

LAMPIRAN



Proyek PT. Takenaka Indonesia warehouse PT. Mitsubishi Logistic Indonesia Cibitung Area, tempat penulis melaksanakan praktik kerja lapangan



Penulis foto di depan kantor PT. Takenaka Indonesia Cibitung Area



Suasana kantor PT. Takenaka Indonesia Cibitung Area



Suasana kantor jika istirahat siang, lampu dimatikan dari jam 12:00-13:00
istirahat berakhir



Ruang *Meeting*



Tempat duduk dan meja penulis



Penulis saat sedang mengerjakan tugas



Penulis saat sedang melakukan zoom meeting seminar bimbingan tugas akhir
dengan para dosen





Materi pembuatan presentasi professional yang diberikan Ura-san
 Sumber: Data Architect PT. Takenaka Indonesia

Self introduction

Pandan Arum Kinasih



20 years old
October 12th 2001



Hometown Surabaya



Darma Persada University

Achieve a Japanese language certificate



INTERNSHIP

3 month internship April-July

- achieve a new knowledge
- achieve experience
- Learning something new from every fields in here
- achieve a material for my thesis

GRADUATE

- ✓ compile my thesis before August 10th
- ✓ thesis defence on August 13th
- ✓ graduate in September 29th

Achieve English language certificate

3 month course September-December

- ✓ achieve 7.5 score for IELTS
- ✓ achieve 550 score for TOEFL



MEXT Scholarship

Facility

1. Tuition fees are fully borne until the program is completed.
2. Living allowance ¥117,000/month.
3. Return flight ticket from Indonesia to Japan (1 time).
4. Free of charge for student visas.
5. Without official ties.

CHIBA UNIVERSITY

Living Cost in Chiba


	Yen	Rupiah
Breakfast		
Meal	¥110/meal	Rp 1.100
Snack	¥100/day	Rp 1.000
Lunch	¥100	Rp 1.000
Dinner	¥100	Rp 1.000
Restaurant		
(average, weekly)	¥300 (once in a while)	Rp 3.000
WATER		
Cost	¥4000/month	Rp 40.000
Electricity	¥16000/month	Rp 160.000
Internet	¥4000/month	Rp 40.000
Cellphone product	¥3000 (2 days)	Rp 30.000
Markets	¥5000 (1 day)	Rp 50.000
Meals	¥1000-1500 (1 day)	Rp 10.000-15.000
Chiba IC (IC card)	¥1000 (price in a month)	Rp 10.000
Living allowance	¥117.000/month	Rp 1.170.000
Total	¥70850	Rp 7.085.000

Presentasi sebelum mendapatkan revisi, penulis membuatnya di Canva

Self introduction


Pandan Arum Kinasih

Profile



2001 October 12th
20 years old


Hometown in Surabaya, East of Java



Student of Japanese Literature in Darma Persada University


Treasurer of student organizations

Hobbies



Cooking & Hangout

This year's plan



3 months internship April-July

Do a research

Prepare for scholarship

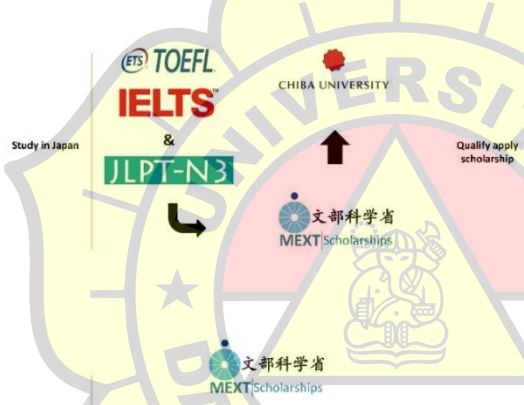
Language courses

Compile my thesis

Finish my thesis

Graduate

Study in Japan



ETS TOEFL

IELTS

CHIBA UNIVERSITY

文部科学省

MEXT Scholarships

Qualify apply scholarship

July 3rd	Aug	Sep 23rd	Oct	Nov	Dec 4th	Jan 6th
JLPT N4 Jakarta, Unsada		Graduate Jakarta, Unsada		Online English Course		Online TOEFL Test
					JLPT N3 Jakarta, Unsada	

Terms:

- Max ages 34
- Graduate D3/S1
- Choose similar faculty with last graduate
- Min GPA 3.2
- Attach Japanese certificate or English certificate
- Attach degree, transcript scores
- Willing to learn Japanese for those who have not mastered Japanese

Selection a schedule:

Apply documents	19 April - 7 Mei 2023
Announcement	2 July 2023
Writing test	End of June 2023
Announcement WT	Early July 2023
Interview test	Mid July 2023
Announcement IT	End of July 2023
LoA	Augustus 2023
Final Result	January 2024
Otw jepun	April 2024/ October 2024

Living of Cost

Est.	Rp 3.800.000/month
Dormitory, electricity	Rp 4.500.000/month
Utilities, product, markets	Rp 2.500.000/1,2 months
Total	Rp 10.800.000

Living allowance	Rp 13.500.000/month
Total living cost	Rp 16.800.000/month
Part-time job	Rp 1.200.000/day
Remaining cost	Rp 4.200.000

Hasil akhir power point future plan setelah melalui beberapa kali revisi



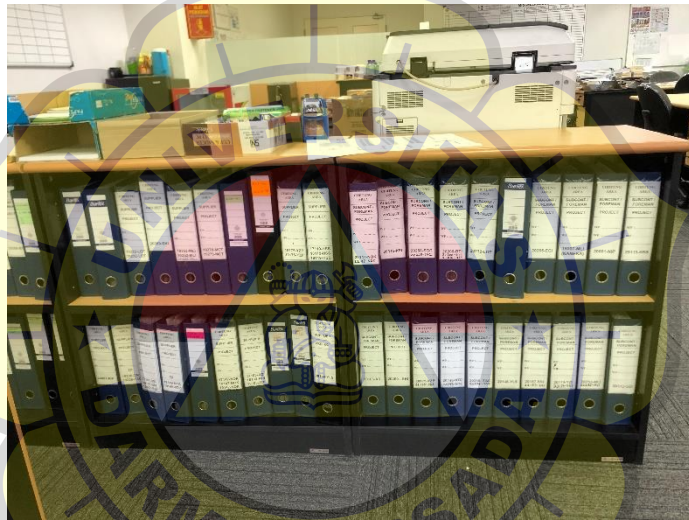
Penulis (kiri atas) dan Annasthasa (kanan atas) belajar bersama tentang pekerjaan *cashier* dengan Mbak Tia



