



INTERNSHIP REPORT

For



PT ALKO MANDIRI

For Period of
(October 2015 – January 2016)

By

Valencia

015201200020

Entrepreneurship – Business Administration

PRESIDENT UNIVERSITY

LETTER OF COMPLETION



INTERNSHIP WORK EXPERIENCE LETTER

No: 03/SPKM/HRD/AM/XII/2016

This letter is to certify that:

Name : **Valencia**
University : President University
Place/Date of birth : Singkawang/July 3rd, 1994
Address : Jl. PasarBaru No.2 RT 004 RW 011
Kel.Hilir Kantor Kec. Ngabang, Kalimantan Barat

Has already carried out the work **Internship Program** successfully in Marketing Department PT ALKO MANDIRI, from October 5th2015 to January 8th, 2016.

During her internship program, she shown dedication, sincerity, and hard work. We wish her all the success in future endeavors.

Jakarta, January 8th 2016



Rahayu Yulianti
Human Resource Department

PREFACE

First of all, I would like to thank God for His blessing, because without His blessing I cannot live my life. Also I would like to express my greatest gratitude to my parents who give me full support in all aspects during my life so that I can become who I am right now. I would like to thank President University that give me experiences to do an internship for 3,5 months and also my internship advisor, Mr. Suresh Kumar thank for his support during my internship period. Last but not least, I would like to say thank to Internship Career Center for helping me in completing my internship documents to finish my college.

This internship is my very first internship experience. I got so many knowledges during my internship. From this internship program, I know the work environment, how to communicate well; work in a team and many experiences. This internship program is the last requirement to graduate from President University and this internship report will explain what I have been doing in PT ALKO MANDIRI as an intern in marketing department.

I am glad to being one part of PT ALKO MANDIRI, I would like specially thank Mr. Meldon Elliot as General manager and my supervisor who give me this internship opportunity, teach me everything about aluminum, teach me how to act and communicate with customers and supplier and many other experiences. I also would like to thank Mrs. Herlin Herdyantari as my partner in marketing department who patiently teach me from the beginning.

I hope that this internship report will be useful for President University and also my juniors who will soon do internship. May this report can be use for a good purpose and Good luck for all of my juniors in President University and thank you for reading this report.

Cikarang, January 11th 2016

Valencia

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CHAPTER I

INTRODUCTION

1.1 Background

Internship is one of the best program prepared by the university. There are only several universities that have internship program for their student. President University is one of the universities in Indonesia that has a great Internship program to prepare their students to have a good career in the future. This internship program is one of the big opportunities for student to practice and apply their knowledge that they got in the class to the real work. During the 14 weeks internship, the student may experience real work environment.

As a preparation for building career, internship is a good way to learn and practice. In a company, the student will have a supervisor or a mentor that will supervise the student and to teach the student about the job and their responsibilities during the internship. Internship program might become a significant consideration for the company to hire the candidate. Therefore, Internship program is very useful for students.

1.2 Internship Purposes

There are the objectives of the internship program, they are:

- a) To get more experiences about the working environment.
- b) To understand and implement the theory from learning in university to the real work.
- c) To learn directly from the experts in its field.
- d) To display appropriate leadership skills.
- e) To begin transition from student to professional.
- f) To hone the teamwork skills.

1.3 Internship Benefits

An internship provides a variety of benefits for student's future career; here are the benefits of internship program that I received:

- a) Practice the knowledge that I got in the class.
- b) Developed my communication and teamwork skills.
- c) I got many connections in the working area, because I often meet the distributors and suppliers.
- d) Learned the marketing department management.
- e) Learned new thing that I might not get in the class.
- f) Have an opportunity to excel and possibly land a job with the company.

CHAPTER II

COMPANY PROFILE

2.1 History of Organization

Alko Aluminium is Indonesia's choice of aluminium extrusion, offering comprehensive solutions in design and engineering, extrusion, surface finishes and on time delivery. Alko Aluminium focuses on manufacturing precision quality aluminium profiles that serve the architectural, electrical, and industrial and transportation sector.

