



**TREASURY INTERNSHIP IN PT AIRINDO SENTRA
MEDIKA**

INTERNSHIP REPORT: PT AIRINDO SENTRA MEDIKA

**MUCHACHA BONITA
11201708012**

**Submitted to fulfill the requirement
of the internship placement or practical training period**

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

**BSD City, Serpong, Tangerang, Indonesia
January 2021**





APPROVAL PAGE

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

Department Head

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Dean

Faculty of Business & Social Sciences

Name


Samuel PD Anantadjaya
BSc, MBA, MM, CFC, CFP, CBA, Dr

PREFACE

First of all, I would wish to thank God for giving me blessing and also the strength, opportunity and willingness to finish my 16 weeks internship at PT Airindo Sentra Medika.

I also would to express my full gratitude to my university, IULI, for preparing and guided me with the internship program which is crucial for my future career. Special thanks to Mr. Samuel Prasetya as the head of my study program and dean at the same time and to all my lecturers who participated for preparing the internship program for me and my other colleagues.

I would also express my sincere gratitude and thank PT Airindo Sentra Medika for giving me this opportunity and platform to implement the knowledge in this field of interests. My sincere gratitude and respect to Mr. Jerri Fernando as Senior Sales Manager for Critical Care Division respectively, Mr. Manorang Stevanus as the Head of HR Division, Ms. Suryani Debby & Ms. Lilis Anastasia as the mentor as well as the Lead Sales Administrative of Critical Care Division and HR Division respectively, for sharing to me the knowledge and skill needed during my internship. It is an honor and pride for me to be able to take a part here for the past 4 months.

A full thankfulness to my parent, my sister and BTS who always support me and comfort me within my up and down as well as during the period when I had to constantly invalidating myself over various factors during my internship which deliberately help me to complete my internship program in PT Airindo Sentra Medika, South Grogol.

South Tangerang, 18 December 2020

A handwritten signature in black ink, appearing to read 'Muchacha Bonita'.

Muchacha Bonita

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CHAPTER I – INTRODUCTION

1.1 What is an Internship?

Internship is temporary jobs, mostly for university students, which provide real-time work experience, however internship does not necessarily limit to only university students and schoolers but also the older people or adults who would like to change their job or earn degrees may also become interns (Dream Cat IT, 2018). Internship, by definition, is a time span during which a student works for a corporation or organization in order to gain a certain form of work experience (Better Team, 2019). At that time students learn how to be workers in a specific field and learn to list their curriculum vitae when they begin to pursue jobs. Many internships are definitely needed by most universities as a pre-measurement for ones to implement their knowledge from university and interns are often given the chance to experience a particular line of work before they are fully engaged in a career (Better Team, 2019).

1.2 Report Coverage

This internship report summarizes my internship program from August 2020 to December 2020, which includes internship work hours, task assigned and responsibilities. I mostly engaged in a realistic and corporate world environment that I acquired various sides of experience with the assistance of the lead sales administrative during this period. Luck is on my side, as the internship I was going for required me to have monthly salaries that are in line with the minimum wage rules of the region. The goodness, however, comes with its price, which will be addressed on the following sub chapter. The report also will represent the whole on-goings during the months of internship, this ultimately include the tasks I was given, problems, hurdles and challenges I have to face during the internship, also the type of sectors of the company I was going for. In addition, the work culture, organizational structures, tangibles and intangibles value that I received during my internship, suggestions that maybe can be taken into the company's account for future prospects.

1.3 Problems and Hurdles

I was privileged enough to be receive monthly allowances during my internship following the government rules and regulations of the employee minimum wage. However, the privileges came with its price. Because of industry, the place I was intern for, is basically one of the business sectors that must continue running during the COVID-19, I have to commute every day, exposing myself to many potentials of COVID-19 viruses that reside in object especially in public places and transportation area. This was discouraging for as many parties plays in the middle, then I was tested for the diseases 4 times in the span of 2 months working here, unluckiness came to my side as I was tested reactive for my Rapid Serology Test and told by the HR Manager to rest for a week prior to the Swab Test PCR, that thankfully turned out negative. Due to this event, the HRD suggested to have me shift my working hours during the internship, from the trial month on September, my WFO days were require me only for twice each week, then it was established that my WFH days reduced from 3 days to only twice each week which sometime I found being unproductive.

Since the paperwork mostly are being done through the company's computer and database that only can be accessed when my WFO days. To add, sometimes in the WFH days I found myself indulged in other division work tasks, which is not correlating with my original work tasks.

1.4 Obstacles and Challenges

Originally, I have a lot of interest with finance work and practices as well as my specialization also in finance and a bit of accounting work. However, I was assigned as sales administrative that took up the a more advance of accounting work such as auditing and bookkeeping. Although that I have taken several accounting classes in IULI, it taken quite surprise for me to handle a bite pieces of accounting work such as petty cash statement that requires me a full detailed of accounting knowledge. To add for that, I have a certification of marketing from Google that I have gotten in the mid of 2020 which unfortunately did not come handy when applying for my internship and doing its tasks as the tasks I was assigned in focused more on the detailed administrative approaches. In addition, due to my experience as BOD's Treasurer that always operates Excel all the time, changing my habit to use excel (not for calculating excel formula) and word is a new experience for me.

Doing internship in the middle of Pandemic created odd tasks coming from me. Although that the original tasks of my internship are focusing on the sales flow, for example in one of my WFH I have gotten several tasks from other department such as Human Resource to calculate the employee slip and remission in every closing month (30th or 29th) or payroll division on creating a budgeted excel for incentives pay as well as for bookkeeping employee's vehicles reimbursement.

1.5 Internship Application Process

I first submitted to a variety of businesses, including PT Airindo Sentra Medika. Although that my first choice was to apply and have my intern in online market place companies, it had realized me that the amount of need and many work experiences that are thriving and most essentials in this current pandemic is focusing on the healthcare machineries. As known, that it is quite a monstrous problem for Indonesia for having low supply of healthcare machineries for COVID-19 purposes, for instance ventilator and patient monitor. That is one the reason of my eagerness to apply my CV and other credentials documents to company that specialize in medical equipment. to apply my application here once I understood and searched sufficiently.

By meeting some of the criteria needed, I submitted the request, such as KTP, CV, academic transcript, certificates, letters of application from the campus, and so on. I tried to pick the sales department during the application, preferring in the area of administration, since I found the international business administration to be my major in the university with minor of finance.

At first, I thought that it would not be accepted because the time span from when I submitted the application until the due date was quite near, in addition the supporting of

my documents were focusing on the marketing and sales management. As I was a bit afraid to go to several hospitals for machine demo unit, finally within time period I have received news regarding my process, among all the companies I have applied, only 3 companies answered and I had undergone several tests including the COVID-19 PCR Test. But in the end, I got good news, which was that I was accepted as an intern at PT. Airindo Sentra Medika for time period 4 months.