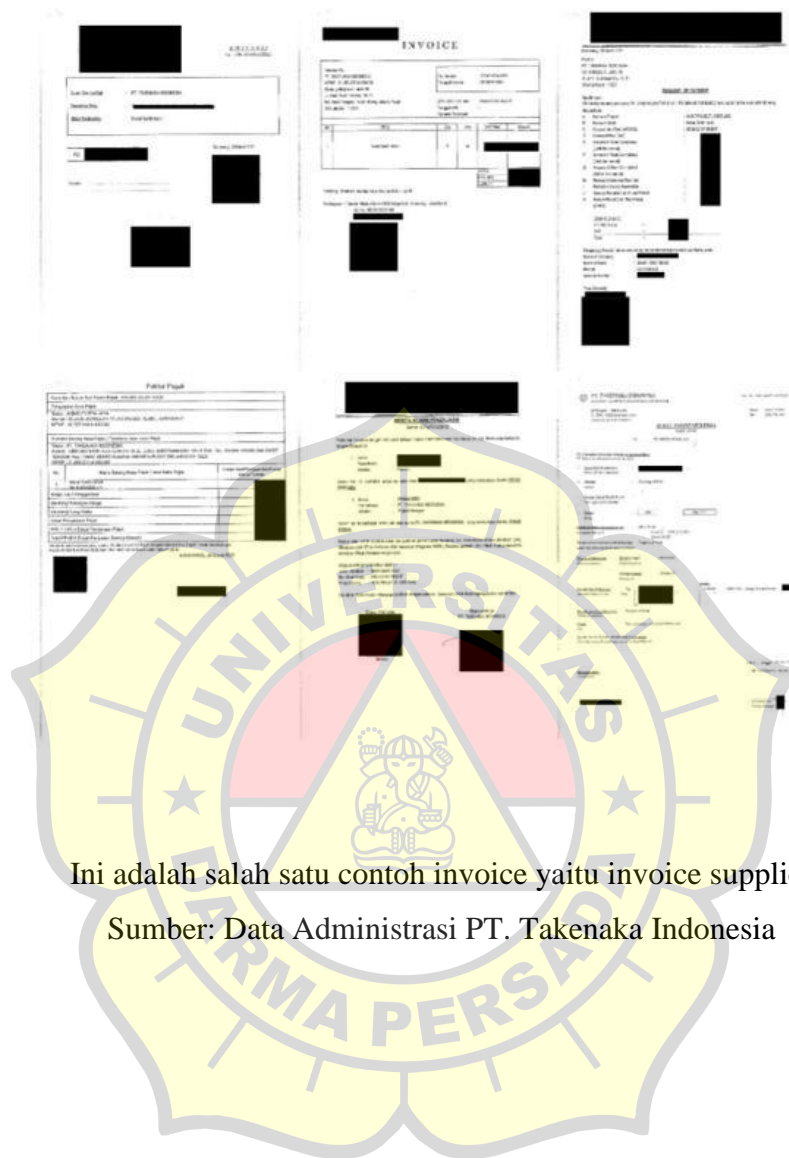
Penulis (kiri) dan Annasthasa (tengah) belajar bersama tentang pekerjaan *Assistant Administration* dengan Pak Eko (kanan)



Rak ordner administrasi yang berisi *statement* WO, WF, OS, dan BQ *Head Office*



Rak ordner subcontractor dan foreman



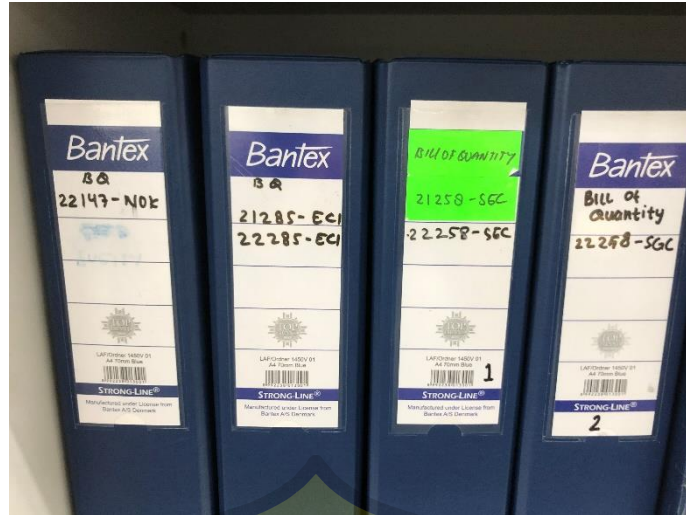
Ini adalah salah satu contoh invoice yaitu invoice supplier
Sumber: Data Administrasi PT. Takenaka Indonesia

CIBITUNG AREA	CIBITUNG AREA	CIBITUNG AREA	PT. TAKENAKA INDONESIA CIBITUNG AREA ADMINISTRASI
SUBCONT	SUPPLIER	FOREMAN	BILL OF QUANTITY
PROJECT WO	PROJECT OS	PROJECT WF	
20146 - YLS 22146 - YLS	20285 - ECI 21285 - ECI 22285 - ECI	20007 - LOT	22002 - NTC 22149 - NTC
2020	2020 2021 2022	2020	2022

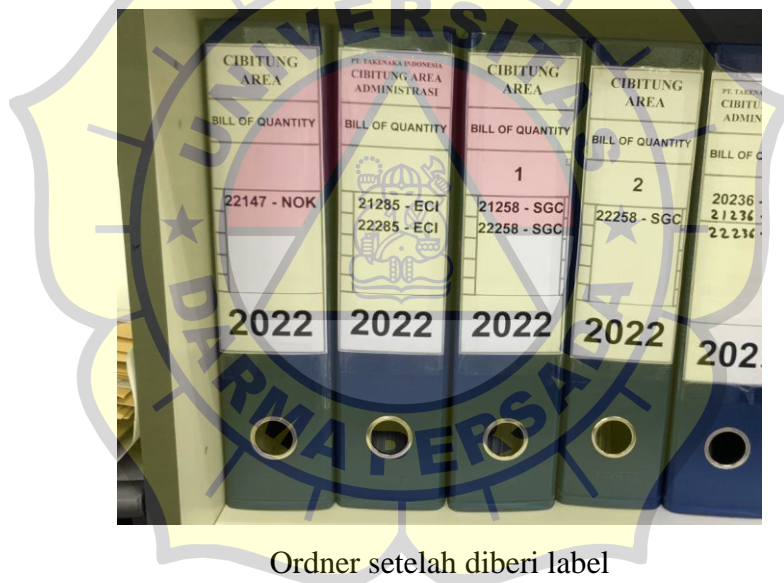
CIBITUNG AREA	CIBITUNG AREA	CIBITUNG AREA	CIBITUNG AREA
EKSPEDISI	EKSPEDISI	EKSPEDISI	SUBCONT
STATEMENT PROJECT	STATEMENT WO / WF / OS	STATEMENT OS	PROJECT WO / WF / OS
22002 - NTC	22258 -SGC	21200 - BTI 22200 - BTI	21320 - KOH 22320 - KOH
2022	2022	2022	2021 2022

