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**INTERNSHIP REPORT
INTERNAL OFFICE TRANSLATION AT PSA BDP
INDONESIA**



**MUHAMMAD ATTAR TIRTANA
2208411060**

**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
DEPARTMENT OF BUSINESS ADMINISTRATION
JAKARTA STATE POLYTECHNIC**

DEPOK

2025



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Legitimate PAGE

HALAMAN PENGESAHAN LAPORAN PRAKTEK KERJA LAPANGAN

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- b. Penyusun
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- c. Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
- d. Jurusan : Administrasi Niaga
- e. Tempat Pelaksanaan : AD Premier, Lantai 12, Jl. TB. Simatupang No. 5, Ragunan, Pasar Minggu, Jakarta Selatan 12550, Indonesia.

Jakarta, 2 Desember 2025

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PREFACE

Praise and gratitude the author expresses to Allah SWT, for His blessings and grace, the author was able to complete this Field Work Practice (PKL) report. The writing of this PKL report was conducted to fulfill the internship/field work practice assignment for the English for Business and Professional Communication (BISPRO) Study Program, Department of Business Administration. Furthermore, the author also hopes that this report can broaden the knowledge and insight of its readers. Therefore, the author would like to express gratitude to:

1. Farizka Humolungo, S.Pd., M.A. as the Head of the BISPRO Study Program.
2. Mr. Sujiwo Priambodo, S.E., M.M. as the academic supervisor who provided time, energy, and thought to guide the author in the preparation of this PKL report.
3. PSA BDP Indonesia, Marita Murtiani Ariestya as HR & GA Supervisor of PSA BDP Indonesia, as the institutional supervisor who greatly assisted the author in obtaining the necessary data
4. The author's parents, family, and friends who provided moral and material support.

The author hopes that Allah SWT will be pleased to repay the kindness of all parties who have helped. May this PKL report be beneficial for the development of knowledge.

Jakarta, 2 Desember 2025

Muhammad Attar Tirtana



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CHAPTER I INTRODUCTION

1.1 Background of Activities

Field Work Practice (PKL) is an educational program that allows students to apply the theories learned in school or university in real work situations. The purpose of this program is to develop students' skills and knowledge in specific fields by directly involving them in work activities in industrial or community environments. Jakarta State Polytechnic (PNJ), as one of the leading vocational universities in Indonesia, requires its students to carry out PKL as part of the curriculum in the 7th semester. This policy aims to ensure that students not only understand theory but are also capable of practicing it in accordance with the demands of the working world.

This PKL program is expected to improve the abilities of Jakarta State Polytechnic students so that they are ready to meet the human resource needs required by industry and business. The legal basis for the implementation of this PKL includes Law Number 12 of 2012 concerning Higher Education, Minister of Education and Culture Regulation Number 49 of 2014 concerning National Standards for Higher Education, Minister of Education and Culture Regulation Number 3 of 2020 concerning National Standards for Higher Education, the Statute of Jakarta State Polytechnic, the Academic Regulations of Jakarta State Polytechnic, and the Guidelines for the Implementation of Field Work Practice (PKL) at Jakarta State Polytechnic.

The author chose PSA BDP Indonesia as the place for PKL implementation because this company provides ample opportunities for students to deepen their understanding of translation in a professional environment. As an institution focused on providing digital communication infrastructure and services in Indonesia, PSA BDP Indonesia has various publications that need to be translated into English to reach international audiences and expand access to information. Thus, the author felt that the PKL experience at PSA BDP Indonesia would not only provide practical insight into the professional world of translation, but would also allow the author to understand the dynamics of communication within a government institution.

The author's main task during the PKL at PSA BDP Indonesia was to translate business documents provided by the company. These documents covered various topics, ranging from global logistics developments, international trade policies, to innovative supply chain management strategies. Through this task, the author not

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only honed technical translation skills, but also learned to understand the context and specific terminology used in the logistics and shipping sector.