CHAPTER II – COMPANY OVERVIEW

2.1 Company Profile

PT Airindo Sentra Medika is a new approach to healthcare distributor in Indonesia, a little background to applying here is due to coming from a new established university has its own challenges in finding internship opportunities, in addition to day by doing an internship in the middle of COVID-19 Pandemic. Many companies had started to closed down and slow down their transaction as the economy and business transaction kept declining over time. I am thinking of looking for opportunities in sole proprietorship and in unique industries that thrive and play such a huge role in the midst of pandemic. The company that had decided to give me such an honorable opportunity is a head office of healthcare machineries and other medical essentials equipment, PT. Airindo Sentra Medika, this company has a strong reputation in the world of healthcare machineries and the spare parts needed. The company had several healthcare machineries and its spare parts equipment branch offices that are equally distributed throughout Indonesia, from Sabang to Merauke. This idea was derived to satisfy all the demand fairly on the entire Indonesia.

PT Airindo Sentra Medika can trace its original history back to 1983, when its founder, Mr. Hudiono, began his own business after spending ten years establishing their division of medical products using a private pharmaceutical company (Airindo Sentra Medika, 2020).

Figure 1: Company's Logo



Source: (Airindo Sentra Medika, 2020)

He was leading the business as one of the renowned suppliers of medical equipment in Indonesia, with clear vision, work ethic, good credentials and extensible training both domestically and abroad in biotechnology and hospital engineering.

With the company has its head office in South Grogol, PT. Airindo Sentra Medika had successfully launched several its distributors sales that are equally distributed across the Indonesia, unlike other company with the same field that only focuses the coverage of

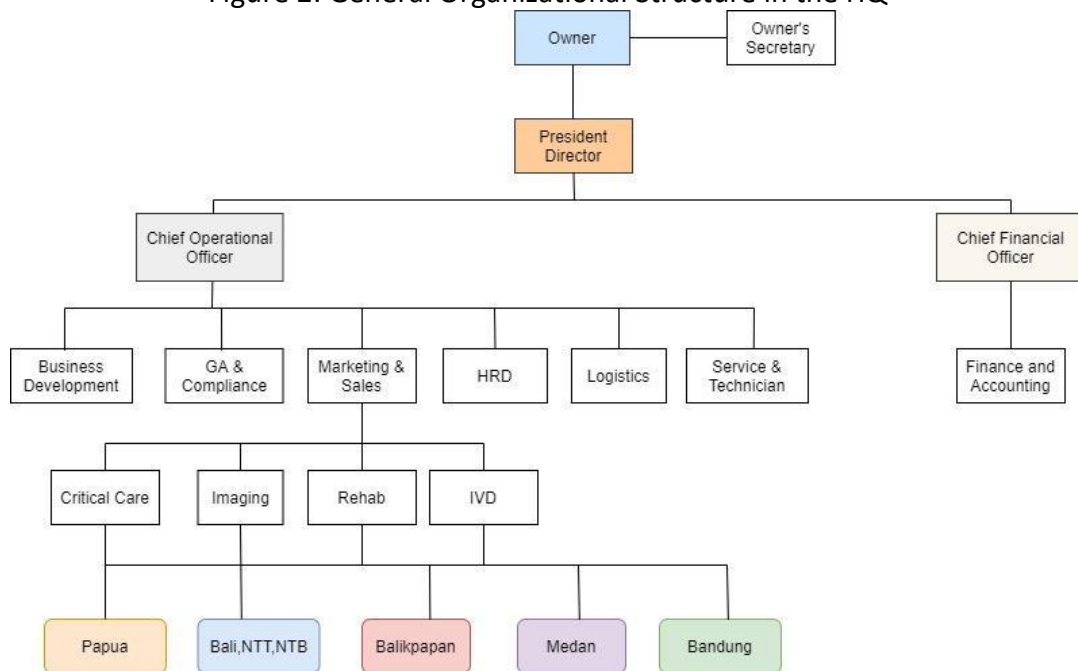
sales distribution in western side of Indonesia, PT. Airindo Sentra Medika is aware of the needs to fulfil the healthcare machinery throughout the Indonesia.

As known that the distribution of healthcare machineries and its equivalent in the eastern side of Indonesia had become a very sensitive topic, to reduce the feeling of unfairness between western and eastern, PT. Airindo Sentra Medika placed the sub-company in several places in Eastern Side of Indonesia such as Kalimantan, Denpasar and Jayapura (Airindo Sentra Medika, 2020).

2.2 Organizational Structure

Below is the PT. Airindo Sentra Medika Organizational Structure that mainly represent the company’s hierarchy in the Head Office in Jakarta.

Figure 2: General Organizational Structure in the HQ



Source: (Bonita & Manorang, 2020)

Figure 2 pictures about the organizational structure, throughout its growth, the company has several changes in its type of organizational structure. However, until now the company has been using this type of structure which is a mixture between three type of organizational structures which are: hierarchical, divisional and divisional structure. Because the company main business is distributing medical heavy machines for several brands that sell within the range of products, they used divisional structure with product-based hierarchical structure, with this structural brings several benefits such those various divisions have some freedom to work independently from the business as a whole, and are more adaptable to consumer expectations and needs, which increase customer perception and effectiveness to external issues, individual departments have more flexibility and space for imagination (Freedman, 2020).

2.3 Other Branches in Indonesia

Other branches exist within the company, surprisingly the company's branches have its own divisional structure that function well, perhaps it can be found that each representative from each branch has a full power on the company, hence, it is quite necessary to input and present the divisional structure in the company.

Figure 3: Indonesia Branches of Airindo Sentra Medika



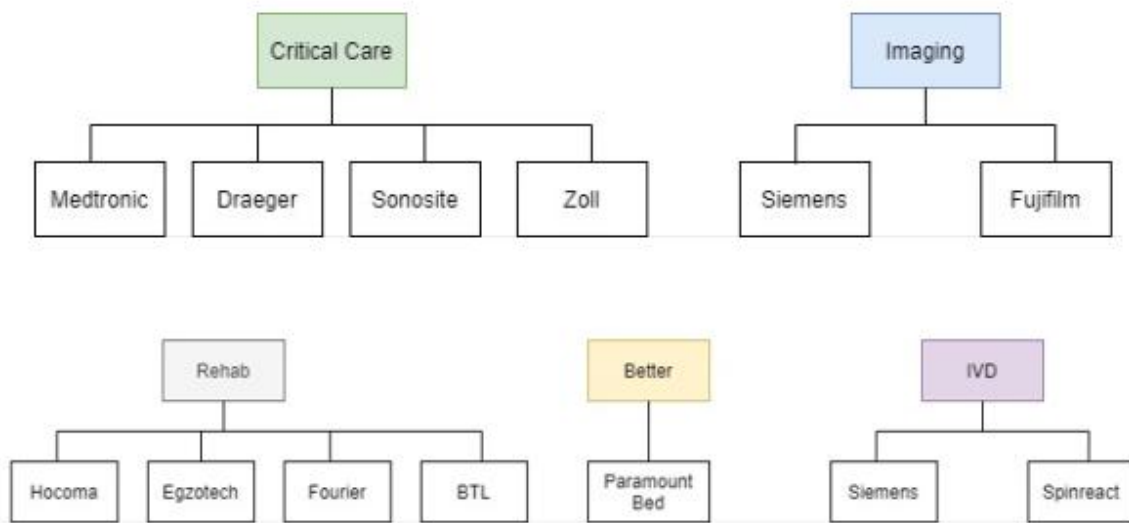
Source: (Bonita & Manorang, 2020)