Label Ordner

Sumber: Data Penulis



Beberapa ordner sebelum diberi label



Ordner setelah diberi label



Penulis (kiri) dan Annasthasa (tengah) belajar bersama tentang pekerjaan *Quantity Surveyor* dan *Quality Control* dengan Pak Mufti (kanan)



Penulis (tengah) dan Annasthasa (kiri) bersama *Assistant Quantity Surveyor* Pak Fajar (kanan)

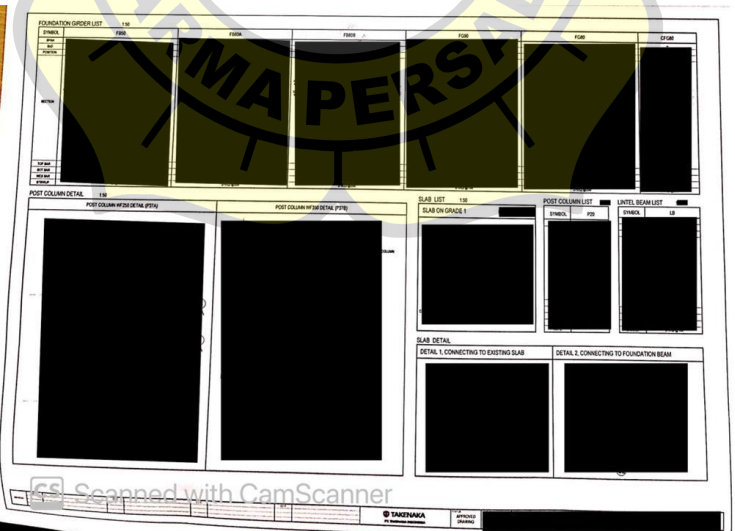
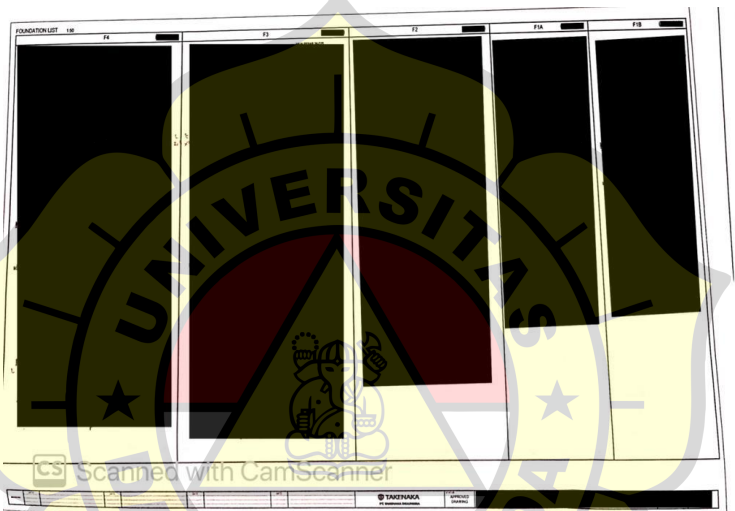
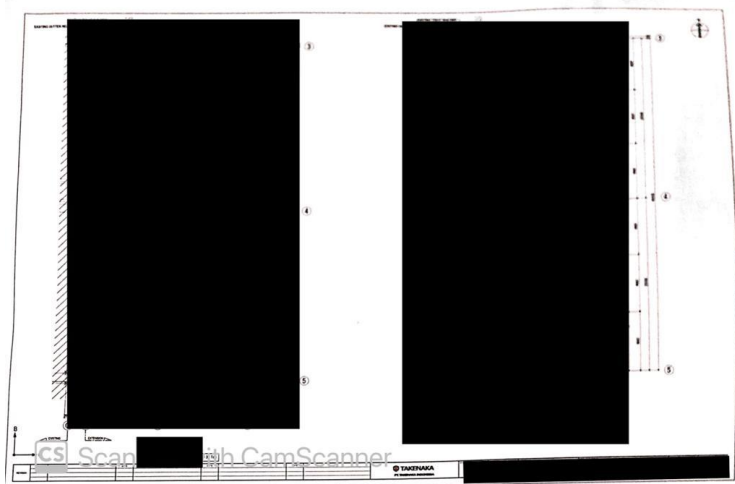
1. Bongkar Partisi (partisi) m^2 100 m^2
2. Bongkar lantai (beton) m^2 } sama 1260 m^2
3. Bongkar Ceiling m^2 }
4. Pasang partisi m^2 18.925 m^2
5. Pasang lantai (beton) m^3 7500 m^3

Soal yang diberikan oleh Quantity Surveyor



Soft drawing

Sumber: Data Quantity Surveyor PT. Takenaka Indonesia



Soft drawing

Sumber: Data *Quantity Surveyor* PT. Takenaka Indonesia



Penulis (paling kanan) dan Annasthasa (paling kiri) bersama *staff Mechanical & Electrical Engineering* Bu Amroh (kedua dari kanan) dan Pak Yuda (kedua dari kiri) setelah belajar tentang pekerjaan M&E