Alko Aluminium was founded in April 2000 under the name PT. Alko Mandiri and since its humble beginnings, has proven to be a major player in the aluminium extrusion industry. Alko Aluminium fully-integrated production facility located in Cikupa, Tangerang, is involved with the design and supply of dies, billet production and anodizing facility to produce the highest quality surface finishes. Alko Mandiri innovative solution to many of today's manufacturing challenges come from within the dynamic team of qualified local and foreign expertise.

Alko Mandiri always looking for alternate and efficient methods of production, the company utilize the latest technology equipments and grateful to have a pool of global partners that support the company business objectives.

2.2 Vision and Mission of Company

2.2.1 Vision of PT Alko Mandiri

“WE SERVE, YOU DECIDE”

2.2.2 Mission of PT Alko Mandiri

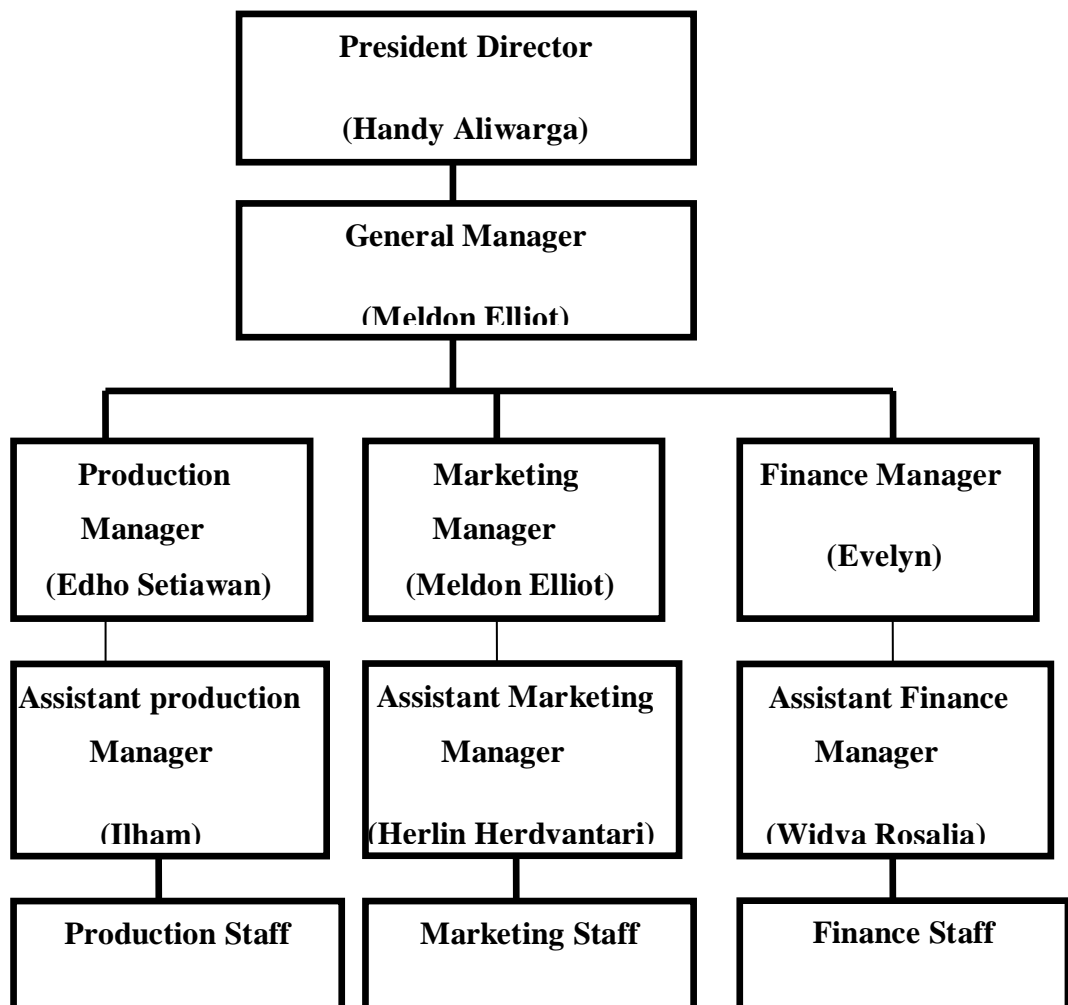
Alko Aluminium never forgets that the company does reflect not only on themselves, but on their valued customers. When customers choose Alko

