

# **CHAPTER 1**

## **INTRODUCTION**

### **1.1 Internship Background**

Along with the development of technology and science, organizations or companies need human resources who are skilled, qualified, and professional. Students who are one of the human resources must adapt and develop themselves with the work environment in the future. Producing competent and professional human resources, universities must prepare their students well.

Universitas Muhammadiyah of Surakarta (UMS) provides opportunities for students to support skill improvement in the form of hard and non-technical skills. Universitas Muhammadiyah Surakarta (UMS), in collaboration with FHCI, held a certified internship for six months. The certified internship is an exercise for students, carefully designed to create a particular work experience for developing themselves, which is carried out in State-Owned Companies (BUMN).

The author took part in this internship program to find out and gain experience as to what the real world of work is like by going directly to the field. Students are expected to gain experience and knowledge with current conditions and prepare themselves to enter the real world of work and apply the knowledge gained in lectures.

## **1.2 Meaning and purpose of the internship**

The Muhammadiyah University of Surakarta certified internship in collaboration with the Human Capital Forum (FHCI) has meaning and purpose for internships students. That is, will adapt to the work environment and increase knowledge about the work environment in a company or organization.

The meaning of the author doing the fieldwork is as follows:

1. Learning how employee transfer at PT Kereta API Indonesia (Persero) Bandung.
2. Improve, expand and strengthen competencies.
3. Acquire work experience before entering the workplace.
4. Do an Internship in the office of Administration in government agencies.

The purposes of the internship program include.:

1. Provide insight into fieldwork directly.
2. Improving capabilities in the form of hard skills and soft skills.
3. Implementation of the Company's work culture in terms of time management, communication relationships, teamwork, and emotional pressure in completing work on time.

## **1.3 Scope of the Internship assignment**

The author did an internship in company administration, part of human resource management. The Company places the author in the MCA Unit

(Personal Administration) in the MCAM (Transfer, Retirement, and Personnel Database) section, where this unit manages HR administration at PT Kereta Api Indonesia (Persero) Bandung.

#### **1.4 Job Target**

The target that must be done during the internship is to understand the business processes in the Human Resources Unit. understand the Administration of workers at PT Kereta Api Indonesia (Persero) Bandung. Carry out internship practices following the regulations set by the Company by helping work in the MCAM (Transfer, Retirement and Personnel Database) section. The tasks given to the author include correspondence, distribution of physical files related to worker transfer. Understanding the preparation of the checklist for employee transfer requirements in terms of Rotation, Promotion, and Demotion of Workers and filing related to the completeness of requirements for workers who will enter the retirement age limit.

#### **1.5 System Summary of Report**

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Foreword

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6.1 Conclusion

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