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INTERNSHIP REPORT



BUSINESS COMMUNICATION PRACTICES WITHIN THE WORK CULTURE OF PT PERTAMINA (PERSERO)

ADAM MARTAHADI
2308411032

**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION**

BUSINESS ADMINISTRATION

DEPOK

2026



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STATEMENT OF APPROVAL

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Title : Business Communication Practices within the Work Culture of PT Pertamina (Persero)

Author

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Study Program : English for Business and Professional Communication

Major : Administrasi Niaga

Duration : 2 Februari - 29 Mei 2026

Place of Activities : Sopo Del Tower, Jl. Mega Kuningan Barat III, RW 003, Setiabudi, South Jakarta

Jakarta, 11 June 2026

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PREFACE

Praise and gratitude are offered to Almighty God for His blessings and grace, which have enabled the completion of this Internship Report. This report is prepared as a form of accountability for the internship program carried out at the Finance Directorate, Tax Strategy Division.

During the internship, various contributions were made, including creating graphic designs for internal purposes, processing data, and assisting in the coordination of activities within the workplace. Through these experiences, valuable lessons were gained in both technical aspects and the development of soft skills. This experience provided a broader understanding of the importance of cross-functional collaboration in supporting company performance. This report would not have been completed without the assistance, guidance, and support of various parties. Therefore, sincere appreciation is extended to:

1. Farizka Humolungo, S.Pd., M.A., Head of the English for Business and Professional Communication Study Program;
2. Septina Indrayani, S.Pd., M.TESOL., academic supervisor, for her guidance and constructive feedback throughout the preparation of this report;
3. Bapak Donny Uyung Perkasa, industrial supervisor, for the valuable opportunity, insightful guidance, and dedication in sharing practical knowledge regarding professional standards and the realities of the workplace;
4. all family members, especially parents, for their unwavering prayers, unconditional support, and extraordinary dedication in providing invaluable encouragement and motivation;
5. all friends, for their moral support, constructive suggestions, and meaningful collaboration, which have continually served as a priceless source of positive energy.



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CHAPTER I INTRODUCTION

1.1 Background

The increasingly dynamic development of the professional world requires every individual to possess not only academic competence but also practical skills relevant to industry needs. One of the skills that is increasingly in demand is the ability to communicate professionally, whether orally, in writing, or through visual and digital media. Communication is not limited to the use of verbal language but also encompasses the effective delivery of information through various forms of media, such as presentations, publications, and data processing. Therefore, the ability to manage and present information communicatively has become an important added value in supporting the execution of tasks in the workplace..

The implementation of the internship at the Tax Strategy Division provided an opportunity to apply and develop these skills in a real work setting. The various activities carried out included team coordination, the preparation of publication and presentation materials, the management of online activities, data processing, event preparation, as well as research and analysis in the field of taxation. Through these activities, practical experience was gained regarding the dynamics of the professional world, alongside the development of communication, analytical, and teamwork skills.

Based on the above, the implementation of the Internship at the Tax Strategy Division was focused on applying professional communication through the preparation of publication materials, data processing, and activity coordination.

1.2 Scope of Activities

The scope of internship activities at the Tax Strategy Division covers various activities related to the preparation of publication materials, data processing, and activity coordination. The activities carried out during the Internship included:



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1. creating publication materials to support communication needs.
2. designing various graphic materials used in division activities, such as presentations, posters, bumper videos, and other visual content.
3. processing report data into a systematic and easily comprehensible presentation format.
4. assisting in the preparation of activities organized by the Tax Strategy Division.
5. coordinating with internal parties with regard to the execution of various division activities.

1.3 Time and Place of Implementation

The internship was conducted under a hybrid working system, namely a combination of Work From Office (WFO), Work From Home (WFH), and Work From Anywhere (WFA), with the following details:

Company Name	: PT Pertamina (Persero)
Division	: Tax Strategy
Duration	: 2 February – 29 May
Working Hours	: 07:00 – 16:00
Company Address	: Sopo Del Tower, Jl. Mega Kuningan Barat III, RW 003, Setiabudi, South Jakarta

1.4 Objectives and Significances

1.4.1 Objectives

The implementation of this internship is intended to:

1. apply communication skills within the work environment, particularly in conveying information through visual media and presentations.

