

CHAPTER IV

CONCLUSION

The writer did her internship on 18th January 2017 until 18th February 2017 as a staff in Business Service Division at PT. Telekomunikasi Indonesia, Tbk. PT. Telekomunikasi Indonesia, Tbk. which also known as Telkom is the one and the largest state-owned company that line in telecommunication services. Telkom was founded in October 23, 1856.

As a staff, the writer had nine hours of working every day in a week. The writer had main duty proofreading business letters such as subscription contract and price quotation. She also helped the account managers to input some data into Microsoft Excel and Telkom's websites. The writer also had to prepare a motivational speech and material for sharing with the accounts managers. However, not all of the tasks were carried out. Some of the writer's work could be done completely if there were good coordination between her and her supervisor.

In the workplace, there are differences about what was assigned and what the writer really did. Not only was there a task that the writer got could not be accomplished until the end of the internship, but also there were some tasks that were not explained before and she had to finish them well. The tasks that could not be accomplished by the writer were she could not present her material for sharing with the Account Managers and perform a motivational speech. The writer also got some tasks that were not explained in the job description such as

checking data in Telkom's websites and input data from the websites to Microsoft Excel.

The writer had learned many things about being a staff in the office. The writer had to be more careful in every task that had been given by the supervisor such as input data in Microsoft Excel. Initiative was also needed when the writer work in the office. Because without any initiative, the work that actually could be done cannot be completed. She needed to check her work twice before she submits it. The writer was also needed to try her best in order to adapt in a new workplace.