

PT. HARMEIR INTI TRANSLOG INDONESIA

PRACTICAL TRAINING REPORT

**KARISSA ADELIA WIRATISNA
11201708002**

**Submitted to fulfill the requirement
of the practical training period**

**International Business Administration
Faculty of Business & Social Sciences**

**BSD City, Serpong, Tangerang, Indonesia
October 2020**



APPROVAL PAGE

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**Department of International Business Administration
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**Acknowledged by;
BSD City, Serpong, Tangerang, Indonesia
October 2020**

Practical Training
Supervisor



Asep Rahmat

PT. Harmeir Inti Translog Indonesia

Dean
Faculty of Business & Social Sciences



Dr. Samuel Prasetya

International University Liaison
Indonesia

PREFACE

A practical training report is about the students' activities in practical training, that is derived from primary and secondary data and observations from the students. The report is a mandatory part of the practical training.

I dedicate this thesis work to anyone that seek to gain knowledge and gain information about freight forwarding company. My practical training report might be helpful for people who need information about freight forwarding company and people who seek company for practical training. Also, I dedicate this to my family, best friends, and university graduate's degree fighters.

Tangerang, October 1, 2020

Karissa Adelia Wiratisna

International Business Administration
International University Liaison Indonesia

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CHAPTER 1 - INTRODUCTION

Practical training is studying which takes place in a company, offering the student the opportunity to adapt what has been learned in university and develop in practice professionally (Ikponmwoba, 2019). This report summarizes my internship program from May 2020 until October 2020 covering 20 weeks of internship. I had concluded placement of Administration department in PT. Harmeir Inti Translog Indonesia. Most widely I engaged with practical oriented that during this time I earned different side of experiences in assisting supervisor. Even though I unable to conclude all my experience as text which I gained from internship. Though I hope the internship skill and experiences are enough for my career path in the future. Principally I attached to administration task, helping supervisor made content for company website still on going, staff attendance maintenance, meet professional clients and checked custom travel goods imports or exports from Directorate General of Custom and Excise (*Bea dan Cukai*) official website.

The first day of my internship, I have oriented by Chief Executive Officer (CEO) about my role and requirement of the placement. Moreover, I had good opportunity to work together with other employees there, it was good for me to develop my communication skill, punctually, commitment talent, and team work abilities.

CHAPTER 2 - OVERVIEW OF THE COMPANY

2.1 Background of the Company

PT. Harmeir Inti Translog Indonesia usually called HTL in business fields is small business in the freight forwarding company which has located in Tanah Abang, Central Jakarta, Indonesia. The company was established in 2005, it was private company that manages by Mrs. Henny Ismayani. The company has two broads of directors that are Mrs. Henny Ismayani and Mr. Ikhsan Adityatama (Harmeir, 2020). The company's target market is universal, means everyone or every company all around the world who need to send goods in large quantities or large in weight, the company will provide service delivery of goods and all matters of export and import permit. At present company have six staff members employed in the company.

Within this company, there is a subordinate organization namely PT. Wiratama Gemilang, it is a company that ships goods or possessions by truck or in other words company provides transportation for commercial product.

2.2 Structure of the Company

figure 1 below illustrates the structure of the company that the CEO has decisive authority in business operation of the company. Also, finance part of significant the role has to play many types of operational of accountant, have to take a note all transaction related with in or out money to or for clients. Also, marketing, plays role in the company everyone knows that without the marketing there no way to do this business. But in this company, they not really do market promotion. Usually they get customer by word of mouth. For example, company has one client then client felt satisfied with company services, then client will recommendation this company to other their college and so on. Operational deals with all needs in the field. For

example, arrange to transport goods from one place to another place, they communicate with relative's driver, deals with costs of transporting goods.