Aluminium, the quality and craftsmanship of the finish product is guaranteed to meet customer's requirements. Over the years, Alko Aluminium Company has developed an enviable reputation as a dependable, long term aluminium extruder because Alko Aluminium clearly understands that consistent quality is not only paramount to the valued customers but also crucial in uplifting Alko Aluminium brand.

Through the company efforts and resources, Alko Aluminium continues to pursue its singular goal: serving the customers through continuous support and commitment as a leading force in the aluminium extrusion industry.

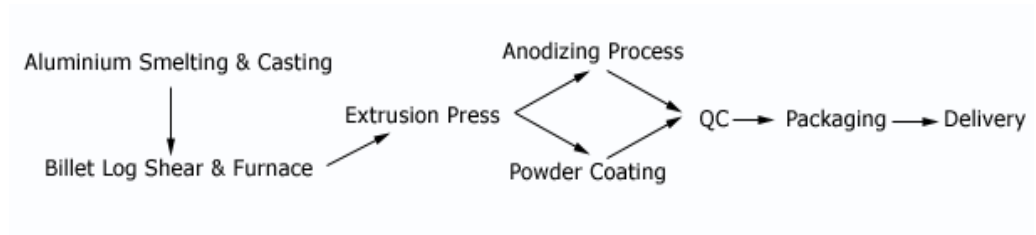
2.3 Organization Structure

The following Chart is Top Management Chart of PT Alko Mandiri:



2.4 Core Organization Activities

PT Alko Mandiri is one of the Indonesia's leading aluminium extrusions. PT Alko Mandiri producing aluminium products by themselves. This below flowchart shows the production process:



The aluminium extrusion process is divided into 3 main sections:

- **Melting**

Process and prepare the raw material ingot that is needed to make the high quality aluminium billet logs in the smelting & casting area. This stage is crucial in making good grade aluminium billet which helps improve the throughput and quality.

- **Extrusion**

This is where all the aluminium billet is extruded into profiles that are designed according to the type and size of dies utilized. All billet logs are tunnelled inside a 480°C combustion gas furnace which is sheared into shorter pieces before loaded into the press machine. After the profiles are extruded, stretched out and cut, it is hardened inside an ageing furnace before applying any surface treatment.

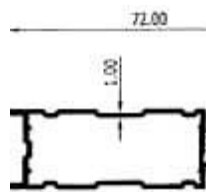
- **Finishing**

Can be in the form of mill finish (MF) when not further application is required, anodize treatment or powder coating. All our products are checked and rechecked by our tight quality control division responsible for detecting and preventing faulty goods being released to our customers.

Each department in PT Alko Mandiri have their own target. In production department, they have 3 shifts in a day to produce aluminium and they have target to produce around 300 tons in a week therefore, marketing department have sales target for each month and they must achieve the target to push the production department. There is also delivery department, in delivery department they also have target to deliver the product to customer in a week to avoid overload stock in warehouse.

2.5 Products and Services

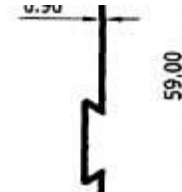
PT Alko Mandiri offers architectural and geometric aluminium products. Architectural aluminium products includes :



