

## APPENDIX



### 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](mailto:humas@unsada.ac.id) Home page : <http://www.unsada.ac.id>

Nomor : 63 /P/BKI/D3/FS/III/2022  
Perihal : Permohonan Kerja Praktik Lapangan

Jakarta, 4 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 21 April 2022 s/d 30 Juni 2022

Mahasiswa yang akan kerja praktik adalah:

No.	NIM	Nama Mahasiswa
1.	2019160015	Gebi Sundari Simanjuntak

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

Fakultas Bahasa Dan Budaya  
Progr. Bahasa Inggris D3



Aliq Afriyati, S.S., M.Pd

MONOZUKURI • TRILINGUAL • ENERGI TERBARUKAN





# GEBI SUNDARI SIMANJUNTAK

College Student  
**Darma Persada  
University**

## Contact

### Phone

083894665075

### Address

KP. TEGAL RT/RW. 021/006,  
DS. KEMBANG KUNING,  
KLAPANUNGGAL, BOGOR,  
JAWA BARAT.

### Email

simanjuntakgebisundari@gmail.com

## Skills

Speak English  
Report Writing  
Time Management  
Ms. Office

## About Me

I am currently enrolled in English Diploma Three as the final student. I concentrated on hotel and tourism, communication skills for office, and report writing during my education. I have excellent communication in both English and Indonesian as well as time management skills. I could use Microsoft Word and other similar apps. I believe I can contribute to this role based on my qualifications.

## Education

**2019 - Present**

**Darma Persada University**

**GPA: 3.86**

Majoring Hotel and Tourism, Communication Skills for Office, and Report Writing.

**2016 - 2019**

**Klapanunggal 1 Senior High School**

Majoring Math and Science

## Experiences

**2020**

### Treasurer - Christmas Celebration

- Organize the income and expenses of Christmas Celebration
- Establish a Rp. 4,000,000 income fund.
- Until the celebration is finished, skillfully manage revenue and expenses

**2019**

### Treasurer - Flag Hoisting Troop

- Manage weekly and monthly income and expenses
- Make financial reports and records
- Take a role as a note taker in the meeting

# ROYAL TULIP

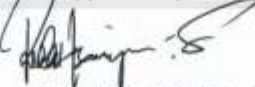
**Name of Trainee** : Gebi Sundari S      **Period** : 21 APRIL & 30 JUNI 2022  
**School/Academy** : Univ Darma Persada      **Department** : HRD

1	<b>ATTITUDE/Sikap</b> Consider the behaviour toward work, superior hotel interest & the ability to accept criticisms and charge	1	2	3	4	5
2	<b>TARDINESS/Kerajinan</b> Consider punctuality, pay attention to schedule.	1	2	3	4	5
3	<b>ATTENDANCE/Kehadiran</b> Frequency of absence reached 90%)	1	2	3	4	5
4	<b>QUANTITY OF OUTPUT/Kecepatan Hasil</b> Consider the speed and output within allowed time	1	2	3	4	5
5	<b>KNOWLEDGE OF JOB /Pengetahuan dalam Pekerjaan</b> Consider The Degree of accuracy according to established standard	1	2	3	4	5
6	<b>APPEARANCE /Penampilan</b> Consider attire and grooming	1	2	3	4	5
7	<b>SPEED OF WORK/Kecepatan saat bekerja</b> The trainee can follow the flow of the work promptly and finish in time	1	2	3	4	5
8	<b>CUSTOMER CONTACT &amp; MANNERS/Hubungan dan cara menghadap tamu</b> Consider face and telephone manner in dealing with people particularly external party )	1	2	3	4	5
9	<b>RELATION WITH OTHER STAFF/COOPERATION/Hubungan dengan staff</b> Consider cooperation with co-workers from own department as well as others	1	2	3	4	5
<b>Total</b>					24	15
<b>Score</b>		33				
<b>Appraisal</b>		Excellent / <u>Very Good</u> / Good / Fair				
<b>Remarks/Note:</b>						


Evaluated by

  
Lalita Nurlailasari  
HR Officer

Approved by

  
Robert B Siambaton  
Director of Human Resources

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/Fall

ROYAL TULIP GUNUNG GEULIS RESORT & GOLF  
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 www.royaltulipgununggeulis.com



**ROYAL  
TULIP**

TRN-HRD/2022

*Certificate of Completion*

*For*

**Gebi Sundari Simanjuntak**

Has Completed On The Job Training Program  
For Period of **21<sup>st</sup> April – 30<sup>th</sup> June 2022**  
At **Human Resource Department**  
Royal Tulip Gunung Geulis Resort and Golf