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2. gain an understanding of the corporate work culture, particularly within the Tax Strategy Division.
3. enhance the ability to process information and data into communication materials that are effective and easily comprehensible.
4. develop visual communication design skills as a supporting medium for communication in the professional environment.

1.4.2 Significances

The significance of this internship is as follows:

1. to provide direct experience in the professional world and enhance competence in professional communication, information processing, and visual design.
2. to serve as a basis for evaluation in developing a curriculum aligned with the needs of the professional world.
3. to contribute support to communication activities through the preparation of publication materials, data processing, and activity coordination.

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CHAPTER IV

CLOSING

4.1 Conclusion

Based on the entire series of internship activities carried out at the Tax Strategy Division of PT Pertamina (Persero), it can be concluded that the work activities undertaken focused on the application of business communication within a professional work environment. These activities encompassed the preparation of presentation materials, the production of publication media, the management of online activities, the processing of administrative data, as well as the conduct of research and analysis supporting the needs of the division.

During the implementation of the internship, the concepts of business communication studied during coursework could be applied directly through various forms of internal and external communication. Internal communication was realized through coordination with the field supervisor, employees of the Tax Strategy Division, and other work units within the company. Meanwhile, external communication was evident in interactions with the Directorate General of Taxes, the Brevet AB training provider, and various other parties involved in the implementation of the division's work programs.

In addition to business communication, digital communication also constituted an important aspect in the execution of work, particularly through the utilization of platforms such as Microsoft Teams, Google Spreadsheet, Microsoft Excel, and various other supporting applications. The use of such digital technology helped facilitate team coordination, data management, and the implementation of activities involving numerous participants and stakeholders.

Furthermore, visual communication was one of the competencies most extensively applied during the internship. Activities such as the preparation of presentations, the design of publication media, bumper videos, posters, standees, and various other visual materials provided an understanding of the importance of

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conveying information effectively through visual elements that are engaging, clear, and easily understood by the audience.

The challenges encountered during the implementation of the internship included the preparation of presentation materials requiring the processing of large volumes of information, coordination during online activities involving numerous participants, and research processes requiring the verification and analysis of information from various sources. These challenges could be addressed through effective coordination with the team, the conduct of simulations prior to activities, and the application of systematic working methods in managing data and information.

4.2 Suggestions

4.2.1 For Company

The Tax Strategy Division of PT Pertamina (Persero) is expected to continue providing opportunities for interns to be directly involved in the various activities and projects carried out by the division. Such involvement provides highly valuable experience for students in understanding professional work culture and enhancing the skills required in the industry. In addition, it is hoped that there will be increased opportunities for discussion and the provision of feedback on students' work, so that the process of learning and knowledge transfer can take place more optimally.

4.2.2 For University

Politeknik Negeri Jakarta, particularly the Study Program of English for Business and Professional Communication, is expected to continue expanding cooperation with companies and institutions relevant to the field of business communication. Through such cooperation, students will have greater opportunities to gain practical experience aligned with the competencies studied during coursework. In addition, the strengthening of material related to digital communication, visual communication design, and the use of collaboration

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technology can continue to be developed so as to remain aligned with the current needs of the professional world.

4.2.3 For Students

Students who will be undertaking an internship in the future are advised to prepare their professional communication skills, mastery of digital technology, and information processing skills from the early stages of their coursework. These skills have proven highly beneficial in completing the various tasks assigned during the internship. In addition, students also need to accustom themselves to working with care, to be proactive in communication, and to be able to adapt to the dynamics of the work environment. Such attitudes will help the learning process run more effectively while also enhancing the contribution that can be made to the institution where the internship is carried out..