No.	WORK DESCRIPTION	UNIT	QTY	UNIT PRICE (Rupiah)	TOTAL PRICE (Rupiah)
B 1	ELECTRICAL WORK POWER SUPPLY SYSTEM Cable Power & Control For Air Conditioning (NEW) : Cable NYM 3c - 2,5 mm2 Conection for Above Cable For Projector : Cable NYM 3c - 2,5 mm2 Conection for Above PVC Conduit Pipe HI 20mm dia. Fitting for above Projector + Screen Dismantle & Reinstall Screen Projector CNP Channel 75 x 45 x 2,3 x 6000mm L - Engle Bar 50 x 50 x 5 x 6000mm (KS) Round Bar 10mm Dia x 12000mm Paint Materials Supporting Materials Miscellaneous Materials Unloading Fee Installation Work Testing & Commissioning	m lot m lot m lot lot ea ea ea lot lot lot lot lot lot			
DIRECT COST SUB TOTAL					
2	LIGHTING & RECEPTACLE SYSTEM Cable NYM 3c - 2,5 mm2 Conection for Above PVC Conduit Pipe HI 20mm dia. Fitting for above Lighting Fixture LED 18W x 2 Recessed Miror Louver Type Lighting Fixture LED 18W x 2 Recessed Miror Louver Type (w/battery) Lighting Fixture LED 7W Downlight Type Pull Box 100 x 100 x 100 Lighting Switch 1 way 1P 15A x 1 W/Plate Lighting Switch 1 way 1P 15A x 2 W/Plate Receptacle (floor type) 2P+E 10A 250V Clipping Floor Supporting Materials Miscellaneous Materials Unloading Fee Installation Work Testing & Commissioning	m lot m lot ea ea ea ea ea ea ea lot lot lot lot lot lot			
DIRECT COST SUB TOTAL					
3	DISMANTLE & RE-INSTALL WORK Cable NYM 3c - 2,5 mm2 Conection for Above Steel Conduit Pipe G-22 Fitting for above Steel Conduit Pipe E-19 Steel Conduit Pipe E-25 Fitting for above PVC Duct 150x100mm Fitting for above Dismantle & Reinstall existing Supporting Materials Miscellaneous Materials Unloading Fee Installation Work Testing & Commissioning	m lot m lot m lot m lot m lot lot lot lot lot			
DIRECT COST SUB TOTAL					

Bill of quantity mechanical work sebelum dipindahkan ke format PT. Takenaka Indonesia

Sumber: *Data Mechanical & Electrical Engineering* PT. Takenaka Indonesia

Name of Project : XXXXXXXXXX
 Location : XXXXXXXXXX

No.	WORK DESCRIPTION	UNIT	QTY	UNIT PRICE (Rupiah)	TOTAL PRICE (Rupiah)	
1	MECHANICAL WORK NEW AIR CONDITIONING SYSTEM WORK					
	AC Wall Mounted Type Non Inverter Cooling Cap. : 5.450 Kcal/h (2.5 PK) Input Power : 1ph/220v/1.912 Kw Refrigerant R-32	set				
	Ditto Foundation	lot				
	Refrigerant Pipe 6.4 mm Dia. x 0.76 thk	m				
	Refrigerant Pipe 15.9 mm Dia. x 0.89 thk	m				
	Ditto Fitting	lot				
	Ditto Hanger & Support	lot				
	Tube Insulation 20mm thk 6.4 mm Dia.	m				
	Tube Insulation 20mm thk 15.9 mm Dia.	m				
	PVC Pipe SNI (10kg/cm2) - AW 20 mm Dia.	m				
	Ditto Fitting	lot				
	Hanger & Support	lot				
	Chipping Floor 10m	lot				
	Finishing Floor	lot				
	Tube Insulation 13mm thk 20 mm dia PVC	m				
	Electrical Control Wiring R-410A/R32 Freon Gas Charging	lot lot				
	Power Supply : Cable Power AC c/w Accessories 20m	lot				
Miscellaneous Materials	lot					
Unloading Fee	lot					
Piping & Installation Work	lot					
Testing & Commissioning	lot					
DIRECT COST SUB TOTAL						
2	MECHANICAL WORK AIR CONDITIONING SYSTEM RELOCATION WORK					
	Relocation AC Wall Mounted Type 2.5PK include : - Demolish Work - Test Function Before / After - Cleaning Indoor & Outdoor - Test Ampere	set				
	Demolish & Re-Install Work : - Up Rise Refrigerant pipe to above ceiling' - Modification AC Drain - Other Materials	lot				
	Miscellaneous Materials	lot				
	Unloading Fee	lot				
	Piping & Installation Work	lot				
	Testing & Commissioning	lot				
	DIRECT COST SUB TOTAL					
	3	MECHANICAL WORK MODIFICATION PIPING WORK				
		Water Supply pipe expose insert into the wall :				
Galv. Steel Pipe (M) Type 20 mm Dia.		m				
Ditto Fitting		lot				
Ditto Hanger & Support		lot				
Demolish Existing Pipe		lot				
Chipping Wall		lot				
Finishing Wall for above		lot				
AD Drain pipe expose insert into the wall area :						
Galv. Steel Pipe (M) Type 20 mm Dia.		m				
Ditto Fitting		lot				
Ditto Hanger & Support		lot				
Chipping Wall		lot				
Finishing Wall for above		lot				
Tube Insulation 13mm thk 20 mm dia PVC		m				
Miscellaneous Materials	lot					
Unloading Fee	lot					
Piping & Installation Work	lot					
Testing & Commissioning	lot					
DIRECT COST SUB TOTAL						

Name of Project : [REDACTED]
 Location : [REDACTED]

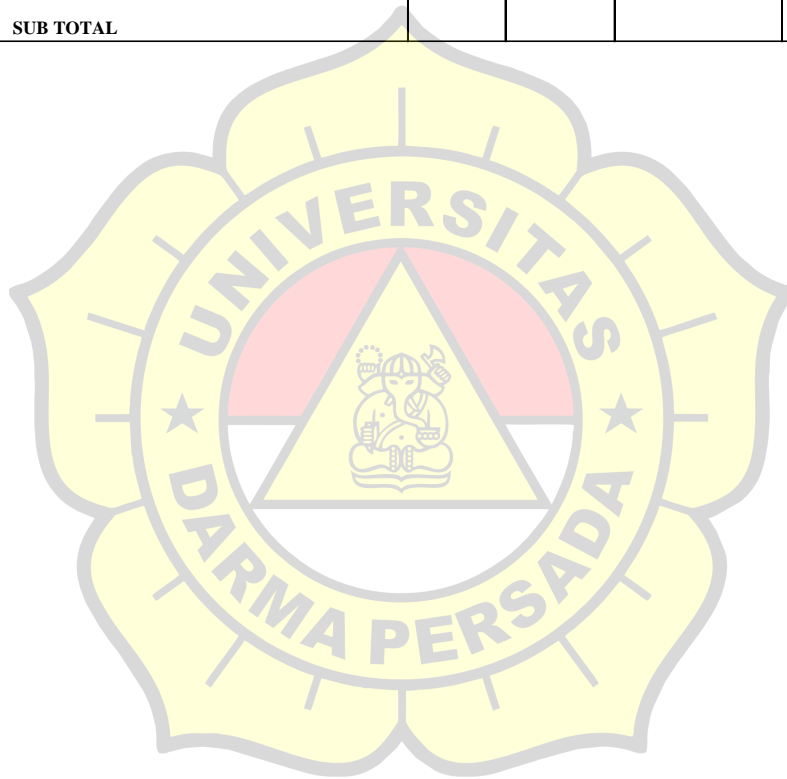
No.	WORK DESCRIPTION	UNIT	QTY	UNIT PRICE (Rupiah)	TOTAL PRICE (Rupiah)
	SUMMARY WORKS				
A	MECHANICAL WORK	lot	[REDACTED]		[REDACTED]
1	NEW AIR CONDITIONING SYSTEM WORK	lot		[REDACTED]	
2	AIR CONDITIONING SYSTEM RELOCATION WORK	lot		[REDACTED]	
3	MODIFICATION PIPING WORK	lot		[REDACTED]	
B	ELECTRICAL WORK	lot			[REDACTED]
1	POWER SUPPLY SYSTEM	lot		[REDACTED]	
2	LIGHTING & RECEPTACLE SYSTEM	lot		[REDACTED]	
3	DISMANTLE & RE-INSTALL WORK	lot		[REDACTED]	
	DIRECT COST TOTAL B.				[REDACTED]