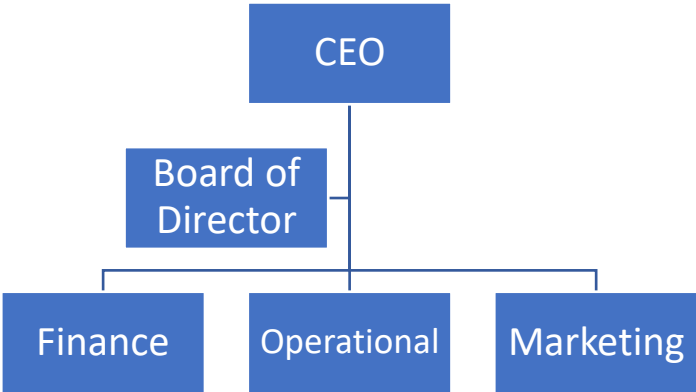


Figure 1: Organizational Structure of PT. Harmeir Inti Translog Indonesia

2.3 Major Function of the Company

This company is a freight forwarding company. Freight forwarding company or forwarding agent is a person or company that organize shipment for individual or corporations to gets goods from the manufacturer or producer to a market or customers. Company specializing in arranging storage and shipping of goods on behalf of its shippers. It is usually providing a full range of services including: transportation, tracking inland, preparation of shipping and export or import documents, warehouse, insurance, and filling of insurance claims. This company acts as an intermediary between a shipper and various transportation services such as ocean shipping on cargo ships, trucking, shipping by air freight, and moving goods by rail.

CHAPTER 3 - DETAIL ON PRACTICAL TRAINING

3.1 Job Desks and Experiences

I applied for internship in this company, the job desk offered was:

1. Administration of the export and import transaction.
2. Handling the logistics transportation.
3. Harmonizing & synchronizing the export and import systems.
4. Learn about tax duties that related with this company.
5. Terms of shipment.

First day of practical training I got many books that I have to read and learn, for example book with title "Procedures for Depositing, Returning, and Collecting State Levies for Export and Import." And many other books. In the book, there are many theoretical theories that explain the procedures for how companies manage their business, how the export and import company deposits it to the country in the context of exporting and importing. Likewise, in the collection of fees for other companies that use the services of this company. Almost one month I had to read 4 or 5 books. After that, I help out to checking Harmonized System Code or usually called HS Codes. It was developed by the World Customs Organization as a multipurpose international product nomenclature that will describe the type of good that is shipped, everyone can check HS Code through Indonesia National Trade Repository (INTR) website. Sometimes, I become an assistant when surveying the warehouse location for the goods that will arrive and also, I become an assistant when the director has meeting with client. It was my pleasure and great opportunity to met company's client. One of client is PT. Lucky Light Globalindo, is distribution transformer manufacturer. They usually used HTL export services from China to Indonesia. HTL will take care of all legal data that need to do export and also trucking transportation from their subordinate organization Wiratama Gemilang.

CHAPTER 4 - CONCLUSION & SUGGESTION

4.1 Conclusion

I attached with PT. Harmeir Inti Translog Indonesia for 16 weeks to full fill my university internship training requirement. I played as assistant administration and logistic department in PT. Harmeir Inti Translog Indonesia. I learnt a lot of things by having internship training it was as pioneer steps for the next steps in my life. The company gave much of experience from the Director, Manager, and staff. I learn so many books that they gave me and combine with practice on the field. In fact, a theory will not always be the same as reality on the field. Because, when it is in the field, everything could be flexible. For this year, not much to do list of company because of this pandemic situation. Because of that, the company decided to not gave allowance or paid for intern. For me, that was no problem because I need to learn in this company and I still felt grateful of these opportunities.

4.2 Suggestion

There is no suggestion for this company. Because, they professional to handle all the requirement for their business. They also help me a lot to gain more experiences and knowledges. For the next people who want to internship, this company is a good place to gain knowledges and experiences with flexible time.

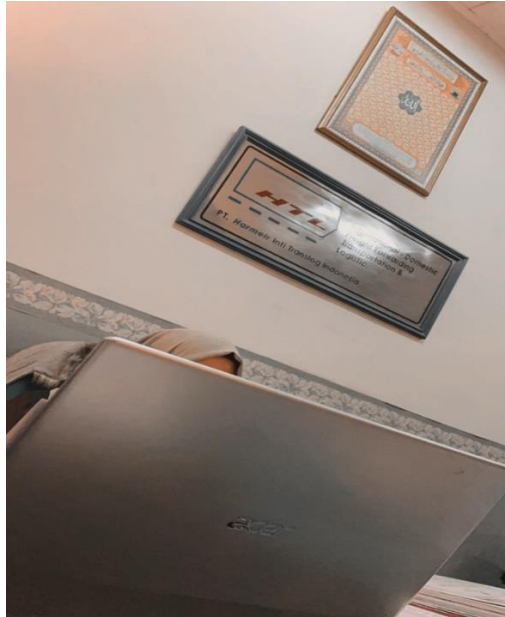
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Harmeir. (2020). Harmeir Profile. DKI Jakarta, Indonesia.

