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# INTERNSHIP REPORT



## TRANSLATION OF BUSINESS DOCUMENT IN THE IT CONSULTING INDUSTRY SECTOR AT PT IKONSULTAN INOVATAMA

**DHITA SUKMA MAHAstri**  
**2108412005**

**POLITEKNIK  
NEGERI  
JAKARTA**

**ENGLISH FOR COMMUNICATION BUSINESS AND PROFESSIONAL  
(BISPRO) STUDY PROGRAM**

**MAJORING IN COMMERCIAL ADMINISTRATION**

**POLITEKNIK NEGERI JAKARTA**

**DEPOK**

**2024**



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## STATEMENT OF APPROVAL

- |                       |  |
|-----------------------|--|
| a. Judul              | : Penerjemahan Dokumen Bisnis Pada<br>Sektor Industri Konsultan IT di PT<br>Ikonsultan Inovatama |
| b. Penyusun           |  |
| 1) Nama               | : Dhita Sukma Mahastri   |
| 2) Nim                | : 2108412005   |
| c. Program Studi      | : Bahasa Inggris untuk Komunikasi<br>Bisnis dan Profesional                                      |
| d. Konsentrasi        | : Penerjemahan Domukem Bisnis  |
| e. Jurusan            | : Administrasi Niaga   |
| f. Waktu Pelaksanaan  | : 17 Oktober 2024 s.d. 31 Januari 2025   |
| g. Tempat Pelaksanaan | : Kavling Melati No. 10, RT.09/RW.03,<br>Jl. Kemang Timur XI, Mampang,<br>Jakarta Selatan, 12730 |

Pembimbing PNJ

Sujiwo Priambodo, S.E., M.M

NIP. 198204262014041001

Depok, 11 Desember 2024

Penyelia Perusahaan

Theresia Triomegani

Marketing Communication

Mengesahkan,

Kepala Program Studi Bispro

Dr. Dra. Ina Sukaesih, Dipl. TESOL., M.M., M.Hum

NIP. 196104121987032004



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## ACKNOWLEDGEMENT

Praise and gratitude to Allah SWT because for His blessings and grace the author can complete internship report. The writing of internship practice report was carried out to fulfill the assignment of the report on the results of the internship / independent internship program in the English for Business and Professional Communication (BISPRO) Department of Commercial Administration. In addition, the author also hopes that this report can add insight and knowledge for readers. Therefore, the author would like to thank:

- 1) Mrs. Dra. Ina Sukaesih, Dipl. TESOL, M.M., M.Hum., as the Head of Department of English for Business and Professional Communication.
- 2) Mr. Sujiwo Priambodo, S.E., M.M., as a Supervisor who has provided his time, energy and thoughts to guide the author in the preparation of this Field Work Practice Report.
- 3) Mrs. Theresia Triomegani, as the Company Supervisor of PT Ikonsultan Inovatama who has provided her time, energy and thoughts to provide new knowledge and positive direction in the company environment, as well as guiding the author in the preparation of this Field Work Practice Report.
- 4) My parents, family, and friends who have provided encouragement, moral and material support.

The author hopes that the preparation of this internship report may be useful for other students and the academic community, the author realizes that this report is far from perfect. Therefore, constructive criticism and suggestions will be accepted by the author for the sake of perfection of this report.

Depok, 20 December 2024

Author



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## CHAPTER I

### INTRODUCTION

#### 1.1 Background Activities

Internship Report is one of the academic activities that aims to directly apply the academic knowledge obtained during studies on campus, so that students can develop their abilities, especially in the field of translation. The objectives of this Internship program are in line with the objectives of Politeknik Negeri Jakarta, which is a vocational higher education institution that strives to produce graduates who are expected to have competence in upholding the economy and the country through qualified human resources who have practical and adequate expertise. Therefore, in order to realize this goal, BISPRO Study Program students conduct Internship to apply their translation knowledge that has been learned during the previous few semesters. This Internship program is also expected to be a forum for students to gain knowledge, skills, relationships, and experience.

During the internship at PT Ikonsultan Inovatama which is engaged in IT & Management Consultants, the author joined the Marketing Communication division which was assigned to inform all ongoing activities on information reporting in the company's WA Group. In addition, the author is also assigned to translate business documents that include IT Project Material documents. In this report, the author will describe the process of editing documents in Indonesian. The author will also explain obstacles such as challenges and obstacles while carrying out internship activities and how the author overcomes these obstacles.

