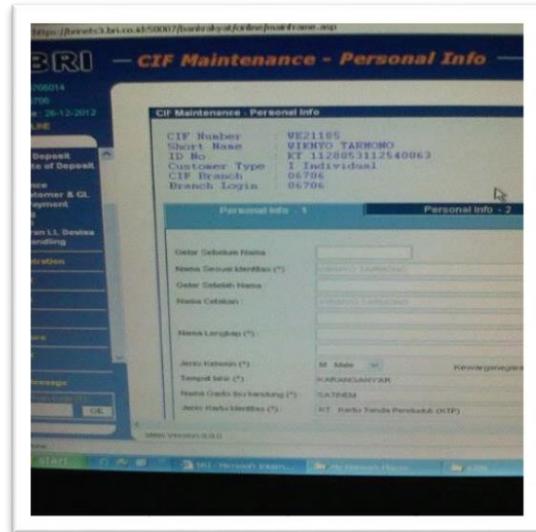
NPWP/ Tax ID Number

Open Account Form

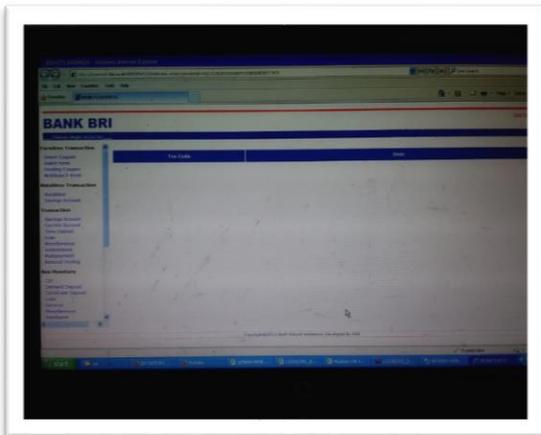
5. Documentation



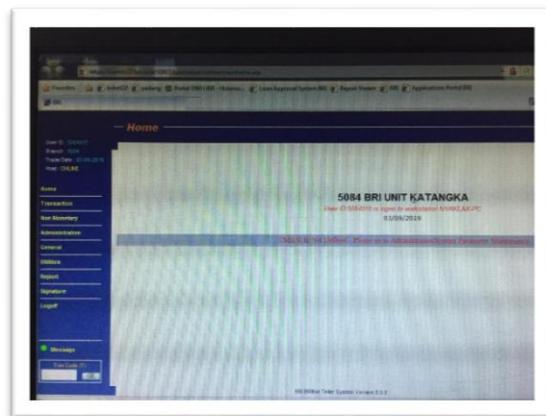
(Stamping Saving Book)



(Maintaining CIF)



(Portal WEB)



(BRINET)

6. English Words in Banking

1. Account : Rekening
2. Account Activity : Aktivitas Rekening
3. Account Balance : Saldo Rekening
4. Account Register : Buku Nomor Pemegang Rekening
5. Active Account : Akun Aktif
6. Bad Debt : Kredit Macet
7. Debenture : Surat Utang
8. Debtor : Debitur
9. Deposit Slip : Slip Penyetoran
10. Currency : Mata Uang
11. Depositor : Penyetor
12. Source of Fund : Sumber Dana
13. Rate : Kurs
14. Charges : Biaya
15. Withdrawal Slip : Slip Penarikan
16. Forex : Valas
17. Formless Transaction : Transaksi Tidak Berwujud
18. Time Deposit : Tabungan Berjangka
19. Remittance : Rekening
20. Loan : Utang

CURRICULUM VITAE



Intan Rezkia Sukri was born on March 30 1999 in Ujung Pandang. She is the third daughter of Sukri Abbas and Alwiyah Wahab. She finished her elementary school at SDN Inpres 234 Takalar Kota in 2011 and then continued junior high school at SMP Negeri 2 Takalar and finished in 2014. After that, she continued senior high school at SMA Negeri 3 Takalar and finished in 2017.

In 2017 she has continued her study at Universitas Negeri Makassar, majoring Business English.