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APPENDIX

1. Internship Acceptance Letter from Pertamina



Jakarta, 16 Januari 2026
No. 019/K30220/2026-S8

Lampiran :
Perihal : Persetujuan Praktik Kerja Lapangan Mahasiswa Politeknik Negeri Jakarta di PT PERTAMINA (Persero) a.n. Adam Martahadi

Yang terhormat
Bapak Dr. Wahyudi Utomo, S.Sos., M.Si.
Ketua Jurusan Administrasi Niaga
Politeknik Negeri Jakarta
Jalan Prof. Dr. G. A. Siwabessy
Kampus UI, Depok 16425

Mengacu Surat Pengantar dari Politeknik Negeri Jakarta nomor 31/DST/PL3.10/B/PK.01.09/2026 tanggal 6 Januari 2026 perihal permohonan Praktik Kerja Lapangan (PKL). Bersama ini disampaikan bahwa perusahaan dapat memfasilitasi permohonan untuk melaksanakan PKL di lingkungan PT Pertamina (Persero), atas nama sebagai berikut :

Nama / NIM	Jurusan	Jadwal Pelaksanaan	Fungsi Penempatan	Lokasi Fungsi Penempatan
Adam Martahadi / 2308411032	D4 – Administrasi Niaga	2 Februari s.d. 31 Mei 2026 (Durasi 4 Bulan)	Tax Strategy	Griha Pertamina

Selanjutnya terkait detail pelaksanaan kegiatan PKL akan disampaikan melalui *briefing* kepada mahasiswa secara daring. Adapun *link briefing* kegiatan PKL akan diinformasikan ke email mahasiswa mendekati jadwal pelaksanaan.

Apabila membutuhkan koordinasi lebih lanjut dapat menghubungi Tim Pemagangan Pertamina Corporate University (PCU) melalui email: pemagangan.pcu@pertamina.com

Demikian disampaikan, atas perhatian dan kerja samanya diucapkan terima kasih.

Manager Digital Learning & Infrastructure



Diana Sessyana



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www.pertamina.com

No. 019/K30220/2026-S8

Tembusan:
1. Adam Martahadi / 2308411032
2. Manager Tax Strategy
PT Pertamina (Persero)
3. Manager HCBP II
PT Pertamina (Persero)

2

2. Logbook

Name : Adam Martahadi
University : Politeknik Negeri Jakarta
Student ID : 2308411032
Supervisor's Name : Donny Uyung Perkasa
Supervisor's Email : donny.perkasa@pertamina.com
Directorate : Finance
Function : Tax Strategy

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No.	Date	Internship / Research Activities
1	Senin, 2 Februari 2026	• Introduced to the work environment, rules, and work culture of the Tax Strategy Division. • Introduced to the internship supervisor, administrative staff, senior employees, and fellow interns. • Attended an initial briefing together with the internship supervisor and both new and returning interns. • Received an explanation of the division's duties and functions as well as the plan for the coaching clinic activity at Grha Pertamina, Gambir. • Gained an understanding of the objective of the coaching clinic, namely to assist Pertamina employees with Annual Tax Return reporting. • Presented a portfolio to assess individual abilities and skills.
2	Selasa, 3 Februari 2026	• Worked on producing a promotional bumper video for the activity using Canva. • Coordinated with fellow interns working on poster design. • Completed the initial draft of the bumper video according to the supervisor's direction.
3	Rabu, 4 Februari 2026	• Continued revising and refining the bumper video. • One version of the bumper video was approved by the administrative staff and internship supervisor. • Assigned to produce an additional bumper video (two versions required). • Attended a coordination meeting with the Senior Expert I – Tax Strategy regarding assistance with Annual Tax Return reporting using Microsoft Excel. • Received an explanation on taxpayer data entry and the automatic tax calculation mechanism. • Appointed as Liaison Officer (L.O.) for the coaching clinic event at Grha Pertamina.
4	Kamis, 5 Februari 2026	• Attended a follow-up meeting regarding preparations for the coaching clinic event at Grha Pertamina. • Changed roles from L.O. to person in charge of online event administration.
5	Jumat, 6 Februari 2026	• Attended a Health, Safety, Security, and Environment (HSSE) meeting discussing healthy lifestyles and habits. • Processed text report data into PowerPoint for presentation.