The reason the author chose PT Ikonsultan Inovatama is because the author sees that the company is engaged in IT consulting where many have English-based documents that can be translated into Indonesian in accordance with

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what the author has learned during lectures. The documents that the author translates, namely business documents. The reason the author chose business documents is because business documents are relevant and the author likes what the author has learned during lectures and business documents are very often used in the translation industry.

## 1.2 Scope of Activities

The scope of activities carried out during the internship at PT Ikonsultan Inovatama are:

Translate business documents to IT Project Material documents:

1. translated the document "Business Analyst Training Material" containing 46 slides in PowerPoint;
2. translated the document "Change Management" containing 184 slides in PowerPoint;
3. translated the document "Icon Company Profile" containing 11 slides in PowerPoint;
4. translated the document "*BPJS Kesehatan Perusahaan*" containing 10-page in Microsoft Word.

Carry out tasks in the Marketing Communication Division:

1. became the MC in presenting the ISO Certification Training event;
2. developed company SOPs for company standardization until obtaining ISO 9001 & ISO 37001 Certification;
3. create the "IT Project Material" template design in PowerPoint;
4. participating in the routine activities every Friday on "*Ikons Berbagi Jumat Berkah*";
5. design templates for photos of Blessing Friday activities and write captions for Blessing Friday activities to be informed on the Icon WAG;
6. create a "Welcome to Employee Onboarding" template design;
7. create a "Happy Birthday to Employee" template design;

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### 1.3 Time and Place of Implementation

The time and place of the PKL was held on:

Implementation Time : 17 October 2024 to 31 January 2025

Company : PT Ikonsultan Inovatama

Address : Kavling Melati No. 10, RT.09/RW.03, Jl. Kemang Timur XI, Mampang, South Jakarta, 12730

### 1.4 Objectives and Benefits

#### 1.4.1 Objective

The objectives of this Internship implementation based on the Internship Guidelines for the English Language Study Program for Business and Professional Communication of Politeknik Negeri Jakarta include the following:

- 1) get a real picture of the needs in the world of work;
- 2) sharpen knowledge and skills to prepare themselves for the world of work;
- 3) building career readiness in the world of work;
- 4) learn the culture that exists in the world of work;
- 5) improve translation skills from English to Indonesian and vice versa;
- 6) improve oral English language skills to prepare themselves to facilitate communication in the company environment;
- 7) apply the knowledge of translation that the author has learned during the lectures at Politeknik Negeri Jakarta;
- 8) understanding of translation ethics, where the writer is required to maintain the accuracy of the translated document, maintain the identity and confidentiality of all information contained in the document.

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### 1.4.2 Benefits

This field work practice report is also expected to have several benefits which will be described as follows:

#### 1) Benefits for the Author

- a. add to the author's insight into the scope of the world of work;
- b. train the author to be disciplined in carrying out duties and obligations;
- c. trained the author to adopt a professional attitude;
- d. train the writer to be brave and responsible;
- e. train the author to be someone who is brave in making a decision;
- f. trained the author to dare to appear and speak in public when becoming an MC at the "ISO Certification Training" event;
- g. train writers to improve consistency in the process of translating business documents;
- h. train the writer to improve writing skills and translate a document in two languages during the process of translating IT Project Materials and *BPJS Kesehatan* SOP documents at PT Ikonsultan Inovatama.

#### 2) Benefits for Jakarta State Polytechnic Students

- a. students can know how to translate in a good and correct way;
- b. students can understand the internship procedure in an agency or company;
- c. students have the skills and expertise gained during the internship;
- d. students can know the real scope of the world of work.

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## CHAPTER IV

### CLOSING

#### 4.1 Conclusion

Based on the internship activities that have been carried out by the author, it can be concluded that the author has completed field work practice activities at PT Ikonsultan Inovatama for four months, starting from October 17, 2024 to January 31, 2025. The author is placed in one division, namely Marketing Communication. The author chose PT Ikonsultan Inovatama because the company is engaged in IT consulting where there are many English-based business documents that can be translated, namely the "Business Analyst Training Material" document in accordance with what the author learned during lectures. The author also gets obstacles faced when translating these IT-based business documents, but even though the IT language is difficult to understand, the author can overcome the obstacles in translating these documents thanks to the help of others and the results of observations that the author has made.

#### 4.2 Suggestions

Based on the results of the internship implementation, the author has several suggestions addressed to the Bispro Study Program and to Bispro Students. The suggestions that the author gives are as follows.