As seen above is the divisional structure in each branch of PT. Airindo Sentra Medika. There are 5 major branches of Airindo across Indonesia, this idea was driven to satisfy the distribution of the medical equipment, promoting equality of medical issues. Figure 3 is the example how the organization works, derived the example of Draeger (Critical Care) Division that I was in. Each sales representative in each branch will report directly to the sales manager resided in HQ. All the sales representative from the branch companies collected the branch expense report to the lead sales administrative staff in HQ that handles are reimbursement and petty cash statement, which fortunately the division I was in.

2.4 Function in Each Division

The table below talks about the detailed brands that represent each division, these brands ultimately talks about what their division focus on, for example like Critical Care Division because they are the division I was working on and among all the other divisions, Critical Care Division had had the longest history and plays such a significant role on the entire company.

Figure 4: Structural function in each division



Source: (Bonita & Manorang, 2020)

The figure above talks about the detailed brands that represent each division, these brands ultimately talk about what their division focus on, for example like Critical Care Division because they are the division I was working on and among all the other divisions, Critical Care Division had had the longest history and plays such a significant role on the entire company.

There are other five brands that run along with together. The company has managed to be a distributor that support each brand, for example, under Critical Care there are Medtronic and Draeger, which those brands run in the same field. To prevent clash sales between the two and internal fraud between sales representative on each brand that work under the same division, the company has decided to selectively choose which product line they will be working on, for example, on Draeger, they are focusing on the heavy equipment in Operation Room while with Medtronic, the company focused on the other parts of operation room or supporting machinery for Anesthesia. However, healthy competitiveness still exists within brands under the same division such as commission that are paid in every finished project/achieved target/quarter.

CHAPTER III – DETAILS ON INTERNSHIP

3.1 Assigned Job in the Company

I was introduced to my mentor and the culture of the business on the first day of my internship. She will be then guide and direct me throughout the internship program at this company during my internship. I got some materials for studying that day so I could learn better about the PT. Airindo Sentra Medika. Essentially, my job and tasks as sales administrative assistant are handling petty cash, processing the existence of purchase order, reporting petty cash statement directly to the lead sales administrator and finance department, the task also included to process invoice request and create proforma invoice.

For the division that I was in, I was assigned to handle the distributor channel between PT. Draeger Medical Indonesia which specialize in medical equipment from Germany and the users (e.g., Teaching hospitals and individual buyers). Aside from those tasks, I also took part to manage the employees slip letter for permission for HRD of work in the middle of PSBB that are being applied in DKI Jakarta.

However, in daily basis, the company assigned me to do the overall petty cash statement, this also include with the expense and management of the money income from the finance department. The petty cash statement is being made on 21 every month or in a certain period of time when the expense or budgeted cash flow met more than 20% from overall petty cash limit amount. I was entrusted as the intern that handle all the expenditure report from all the 5 branches across in Indonesia, this requires me a good communication skills and patience with direct supervision from the head of sales administrative staff in Critical Care, the task also range from handling invoice that requires expenditures from the branches as well as the sales orders.

3.2 Daily Tasks and Hurdles

Originally my work hours were Mon to Friday from 8.00 to 17.00 which require me to have a full support on petty cash statement, sales invoice, invoice DP and full payment for critical care statement, expenditure report and other tasks assigned by other division.

A monthly progress report shall be prepared for each division corresponding to each code and sent to the Finance Department every month and a quarterly report shall be prepared for each division and forwarded to the Finance Department each quarter. The finance Department provides a standard format for the weekly/monthly report and quarterly report and instructions on how the monthly and quarterly report is prepared and submitted.

The lead administrative staff led me in the preparing and submitting of the weekly/monthly and quarterly reports after my internship acceptance by my employer. This report usually included the monthly staff cost such as contract job or staff expenses, reimbursement of current staff, claim for completed project by applicants, and any bonuses to employees during the month. The report also included the name, date, division and project code of the employee. For each sales representative, the code project is essential because the productivity of the foregoing project is the parameter.

With the variance of code project of each sales representative, it is quite confusing and had become the most prominent hurdles, as each word in the code project represents the sales name and year conducted which is crucial for end year realization calculation and statement, other than that often code project is being used to motivate the employee to strive more on getting the number of stocks in the market which in this term my face with variety of employee fraud as the opportunity to “uncertain” a code project involvement may happen, when this happen treasurer like me have to either “adjust” the statement or simply call out the sales representative, this honestly was one of my hurdles that force me to confront the said employee.

Figure 5: Code Project Example

		PT AIRINDO SENTRA MEDIKA Simprug Gallery Unit I p. +6221 7280 0673 Jl. Teuku Nyak Arief No.10 f. +6221 7278 3622 Jakarta 12220, Indonesia e. airindo@rad.net.id		www.airindo.com
EXPENDITURE REPORT				
Date	:	24/11/2020	Brand :	Critical Care
Name of Employee	:	[REDACTED]	Project	20-NS-DRG-029- RSPG Cisarua
Division / Branch	:	Sales		


Source: (Bonita & Debby, Expenditure Report, 2020)

Not only because the code project that is too complicated to handle, the software that is being used by the company itself did not support the full usage of invoice from each sales, it is often closed immediately and it did not save the current code project that I was going to input, sometime the software itself has a massive lock down resulting the entire company and it did happened to me then my mentor has decided to shift the workload into manual input, which required to be manually checked and input and prone to human error in each document. The solution was finally been decided when my mentor proceed to collect the people’s voices into a report, finally the software that has been used for the past few years are going to be changed into more subtle and much simpler than the software being used now.

Another hurdle that took a part during my internship was the routine that was made by the lead administrative to have monthly expenditure report which resulting to limited cash in advances for several applicants, this issue was brought up by one applicant and made it into a problem between each division, several approaches was suggested by me to my mentor in charge. Several approaches that I made are having petty cash refill turnover to be much quicker whenever the petty cash has reached 30 entries with each entry has different code project. I had decided to use this solution as known that each code project could take up to Rp. 5,000,000, this is excluding reimbursement, claims and cash in advances forms, while the limited amount of petty cash refill is only Rp. 75,000,000.-.

