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INTERNSHIP REPORT



TRANSLATION OF CONTRACT AMENDMENTS AND BILLING DOCUMENTS PT MANDIRI KARYA RESWARA AND DASSAULT AVIATION INDONESIA

CUT KEISYA RAHMA KIRANA
2108412012

ENGLISH FOR BUSINESS AND COMMUNICATION
PROFESSIONAL

MAJORING IN COMMERCIAL ADMINISTRATION

DEPOK

2024



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HALAMAN PENGESAHAN

LAPORAN PRAKTIK KERJA LAPANGAN

- a. Judul : Penerjemahan Amandemen Kontrak dan Dokumen Penagihan PT Mandiri Karya Reswara dengan Dassault Aviation Indonesia
- b. Penyusun
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- d. Konsentrasi : Penerjemah
- e. Jurusan : Administrasi Niaga
- f. Waktu Pelaksanaan : 5 Juni – 20 Desember 2024
- g. Tempat Pelaksanaan : PT Mandiri Karya Reswara, Jalan Tegal No.2A, RT.10/RW.07, Menteng, Kecamatan Menteng, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10310.

Pembimbing PNJ

Jakarta, 12 Desember 2024
Penyelia Perusahaan

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PT. MANDIRI KARYA RESWARA
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ACKNOWLEDGEMENT

All praise and gratitude are due to Allah SWT for His abundant mercy and blessings, which have enabled the author to complete this Internship Report successfully. This report is submitted to fulfill the assessment requirements for the Internship program at PT Mandiri Karya Reswara, conducted from August 5 to December 20, 2024.

The author acknowledges that the preparation of this report would not have been possible without the help, support, and guidance from various parties. Therefore, with deep respect, the author expresses sincere thanks to:

- a. Dr. Dra. Ina Sukaesih, Dipl. Tesol, M.M., M. Hum, the Head of the English for Business and Communication Professional and the supervising lecturer, provided valuable guidance, time, and attention during the preparation of this report.
- b. Mr. Arif Wahidin and Ms. Lita, the Director and mentor at PT Mandiri Karya Reswara, for their invaluable guidance, experience, and knowledge shared throughout the Internship program.
- c. My parents, family, and friends, for their prayers, moral support, and motivation, which have continually strengthened me and helped me complete this report.

In conclusion, the author would like to express sincere gratitude for all the prayers, support, and encouragement provided throughout the preparation of this report. It is hoped that Allah SWT will reward all the kindness extended in the best possible way. May this Internship report contribute to the advancement of knowledge and serve as a useful reference.

Depok, December 12, 2024

The Author



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CHAPTER I INTRODUCTION

1.1 Background

The development of globalization has opened vast opportunities for various industries. In this context, the demand for professional translation services has been increasing, especially in the business world, where effective communication is key to success. The translation profession not only involves language conversion but also requires understanding the cultural context and specific industry sectors to produce accurate and relevant communication (Newmark, 1988).

PT Mandiri Karya Reswara is a company engaged in construction consulting. As a company with collaborations with various international partners, PT Mandiri Karya Reswara requires competent translation support to ensure smooth communication between the involved parties. Translators at this company are tasked with translating various important documents, such as cooperation contracts, technical reports, legal documents, and other communication materials. This requires a high level of accuracy and cultural sensitivity to avoid misunderstandings that could impact working relationships.

In order to prepare students for the demands of the professional world, the Internship (PKL) program is designed to provide direct experience in a professional environment. Through this internship program, students can apply the knowledge they have acquired during their studies, such as linguistic skills, text analysis, and cross-cultural understanding. Additionally, direct experience in a professional work environment provides practical insight into industry dynamics relevant to translators, including the use of technology-based translation tools such as CAT tools (Computer-Assisted Translation) and translation project management strategies. This program also offers students the opportunity to develop technical skills, time management abilities, and professional work ethics (Tuckman & Jensen, 1977).

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As students of the English Program for Business and Professional Communication, the position of translator at PT Mandiri Karya Reswara provides a valuable opportunity to hone language skills, understand the context of international business, and develop effective translation skills. In this process, students not only contribute to the company's needs but also gain in-depth insight into the application of linguistic knowledge in real-world work scenarios.