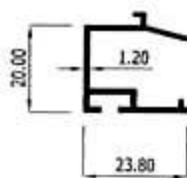
Amplimesh Doors



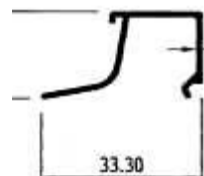
Louvres



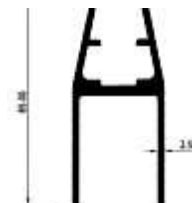
Gypsum Partitions



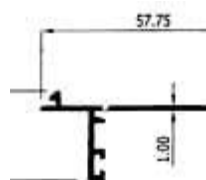
Curtain Walls



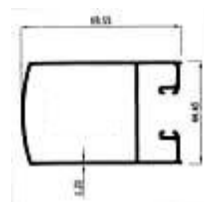
Casement Windows



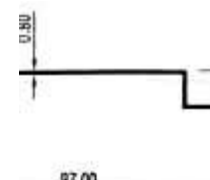
Frameless Doors



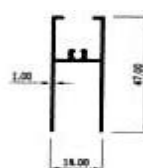
Window Walls



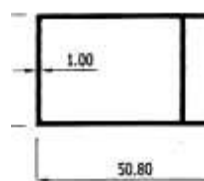
Swing Doors



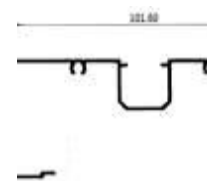
Spandrels



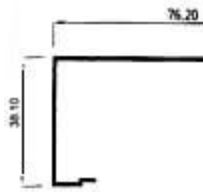
Sliding Windows



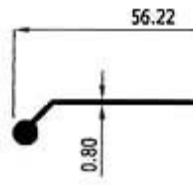
Sliding Doors



Shopfront 4inch

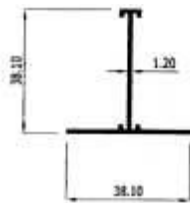


Shopfront 3inch

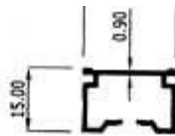


Rolling Doors

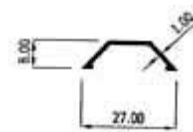
And the Geometric aluminium products includes:



Ceiling Tees



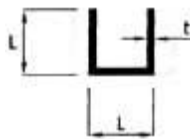
Curtain Track



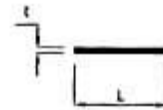
Diffusers



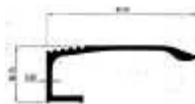
Equal Angles



Equal Channels



Flat Bars



Handles



Heatsinks



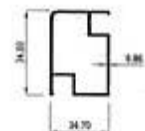
Rectangular Hollows



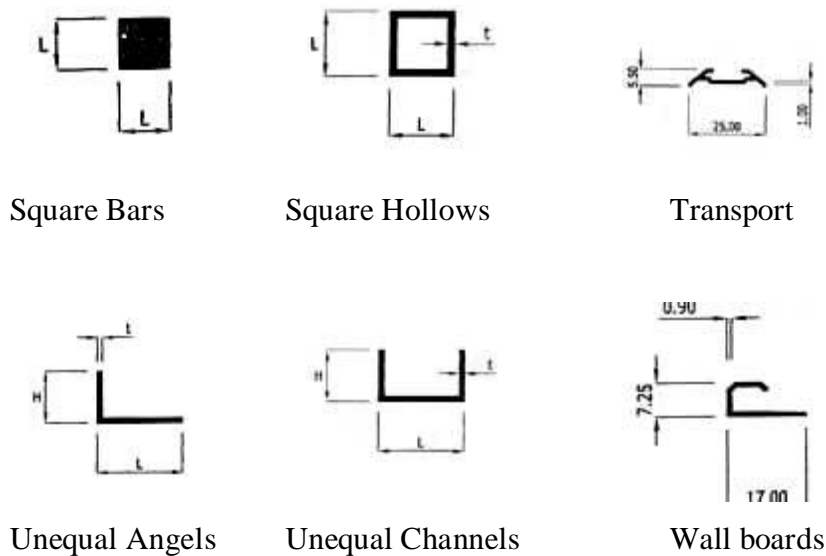
Round Bars



Round Tubes



Show Cases



There are more than thousands aluminium products that produced by PT Alko Mandiri. For architectural and geometric aluminium itself have many sections. Each section has different inch, dimensions, weight and perimeter. For the finished aluminium profile, PT Alko Mandiri provides several finished including Mil Finish (MF), Clear Anodize (CA), and also powder coating finish such as Brown, Cream, Black and Artic White. PT Alko Mandiri also provides custom profile for aluminium and there is minimal order for the custom aluminium.

