

## SUMMARY

The Activities of Handling Export Document In Export-Import Department of PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin. Diah Fatmawati. F3111283. 47 Pages. Language, Communication, and Tourism Department. State polytechnic of Jember.

Competition in finding job is very hard. The quantities of students who try to find a job increase every year. On the other hand, the field of work is very restricted. So, the student should have enough knowledge, skill, discipline, and the other skills that support them in finding a job. In facing those conditions, the students should be ready and have to prepare themselves. What the students can do is conducting the Internship program.

Internship program is an activity that should be done by the students of vocational school. Usually, this program is done in the last semester of period of study. It has purpose to apply student's knowledge that they get during they study at college. By conducting this program, the student can get job experience in the real workplace. In doing this, selecting the proper companies is one consideration for the students to do the internship program based on their interest.

One of the companies that can be placed for conducting Internship Program is PT. Perkebunan Nusantara X (Persero). PT. Perkebunan Nusantara X (Persero), there are export and import process every day. The activities of export and import process at PT. Perkebunan Nusantara X (Persero) have a correlation with my study especially in English for Correspondence and office management subject because in export and import process, English is totally used in correspondence and administration activities.

PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin was established since 1856 and also has cooperative with PTPN X Kertosari in 2013. PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin is located in jalan Jelbuk-Arjasa, Jember. PTPN X has cooperative with company in Brazil, Italy, France, and the other company in import and export tobacco. PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin is a cigarette process place, and the

product will export to Brazil, Italy, France and the other country. For the tobacco self is using a local tobacco and also import tobacco from Brazil.

I have already finished my internship program in 512 hours. The purpose of conducting this Internship program at PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin was to learn more about correspondence, I have learnt more about it. I was placed and did some activities in Custom Excise Office. The jobs in Custom Excise were to handle the process of export and import documents.

I learned both of them but, I just focused on the process of export documents. In export process, we had to prepare the goods that appropriate with the documents to send to the foreign company. The process of the export were receiving the letter and asking the letters legality, checking the goods in factory, recapitulating, making the export letters and receiving the telephone.

I got a lot of new knowledge and experience from the jobs or activities that I did there, especially the export and import process. I never got that knowledge at State Polytechnic of Jember. The activities involved were recapitulating, making the letters and checking the goods. Besides, I also got the soft skill knowledge such as a brave, respect and honestly. The special experience that I have got was respecting the others.

I also give the suggestions for English Study Program such us keep the better cooperation with another company, so there will be more companies that can be placed for conducting Internship Program and to improve the student's knowledge that has purpose to make the students be ready in conducting Internship Program. The next is suggestion for PT. Perkebunan Nusantara X (Persero) Unit Industri Bobbin such us the company should give better service to student trainee such us giving the best guiding to student trainee and the staffs should increase their knowledge and ability in understand the export and import letters that using an English Language.