**WIDYA ADI PAMUDYANTO**  
GENERAL MANAGER



**YOGI SWANDI**  
HR & TRAINING MANAGER

## TRAINEE ABESENCY (APRIL 2022)

Name : Gebi Sundari Simanjuntak  
 School : Universitas Darma Persada  
 Department : Human Resources

SENIN, 25 APRIL			SELASA, 26 APRIL			RABU, 27 APRIL			KAMIS, 28 APRIL			JUMAT, 29 APRIL			SABTU, 30 APRIL			MINGGU, 31 APRIL		
IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN	IN	OUT	SIGN
07.45	17.02	Gubi	07.50	17.09	Gubi	07.55	17.00	Gubi	07.15	17.01	Gubi	07.35	17.00	Gubi	OFF	OFF	OFF	OFF	OFF	Gubi

## TRAINEE ABSENCY

(MAY 2022)

Name : Gebi Sundari Simanjuntak  
 School : Universitas Dharma Persada  
 Department : Human Resources

SENIN, 2 MEI		SELASA, 3 MEI		RABU, 4 MEI		KAMIS, 5 MEI		JUMAT, 6 MEI		SABTU, 7 MEI		MINGGU, 8 MEI	
IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
08.57	18.05	08.59	18.15	08.59	18.00	08.50	18.30	08.40	18.04	08.50	18.00	08.50	18.00
SENIN, 9 MEI		SELASA, 10 MEI		RABU, 11 MEI		KAMIS, 12 MEI		JUMAT, 13 MEI		SABTU, 14 MEI		MINGGU, 15 MEI	
09.00	18.05	09.01	18.10	08.45	18.00	S	S	08.51	18.02	08.50	18.00	08.50	18.00
SENIN, 16 MEI		SELASA, 17 MEI		RABU, 18 MEI		KAMIS, 19 MEI		JUMAT, 20 MEI		SABTU, 21 MEI		MINGGU, 22 MEI	
08.56	18.00	08.54	18.01	08.59	18.04	09.02	18.01	09.00	18.10	08.50	18.00	08.50	18.00
SENIN, 23 MEI		SELASA, 24 MEI		RABU, 25 MEI		KAMIS, 26 MEI		JUMAT, 27 MEI		SABTU, 28 MEI		MINGGU, 29 MEI	
08.57	18.05	08.59	18.15	08.40	18.00	08.50	18.30	08.40	18.04	08.50	18.00	08.50	18.00
SENIN, 30 MEI		SELASA, 31 MEI		RABU, 1 MEI		KAMIS, 2 MEI		JUMAT, 3 MEI		SABTU, 4 MEI		MINGGU, 5 MEI	
08.54	18.15	08.57	18.00	08.57	18.00	08.57	18.00	08.57	18.00	08.57	18.00	08.57	18.00

## TRAINEE ABSENCE

(JUNE 2022)

Name : Gebi Sundari Simanjuntak  
 School : Universitas Darma Persada  
 Department : Human Resources

SENIN, 6 JUNI		SELASA, 7 JUNI		RABU, 8 JUNI		KAMIS, 9 JUNI		JUMAT, 10 JUNI		SABTU, 11 JUNI		MINGGU, 12 JUNI	
IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
	SIGN		SIGN		SIGN		SIGN		SIGN		SIGN		SIGN
08.48	18.03	08.11	18.08	08.50	18.17	08.54	18.07	08.48	18.00	08.48	18.06	08.48	18.06
SENIN, 13 JUNI		SELASA, 14 JUNI		RABU, 15 JUNI		KAMIS, 16 JUNI		JUMAT, 17 JUNI		SABTU, 18 JUNI		MINGGU, 19 JUNI	
IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
	SIGN		SIGN		SIGN		SIGN		SIGN		SIGN		SIGN
08.51	18.05	08.00	18.12	08.25	18.08	08.44	18.05	08.36	18.02	08.48	18.06	08.48	18.06
SENIN, 20 JUNI		SELASA, 21 JUNI		RABU, 22 JUNI		KAMIS, 23 JUNI		JUMAT, 24 JUNI		SABTU, 25 JUNI		MINGGU, 26 JUNI	
IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
	SIGN		SIGN		SIGN		SIGN		SIGN		SIGN		SIGN
08.52	18.15	08.53	18.20	08.59	18.17	08.53	18.13	08.47	18.00	08.48	18.06	08.48	18.06
SENIN, 27 JUNI		SELASA, 28 JUNI		RABU, 29 JUNI		KAMIS, 30 JUNI		JUMAT, 30 JUNI		SABTU, 30 JUNI		MINGGU, 30 JUNI	
IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
	SIGN		SIGN		SIGN		SIGN		SIGN		SIGN		SIGN
08.35	18.01	08.55	18.16	08.55	18.10	08.48	18.11	08.48	18.06	08.48	18.06	08.48	18.06