2.6 Review on The Organization Growth and Trend

PT Alko Mandiri has received several awards since its establishment. In year 2012 PT Alko Mandiri has been approved as an applicator from one of the biggest paint company which is PT Jotun Indonesia. PT Alko Mandiri got this license is issued and remains valid based on products being applied in strict accordance with the current technical data.

In year 2010 PT Alko Mandiri received an award as Best Partner from PT Indonesia Asahan Aluminium (INALUM), this company is the producer of pure aluminium or can be called as inggot.

2.7 SWOT Analysis

Figure below is the summary of strengths, weaknesses, opportunities, and threats for PT Alko Mandiri.

<p style="text-align: center;"><u>STRENGTHS</u></p> <ul style="list-style-type: none">- Good quality product- Customer loyalty- Brand name	<p style="text-align: center;"><u>WEAKNESSES</u></p> <ul style="list-style-type: none">- High staff turnover- Not loyal to customers and employees
<p style="text-align: center;"><u>OPPORTUNITIES</u></p> <ul style="list-style-type: none">- New technology- Online market- Exapand business sector	<p style="text-align: center;"><u>THREATS</u></p> <ul style="list-style-type: none">- Volatile currencies- New Competitors

CHAPTER III

INTERNSHIP ACTIVITIES

3.1 Job Descriptions and Responsibilities

As a part of PT Alko Mandiri, I was assigned in marketing department. At the beginning of my internship, I was blind about aluminium products. I did not know anything about aluminium until my supervisor taught me from the very basic about aluminium. First, my supervisor told me not to memorize all the products because it was too many. There were thousands of product and each product has their own section number, therefore it is not easy to memorize all the section number of the products. Then my supervisor started explaining to me about the process of producing aluminium, about the competitors and pricing.

My supervisor told me that my main job is to maintaining a good relation with customers and my supervisor give me responsible to handle all customers that located in Jabotabek area. I should visit the customer from Monday until Friday to asking for order, to asking the urgent product, follow up the delivery, and solving the complain from the customers.

Once in a week, especially on Tuesday my supervisor and I go to the factory to do a meeting with the production and planning department. During the meeting, usually I will give the list of urgent product to the production department and also I will tell them about the reject product that complained by customers. I also have responsible to achieve sales target for each month. In the office I have to make a sales report for my supervisor about the amount order every week and preaped a sales report every month about the last price and total order in a month of the customers.

The other job are I helped the marketing admin to prepare the confirmation order for the customers and also sometimes I helped the admin to prepare the job order for factory.

3.2 Challenges

During my first week of internship, my office environment was not interesting because of the people were individualist. The people in my office like did not care with my existence and also in my department the people were not friendly. It was hard during my first week of internship and as the time goes by I can adapt with the environment. Unfortunately, finance department in my company are have not good realtion with marketing department therefore it is hard to communicate and got information about work then I have to be netral and work professional in this company.

At the beginning of my internship, it is also hard for me to learn about aluminium. However, slowly I can memorize several products and got knowledge about the raw materials of the aluminium. As a marketing department, I have to visit the customer from Monday until Friday and its was not easy for me to memorizing the location of each customer in Jabotabek area. Then after a month I visiting the customers with my supervisor, I can memorize several location of my customer in Jakarta.

The challenges also when I have to faced the complain of the customers, I have to be patient and solving the complain from the customer. Usually customers always complain about price and the reject product. In the beginning, it is not easy for me to negotiate and solving the problem. Customers always ask for cheaper price and they always compare our products with the competitors products. However, after I often got complains I can faced the customers patiently.

CHAPTER IV
PERSONAL RESULTS/EVALUATION/POINTS
LEARNED

Doing internship in PT Alko Mandiri helped me a lot as a business student to understand the strategy of business especially in marketing department in 3, 5 months. My internship was focused on maintaining customer relation and also handling the delivery process. It was a great experience to involve directly in the environment.

