

APPENDIX



UNIVERSITAS DARMA PERSADA

Jl. Taman Malaka Selatan, Pondok Kelapa, East Jakarta, Indonesia 13450
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E-mail : humas@unsada.ac.id Home page : <http://www.unsada.ac.id>

Nomor : 39 /P/BKI/D3/FBB/III/2022
Lampiran :
Perihal : Permohonan Kerja Praktik Lapangan

Jakarta, 8 Maret 2022

Kepada Yth.
Bapak/Ibu HRD Hotel Royal Tulip Gunung Geulis
Jln. Pasir Angin , Nagrak, Kec. Sukaraja
Kabupaten Bogor
Jawa Barat 16710

Dengan hormat,

Dalam rangka melengkapi studi mahasiswa Program Diploma Bahasa Inggris 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.

Adapun pelaksanaannya dari tanggal 14 Maret 2022 s/d 13 Mei 2022

Mahasiswa yang akan kerja praktik adalah :

NO	NAMA MAHASISWA	N I M
1	Anisa Wanda Prawahyuni	2019160008

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

Fakultas Bahasa Dan Budaya
Ka. Prog. Bahasa Inggris D3

(Alia Afiyati, S.S.M.Pd)

Nomor : /P/BKI/D3/FBB/III/2022
Lampiran :

Jakarta, 8 Maret 2022

MONOZUKURI • TRILINGUAL • RENEWABLE ENERGY



ANISA WANDA P.

ENGLISH DIPLOMA STUDENT

Third-year student of English Diploma at Faculty of Language and Culture, Darma Persada University. An enthusiastic person that like to explore and learn new things, particularly with English, hospitality, and office. Current GPA 3.92 and good in operating Microsoft Office. Highly motivated and dedicated work ethic with good communication and leadership skills. Interested and looking for opportunities to be able to work in **Hotel and Tourism** fields.

ACADEMIC PROFILE

Faculty of Language and Culture, Darma Persada University

2019 – Present

Associate's Degree | Majoring in English Diploma

GPA: 3.92/4.00

- Studying English Language related to a lot of fields such as hotel & tourism, tourist guide, business tourism, public relation, public speaking, correspondence, etc.
- Assigned and completed in making a promotional video of English Diploma Department.
- Participated in English Speech Contest Online that held by UNSADA Student Department Association of English Diploma.

SMA NEGERI 6 BOGOR

2015 – 2018

- Studied natural sciences: physics, biology, chemistry and mathematics.
- Joined a youth organization, *Paskibra* and became a secretary of the organization.

TRAINING & CERTIFICATES

- KT&G Sangsang Univ. Indonesia "Korean Beginner Class" by Elyawati, Batch 10 – 2021
- KT&G Sangsang Univ. Indonesia "Digital Marketing Class" by Ahmad Hasyim, Batch 10 – 2021
- Participated in Webinar FMBPI 2021 "*Mahasiswa Berani Berkarya: Memajukan Negeri dengan Kreasi, Dedikasi, dan Kontribusi*" by Najwa Shihab.
- Participated in Webinar 2022 "Self Leadership for I-Generation in Industry Era 4.0" by English Diploma Department of Darma Persada University.



CONTACT DETAILS

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anisawanda120@gmail.com

Mobile:

(+62) 815 1734 4021

Address:

Desa Gunung Geulis, Sukaraja,
Kab. Bogor, Jawa Barat, 16710

LANGUAGES

Bahasa Indonesia

English

SKILLS

Communication

Passionate

Teamwork

Eager to Learn

Hardworking

Public Speaking

Creativity

Microsoft Word

Microsoft Power Point

Microsoft Excel

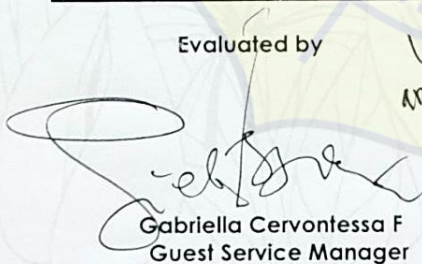
ROYAL TULIP

Name of Trainee : Anisa Wanda Prawahyuni
School/Academy : Universitas Darma Persada