##### 1. Suggestions for Bispro Study Program

To the parties of the Bispro Study Program, the author suggests to socialize in advance to students who want to carry out this field work practice activity and provide directions on which agencies or companies provide translation internships, by doing this socialization, students will be better prepared in carrying out this internship program. Furthermore, the Head of the Bispro Study Program in the

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future must be able to help students who do not pass MSIB so that they can be helped to find agencies or companies that provide internships so that students do not feel difficulties in finding an internship. The Head of the Bispro Study Program cannot only rely on MSIB for his students to be able to intern, because of the author's experience who did not get help and solutions from the Head of the Bispro Study Program in finding an internship but was always urged to be able to intern. The Head of Bispro Study Program must be able to overcome this problem so that future Bispro students will not experience the same obstacles as the author.

2. Advice for Bispro Students

The author advises Bispro students to translate texts that they are interested in and are familiar with, considering that translation in certain fields has several special terms in translating, so students must prepare their expertise in several translation texts that they are interested in. In order for the translation to be a translation that is commensurate in conveying the appropriate meaning in the BSa. Students must also prepare supporting tools, in this case, printed dictionaries and online dictionaries such as Oxford Dictionary, Cambridge Dictionary and DeepL Translation (online dictionary) to translate a text in two languages. Students must learn to do good research to create accurate translations. Finding the right mentor to direct and guide is also a must if you want to enter this field. If you have found the right mentor, the author suggests asking questions frequently and learning from more experienced mentors.

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**LITERATURE**

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## APPENDIX



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,  
RISET DAN TEKNOLOGI

**POLITEKNIK NEGERI JAKARTA**

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Telepon (021) 7270036, Hunting, Fax (021) 7270034

Laman: <http://www.pnj.ac.id>, Posel: [humas@pnj.ac.id](mailto:humas@pnj.ac.id)

Nomor : 10055/PL3/PK.01.09/2024

14 Oktober 2024

Hal : **Permohonan Magang Industri**

Yth.

**HRD PT Ikonsultan Inovatama**

Kavling Melati No. 10, RT.09/RW.03

Jl. Kemang Timur XI, Mampang, Jakarta Selatan, 12730

Dengan hormat,

Sehubungan dengan kewajiban mahasiswa melaksanakan magang di industri terkait program studi dan berdasarkan Keputusan Menteri Pendidikan dan Kebudayaan Republik Indonesia Nomor 74/P/2021 tentang Pengakuan Kredit Semester Pembelajaran Program Kampus Merdeka, dengan ini kami mengajukan permohonan magang industri mahasiswa program studi Bahasa Inggris untuk Komunikasi Bisnis dan Profesional (Bispro) Jurusan Administrasi Niaga Politeknik Negeri Jakarta di PT Ikonsultan Inovatama, atas nama:

No.	N a m a	N I M	No. HP	Email
1	Dhita Sukma Mahastri	2108412005	087709012002	<a href="mailto:dhita.sukma.mahastri.an21@mhsw.pnj.ac.id">dhita.sukma.mahastri.an21@mhsw.pnj.ac.id</a>

Adapun rencana pelaksanaan magang industri pada 17 Oktober 2024 s.d. 31 Januari 2025. Mahasiswa tersebut bersedia ditempatkan di bagian/unit kerja yang berhubungan dengan bidang naskah dan terjemahan Bahasa Inggris.

Demikian surat permohonan ini kami sampaikan, atas perhatian dan kerja sama Bapak/Ibu, kami ucapkan terima kasih.

a.n. Direktur

Wakil Direktur Bidang Kemahasiswaan

u. b.

Ketua Jurusan Administrasi Niaga



Dr. Dra. Iis Mariam, M.Si.

NIP. 196501311989032001

Tembusan:

1. Direktur Politeknik Negeri Jakarta;
2. Wakil Direktur Bidang Akademik Politeknik Negeri Jakarta;
3. Kabag. Keuangan dan Umum Politeknik Negeri Jakarta;
4. Kasubag. Umum Politeknik Negeri Jakarta.