Internship is a good opportunity given by the university to make me realize how important the knowledge, skills that we learn and get in the university life and combine it with the real works environment to get such new experiences. It will become the experiences to make me able, compete with others after graduate. To do internship, I can get to know how to face people, clients, who have different personality, nature in the work environment, are learn during the internship, and I believe it will be useful for the future because as a human, we can be not separated with others. To face people, a skill to able communicates, fuse with them are important and not as easy as we know, and internship is really helpful to learn such skill.

This internship helps me to understand better about the management flow in a company and I can apply the knowledge that I got in the class to the real work. Most of skill and knowledge that I learned during my internship period are communication skill, decision making, problem solving, negotiation skill, team work skill and also I got so many knowledge about aluminium. I learned about the process of making aluminium, calculating the custom aluminium and about the coating aluminium products. My supervisor gave me responsibilities to handle customers in Jabotabek area. I had to maintain a good relation with the customers and I had to achieve my target each month.

CHAPTER V

RECOMMENDATIONS

5.1 Recommendation for PT Alko Mandiri

I believe that PT Alko Mandiri should provide more interesting company environment for its employee and should treat well its employee.

5.2 Recommendation for President University

President University should provide direct link and corporation to big company, therefore it is easier for student to get good internship place.

APPENDICES

APPENDIX I

BIWEEKLY REPORT I



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	: Valencia		
Company's Name	: PT. Alko Mandiri	Department	: Marketing
Supervisor's Name and Title	: Meldon Elliot General Manager		
Working Hours	: 8.30 am - 5 pm	Report Period	: 5 th October 2015- 16 th October 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Visit customers in Jakarta, maintaining a good relation with the customers.
2. Visit the factory once in a week to meeting, do a stock opname, check the flow of delivery and learn the process of making aluminium.
3. Coordinating the delivery process from the factory to the customers.
4. Follow up the order from the customers.
5. Dealing with the customers about the price and the purchase order.
6. Learning about aluminium products and the process of making the aluminium.
7. Calculating the price for the custom aluminium.
8. Meeting with the suppliers, such as the supplier for the coating.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned about how to communicate and negotiate with the customers and the suppliers.
2. I learned about the management process of the company especially the management of marketing department.
3. I learned how to calculate the price for the products.
4. I learned about the different types of personality in the work environment. Some of them are easy to work with; however, there are people who cannot work in a team.
5. I learned how to deal with the coworkers.

C. Describe problems or challenges encountered during the week and how you resolved/minimized them



Form No	ICC/03/INT/EWR/2011
Form Title	Internship Biweekly Progress Report

The problem that I faced was I need to dealing with customers and suppliers, sometimes we talk about the work at lunch time outside the store and we have a long conversation. I am not a person that like to have a long conversation, but because of this I need to learn and adapt with the situation and get used to have a long conversation.

Submitted by,

Valencia

Date: 16th October 2015

Read and acknowledged by,

Meldon Elliot

Duly Stamped

Date: 16th October 2015

BIWEEKLY REPORT II



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	: Valencia		
Company's Name	: PT. Alko Mandiri	Department	: Marketing
Supervisor's Name and Title	: Meldon Elliot General Manager		
Working Hours	: 8.30 am - 5 pm	Report Period	: 19 th October 2015 - 30 th October 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Visit customers in Jakarta and Bekasi, maintaining a good relation with the customers.
2. Visit the factory once in a week to meeting, do a stock opname, check the flow of delivery and learn the process of making aluminium.
3. Coordinating the delivery process from the factory to the customers.
4. Follow up the order from the customers.
5. Dealing with the customers about the price and the purchase order.
6. Learning about aluminium products and the process of making the aluminium.
7. Calculating the price for the custom aluminium.
8. Meeting with the suppliers, such as the supplier for the coating.
9. Prepare sales report.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned about how to communicate and negotiate with the customers and the suppliers.
2. I learned about the management process of the company especially the management of marketing department.
3. I learned how to calculate the price for the products.
4. I learned about the different types of personality in the work environment. Some of them are easy to work with; however, there are people who cannot work in a team.
5. I learned how to deal with the coworkers.
6. I learned how to make a good decision in some difficult situation.