Although that there are several moments when the report almost reached the limited amount, but it is still eligible to be submitted. Every report of petty cash statement that I was made is being review thoroughly by mentor before being submitted to the Finance Department. Usually, this ordeal happened in the Friday in each week while the review of the statement takes up to 3 business days, which ultimately depends on the accountability of the statement itself, some petty cash statement might be reimbursed by the finance department way later if some errors or the Chief Financial did not approve some project code that did not align with the expenses recorded in the system or reported by the accounting staff using Zahir Accounting, which is on their system.

Figure 6: Expenditure Report

		PT AIRINDO SENTRA MEDIKA Simprug Gallery Unit I p. +6221 7280 0673 Jl. Teuku Nyak Arief No.10 f. +6221 7278 3622 Jakarta 12220, Indonesia e. airindo@rad.net.id		www.airindo.com
EXPENDITURE REPORT				
Date	:	24/11/2020	Brand	Critical Care
Name of Employee	:	[REDACTED]	Project	20-NS-DRG-029-RSPG Cisarua
Division / Branch	:	Sales		

Source: (Bonita & Debby, Expenditure Report, 2020)

Figure above talks about one of the expenditure reports that I had to make, process, manage and report directly to the lead administration and finance department. Any expenditure incurred is being used for realization of each project. Sales, applicants, and messengers are mostly the individuals under Critical Care Division that uses expenditure report the most, usually expenditure report is being made based on each project or every expense needed, expenditure report can only made when the project has been made by the logistics. Hence, after getting the project code the expenditure can be proceed further.

Figure 7: Petty Cash Statement

08/11/2020	Bi jne parkir,bbm tiki,materai,fotocopy,baraya a'n debby/deni	Office	Rp	490,000		Rp	24,518,954	
22/10/2020	Bi tiki, materai a'n debby/deni	Office	Rp	603,000		Rp	23,915,954	
24/10/2020	Bi jne,tiki a'n debby/deni	Office	Rp	470,000		Rp	23,445,954	
23/10/2020	Bi Kartu kredit UOB tgl percetakan 20/10/2020 a'n debby	Office	Rp	1,915,936		Rp	21,530,018	
22/10/2020	Bi tiki materai a'n debby/deni	Office	Rp	299,000		Rp	21,231,018	
10/10/2020	Bi jnt.bbm a'n debby/deni	Office	Rp	618,000		Rp	20,613,018	
			Rp	54,257,985	Rp	295,500	Rp	20,613,018
	Saldo Awal		Rp	75,000,000				
	Pengeluaran		Rp	54,553,485				
	Gantungan Baru		Rp	-				
	Fisik		Rp	20,446,515		Remainder	Rp	47,515,900.00
						Rest	-Rp	6,742,085.00
		Pengajuan Kas Kecil						
	Plafon		Rp	75,000,000				
	Kas yang diajukan		Rp	54,553,485				

Source: (Bonita & Fachmi, 2020)

Each of previous expenditures then are being signed and recorded in the petty cash boxes which later will be reimbursed to each individual that submit the expenditure report. After every money has been reimbursed to those individuals, later on the petty cash statement is being made and submit it to the Finance Department, figure _ talks about a piece of the said statement. Although that the limitation of petty cash is Rp. 75,000,000, the lead of administrative assistant had decided to have at least 20% remains from the maximum value, uncertainty from that decision arrived however that decision was made probably due to the existence of company culture.

Figure 8: Invoice Payment

Invoice Draeger						
No Invoice	No PO	Invoice Date	Amount	Hospital	Description	Qty
		05/29/2020	IDR 668,103,496.93	RSUD dr Doris Sylvanus	Babytherm 8010 advance	2
					Billux	2
					Transport Incubator TI500	2
		05/29/2020	IDR 3,455,581,371.45	RS Santosa Bandung	Evita V300 Ventilator + GS500	15
		05/29/2020	IDR 1,412,829,015.46	RS Khusus Ibu Anak Bandung	Patient Monitor M540 Advance	8
		05/29/2020	IDR 126,712,727.27	RSUD Pelabuhan	Neonatal Resuscitator Standard	1
		05/29/2020	IDR 3,746,646,446.33	RS Papua	Carina High Care Ventilator	11
					Evita V300 Ventilator + GS500	6
		05/29/2020	IDR 266,527,025.20	RS Papua	Carina High Care Ventilator	11
					Evita V300 Ventilator + GS500	6
		05/29/2020	IDR 276,479,818.11	RSUD COVID-19 (40 unit RSUP Persahabatan, 10 unit RSUD Kanujoso, 10 nit RSUD Wamena, 10 Unit RSUD Tarakan dan 10 Unit RSUD Ulin Banjarmasin/Bonus 8 Set Central Monitor	Vista 120	80
		05/29/2020	IDR 327,490,909.08	Dinkes Kabupaten Kalimantan Uta	Medical Compressor Draeger	2
					Neonatal Resuscitator Standard	2
		05/29/2020	IDR 431,818,181.83	RSUD Subang (COVID-19)	Neonatal Incubator Isolette C2000	5
		05/29/2020	IDR 431,818,181.83	RSUD Subang (COVID-19)	Neonatal Incubator Isolette C2000	5
		05/29/2020	IDR 524,363,031.82	RSUD Yowari	Mesin Anesthesi Primus	1
		05/29/2020	IDR 276,363,636.36	RSUD Malinau	Babytherm 8004	2
		05/29/2020	IDR 55,266,158.33	RSKIA Kota Bandung	Babyleo TN500	2
			IDR 12,000,000,000.00			

Source: (Bonita, Rahayu, & Fachmi, 2020)

Another task that I was assigned by the mentor is managing invoice under Critical Care Division, mainly from Draeger and Medtronic. This is including processing request invoice to accounting, book-keeping all the sales order and processing most of invoice payment for all brand under critical care division.

Usually invoice payment (figure 8 above) talks about the down-payment and full-payment of each brand. Although that the brands are under the same division, each payment statement is separated with one another due to the difference policy that the brands have, for example figure above talks about the transaction of heavy medical equipment owned by Draeger and the invoice sequence refer to the template that the brand had. Obviously, Medtronic has their own template in their invoice form. Both of these reports later on will be printed and to be signed by the sales manager of each division and the treasurer in charge. Consequently, the costs can be processed further after obtaining the project code to Finance Department.

3.3 Documentation

This part contains of my daily activity, what tasks I have been doing, my mentor and those professional personnel that filled the gaps during my internship both direct and indirectly. The professional individuals are not limited from those who managed and work under the same division as me but also difference division that focuses on different brand.

Table 1: Documentation



A picture with Sales Manager for BTL. I had learned a lot for her during the debate session to switch up using Zahir Accounting with people from Singapore, I had the honored chance to join the debate session.