This internship program aims to prepare students to become competent professionals in the field of translation. During the internship, students are expected not only to improve their technical translation skills but also to understand work ethics, time management, and collaboration abilities required in this industry. It is hoped that this report will benefit the relevant parties, both for the development of students and for the company's needs.

1.2 Scope of Activities

The scope of activities carried out by the author during the Internship program is as follows:

- a) Translating amendment documents related to the ongoing contract between PT Mandiri Karya Reswara and Dassault Aviation Indonesia.
- b) Translating billing documents to be issued by PT Mandiri Karya Reswara to the client, Dassault Aviation Indonesia.
- c) Translating the Budget Plan (RAB) to be submitted by PT Mandiri Karya Reswara to the client, Dassault Aviation Indonesia.
- d) Translating the Tender Minutes.
- e) Translating incoming and outgoing correspondence of the company.

Additionally, the scope of work performed by the author outside of the translator role, aimed at gaining new knowledge, includes:

- a) Managing the administration of employee business trips.
- b) Managing the company's inventory data.



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- c) Managing data and preparing Security Clearance (SC) request letters for employees.
- d) Managing administrative correspondence.

1.3 Time and Location

The time and location for the Internship program carried out by the author are as follows:

- a. Time : August 5 - December 20, 2024
- b. Institution : PT Mandiri Karya Reswara
- c. Location : Jalan Tegal No.2A, RT.10/RW.07, Menteng Subdistrict, Menteng District, Central Jakarta City, Special Capital Region of Jakarta 10310.

1.4 Objectives and Benefits

1.4.1 Objectives

The objectives of carrying out the Internship program are as follows:

- a. To provide direct experience regarding the work environment in the industry, specifically in a field related to the student's study program, particularly translation, so that students gain a better understanding of the real work environment.
- b. To allow students to apply the theories learned in lectures, enabling them to better understand the relationship between theory and practice in their field of study.
- c. Through this Internship program, students can develop both their soft skills and hard skills.

1.4.2 Benefits

The benefits of carrying out the Internship program are as follows:

- a. To provide students with the opportunity to hone their skills in translating business, technical, or legal texts needed in the professional world according to industry standards, and to delve into the use of translation tools (CAT Tools).



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- b. To provide direct experience in translating documents or communication materials used in the company, such as contracts, reports, emails, and presentation materials.
- c. To enhance understanding of technical terms used in the industry, particularly in fields such as construction, law, or finance.
- d. To allow students to build professional relationships with directors, employees, and clients, both national and international.





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CHAPTER IV

CLOSING

4. 1 Conclusion

From the Internship (PKL) experience at PT Mandiri Karya Reswara, the author has drawn several conclusions as follows:

- a. The author carried out the Internship (PKL) at PT Mandiri Karya Reswara, a construction consultancy company located at Jl. Tegal No.2A, RT.10/RW.7, Menteng, Kecamatan Menteng, Central Jakarta, Special Capital Region of Jakarta 10310. This PKL program lasted for five months, from August 5th to December 20th, 2024.
- b. The author was assigned to the reporting administration department with tasks such as translating contract documents and contract amendments, translating billing documents to be sent to clients, translating the Budget Plan (RAB), translating incoming and outgoing correspondence, and translating company archive documents.
- c. In addition to the main tasks as a translator, the author also performed other duties such as recording travel documents, managing office inventory, handling correspondence and letter numbering, and preparing company request letters. The author also participated in company events such as coaching sessions, consignment meetings, and surveys at Roesman Nurjadin Airbase in Pekanbaru.
- d. In carrying out the translation tasks, the author used three main stages in the translation process: analysis, translation, and adaptation. Every translation produced by the author was directly reviewed by the director and the company's translator to ensure the accuracy, readability, and acceptability of the text in accordance with applicable standards.



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- e. In the process of translating legal texts, particularly contract documents, the technique most commonly used was the literal or word-for-word technique. This technique was aimed at preserving the meaning in the source language (SL) accurately. Although the translation results may sometimes seem rigid, this process was necessary to ensure that the meaning and legal terms remained unchanged.
- f. During the Internship at PT Mandiri Karya Reswara, the author faced some challenges, such as difficulty understanding technical terms and a lack of experience in handling the company's financial data. However, these challenges were overcome by using dictionaries, translation tools, discussing with company staff, and requesting guidance and examples from the relevant personnel.