Bill of quantity mechanical work sebelum dipindahkan ke format PT. Takenaka Indonesia

Sumber: Data *Mechanical & Electrical Engineering* PT. Takenaka Indonesia

BILL OF QUANTITY

NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
A	MECHANICAL WORK	LOT	1		
1	NEW AIR CONDITIONING SYSTEM WORK	LOT	1		
2	AIR CONDITIONING SYSTEM RELOCATION WORK	LOT	1		#REF!
3	MODIFICATION PIPING WORK	LOT	1		#REF!
	SUB TOTAL				#REF!



B	MECHANICAL WORK				
	1	NEW AIR CONDITIONING SYSTEM WORK			
	AC wall Mounted Type Non Inverter Cooling Cap. : 5,450 Kcal/h (2,5 PK) Input Power : 1ph/220v/1.912 Kw Refrigent R-32				
	Ditto Foundation	lot			
	Refrigerant Pipe 6.4 mm Dia. X 0.76 thk	m			
	Refrigerant Pipe 15.9 mm Dia. X 0.89 thk	m			
	Ditto Fitting	lot			
	Ditto Hanger & Support	lot			
	Tube Insulation 20mm thk 6.4 mm Dia.	m			
	Tube Insulation 20mm thk 15.9 mm Dia	m			
	PVC Pipe SNI (10kg/cm ²) - AW 20 mm Dia.	m			
	Ditto Fitting	lot			
	Hanger & Support	lot			
	Chiping Floor 10m	lot			
	Finishing Floor	lot			
	Tube Insulation 13mm thk 20 mm dia PVC	m			
	Electrical Control Wiring	lot			
	R-410A/R32 Freon Gas Charging	lot			
	<u>Power Supply :</u>				
	Cable Power AC c/w Accessories 20m	lot			
	Miscellaneous Materials	lot			
	Unloading Fee	lot			
	Piping & Installation Work	lot			
	Testing & Commissioning	lot			
	DIRECT COST SUB TOTAL				
B	MECHANICAL WORK				
	2	AIR CONDITIONING SYSTEM RELOCATION WORK			
	Relocation AC Wall Mounted Type 2,5PK include: - Demolsh Work - Test Function Before / After - Cleaning Indoor & Outdoor - Test Ampere	set			
	Demolish & Re-Install Work: - Up Rise Refrigerant pipe to above ceiling' - Modification AC Drain - Other Materials	lot			
	Miscellaneous Materials	lot			
	Unloading Fee	lot			
	Piping & Installation Work	lot			
	Testing & Commissioning	lot			
	DIRECT COST SUB TOTAL				

3	MECHANICAL WORK					
	MODIFICATION PIPING WORK					
	<u>Water Supply pipe expose insert into the wall:</u>					
	Galv. Steel Pipe (M) Type	20 mm Dia.	m			
	Ditto Fitting		lot			
	Ditto Hanger & Support		lot			
	Demolish Existing Pipe		lot			
	Chipping Wall		lot			
	Finishing Wall for above		lot			
	<u>AD Drain pipe expose insert into the wall area:</u>					
	Galv. Steel Pipe (M) Type	20 mm Dia.	m			
	Ditto Fitting		lot			
	Ditto Hanger & Support		lot			
	Chipping Wall		lot			
	Finishing Wall for above		lot			
	Tube Insulation 13mm thk	20 mm Dia. PVC	m			
	Miscellaneous Materials		lot			
Unloading Fee		lot				
Piping & Installation Work		lot				
Testing & Commissioning		lot				
DIRECT COST SUB TOTAL						

Bill of quantity mechanical work setelah dipindahkan ke format PT. Takenaka Indonesia

Sumber: Data *Mechanical & Electrical Engineering* PT. Takenaka Indonesia

BILL OF QUANTITY

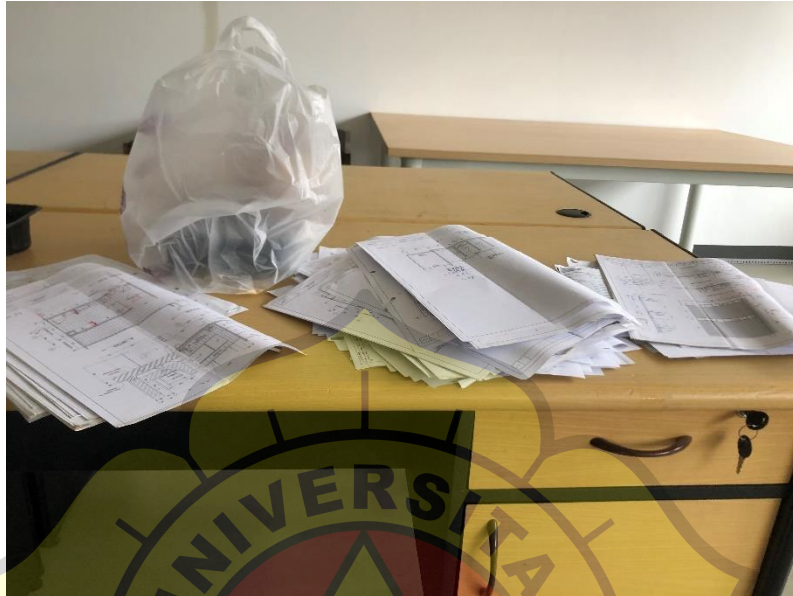
NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
B	MECHANICAL & ELECTRICAL WORK	LOT			
1	POWER SUPPLY SYSTEM	LOT			
2	LIGHTING & RECEPTACLE SYSTEM	LOT			#REF!
3	DISMANTLE & RE-INSTALL WORK	LOT			#REF!
	SUB TOTAL				#REF!
B	ELECTRICAL WORK				
1	POWER SUPPLY SYSTEM				
	Cable Power & Control for Air Conditioning (NEW)				
	Cable NYM 3c-2,5 mm ²	m			
	Connection for above	lot			
	Cable for Projector				
	Cable NYM 3c-2,5 mm ²	m			
	Connection for above	lot			
	PVC Conduit Pipe HI 20 mm Dia.	m			
	Fitting for above	lot			
	Projector + Screen				
	Dismantle & Reinstall Screen Projector	lot			
	CNP Channel 75 x 45 x 2.3 x 6000mm	ea			
	L - Engle Bar 50 x 50 x 5 x 6000mm (K	ea			
	Round Bar 10mm Dia x 12000mm	ea			
	Paint Materials	lot			
	Supporting Materials	lot			
	Miscellaneous Material	lot			
	Unloading Fee	lot			
	Installation Work	lot			
	Testing & Commissioning	lot			