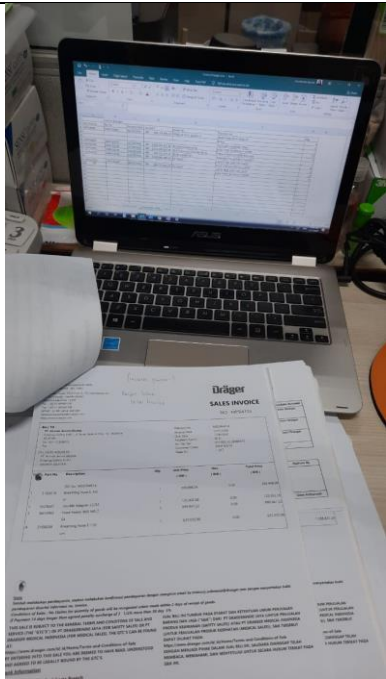
Picture with my supervisor and sales manager for my division whom ideally showed me what working looks like. Politics and tricks had to be implemented, “compliments are one thing that had to be the most important thing to remember” he always reminds me that.



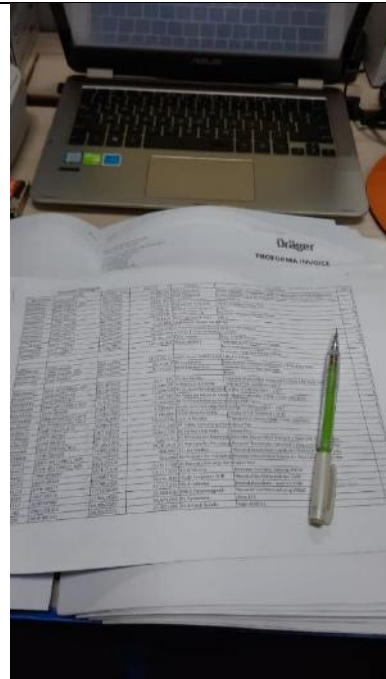
A picture with my HRD Manager that directly supervise my internship and other documents needed for IULI. Although the said person is on critical condition due to COVID-19, I wish him a speedy recovery.



A full picture with my day-to-day mentors from several divisions other than critical care division. They played such a huge part in my external activities aside from internship, from giving me insight about the company, company cultures and talks about future.



One of my main tasks during my internship, to take care of invoice payments for Draeger and Medtronic. I have to create an accountable payment report to be signed by Chief Financial Officer and Sales Manager.



This is extra tasks that was given by the sales manager to fill in gap from employees. This task was about book-keeping and reviewing the periodic payment made by Deutsche Bank and Sinarmas Bank.



Above picture is my weekly workload during my internship, the workload includes SO form, expenditure forms, payments and miscellaneous tasks.

FORM REQUEST INVOICE

Nama: Lilia Heras
 Brand: Draeger
 Provisi: Vira Jane TB
 Kode Provisi: 264.0.080.00.0098

Berikut ini merupakan invoice yang ditanyakan ini:

Nama Customer	RSUD SANGHEBA SUDAYA
Institusi Di buatkan ke	RSUD SANGHEBA SUDAYA
Kategori Di buatkan ke	RSUD SANGHEBA SUDAYA
Berapa Kuantitas	7 Kotak
No SK	00000000
NPIWP	00000000000000000000
Konfirmasi Email / Bulan	000000
Nilai Invoice	Rp 2.340.000.000
Tanggal Invoice dan Faktur Pajak	16 September 2020 (Wajib menggunakan mawak)
Periode Invoice Pajak	18 September 2020
Kuarter Persewaan	18 September 2020
Kalimat Bank ASM Yang Akan di Jalur	Bank RIB RIB.0014152514091
Portalan Tgl. Berakhir	18 September 2020
DN/BAST Di lampirkan	0086 ASM DN/PLV/2020
BAST Di lampirkan	500 BAST ASM/2020
BAT Di lampirkan	200 BAT ASM/2020
SPF SPS Di lampirkan	
SPS Di lampirkan	

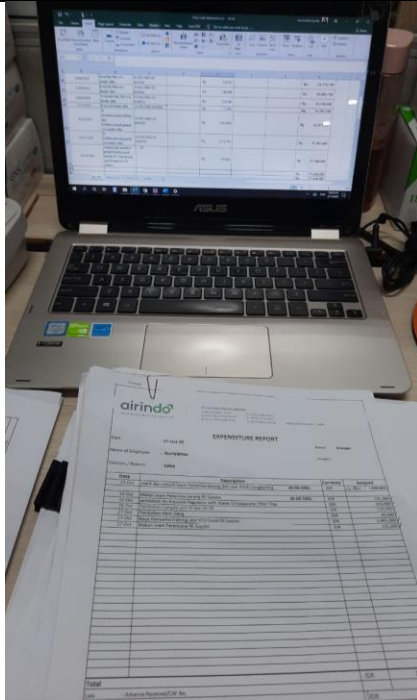
Nota:

- Jika Ada Formad Invoice / Kwitansi dari RS Harap di Lampirkan
- Jika Bukan Tagihan Cedan Harap Lampirkan DN, Jml Dkk, atau DN, Tabak bisa di buatkan invoice

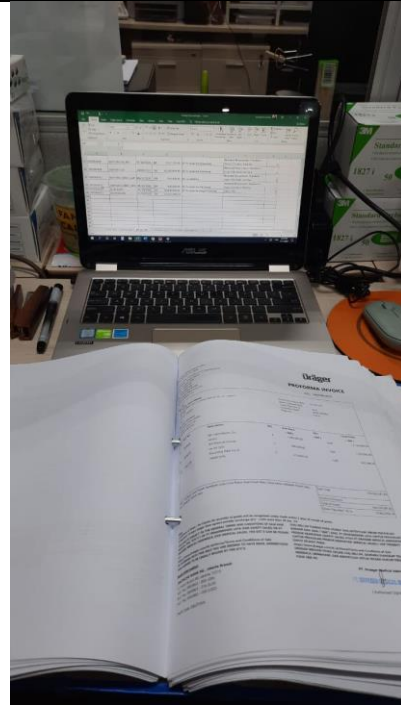
Di buat oleh: _____ Ditessita oleh: _____

Above is a pack of SO forms, I work with hard copies, hence, it is very crucial to be passed to other division since the original file cannot be

changed or lost.



Above is the expenditure forms management prior to Petty Cash Submission to Finance Department.



This is invoice payment statement, used or created whenever the principle of the company is making e-purchasing or payment to Airindo.



This is my very first task from other division (HRD), I was trusted to create employees report from New Hire in 2019 and 2020.

CHAPTER IV – CONCLUSION AND RECOMMENDATIONS

4.1 Conclusion

Overall, I got a lot of new insight and experience from this internship. I came to know much more about medical equipment industry, which I did not realize before, I did not know how the business spread its wings. I thought medical industry was only revolved with doctors, nurses and other medical personnel. But it turned out that, particularly in the middle of a pandemic, the medical industry has expanded so much in efficiency, users and the people involved within the industry. This industry does not vary for me from the other industries I had studied during the classes at IULI. The only significant difference is the users and the division, who have accumulated the most power and influence in the firm, wins.