4. 2 Recommendations

a) **Recommendations for Politeknik Negeri Jakarta**

The recommendation for Politeknik Negeri Jakarta, specifically for the English for Business and Professional Communication program, is to provide detailed information about the internship program and conduct regular evaluations to ensure the program aligns with industry needs and benefits students. This will help ensure that students are not making misguided choices.

b) **Recommendations for PT Mandiri Karya Reswara**

The recommendation for PT Mandiri Karya Reswara is to provide more in-depth training regarding the tasks and responsibilities that students will face and offer a broader variety of tasks for interns. This will help students develop skills in various aspects, especially those related to the construction consultancy field.



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ATTACHMENTS



PT. MANDIRI KARYA RESWARA

INTERNSHIP REPORT OF AUGUST

AGUSTUS			
NO.	DAY	DATE	JOB
1	Tuesday	6-Aug-24	- Revised Invoice (Pekanbaru & Palu)
			- Created Receipt for Survey Transport of 31 Locations & Coaching
2	Wednesday	7-Aug-24	- Created Receipt for Survey Transport of 31 Locations & Coaching
			- Print Receipt for Survey Transport of 31 Locations & Coaching
			- Review Translation Result "English: Review Proposal Cost R2.3"
3	Thursday	8-Aug-24	- Archive Receipt for Survey Transport of 31 Locations & Coaching and Organize
			- Translate the Excel File of Week 18 Report into English
4	Friday	9-Aug-24	- Archive Receipt for Survey Transport of 31 Locations & Coaching and Organize
			- Recap of Expense Proof for BNPB
5	Monday	12-Aug-24	- Recap of Expense Proof for BNPB
			- Meeting with the BNPB Team
6	Tuesday	13-Aug-24	- Recap of Official Travel for Expert Personnel
			- Print Receipt for Survey Transport of 31 Locations & Coaching



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7	Wednesday	14-Aug-24	SICK
8	Thursday	15-Aug-24	PERMISSION LETTER FOR CAMPUS EVENT (STUDY EXCURSION)
9	Friday	16-Aug-24	- Recap of Official Travel Invoices
10	Monday	19-Aug-24	- Recap of Official Travel Invoices
11	Tuesday	20-Aug-24	- Recap of Official Travel Invoices
			- Create Employee Cash Advance Receipt
			- Determine the Official Travel Route for Employees
12	Wednesday	21-Aug-24	- Recap of Official Travel Invoices
			- Determine the Official Travel Route for Employees
13	Thursday	22-Aug-24	- Create a Security Clearance Request Letter for Expert Personnel in Pekanbaru
			- Recap of Expense Proof for PT MKR
14	Friday	23-Aug-24	- Merekap Data Tenaga Ahli yang Datanya Kurang Lengkap
			- Independence Day Event
15	Monday	26-Aug-24	- Recap of Official Travel for Survey of 31 Locations
16	Tuesday	27-Aug-24	- Translate the File Amdt 1 to Contract DGA C 1000775 into Indonesian
17	Wednesday	28-Aug-24	- Recap the Inventory List of PT MKR
			- Translate the Auction Minutes
			- Create Local Survey Location Transport Receipt
18	Thursday	29-Aug-24	- Create Local Survey Location Transport Receipt
			- Menerjemahkan File 48G08785 ke dalam Bahasa Indonesia
19	Friday	30-Aug-24	- Preparation for Purchasing Flight Tickets for Official Travel to Pekanbaru
			- Create an Official Travel Letter



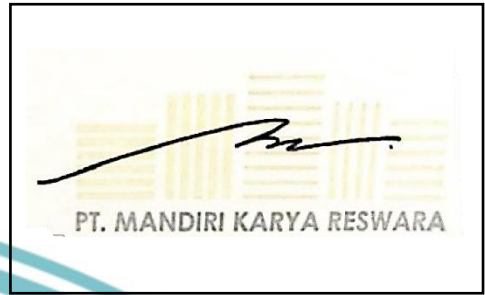
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Arif Wahidin





