

SUMMARY

The Daily Activities in Filing of Import Documents in Custom Exices Department of PT. Perkebunan Nusantara X – The Industrial Unit of Bobbin. Firdi Nurlanasari F3111281. 63 Pages. Language, Communication, and Tourism Department. State Polytechnic of Jember.

The Internship Program is one of the main program that is listed in the curriculum of State Polytechnic of Jember. This program is implemented on the beginning of sixth semester. This program is one of graduation requirements of the students of State Polytechnic of Jember. The Internship program is to serve as a benchmark for the extent to which the skills and knowledge possessed by the trainees so that they can train themselves to deal with work situations that they will encounter later. With the holding of the internship program, students are expected to apply the knowledge that has been studied directly, as well as gain experience in the real working world. Besides, this program also aims to the students understand about the real activities in Export and Import Company. The time allocation of this program is about 512 hours. Every student is placed in the company according to their expectations. Because I was really interested in Export and Import company, so I chose to implement the internship program at PT. Perkebunan Nusantara X (Persero)-The Industrial Unit of Bobbin, Jember. The reason why I chose this company, because I thought PT. Perkebunan Nusantara X (Persero)-The Industrial Unit of Bobbin is one of the biggest export and import company in Jawa Timur and this company could get me a lot of knowledge and a lot of experiences in the workplace.

PT. Perkebunan Nusantara X (Persero) was established by virtue of a Cooperation Agreement on July 1, 1992 in Jember. The agreement was attended by representatives of PT. Perkebunan Nusantara X (Persero), Ir. H. Poerwadi Djojonegoro as the President Director of PT. Perkebunan XXVII (Persero) with Burger Soehne AG Burg (BSB), who was represented by Max Burger as President Director of Burger Soehne AG Burg (BSB). Furthermore, the letter agreement was replaced by the Agreement of Bobbin Industrial No. XX-KONTR/97.000 dated January 2, 1997 between the SP Prakoeswa as the President Director of PT.

Plantation Nusantara X (Persero) and Max Burger and Christian Burger as Director and Deputy President Director of Burger Sohne AG Burg (BSB).

On May 31, 1997 formally, Bobbin Industrial Unit became Business Unit of PT. Perkebunan Nusantara X (Persero) with the issuance of the circular No. XX-SURED/97.019 dated May 31, 1997 on Bobbin Industrial Units. Addendum of Letter of Agreement between PT. Perkebunan Nusantara X (Persero) with Burger Soehne AG Burg (BSB) on Bobbin Industrial Number: XX-KONTR/99.002. Additional on Monday, August 9, 1999 between the President Director of PT. Perkebunan Nusantara X (Persero) Drs. Sofyan Raz Burg and Burger Sohne AG, located in CH-5736 Burg, Switzerland, was represented by Mr. Beat Burger, President Director and Mr. Huffmeyer Thomas, Vice Director. PT. Perkebunan Nusantara X (Persero) is a State Owned Entity (SOE) with the status of a Limited Liability Company with an area of 29 277 m. The central office of PT. Perkebunan Nusantara X (Persero) is located on jalan Jembetan Merah Number 39, Surabaya. The main business of PT. Perkebunan Nusantara X (Persero), among others, Tobacco, Sugar Industry, Hospital that was projected to fulfill a social function and an independent business unit.

During conducting the internship program, I got the job at Custom Excise Department because my supervisor said that, "I could develop my English skills especially English for Correspondence, English for Business, and English for Secretary". At custom excise department, I was demanded to be able to learn about how to export and import of tobacco. But in the custom excise department, I focused working in the field of import products.

In the field of import products, there were five main jobs, among others recapitulating the documents of import products, asking the agreement to the head and supervisor of custom excise department, checking the import products in the factory, making business letter, and helping my supervisor to prepare the meeting. First activity is recapitulating the documents of import products. In this activity, I was asked to recapitulate the documents of import from 2011 until 2014. The second activity is asking the agreement to the head and supervisor of custom excise department. In this activity, I was asked to check the import documents

first. And then I asked the agreement of the import documents which had been checked. The third activity is checking the import products in the factory. In this activity, I checked and matched the import products and the import documents in the factory. The fourth activity is making business letter. In this activity, I made the business letter about the company's internal meeting invitation letter, letter of re-export of tobacco and tobacco products, as well as the letter of the contract agreement the custom excise department, PT. Perkebunan Nusantara X (Persero)-The Industrial Unit of Bobbin, Jember. And the last is helping my supervisor to prepare the meeting. In this activity, I helped my supervisor preparing the files that would be taken and used in the meeting. In addition to these jobs, I also got a job from human resource department. That is retyping the documents of PTPN X about Environmental Management Efforts and Environmental Monitoring Efforts. In retyping the documents of PTPN X about Environmental Management Efforts and Environmental Monitoring Efforts, I was asked by my supervisor to type the contents of the great book. In other words, I was asked to copy the meeting documents, to look for lost documents, and so on.

In the company, I got much knowledge and experiences from the jobs and activities at custom excise department especially in the field of import products. I got new knowledge and experiences which I had never gotten from State Polytechnic of Jember. Even though I faced some problems of the jobs. I tried hard to do my best. Also, I thought that without problem, it would not make me perfect to do the jobs or activities there.

In other words, I realized that all of my new knowledge and experiences which I got from the internship program I will not forget, because it was part of the process of my experiences. Moreover, after I finished the internship program, I felt more confident to face the real work especially in export and import company.