It is quite a challenge in this type of industry, and I had truly felt it in the middle of pandemic, whereas the sales and the after sales are demanded every single hour but the access to the hospital is being blocked not only by the other competitor but also due to government rules and regulations during *PSBB*. Import and export of spare parts are also getting its impact due to the spread of COVID-19, so many expenditures for entertaining top management in hospitals are being created and signed, this is to keep the relationship even during the delay of goods from overseas.

However, from that I came to learn that business theory is needed to form a bond between one work to another, and the existence of work synergy is critical in each employee even under the same division. Fraud and tension might occur during hard times and communication is the only key to sort things out, these whole things are being nicely implemented during my days in internship work from August 2020 to December 2020.

4.2 Recommendation

Listed down below is my recommendation that can be taken into company's future prospects, these recommendations are based solely on my experience in the said position during my internship, as following:

- The efficiency of the company is decent, however often times I saw one person having load of works on top of their desk, should be the company leverage their internship more wisely in the future.
- To add to the previous recommendation, I hope that in the future the company can create a program aimed at apprentices/internship, because it can create a positive impact on both parties. As for now, the contribution of HR is still conventional which I hope in near future can be improved since the
- It will be nice for the company to have a program or a system that tells and process each code project, so then every year, the code project can be automatically processed within the system and report from what code project brings the most revenues and from what code project brings the most expenses, obviously the system or even better the software should not be only limited to expense and income but also the performance and KPIs achieved by each employee during the said year.

- As the intern that manage petty cash, it would be an effective idea if every expenditure can be submitted through online and not use a printed paper just for one expenditure. Not only it can reduce paper usage, it also can help more efficient way on petty cash statement as everything is done in the cloud.
- The last but not least recommendation would be about the google drive management. As what I know the company uses recap data of sales order and that all of those said data is stored in free version of google drive, I think it would be better that all data is being done, input, process and most importantly manage in the system within the company, for example in Microsoft and Azure. However, even if the company still wanted to use Google, it would be better to purchase the drive for organization as it has better secure and safer for the confidential information.

CHAPTER V – BIBLIOGRAPHY

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SURAT PENYELESAIAN MAGANG

No : 010.08/ASM/PKL/XII/2020

Yang bertanda tangan di bawah ini

Nama : Juanto Rasjidgandha

Jabatan : Direktur Utama

Dengan ini menerangkan bahwa

Nama : Muchacha Bonita

NIM : 11201708012

Fakultas : Business Social and Science

Jurusan : International Business Administration

Alamat : Jl.Meranti Blok F6/9 Perum Arinda II Pondok Aren Tangerang Selatan

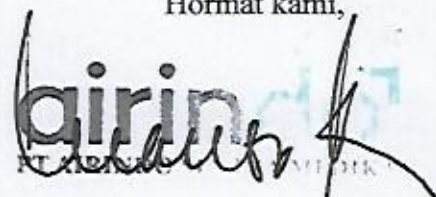
Menerangkan bahwa :

Adalah benar Mahasiswa tersebut telah melaksanakan Praktek Kerja Lapangan (PKL) di PT Airindo Sentra Medika, selama 16 (Enam Belas) Minggu hari kerja terhitung sejak 26 Agustus 2020 sampai 16 Desember 2020

Demikian surat keterangan ini dibuat untuk dipergunakan seperlunya.

Jakarta, 16 Desember 2020

Hormat kami,



Juanto Rasjidgandha

Direktur Utama

PERJANJIAN MAGANG KERJA WAKTU TERTENTU

No: 11/ASM/PKWT/VIII/2020

Untuk mengisi lowongan Magang pekerjaan di kantor kami di Jakarta, maka dengan ini kami mengangkat Saudari untuk bekerja di Perusahaan kami dengan kondisi atau syarat kerja sebagai berikut:

Calon Karyawan Kontrak

Nama : Muchacha Bonita
Tempat/Tgl Lahir : Jakarta, 26 November 1997
Alamat : Jl. Meranti Blok F6/9 Perum Arinda II Pondok Aren
Tangerang Selatan
Tunjangan uang makan : Rp.100.000.-/hari (Work From Office)
Tunjangan uang makan : Rp. 50.000.-/hari (Work From Home)
Tunjangan uang makan (dibagikan setiap minggu)
Posisi magang : Admin
Masa Magang : 4 Bulan
Ketentuan lainnya : Jam kerja 08.00 s/d 17.00 WIB

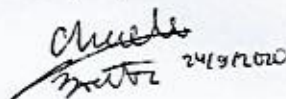
Perjanjian ini mulai berlaku per : Sejak mulai 26 Agustus 2020 sampai dengan
16 Desember 2020.

Apabila di kemudian hari terdapat kesalahan/kekeliruan dalam surat perjanjian ini, maka akan diadakan perubahan/perbaikan sebagaimana mestinya.

Jakarta, 24 September 2020

Menyetujui:

PT Airindo Sentra Medika



MUCHACHA BONITA



airin
PT AIRINDO SENTRA MEDIKA



HRD Manager

Catatan:




1. Calon karyawan magang tidak berhak menuntut pesangon apabila terjadi PHK, karena kesalahan yang dibuat oleh yang bersangkutan
2. Calon karyawan magang tidak akan mendapat pesangon apabila masa kontrak telah habis dan tidak diperpanjang lagi oleh perusahaan
3. Calon karyawan telah memahami Code of Conduct dan setuju melaksanakannya sebagai guidance minimal selama bekerja di PT Airindo Sentra Medika.



Appendix 3: Log Sheet

Log Sheet – Internship Placement Program/Practical Training

Dates (from – to)	26 th August 2020 – 19 December 2020
Student's Full Name	Muchacha Bonita
Organization	PT. Airindo Sentra Medika
Department/Section	Critical Care Division
Supervisor's name	Suryani Debby (Mentor on duty)
Phone	-
Email	suryanidebbysiahan@gmail.com

#	Date & Time	Task Descriptions	Supervisor's Signatures & Notes
1	Wed, 26/08/2020	Introduction of Company Culture, Organizational Structure and Flow of Company Tasks	Chacha is able to transitioned and understand the material as well as the knowledge greatly. She took notes on every knowledge possible; it would be good if she is able to understand everything without peeking through her notes later in the future debby  She is able to implement easy tasks from previous training debby  Chacha resulted a very amazing work on working and communicating with the individuals debby 
2	Thurs, 27/08/2020	Overview and scope of business explanation of the company	
3	Fri, 28/08/2020	Briefing about the critical care division and job description	
4	Mon, 31/08/2020	Briefing and training about Sales Order Invoice Request	
5	Tue, 01/09/2020	Introduction and Briefing for Zahir Accounting Software	
6	Wed, 02/09/2020	Introduction and Training for Petty Cash Statements, Reimbursement, Claims and Cash in Advances	
7	Thurs, 03/09/2020	Assigned to input W4 of Aug and Q4 of Expenditures for all applicants ONLY	
8	Fri, 04/09/2020	Assigned to input W4 of Aug and Q4 of Expenditures for all applicants ONLY	
9	Mon, 07/09/2020	Assigned to input weekly expenditures for Sales and Applicant and created SO for Draeger	
10	Tue, 08/09/2020	Trusted to create forecast expenditures claims prior to Petty Cash Refill	
11	Wed, 09/09/2020	Assigned to create expenditure forms for sales, applicants, messenger for head office and Bandung area	
12	Thurs, 10/09/2020	Trusted to actualize petty cash statements and report it to the Finance Department	