2	LIGHTING & RECEPTACLE SYSTEM				
	Cable	NYM 3c-2,5mm ²	m		
	Connection for above		lot		
	PVC Conduit Pipe	HI 20mm Dia.	m		
	Fitting for above		lot		
	Lighting Fixture	LED 18W x 2 Recessed M	ea		
	Lighting Fixture	LED 18W x 2 Recessed M	ea		
	Lighting Fixture	LED 7W Downlight Type	ea		
	Pull Box	100 x 100 x 100	ea		
	Lighting Switch 1 way	1P 15A x 1 W/Plate	ea		
	Lighting Switch 1 way	1P 15A x 2 W/Plate	ea		
	Receptacle (floor type)	2P+E 10A 250V	ea		
	Cipping Floor		lot		
	Supporting Materials		lot		
	Miscellaneous Materials		lot		
	Unloading Fee		lot		
	Installation Work		lot		
Testing & Commissioning		lot			
3	DISMANTLE & RE-INSTALL WORK				
	Cable	NYM 3c - 2,5 mm ²	m		
	Connection for above		lot		
	Steel Conduit Pipe	G-22	m		
	Fitting for above		lot		
	Steel Conduit Pipe	E-19	m		
	Steel Conduit Pipe	E-25	m		
	Fitting for above		lot		
	PVC Duct	150 x 100mm	m		
	Fitting for above		lot		
	Dismantle & Reinstall existing		lot		
	Supporting Materials		lot		
	Miscellaneous Materials		lot		
	Unloading Fee		lot		
	Installation Work		lot		
	Testing & Commissioning		lot		

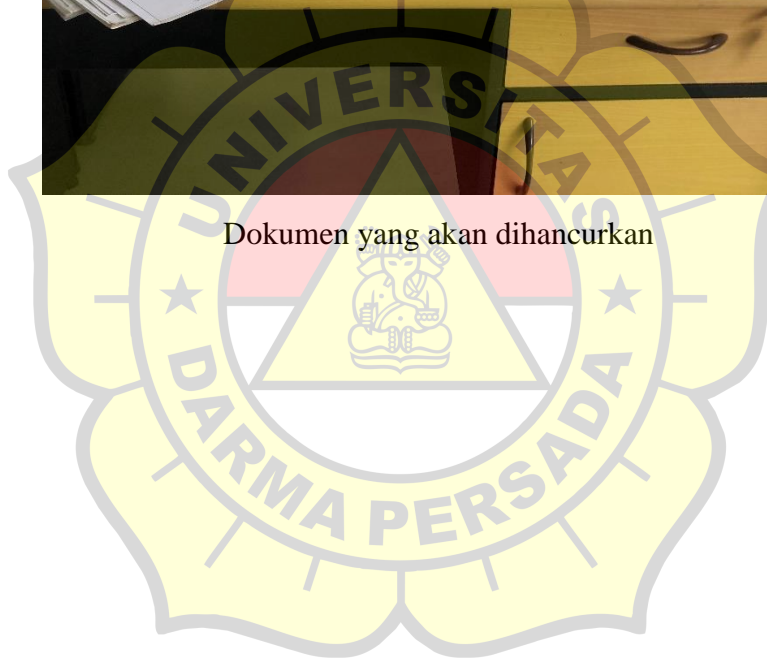
Bill of quantity electrical work setelah dipindahkan ke format PT. Takenaka

Indonesia

Sumber: Data *Mechanical & Electrical Engineering* PT. Takenaka Indonesia



Dokumen yang akan dihancurkan





Penulis (kanan) dan Mbak Tia (kiri) di *new site office* saat sedang memilah dokumen yang akan dihancurkan dengan mesin penghancur kertas



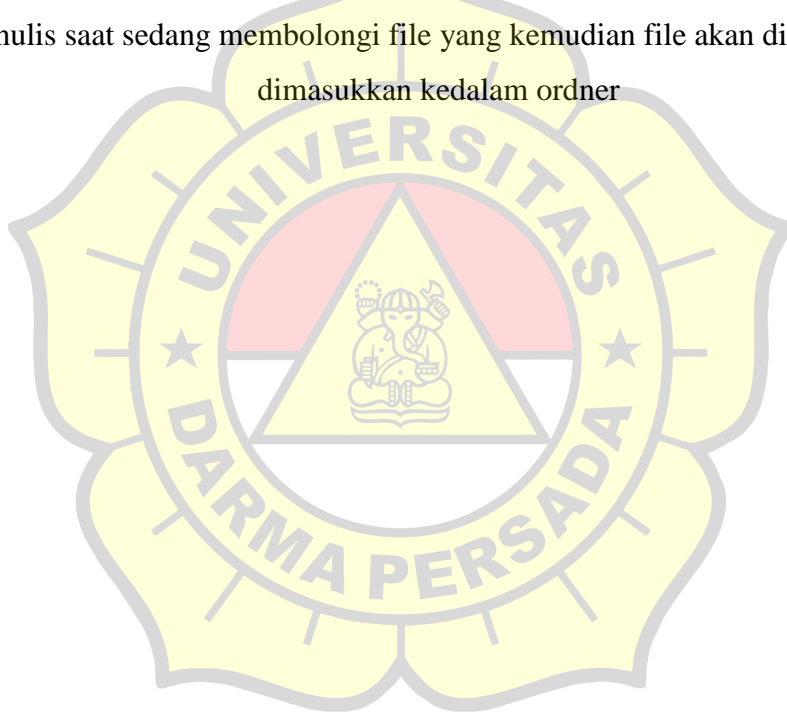
Penulis saat sedang fotokopi dokumen



Penulis saat sedang melabelkan map



Penulis saat sedang membolongi file yang kemudian file akan disusun dan dimasukkan kedalam ordner