Period : 14 Mar 2022 & 31 May 2022
Department : Front Office


1	ATTITUDE/Sikap Consider the behaviour toward work, superior hotel interest & the ability to accept criticisms and charge	1	2	3	4	5
2	TARDINESS/Kerajinan Consider punctuality, pay attention to schedule	1	2	3	4	5
3	ATTENDANCE/Kehadiran Frequency of absence reached 90%)	1	2	3	4	5
4	QUANTITY OF OUTPUT/Kecepatan Hasil Consider the speed and output within allowed time	1	2	3	4	5
5	KNOWLEDGE OF JOB /Pengetahuan dalam Pekerjaan Consider The Degree of accuracy according to established standard	1	2	3	4	5
6	APPEARANCE /Penampilan Consider attire and grooming	1	2	3	4	5
7	SPEED OF WORK/Kecepatan saat bekerja The trainee can follow the flow of the work promptly and finish in time	1	2	3	4	5
8	CUSTOMER CONTACT & MANNERS/Hubungan dan cara menghadapi tamu Consider face and telephone manner in dealing with people particularly external party)	1	2	3	4	5
9	RELATION WITH OTHER STAFF/COOPERATION/Hubungan dengan staff Consider cooperation with co-workers from own department as well as others	1	2	3	4	5
Total					16	25
Score		41				
Appraisal		Excellent / Very Good/Good /Fair				
Remarks/Note:						

Evaluated by

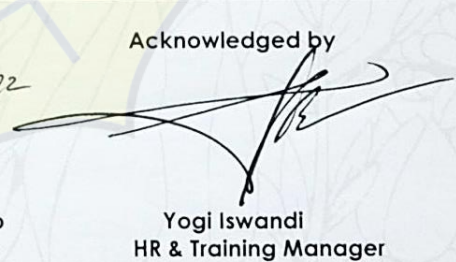

Gabriella Cervontessa F
Guest Service Manager

Very helpful
and attentive

Approved by


Ronni Dwi Laksinto
Director Of Rooms

Acknowledged by


Yogi Iswandi
HR & Training Manager

ACHIEVEMENT

5 =	Excellent	=	Performance beyond expect standard
4 =	Very Good	=	Performance above average standard
3 =	Good	=	Normal result/meets standard
2 =	Fair	=	Average Performance
1 =	Poor/Fail	=	Performance below standard set for this job

SCORE APPRAISAL

41-45	Excellent
28-40	Very Good
20-27	Good
16-20	Fair
10-15	Poor/Fail

ROYAL TULIP GUNUNG GEULIS RESORT & GOLF
JL. Pasir Angin, Nagrak, Sukaraja, Gadog, Bogor 16720 INDONESIA
(+62) 251 756 38000 | rsvn@rtgununggeulis.com
www.royaltulipgununggeulis.com

**ROYAL
TULIP**

TRN-HRD/2022

Certificate of Completion

For

Anisa Wanda Prawahyuni

Has Completed On The Job Training Program
For Period of **14th March – 31st May 2022**

At Front Office Department
Royal Tulip Gunung Geulis Resort and Golf



WIDYA ADI PAMUDYANTO
GENERAL MANAGER



YOGI SWANDI
HR & TRAINING MANAGER

TRAINEE ABSENCY (MARCH 2022)

Name : Anisa Wanda Prawahyuni
 School : Universitas Darma Persada
 Department : Front Office

SENIN, 14 MARET			SELASA, 15 MARET			RABU, 16 MARET			KAMIS, 17 MARET			JUMAT, 18 MARET			SABTU, 19 MARET			MINGGU, 20 MARET		
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
08:32	17:47	<i>Chiky</i>	08:43	18:02	<i>Chiky</i>	08:45	18:09	<i>Chiky</i>	OFF	OFF	OFF	OFF	OFF	OFF	08:30	18:11	<i>Chiky</i>	08:33	18:05	<i>Chiky</i>
SENIN, 21 MARET			SELASA, 22 MARET			RABU, 23 MARET			KAMIS, 24 MARET			JUMAT, 25 MARET			SABTU, 26 MARET			MINGGU, 27 MARET		
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
08:41	18:10	<i>Chiky</i>	08:43	18:07	<i>Chiky</i>	08:39	18:08	<i>Chiky</i>	OFF	OFF	OFF	OFF	OFF	OFF	08:41	18:13	<i>Chiky</i>	08:40	18:12	<i>Chiky</i>
SENIN, 28 MARET			SELASA, 29 MARET			RABU, 30 MARET			KAMIS, 31 MAR											
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
08:45	18:14	<i>Chiky</i>	08:40	18:09	<i>Chiky</i>	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF						