#	Date & Time	Task Descriptions	Supervisor's Signatures & Notes
13	Fri, 11/09/2020	Realization of reviewed petty cash statements to finance department	Debbay
14	Mon, 14/09/2020	Reimbursement and claims from the data 08/09/2020 to all sales personnel, applicants and messenger in HQ	Chacha shows amazing efficiency on helping realization of the data and shows eagerness to learn new things
15	Tue, 15/09/2020	Continue work from 14/09/2020 and training for Sales Order Flow	
16	Wed, 16/09/2020	COVID-19 PCR Test	Debbay
17	Thurs, 17/09/2020	Office WFH	Debbay
18	Fri, 18/09/2020	Office WFH	Debbay
19	Mon, 21/09/2020	Creating and inputting SO and Project Code, manage and auditing form request invoice and Schedule meeting with HR Manager	She is able to present and input the knowledges well, however it would be good if she is more confident on doing the tasks
20	Tue, 22/09/2020	WFH – doing previous work	
21	Wed, 23/09/2020	WFH – submission of reviewed previous work	
22	Thurs, 24/09/2020	Recording PO in addition to the project code and SO to Zahir Accounting and manage Petty Cash	Debbay
23	Fri, 25/09/2020	WFH	Debbay
24	Mon, 28/09/2020	WFH	Debbay
25	Tue, 29/09/2020	Trusted to proceed sales invoice and still managing expenditure forms prior to petty cash statement	Chacha able to work smoothly on creating the statement, she would done a great job if she can manage more paperwork better
26	Wed, 30/09/2020	WFH	
27	Thurs, 01/10/2020	Manage, proceed form request invoice and send the said documents to several hospitals respectively	Debbay
28	Fri, 02/10/2020	WFH	Debbay
29	Mon, 05/10/2020	WFH	Debbay



#	Date & Time	Task Descriptions	Supervisor's Signatures & Notes
30	Tue, 06/10/2020	Record absences and process it in excel and create a report to each personnel under critical care division	She is able to work within the due time and her excel data is easy to be understood when she presented it Debbly
31	Wed, 07/10/2020	WFH	
32	Thurs, 08/10/2020	Forecast petty cash reimbursements for employees under the division and expenditures review	
33	Fri, 09/10/2020	WFH	
34	Mon, 12/10/2020	WFH	
35	Tue, 13/10/2020	Review and submit Petty cash statement to the finance department	Chacha shows a great act on how multitask between division tasks and works. Not only she is able to done and met the deadline but also aligned her jobs between the two's division Debbly
36	Wed, 14/10/2020	WFH	
37	Thurs, 15/10/2020	Review and submit Petty cash statement to the finance department	
38	Fri, 16/10/2020	WFH	
39	Mon, 19/10/2020	WFH	
40	Tue, 20/10/2020	Meeting with HR for the new tasks and training for recording employment contract	
41	Wed, 21/10/2020	WFH	
42	Thurs 22/10/2020	The remainder submission of reimbursement and claims for sales personnel, applicants and messenger	
43	Fri, 23/10/2020	WFH	
44	Mon, 26/10/2020	WFH	
45	Tue, 27/10/2020	Petty cash forecast budget for sales, applicants and messenger	Chacha resulted a very decent work on communicating and reimbursed all the money to the rep person Debbly
46	Wed, 28/10/2020	WFH	
47	Thurs, 29/10/2020	Reimbursement, claims and expenditure maintenance	
48	Fri, 30/10/2020	WFH. Assigned by HR Department manager to create and redesign company's employment structure	
49	Mon, 02/11/2020	WFH	
50	Tue. 03/11/2020	Assigned by HR Department to record and book-keeping expenses for STNK and legal documents	



#	Date & Time	Task Descriptions	Supervisor's Signatures & Notes
51	Wed, 04/11/2020	WFH	
52	Thurs, 05/11/2020	Assigned by HR Department to record and book-keeping expenses for STNK and legal documents	Chacha produced a very good work as she re-formatting the documents for easy indexing
53	Fri, 06/11/2020	WFH	
54	Mon, 09/11/2020	Manage expenditure and prepare petty cash statement	debbey
55	Tue, 10/11/2020	Collect all expenditure from branches, review and prepare petty cash statement	Given permission to rest at home due to a jump cases of COVID-19, though she is able to finish her work before the date
53	Wed, 11/11/2020	WFH	
54	Thurs, 12/11/2020	COVID-19 PCR Test	
55	Fri, 13/11/2020	WFH	debbey
56	Mon, 16/11/2020	Submission of petty cash statement, assigned by HR Department to manage documents for employment in 2019	Chacha wisely supports the lead administrative well while doing her tasks on another department.
57	Tue, 17/11/2020	Assigned by HR Department to manage documents for employment in 2020 and employee candidates in 2021	
58	Wed, 18/11/2020	WFH	debbey
59	Thurs, 19/11/2020	Permission leave due to illness	debbey
60	Fri, 20/11/2020	WFH	debbey
61	Mon, 23/11/2020	Assigned by HR Department to search, record and make assessment for psychological test for employees' candidate	Chacha shows responsibility on doing her tasks between the two department, she works fast and efficient. Although she was confused at first, later on she is able to continue just fine.
62	Tue, 24/11/2020	Assigned by HR Department to record and make assessment for psychological test for employees' candidate	
63	Wed, 25/11/2020	WFH	
64	Thurs, 26/11/2020	Proceed sales request invoice, input of expenditure report and recording of commercial invoice	
65	Fri, 27/11/2020	WFH	
66	Mon, 30/11/2020	Proceed sales request invoice, input of expenditure report and recording of commercial invoice	debbey
67	Tue, 01/12/2020	Create Expenditure Report, proceed Sales Order and SO Request Form	Chacha shows eagerness on doing