Through this experience, the author not only improved technical translation skills but also gained a deeper understanding of the role of business communication in the operations of a multinational logistics company. The author's contribution in translating internal and external documents is expected to help PSA BDP Indonesia communicate information more effectively, both to business partners and to the public. Thus, the PKL at PSA BDP Indonesia became a valuable experience that provided new insights and built skills useful for the author's career development in the future.

1.2 Scope of Activities

The author carried out this PKL activity in the organizational unit of PSA BDP Indonesia, a company operating in the field of logistics and supply chain management. In the process of this PKL activity, the author was assigned the task of translating various internal business documents of the company from Indonesian into English or vice versa.

1.3 Time and Place of Implementation

The internship was carried out at:

Deadline: June 2, 2025 to November 30, 2025

Company: Private Logistics Company

Address: AD Premier Office Park, 12th Floor, Jl. TB. Simatupang No. 5, South Jakarta 12550, Indonesia

1.4 Objectives and Benefits

1.4.1 Objectives

The objectives of this internship program are as follows:

- To provide direct experience in the working world in the sectors of logistics, freight, and supply chain management.
- To train the ability to translate professional documents and understand the terminology used in global business.
- To connect the theories learned in college with actual work practice in a multinational company.



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- To train discipline, responsibility, and the ability to work in a team in a professional work environment.

1.4.2 Benefits

This PKL report is also expected to have several benefits, which are described as follows:

- Students gain insight into global work standards and professional expectations in the logistics industry.
- Becoming more proficient in translating business documents and understanding formal and technical language styles.
- Having the opportunity to interact with professionals in the logistics field and expand connections for future career opportunities.
- Providing a realistic picture of work processes, organizational structure, and company dynamics that are useful for post-graduation careers.





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CHAPTER IV CLOSING

4.1 Conclusion

The author gained various benefits during the internship at PSA BDP Indonesia, which contributed to professional and personal development. This internship provided a deeper insight into the working world and equipped the author with various important skills to achieve success in the field of business text translation. The following are some of the main points that can be concluded from the internship:

- PKL as a Link Between Theory and Practice PKL serves as a bridge between theoretical knowledge learned in college and its application in the real working world.
- Understanding the Dynamics of the Professional Environment. During the PKL at PSA BDP Indonesia, I gained insight into the dynamics of professional work, including adapting to a fast-paced work environment and high quality standards.
- Practical Experience and Career Preparation. The PKL program provides practical work experience, expands students' knowledge, and equips them to face competition in the professional world.
- Increased Confidence and Discipline. PKL also helped the author become more confident and disciplined in completing tasks, especially when working under deadline pressure.
- Development of Professionalism and Discipline PKL provided the opportunity for the author to develop professional attitudes, such as effective communication skills, attention to detail, and maintaining consistent work standards. The author also learned to respond to feedback from superiors and colleagues in a constructive manner. In addition, the ability to work independently and collaboratively, as well as understanding organizational procedures, developed during the PKL.
- During the PKL, the author was directly involved in workplace activities, including the challenge of translating business texts that require clarity and precision. The author gained a deeper understanding of translation standards and procedures in a business environment, including the importance of maintaining consistency in technical terminology. This



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experience shaped the author to be more independent and responsible for their work results.

- Based on observations during the PKL, the translation approach at PSA BDP Indonesia focuses on relevance and accuracy so that messages can be easily understood by the company's internal audience. The techniques widely used in the translation process include literal translation, faithful translation, adaptation, and reinforcement to maintain consistency with the business context.
- To improve internal communication, the author routinely coordinated with the PKL supervisor to ensure that the meaning of translations could be clearly understood without requiring additional interpretation. This effort helped maintain the effectiveness of message delivery in company documents.