PANDAN ARUM KINASIH

(+62) 85161626430 | pandanarumkinasih@gmail.com | <https://www.linkedin.com/in/pandan-arum-kinasih-578384214/>
Jawa Barat, Kota Bekasi, Mustika Jaya, 17156

Saya mahasiswa semester akhir D3 Bahasa Jepang Universitas Darma Persada 2019. Memiliki pengalaman sebagai Sekretaris dan Bendahara dalam organisasi kemahasiswaan. Saya dapat menggunakan Microsoft Office Tools.

Pendidikan

Universitas Darma Persada (2019-saat ini)
D3 Bahasa Jepang, 3.77/4.00

- Menjadi anggota Himpunan Mahasiswa Diploma Universitas Darma Persada (HIMASDA) periode 2020-saat ini.

SMAN 15 Kota Bekasi (2016-2019)

IPA

- Menjadi anggota Divisi Mentor Pusat Informasi dan Konseling Remaja (PIK-R) Periode 2017-2019.

Pengalaman Organisasi

HIMASDA (2021-saat ini) - Universitas Darma Persada

Bendahara

- Membuat laporan pemasukan dan pengeluaran dana HIMASDA dengan Microsoft Excel.

CHISHIKI 2021 - Himpunan Mahasiswa Bahasa dan Kebudayaan Bahasa Jepang S1 Universitas Darma Persada (HIJANSA)

Sekretaris

- Menyusun proposal dan laporan pertanggung jawaban acara CHISHIKI 2021.
- Menjadi notulen disetiap rapat kepanitiaan CHISHIKI 2021.

Lomba Pidato Bahasa Jepang dan Bahasa Inggris 2021 - HIMASDA

Bendahara

- Membuat rencana anggaran biaya dan laporan anggaran biaya acara Lomba Pidato Bahasa Jepang dan Bahasa Inggris 2021 dengan Microsoft Excel.

HIMASDA (2020-2021) - Universitas Darma Persada

Anggota Divisi Menteri Luar Negeri

- Menjadi ketua pelaksana program kerja Kunjungan Industri.

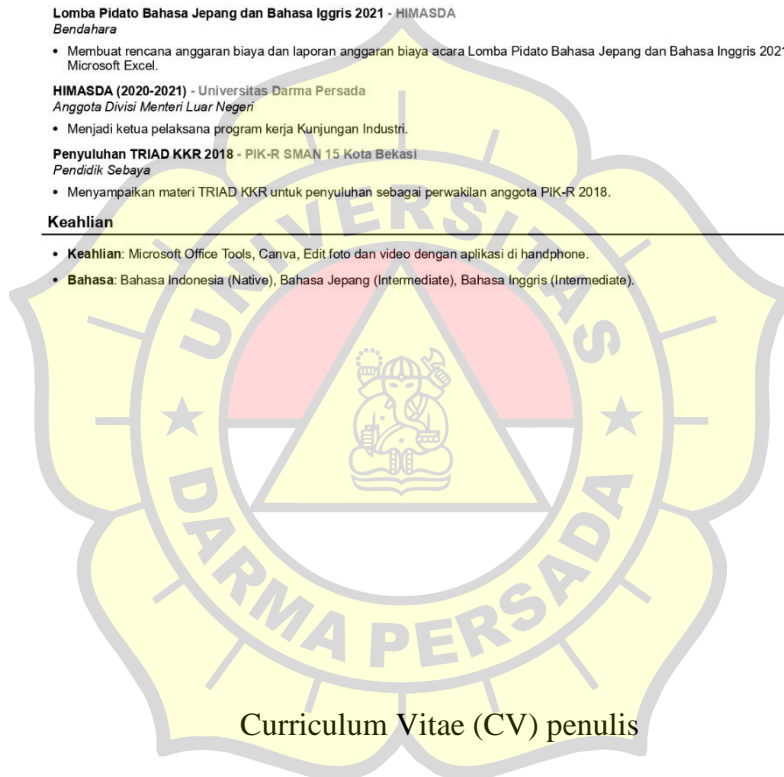
Penyuluhan TRIAD KKR 2018 - PIK-R SMAN 15 Kota Bekasi

Pendidik Sebaya

- Menyampaikan materi TRIAD KKR untuk penyuluhan sebagai perwakilan anggota PIK-R 2018.

Keahlian

- **Keahlian:** Microsoft Office Tools, Canva, Edit foto dan video dengan aplikasi di handphone.
- **Bahasa:** Bahasa Indonesia (Native), Bahasa Jepang (Intermediate), Bahasa Inggris (Intermediate).



Curriculum Vitae (CV) penulis



UNIVERSITAS DARMA PERSADA

Jl. Taman Malaka Selatan, Pondok Kelapa, Jakarta Timur, Indonesia 13450

Telp. (021) 8649051, 8649053, 8649057 Fax. (021) 8649052

E-mail : humas@unsada.ac.id Home page : <http://www.unsada.ac.id>

Nomor : 134/Ka.Prog-D3/III/2022
Lampiran : -
Perihal : Permohonan Kerja Praktik Lapangan

Jakarta, 23 Maret 2022

Kepada Yth.
Up. Bapak Abdul Haris
PT. TAKENAKA INDONESIA
MidPlaza 1 18th Floor
Jln. Jend. Sudirman Kav. 10-11
Jakarta Pusat 10220

Dengan hormat,

Dalam rangka melengkapi studi mahasiswa Program Diploma Bahasa Jepang Fakultas Bahasa dan Budaya Universitas Darma Persada, mahasiswa perlu mengadakan kerja praktik di dunia usaha, pendidikan.

Kami mohon kiranya Bapak/Ibu berkenan menerima dan sekaligus memberikan berbagai program kerja sehari – hari kepada mahasiswa kami khususnya dibidang yang sesuai dengan program studi/jurusan yang bersangkutan.

Mahasiswa yang akan kerja praktik adalah :

NO	NIM	Nama Mahasiswa
1	2019140011	Pandan Arum Kinasih

Demikian permohonan kami, atas perhatian dan kerjasama kami ucapkan terima kasih.