#	Date & Time	Task Descriptions	Supervisor's Signatures & Notes
68	Wed, 02/12/2020	WFH	repetitive works and shows stability while doing her tasks, she communicates well between accounting department and her current one <i>debby</i>
69	Thurs, 03/12/2020	Proceed sales request invoice, input of expenditure report, manage SO form & Expenditure forms and recording of commercial invoice	Chacha is starting to perfect her whole tasks as a proper employee by multitasking on more complex and more complicated issues and able to troubleshoot some problems <i>debby</i>
70	Fri, 04/12/2020	WFH	
71	Mon, 07/12/2020	Proceed sales request invoice, input of expenditure report, manage SO form & Expenditure forms and recording of commercial invoice	
72	Tue, 08/12/2020	Proceed sales request invoice, input of expenditure report, manage SO form & Expenditure forms and recording of commercial invoice	
73	Wed, 09/12/2020	WFH. Checking SO and its REQ Forms from Sales Rep.	Chacha was given almost a full control on preparing her tasks while still getting reviews by her mentor, she performed a good team work and work synergy between all members even in different division. Well done! <i>debby</i>
74	Thurs, 10/12/2020	Proceed sales request invoice, input of expenditure report, manage SO form & Expenditure forms and recording of commercial invoice	
75	Fri, 11/12/2020	WFH. Checking SO and its REQ Forms from Sales Rep. as well as recap invoice payments for Draeger	
76	Mon, 14/12/2020	Manage expenditure and prepare petty cash statement	
77	Tue, 15/12/2020	Manage expenditure and prepare petty cash statement	
78	Wed, 16/12/2020	Manage expenditure and prepare petty cash statement	<i>debby</i>
79			
80			

Supervisor's Signature

Suryani Debby

Trainee's Signature

Muchacha Bonita

Mentor on duty – Critical Care

Trainee's Name



Appendix 4: Assessment Report

Assessment Report – Internship Placement Program/Practical Training

Today's Date	16/12/2020	Score on the overall Result 90 mm
Student	Muchacha Bonita	
Department	Critical Care Division	
Start	26 th August 2020	
Finish	16 th December 2020	
Academic Year	2020 -2021	
Supervisor*	Jerri F. Saragih	



Attitude

		85-100	75-84	60-74	50-59	< 50
Cooperation	Openness to suggestions for achieving the aim of the training and task (helpful & adaptable)	96				
Neatness	Neatness and punctuality at work		84			
Reliability	Tasks carried out in a responsible way	90				

Aptitude

Readiness to learn	Interest in training content and tasks	96				
Understanding	Understand new assignments, which require speed and accuracy	90				
Knowledge	Overall knowledge	90				
IT-Knowledge	Skills in using software	90				
English knowledge	Proficiency (Speaking, Writing & Comprehension)	90				
Potential	Ability to work independently on assignments and to develop understanding	90				

Performance

Quality of work	Performance at work	90				
Concentration and persistence	Ability to use the time intensively in doing assignments		84			
Working speed	Speed in doing the work	90				
Reaction to pressure	Behavior while completing many jobs under time pressure	90				



Positive or negative comments (to be completed by the Supervisor/s):

Mochadza. Showed a good Attitudo -
and. Performay. Amazingly in the
future. I hope Mochadza is more
Confident.

Would you accept IULI students for Internship Placement Program in the coming years? Yes /~~No~~

Note: The assessment has been discussed with the student undertaking the Internship Placement Program/Practical Training

Assessment date: 16/12/2020

Student's
signature

Muchacha Bonita

Student's name

Supervisor's
signature

Jerri F. Saragih

Supervisor's name

International
University Liaison
Indonesia (II)

Department Head or
Dean





Appendix 5: Assessment Report

Assessment Report – Internship Placement Program/Practical Training

Today's Date	14/12/2020	Score on the overall Result 90
Student	Muchacha Bonita	
Department	Critical Care Division	
Start	26 th August 2020	
Finish	16 th December 2020	
Academic Year	2020/2021	
Supervisor*	LILIS ANASTASIA / HRD	



Attitude

		85-100	75-84	60-74	50-59	< 50
Cooperation	Openness to suggestions for achieving the aim of the training and task (helpful & adaptable)	90				
Neatness	Neatness and punctuality at work	90				
Reliability	Tasks carried out in a responsible way	90				

Aptitude

Readiness to learn	Interest in training content and tasks	90				
Understanding	Understand new assignments, which require speed and accuracy	85				
Knowledge	Overall knowledge	90				
IT-Knowledge	Skills in using software	90				
English knowledge	Proficiency (Speaking, Writing & Comprehension)	90				
Potential	Ability to work independently on assignments and to develop understanding					

Performance

Quality of work	Performance at work	90				
Concentration and persistence	Ability to use the time intensively in doing assignments	85				
Working speed	Speed in doing the work	85				
Reaction to pressure	Behavior while completing many jobs under time pressure	85				



Positive or negative comments (to be completed by the Supervisor/s):

Thank you for the good cooperation.

Would you accept IULI students for Internship Placement Program in the coming years? Yes / No

Note: The assessment has been discussed with the student undertaking the Internship Placement Program/Practical Training

Assessment date: 14/12/2020

Student's
signature

Muchacha Bonita

Student's name

Supervisor's
signature

Supervisor's name

Internati
University I
Indonesia

Department Head or
Dean





Appendix 6: Assessment Report

Assessment Report – Internship Placement Program/Practical Training

Today's Date	20 th December 2020	Score on the overall Result <h1 style="text-align: center;">90</h1>
Student	Muchacha Bonita	
Department	Critical Care Division	
Start	26 th August 2020	
Finish	16 th December 2020	
Academic Year	2020/2021	
Supervisor*	Suryani Debby	

Attitude

		85-100	75-84	60-74	50-59	< 50
Cooperation	Openness to suggestions for achieving the aim of the training and task (helpful & adaptable)	90				
Neatness	Neatness and punctuality at work	85				
Reliability	Tasks carried out in a responsible way	90				

Aptitude

Readiness to learn	Interest in training content and tasks	90				
Understanding	Understand new assignments, which require speed and accuracy	90				
Knowledge	Overall knowledge	90				
IT-Knowledge	Skills in using software	90				
English knowledge	Proficiency (Speaking, Writing & Comprehension)	90				
Potential	Ability to work independently on assignments and to develop understanding	90				

Performance

Quality of work	Performance at work	88				
Concentration and persistence	Ability to use the time intensively in doing assignments	90				
Working speed	Speed in doing the work	90				
Reaction to pressure	Behavior while completing many jobs under time pressure	90				



Positive or negative comments (to be completed by the Supervisor/s):

Muchacha shows a satisfactory result during her internship days, she was able adapt new environment with different schedule and work tension very well. Not only she was able to efficiently work within her scope, but Muchacha also can juggle her work in another division. During the days of internship, she shows so much eagerness and positivity on doing her tasks by always asking questions either during the training and briefing or during work implementation.

She supported the Critical Care Division well with expenditures and SO Forms, she is a good team player and able to fill in the gaps between each employee. She throws playful jokes and always cheerful while communicating with the other employees.

In the future I hope Muchacha can be more confident and beat her self out while doing her work tasks, she needs to be more mindful about a lot of details on her work and such. I wish her a good luck in the future.

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

Yes / No

Note: The assessment has been discussed with the student undertaking the Internship Placement Program/Practical Training

Assessment date: 20/12/2020

Student's signature

Muchacha Bonita

Student's name

Supervisor's signature

Suryani Debby

Supervisor's name

International Un
Liaison Indonesi

Department Head

Dean