4.2 Suggestions

Based on my experience during the internship at PSA BDP Indonesia, there are several aspects of work that need to be improved so that the process of translating internal documents can run more effectively and provide an optimal work experience. The following are some suggestions that can be implemented:

A. Improving Accessibility and Support for Translation Tools

PSA BDP Indonesia is advised to expand access to modern translation tools and software. The use of artificial intelligence (AI)-based software and interactive digital dictionaries can speed up work processes and improve efficiency. In addition, the development of cloud-based systems will facilitate access to important resources such as technical glossaries and standard translation guidelines. The availability of easily accessible tools and resources will help maintain consistency and accuracy of translation results.

B. Improving Translation Resources

The author suggests that the company enrich the existing technical glossary and build a more comprehensive term database. With more complete resources, the quality and consistency of translations can continue to be improved to support the company's business communication needs.



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C. Improving Communication and Interaction with Superiors

Improving communication between superiors and interns will greatly help in carrying out daily tasks. Regular feedback sessions can provide clear guidance on areas that need improvement and strengthen understanding of participants' strengths and weaknesses. In addition, the company can hold mentoring sessions or weekly meetings to ensure that interns feel supported and actively involved in the work process.

D. Improving the Quality of the Internship Experience

With good communication support, adequate translation tools, and complete resources, internship participants can not only complete tasks more optimally, but also gain a more meaningful learning experience during the PKL.

It is hoped that by implementing these suggestions, PSA BDP Indonesia can improve the comfort and quality of the news article translation process, while providing a more meaningful internship experience for future interns. The author also encourages future interns to maximize their internship opportunities by actively participating in company projects, seeking regular feedback, and building good relationships with superiors and colleagues. These steps will help them gain valuable experience while expanding their professional network.

In addition, the author suggests that interns take advantage of every available learning opportunity. This can be done by participating in various projects or teams, seeking guidance from more experienced individuals, and building positive communication in the work environment. With this approach, interns can enrich their experience while expanding professional relationships that will be beneficial for their careers in the future.



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APPENDICES

Appendix 1 Supervisor Guidance Form

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POLITEKNIK NEGERI JAKARTA
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Jalan Prof. Dr. G. A. Siwabessy, Kampus UI, Depok 16425 Telepon (021)7865334,
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Fax (021) 7270034, (021) 7270036 Hujung
Laman: <http://www.pnj.ac.id> e-pos: humas@pnj.ac.id

INTERNSHIP MENTORING FORM
(SUPERVISOR OF PNJ)

Name: Muhammad Attar Tirtana
TITLE: INTERNAL OFFICE TRANSLATOR AT PSA BDP INDONESIA

No.	Day/Date	Material	Signature
1	Thursday, September 25th 2025	Draft report CHAPTER I	
2	Tuesday, October 21st 2025	Revision of Chapter II and draft of Chapter III	
3	Tuesday, December 16th 2025	Revision of Chapter III, draft report of Chapter IV and appendices	
4	Friday, December 19th 2025	Finalize Internship Report	

Jakarta, December 2nd 2025

Advisor

Sujwo Priambodo, S.E., M. M.
NIP.198204262014041001

KEMENTERIAN PENDIDIKAN TINGGI, SAINS, DAN TEKNOLOGI
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Laman: <http://www.pnj.ac.id> e-pos: humas@pnj.ac.id

FORM BIMBINGAN PKL
(DOSEN PEMBIMBING PNJ)

Name: Muhammad Attar Tirtana
JUDUL PKL: PENERJEMAH INTERNAL OFFICE DI PSA BDP INDONESIA

No.	Hari/Tgl	Materi Bimbingan	Tanda tangan
1	Kamis, 26 September 2025	Draft laporan BAB I	
2	Selasa, 21 Oktober 2025	Revisi BAB II dan draft BAB III	
3	Selasa, 16 Desember 2025	Revisi BAB III, draft laporan BAB IV dan lampiran	
4	Jumat, 19 Desember 2025	Finalisasi Laporan PKL	

Jakarta, 2 Desember 2025

Pembimbing,

Sujwo Priambodo, S.E., M.M.
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Appendix 2 Assessment Form

PSA | BDP

AD Premier, Lantai 12, Jl. TB. Simatupang No. 5, Ragunan, Pasar Minggu, Jakarta Selatan 12550, Indonesia.