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6	Sabtu, 7 Februari 2026	Day off
7	Minggu, 8 Februari 2026	Day off
8	Senin, 9 Februari 2026	- Conducted a cross-check of equipment and technical requirements for the event at Grha Pertamina. - Converted the broadcast graphic format from landscape to portrait for A4 printing at the registration desk. - Collected two approved bumper video designs for event publication purposes.
9	Selasa, 10 Februari 2026	- Updated and rearranged data in the event preparation spreadsheet. - Received a new assignment as part of the team responsible for running the online session.
10	Rabu, 11 Februari 2026	Prepared committee uniforms for the event.
11	Kamis, 12 Februari 2026	Conducted a simulation for running the coaching clinic online using Microsoft Teams.
12	Jumat, 13 Februari 2026	- Prepared souvenirs for coaching clinic participants. - Continued the simulation for running the coaching clinic online using Microsoft Teams.
13	Sabtu, 14 Februari 2026	Day off
14	Minggu, 15 Februari 2026	Day off
15	Senin, 16 Februari 2026	Day off (Chinese New Year Joint Leave)
16	Selasa, 17 Februari 2026	Day off (Chinese New Year)
17	Rabu, 18 Februari 2026	- Prepared brochures for the coaching clinic event. - Attended a meeting to discuss the positions and tasks of each section at Grha Pertamina.
18	Kamis, 19 Februari 2026	- Went to Grha Pertamina to install two standees for the coaching clinic event. - Designed queue numbers ready for printing.
19	Jumat, 20 Februari 2026	- Printed participant queue numbers. - Coordinated the transfer of event equipment from Sopo Del Tower to Grha Pertamina. - Managed logistics, including laptops, cables, standees, posters, souvenirs, and other equipment. - Coordinated with the IT team for the borrowing of a charging station. - Arranged equipment in the event preparation room.
20	Sabtu, 21 Februari 2026	Day off
21	Minggu, 22 Februari 2026	Day off
22	Senin, 23 Februari 2026	Placed items in the changing room.



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		• Assisted in managing and arranging equipment in the preparation area. • Prepared and ensured that all laptops were switched on and connected to the charging station so as not to run out of power during the event (± 6 hours). • Logged in to previously created dummy accounts on each laptop for operational purposes. • Set up and operated Microsoft Teams accounts on each device. • Served as the person in charge of online event administration. • Managed 6–7 breakout rooms in Microsoft Teams together with the team responsible for online event administration. • Divided and directed participants to their respective breakout rooms according to the relevant Directorate General of Taxes (DJP) unit. • Ensured that the process of consulting on participants' Annual Tax Return reports with the DJP ran smoothly online.
23	Selasa, 24 Februari 2026	• Operated the online meeting system as the person in charge of online event administration. • Supervised and arranged the distribution of participants into 6–7 breakout rooms according to their respective DJP units. • Coordinated the running of the virtual Annual Tax Return consultations to keep them orderly and organized. • Maintained technical stability throughout the online activity until the event concluded.
24	Rabu, 25 Februari 2026	• Served as the online event admin. • Managed participants into breakout rooms with the DJP. • Maintained technical stability throughout the online activity until the event concluded. • Moved items from the ballroom to the changing room.
25	Kamis, 26 Februari 2026	• Returned equipment still left at Grha Pertamina. • Returned the charging station to the IT division. • Compiled the offline event attendance list, transferring it from paper notes into Excel.
26	Jumat, 27 Februari 2026	Delivered a presentation in English on the importance of creating, as part of English Day.
27	Sabtu, 28 Februari 2026	Day off
28	Minggu, 1 Maret 2026	Day off
29	Senin, 2 Maret 2026	Served as moderator for English Day, with a fellow intern as