Ikponmwoba, E. (2019). Training Report. *Research Gate*, 8.

APPENDICES

Figure 2: At Office



Source: (Wiratisna, 2020)

Figure 3: Delivery goods of Lucky Light Globalindo, while survey.



Source: (Wiratisna, 2020)

Figure 4: Warehouse of PT. Lucky Light Globalindo
(Survey)



Source: (Wiratisna, 2020)

Figure 5: Warehouse of PT. Moresco Indonesia
(Survey)



Source: (Wiratisna, 2020)



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Dates September 10, 2020
 Student Karissa Adelia Wiratisna
 Dept.* Administration Department
 Start* May 18, 2020
 Finish* September 7, 2020
 Acad. Year 2018 – 2019 Odd
 Supervisor* Asep Rahmat

Score - Overall Result
8,5

Students Full Name:

Please use numbers for Scores

		86-100	71-85	56-70	46-55	Fail
		A	B	C	D	F
Attitude						
Cooperation	Openness to suggestions for achieving the aim of the training and task (helpful & adaptable)		★			
Neatness	Neatness and punctuality at work		★			
Reliability	Tasks carried out in a responsible way		★			

Aptitude

Readiness to learn	Interest in training content and tasks		★			
Understanding	Understand new assignments, which require speed and accuracy		★			
Knowledge	Overall knowledge		★			
IT-Knowledge	Skills in using software		★			
English knowledge	Proficiency (Speaking – Writing – Comprehension)		★			
Potential	Ability to work independently on assignments and to develop understanding		★			

Performance

Quality of work	Performance at work		★			
Concentration and persistence	Ability to use the time intensively in doing assignments		★			
Working speed	Speed in doing the work		★			
Reaction to pressure	Behaviour while completing many jobs under time pressure		★			





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Positive or negative comments (to be completed by the Supervisor concerned) *:

You are doing great! Always respect the time. Good luck for the future! Do not hesitate to join with us again.

Would you accept IULI students for Internship Placement Program in the coming years? (Yes)

Note: The assessment has been discussed with the student undertaking the Practical Training Program
Assessment date (dd/mm/yyyy): September 10, 2020

Student's signature

Supervisor's signature

Dean
Faculty of Business Social & Sciences

Karissa Adelia Wiratisna

Asep Rahmat

Dr. Samuel Prasetya, B.Sc.,
MBA., M.M.

* To be filled by the Training or HR Manager



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Log Sheet – Internship Program – Semester 07

Dates (from – to)	May 18 - September 7, 2020
Student's Full Name	Karissa Adelia Wiratisna
Company	PT. Harmeir Inti Translog Indonesia
Department/Section	Administration Department
Supervisor's name	Mr. Asep Rahmat

#	Date & Time	Task description	Supervisor's remarks
1	18 May- 1 June 2020 08:00 – 17:00	- Learn & Read: 1. Shipping. 2. Tax Duties.	
2	2 June - 15 June 2020 08:00 – 17:00	- Learn & Read: 1. Classification Product System. 2. Custom Facilities.	
3	16 – 29 June 2020 08:00 – 17:00	- Learn & Read: 1. Procedures for Depositing, Returning, and Collecting State Levies for Export and Import.	
4	30 June – 14 July 2020 08:00 – 17:00	- HS Code Checking. - Truck Tracking (Logistic).	
5	15 – 28 July 2020	- Truck Tracking (Logistic). - Warehouse Survey.	





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	08:00 – 17:00	- Helping Website Content.	
6	29 July – 11 August 2020 08:00 – 17:00	- Listing Company Client Data. - HS Code Checking.	
7	12 – 18 August 2020 08:00 – 17:00	- Warehouse Survey. - HS Code Checking. - Truck Tracking (Logistic).	
8	19 - 25 August 2020 08:00 - 17:00	- HS Code Checking - PT. LLG Globalindo Document Check - Truck Tracking (Logistic)	
9	26 August - 1 September 2020 08:00 - 17:00	- PT. Towin Innoven Document Listing - HS Code Checking	
10	2 - 7 September 2020 08:00 - 17:00	- Truck Tracking (Logistic) - PT. Towin Innoven follow up Trucking Status - PT. Moresco Document Check - PT. LLG Globalindo HS Code List & Check	

Supervisor's Signature

Trainee's Signature

Asep Rahmat

Karissa Adelia Wiratiska



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