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

The problem that I faced was I need to know and remember the way to the customers store, it is not easy for me because I come from west borneo and I have to remember all street in Jakarta. I also have difficulties in memorizing the product, because there are more than thousands products with different codes and I have to remember the size of the product.

Submitted by,

Valencia
Date: 30th October 2015

Read and acknowledged by,

Meldon Elliot
Duly Stamped
Date: 30th October 2015

BIWEEKLY REPORT III



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	: Valencia		
Company's Name	: PT. Alko Mandiri	Department	: Marketing
Supervisor's Name and Title	: Meldon Elliot General Manager		
Working Hours	: 8.30 am - 5 pm	Report Period	: 30 th October 2015 - 13 th November 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Visit customers in Jakarta and Bekasi, maintaining a good relation with the customers. There are around 12 customers that I need to handle in Jakarta and Bekasi.
2. Visit the factory every Tuesday for meeting, do a stock opname, check the flow of delivery and learn the process of making aluminium.
3. Coordinating the delivery process from the factory to the customers.
4. Follow up the order from the customers.
5. Dealing with the customers about the price and the purchase order.
6. Learning about aluminium products and the process of making the aluminium.
7. Calculating the price for the custom aluminium.
8. Prepared sales report, the sales report is about the target tonase of each customers and the last price.
9. Coordinating with the finance department about the payment of the customers.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned about how to communicate and negotiate with the customers and the suppliers.
2. I learned about the management process of the company especially the management in marketing department.
3. I learned how to calculate the price for the products.
4. I learned about the different types of personality in the work environment. Some of them are easy to work with; however, there are people who cannot work in a team.
5. I learned how to deal with the coworkers.
6. I learned how to make a good decision in some difficult situation.



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

The problem that I faced was I need to handle the chatty customers, most of the customers are not easy to be handled. Each of the customers had different personality, therefore I need to find a way to handle them. I should to be tough in order to listening the customers complained.

Submitted by,

Valencia
Date: 13th November 2015

Read and acknowledged by,

Meldon Elliot
Duly Stamped
Date: 13th November 2015

BIWEEKLY REPORT IV



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	: Valencia		
Company's Name	: PT. Alko Mandiri	Department	: Marketing
Supervisor's Name and Title	: Meldon Elliot General Manager		
Working Hours	: 8.30 am - 5 pm	Report Period	: 13 th November 2015 - 27 th November 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Not visiting customer and factory in this two weeks because of my supervisor out of town.
2. Coordinating the delivery process from the factory to the customers.
3. Take care of the customer's orders, so many urgent product therefore I need to make sure the factory produce the urgent product on time.
4. Checking the order of the customers.
5. Dealing with the customers about the price and the purchase order.
6. Calculating the price for the custom aluminium.
7. Prepared sales report, the sales report is about the target tonase of each customers and the last price.
8. Coordinating with the finance department about the payment of the customers.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned about how to communicate and negotiate with the customers and the suppliers.
2. I learned about the management process of the company especially the management in marketing department.
3. I learned how to calculate the price for the products.
4. I learned about the different types of personality in the work environment. Some of them are easy to work with; however, there are people who cannot work in a team.
5. I learned how to deal with the coworkers.
6. I learned how to make a good decision in some difficult situation.
7. I learned how to collect debts in a proper way.



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

The problem that I faced was I need to work under pressure because I got so many complain from the customers. They complained about the delay in delivery and price. The price of Aluminium is very competitive therefore when one competitor bring down the price, customer will ask for lower price.