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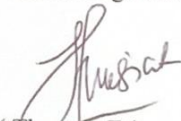
**FORM PENILAIAN PKL**  
(Pembimbing Perusahaan/Industri)

Nama Mahasiswa : Dhita Sukma Mahastri  
 NIM : 2108412005  
 : Penerjemahan Dokumen Bisnis Pada Sektor  
 Judul PKL : Industri Konsultan IT di PT Ikonsultan Inovatama

Nilai Praktik Kerja Lapangan

No	Komponen Penilaian	Range Nilai	Nilai yang Dicapai
1	Kehadiran dan Aktifitas	5-10	8
2	Kedisiplinan	5-10	8
3	Etika dan Interaksi di Lingkungan Kerja	5-10	8
4	Pengetahuan Praktis	10-20	18
5	Penguasaan Materi	10-20	16
6	Kualitas Pelaporan	20-30	26
Total Nilai (A)			82

Jumat, 11 Desember 2024  
 Pembimbing Perusahaan/Industri,

  
 ( Theresia Triomegani )  
 Marketing Communication

Saran Pembimbing perusahaan/industri terhadap mahasiswa PKL

1. Lebih berani lagi v/ berinteraksi / komunikasi
2. ....
3. ....

**Catatan :** Nilai disampaikan ke panitia PKL Politeknik Negeri Jakarta dalam amplop tertutup.



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## LOGBOOK OF DAILY ACTIVITIES OF INTERNSHIP INDEPENDENT INTERNSHIP - INDUSTRIAL INTERNSHIP

COMPANY NAME : PT Ikonsultan Inovatama

MENTOR NAME : Theresia Triomegani

NAME OF STUDENT : Dhita Sukma Mahastri

NIM : 2108412005

PROJECT TITLE : Marketing Communication

### INTERNSHIP ACTIVITIES

MONTH TO	:	I
DATE	:	October 17 - 31, 2024

No.	Day & Date	Activity/Activity
1.	Thursday, October 17, 2024	Initial introduction to the company led by the Mentor.
2.	Friday, October 18, 2024	The company is holding a laptop auction, and the tasks I'm working on are as follows: <ol style="list-style-type: none"> <li>1. Documentation of the laptop that you want to sell at auction and record all the specifications of the laptop.</li> <li>2. Assisted the design team in creating the promotional design for the laptop auction.</li> </ol>
3.	Monday, October 21, 2024	(Sickness Permit)
4.	Tuesday, October 22, 2024	Creating the Company's BPJS Health SOP, the tasks I worked on were as follows: <ol style="list-style-type: none"> <li>1. Review validly through the official BPJS Kesehatan website to write SOPs that are tailored to the needs of the company.</li> <li>2. After the SOP is created, it is then consulted with the HR PIC to confirm whether the SOP is correct</li> </ol>

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		and appropriate.
5.	Wednesday, October 23, 2024	<p>Creating the Company's Employment BPJS SOP, the tasks I did were as follows:</p> <ol style="list-style-type: none"> <li>1. Review validly through the official BPJS Ketenagakerjaan website for writing SOPs that are tailored to the needs of the company.</li> <li>2. After the SOP is created, it is then consulted with the HR PIC to confirm whether the SOP is correct and appropriate.</li> </ol>
6.	Thursday, October 24, 2024	<ol style="list-style-type: none"> <li>1. Followed the kick of meeting with ISO consultant to get ISO certification for IKON company.</li> <li>2. Record documents that need to be prepared for ISO certification.</li> <li>3. Record meeting materials for making designs that will be informed to all IKON employees even IKON will get ISO certification.</li> </ol>
7.	Friday, October 25, 2024	<ol style="list-style-type: none"> <li>1. Participated in the Friday Blessing sharing activity.</li> <li>2. Documenting activities to create content and posters that will be informed to all employees about the Blessing Friday activities.</li> </ol>
8.	Monday, October 28, 2024	Translate the Company's BPJS Health SOP documents.
9.	Tuesday, October 29, 2024	<ol style="list-style-type: none"> <li>1. Translate BPJS Employment SOP documents.</li> <li>2. Assisted the design team to revise the ISO certification poster.</li> </ol>
10.	Wednesday, October 30, 2024	Learn how to create a more attractive PowerPoint for company product promotion at Udemy.com bootcamp.
11.	Thursday, October 31, 2024	<ol style="list-style-type: none"> <li>1. Learn how to create a more engaging PowerPoint and AI-assisted product promotion for your company at Udemy.com's bootcamp.</li> <li>2. Preparing for Blessing Friday activities such as looking for orphanages to donate to and contacting the orphanage administrators to inform them of the activities to be carried out.</li> <li>3. Assist the design team in making Friday Blessing designs and Laptop Auction designs.</li> </ol>