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		the speaker.
30	Selasa, 3 Maret 2026	Attended a gathering event aimed at strengthening working relationships among employees within the Tax function.
31	Rabu, 4 Maret 2026	Attended a Ramadhan reflection event attended by the entire Tax function.
32	Kamis, 5 Maret 2026	• Prepared and distributed refreshments to support the smooth running of a meeting. • Prepared minutes for a meeting related to Coretax and provided in-person assistance to Pertamina employees on the use of Coretax.
33	Jumat, 6 Maret 2026	• Assigned to look for alternative management software, such as ClickUp. • Searched for information on other suitable and user-friendly software, such as Notion, Monday.com, etc.
34	Sabtu, 7 Maret 2026	Day off
35	Minggu, 8 Maret 2026	Day off
36	Senin, 9 Maret 2026	• Continued research on Notion, including how to set up its management features, etc. • Attended an HSSE presentation meeting discussing work, the Eid homecoming period, and fasting.
37	Selasa, 10 Maret 2026	Attended the Socialization and coaching clinic for the 2025 Individual Income Tax Annual Return.
38	Rabu, 11 Maret 2026	Presented several of the most optimal management software options according to the division's needs.
39	Kamis, 12 Maret 2026	Withdrew small denomination cash from the Bank BNI branch at Grha Pertamina.
40	Jumat, 13 Maret 2026	Distributed small denomination cash from the Bank BNI branch at Grha Pertamina.
41	Sabtu, 14 Maret 2026	Day off
42	Minggu, 15 Maret 2026	Day off
43	Senin, 16 Maret 2026	WFA (Ahead of Eid Homecoming)
44	Selasa, 17 Maret 2026	WFA (Ahead of Eid Homecoming)
45	Rabu, 18 Maret 2026	Day off (Nyepi Joint Leave)
46	Kamis, 19 Maret 2026	Day off (Nyepi)
47	Jumat, 20 Maret 2026	Day off (Eid al-Fitr Joint Leave)
48	Sabtu, 21 Maret 2026	Day off (Eid al-Fitr)
49	Minggu, 22 Maret 2026	Day off
50	Senin, 23 Maret 2026	Day off (Eid al-Fitr Holiday)
51	Selasa, 24 Maret 2026	Day off (Eid al-Fitr Holiday)



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52	Rabu, 25 Maret 2026	WFA (Eid al-Fitr)
53	Kamis, 26 Maret 2026	WFA (Eid al-Fitr)
54	Jumat, 27 Maret 2026	WFA (Eid al-Fitr)
55	Sabtu, 28 Maret 2026	Day off
56	Minggu, 29 Maret 2026	Day off
57	Senin, 30 Maret 2026	Attended an online performance evaluation meeting directed by the field supervisor via Microsoft Teams.
58	Selasa, 31 Maret 2026	Created the March 2026 tax update slides.
59	Rabu, 1 April 2026	Revised the March 2026 tax update slides.
60	Kamis, 2 April 2026	Updated the PowerPoint design for the tax update.
61	Jumat, 3 April 2026	Day off (Good Friday)
62	Sabtu, 4 April 2026	Day off
63	Minggu, 5 April 2026	Day off
64	Senin, 6 April 2026	Worked on designing the tax disclosure and on the team's division of tasks for analyzing Pertamina's overseas subsidiaries.
65	Selasa, 7 April 2026	Created summary slides on carbon tax from a meeting conducted via Microsoft Teams.
66	Rabu, 8 April 2026	Prepared letters for signature, complete with stamp duty and pre-positioned signature markers.
67	Kamis, 9 April 2026	Looked up the organizational structure of the Tax Office for Large Taxpayers Three, verifying current names and identifying the individuals involved.
68	Jumat, 10 April 2026	On leave (Sick)
69	Sabtu, 11 April 2026	Day off
70	Minggu, 12 April 2026	Day off
71	Senin, 13 April 2026	- Created summary slides on the latest news regarding taxation and the oil and gas sector as of April 2026. - Wrote prompts for Brevet slides using NotebookLM and transferred them to Canva.
72	Selasa, 14 April 2026	Gathered the latest news, composed prompts for slide material production, and implemented and processed slide designs in Canva.
73	Rabu, 15 April 2026	WFH (Efficiency)
74	Kamis, 16 April 2026	Searched for institutions able to facilitate a two-day Brevet AB training program resulting in a certificate.
75	Jumat, 17 April 2026	Prepared and designed presentation slides on the profiling of LTO3's organizational structure.
76	Sabtu, 18 April 2026	Day off