Submitted by,

Valencia
Date: 27th November 2015

Read and acknowledged by,

Meldon Elliot
Duly Stamped
Date: 27th November 2015

BIWEEKLY REPORT V



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	: Valencia		
Company's Name	: PT. Alko Mandiri	Department	: Marketing
Supervisor's Name and Title	: Meldon Elliot General Manager		
Working Hours	: 8.30 am - 5 pm	Report Period	: 30 th November 2015 - 11 th December 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Coordinating the delivery process from the factory to the customers.
2. Follow up the order from the customers.
3. Dealing with the customers about the price and the purchase order.
4. Memorizing aluminium codes
5. Calculating the price for the custom aluminium.
6. Coordinating with the finance department about the payment of the customers.
7. Meeting with the director about pricing.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned how to communicate and negotiate with the customers about ask for order and payment.
2. I learned how to negotiate with the staff in the factory to produce the product quickly and make the urgent order produced on time.
3. I learned how to calculate the price for the products.
4. I learned about the different types of personality in the work environment.
5. I learned how to make a good decision.



Form No	ICC/03/INT/BWR/2011
Form Title	Interuship Biweeldy Progress Report

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

The problem that I faced was the environment of the office, in my office the marketing and finance department are have not good relation. In this case, it is hard to confirm about payment and order by the customers then I have to be netral and work professionally.

Submitted by,

Valencia
Date: 11th December 2015

Read and acknowledged by,

Meldon Elliot
Duly Stamped
Date: 11th December 2015

BIWEEKLY REPORT VI



Form No	ICC/03/INT/BWR/2011
Form Title	Interuship Biweeldy Progress Report

Name	: Valencia		
Company's Name	: PT. Alko Mandiri	Department	: Marketing
Supervisor's Name and Title	: Meldon Elliot General Manager		
Working Hours	: 8.30 am - 5 pm	Report Period	: 14 th December 2015 - 25 th December 2015

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Visit the factory on Tuesday for controlling the delivery.
2. Coordinating the delivery process from the factory to the customers.
3. Follow up the order from the customers.
4. Controlling priorities order from customers.
5. Dealing with the customers about the price and the purchase order.
6. Learning about aluminium products and the process of making the aluminium.
7. Calculating the price for the custom aluminium.
8. Prepared sales report, the sales report is about the target tonase of each customers and the last price.
9. Coordinating with the finance department about the payment of the customers.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned about how to communicate and negotiate with the customers and the suppliers.
2. I learned about the management process of the company especially the management in marketing department.
3. I learned how to calculate the price for the products.
4. I learned about the different types of personality in the work environment. Some of them are easy to work with; however, there are people who cannot work in a team.
5. I learned how to deal with the coworkers.
6. I learned how to make a good decision in some difficult situation.



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

The problem that I faced was I need to be more discipline in time management and more discipline in office hours.

Submitted by,

Valencia
Date: 28th December 2015

Read and acknowledged by,

Meldon Elliot
Duly Stamped
Date: 28th December 2015

BIWEEKLY REPORT VII



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Name	: Valencia		
Company's Name	: PT. Alko Mandiri	Department	: Marketing
Supervisor's Name and Title	: Meldon Elliot General Manager		
Working Hours	: 8.30 am - 5 pm	Report Period	: 28 th December 2015 - 8 th January 2016

A. Describe your principal assignments, responsibilities, for the past two weeks

1. Visit the factory for meeting and checking the flow of delivery.
2. Coordinating the delivery process from the factory to the customers.
3. Follow up the order from the customers.
4. Calculating the price for the custom aluminium.
5. Prepared sales report, the sales report is about the target tonase of each customers and the last price.
6. Coordinating with the finance department about the payment of the customers.

B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

1. I learned how to calculate the price for aluminium products.
2. I learned about the different types of personality in the work environment.
3. I learned how to deal with the coworkers.
4. I learned how to make a good decision in some difficult situation.

C. Describe problems or challenges encountered during the week and how you resolved/minimized them

The challenges was I need to find more information about my company competitors such as their price, the quality of their product, the new section of the products and also I need to know the newest aluminium company which mean it is my company new competitor.



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Biweekly Progress Report

Submitted by,

Read and acknowledged by,

Valencia
Date: 8th January 2015

Meldon Elliot
Duly Stamped
Date: 8th January 2015