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PT. MANDIRI KARYA RESWARA

INTERNSHIP REPORT OF SEPTEMBER

SEPTEMBER			
NO.	DAY	DATE	JOB
1	Monday	2-Sep-24	- Created Receipt for Survey Transport of 31 Locations & Coaching
			- Archive Receipt for Survey Transport of 31 Locations & Coaching and Organize
2	Tuesday	3-Sep-24	- Archive Official Travel to PKU
			- Collect Official Travel Evidence for PKU
3	Wednesday	4-Sep-24	- Contact the Hotel for Official Travel
			- Collect Official Travel Evidence for PKU
4	Thursday	5-Sep-24	- Purchase Flight Tickets for Official Travel Return from PKU
			- Translate File 48G08907 into Indonesian
5	Friday	6-Sep-24	- Collect Official Travel Evidence for PKU
			- Create a Recap of Expenses During Official Travel in PKU
6	Monday	9-Sep-24	- Translate File Signed Amdt 2 to Contract DGA C 1000775 into Indonesian
			- Recap New Employee Data (Supervisor & Driver)
			- Internal Meeting
7	Tuesday	10-Sep-24	- Handle BTN Bank Form
			-Recap Notes for Advances & Cash Advances (BNPB, PT MKR, and BNPT)



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8	Wednesday	11-Sep-24	- Translate File FRD into Indonesian
			-Recap Notes for Advances & Cash Advances (BNPB, PT MKR, and BNPT)
9	Thursday	12-Sep-24	-Recap Notes for Advances & Cash Advances (BNPB, PT MKR, and BNPT)
			- Membuat Slip Gaji Karyawan bulan Desember 2023 - Mei 2024
10	Friday	13-Sep-24	- Record New Employee (Supervisor) Pasnur Rahman
			- Record New Employee (Supervisor) Zulfikar
11	Monday	16-Sep-24	HOLIDAY
12	Tuesday	17-Sep-24	SICK
13	Wednesday	18-Sep-24	- Collect Official Travel Evidence for PKU
			-Recap Notes for Advances & Cash Advances (BNPB, PT MKR, and BNPT)
			- RAB Meeting for Official Travel BNPB
14	Thursday	19-Sep-24	RAB Meeting for BNPB
15	Friday	20-Sep-24	PERMISSION TO TAX OFFICE & BANK
16	Monday	23-Sep-24	- Handle Flight Ticket & Mr. Triyono's Return to Jakarta from Pekanbaru
			- Recap Real Expenses and SPJ for Official Travel to PKU (Sep 2-5)
			- Translate PO Amendment 2 8924 into Indonesian
17	Tuesday	24-Sep-24	- Handle the Creation of Field Supervisor Account
			- RRecap Real Expenses for Official Travel (Sep 24)
			- Translate CGA into Indonesian
18	Wednesday	25-Sep-24	- RRecap Real Expenses for Official Travel (Sep 24)
			- Recap PT MKR - DA Contract
			- Recap Incoming & Outgoing Letters for PT MKR



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19	Thursday	26-Sep-24	- Create SPPD for Expert Personnel to BPBD
			- Recap of Official Travel for Survey of 31 Locations
20	Friday	27-Sep-24	- Recap Real Expenses and SPJ for Official Travel to PKU 7 - 11 Oktober 2024
			- Record New Employee (K3) Joni Virnanda
21	Monday	30-Sep-24	- Record New Employee (Admin) Aldino Putra
			- Record New Employee (OB) Didit