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**INTERNSHIP ACTIVITIES**

MONTH TO	:	II
DATE	:	November 1 - 30, 2024

No.	Day & Date	Activity/Activity
1	Friday, November 1, 2024	<ol style="list-style-type: none"> <li>1. Conducting routine Blessing Friday activities such as searching for orphanages near the office to donate to, preparing food and drinks to be donated.</li> <li>2. At the orphanage, we handed over the donated food and drinks to the caretaker of the orphanage and asked what the orphans needed for next week's Blessed Friday plan.</li> </ol>
2	Monday, November 4, 2024	<ol style="list-style-type: none"> <li>1. Participated in New Employees Onboarding activities.</li> <li>2. Create checklist documents for onboarding needs.</li> </ol>
3	Tuesday, November 5, 2024	<ol style="list-style-type: none"> <li>1. Make stickers of rules in the office such as "For mutual convenience, clean the toilet after use".</li> </ol>
4	Wednesday, November 6, 2024	Prepare the needs for Blessing Friday activities.
5	Thursday, November 7, 2024	Prepare the needs for Blessing Friday activities.
6	Friday, November 8, 2024	<ol style="list-style-type: none"> <li>1. Preparing donated items to be taken to Darul Rahman Orphanage, Pejaten Barat.</li> <li>2. Editing Friday Blessing videos and captions.</li> </ol>
7	Monday, November 11, 2024	Metrics & Measures PowerPoint Template Design for IKON.
8	Tuesday, November 12, 2024	Decian Season Greeting Card (Happy New Year, Merry Christmas & Happy Holiday). Redrawing Template PowerPoint material product IKON.
9	Wednesday, November 13, 2024	Redrawing Template PowerPoint material product IKON. Prepare the needs of Blessing Friday activities. Making donation posters for Blessing Friday activities.
10	Thursday, November 14, 2024	Create an open donation caption to be distributed to all employees in the office.
11	Friday, November 15, 2024	Conducting routine Friday Blessing activities to share food at the Dompot Yatim and Duhafa Orphanage, Pejaten. Create captions and posters of photos of Blessing Friday activities to be informed on the IKON WAG.

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		Creating Happy Birthday and Welcome posters for IKON employees.
12	Monday, November 18, 2024	English proficiency test to test the English level of employees.
13	Tuesday, November 19, 2024	SICK PERMISSION
14	Wednesday, November 20, 2024	Purchase stationery supplies for Friday Blessing activities.
15	Thursday, November 21, 2024	Organizing items to be donated for the Friday Blessing event at Dompot Yatim and Duhafa Orphanage, Pejaten.
16	Friday, November 22, 2024	Conducting routine Blessing Friday activities by sharing Juz Ama books, short prayers and Hadith, as well as food snacks, clothes, mukena and prayer mats for the needs at the Dompot Yatim and Duhafa Orphanage, Pejaten. Create captions and posters of photos of Blessing Friday activities to be informed on the IKON WAG.
17	Monday, November 25, 2024	Served as MC in presenting ISO 9001 & ISO 37001 Certification Awareness Training event for PT Ikonsultan.
18	Tuesday, November 26, 2024	Translate the Company's BPJS Health documents.
19	Wednesday, November 27, 2024	Jakarta Governor Election Holiday
20	Thursday, November 28, 2024	Continue the translation of the Company's BPJS Health document.
21	Friday, November 29, 2024	Conducting routine Blessing Friday activities by sharing food with those in need. Create captions and posters of photos of Blessing Friday activities to be informed on the IKON WAG.



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**INTERNSHIP ACTIVITIES**

MONTH TO	:	III
DATE	:	December 1 - 31, 2024

No.	Day & Date	Activity/Activity
1	Monday, December 2, 2024	Translate the document " <i>Change &amp; Management</i> "
2	Tuesday, December 3, 2024	Translated the document " <i>Business Analyst Training Material</i> ".
3	Wednesday, December 4, 2024	Translation of " <i>IKON Company Profile</i> " document
4	Thursday, December 5, 2024	Guidance on the process of writing the internship report with the Supervisor.
5	Friday, December 6, 2024	Conducting routine Blessing Friday activities by sharing food with those in need. Create captions and posters of photos of Blessing Friday activities to be informed on the IKON WAG.
6	Monday, December 9, 2024	Translating the " <i>IKON Code of Conduct</i> " document
7	Tuesday, December 10, 2024	Translate the document " <i>IKON Proposal</i> "
8	Wednesday, December 11, 2024	Translate the document " <i>IKON Solution Proposal</i> "
9	Thursday, December 12, 2024	Guidance on the process of making an internship report with the Supervisor.
10	Friday, December 13, 2024	Translate the document " <i>IKON PMO Draft</i> "

Depok, Desember 11, 2024

Supervisor

**Theresia Triomegani**

Marketing Communication