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77	Minggu, 19 April 2026	Day off
78	Senin, 20 April 2026	Prepared a report on Pertamina's overseas companies in Algeria, Iraq, and Malaysia: the latest updates regarding the 2026 tax report, and gained an understanding of the economic and environmental impacts of each operation (tax disclosure).
79	Selasa, 21 April 2026	Conducted research on Joint Operation (JO) and Joint Venture (JV) schemes at PT Pertamina (Persero), particularly within the Upstream Subholding (SHU) and Saka Energi Indonesia, and gained an understanding of the roles of operators and non-operators, including taxation aspects in oil and gas exploration and production activities.
80	Rabu, 22 April 2026	WFH (Efficiency)
81	Kamis, 23 April 2026	Prepared summary slides on the latest developments in taxation issues and the oil and gas sector.
82	Jumat, 24 April 2026	Identified participants along with their functions/positions to assess the urgency of attending the Brevet training, particularly for positions outside the tax function.
83	Sabtu, 25 April 2026	Day off
84	Minggu, 26 April 2026	Day off
85	Senin, 27 April 2026	Continued the brief report on Pertamina's operations in Algeria, Iraq, and Malaysia.
86	Selasa, 28 April 2026	- Continued the brief report on Pertamina's operations in other countries and placed the sources in Google Documents. - Created summary slides from the meeting with the Taxsam team regarding the implementation of Brevet AB.
87	Rabu, 29 April 2026	WFH (Efficiency)
88	Kamis, 30 April 2026	Created a brief presentation containing updates on the latest news related to taxation and the oil and gas industry.
89	Jumat, 1 Mei 2026	Day off (Labor Day)
90	Sabtu, 2 Mei 2026	Day off
91	Minggu, 3 Mei 2026	Day off
92	Senin, 4 Mei 2026	- Processed Brevet registrant data into a table. - Continued the tax disclosure report.
93	Selasa, 5 Mei 2026	- Prepared and developed PowerPoint presentation slides for the VP Tax Brevet program on enhancing tax management competency. - Attended a meeting to correct the data of Brevet training participant registrants.



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94	Rabu, 6 Mei 2026	WFH (Efficiency)
95	Kamis, 7 Mei 2026	Prepared the room and equipment at Grha Pertamina for the Brevet AB kick-off online meeting.
96	Jumat, 8 Mei 2026	Served as moderator for the May HSSE session, with speaker Iqbal discussing "The Phenomenon of Active Lifestyle in the Digital Era."
97	Sabtu, 9 Mei 2026	Day off
98	Minggu, 10 Mei 2026	Day off
99	Senin, 11 Mei 2026	Attended the Akhlak Day (Harmonious) meeting.
100	Selasa, 12 Mei 2026	Completed the validation of signed Tax Invoice documents by affixing stamps and classifying them by company entity, and processed two-part documents involving binding, folding, and packaging into envelopes labeled with destination addresses.
101	Rabu, 13 Mei 2026	WFH (Efficiency)
102	Kamis, 14 Mei 2026	Day off (Ascension Day)
103	Jumat, 15 Mei 2026	Day off (Ascension Day Joint Leave)
104	Sabtu, 16 Mei 2026	Day off
105	Minggu, 17 Mei 2026	Day off
106	Senin, 18 Mei 2026	• Worked on updating the major tax issues report. • Watched a Brevet AB video on the Taxsam e-learning platform regarding KUP A. • Completed a tax examination on the Taxsam e-learning platform regarding KUP A.
107	Selasa, 19 Mei 2026	• Continued updating the major tax issues report. • Watched a Brevet AB video on the Taxsam e-learning platform regarding Individual Income Tax.
108	Rabu, 20 Mei 2026	Watched a Brevet AB video on the Taxsam e-learning platform regarding Income Tax Article 21.
109	Kamis, 21 Mei 2026	• Updated the tax disclosure. • Watched a Brevet AB video on the Taxsam e-learning platform regarding Withholding Income Tax.
110	Jumat, 22 Mei 2026	WFH (Efficiency)
111	Sabtu, 23 Mei 2026	Day off
112	Minggu, 24 Mei 2026	Day off
113	Senin, 25 Mei 2026	• Continued updating the major tax issues report. • Watched a Brevet AB video on the Taxsam e-learning platform regarding Land and Building Tax and Stamp Duty.
114	Selasa, 26 Mei 2026	Watched a Brevet AB video on the Taxsam e-learning