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PT. MANDIRI KARYA RESWARA

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PT. MANDIRI KARYA RESWARA

INTERNSHIP REPORT OF OCTOBER

OCTOBER			
NO.	DAY	DATE	JOB
1	Tuesday	1-Oct-24	- Recap and Record Incoming and Outgoing Letters for PT MKR
2	Wednesday	2-Oct-24	- Recap and Record Incoming and Outgoing Letters for PT MKR
3	Thursday	3-Oct-24	- Recap Office and Project Inventory for Pekanbaru
			- Create SC Request Letter for DA Project
4	Friday	4-Oct-24	- Recap Official Travel for Survey of 31 Locations
			- Recap Real Expenses for Official Travel 7 - 11 Oktober
5	Monday	7-Oct-24	- Create SPJ Official Travel Expenses for Employees
			- Recap New Employee Data (Admin) Aldino Putra
6	Tuesday	8-Oct-24	- Revise Contract Value for Amendment No. 2
			- Translate Contract Amendment No. 2
			- Revise Contract Value for DA Calculation
7	Wednesday	9-Oct-24	- Recap Official Travel for Survey of 31 Locations
			- Recap Official Travel for Survey of 31 Locations
8	Thursday	10-Oct-24	- Recap Official Travel for Survey of 31 Locations
			- Recap Real Expenses for Official Travel 7 - 11 Oktober



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9	Friday	11-Oct-24	- Membuat Pengeluaran SPJ Perjalanan Dinas Karyawan tanggal 7 - 11 Oktober 2024 -Recap Notes for Advances & Cash Advances (BNPB, PT MKR, and BNPT)
10	Monday	14-Oct-24	- Recap Official Travel for Survey of 31 Locations - Recap Real Expenses for Official Travel 7 - 11 Oktober
11	Tuesday	15-Oct-24	- Prepare Documents to Be Sent to France (DA) - Translate File V01_Amdt 3_DGA C 1000775 into Indonesian
12	Wednesday	16-Oct-24	- Translate Contract Amendment No. 2 for PT WMK - Recap Official Travel for Survey of 31 Locations
13	Thursday	17-Oct-24	- Recap Employee Salaries from January - May 2024 - Recap Official Travel for Survey of 31 Locations
14	Friday	18-Oct-24	- Recap Office and Project Inventory for Pekanbaru - Recap Official Travel for Survey of 31 Locations
15	Monday	21-Oct-24	- Translate Employee CV for Dian Pandu - Recap Real Expenses for Official Travel 22 - 25 Oktober
16	Tuesday	22-Oct-24	- Record the Names of Potential Supervisors - Contact Potential Supervisors for Coaching Event
17	Wednesday	23-Oct-24	- Assist in Recapping the Company Cash Flow - Create SC Request Letter for DA Project
18	Thursday	24-Oct-24	- Recap Real Expenses for Official Travel 22 - 25 Oktober
19	Friday	25-Oct-24	- Recap Real Expenses for Official Travel 22 - 25 Oktober
20	Monday	28-Oct-24	- Recap Real Expenses for Official Travel 22 - 25 Oktober -Recap Employee Leave Expenses from October 29 - November 4

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21	Tuesday	29-Oct-24	- Recap Employee Leave Expenses and Evidence from October 29 - November 4
22	Wednesday	30-Oct-24	- Create SC Request Letter for DA Project
23	Thursday	31-Oct-24	- Recap Employee Leave Expenses from 3 - 10 November



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PT. MANDIRI KARYA RESWARA

INTERNSHIP REPORT OF NOVEMBER

NOVEMBER			
NO.	DAY	DATE	JOB
1	Friday	1-Nov-24	SICK
2	Monday	4-Nov-24	- Recap Real Expenses for Official Travel 4 - 9 November Recap Employee Leave Expenses and Evidence from October 29 - November 4
3	Tuesday	5-Nov-24	-Recap Notes for Advances & Cash Advances (BNPB, PT MKR, and BNPT) - Prepare Coaching Event
4	Wednesday	6-Nov-24	- Recap Funds In and Out at PT MKR - Record Flight Ticket Purchases for Supervisors
5	Thursday	7-Nov-24	- Record the Names of Potential Supervisors - Recap Supervisor's Official Travel to Jakarta - Prepare Coaching Event
6	Friday	8-Nov-24	- Recap Real Expenses for Official Travel 4 - 9 November - Coaching Event
7	Monday	11-Nov-24	- Create Local Transport Receipt and Per Diem for Employees for Meeting Invitation - Recap Employee Leave Expenses and Evidence from 3 - 10 November - Recap Expenses and Evidence for Supervisor's Travel during Coaching Event



