

## CHAPTER V

### CLOSING

#### 5.1 Closing

During the internship or FieldWork Practice (PKL) at the Office of the Ministry of Religious Affairs of Bekasi City, there was a lot of learning gained by Praktikan. Not only related to the work carried out, but Praktikan also knows the importance of cooperation between the subsections of The Illumination of Islam Zakat and Waqf with other subsections in the Office of the Ministry of Religious Affairs of Bekasi City. Some of the conclusions that You Can Convey are as follows:

1. While undergoing fieldwork practices (PKL) Student can find out the management of staffing data archives at the Regional Office of the Ministry of Religious Affairs.
2. Student knows the procedures and mechanisms for managing incoming and outgoing letters that are input by the community and employees from various regions.
3. Student gained a lot of experience in the field of zakat and waqf such as applying for funds for the taklim assembly, disbursement of funds, ratification of certificates or charters for the taklim assembly, compiling files, filling documents, making disposition receipts, and many others that Practice had never previously obtained while in college.

4. During the internship, the student learned to build a sense of discipline when working and was responsible for all the tasks given. This in the future can help Practican in facing the world of work.

Internships are a means for students to apply the abilities and knowledge that have been gained during lectures. By implementing internships, I am encouraged to be more responsible for a job and open up a broader mindset towards the problem at hand. I also gained a lot of knowledge about the work contained in the Islamic Religious Information Section, Zakat and Waqf such as using printing machines, scanning documents, faxes, and interagency calls. There I also learned to adapt and build good relationships with others in the work environment and experiences about the ins and outs of the world of work that are useful to apply later When I work in an agency.

## **5.2 Suggestion**

After doing the Internship activities, I was able to find out the things thatg dapat became useful in this activity. Therefore, I give some suggestions so that the Internship activities can run smoothly, namely:

- 5.2.1 The studentsmust choose an internship place according to the field or department taken in the college.
- 5.2.2 The studentswho successfully do the internship must plan accordingly.
- 5.2.3 The period and place of the internship must be set a few months in advance.

5.2.4 The most important thing is to remember that we represent the name of Darma Persada University.

5.2.5 Prepare ourselves mentally and physically well to do the best of us in completing every work given to us.

So, I can make these suggestions. Hopefully it can be useful for those who will carry out the Internship.