Fakultas Bahasa dan Budaya
Ka. Prog. Studi Bahasa Jepang

(Dr. H. Mansyah Djaya, MA)
FAKULTAS BAHASA DAN BUDAYA

MONOZUKURI • TRILINGUAL • ENERGI TERBARUKAN



Surat permohonan Praktik Kerja Lapangan ke PT. Takenaka Indonesia

Surat kami No. : 029/AD-HR-25/2022

Perihal : Permohonan Izin Kerja Praktik

Kepada Yth.
Bpk. Dr. Hermansyah Djaya, MA
Ka Prog. Studi Bahasa Jepang
Fakultas Bahasa dan Budaya
Universitas Darma Persada
Di Tempat.

Dengan Hormat,

Sehubungan dengan surat Bapak pada tanggal 30 Maret 2022, dengan ini kami mengizinkan Saudari bernama:

1. **Sdri. Pandan Arum K** (NIM: 2019140011)
2. **Sdri. Annasthasa** (NIM: 2019140012)

Untuk mengikuti peraturan sebagai karyawan magang / PKL di PT. Takenaka Indonesia (Cibitung Area) dengan ketentuan sebagai berikut:

1. Bersedia mengikuti peraturan proses pencegahan penyebaran Covid-19 dan ketentuan K3L yang diatur oleh perusahaan.
2. Data yang digunakan bukan termasuk data rahasia perusahaan.
3. Data-data yang diperoleh dari riset perusahaan hanya untuk kepentingan akademik untuk keperluan pelaporan hasil KP bukan untuk Publikasi Umum.
4. Kegiatan riset dilakukan tidak mengganggu kegiatan dan mengikuti aturan-aturan yang berlaku di Perusahaan.
5. Perusahaan akan diberikan hasil riset bila thesis sudah selesai.

Demikian pemberitahuan ini, terima kasih.

Jakarta, 30 Maret 2022

PT. TAKENAKA INDONESIA


Ir. Achmad Humei
Technical Director
AH


Head office
Osaka

Branch offices
Beppu/Sendai/Yokohama/Chiba/Saitama/
Nagoya/Kyoto/Kobe/Takayama/
Hiroshima/Fukuoka

Overseas
Thailand/Myanmar/Indonesia/Malaysia/Singapore/India/Vietnam/China/
Germany/Netherlands/Belgium/France/United Kingdom/Italy/Spain/
Czech Republic/Poland/Hungary/Slovakia/Romania/United States

Surat persetujuan Praktik Kerja Lapangan dari PT. Takenaka Indonesia



UNIVERSITAS DARMA PERSADA

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E-mail : humas@unsada.ac.id , Home page : http://www.unsada.ac.id

PENILAIAN PRAKTIK KERJA LAPANGAN

Nama Mahasiswa : Pandan Arum Kirasih
NIM : 2019140011
Lokasi Praktik Kerja : PT TAKENAKA INDONESIA
Waktu Praktik Kerja : 06 APRIL 2022 ~ 01 JULY 2022
Judul Praktik Kerja : _____

PENILAIAN

Materi Penilaian		Nilai
A. Di Isi oleh Pembimbing Lapangan		
1	Perhatian dan Kerajinan pada Pekerjaan	85
2	Disiplin dan Tanggung Jawab	85
3	Pengetahuan di Bidang Yang bersangkutan	80
4	Inisiatif dan Kreativitas	85
5	Kemandirian dan Kemauan Membantu Pekerjaan Lainnya	90
6	Hubungan Kerja (Sosialisasi dengan Lingkungan Kerja)	80
		Nilai Rata rata
B. Di Isi oleh Dosen Pembimbing Kerja Praktik		
1	Penulisan Laporan	
2	Presentasi	
3	Menjawab Pertanyaan	
		Nilai Total
		Huruf

Jakarta, 28 Juni 2022
Pembimbing Lapangan *)


(Pando Eto Ruzo)

Dosen Pembimbing PKL

Keterangan :

A : 80 - 100 B : 68 - 79,99 C : 56 - 67,99 D : 46 - 55,99 E : 0,00 - 45,99

*) Nama Pembimbing dengan NIK/NIP

Mohon Lembar Penilaian ditulis tangan, di stempel oleh perusahaan, dimasukkan ke dalam amplop tertutup dan diserahkan kembali kepada mahasiswa setelah selesai Program PKL.

CS Scanned with CamScanner

Surat penilaian hasil Praktik Kerja Lapangan di PT. Takenaka Indonesia

SURAT KETERANGAN KERJA PRAKTIK LAPANGAN

No. 027/TAK-IND/CBT/VI/2022

Berdasarkan surat pengantar Nomor 134/Ka.Prog-D3/III/2022, Yang bertandatangan dibawah ini menerangkan bahwa :

Nama : Pandan Arum Kinasih.
Nim : 2019140011
Perguruan Tinggi : Universitas Darma Persada
Program Studi : D3 Bahasa Jepang

Telah melaksanakan Kerja Praktik Lapangan di Perusahaan kami (PT. Takenaka Indonesia) yang bergerak dibidang Kontruksi pada :

Periode : 06 APRIL 2022 S/D 01 JULI 2022
Bagian : Management Office (bidang Konstruksi)

Selama pelaksanaan Kerja Praktik Lapangan yang bersangkutan aktif, kompeten dan memahami alur kerja yang kami laksanakan serta berkelakuan baik dalam kegiatannya selama masa PKL

Berdasarkan hal tersebut kami memberikan Nilai **BAIK** untuk sdr. **Pandan Arum Kinasih**.

Demikian Surat keterangan kerja ini kami buat dengan sebenarnya, untuk dapat dipergunakan sebagaimana mestinya bagi pihak yang berkepentingan..

Bekasi, 01 Juli 2022

PT. TAKENAKA INDONESIA



Ir. IRWAN USDI
Project Manager

	Head office	Branch offices	Overseas
	Osaka	Sapporo/Sendai/Yokohama/Chiba/Saitama/	Thailand/Myanmar/Indonesia/Malaysia/Singapore/India/Vietnam/China/
	Main office Osaka/Tokyo	Nagoya/Kobe/Tokyo/Hiroshima/Fukuoka	Germany/Netherlands/Belgium/France/United Kingdom/Italy/Spain/ Czech Republic/Poland/Hungary/Slovakia/Romania/United States

Surat keterangan bahwa penulis telah melaksanakan Praktik Kerja Lapangan di
PT. Takenaka Indonesia