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			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
8	Tuesday	12-Nov-24	SICK
9	Wednesday	13-Nov-24	SICK
10	Thursday	14-Nov-24	- Recap Expenses for Coaching Event
			- Recap Expenses and Evidence for Supervisor's Travel during Coaching Event
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
11	Friday	15-Nov-24	- Recap Real Expenses for Official Travel 18 November
			- Recap Expenses and Evidence for Supervisor's Travel during Coaching Event
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
12	Monday	18-Nov-24	- Recap Real Expenses for Official Travel 18 November
			- Recap Expenses and Evidence for Supervisor's Travel during Coaching Event
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
13	Tuesday	19-Nov-24	- Create Official Travel Plan for Co-Key Expert
14	Wednesday	20-Nov-24	- Recap Expenses and Evidence for Supervisor's Travel during Coaching Event
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
15	Thursday	21-Nov-24	- Revise Contract Amendment No. 1
			- Revise Contract Amendment No. 2
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
16	Friday	22-Nov-24	- CONSULTING EVENT IN BANDUNG
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
17	Monday	25-Nov-24	- Create Local Transport Receipt and Per Diem for Employees for Meeting Invitation
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel

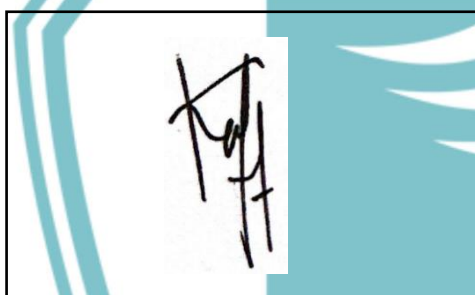


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18	Tuesday	26-Nov-24	- Convert the Currency Value in the RAB from Rupiah to Euro - Recap Expenses and Evidence for Co-Key Expert's Official Travel
19	Wednesday	27-Nov-24	HOLIDAY
20	Thursday	28-Nov-24	- Create Employee Salary Slip
			- Create SC Request Letter for DA Project
			- Recap Expenses and Evidence for Co-Key Expert's Official Travel
21	Friday	29-Nov-24	- Prepare Survey to Pekanbaru
			- Recap Supervisor's Salary



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PT. MANDIRI KARYA RESWARA

INTERNSHIP REPORT OF DECEMBER

DESEMBER			
NO.	DAY	DATE	JOB
1	Monday	2-Dec-24	- Prepare Survey to Pekanbaru
			- Recap Supervisor's Accommodation Receipts
2	Tuesday	3-Dec-24	PEKANBARU SURVEY
3	Wednesday	4-Dec-24	- Tour Pekanbaru for Company Administrative Needs
			- Recap Expenses During Stay in Pekanbaru
4	Thursday	5-Dec-24	- Tour Pekanbaru for Company Administrative Needs
			- Recap Expenses During Stay in Pekanbaru
5	Friday	6-Dec-24	RETURN TO JAKARTA
6	Monday	9-Dec-24	PERMISSION FOR GUIDANCE TO CAMPUS
7	Tuesday	10-Dec-24	- Recap Supervisor's Salary and Accommodation Receipts
8	Wednesday	11-Dec-24	PERMISSION FOR GUIDANCE TO CAMPUS
9	Thursday	12-Dec-24	- Recap Supervisor's Accommodation Receipts
			- Recap Supervisor's PPE Needs
			- Recap Shortage in Supervisor's Needs
10	Friday	13-Dec-24	- Recap Shortage in Supervisor's Needs



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11	Monday	16-Dec-24	PERMISSION FOR GUIDANCE TO CAMPUS
12	Tuesday	17-Dec-24	- Recap Shortage in Supervisor's Needs
			- Translate Report R2.2 Hangar and Dispatch
13	Wednesday	18-Dec-24	- Translate Report R2.2 Hangar and Dispatch
			- Recap Shortage in Supervisor's Needs
14	Thursday	19-Dec-24	- Translate Report R2.2 Hangar and Dispatch
			- Recap Shortage in Supervisor's Needs
15	Friday	20-Dec-24	- Translate Report R2.2 Hangar and Dispatch
			- Recap Shortage in Supervisor's Needs

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