FORM PENILAIAN MAGANG INDUSTRI

Nama/ NIM : Muhammad Attar Tirtana
Jurusan : Administrasi Niaga
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Lama Magang : 02 Juni 2025 - 30 November 2025
Instansi Perusahaan : PSA BDP INDONESIA

No.	Variabel Penilaian	Nilai Angka
1.	Kerajinan	100
2.	Kehadiran di lokasi magang/PKL	100
3.	Pelaksanaan dan tanggung jawab atas pekerjaan yang dilakukan	100
4.	Kemampuan bekerja dalam tim	100
5.	Kemampuan melakukan inisiatif dalam pekerjaan	100
6.	Kemampuan berkomunikasi dengan rekan kerja	100
7.	Kemampuan berdasarkan keahlian di bidang keilmuan	100
8.	Pengetahuan tentang aktivitas kerja	100
	Nilai Total	100
	Rata-rata Nilai	100

Jakarta, 2 Desember 2025
Marita Murtiani Ariestya
HR & GA Supervisor

PSA | BDP
201608179



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Appendix 3 PKL Logbook

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Laman: <http://www.pnj.ac.id> e-post: humas@pnj.ac.id

Logbook PKL

1. Nama Perusahaan/Industri : PT. BDP Indonesia
2. Alamat : AD Premier, 12th Floor, Jl. TB Simatupang No. 5,
Ragunan, Pasar Minggu, Jakarta Selatan 12550, Indonesia
3. Judul PKL : BENERJEMAH INTERNAL OFFICE DI PSA BDP
INDONESIA
4. Nama Penyelia : Marita Murtiani Ariestya HR & GA Supervisor

Waktu	Aktivitas yang Dilakukan	Tanda Tangan
Minggu 1	- Perkenalan mengenai job desc dan bidang	
Minggu 2	- Membuat laporan rutin terkait aktivitas pengiriman, performa vendor, dan biaya operasional transportasi. - Menyiapkan serta memeriksa dokumen pendukung pengiriman - Memonitoring jadwal keberangkatan dan kedatangan barang melalui moda transportasi laut, udara, maupun darat.	
Minggu 3	- Membuat laporan rutin terkait aktivitas pengiriman, performa vendor, dan biaya operasional transportasi. - Menyiapkan serta memeriksa dokumen pendukung pengiriman - Memonitoring jadwal keberangkatan dan kedatangan barang melalui moda transportasi laut, udara, maupun darat	
Minggu 4	- Membuat laporan rutin terkait aktivitas pengiriman, performa vendor, dan biaya operasional transportasi. - Menyiapkan serta memeriksa dokumen pendukung pengiriman	

Minggu 5	- Memonitoring jadwal keberangkatan dan kedatangan barang melalui moda transportasi laut, udara, maupun darat. - Membuat laporan rutin terkait aktivitas pengiriman, performa vendor, dan biaya operasional transportasi. - Menyiapkan serta memeriksa dokumen pendukung pengiriman - Memonitoring jadwal keberangkatan dan kedatangan barang melalui moda transportasi laut, udara, maupun darat. - Menerjemahkan dokumen bahasa indonesia ke bahasa inggris.	
Minggu 6	- Membuat laporan rutin terkait aktivitas pengiriman, performa vendor, dan biaya operasional transportasi. - Menyiapkan serta memeriksa dokumen pendukung pengiriman - Memonitoring jadwal keberangkatan dan kedatangan barang melalui moda transportasi laut, udara, maupun darat.	
Minggu 7	- Membuat laporan rutin terkait aktivitas pengiriman, performa vendor, dan biaya operasional transportasi. - Menyiapkan serta memeriksa dokumen pendukung pengiriman - Memonitoring jadwal keberangkatan dan kedatangan barang melalui moda transportasi laut, udara, maupun darat. - Menerjemahkan dokumen bahasa indonesia ke bahasa inggris.	

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