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		platform regarding Value Added Tax and Sales Tax on Luxury Goods.
115	Rabu, 27 Mei 2026	Day off (Eid al-Adha)
116	Kamis, 28 Mei 2026	Day off (Eid al-Adha Joint Leave)
117	Jumat, 29 Mei 2026	WFH (Efficiency)
118	Sabtu, 30 Mei 2026	Day off
119	Minggu, 31 Mei 2026	Day off
Intern		Intenrship/Research Suprervisor
 Adam Martahadi		 Donny Uyung Perkasa

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3. Form Penilaian PKL



EVALUATION RESULTS

Student Name : Adam Martahadi
Student ID : 2308411032
Internship Report Title : Business Communication Practices Within the
Work Culture of PT Pertamina (Persero)

Internship Evaluation

No.	Evaluation Component	Score Range	Score Achieved
1.	Oral Communication Skills	10-20	18
2.	Written Communication Skills	10-20	20
3.	Teamwork	10-20	19
4.	Discipline	10-20	18
5.	Professional Ethics	10-20	18
Total Score			93

Jakarta, 11 June 2026

Company/Industry Supervisor,

Donny Uyung Perkasa

747587



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Suggestions from the Company/Industry Supervisor for the Intern

1.
2.
3.

Note: The score is submitted to the internship committee of Politeknik Negeri Jakarta in a sealed envelope.





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4. Internship Guidance Form



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TINGGI SAINS, DAN TEKNOLOGI
POLITEKNIK NEGERI JAKARTA
JURUSAN ADMINISTRASI NIAGA**
Jl. Prof. DR. G.A. Siwabessy, Kampus UI, Depok 16425
Telepon: (021) 7270036, Faksimile: (021) 7270034
Laman: <http://www.pnj.ac.id>, Surel: humas@pnj.ac.id

BUKU PENGHUBUNG/PEMBIMBING KAMPUS

Nama Mahasiswa : Adam Martahadi
NIM : 2308411032
Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
Judul Laporan : Praktik Komunikasi Profesional dalam Budaya Kerja di PT Pertamina (Persero)

No.	Hari/Tgl	Materi Bimbingan	Tanda tangan
1.	Kamis, 5 Maret 2026	Bab 1	ys
2.	Rabu, 15 April 2026	Revisi Bab 1 dan Draf Bab 2	ys
3.	Jumat, 22 Mei 2026	Revisi Bab 2 dan Draf Bab 3	ys
4.	Kamis, 11 Juni 2026	Revisi Bab 3 dan Draf Bab 4	ys
5.	Senin, 15 Juni 2026	Revisi Bab 1-4	ys

Depok, 16 Juni 2026
Pembimbing,

Septina Indrayani, S.Pd., M.TESOL
NIP. 198109162023212018

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5. Photo Documentation