TRAINEE ABSENCY

(APRIL 2022)

Name : Anisa Wanda Prawahyuni
 School : Universitas Darma Persada
 Department : Front Office

JUMAT, 1 APRIL		SABTU, 2 APRIL		MINGGU, 3 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.45	18.19	08.43	18.18	08.37	18.14
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
JUMAT, 8 APRIL		SABTU, 9 APRIL		MINGGU, 10 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.40	18.21	08.42	18.22	08.37	18.17
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
JUMAT, 15 APRIL		SABTU, 16 APRIL		MINGGU, 17 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.45	18.28	08.36	18.23	08.33	18.20
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
JUMAT, 22 APRIL		SABTU, 23 APRIL		MINGGU, 24 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.45	18.19	08.31	18.17	08.25	18.19
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
JUMAT, 29 APRIL		SABTU, 30 APRIL		MINGGU, 31 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.24	18.27	08.25	18.17	08.27	18.19
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
SENIN, 4 APRIL		SELASA, 5 APRIL		RABU, 6 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.34	18.10	08.37	18.12	08.37	18.12
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
SENIN, 11 APRIL		SELASA, 12 APRIL		RABU, 13 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.42	18.20	08.37	18.10	08.39	18.19
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
SENIN, 18 APRIL		SELASA, 19 APRIL		RABU, 20 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.42	18.15	08.37	18.10	08.37	18.19
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd
SENIN, 25 APRIL		SELASA, 26 APRIL		RABU, 27 APRIL	
IN	OUT	IN	OUT	IN	OUT
08.35	18.14	08.37	18.10	08.37	18.19
Chnd	Chnd	Chnd	Chnd	Chnd	Chnd

TRAINEE ABSENCY

(MAY 2022)

Name : Anisa Wanda Prawahyuni
 School : Universitas Darma Persada
 Department : Front Office

SENIN, 2 MEI			SELASA, 3 MEI			RABU, 4 MEI			KAMIS, 5 MEI			JUMAT, 6 MEI			SABTU, 7 MEI			MINGGU, 8 MEI		
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
OFF	OFF	OFF	OFF	OFF	OFF	08:29	18:25	Chaf	08:29	18:22	Chaf	08:27	18:27	Chaf	08:31	18:35	Chaf	08:25	18:21	Chaf
SENIN, 9 MEI			SELASA, 10 MEI			RABU, 11 MEI			KAMIS, 12 MEI			JUMAT, 13 MEI			SABTU, 14 MEI			MINGGU, 15 MEI		
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
OFF	OFF	OFF	OFF	OFF	OFF	08:30	18:27	Chaf	08:26	18:15	Chaf	08:31	18:30	Chaf	08:25	18:27	Chaf	08:30	18:19	Chaf
SENIN, 16 MEI			SELASA, 17 MEI			RABU, 18 MEI			KAMIS, 19 MEI			JUMAT, 20 MEI			SABTU, 21 MEI			MINGGU, 22 MEI		
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
08:26	18:18	Chaf	OFF	OFF	OFF	08:29	18:30	Chaf	08:33	18:21	Chaf	OFF	OFF	OFF	08:21	18:30	Chaf	08:36	18:15	Chaf
SENIN, 23 MEI			SELASA, 24 MEI			RABU, 25 MEI			KAMIS, 26 MEI			JUMAT, 27 MEI			SABTU, 28 MEI			MINGGU, 29 MEI		
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
08:38	18:19	Chaf	08:28	18:22	Chaf	OFF	OFF	OFF	OFF	OFF	OFF	08:22	18:34	Chaf	08:29	18:36	Chaf	08:29	18:31	Chaf
SENIN, 30 MEI			SELASA, 31 MEI																	
IN	OUT	SIGN	IN	OUT	SIGN															
08:30	18:31	Chaf	08:11	18:36	Chaf															

